L A S V E G A S H A W A I I A N C I V I C C L U B

***Kulia E Loa'a Ka Na'auao* -- Strive to obtain wisdom**

7260 West Azure Drive Suite 140-1052, Las Vegas, NV 89130

Las Vegas Hawaiian Civic Club Logo Request for Use Procedure
(Updated October 10, 2026)

PURPOSE: The use of the Las Vegas Hawaiian Civic Club (LVHCC) logo or name represents our organization's signature and brand. As such, we actively control the use of the logo by any and all organizations wishing to use the logo. The logo is used primarily by LVHCC. However, the Board of Directors (BOD) can authorize use of the logo to members and non-members for printed documents, web applications, and other platforms upon pre-authorization by the BOD, depending on when the request is made. Inappropriate or abusive use of the LVHCC logos or name is prohibited.

PROCEDURE: The LVHCC organization logo and name should be used on LVHCC wholly owned publications and websites and also on meeting notices, programs, and other promotional literature, signage, and products. On publications, it is recommended that the logo appear on the front cover and title page. For purposes of non-LVHCC organizations wishing to request use of the LVHCC logo, the following procedure is to occur.

1. The LVHCC logo and name may be requested for use by another organization only with pre-authorization by the LVHCC Board of Directors following this procedure. The requesting organizations must present their request for use, which includes the design on a proposal layout. The requesting organization must also support one of more objectives of LVHCC to be considered for pre-authorization. The LVHCC logo may not be altered or deformed in shape of size proportions in any way. The criteria for use are as follows:

    a. Only the complete, official LVHCC logo in solid form may be used (hand drawn or deformed versions are not permitted). Do not replace the logo type with a different typeface or non-authorized color.
    b. Do not use the logos or logo type as an element in titles, headlines, or text. Do not set type near or next to the logos that could be construed as an organization slogan or motto.
    c. Neither the whole nor any recognizable parts may be incorporated into another logo unless designed and authorized for use by LVHCC. Further, the logo shall not be obscured by any other design, lettering, etc.
    d. When multiple logos are displayed on the same page, the LVHCC logo must occupy an area roughly equal to all other logos (as practical).
    e. The LVHCC logo should not be used frivolously and LVHCC reserves the right to set time limits on the usage of its logo or name (e.g., for the year 2024, 30 days, duration of event, etc.)

2. Authorization for use. LVHCC authorizes use of its logo to Members and non-members for printed and web applications upon pre-authorization by the BOD depending on the application for use. The requesting organization or Member must use, design with, or support one or more standards in LVHCC portfolio to be considered for pre-authorization. The decision to approve use of the logo will be based on criteria including, but not limited to: Openness, Product Neutrality, Deference to LVHCC, No cost whatsoever to LVHCC.

3. Obtaining permission and approval for logo use. To obtain permission to use the LVHCC logo or name, the requesting organization should submit to the BOD the following information no less than 60 days prior to planned use. The BOD will review and identify if use of the logo or LVHCC name is recommended for approval and will return a decision within ten (10) business days. The BOD will also inform the Membership at the next General Membership Meeting of the decision.

a. Contact Person's Name
b. Title
c. Company name
d. Email, Phone Number, Address, and Website URL
e. Request use of LVHCC Logo or LVHCC name
f. Reason/purpose for use
g. How use supports the LVHCC mission
h. How the logo will be shown (i.e., print, web, etc.)
i. Requested timeframe/duration of use
j. Attach a sample, rendering, or description of the placement of the logo or name use

3. Updating and reviewing Logo Request for Use procedures: The BOD will review these procedures annually. The Policy & Procedure Komike will review/integrate changes and submit to the BOD for review/recommend approval.

Procedure Approvals:

_____/s/_____ November 15, 2026
Kalani Heu, President Date

_____/s/_____ November 15, 2026
Patrick Filbert, Policy & Procedure Committee Chair Date

Distribution: LVHCC Board, Membership, & Website