**You Asked!**

**Brand Compliance When Working with Non-Licensed Vendors**

*Do you know whether there is a contact at any level in Rotary that can assist a local club in confirming whether a design meets RI trademark rules?*

*We’re interested in the design of things like benches and bike racks.*

**We Answered!**

Here is a link to a form at RI that anyone can use when they are having a Rotary-branded item created by a non-licensed vendor. Using this form and process helps ensure brand compliance and proper use of our Rotary trademarks. <https://rotary.qualtrics.com/jfe/form/SV_4NtFSQEUmxp6LK5>

Info requested on the form:

1. Contact name and email for Requester
2. Rotary Entity requesting (e.g. Club name, District name, etc.)
3. Name, address, and contact information for unlicensed company
4. Type of item to be produced (e.g. umbrella, road sign, etc.) and total quantity
5. Whether the item will be resold and if so, where and to whom
6. Design of the item to be produced
7. If you are unable to upload the design of the item, you may send it by email to rilicensingservices@rotary.org.

After submission, the normal review process takes about 5 business days. Changes to designs may be requested. You can also call RI Licensing Services at 847-866-4463 with any questions.

**Important Note** – Please use your club branding/logo and not Rotary International branding on all designs and signage. For example, Rotary Toronto Trail and NOT Rotary Trail.

**Questions? Ask us!**

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Rotary Public Image Co-ordinators