CSI
COLLEGE OF
SOUTHERN IDAHO

VISUAL IDENTITY GUIDE

Updated December 2022

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THE ACADEMIC LOGO

The CSI academic logo represents our institution to the broader community. This logo is the best choice for official, academic, business, and professional uses. Multiple configurations and color options are available. Always choose the logo that is the best fit in any given application.

Standard Configuration

This is the primary CSI logo, and the best choice for any situation where the logo is the main focus.

Wide Configuration

This is the best choice for long, narrow spaces.

Tall Configuration

This is the best choice for tall, vertical spaces.

Academic Lettermark

This may be used in cases where the logo is very small, which would make the full name text unreadable.

THE CSI BRAND

All configurations of the CSI academic logo are available in the following color options. If the version you need is not available for download, please reach out to info@csi.edu to request it.

Logos for White or Light-Colored Backgrounds

Standard Full Color
Use this version for full color applications.

Black 1-Color
Use this version for grayscale applications, single-color applications, or on gold backgrounds.

Logos for Black or Dark-Colored Backgrounds

Reverse Full Color

White 1-Color

Gold 1-Color

Choosing a file type

The file type you need will depend on how the logo is being used.

JPG files: Best for standard printed documents

PNG files: Best for web, video, or PowerPoint

EPS files: Best for sending to vendors (i.e. signage, apparel, etc.)

Other file types are available upon request.

THE CSI BRAND

The CSI logo should not be altered in any way without authorization from the Office of Marketing & Communication. The following alterations are prohibited.

Do not change the colors. Contact info@csi.edu to acquire approved color variations.

Do not change the font.

Do not turn logo at an angle.

Do not alter the aspect ratio. Do not squish or stretch the logo.

Do not embellish with special effects. A subtle drop shadow may be used if it aids in legibility.

Avoid busy backgrounds. The name of the institution should always be legible.

Avoid crowding. At minimum, there should be space around the logo about the size of the letter O in IDAHO.

Avoid low-resolution and blurry logos. If the logo appears blurry or pixilated at the size you need to use it, reach out to info@csi.edu for a version that will work at your desired size.

THE GOLDEN EAGLE LOGO

The CSI Golden Eagle Logo promotes a sense of school spirit and community pride. This is the primary logo for athletics, and may also be used for community events, student-oriented clubs, and swag and apparel.

Combined Logo

This is the full version of the Golden Eagle logo, and the preferred option in most situations.

Eagle Head Logo

This may be used as graphic on swag and apparel, or as a background element in documents where the full CSI logo appears elsewhere.

CSI Lettermark

This may be used on swag and apparel, or in situations where a very small logo is needed.

Academic Logo vs. Eagle Logo

If you're not sure whether the Academic Logo or the Golden Eagle logo is more appropriate for your situation, please reach out to the Office of Marketing & Communication at info@csi.edu. We will be happy to advise you.

UNACCEPTABLE USES

No alterations may be made to the Golden Eagle logo without authorization from the Office of Marketing & Communication. One-time-use variations may occasionally be created for special events. To learn more about what options may be available, reach out to info@csi.edu.

Do not alter the logo in any way. This includes colors, fonts, or any other changes.

Do not add embellishments or "dress up" the logo.

Do not alter the aspect ratio. Do not squish or stretch the logo.

Avoid low-resolution and blurry logos. If the logo appears blurry or pixilated at the size you need to use it, reach out to info@csi.edu for a version that will work at your desired size.

Sending the logo to vendors

Please check with the Office of Marketing & Communication before sending any CSI logo to a vendor. We can provide the correct file type for what you need, and we may have paperwork that the vendor needs to fill out.

These logos are owned by the Athletics Department and may be used for certain teams, swag and events. These logos may not be used outside of Athletics without permission.

The Vintage Gilbert Logo

This "Gilbert the Golden Eagle" mascot was CSI's primary athletic logo for many years. While largely retired, this logo remains a familiar icon in the community and may still appear for certain events and swag.

The Southern Idaho Logo

The "SI" logo is used by the CSI baseball and softball teams.

PROGRAM LOGOS

A CSI department, program, or club may have a custom logo. The following criteria must be followed in all custom logos:

1. **Logo must include the CSI Academic Lettermark OR the CSI Combined Golden Eagle logo in its design.** This must be a prominent part of the overall logo.

2. **Logo must include the full, official name of the department, program, or club.**

3. **Logo must be created in a vector format.** A vector logo is necessary for crisp resizing and is also required by many vendors.

4. **Logo must only contain images we have the rights to use.** All images included in the logo must be original or obtained from a legitimate royalty-free source. Do not include images found through internet search engines or template services such as Canva, or logos from other organizations.

5. **New logos must be requested by the chair/supervisor of the department or program.** The chair/supervisor may wish to delegate this task to another employee. To do this, contact the Office of Marketing & Communication to provide authorization.

6. **Logo must be approved by the Office of Marketing & Communication prior to use.** Please contact info@csi.edu so we can make sure your logo meets all of the necessary branding criteria. We will be happy to design it for you.

Examples of approved program logos:

PROGRAM LOGOS

The CSI Seal is used on letterhead, commencement materials, and other official documents. This image is not intended for marketing use and should not be used in place of the CSI logo. The seal may not be used outside of the President's Office without permission. Contact info@csi.edu for more information.
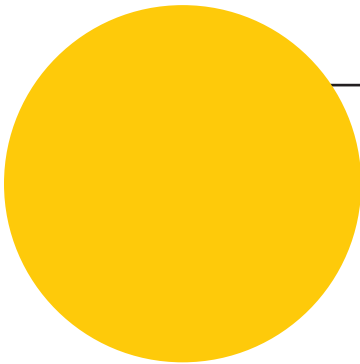
Official Colors
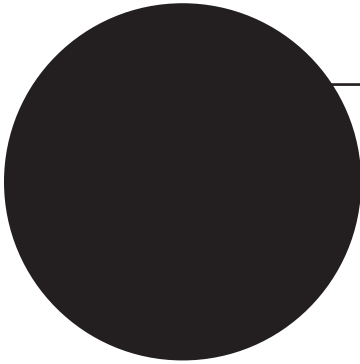
BLACK

Spot: Pantone® Process Black C

CMYK (Color): C20 M20 Y20 K100

CMYK (Grayscale): C0 M0 Y0 K100

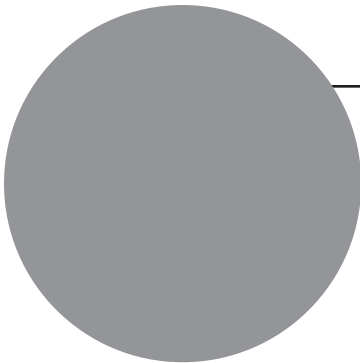**RGB:** R0 G0 B0

Hex: 000000

GOLD

Spot (if coated stock): Pantone® 123 Coated

Spot (if uncoated stock): Pantone® 121 Uncoated

CMYK: C0 M20 Y100 K0

RGB: R255 G195 B0

Hex: FDC82F

GRAY

Spot: Pantone® Cool Gray 8

CMYK (Color): C23 M16 Y13 K46

CMYK (Grayscale): C0 M0 Y0 K50

RGB: R136 G139 B141

Hex: 888B8D

Using the Correct Color Value

Spot: These are specially formulated colors used by printing presses.

CMYK: This is the color type used by most digital printers.

RGB: This is for screen use, such as web, social media, PowerPoint, and video.

Hex: This color type is used in designing websites.

Gold Spot Colors

Pantone® 123 is CSI's official spot color gold. This color unfortunately appears orange when printed on uncoated stock. This is why we've chosen a slightly lighter shade of gold for printing on uncoated stock. If you're not sure which color a vendor needs, send them this page for reference.

THE CSI BRAND

Logo font: The font used in the CSI logo is Optimum. The "College of Southern Idaho" logo text must always appear in this font.

Web fonts: Only web-safe fonts are to be used on CSI web pages. Contact the CSI Information Technology department for more information.

General font usage guidelines: CSI communications are not limited to certain fonts, and different fonts may be chosen for different campaigns. However, all fonts on CSI materials should look professional, have strong legibility, and be used legally. Below are some general guidelines that should be followed in choosing a font.

What to Choose

- Fonts that look clean and professional
- Fonts that are easy to read
- Default Windows fonts
- Fonts that have a commercial use license

What to Avoid

- Fonts that look casual or sloppy
- Fonts that are difficult to read
- Fonts that are not for commercial use. These are typically labeled as "for personal use only" on download websites.

A Note on Downloading Fonts

Not all "free download" sites are safe and reputable. Some contain malware that will harm your computer. Others may offer "free" fonts that the website is not actually authorized to share. If you cannot find information on the font's creator and its licensing terms, do not download the font.

THE CSI BRAND

THE CSI MASCOT

CSI's Gilbert the Golden Eagle mascot appears at athletic events as well as many other campus and community events. You may request the Gilbert costume for use at your event by contacting the Office of Marketing & Communication or the Student Affairs Office. Be sure to specify in your request if you also need someone to wear the costume, as there will be additional information to go over.

Wearing the Mascot Costume

When wearing the Gilbert mascot costume, it is important to follow these guidelines:

- **Feather styling:** You don't want to "preen" so much that his feathers are smoothed down, but you do want to make sure he does not look disheveled. Comb back the eyebrows and take care to fix any flyaways or matted feathers. His final appearance should be fluffy and well-groomed.

- **Jersey:** The jersey should be tucked in, but make sure all of the lettering on the jersey remains visible.

- **Flange (shoulders):** The gold flange attached to the head of the costume should be under the jersey, not on top of it. Make sure the shoulder pieces are properly placed.

- **Skin:** There should be no skin showing. Be sure to utilize the gloves and leggings that are provided with the costume.

- **Feet:** Make sure the foot coverings are secured properly, and are not flapping around or twisted.

Storing the Mascot Costume

- Do not place the costume in storage if it's sweaty.

- Take care not to smash the beak. Placing a small towel in the beak will help prevent it from becoming misshapen.

- Place jersey in a zip lock bag to avoid wrinkling.

- Use wrinkle release and fabric deodorizer sprays as needed.

"Dressing Up" Gilbert

Some event themes might lend themselves to including additional apparel or props to the Gilbert costume. This is permitted, but it must be authorized by the Office of Marketing & Communication so we can ensure that your plan is in keeping with the Gilbert image. Please contact info@csi.edu so we can approve your plan.

CAMPUS SIGNAGE

Posters: There are bulletin boards available in each building for hanging posters and flyers advertising events, classes, or other announcements. Before hanging your posters, keep in mind:

- Posters and flyers may only be posted for **up to 20 days.** Pre-dating posters is not permitted.
- All posters and flyers must bear the date stamp indicating that is has been approved. You can get this stamp in person at the Student Affairs Office.
- If your posters/flyers are printed through the CSI copy center, the stamp can be added while printing. Be sure to ask when you place you order.

Temporary Signage: Temporary signage may include yard signs, pop-up banners, sandwich boards, easel signs, or other freestanding portable signs.

Policies around temporary signage vary depending on type and location of the sign, as well as the length of time it will be present. For more information specific to your sign needs, contact the Office of Marketing & Communication or the Maintenance Department.

Permanent Signage: Permanent signage may include wall lettering, directional signs, wall and door vinyl, wall poster frames, or anything else that is intended to remain in place permanently.

Permanent signage will generally require approval from administration and/or the Maintenance department. For help navigating this process, contact the Office of Marketing & Communication.

General Signage Guidelines: Any type of signage should follow the visual identify guidelines set forth in this guide and be placed correctly to avoid hazards.

- All signage should be professional in appearance.
- For signage that contains a CSI logo, be sure to fully read the section of this guide that discusses the type of logo you're using.
- Signage should not impede traffic or cause safety hazards. All signage must be able to pass a safety inspection. Contact the Maintenance department for further information.
- Signage may not hang from the ceiling.
- Permanent signage must be fastened properly by a professional installer or a member of the CSI Maintenance department.
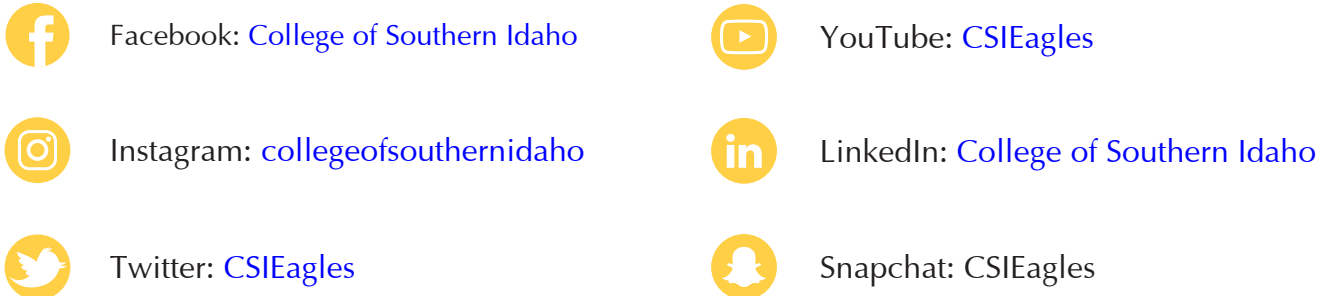
THE CSI BRAND

CSI Social Media

CSI's Social Media Message

The College of Southern Idaho removes the barriers between classroom and career with engaging, accessible and affordable higher education.

CSI's Primary Social Media Channels

CSI's primary social media accounts are managed by the Office of Marketing & Communication. Contact info@csi.edu if you would like us to promote your event, class, opportunity, or other message on CSI social media.

Facebook: College of Southern Idaho

YouTube: CSIEagles

Instagram: collegeofsouthernidaho

LinkedIn: College of Southern Idaho

Twitter: CSIEagles

Snapchat: CSIEagles

Additional CSI Channels

In most cases, the best way to get your message out on CSI social media to have the Office of Marketing & Communication post it on the primary CSI channels. This said, individual departments or groups on campus may be permitted to have their own social media accounts, provided they follow these steps:

- **All CSI social media accounts must be approved by the Office of Marketing & Communication.** Contact info@csi.edu so we can discuss your plan and how to move forward.

- **The Office of Marketing & Communication must be included as an admin on the account.**

- **Appoint a reliable individual to manage content and make updates.** Make sure this is someone who has 1-10 hours a week available to generate content, post regularly, monitor activity and answer comments. This should be someone who can commit to the task longterm.

- **Adhere to the policies and practices listed on the next page.** It is important to make sure that your content is in line with the CSI brand and messaging.

CSI Social Media

Profile Graphics:

Avatar/thumbnail: Your thumbnail image should incorporate your program logo. If you don't have one, contact info@csi.edu and we can help you create one.

Cover photo: If your account includes a cover photo option, it should reflect CSI as a whole (such as an image of campus) or show your department or program in action (such as a photo of students in a classroom or lab). Contact the Office of Marketing & Communication to find out if your image is appropriate or to acquire one that is.

Image & video posts: Posting images and videos is a great way to encourage engagement. Make sure all posts are inviting, professional, high-quality, and relevant to your program. Be aware of possible privacy concerns (discussed on the following page). When possible, get permission from anyone whose image is being posted.

CSI Social media policies:

- All CSI social media accounts must be built and approved by the Office of Marketing & Communication
- Do not create a personal social media account using a CSI email address.
- Administators should monitor social media accounts frequently to ensure all content being posted is current and accurate.
- If an image is posted of an adult student who doesn't legally require signed permission, that individual may request the removal of the image from your channel. If this occurs, remove the image in a timely manner and confirm its removal with the individual.
- It is the administrator's responsibility to understand the copyright limitations of all content posted on their channel. It is recommended to use CSI-branded images wherever possible.
- If an individual has identified themselves as a CSI employee on their personal social media accounts, they are expected to make it clear that they are not speaking on behalf of CSI and all opinions expressed are their own. It is expected that CSI employees will conduct themselves professionally on social media, using discretion and avoiding posts that are controversial in nature.
- If the media requests information about a CSI topic from an employee using social media, notify the Office of Marketing & Communication.
- It is the administrator's responsibility to maintain awareness of each site's Terms of Agreement and privacy policies, and ensure that all content complies with those regulations.

Social media tips:

- Asking questions of your audience encourages greater traffic and participation.
- Be diverse in your content, including photos, videos, memes, infographics, blogs and engaging graphics.
- Using your social media platform to run a contest is a highly effective way to draw traffic to your channel. Prizes do not need to be large, just enough to capture interest. Be mindful of any legal concerns that may surround each social media platform.
- Employing humor and a light-hearteded tone can help engage a younger audience. Ensure all humorous content is still appropriate.
- If negative feedback is received on a post, resist the urge to immediately delete it. If the feedback contains misinformation, respectfully reply with the correct information. Feedback that contains foul language or other offensive content should be deleted.

Your CSI Email Signature

We highly recommend that all CSI employees include a CSI logo and their contact information at the bottom of their email. If you would like help creating your email signature, you can request a template from the Office of Marketing and Communication at info@csi.edu.

Your final email address should look similar to the one below.
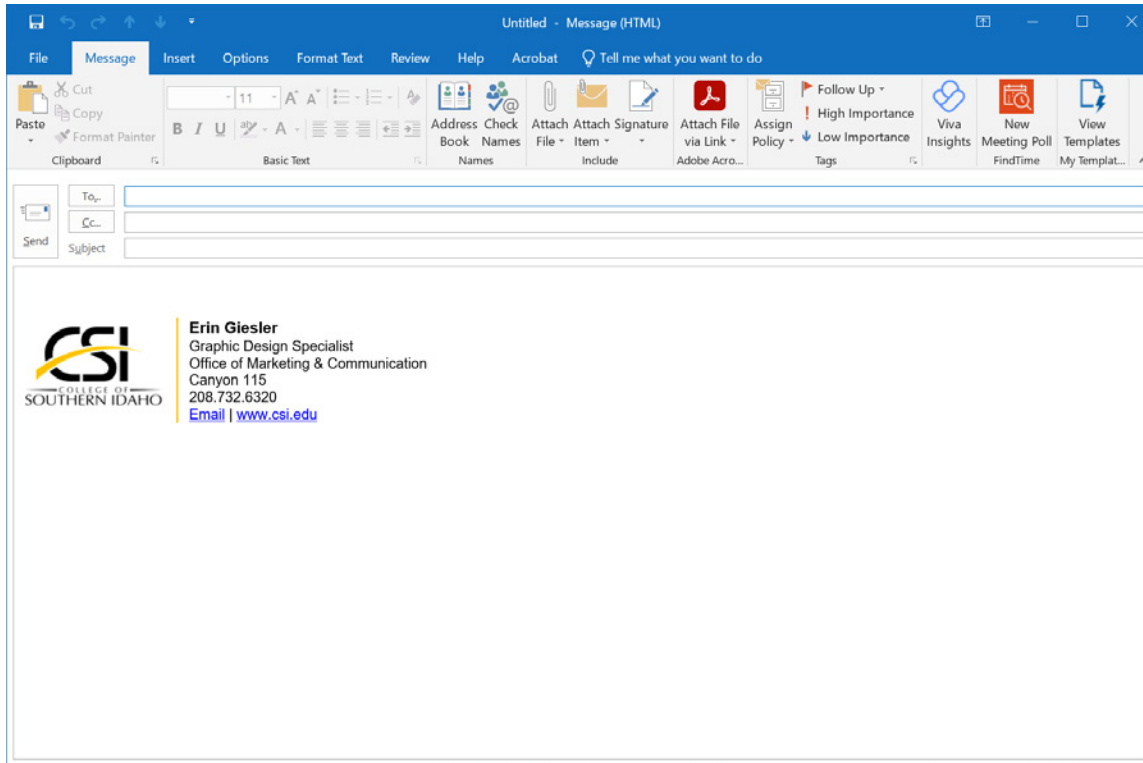
If needed, you may customize your signature to suit your needs. Make sure you are following the guidelines below.

You May Consider Including:

- Your department or program logo
- A link to your department website
- A link to your appointment booking page, if you have one
- Hyperlinked CSI social media icons
- Your office hours
- Additional phone or fax numbers
- An inspirational quote that directly relates to your subject area

Avoid Including:

- Clipart or images unrelated to CSI
- Any content that is copyrighted or licensed and you don't have permission to use
- Text that is too small or in a hard-to-read font (stick with Windows default fonts to avoid font substitutions on the reader's end)
- Spelling/grammar errors, misquotes, or other incorrect information
- Links to personal websites or social media unrelated to CSI

PHOTOS & GRAPHICS

Photos: General Policies

All photos used on CSI materials should be high-quality, engaging, and legally sourced.

- Make sure all photos/graphics are high-resolution and will not be pixilated.

- Do not use photos of people wearing logos for other schools or sports teams.

- Do not use photos that are blurry or have poor lighting.

- Do not use photos that contain inappropriate or copy-righted content.

Good resolution vs. poor resolution

CSI campus and student photos: The Office of Marketing & Communication has a large collection of CSI photos available for use. Email info@csi.edu to request a photo.

We also have an on-staff photographer. Contact us for information on scheduling a photo shoot.

Taking your own photos: Make sure your photos meet the quality standards listed above. If your photo includes students or other individuals, please have them fill out a **Photo Consent Form** that allows us to use the photo in our marketing materials. Please send us a copy of this form so we can keep it on file.

Stock photos, graphics, and clipart: We also have a subscription to a royalty-free stock image website with an extensive collection. Feel free to reach out to info@csi.edu if you need stock images for your project.

Legal Use of Photos & Graphics

Be aware that **most images found on the internet are subject to copyright** and should not be used on CSI communications. Do not simply pull photos or artwork from an internet search engine.

Downloaded images may be used **only if:**

- The image is Creative Commons or Public Domain

- You have written permission from the creator of the image to use it

- The image came from a legitimate royalty-free stock art website (please provide a link to the page that lists the image's licensing terms)

DIGITAL MEDIA

VIDEOS & MUSIC

Video content may include television advertisements, as well as videos posted to YouTube or other social media outlets. All CSI videos must be high quality and meet our brand standards.

Having a video created for your message or program:

Contact the Office of Marketing & Communication at info@csi.edu to discuss your video needs. Be prepared to answer the following questions:

- **Who is your target audience?** This will help us determine which platform(s) the video should appear on.

- **What is your message?** Do you already have a script in mind? The more details you can give us about what you want to say, the easier the process will be.

- **What is your deadline?** Videos are fairly time-intensive to make, so be sure you're allowing enough time to get the project done.

- **What is your budget?** Costs will vary greatly depending on a variety of factors, so let us know up front what you're able to put into this project.

Producing your own videos:

Any videos made for CSI must meet the following requirements. If you are unable to meet these requirements, reach out to info@csi.edu for assistance.

Technical Requirements:

- Videos should be recorded in High Definition 16:9 format (720p, 1080p, or 4K)

- Be mindful of the platform you're recording for. Know ahead of time whether you need to record in a vertical or horizontal format.

- Videos should be exported to an MP4 format using a h.264 codec

Drone & Aerial Footage

All drone and aerial footage must be in compliance with the Federal Aviation Administration's rules for unmanned aerial vehicles. Be prepared to provide:

- FAA Drone Registration number/A copy of the Pilot's Part 107 license

- Pilot's contact information

- When the drone flew

- Flight telemetry and/or map markings of where the drone flew

If using stock aerial footage, send us a link to the source of that footage so we can ensure we have the proper usage rights

Copyrighted Content

If you wish to use content that you did not create, please run it past the Office of Marketing & Communication so we can make sure there are no copyright issues.

If your video contains music, please provide written proof of permission to the Office of Marketing & Communication, including a copy of synchronization licensing. If you are not sure how to secure those permissions, or if you would like to look at a catalog of already licensed music that you can use with your video, please contact our office.

Copyright violations can result in fines. Please take copyright laws seriously. Remember, just because something can be downloaded, that doesn't meant we have permission to use it.

DIGITAL MEDIA

ID Cards

CSI employees and students are issued a photo ID card. You may be required to present your ID to access certain benefits, such as attending athletic games or checking out library books.

The photo on your ID is taken by the ID card machine when your card is printed. This production process does not allow you to use your own outside photo.

Because these ID cards need to be easily identifiable, no alternate ID card layouts are permitted. Different layouts may be created for groups who have different benefit access, such as partner agency employees or their students.

Name Tags

CSI employees may order name tags through the Online Order Form.

The title on your badge should match your official title on your employee contract.

There are two types of name badges. The lanyard style is vertical and will hang around your neck. The magnet style is horizontal and will attach to the front of your shirt with a magnet.

Magnet style name tag

YOUR NAME HERE
Title Here

Lanyard style name tag

YOUR NAME HERE
Title Here

PRODUCTS & MERCHANDISE
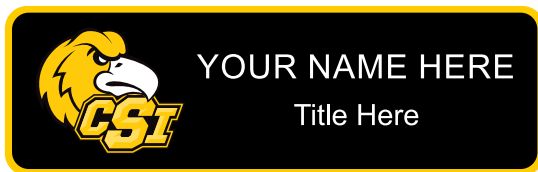
Business Cards

CSI employees may order business cards through the [Online Order Form](). A proof will be sent to you to look over before printing.

Front of your card:

- Two layouts are available: standard or photo.
- You may include degrees after your name if desired (PhD, M.Ed., etc.).
- Your position title should match the official title on your employee contract.
- If choosing a photo card, your photo must be a professional head shot. If you do not have one, our photographer can take one.

Back of your card (optional):

If there is additional information you would like to include, you may do so on the back of the card. This information could include:

- Committee or additional titles
- Department logo
- Department URL (if too long to fit on the front)
- Certification logos
- Social media information
- List of championships and/or awards
- Appointment card/lines for writing
- QR code that links to your department page or appointment booking site
- A message from your department

The back of your card should not include:

- Images, websites, or other content that is not related to your position at CSI
- Copyrighted content, anything we don't have permission to use
- Time-sensitive information (i.e. dates for upcoming events, temporary campaigns, etc.)

Standard Card

Photo Card

Examples of Business Card Backs

PRODUCTS & MERCHANDISE

LETTERHEAD & ENVELOPES

CSI letterhead and envelopes are printed on high-quality paper using our official spot colors. It is highly recommended that you use these official materials in all CSI mail correspondence. All letterhead features the CSI academic logo. Letterhead featuring custom logos is not permitted.

Standard Letterhead: Blank CSI letterhead preprint can be purchased from the CSI Bookstore in packages of 100.


Department Letterhead: You can order letterhead printed with your department name and contact information. Contact info@csi.edu with the information you want included and the quantity you want to order.

Digital Letterhead: CSI letterhead is available as a Word document for digital correspondence. Download here (login required). To obtain digital letterhead with your department information on it, contact info@csi.edu.

Note that CSI letterhead should always be printed in color, never grayscale.
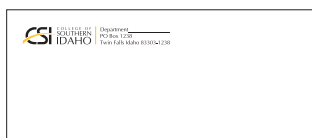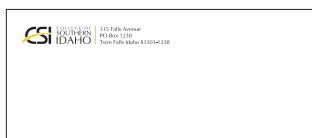
Envelopes: CSI envelopes can be ordered through the CSI Bookstore (jketterling@csi.edu). Be sure to include size, desired return address information, and any special requests (bulk stamp, "Address Service Requested" line, etc.)

CSI Branded Swag & Merchandise

CSI swag and merchandise may include apparel such as hats, t-shirts, jackets, etc., or other branded promotional items, such as toys, keychains, stickers, skin products, school supplies, etc.

Ordering CSI branded swag or merchandise from a vendor

The Office of Marketing & Communication has access to many vendors that offer a wide variety of products. We can design your product, get estimates, and work with the vendor to place the order. To begin the process of placing an order through the Office of Marketing & Communication, contact info@csi.edu.

If you work with a vendor directly, make sure you are following these steps:

1. **Get design approval.** If you create your own design, send it to the Office of Marketing & Communication for approval at info@csi.edu before sending it to the vendor. If the vendor designs the item for you, send the vendor proof to the Office of Marketing & Communication for approval prior to placing your order.

2. **Get purchasing approval.** The Business Office has specific purchasing procedures that are dependent on the amount spent and the type of product ordered. If you are not already familiar with these procedures, contact the Business Office to ensure there will be no issues in processing the vendor's invoice after your order is complete.

3. **Have the vendor sign the necessary paperwork.** Every vendor who uses a CSI logo will need to sign a Logo Use Agreement and/or a Purchasing and Procurement Policy form, depending on the project. Contact the Office of Marketing & Communication at info@csi.edu for further explanation and copies of these forms.

4. **Provide the necessary files to the vendor.** The vendor should be able to tell you what file type they need for their production process. In many cases they will require a vector logo, which can be requested from the Office of Marketing & Communication. If your design includes any photos or other bitmaps, be sure the file you send has adequate resolution for their production process. The Office of Marketing & Communication can also offer a condensed version of this visual identity guide for vendors, which will answer any questions they may have about colors and logo usage.

Swag/Apparel for Resale

If you are ordering CSI-branded product for resale, you **must** first contact Jayme Ketterling at the CSI Bookstore (jketterling@csi.edu). CSI logos are not to be placed on any item for resale without approval. This includes items for fundraisers.

Swag/Apparel for Internal Use

You may order products with the CSI logo if they are intended for internal use (for example, club t-shirts) or as giveaways at parades, trade shows, etc. You may order these items through the Office of Marketing & Communication, the CSI Bookstore, or independently; however all vendor designs should be approved by the Office of Marketing & Communication prior to ordering to ensure that they meet visual identity standards.

PRODUCTS & MERCHANDISE

TRADE SHOW DISPLAYS

If your club or program would like to have a table or booth at campus or community events, make it stand out with CSI-branded trade show display materials. Below are just a few of the most popular items, but there are many additional options, so feel free to reach out to the Office of Marketing & Communication at info@csi.edu so we can help you find what you need.

Tablecloths & table runners: Available in a range of sizes. These can be blank, or printed with your logo and/or other information.

Tabletop displays: Popup displays/banners, presentation boards and other signage sized to sit on top of your table.

Freestanding displays: Large retractable banners, backdrops, flutter flags, poster holders, and many other options.

Canopies & tents: These can be ordered with a logo or blank, with fabric walls included or just the canopy.

PRODUCTS & MERCHANDISE

DESIGN TEMPLATES

We encourage everyone to work with the Office of Marketing & Communication to create custom designs to go with your messaging. If necessary, we do have some templates available for brochures, posters, flyers, and PowerPoint slides. We can also create a custom template for you. Contact info@csi.edu to request a new or existing template.

NONDISCRIMINATION STATEMENT

Title IX policy stipulates that the following nondiscrimination statement must appear on all outward-facing CSI materials:

Nondiscrimination Statement
College of Southern Idaho does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, gender identity, protected veteran status, or sexual orientation. This policy applies to all programs, services, and facilities, including applications, admissions, and employment. The Dean of Students has been designated to handle inquiries regarding non-discrimination policies and can be reached at (208) 732-6225 or at the Taylor Building, Room 238, on CSI's campus, 315 Falls Ave, Twin Falls, ID, 83301.

LEGAL FORMS

Photo Consent Form: If an individual is going to appear in photos or videos for CSI, they need to sign this form as written consent allowing CSI to use their image. When signed, please send a copy to the Office of Marketing & Communication to keep on file (hard copy or email to info@csi.edu).

CSI Logo Use Agreement: If we send a CSI logo to a vendor that we have not done business with in the past, we need them to fill out this form and return it to us before production. This form outlines the ownership and licensing rights of our logos, stipulating that vendors cannot alter the logo or use it on other products without our permission. Completed forms must be sent to info@csi.edu so we can keep them on file.

Contact info@csi.edu to acquire these forms.

CONTACT US

For questions about branding or marketing, or to request logos or other graphics, contact the Office of Marketing & Communication. Visit us online to learn more about who we are and what we do!

Email: info@csi.edu

Online: csi.edu/marcom