Brand Guidelines



Introduction

For decades, AmeriCorps, the federal agency for volunteerism and national service, has worked to make service to others a cornerstone of our national culture and an indispensable part of the American experience. With our new brand, we will increase awareness of opportunities to serve and usher in a new era of service in America.

Following our brand guidelines is crucial to establish our presence more firmly in the minds of people across the country.

Inside this document, you'll find required guidelines for communications using visual and verbal elements of our brand. These guidelines will be used by all grantees and partners.

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Messaging Framework

OUR AMBITION

Make service to others the cornerstone of our national culture and an indispensable part of the American experience.

OUR POSITIONING

We are uniting America by bringing people together to serve communities.

BRAND PILLARS

Unite

We bridge divides by bringing people together: connecting individuals and organizations to help communities tackle their toughest challenges.

Strengthen

We provide resources and people power to organizations dedicated to the improvement of communities.

Impact

We enrich the lives of those we serve and those who serve.

Lead

We empower an entire ecosystem committed to the betterment of communities across America.

Messaging Framework Explained

The messaging framework illustrates the key parts of our agency's brand story. Our ambition explains why we exist, what we are trying to accomplish, and how we intend to achieve our goals.

The positioning and brand pillars are the key elements of our messaging. They help us explain our story to our key audiences; including our members, volunteers, grantees and sponsors, potential partners, and individuals who want to serve.

The language in our messaging framework should be used with steadfast consistency. If we want people to understand who we are and what we do, then it's essential our story is told in a disciplined and simple way.

Think of all the individual elements of our messaging framework as pieces of narrative that we will use over and over again in our communications. **Resist the temptation to reinvent the wheel.**

If everyone is telling the same story in the same way using the same language, then we'll succeed in building a stronger brand.

Agency Boilerplate

Use this language to describe who we are in communications, such as press releases:

AmeriCorps, the federal agency for national service and volunteerism, provides opportunities for Americans to serve their country domestically, address the nation's most pressing challenges, improve lives and communities, and strengthen civic engagement. Each year, the agency places more than 200,000 AmeriCorps members and AmeriCorps Seniors volunteers in intensive service roles; and empowers millions more to serve as long-term, short-term, or one-time volunteers.

Learn more at AmeriCorps.gov.

Condensed:

AmeriCorps is the federal agency connecting individuals and organizations through service and volunteering to tackle the nation's most pressing challenges.

Pledge

The AmeriCorps and AmeriCorps Seniors Pledge will continue to be used with our members and volunteers. The AmeriCorps Seniors pledge has been updated to reflect the brand's new name.

AmeriCorps Pledge

I will get things done for America—to make our people safer, smarter, and healthier.

I will bring Americans together to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will see common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond.

I am an AmeriCorps member, and I will get things done.

AmeriCorps Seniors Pledge

I will get things done for America—to make our people safer, smarter, and healthier.

When faced with a pressing challenge, I will bring Americans of all generations together to strengthen our communities.

When faced with children at risk, I will help them stay in school and on track for a brighter future.

When faced with older adults in need, I will provide support and compassion so they may age with grace and dignity.

Working for the greatest good, I will use my lifetime of experiences to improve my country, my community, and myself through service.

I am an AmeriCorps Seniors volunteer and I will get things done.

Logo

The first element of our brand identity is our logo.

Our logo is a piece of symbolism that was built from our brand strategy and helps to bring our brand pillars to life. It provides a visual representation of the agency's role to unite America by bringing people together to serve communities. The logo depicts an A with a flag lifting one pillar, symbolic of the way AmeriCorps members and AmeriCorps Seniors volunteers lift up and strengthen communities through service and volunteering.

The logo should be treated with respect. It can appear in different ways, but follows a few basic rules.

PRIMARY LOGOS

There are multiple configurations of the logo. As you build communications, you may use the one that best fits your space requirements.

The "A" and name "AmeriCorps" or "AmeriCorps Seniors" must always be displayed together in visual representation.* Our logos cannot be modified under any circumstance without permission.**

The AmeriCorps logo will be used to represent the agency as a whole. This logo also will be used when referencing one of the following AmeriCorps programs: State and National, VISTA, NCCC, or Volunteer Generation Fund.

The AmeriCorps Seniors logo will be used when referencing the programs available exclusively to individuals 55+ years: RSVP, Foster Grandparent Program, and Senior Companion Program.

In materials featuring both young adult and older American programs, lead with the AmeriCorps logo. Both logos should not appear on the same page.





HORIZONTAL

PRIMARY LOGOS





STACKED

^{*}There are a limited number of cases when our agency will be using the "A" due to stylistic or space limitations.

^{**}State Service Commissions may use their state specific logo provided by AmeriCorps.

MINIMUM SIZES

When using our logo, please adhere to the following minimum size rules on this page. These have been set to ensure that our logo and name are clear and visible in all communications.

Digital











54px

Print



AmeriCorps



0.55 IN



0.4 IN



0.65 IN

Uniform

3.5 IN

AmeriCorps

3.5 IN



3.5 IN



3.5 IN



CLEAR SPACE

To make sure our logo is legible, it must be surrounded with a minimum amount of clear space.

This isolates the logo from competing elements, such as photography, text, or background patterns that may detract attention and lessen the overall impact. The space between the logo and anything else on your item should be the size of the "A" in the AmeriCorps logotype.

Using the logo in a consistent manner across all applications helps to both establish and reinforce immediate recognition of our brand. The clear space applies to all versions of the logo.









FILE TYPES

The primary and stacked logos for both AmeriCorps and AmeriCorps Seniors are available in the following formats:

- EPS: This is a vector file format that can be easily scaled and is best used for t-shirt and gear printing.
- JPG: This is an image type that is a smaller file size and has a white background. It is best used for web applications.
- PDF: This will be the preferred file type for most print jobs.
- PNG: This is an image type with a transparent background that is best used digitally, not suitable for print.



AmeriCorps Main - Navy





PNG



AmeriCorps Seniors Main - Navy









INCORRECT USES

- Don't remove, add, or change any elements of the logo, including the agency name. Do not add your organization name to logo.
- Don't change the logo orientation.
- Don't use bevel or emboss effects on the logo.
- Don't add "glow" effects to the logo.
- Don't add "drop shadow" effects to the logo.
- Don't put a white box around the logo when placed on a dark or busy background.
- Don't reconfigure or change the size or placement of any logo elements.
- Don't distort proportions by stretching or squeezing the logo.
- Don't recreate elements or replace them with something.
- Don't change the logo font.

























WAVES

In addition to the logo, an iconic brand element available for use is the AmeriCorps wave.

There are two options for the number of lines in the wave:

- Four lines
- Single line

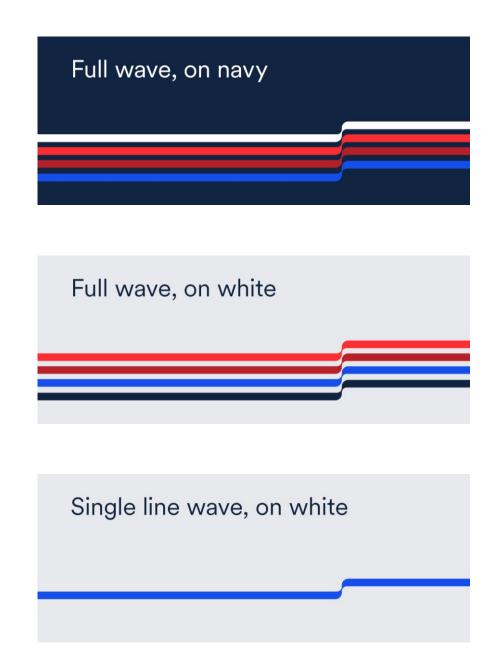
The wave is only represented in the core red and blue AmeriCorps brand colors, as shown in the examples right.

9/11 Day and MLK Day special events have specific brand colors that can be used in a four or single line wave.

The single line wave can be represented in any brand color.

When using, ensure the wave runs full screen/page, horizontally or vertically. There should never be copy running through or on top of the wave.

From left to right, when the wave lines transition, they should be moving up, never down.



Color Palette

The second key element of building a brand identity is color selection. Every color has a different feel and association. Colors act as great identifiers and evoke certain feelings toward our brand.

Always use the correct color mode and ink formulation for the appropriate application to ensure color consistency across all mediums.

COLOR PALETTE

The primary colors of our brand are navy, crimson, blue, and red. When secondary colors are needed olive. mustard, violet, aqua, gray, and cream can be used.

- Pantone should be used for solid color printing.
- CMYK should be used for 4-color process printing.
- RGB should be used for digital application.





TINTS AND SHADES

A range of tints and shades of our color palette are available to use when you need a bit more flexibility.

Tints are available at 20% and 40% lighter than the original color.

Shades are available at 20% and 40% darker than the original color.

C0 M62 Y36 K0	C54 M38 Y0 K0	C32 M15 Y64 K0	C9 M22 Y60 K0	C29 M35 Y0 K35	C32 M0 Y3 K17	C0 M4 Y1 K35
R254 G130 B132	R115 G150 B244	R181 G190 B124	R232 G195 B123	R118 G108 B167	R143 G211 B204	R167 G161 B166
HEX fe8284	HEX 7396f4	HEX b5be7c	HEX e8c37b	HEX: 766CA7	HEX 8FD3CC	HEX: a8a3a7
CO M80 Y58 KO	C75 M58 Y0 K0	C43 M22 Y86 K2	CO M20 Y71 K11	C42 M50 Y0 K34	C58 M0 Y5 K18	C1 M4 Y0 K39
R253 G89 B91	R68 G115 B241	R157 G169 B80	R227 G181 B65	R98 G85 B169	R87 G208 B197	R153 G149 B155
HEX fd595b	HEX 4473f1	HEX 9da950	HEX: E3B541	HEX: 6255A9	HEX: 57d0c5	HEX: 99959b
RED	BLUE	OLIVE	MUSTARD	VIOLET	AQUA	GRAY
C0 M81 Y80 K1	C91 M66 Y0 K7	C10 M0 Y76 K42	C0 M26 Y92 K14	C60 M71 Y0 K42	C77 M0 Y37 K23	C2 M5 Y0 K49
R253 G47 B50	R21 G80 B237	R132 G147 B36	R220 G163 B18	R59 G43 B148	R45 B196 G182	R127 G123 B130
HEX fd2f32	HEX 1550ED	HEX 849324	HEX DCA312	HEX 3b2b94	HEX:2dc4b6	HEX 7f7b82
PANTONE 3556 C	PANTONE 2387 C	PANTONE 2306 C	PANTONE 7555 C	PANTONE 2370 C	PANTONE 7465 C	PANTONE 4278 C
C0 M93 Y84 K0	C84 M69 Y0 K20	C52 M27 Y100 K27	C14 M36 Y100 K20	C94 M100 Y1 K20	C68 M0 Y37 K20	C52 M47 Y40 K27
R197 G45 B44	R52 G77 B144	R107 G123 B45	R182 G137 B30	R51 G35 B121	R48 G159 B150	R106 G103 B109
HEX c52d2c	HEX 344d90	HEX 6b7b2d	HEX b6891e	HEX 332379	HEX 309f96	HEX 6a676d
C0 M93 Y84 K40	C84 M69 Y0 K40	C52 M27 Y100 K47	C14 M36 Y100 K40	C94 M100 Y1 K40	C68 M0 Y37 K40	C52 M47 Y40 K47
R158 G32 B30	R39 G60 B117	R82 G97 B31	R145 G110 B19	R39 G20 B98	R32 G129 B121	R83 G80 B85
HEX 9e201e	HEX 273c75	HEX 52611f	HEX 916e13	HEX 271462	HEX 208179	HEX 535055

Typography

The third key element of building a brand identity is our font, or typography.

TYPOGRAPHY

For awareness, Circular is the primary font for our brand and what is used in our logo. We do not expect grantees, sponsors, partners or staff to license Circular for use.

Century Gothic and Avenir Next LT Pro are our supporting system fonts. In situations where Circular is not available, Century Gothic or Avenir Next LT Pro are great alternatives that will work on Mac or PC.

In the event Circular, Century Gothic, or Avenir Next LT Pro are not available, a suitable sans serif alternative is Arial.

Circular

Circular was chosen for its geometric sans serif look that marries purity with warmth, Circular has unmistakeable characters and near-univeral appeal, lending itself beautifully for use in headlines or for body copy.

Book Book italic Medium Medium italic **Bold Bold** italic **Black** Black italic

SECONDARY FONTS

Century Gothic OR Avenir Next LT Pro

Photography

Photography is pivotal to tell our story. Our albums are made up of members, volunteers, and the communities we serve.

If you have photos to amplify the stories we tell, please send them to logos@cns.gov.

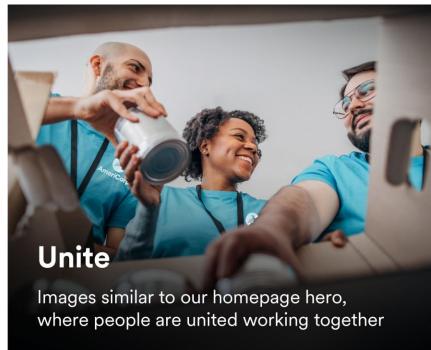
PHOTOGRAPHY

You can access and use photos that we have made available through our Flickr account.









Co-branding

All recipients and subrecipients of AmeriCorps assistance or resources shall identify their programs, projects, or initiatives as AmeriCorps or AmeriCorps Seniors programs or projects according to their current funding terms and conditions. <u>View terms and conditions</u>.

The following information provides requirements and guidance for co-branding with AmeriCorps.

Co-branding Requirements

WHERE	PLACEMENT	WHAT
Website	Homepage, footer, or suitable prominent placement	Logo
Printed and digital collateral (one pagers, brochures, recruitment resources)	Flexible based on material but logo should appear at least once. Messaging should follow requirements on page 28-29.	Logo and messaging
Social media	Photos, videos, posts, hashtags	Where possible, tagging an AmeriCorps account and using logo and messaging.
Uniforms and branded gear	Flexible but must appear at least once.	Logo
Media	Online coverage, press releases, TV, radio, newspapers	Messaging should follow requirements on page 29-30. Photos and videos should show branded uniforms and gear. Boilerplate language recommended on page 6.

Uniform Guidelines

While logo placement and gear colors are flexible based on your organization's uniform design, AmeriCorps' preference not requirement—is to have the logo placed on the right sleeve and the uniform to be either grey or royal blue.

We understand this preference may not meet your organization's brand; therefore, we provided flexible options for co-branding logo placement.

AmeriCorps or AmeriCorps Seniors logo should appear at least once on co-branded shirts and may not be modified or placed in locations not outlined.

Logo Placement and Version

- Front of Shirt (Left Chest) / Stacked Logo
- 2. Right Sleeve / Stacked Logo
- 3. Front of Shirt (Full) / Stacked or Horizontal Logo
- 4. Back of Shirt / Stacked or Horizontal Logo

Horizontal versions:



AmeriCorps



Stacked versions:



AmeriCorps



AmeriCorps Seniors

Primary Uniform Example



Co-branding Guidelines

Use a vertical line to separate logos









Co-branding Guidelines

Proper spacing



Messaging Requirements

To avoid confusion when referring to AmeriCorps and AmeriCorps Seniors, and to ensure that we consistently position these brands, use the following protocols in all online and offline communications.

- Always capitalize the A and C without a space between Ameri and Corps, so it reads AmeriCorps.
- When referring to AmeriCorps members and AmeriCorps Seniors volunteers, do not capitalize the m in members or the v in volunteers. It should read AmeriCorps members and AmeriCorps Seniors volunteers.
- Never abbreviate AmeriCorps or AmeriCorps Seniors.
- Use AmeriCorps member when referring to an individual serving in a State and National, VISTA, or NCCC program.
- Use AmeriCorps Seniors volunteer when referring to an individual in an RSVP, Foster Grandparents, or Senior Companions program.

Messaging Requirements

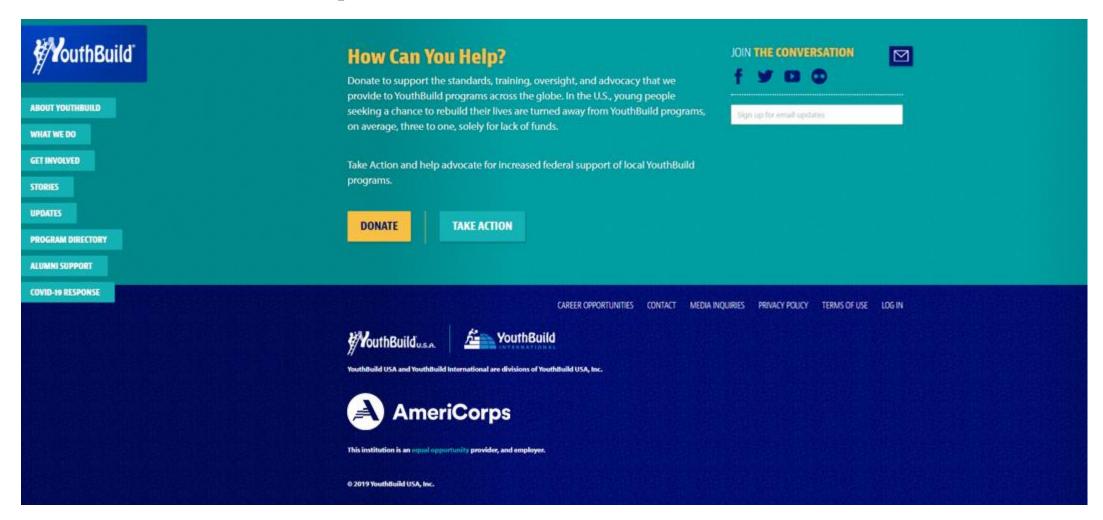
DO SAY:	DON'T SAY:
AmeriCorps member "I am an AmeriCorps member." "I am an AmeriCorps member in [organization name's] VISTA program."	AmeriCorps Volunteer Worker Corps Member NCCC Member VISTA Member
AmeriCorps Seniors volunteer "I am an AmeriCorps Seniors volunteer." "I am an AmeriCorps Seniors volunteer in [organization name's] RSVP program."	AmeriCorps Seniors Member A Foster Grandparent serving with A Senior Companion serving with RSVP Volunteer
Selected to	Hired to
Serve as	Work as

Note: Program names are still acceptable to use to describe the program one is running; however, the members and volunteers participating should be referred to as AmeriCorps members and AmeriCorps Seniors volunteers.

Examples of Application

The following examples show the co-branding requirements applied.

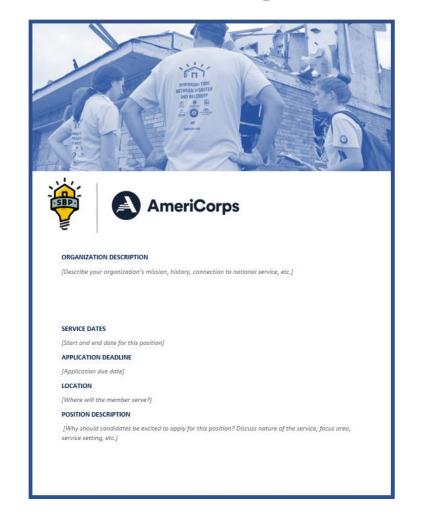
Website Example



Uniform Example

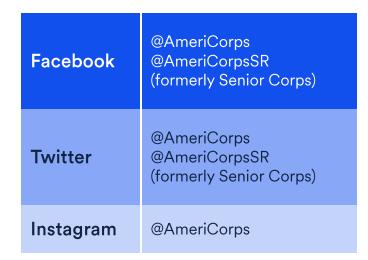


Collateral Example





Social Media Accounts and Examples









Press Release Boilerplate Example

YOUTHBUILD USA RECEIVES \$8.9M AMERICORPS GRANT

THURSDAY, MAY 28, 2020



YouthBuild and AmeriCorps

SOMERVILLE, Mass., May 28, 2020 — In recognition of its outstanding service to opportunity youth, YouthBuild USA has been awarded an \$8.9 million grant from the Corporation for National and Community Service (CNCS), the federal agency responsible for AmeriCorps and other national service programs. This funding is a continuation of a three-year grant. Funds will be distributed to YouthBuild programs across the country that are helping young people reclaim

YouthBuild programs help unemployed and out-of-school young people ages 16 to 24 attain their High School Equivalency (HSE) or high school diploma. During that time, they also learn career skills by building affordable housing and other community assets in their neighborhoods while engaging in community service and leadership training. Graduates leave prepared for success in post-secondary education, careers and registered apprenticeships — and as a part of a strong and supportive global community.

"For more than two decades, Americans have answered the call to serve by pledging to 'get things done' as AmeriCorps members," said Chester Spellman, director of AmeriCorps. "Through their dedication and sacrifice, I know our nation is in good hands. We are so pleased to be supporting more AmeriCorps members for YouthBuild USA, where their service will help to create a brighter tomorrow. I salute all of our AmeriCorps members - past, present, and future and thank those who help make their service possible."

This award will support approximately 2,642 YouthBuild AmeriCorps members focused on building affordable housing and providing community healthcare, conservation, recycling and sustainability, computer infrastructure, and child development services for individuals and families in 65 low-income communities in 29 states. Through the grant, more than 1 million direct service hours will be completed by the members, and at least 350 units of affordable housing will be made available for low-income individuals and families.

In addition, CNCS will also make available an additional \$4.7 million in Segal AmeriCorps Education Awards for the AmeriCorps members funded by these grants. After completing their term of service, AmeriCorps members receive awards they can use to pay for post-secondary education and future job training

"This funding from CNCS for the YouthBuild AmeriCorps program is crucial in developing the next generation of young leaders who are committed to transforming their lives and making a positive impact on those around them," said John Valverde, CEO of YouthBuild USA. "As we make our way through a global pandemic, the need has never been higher. When young people have access to an education and a support system of people who believe in them, a healthy, productive future is well within their grasp. YouthBuild greatly appreciates its longstanding partnership with CNCS, which has resulted in decades of service to the community and leadership development for opportunity youth."

YouthBuild USA has been an AmeriCorps grantee since AmeriCorps' inception in 1994. Since then, YouthBuild USA has enrolled more than 42,000 AmeriCorps members who have generated millions of direct service hours, including developing or repairing thousands of units of affordable housing for low-income individuals and families. Nearly 12,000 YouthBuild AmeriCorps members have earned their HSE or high school equivalency and have earned a total of \$35.5 million in Segal AmeriCorps Education Awards.

YouthBuild USA is the nonprofit support center for 300 local YouthBuild programs operating in 21 countries, with 252 programs in 46 U.S. states and 48 programs in 20 other countries. In YouthBuild programs, unemployed, lowincome, and out-of-school young people ages 16 to 24 work toward their high school diploma or equivalency, while learning job skills by building affordable housing and other community assets in their neighborhoods and engaging in community service and leadership training. Proven effective by the most rigorous program evaluation research, YouthBuild's comprehensive model gives graduates the confidence and tools they need to become strong, responsible, and ethical young leaders. For more information, visit www.youthbuild.org.

When the press release is primarily about activities related to AmeriCorps or AmeriCorps Seniors serving with the organization or announcing the receipt of funding, the AmeriCorps boilerplate should be added.

About AmeriCorps

AmeriCorps, the federal agency for national service and volunteerism, provides opportunities for Americans to serve their country domestically, address the nation's most pressing challenges, improve lives and communities, and strengthen civic engagement. Each year, the agency places more than 200,000 AmeriCorps members and AmeriCorps Seniors volunteers in intensive service roles; and empowers millions more to serve as long-term, short-term, or one-time volunteers.

Learn more at AmeriCorps.gov.

For questions about use of boilerplate, contact <u>pressoffice@cns.gov</u>.

Messaging Examples for Grantees

Lead with AmeriCorps and AmeriCorps Seniors.

- We are an **AmeriCorps grantee**.
- We are an AmeriCorps Seniors grantee.

Program names still exist, but they are de-emphasized when communicating publicly.

- We are an AmeriCorps grantee and receive funds as part of their State and National program.
- [Insert organization name] is a proud grantee of **AmeriCorps**. We receive funding from them to operate our VISTA program.
- We are an AmeriCorps Seniors grantee and receive funds through their RSVP program.

Messaging Examples for Members and Volunteers

Lead with AmeriCorps and AmeriCorps Seniors.

- I am an AmeriCorps member.
- I am an AmeriCorps Seniors volunteer.
- I am an AmeriCorps member serving with [insert organization] to help students succeed in school.
- As an AmeriCorps Seniors volunteer, I help tutor young students with [insert organization].

Program names still exist, but they are de-emphasized when communicating publicly.

- I am an AmeriCorps alumni and I served through their VISTA program at [insert organization].
- I am an AmeriCorps Seniors volunteer serving through their Senior Companions Program.

Consolidated Appropriations Act Guidance

In accordance with §631 of the Consolidated Appropriations Act, the phrase "<u>Produced and</u> <u>published at US taxpayer expense</u>" must be added to all text, audio, or video used for advertising or educational purposes. This change has been added to the AmeriCorps.gov site, GovDelivery emails, and agency-level social media.

All <u>new</u> materials that are published and made available for the general public need this new phrase. These are items that are published on AmeriCorps.gov or distributed via mass broadcast email, advertising, public trainings or social media. Internal staff documents like excel sheets or items hosted on SharePoint are <u>not</u> required to reflect this language. Departments are <u>not</u> required to work backward; instead, add the sentence as external documents are undergoing routine updates, as well as any new materials.

NOTE: OEA is responsible for maintaining compliance and will provide quality control on all external documents as part of the review process outlined in the <u>Producing Public Documents Policy</u>. Contact <u>logos@cns.gov</u> for case-by-case guidance.

Consolidated Appropriations Act Guidance

The phrase "Produced and published at US taxpayer expense" will be placed at the bottom of the final page of all externally facing materials. Depending on the document's margins and content, the phrase should be 0.125"-0.25" from the bottom of the page and can be aligned to the left, right or center. Using the document's font, choose 8pt and italic for the phrase, as the text should be smaller than the body copy, yet legible.

YES

- PDF documents published on AmeriCorps.gov or distributed to non-AmeriCorps staff
- PowerPoint presentations used in webinars or public trainings
- Advertising and marketing materials (brochures, flyers, one-pagers, testimonial videos, etc.)
- ✓ Official agency social media bios
- ✓ Grantee communications toolkits, handbooks, etc.
- ✓ Global statement on Litmos, AmeriCorps VISTA Campus and other agency web environments

NO

- ✓ Verbally state in meetings, phone calls, or webinars
- ☑ Internal working documents (excel sheets,) word documents, letterhead, memos, etc.)
- Letters to discrete list of stakeholders (letters) from the CEO, work-related correspondence)
- Required reporting documents to other federal agencies
- Social media content
- AmeriCorps.gov content (global statement in place)



Implementation timeline for logos on printed materials

Additional time is provided to implement new AmeriCorps and AmeriCorps Seniors logos on printed materials

• Additional time for logos on printed materials. To support the transition to the new logo and cobranding requirements, recipients may continue to use the agency's legacy logos on printed gear and printed materials through the periods outlined below:

TYPE OF AWARD MADE PRIOR TO OCTOBER 1, 2020:	MAY USE LEGACY LOGOS ON PRINTED GEAR AND PRINTED MATERIALS UNTIL:
State Commission program grants (competitive, formula)	Through remainder of existing award period
National Direct grant	Through remainder of existing award period
Tribes grant	Through remainder of existing award period
Territories grant	Through remainder of existing award period
Volunteer Generation Fund grant	Through remainder of existing award period
MLK Jr. Day of Service grant	Through remainder of existing award period
September 11th National Day of Service grant	Through remainder of existing award period
Commission Support Grant	Through no later than 9/30/2023
Commission Investment Fund grant	Through no later than 9/30/2023
VISTA Support Grant	Through no later than 9/30/2021
VISTA Program Grant	Through no later than 9/30/2021
Foster Grandparent Program grant	Through no later than 9/30/2021
RSVP Program grant	Through no later than 9/30/2021
Senior Companion Program grant	Through no later than 9/30/2021
Senior Demonstration Program grant	Through no later than 9/30/2021

^{*}This slide expires and may be removed from the AmeriCorps Brand Guidelines on 10/1/2023.

For questions regarding our branding:

✓ logos@cns.gov

To access logo files visit our brand resources page.

