

# How to Submit Your OA Logo Request Form

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**STEP 1:** Read the Request Form carefully.

**STEP 2:** In the spaces provided on the first page of the Request Form, fill in the date and the purpose(s) for which your registered group or service body would like to use the OA logo.

**STEP 3:** In the spaces provided on the last page of the Request Form, print and sign your name, print the name of the group or service body on whose behalf you are applying, and provide the requested contact information.

**STEP 4:** On the last page of the Request Form, check the box for two-year blanket privilege, if:

- you are applying on behalf of a service body; and
- your service body intends to use the logo only for the purposes of displaying it on your service body's flyers, posters, newsletters, meeting lists, Web sites, stationery or business cards.

**STEP 5:** Create your group or service body's customized OA logo (see examples below):

- cut and paste the OA logo from the OA Web site into a word-processing program; and
- type your group or service body's name directly beneath the OA logo.



**STEP 6:** Verify completion of all steps; then send your completed Request Form and customized OA logo to the World Service Office via email: [cfredriksen@oa.org](mailto:cfredriksen@oa.org); via fax: (505) 891 4320; or via mail: P.O. Box 44020, Rio Rancho, New Mexico, 87174-4020.



World Service Office  
PO Box 44020 • Rio Rancho NM 87144  
Tel: (505) 891-2664 • Fax: (505) 891-4320  
Email: [info@oa.org](mailto:info@oa.org) • Web: [www.oa.org](http://www.oa.org)

## REQUEST FOR PERMISSION TO USE THE OVEREATERS ANONYMOUS LOGO

Please complete and sign this request form and return the signed form to the World Service Office of Overeaters Anonymous by mail, fax or email. Permission is effective only when the form is signed by the Corporate Secretary of Overeaters Anonymous, Inc. and returned to the Applicant.

Date: \_\_\_\_\_

The undersigned applicant requests permission to use the Overeaters Anonymous logo(s) (sometimes referred to herein as trademark(s)) **for the following purpose(s):**

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**A sample of the trademark that the Applicant intends to use or a copy of the material on which the trademark appears must accompany this form.** If the material on which the trademark appears is a Web site, please supply the URL, if available. Camera-ready copy or electronic file of the federally registered trademark(s) is available upon request from the World Service Office. Examples of approved trademarks (also referred to herein as logos) are provided below:

OA®



OVEREATERS ANONYMOUS®



When using the OA trademark, the Applicant agrees to adhere to the following policies:

### Board Policies

“The Fellowship shall refrain from modifying the OA logo.” [BOT, 3/19/82]

“Overeaters Anonymous, Inc. will permit the use of its logo in connection with official OA business of any group or service body of OA, provided that any material upon which the logo will be affixed includes the name of the service body (to distinguish such material from the materials of Overeaters Anonymous, Inc.), and provided that any such material must be submitted in advance to the Corporate Secretary for approval. OA reserves the right to rescind any such permission given to use its logo, at any time, upon notice to any such service body.” [BOT, 5/1/92]

“Any registered OA service body may apply for blanket permission to use the OA logo on any of its flyers, posters, newsletters, meeting lists and Web sites, stationery, and business cards for a two-year period from the date of the request under the conditions stated on the request for permission form. The service body must submit a separate permission form for other uses to be considered. It will be the responsibility of the service body to renew its logo permission after the expiration date. The World Service Office will periodically send out reminders to all service bodies to renew.” [BOT, 5/1/07]

NOTE: Registered groups may not apply for blanket permission. They must apply for permission to use the trademark(s) on a case-by-case basis using this “Request for Permission to Use the OA Logo” form. For example, if a registered group has permission to use a customized trademark on signage, a separate request must be made for permission to use the customized trademark on announcements. Permission to use the customized trademark is effective for a term of two (2) years from the time permission is granted for each request. In the event that a group is no longer registered with the WSO, permission to use the logo ceases immediately.

### Corporate Policies

1. Except as herein provided, to make no adaptation or changes of the trademark without the prior written consent of Overeaters Anonymous, Inc.
2. To use the trademark only in the above mentioned manner.
3. To include the registration symbol (®) as part of the OA trademark(s).
4. **To include on the line immediately below the trademark the name of the service body that is using the trademark, thereby creating a customized trademark. For example:**

OA®  
SERVICE BODY NAME

Overeaters Anonymous®  
SERVICE BODY NAME



The customized trademark should appear on all materials on which the trademark belonging to Overeaters Anonymous Inc. is placed.

5. Applicant will send to Overeaters Anonymous, Inc., one (1) sample depicting the customized trademark that the Applicant intends to place on materials or the first such use of the customized trademark as it appears on the material (or a photocopy thereof) on or before publication and/or distribution of such materials.
6. If the customized trademark meets the above-delineated criteria, permission to use the customized trademark will be sent to the Applicant 10 business days from the date that OA receives the complete permission request. Permission to use the customized trademark is for a term of two years from the date permission is granted. After expiration of the term, Applicant must reapply for permission to use the customized trademark.
7. Once permission to use the customized trademark is granted, Applicant will provide to the WSO of OA an inventory of use for the customized trademark on a biannual basis during the two-year term. The biannual report must be submitted by January 1 and June 1 during each year for which permission to use a customized trademark is granted. The inventory of use must include a list of all materials on which the customized trademark appeared, and the date on which the material was distributed. A sample of the material (or photocopy of the material) showing the customized trademark thereon should accompany the inventory of use form.
8. We understand and agree that OVEREATERS ANONYMOUS, INC., may terminate the permission at any time upon thirty (30) days notice without cause and immediately if we fail to comply with any term or condition hereof. Upon termination of the permission, we shall immediately discontinue further printing of the trademark. However, we shall have an additional period of six (6) months from the time the permission terminates within which to dispose of any copies of the trademark that

we printed prior to such expiration unless the termination of permission is caused by our violation of any provisions of this permission, in which event, we shall be prohibited from disposing of any additional copies of the trademark. In the event that a service body is no longer registered with the WSO, permission to use the logo ceases immediately.

9. We understand that this agreement will be governed and construed under the laws of the State of New Mexico and the United States of America, and we consent to the jurisdiction of the State and Federal Court located in the State of New Mexico, USA, and waive any defense to any such jurisdiction.

Signature of Applicant: \_\_\_\_\_

Print Applicant's name: \_\_\_\_\_

Service body: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

- Check here if you are requesting **two-year blanket permission** (see page 1 for details)

**Before you send in this form, please confirm that you've done the following:**

Completed the form correctly and accurately

Depicted the trademark accurately

Supplied a sample of your customized trademark

Included the service body's name on the line immediately below the trademark

Permission granted

Permission is denied. Applicant is invited to resubmit the customized trademark with the following changes.

OVEREATERS ANONYMOUS, INC.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Managing Director/Corporate Secretary

**REQUEST FOR PERMISSION TO USE THE  
OVEREATERS ANONYMOUS LOGO  
- WORKSHEET -**

**For WSO Office Use Only**

**Service Body Name** \_\_\_\_\_

**Publications Department recommendation:**

Approve

Reject

\_\_\_\_\_  
Publication Manager's Signature

\_\_\_\_\_  
Date

Comments:

**Trustee recommendation:**

Approve

Reject

\_\_\_\_\_  
BOT Signature

\_\_\_\_\_  
Date

Comments:

**Biannual Inventory/Renewal**

June 20\_\_\_\_  Received - Date\_\_\_\_\_

January 20\_\_\_\_  Received - Date\_\_\_\_\_

June 20\_\_\_\_  Received - Date\_\_\_\_\_

January 20\_\_\_\_  Received - Date\_\_\_\_\_

Date renewal sent \_\_\_\_\_

Date renewal received \_\_\_\_\_