**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 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 to the Wing Historian. In the absence of the Wing Historian, send the information to the Wing Director of Administration.

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| **Charter #** | **Unit Name** | |
|  |  | |
| **Date Submitted** |  | **Date Wing Sends to Region** |
|  |  |  |
| **Standardized Heraldry IAW CAPR 110-3 Section 6** | **Squadron Request Yes/No** | **Wing Concurs Yes/No** |
| Squadron emblem with motto: 2 arcs |  |  |
| Squadron emblem without motto: 1 arc |  |  |
| Squadron name and motto may not exceed 30 characters and spaces  Common abbreviations may be used |  |  |
| **Design Elements IAW CAPR 110-3, Section 7.3** | **Squadron Request Yes/No** | **Wing Concurs Yes/No** |
| All symbols are placed inside the disc |  |  |
| No more than three Design Elements |  |  |
| Does not violate trademark or copyright laws.  Written permission of owner must be submitted |  |  |
| Design does not contain unauthorized symbols, caricatures, military or CAP symbols/badges, numbers, weapons, etc. |  |  |
| Does not include very small details that are difficult to reproduce or embroider |  |  |
| Horizonal elements face to the wearer’s right side |  |  |
| Does not contain the CAP Emblem  (CAP Logo or roundel may be used) |  |  |
|  |  |  |
| **Mottoes IAW CAPR 110-3 Section 7.4** | **Squadron Request Yes/No** | **Wing Concurs Yes/No** |
| Meaningful and in good taste |  |  |
| Does not repeat words from unit’s name/designation |  |  |
| Does not use punctuation such as dashes, dots, commas, explanation marks or quotation marks |  |  |
| Mottoes in English are preferred, but if in a language other than English, provide an accurate English translation in the request for approval |  |  |
| **Colors IAW CAPR 110-3 Section 7.5** | **Squadron Request Yes/No** | **Wing Concurs Yes/No** |
| Does not contain metallic colors, glitz, highlights, dilution, shading, or other special effects |  |  |
| No more than 6 colors used including black & white |  |  |
| Follows the heraldic “rule of tincture”. Section 7.5.3 |  |  |
| Uses office CAP colors  Section 7.5.4 |  |  |
| Squadron scrolls may be any color, border of disc and scroll are not white, the border of the disc are the same color as lettering |  |  |
| **Wing Review Recommendation** | | |
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DRAFT VTWF 110, 26 MAY 2022 New form OPR/Routing: HO