



Timothy Ball Elementary School BRAND BOOK & STYLE GUIDE

Crown Point Community School Corporation



A brand is more than a logo.

It is the visual and verbal representation of what an organization stands for and believes in. It is the perceptions we own. It's all the things we do and say, wrapped in a package that looks sharp and professional. Every staff member is a brand ambassador for the district and for their school.

A well-defined brand creates a shared identity to build culture and pride across the district and within each school. It unifies the visual design and messaging of communications. A strong brand presents a common identity to outside audiences and is the foundation of the stories we share about ourselves.

Our teachers and building-level staff have more day-to-day interactions with students and parents than anyone else in the district. The conversations you have with others help build and maintain our brand, which means your communications help drive the perception of our schools. CPCSC trusts our staff to pass on the message of who we are and what we do.

The guidelines in this document will help ensure that your communications look sharp and represent you as part of Timothy Ball Elementary and Crown Point Community School Corporation.

Should you have questions, please contact the Director of Communications at ballen@cps.k12.in.us.



PRIMARY MARKS
Can be used on official school documents and displays such as on the front of the school, diplomas, stationery, business cards, advertisements, etc.







MASCOTS
Can be used on general fashion gear, uniforms, general club designs, general sport designs, stadiums, gym floor, signage, informal letterhead, etc., and are more appropriate for embroidery or applications requiring less detail. (eg. left chest polo shirt)

When using the Timothy Ball Elementary School brand elements, whether the item on which the element is applied is for internal use, departmental use, organization use, being publicly displayed, being sold or otherwise distributed in commerce, all specifications for usage must be met and visually approved by Timothy Ball Elementary School.

Navy, grey, black and white are the official approved colors of Timothy Ball Elementary School and play a major role in supporting the core visual identity of the brand.

Navy and white are the primary foundation colors and should always be the first colors used in any application where a single color predominates. Black and grey are secondary accent colors.

The logo is recommended to be used against green, grey, transparent or neutrals such as black. Please contact the school administration for approval on use of any other non-official school color backgrounds.

			
Navy	Gray	Black	White
PMS 2767 C #173058	PMS 422 C #9EA2A2	Black #000000	White #FFFFFF
C: 100 M: 86 Y: 38 K: 31 R: 23 G: 48 B: 88	C: 36 M: 26 Y: 23 K: 4 R: 158 G: 162 B: 162	C: 50 M: 50 Y: 50 K: 100 R: 0 G: 0 B: 0	C: 0 M: 0 Y: 0 K: 0 R: 255 G: 255 B: 255



There may be times when another group or organization wants to use your school's logo. The parameters for doing so are below. Remember that the use of the district logos must always be approved through the Department of Communications.

PTO/PTA

- Logos may be given to PTOs for the sole purpose of spirit wear or similar products that promote the school.
- PTOs should never use the school logo as their own or in any way that may confuse a PTO fundraiser, event, or program as the school's.
- Approval for each logo use must be given by the school principal. Providing a logo once is not permission to use that logo in perpetuity. PTOs must communicate with the school each time they wish to use it.

Other non-profit groups

Other groups with affiliations or ties to a school should never use the school's logo unless there is an established programming partnership that has already been approved by the school or central office. The logo should only be used in the context of this specific partnership and any marketing that uses the logo must be approved by the school.

For-profit businesses and organizations

Businesses or for-profit entities are not permitted to use any district or school logos, per board policy #9700.

The primary font is Cormorant Garamond. This typeface is most often used for titles. It may be used in any sentence case and weight.

Times New Roman is a substitute when Cormorant Garamond is not available.

CORMORANT GARAMOND

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

The complementary font is Muli. It should most often be used as secondary headlines and as body text. It may be used in any sentence case and weight.

Arial or Proxima Nova are substitutes when Muli is not available.

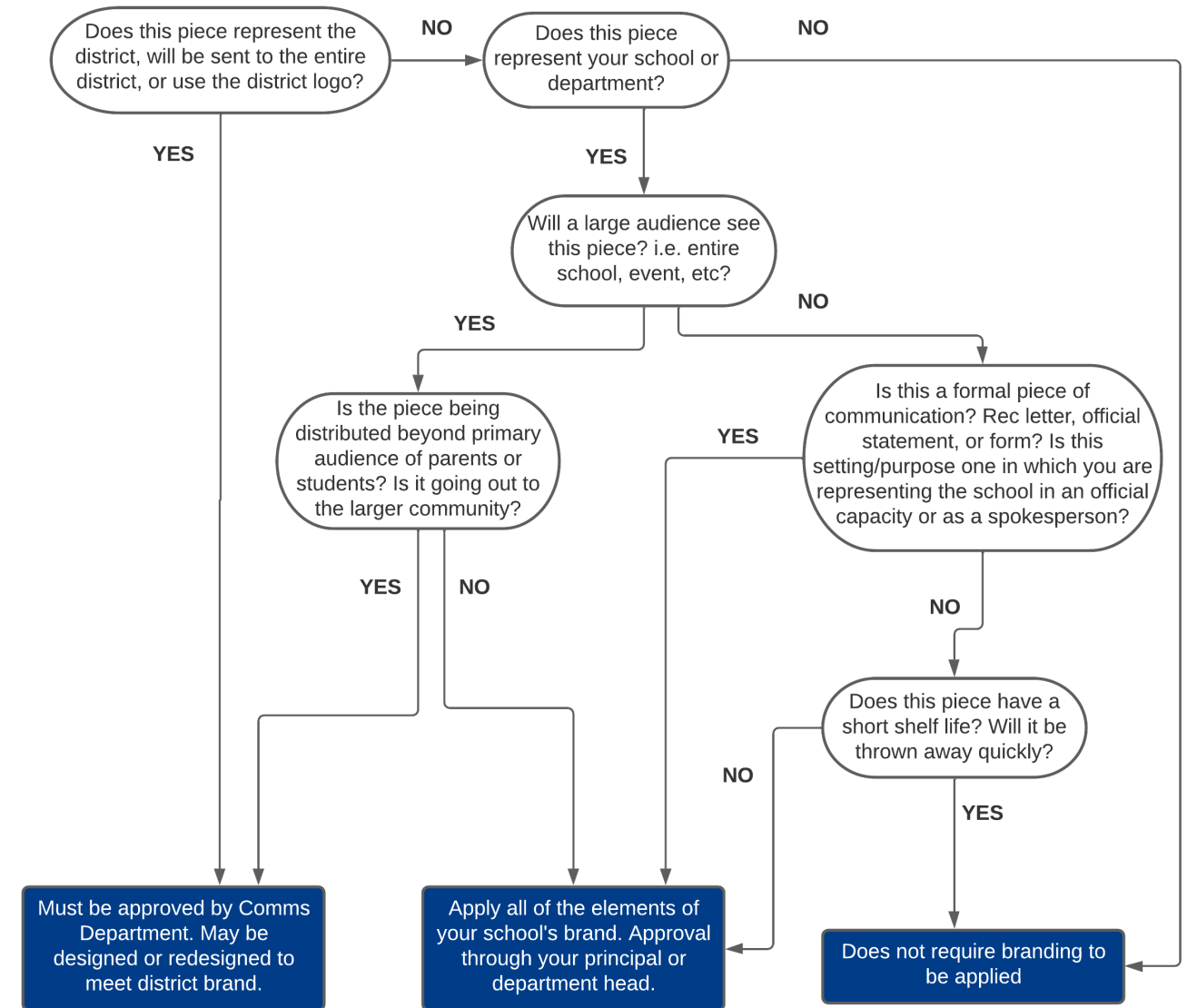
Muli

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

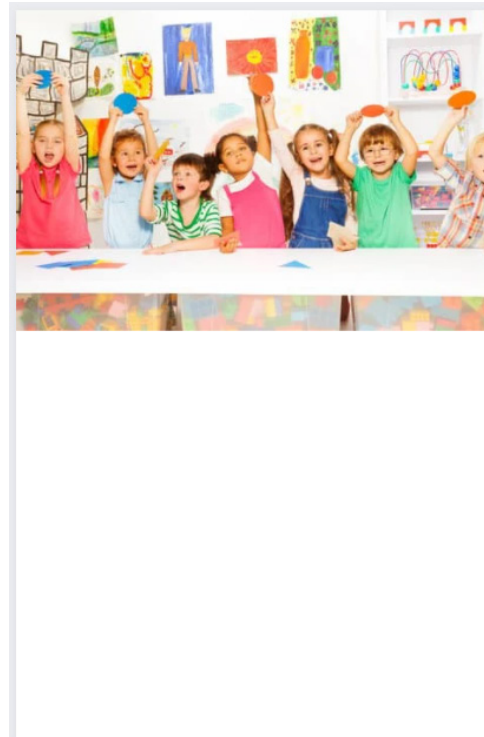
When should you use the brand elements? When does something need approval through your principal or the district? Use the flow chart to help determine an answer.



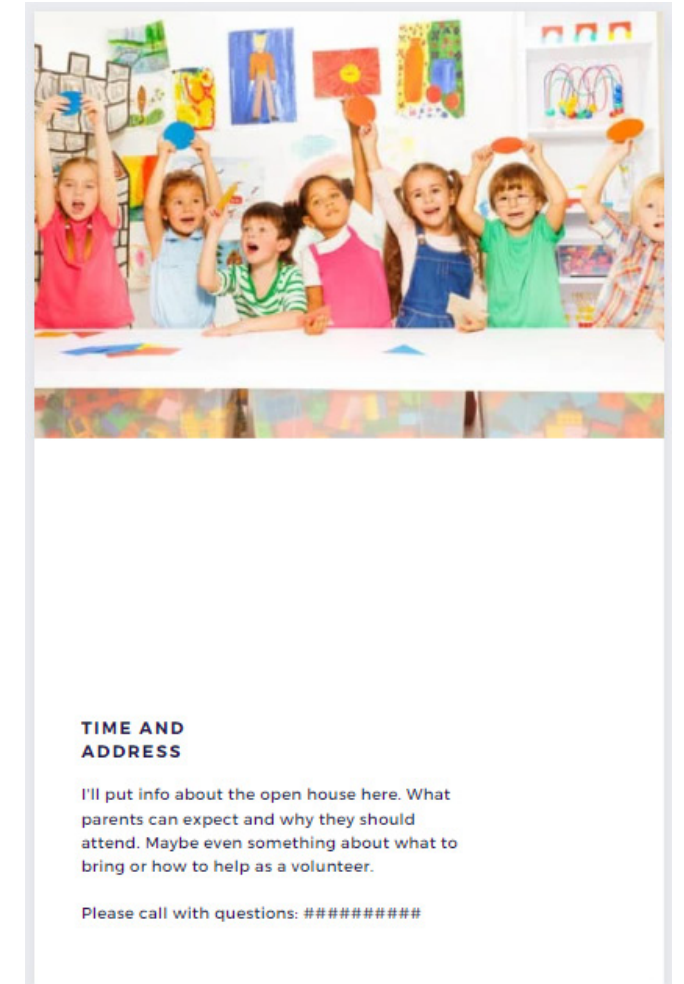
The CPCSC brand and individual school brands have been purposefully designed so that our staff can use the elements. You don't need to be a designer. Follow the steps below and you'll be on your way to a piece that reflects your school's identity.

1. Write any text you plan to use before you start designing.
2. Have photos ready, if you have them. Edit photos to be bright and crop them as needed. Don't use photos from Google - they may not be copyright-free.

3. Add the photo first. Make it big. People love pictures, and they elicit emotion.



4. Add your text. If you don't have enough space, reduce the size of your photo to make room for the text. Never go below a size 10 font.



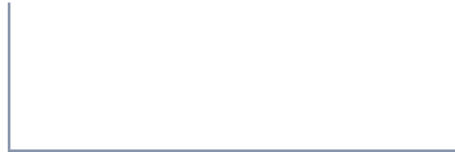
5. Add a title. You can make it catchy, but it should be easy to understand what the piece is about.



MAKE IT IN CANVA!

CPCSC has a team Canva account. Canva allows you to easily create graphics and documents while having access to your school's brand elements, color palette, and fonts. Email the Director of Communications to be added to Canva.

6. Add your logo. It doesn't need to be big. Typically, you can add it in a corner or at the bottom of a document. Think of adding a logo like you've added a thumbprint to identify the piece; it's not like adding another photo.



PLEASE JOIN US!

TIMOTHY BALL ELEMENTARY OPEN HOUSE

**TIME AND
ADDRESS**

I'll put info about the open house here. What parents can expect and why they should attend. Maybe even something about what to bring or how to help as a volunteer.

Please call with questions: #####

8. Keep the edges of everything crisp and straight. Typically, text is right or left aligned, and rarely centered. Photos are squares or rectangles, never circles. Use guidelines to help you line up elements.

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7. Find a way to add color. This might be the text itself, behind the text, adding a border, or adding a design element. Stick to your school's colors.

If you have great news or information about an event, it should be shared using your school's communication tools!



Social media - Each school has a Facebook page and a staff member who manages that page. Some of our schools use an app called Class Intercom, which lets you submit social media content right from your phone. Get in touch with your school's social media manager to learn the best way to send information.



Website - Our websites average a total of 50,000 visitors each month! Ask your school's website manager to add information to the news section and/or calendar of your school's website.



smore

Newsletter - Whether your school sends a S'more parent newsletter weekly or bi-weekly, it's a great way to share information. Send details to your newsletter person to be included.



Flyers - If you have a flyer to promote an event, visit the Communications Department page on the district website. Upload it using the form to ensure it's included in our news page and in the monthly district newsletter.



Press releases - For really great news, contact the Director of Communications to determine if a press release to local media outlets can help spread the message. All media and public relations should be done via the Department of Communications.