

## How to Submit Your Request for Permission to Use the OA Logo

- STEP 1:** Read the Request for Permission form carefully.
- STEP 2:** In the spaces provided on the first page of the Request, fill in today's date and the purpose(s) for which your registered service body or group would like to use the OA logo.
- STEP 3:** In the spaces provided on the last page of the Request, sign and print your name. Also provide the name of the service body or group on whose behalf you are applying and the requested contact information: address, phone, and email. Electronic signatures are acceptable.
- STEP 4:** If you are applying for two-year blanket privilege, check the box on the last page of the Request. You may apply for blanket privilege **if** you are applying on behalf of a service body **and** your service body intends to use your logo on flyers, posters, newsletters, meeting lists, websites, stationery, and/or business cards. If other purposes are intended, specify them on the first page.
- STEP 5:** Create your service body's customized OA logo and attach it to the form (see images provided on p. 6). Use any, some, or all of these approved trademark images; below, insert your service body's name and, if desired, its contact information:



[Service body name (required)] [Service body website, phone, "oa.org" (optional)]



Service body name  
Contact information



SERVICE BODY NAME  
CONTACT INFORMATION

- STEP 6:** Verify completion of all steps, then send your completed Request form and customized OA logo to the World Service Office by email [info@oa.org](mailto:info@oa.org); fax (1-505-891-4320); or mail (PO Box 44020, Rio Rancho, New Mexico 87174-4020).



World Service Office  
PO Box 44020 • Rio Rancho NM 87144  
Tel: 1-505-891-2664 • Fax: 1-505-891-4320  
Email: [info@oa.org](mailto:info@oa.org) • [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 it to the World Service Office of Overeaters Anonymous by email, fax, or mail. 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):

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 website, please supply the URL or link. Camera-ready copy or electronic file(s) of the federally registered trademark(s) are available upon request from the World Service Office. Examples of approved trademarks (also referred to herein as logos) are provided below:

OA<sup>®</sup>



OVEREATERS ANONYMOUS<sup>®</sup>

OVEREATERS  
ANONYMOUS<sup>®</sup>



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

### Board Policies

1. Permission will not be granted to modify the OA logo.
2. 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 is 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 group or service body.

3. OA may grant permission for use of the OA logo by outside groups such as resource publications and referring websites, provided that such publications or websites are consistent with OA's mission of carrying our message of recovery to those suffering from compulsive eating or the consequences of such. The following statement will be required to accompany any such use by outside organizations: "Overeaters Anonymous does not endorse, nor is it affiliated with, [name of outside group]." The logo may be used for public information purposes only, and OA reserves the right to rescind any such permission given to use its logo, at any time, upon notice to any outside group.
4. Any registered OA service body may apply for blanket permission to use the OA logo on any of its flyers, posters, newsletters, meeting lists, websites, 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.
  - a. Groups are not permitted blanket permission and must submit permission requests on a case-by-case basis.
  - b. Service bodies must fill out and submit a logo permission request form. A customized logo must be included with the permission request.
  - c. The service body must submit a separate permission form for other uses to be considered.
  - d. It will be the responsibility of the service body to renew its logo permission after the expiration date.

Corporate Policies/Agreements

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(s).
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 using the trademark, thereby creating a customized trademark. For example:

**OVEREATERS  
ANONYMOUS®**  
SERVICE BODY NAME



Service body name/website/ "oa.org"



Service body name  
Contact information

The customized trademark should appear on all materials on which the Overeaters Anonymous trademark 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 will appear) 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 in approximately ten (10) business days from the date that OA receives the complete Request for Permission form. Permission to use the customized trademark is for a term of two (2) 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(s) on which the material was distributed. A sample of the material (or photocopy) showing the customized trademark thereon should accompany the inventory of use form.

#### Agreements

We understand and agree that OVEREATERS ANONYMOUS, INC. ® may terminate this 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.

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.

Applicant's signature:

Applicant's printed name:

Service body:

Mailing Address:

Phone/Fax:

Email:

\_\_\_\_\_ Check here if you are requesting two-year blanket permission.  
(see Board Policies 4 above for details)

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

- *Completed the form accurately and completely*
- *Depicted the OA trademark correctly and customized it by adding your service body's name*
- *Supplied a sample of your customized trademark*

Permission granted

Permission denied

(Applicant is invited to resubmit the customized trademark with specified changes.)

Overeaters Anonymous, Inc.®

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Managing Director / Corporate Secretary

*You may use the images below to create your customized logo. Send in this sample with your completed Request. Your service body's name must appear; contact information is optional.*



[Type in service body's name]

[Add contact information]



[Service Body]

[Add website, contact info, or 'oa.org' if desired]

**OVEREATERS  
ANONYMOUS®**

[SERVICE BODY, contact information]