

# Overeaters Anonymous, Inc.

## Logo Request Form

### How to Request Permission to Use OA Trademarks

sometimes referred to herein as “logos”

- STEP 1:** On the first page of the Logo Request Form, fill in:
- Today’s date, and
  - The purpose(s) for which your registered group/service body would like to use a customized OA trademark, sometimes referred to herein as logo.
- STEP 2:** On page 4:
- Sign and print your first and last name (electronic/typed signatures are acceptable) and add your contact information;
  - Provide your service role in your registered group/service body;
  - Provide the name and registration number of the group/service body on whose behalf you are applying (registration numbers can be found at [oa.org/find-a-meeting](http://oa.org/find-a-meeting));
  - Check the type of group/service body on whose behalf you are applying; and
  - Fill your group’s/service body’s contact information: phone, email, website, and mailing address.
- STEP 3:** If you are applying for two-year blanket privilege, check the box on page 1. You may apply for blanket privilege **if** you are applying on behalf of an officially registered service body **and** your service body intends to use your customized trademark on flyers; posters; billboards; bus/transportation posters; public information and professional tradeshow banners; region assembly and conference banners; newsletters; meeting lists; business cards; stationery; service body’s bylaws, summary of purpose, and/or procedures manual; websites; social media sites; digital platforms; and instant messaging apps. If other purposes are intended, specify them on page 1. Individual groups are not permitted blanket permission and must submit permission requests on a case-by-case basis.
- STEP 4:** On page 6, create your group’s/service body’s customized OA trademark and attach it to the form (see template images provided on page 6). Use any, some, or all of these approved trademark images; below the image, you must insert your group’s registration number or service body’s name as it is registered with OA world service. If desired, you may also include your group’s/service body’s contact information.
- STEP 5:** Send your completed Logo Request Form and customized OA trademark(s) to the OA World Service Office by email to [info@oa.org](mailto:info@oa.org) or mail to PO Box 44727, Rio Rancho, New Mexico 87174-4727 USA.

*Requests to use the OA trademark(s) for public information purpose(s) made by others than OA groups/service bodies may use this form and should fill in all applicable information. See Outside/Non-OA Use section on page 3. For questions, contact the World Service Office of Overeaters Anonymous.*

**Allow ten working days for a response.**



World Service Office  
PO Box 44727 • Rio Rancho NM 87174-4727 USA  
1-505-891-2664 • [info@oa.org](mailto:info@oa.org) • oa.org

## Logo Request Form

### Complete and Submit This Form to Request Permission to Use the Overeaters Anonymous Trademarks (“Logos”)

Please complete, sign, and submit your Logo Request Form to the World Service Office of Overeaters Anonymous, Inc. by email or mail. Permission is effective only when the form is signed by the Corporate Secretary of Overeaters Anonymous, Inc. and a copy returned to the applicant.

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

Permission is requested by the undersigned applicant to use the Overeaters Anonymous trademark(s) (sometimes referred to herein as logo(s)) for [*check one*]:

- Blanket permission  
[Registered service bodies may request a two-year blanket permission for use on flyers; posters; billboards; bus/transportation posters; public information and professional tradeshow banners; region assembly and conference banners; newsletters; meeting lists; business cards; stationery; service body’s bylaws, summary of purpose, and/or procedures manual; websites; social media sites; digital platforms; and instant messaging apps. Individual groups and committees are not permitted blanket permission and must submit permission requests on a case-by-case basis.]
- Specific use for official OA business not listed under blanket permission  
[Name, describe, and attach a copy of the manner the customized trademark(s) will be used. Attach a separate sheet if necessary.]
- Specific use for locally produced OA literature/material:  
[Submission must include a sample of the material showing how the customized trademark(s) will be used.]
- Outside, non-OA entity such as resource publications and referring websites  
[See Outside/Non-OA Use below.]

To use the OA trademark(s), OA groups/service bodies are required to customize the trademark(s).

- **Group:** The group’s registration number *must* appear below the trademark(s). The group may also add its meeting name, meeting time(s), and/or oa.org below the logo(s). Added information must be consistent with OA’s mission.
- **Service body:** The service body’s *OA-registered name must* appear below the logo(s). The service body may also add its registration number, region affiliation, (informal name, website, phone number, and/or oa.org below the logo(s). Added information must be consistent with OA’s mission.

A sample(s) of the trademark(s) the applicant intends to use or a copy of the material on which the trademark(s) appears *must* be submitted with this form.

The logo will be customized and used with the OA-approved trademarks in this way:



**Group registration number**  
*or*  
**Service body registered name**  
 Contact information *[optional]*

**OA<sup>®</sup>**

**Group registration number**  
*or*  
**Service body registered name**  
 Contact information *[optional]*

**OVEREATERS  
 ANONYMOUS<sup>®</sup>**

**Group registration number**  
*or*  
**Service body registered name**  
 website/phone/oa.org *[optional]*



**Group registration number**  
*or*  
**Service body registered name**  
 website/phone/oa.org *[optional]*

The applicant agrees:

- To include the registration symbol (®) as part of the OA trademark(s).
- Except as herein provided, to make no adaptation or changes to modify the OA logo.
- To use the customized logo only in the above-mentioned manner or edition of the volume.
- To use the customized logo only for official OA business of the group/service body.
- To use the customized logo to distinguish the group’s/service body’s material from the materials of Overeaters Anonymous, Inc.
- The service body must renew its logo permission before the expiration date. The service body must include samples of use when it applies to renew its permission to use its customized trademarks.

OA trademarks must be shown as they are registered in English. Registered groups/service bodies may translate “Overeaters Anonymous” and “OA” in their local language and

include the translation immediately below the OA trademark(s). The registration mark (®) must be shown as part of the registered English-language trademark(s), not as part of the translation.

The applicant understands and agrees that Overeaters Anonymous, Inc. may terminate permission at any time without cause and immediately if the applicant fails to comply with any term or condition hereof. Upon termination of permission, the applicant will immediately discontinue further use.

#### Outside/Non-OA Use

The applicant agrees:

- To use in a manner consistent with OA’s mission of carrying our message of recovery to those suffering from compulsive eating.
- To use for public information purposes only.
- To include the registration symbol (®) as part of the OA trademark(s).
- Except as herein provided, to make no adaptation or changes to modify the OA logo.
- To place the following statement with the logo: “Overeaters Anonymous does not endorse, nor is it affiliated with, [*name of outside group*].”
- To use the logo only in the above-mentioned manner.
- To send to Overeaters Anonymous, Inc. one digital sample depicting the trademark the applicant intends to place on materials before publication and/or distribution of such materials.

The applicant understands and agrees that OVEREATERS ANONYMOUS, INC. ® may terminate this permission at any time upon thirty (30) days’ notice without cause, and immediately if applicant fails to comply with any term or condition hereof. Upon termination of the permission, the applicant shall immediately discontinue further printing and distribution of the logo(s). In the event a group/service body is no longer registered with the World Service Office of Overeaters Anonymous, Inc., permission to use the logo(s) 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 such jurisdiction.

Applicant's signature:

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Applicant's printed name (first and last):

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Applicant's phone/email address:

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Applicant's role/position in group/service body:

*The request must be signed by an agreed-upon representative of the group/service body, such as the chair, secretary, website administrator, or public information committee chair.*

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Group's registration number/service body's name and registration number:

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Group's/service's body's phone/email/website/ mailing address:

Phone:

Website:

Email:

Mailing Address:

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We are a (check one):

Service Body \_\_\_\_\_

Face-To-Face meeting \_\_\_\_\_

Telephone Meeting \_\_\_\_\_

Online/Non-Real-Time Meeting \_\_\_\_\_

Hybrid Meeting \_\_\_\_\_

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Applicant's non-OA company name/phone/email/website/ mailing address:

See Outside/Non-OA Use section on page 3.

Phone:

Website:

Email:

Mailing Address:

## Overeaters Anonymous, Inc.®

**Permission granted**

Permission is hereby granted to reprint the above-described trademark according to the above terms and conditions

**Permission denied**

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

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

Managing Director / Corporate Secretary

OVEREATERS ANONYMOUS® World Service Office  
PO Box 44727, Rio Rancho, NM 87174-4727 USA  
1-505-891-2664 • [info@oa.org](mailto:info@oa.org) • [oa.org](http://oa.org)

*Attach your existing trademark or use the images below to create a customized trademark.*

*Send in this sample with your completed Logo Request Form.*

*Your service body's officially registered name or group's officially registered number **must** appear **below** the trademark; contact information is optional.*



**OVEREATERS  
ANONYMOUS®**