

GUIDELINES FOR USE OF COUNTY SEAL

County Use:

Authorized use of the County Seal by County departments shall be automatic. In the absence of detailed guidelines, such use shall observe commonly accepted criteria for good taste and propriety. In any situation in which the Seal is deemed to damage rather than enhance the County's image, the General Services Division may intercede and may request that the department or agency so using the seal recall/remove the item(s) containing the seal until a review is held. Appeal of General Services' decisions in such cases may be made to the Board of Supervisors.

Non-County Use:

Any organization, which is not directly sponsored by a department or agency of Kern County, must apply to the General Services Division for each proposed use of the County Seal. The application must include the following:

- 1) Official name of applicant;
- 2) Address of authorized representative (P.O. Box alone is not sufficient);
- 3) Telephone number of authorized representative;
- 4) Purpose for which the seal is being requested (i.e., how the County Seal relates to the applicant organization or its activities);
- 5) Manner in which the Seal will be represented - size, color, mounting, etc.;
- 6) Length of time the County Seal will be used for this purpose.

Applications must be accompanied by a drawing or other graphic representation illustrating/describing the object on which the Seal is to be placed.

Applications will not be accepted for any proposed use of the Seal on an item that will be offered for sale or as a gratuity to participants unless the County is a co-sponsor with Applicant.

Applications must be submitted to the General Services Division forty-five (45) days prior to the date on which intended use of the Seal is to commence. Notification of the Division's decision will be sent by Certified Mail, Return Receipt Requested, within 2 weeks of receipt of the application.

Appeal of General Services Division's decisions may be made to the Board of Supervisors through the regular Board agenda process.

APPLICATION FOR USE OF COUNTY SEAL

Applications for use of the Kern County Seal must be submitted to the General Services Division 45 days prior to the date on which intended use of the Seal is to commence. Notification of the Division's decision will be sent by Certified Mail, Return Receipt Requested, within two (2) weeks of receipt of the Application.

Appeal of General Services Division's decisions may be made to the Board of Supervisors.

Organization:

Address:

Date:

Telephone:

(If organization has no regular office, the following must be completed:)

Authorized Representative:

Home or Business Address:
(Do NOT Use P.O. Box)

Telephone:

Business

Home

1. What is the mission or purpose of your organization?
2. How does the use of the County Seal relate to this purpose?
3. What relationships, if any, already exist between your organization and Kern County?

(Check all that apply)

Funding (Source:)

Staffing (Name (s) & Title:)

Use of Facilities:

Other (Describe:)

None

4. How does your organization plan to use the County Seal? Please describe and also attach an illustration or specifications to demonstrate size, color, and on what kind of surface it will be mounted.

5. Desired start date for use of County Seal:

Ending date:

Application submitted by:

Reviewed by:

Date:

Approved:

Not Approved:

Notice sent on:

Comments: