
NAME AND LOGO USE POLICY

Sage Oak Charter Schools owns and has exclusive rights to its name and logo, and prohibits any unauthorized use. Sage Oak Charter Schools actively monitors and controls all uses of its logo. Sage Oak Charter Schools' logo should not be used by any individual or corporation without prior approval. Any vendor wishing to use the Sage Oak Charter Schools logo must submit a vendor application and be pre-approved before it is eligible to utilize Sage Oak Charter Schools' name and logo.

SAGE OAK CHARTER SCHOOLS NAME USAGE

External collaborators of Sage Oak Charter Schools, such as vendors, educational partners, and other non-Sage Oak entities, when referring to Sage Oak Charter Schools on social media, print marketing, your website, or other forms of public display and non-Sage Oak promotional materials, must utilize the form "Sage Oak Charter Schools" or "Sage Oak" when referring to the School.

LOGOS FOR USE BY SAGE OAK VENDORS

As an approved Sage Oak vendor, you may use the downloadable logos to provide visual identification of your partnership with Sage Oak Charter Schools. To view the full list of approved vendors, please visit our website.

RELEASE OF NEWS INFORMATION AND ADVERTISING

Vendors who are delivering items or services in relation to a purchase order are subject to the Terms and Conditions of the Purchase Order which state vendor shall not, without the prior written consent of the school in advance:

- a. make any news release, public announcement, denial or confirmation of all or any part of the subject matter of the purchase order, or
- b. in any manner advertise or publish the fact that the school has placed a purchase order.

HOW IS A VENDOR GIVEN PERMISSION TO USE SAGE OAK'S LOGO?

Once a vendor is listed as an approved vendor, requests may be made on the request form linked [here](#).

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To ensure the best possible visual impact, please refer to our logo use guidelines:

Logo Placement and Color: Keep the area around the Sage Oak Charter Schools' verified logo uncluttered and always use the logo's approved color scheme. The Sage Oak logo should always be used in color for online use and should appear in full color on printed materials whenever possible. If full color is not possible, please print the logo in solid black.

Logo Background: The preferred background color for the logo is solid white. The high resolution logo must be used for all print applications. If you have any specific requirements for the logo (color, size, file type), please contact our Marketing and Communications Manager at cfisher@sageoak.education.

Logo Size: The Sage Oak logo may be used in different sizes depending on the dimensions of the printed materials. These logos should not be enlarged beyond their maximum size. Logo quality and resolution should remain intact during printing and use. Avoid stretching and pixelating.

No Modification: The Sage Oak logo must be used as provided. Please do not remove, distort, discolor, or alter any element of the logo.

Unauthorized Use: As a Sage Oak partner, please contact us if you feel our logo is being used inappropriately or by an individual or corporation that is not an approved vendor. To report unauthorized use of the Sage Oak logo, please contact our Marketing and Communications Manager at cfisher@sageoak.education.