

## UNIT EMBLEM DESIGN CHECKLIST

Unit emblems must reflect favorably on Civil Air Patrol and the United States Air Force; be original, distinctive, dignified, and in good taste; and be non-controversial. Emblem design should be uncluttered and as simple as possible.

- Follow instructions in CAPR 110-3 and use this checklist to ensure your design complies with the regulation.
- Submit this form with your design memorandum and design artwork through your chain of command.

<b>Unit Name</b>	<b>Charter #</b>	<b>Group</b>
<b>Date Submitted</b>	<b>Date Group Sends to Wing</b>	<b>Date Wing Sends to Region</b>
<b>Design Elements IAW CAPR 110-3. Section 7.3</b>	<b>Group Concur Yes/No</b>	<b>Wing Concur Yes/No</b>
<input type="checkbox"/> All symbols and elements are placed inside the disc (for squadrons) or shield (for groups).		
<input type="checkbox"/> No more than three Design Elements		
<input type="checkbox"/> Design does not contain unauthorized symbols, caricatures, military or CAP symbols/badges, numbers, weapons, etc.		
<input type="checkbox"/> Does not violate trademark or copyright laws. Written permission of owner must be submitted.		
<input type="checkbox"/> Does not include very small details that are difficult to reproduce or embroider.		
<input type="checkbox"/> Horizontal elements face to the bearer's right side.		
<input type="checkbox"/> Does not contain the CAP Logo/Flying V (triangle and propeller or roundel may be used)		
<b>Mottoes IAW CAPR 110-3. Section 7.4</b>	<b>Group Concur Yes/No</b>	<b>Wing Concur Yes/No</b>
<input type="checkbox"/> Meaningful and in good taste		
<input type="checkbox"/> Does not repeat words from unit's name/designation.		
<input type="checkbox"/> Does not use punctuation such as dashes, dots, commas, explanation marks or quotation marks		
<input type="checkbox"/> Mottoes in English are preferred, but if in a language other than English, provide an accurate English translation in the request for approval		
<b>Colors IAW CAPR 110-3. Section 7.5</b>	<b>Group Concur Yes/No</b>	<b>Wing Concur Yes/No</b>
<input type="checkbox"/> Does not contain metallic colors, glitz, highlights, dilution, shading, or other special effects		
<input type="checkbox"/> No more than 6 colors used including black & white		
<input type="checkbox"/> Follows the heraldic "rule of tincture". Section 7.5.3		
<input type="checkbox"/> Uses official CAP colors. Section 7.5.4		
<input type="checkbox"/> Group scrolls incorporate a white background, edged in Air Force Yellow (Pantone 116 C) with Ultramarine Blue (Pantone Reflex Blue C) lettering.		
<input type="checkbox"/> Squadron scrolls may be any color, border of disc and scroll is not white, the border of the disc and scroll are the same color as the lettering.		
<b>Group Review Recommendations</b>		
<b>Wing Review Recommendations</b>		