



## Interagency Committee of State Employed Women (ICSEW) Policy

Policy: 310

Policy Name: Use of ICSEW Name Policy

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### **PURPOSE**

This policy establishes the standard for the appropriate use of the Interagency Committee of State Employed Women (ICSEW) name and logo. The purpose of this policy is to provide guidelines on the use of the ICSEW name and logo when promoting ideas, events, information, etc. and to ensure it is consistent with the goals and philosophy of the ICSEW mission.

### **SCOPE**

This policy applies to all references to the ICSEW name and logo.

### **POLICY**

No non-state entities may use the ICSEW name or logo to promote events, raise funds, advertise, or provide information unless the activities have been initiated or approved by the ICSEW executive board or chair.

#### **Non-state entities interested in using the ICSEW name or logo**

Organizations wishing to use the ICSEW name in conjunction with their own identifier should submit a request in writing (includes e-mail) to the ICSEW chair and the Communications chair indicating:

- Date of event or publication.
- Location of event or publication.
- Content of the event or publication.
- Goal of the event or publication.
- Whether funds will be raised.

The ICSEW chair may automatically approve the request if the intended use of the name clearly fits in with the goals of the ICSEW or the chair will bring the proposal to the executive board if time allows.

- All approvals and denials will be made in writing (includes e-mail) with denials describing the reason for denial.
- In no circumstance may an entity use the ICSEW name or logo in any marketing or educational materials unless official approval has been received.
- Approvals will be valid for the time stated in the written response to the organization.
- Approvals will be given for no longer than one calendar year.
- Violation of this policy may result in exclusion from any future ICSEW events.

### **RELEVANT LAWS/RESOURCES**

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

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