

FUQUA SCHOOL REQUEST TO USE FUQUA SCHOOL NAME AND/OR LOGOS

If a fundraiser, please use Request to Raise Funds form.

SALE/DISTRIBUTION OF ITEMS WITH FUQUA SCHOOL NAME AND/OR LOGOS

Items bearing the Fuqua School name and/or logos may be sold or distributed only by Fuqua School or by outside vendors approved by Fuqua School under conditions agreed upon by both parties. All designs using the Fuqua School name and/or logo that are created by Fuqua School groups or by outside vendors for use on items for sale or distribution must be approved by the Fuqua School External Affairs Committee.

Fuqua School policy approved January, 2011

NAME OF INDIVIDUAL/GROUP SUBMITTING REQUEST: _____

SPONSOR NAME: _____ DATE SUBMITTED: _____

DESCRIPTION/PURPOSE: _____

HOW WILL "Fuqua School", Falcon, or logos BE USED? _____

DESIGN PROOF MUST BE ATTACHED or EMAILED to davisle@fuquaschool.com *All items used by Fuqua School students, faculty/staff, etc. should bear the Fuqua School name to increase marketing of the School. Items must not be ordered until this form is approved. An approved copy of this form must be sent with the order to the vendor. If you are using a vendor other than Pairet's, Ellett's Embroidery or Judy Ellington Designs, please let Linda Davis know so she can make the vendor aware of the School's policy. Thank you.*

Please place a check mark in the box and sign on the line below your title and approval.

LOWER SCHOOL	MIDDLE/UPPER SCHOOL	ATHLETICS	PTSA
<input type="checkbox"/> Sponsor approves _____	<input type="checkbox"/> Sponsor approves _____	<input type="checkbox"/> Sponsor approves _____	<input type="checkbox"/> PTSA board member approves _____
<input type="checkbox"/> Lower School Dean approves _____	<input type="checkbox"/> Middle/Upper School Dean approves _____	<input type="checkbox"/> Athletic Director approves _____	<input type="checkbox"/> Athletic Director approves, if applicable _____
<input type="checkbox"/> Director of Communications approves use of "Fuqua School, Falcons, and/or logos", if applicable _____	<input type="checkbox"/> Director of Communications approves use of "Fuqua School, Falcons, and/or logos", if applicable _____	<input type="checkbox"/> Director of Communications approves use of "Fuqua School, Falcons, and/or logos", if applicable _____	<input type="checkbox"/> Director of Communications approves use of "Fuqua School, Falcons, and/or logos", if applicable _____
<input type="checkbox"/> Head of School approves _____	<input type="checkbox"/> Head of School approves _____	<input type="checkbox"/> Head of School approves _____	<input type="checkbox"/> Head of School approves _____