

JUNIOR LEAGUE OF LAFAYETTE

BRAND STANDARDS



JANUARY 2018

Table of Contents

INTRO

WELCOME	3
CONTEXT	4
VALUES	5
MISSION	5
OUR COMMITMENT TO DIVERSITY & INCLUSION	5
VISION	6
TAGLINE	6
ASSOCIATION PRAYER	6
SCOPE	6

MESSAGING

VOICE	7
KEY MESSAGES	8
WORD LIST	9
BEST PRACTICES	10

IDENTITY

LOGO	13
DON'TS	15
TAGLINE	16
TRADEMARK	18
ACKNOWLEDGEMENTS	18
ANNIVERSARIES	19
PARTNERSHIPS	20
ENDORSEMENTS	20

DESIGN

DESIGN ELEMENTS	21
TYPOGRAPHY	23
COLOR	24
USEFUL TERMS	25
PATTERN	26
PHOTOGRAPHY	27
ILLUSTRATION	29

SOCIAL MEDIA

NAMING CONVENTION	30
PROFILE GRAPHIC	31
POST TYPES/CONTENT	31
PLATFORM RECCOMENDATIONS	32
COMMUNITY MANAGEMENT	32
FREQUENCY	32
VISUALS	33

INTRO

WELCOME TO THE JUNIOR LEAGUE BRAND STANDARDS

CLEARLY INSPIRING.

Junior League members value the importance of sending a clear and consistent message whenever they engage with their communities. To help empower our League and League members, we created this easy-to-use brand standards guide.

SIMPLE. THOUGHTFUL. SOPHISTICATED. MODERN.

Now all our materials—from newsletters, to posters, to print campaigns, and more—can communicate a clear, consistent message and sophisticated look and feel, shared by Leagues around the globe.

OBSERVING WHAT WE VALUE.

The Junior League is a highly respected organization with an extraordinary legacy, and it's the shared responsibility of every League member to protect our brand by communicating who we are and what we do through a clear and consistent identity and message. This guide is meant to help you do your part in representing The Junior League brand.

WE ARE THE JUNIOR LEAGUE

Leading change. Transforming communities.

Updated June 2017

Note: Reputation-defining material must be approved before printing and/or distributing. communications@juniorleagueoflafayette.com or 337-988-2739

INTRO

CONTEXT

TIMELESS PRINCIPLES IN A MODERN CONTEXT.

For more than a century, Junior League members have confronted society's most pressing issues and tackled its toughest problems, leaving a legacy of reform like no other.

But in a complex world, accelerating and advancing at a rapid pace, change is uncomfortable, conflicts are inevitable and challenges are cyclical. Problems loom large. Leadership talent and funding are scarce.

To fight these battles, find solutions, and advocate for those in need, a renewable army of women empowered as agents of positive change is essential.

Preparing women to serve their communities is The Junior League's mission. Because tomorrow there will be new issues and new challenges—and the women of The Junior League will continue to serve as the undeterred voices for action, justice and change.

INTRO

VALUES

FOSTERING TRANSFORMATIONAL LEADERSHIP.

We value transformational female leaders who set bold goals, open their circles and their minds, disrupt convention and change the conversation. Women who seek to better themselves for the betterment of society.

MISSION

TRANSFORMING COMMUNITIES BY CHALLENGING THE STATUS QUO.

The Association of Junior Leagues International, Inc. (AJLI) and the individual Junior Leagues are organizations of women committed to promoting voluntarism, developing the potential of women and improving communities through the effective action and leadership of trained volunteers.

VISION

SOCIETY EVOLVES IN THE CARE OF BRAVE AND THOUGHTFUL LEADERS.

The Junior League: Women Around the World as Catalysts for Lasting Community Change.

Junior League of Lafayette: Women as Leaders for Lasting Community Change

We value transformational female leaders who

SET BOLD GOALS,

open their circles and their minds,

disrupt convention &

CHANGE THE CONVERSATION

for the betterment of civil society.



INTRO

ASSOCIATION PRAYER

We pray that we will never be so blind that our small world is all we see, or so supremely satisfied that what we are is all we ever hope to be. Grant us the joy of filling someone's need. Make us gracious followers; make gracious those who lead. And more than all, we pray that through the years, we will remember there are always new frontiers. Amen.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

IN DIVERSITY THERE IS BEAUTY AND STRENGTH.

The Junior League welcomes all women who value our Mission. We are committed to inclusive environments of diverse individuals, organizations and communities.

TAGLINE

Women Building Better Communities
(see also Identity→Tagline)

SCOPE

PUTTING PROGRESS IN PERSPECTIVE.

By framing the work of local Leagues within the larger international network, it reinforces the scope of our work and the impact it has. It's all about power in numbers, or as we like to call it: The Multiplier Effect.

Here's an example of how you might frame the Junior League Scope in a communication.

Junior League of Lafayette is a network of empowered female civic leaders working with community partners to address and solve pressing issues like [Issue A] and [Issue B]. We're part of an international network of 291 Leagues comprised of over 150,000 women, in Canada, Mexico, the U.K. and the U.S., engaged in similar work in their own communities. This provides us with a unique and powerful depth of knowledge and resourcefulness to bring about the changes we strive to accomplish.

MESSAGING

VOICE

A POWERFUL STORY ISN'T HEARD, IT'S FELT.

To tell a compelling story, a communication's design and messaging work hand-in-hand.

The work we do, the leadership we provide is life changing to individual members, local communities and the world. Our voice is an opportunity to own that position. We can deliver tough messages with a sense of respect and humility, and embody professionalism without resorting to jargon or overly technical language.

The voice behind our message is:

Clear

- We are driven by a clear vision.
- We let our results speak for themselves.
- We project confidence through simplicity.
- We are organized in our efforts.

Bold

- We're not afraid to speak out or to be noticed.
- We look at issues in a new light.
- We stand up for those who cannot.
- We tackle the problems others ignore.
- We believe in the power of togetherness.

Confident

- We've been building and transforming communities for over 100 years.
- We create significant and lasting change.
- We're proud of our legacy.
- We are the source communities turn to when they have a problem to solve.
- We are intelligent, efficient, trained volunteers, not just "willing hands."
- We've provided millions of hours of service.

Human

- We are a brand about people.
- Our women are the force that makes change happen.
- Our women address critical human needs in their communities.
- We are a force for good in a complicated world.
- We are hands-on with our communities, not just sending in money.
- We deal with the real issues of our society.
- We speak a language that everyone can understand.
- We nurture women to fulfill their potential.
- We believe that volunteer service is an essential part of responsible, engaged citizenship.

MESSAGING

KEY MESSAGES

HOW DO YOU ENCAPSULATE OVER A CENTURY'S WORTH OF PROGRESS?

From the Gilded Age to the Digital Age, the work and achievements of The Junior League is a bold and inspiring story with results that can be felt throughout the fabric of modern society.

To frame this up, we created this compilation of key messages to communicate the core of The Junior League's story.

Background

The Junior League, one of the oldest, largest and most effective women's volunteer organizations in the world, has matured and evolved since it was founded by social activism pioneer Mary Harriman in 1901.

Vision

True to their legacy, today's League members are at the forefront of tackling society's thorniest issues—addressing and acting as advocates on an array of critical issues including human trafficking, foster care, juvenile justice, teen self-esteem, cybercrimes, literacy and the environment, among others—for the express purpose of enhancing the social, cultural and political fabric of our society.

Commitment

Our commitment, has remained unwavering: to develop exceptionally qualified civic leaders who can identify a community's most urgent and pressing needs and address them with meaningful and relevant programs and initiatives that not only improve lives, but change the way people think.

Results

The Junior League—the 150,000 women empowered to lead in 291 Leagues in the United States, United Kingdom, Canada and Mexico—has amassed an archive of irrefutable results and undisputed reputation as thoughtful and influential change agents for the public good. Our organization has been instrumental in championing education and literacy programs, children's cultural development, school nutrition, vaccination, the Clean Water Act, and heightened awareness around domestic violence and alcohol abuse.

MESSAGING

WORD LIST

WORDS THAT SUPPORT OUR POWERFUL MESSAGE.

Over the years we've kept tabs on the words and phrases we use most when talking about what we do and why we do it. We compiled this word and phrase bank to help bring power and consistency to our communications.

Words and phrases we like (not in any particular order):

Revolutionary
Revelationary (yes, we made this word up ;!)
Revelationary Pragmatist
Leading Change. Transforming Communities.
Unparalleled
Unprecedented
Change agent
Force for good
The face of change
It starts with a woman
Civic leadership
Civic leader
Social activism pioneer
Challenging the status quo since 1901/challenge the status quo
Indefatigable
Community street cred
Investment
Generations of civic leaders
Invincible
Leadership Empowered
Leadership Reimagined
Leadership: Game On
All In
Ever-evolving needs; empowered to lead
Status quo disrupted
Strength in numbers
Pride Passion Progress

MESSAGING

BEST PRACTICES

Note: Junior League of Lafayette follows the recommendations of Associated Press Stylebook unless otherwise noted in its brand standards.

WORDS THAT SUPPORT OUR POWERFUL MESSAGE.

Email

Never hyphenate. Never capitalize unless it begins a sentence.

Board

Capitalize when referring to AJLI and individual League Boards.

Junior Leagues' *Kids in the Kitchen*

Upon first mention in writing, represent the name in full. Upon further mention in same document, you can simply use *Kids in the Kitchen*. Always italicize *Kids in the Kitchen*. [NOTE: AJLI is in the process of trademarking *Kids in the Kitchen* without Junior League reference and should soon hold both trademarks.]

League

Capitalize when referring to any Junior League, regardless of how it is used in a sentence or phrase.

Mission

Capitalize Mission when referring to the formal Mission of either AJLI or an individual League.

Nonprofit

One word, no hyphen.

Voluntarism

Use instead of "volunteerism," as it is the broader term and used to mean the concept of volunteering as well as the work and concerns of the voluntary sector.

Telephone Structure

Standard telephone structure uses periods.
Ex. 337.988.2739/800.757.3651

Courtesy Title

Do not use courtesy titles unless in a direct quote.
Ex. Mr., Mrs., Ms., Miss, etc.

No Comma

Comma is not necessary before an ampersand; or before Jr., Sr., or numeral suffix

Single Space

One single space at the end of a sentence.

Time

Times descriptors should use lower case letters with periods.
Ex. 5:30 p.m.
Time of day does not require zeros after even hours.
Ex. 11 a.m.

IDENTITY

IDENTITY

A NAME CAN SPEAK VOLUMES.

The Junior League brand identity is communicated on a high level by our name and those of our Leagues. There's a specific way The Junior League name should be featured in layout—as well as how it should appear for local Leagues.

International Name

As body text, the international name should be featured as “The Junior League” with a capital “T” on “The.” The role of “The Junior League” brand is the outward expression of an international alliance structure, and the “The” is reserved for the organizational brand as a whole, representing all 291 individual Leagues. In layout, it should be featured as seen.

The Association

Featured in body text as “The Association of Junior Leagues International” with a capital “T” on “The.” The name can be abbreviated as “AJLI,” in all caps, after the first occurrence of the full name. When referencing the Association with its acronym we do not use “The AJLI,” we simply say “AJLI.” While The Association of Junior Leagues International, Inc. is the Association’s legal name, and is used in invoices, contracts, tax returns, legal documents and so on, the “Inc.” is not necessary in the logo.

In layout, the full name and abbreviation should be featured as seen here.

 **THE JUNIOR LEAGUE**

 **AJLI**

THE ASSOCIATION OF JUNIOR LEAGUES INTERNATIONAL

IDENTITY

Leagues

In the logo, the name of the League is represented by the city name. For example, it would be featured as “Junior League of Lafayette.” In layout, the full name should be featured as seen here. In body text, the League name should be featured as “Junior League of Lafayette.” The “Inc.” that completes the legal name of some Leagues is used in contracts, tax returns, legal documents and so on, but is not necessary in a logo.

League names can be abbreviated, in all caps with no punctuation, after the first occurrence of the full name.

For example:

“We had a great time visiting Junior League of Los Angeles (JLLA). Now that I have seen how JLLA operates, I feel inspired.”

Be careful not to rely on the acronym in lieu of “Junior League of Lafayette” on a regular basis—particularly with external audiences—because you diminish awareness of the Junior League as a brand.

Preferred abbreviation for Junior League of Lafayette is JLL. Unacceptable abbreviations for Junior League of Lafayette include, but are not limited to: JL; JL of Lafayette; JL of L..

Tax Exempt Status

Junior League of Lafayette is organized and operated exclusively for educational and charitable purposes, and is exempt from federal income tax under section 501(c)(3).

Effective: September 10, 1959

Tax Exempt #726-015471



IDENTITY

LOGO

A MEMORABLE MARK THAT EMBODIES STRENGTH, CONSTANCY AND STABILITY.

The combination marks combine the JL icon with the League name. Select the version that best suits the design of the materials you are producing.

PRIMARY

Combo Stacked

This is the preferred lockup because it recognizes the League as part of a larger association while emphasizing the power of the local name.

SECONDARY COMBOS

Combo

Recommended with League names up to 12 characters only.

Combo Stacked Centered

To be used when design of the piece requires centered alignment.



JUNIOR LEAGUE OF
LAFAYETTE

IDENTITY

Horizontal Wordmark

The wordmark can be used when there are enough design elements in the piece to help it distinguish itself as belonging to our brand.

Stacked Wordmark

The wordmark can be used when there are enough design elements in the piece to help it distinguish itself as belonging to our brand.

Clear Space

A margin of clear space is always drawn around the logo to create an invisible boundary, giving it room to breathe and more visual impact. This area of isolation also ensures that headlines, text or other visual elements do not encroach on the logo, and should be increased whenever possible.

The clear area is defined by using half of the height of the logo box, which is referred to as "x." There should always be half the distance "x" between any part of the logo and any other page element or the edge of the page.

JUNIOR LEAGUE OF LAFAYETTE

**JUNIOR LEAGUE OF
LAFAYETTE**



IDENTITY

DON'TS

Do not change the position of the JL in the box



Do not distort, should always be proportional



Do not reproduce in an unapproved color



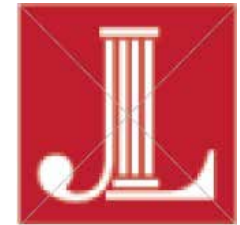
Do not reconfigure or change the size or placement of any logo elements



Do not rotate or animate the JL



Do not use low-quality/low-resolution logo files



Do not add special effects, such as drop shadows, reflections, glows, gradients or extra strokes



Do not place against a "busy" background that compromises its visibility



IDENTITY

TAGLINE

Our tagline can be used as a design element. In this situation, the full combination mark should appear somewhere else on that design piece.

There is flexibility in the placement of the tagline and combination mark.

The words in the tagline, including their order, should not be changed or revised. The tagline should be “stacked” and appear in ALL CAPS using FF DIN bold.

**WOMEN
BUILDING
BETTER
COMMUNITIES**



IDENTITY

TRADEMARK

A TRADEMARK THAT REFLECTS OUR PRIDE, COMMITMENT AND HERITAGE.

Our brand is a valuable asset, and therefore its trademark must be protected. Our trademark is registered and should be displayed with the appropriate symbol.

In print, the registration mark ® should be properly noted the first time the name is used in a document, like a press release or article, or anywhere else our trademark and copyright notice does not appear.

Here's how to indicate our trademark in writing:

Include the ® symbol in the upper right-hand corner, above the word:

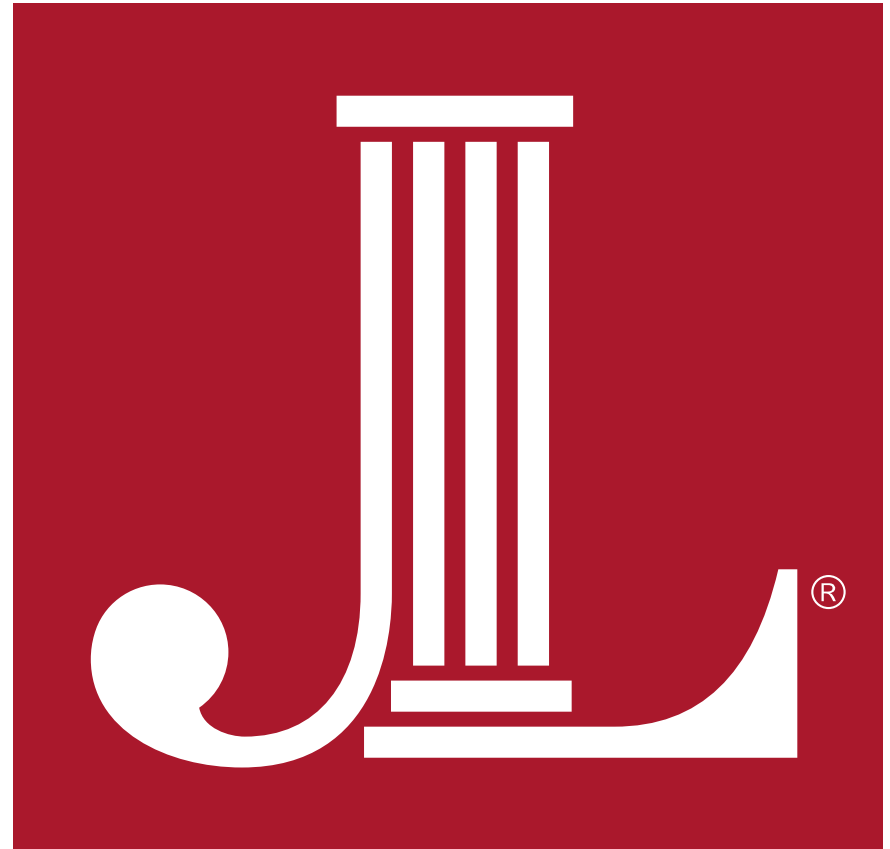
- The Junior League®
- The Association of Junior Leagues International®
- Junior League of Name®

The JL icon should always have the ®. There are times when using the icon at a smaller size will make the ® symbol illegible, and therefore may be removed.

Tip: How to make a registration mark ®

*PC – press down **Ctrl + Alt + R** or type **(r)***

*Mac – press down **Option** key and type **R***



IDENTITY

ACKNOWLEDGEMENTS

THE POWER OF ASSOCIATION: STRENGTH IN NUMBERS.

Our overarching goal is to have greater brand awareness for The Junior League and every individual League that is a part of the Association. It is important to acknowledge each of us comprise a much larger whole.

AJLI strongly encourages us to have a page on our public-facing website about our League's membership in The Association of Junior Leagues International. It strengthens our League to show that we are part of an international organization—291 Leagues strong. While our work locally is extraordinarily important, there is equal value to communicating that our League is a vital part of a global entity.

To that end, AJLI has made available an “About AJLI” widget that can be plugged directly into our League site. Designed to mirror information from the official AJLI site, the “About AJLI” widget will fit on to a web page and inform visitors about AJLI and our shared mission. Installing the widget also will ensure that you're using the most current language to describe who we are, what we do and how many Leagues comprise the Association (FYI—as of 3.15.16 there are 291). To get a widget for our site, visit The Widget Marketplace.



IDENTITY

ANNIVERSARIES

CELEBRATE SIGNIFICANT MILESTONES IN THE HISTORY OF YOUR LEAGUE.

Association Anniversary

Celebrating your anniversary as a member of the Association is based on the year your League was admitted to the Association. To request your customized Anniversary Logo, please email AJLI at communications@ajli.org.

Community Anniversary

Celebrating your anniversary within your community at major milestones (20, 30, 40 years ...). To request your customized Anniversary Logo, email AJLI at communications@ajli.org.

Junior League of Lafayette

After two months of planning, Junior League of Lafayette was incorporated **September 30, 1957** as Service League of Lafayette. In **February 1974**, Service League of Lafayette was admitted into The Association of Junior Leagues International and officially became Junior League of Lafayette.

Association Anniversary Option 1



Association Anniversary Option 2



Association Anniversary Option 3



Community Anniversary Option 1



Community Anniversary Option 2



IDENTITY

PARTNERSHIPS

CREATING CHANGE THROUGH COLLABORATION.

When our Junior League works with an external organization it's considered a "co-branded" initiative. This is a partnership between your League and the community organization that can result in increased awareness of both organizations and provide effective marketing opportunities for your League. Co-branding also has the potential to elevate The Junior League brand in the mind of your community.

Logo Placement

Our League's logo should be equal in size and prominence with equal partner logos. The logo should not be altered in any way. Always maintain clear space minimums around the logo.



ENDORSEMENTS

LENDING CREDIBILITY WITH OUR NAME.

Use of The Junior League brand in conjunction with an initiative, service or event conveys a promise of authenticity and a reassurance of intent. The Junior League brand is the source of credibility and accountability, and the presence of it as an endorsement in the brand name establishes a powerful sense of trust.

Brand Positioning

All programs, initiatives, efforts and events that are produced by Leagues should use a phrase that identifies it as effort "of the Junior League of [city name]."

This phrasing should be placed below the mark that represents that initiative, and should be scaled slightly smaller to show hierarchy. Maintain enough clear space between the two for legibility.

The Junior League logo always should be present but depending on product/delivery/collateral may not be able to be locked up with event logo. Make every effort to make sure it's in close proximity, otherwise you lose the connection between the event and the League.

If this is not possible due to the product or substrate, an exception may be made, on a case by case basis (i.e., budget restrictions, space availability, technical reasons, etc.).



IDENTITY

PROGRAM GRAPHICS

GUIDELINES

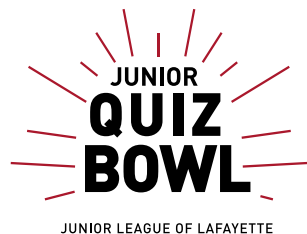
The following program graphics are to be used as represented below. These graphics are subject to the same usage guidelines as the primary Junior League of Lafayette logo.



SMILES



NO FEAR NO FUTURE



JUNIOR QUIZ BOWL



TINSEL & TREASURES

Both versions accepted.



KITCHEN TOUR

Both versions accepted.



FOREVER FUND

Stacked logo preferred.

PARTNER PROGRAMS

To ensure the connection between the event and the League, the text "Junior League of Lafayette" should be present in conjunction with the program graphic.

If this is not possible due to the product or substrate, an exception may be made, on a case by case basis (i.e., budget restrictions, space availability, technical reasons, etc.).

DESIGN

DESIGN ELEMENTS

SHOWING THE SPIRIT OF THE LEAGUE.

The look and feel of Junior League communications and materials should embody the spirit, passion, and intelligence of our organization. To achieve this, the designs should be:

[The following mirrors the tenets from the Voice section since they should both be informed by the same philosophy.]

Clear

- We are driven by a clear vision.
- We let our results speak for themselves.
- We project confidence through simplicity.
- We're organized in our efforts.

Confident

- We've been building and transforming communities for over 100 years.
- We create significant and lasting change.
- We're proud of our legacy.

Bold

- We're not afraid to speak out to be noticed.
- We look at issues in a new light.
- We stand up for those who cannot.
- We tackle the problems others ignore.
- We believe in the power of togetherness.

DESIGN

DESIGN ELEMENTS (cont.)

While there must be consistency among the core elements, there is flexibility when creating printed and online pieces. By using the same fonts, colors and other core elements, our communications have the same “feel” to them—an overall Junior League style.

Text Only

Sometimes a pure typographic solution can make a more powerful statement. It’s about putting the core message front-and-center.



Outline

Only to be used for headlines or artwork—the design treatment provides contrast to the all cap headers and weight of the logo mark. An outline should never be used on the wordmark when it is used alone.



Tone On Tone

Give texture and depth by using monochromatic reds or greys. They should not be mixed together within the same space.

White Space

Gracious amounts of white space give design elements breathing room and helps the viewer understand what’s important.

Move Off the Page

Cropping adds visual interest. Consider cropping headers, the brand mark and images to push the boundaries of the design and move the viewer’s eye across the page. When cropping the “JL” mark, always include the full mark or the wordmark somewhere else on the page.



DESIGN

TYPOGRAPHY

CLARITY AND CONFIDENCE, DOWN TO THE LETTER.

Primary Typeface

FF DIN is The Junior League's primary typeface. This is used for the logo and wordmark, and all print communications and merchandise. FF DIN is the more polished form of its historical predecessor—DIN 1451. Introduced in 1905, DIN 1451 has been the standard typeface for road signage and traffic signs in Germany since the 1930s. A balanced, legible, contemporary typeface, FF DIN is celebrated for being clean, modern, bold and striking—yet neutral enough to be objective bearer of information.

The Junior League uses FF Din 1 and FF Din 2 families. They contain five font weights plus italic versions for each. Combine font weights in a way that visually separates different textual elements like headlines, sub-headlines, body copy, and captions. Plan carefully to create visual contrast and accentuate the content hierarchy.

Secondary Typeface

Museo Sans is The Junior League's secondary typeface—used for the web or for materials meant to be read online, such as PDFs. Museo is a sturdy, low-contrast, highly legible sans-serif typeface well suited for any display or text use. It includes five weight styles with italic versions for each. Museo should never be used as a replacement for DIN in the logo or wordmark.

Arial

Arial typeface is an acceptable stand in only when DIN or Museo are unavailable. Arial may be used in PowerPoint presentations as well. However, it should never be used as a replacement for DIN in the logo or wordmark.

Social activism pioneer

LIGHT

We nurture women to fulfill their potential.

LIGHT ITALIC

Force for Good

REGULAR

REVOLUTIONARY

BLACK

We tackle the problems others ignore.

REGULAR ITALIC

UNPARALLELED

BOLD

Our women are the force that make change happen.

MEDIUM ITALIC

CHANGE AGENTS

MEDIUM

A-Z and Numerals

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

WEIGHTS

FF DIN Light

FF DIN Light Italic

FF DIN Regular

FF DIN Regular Italic

FF DIN Medium

FF DIN Medium Italic

FF DIN Bold

FF DIN Bold Italic

FF DIN Black

FF DIN Black Italic

DESIGN

COLOR

THE COLOR OF PASSION AND LEADERSHIP.

JL Red is one of our distinguishing features and is an essential part of our brand identity. When combined with white, dark grey and black, a distinct style is created that is both easy to use and powerful in its simplicity. **(Primary color palette : JL Red, Black, Dark Grey, White)**

Note: Color values listed are correct and final.

Usage

It is important that every JL design utilize the JL Red brand color. While it does not have to be the primary focus of the piece, it should be visible somewhere in the composition.

Use JL Red to emphasize, accentuate and lend priority. By using it in smaller increments against a white background, the color becomes more pronounced and proud. If a piece is predominantly JL Red, go with a monochromatic approach, using white type.

The logo may be placed on other background colors. In those cases, the logo should appear in white. Maintain contrast between the background and the logo to ensure legibility.

JLL Yellow represents Junior League of Lafayette's history and its founding as Service League of Lafayette. JLL Yellow is to be used for special occasions. It is not to be part of the standard color palette. JLL Yellow should never replace JL Red in the logo nor should it ever become the main color of the palette. Examples of when to use JLL Yellow: Yellowbook; anniversary items; historic items; etc.

THE JUNIOR LEAGUE Brand Standards

 JL RED #bf1e2e rgb(191, 30, 46) pms 187 c18 m100 y91 k8	 RICH RED #761213 rgb(118, 18, 19) pms 188 c27 m100 y100 k30	 BLACK #000000 rgb(0, 0, 0) c0 m0 y0 k100	 RICH BLACK c75 m68 y67 k89
 CHARCOAL #25282a rgb(37, 40, 42) pms 426 c0 m0 y0 k90	 DARK GREY #555555 rgb(85, 85, 85) pms 425 c0 m0 y0 k80	 MED GREY #9ea1a2 rgb(158, 161, 162) pms 422 c0 m0 y0 k50	 LIGHT GREY #bcbcbc rgb(188, 188, 188) pms 420 c0 m0 y0 k30
 JL SILVER pms 877	 WATERMARK #ebebcb rgb(235, 235, 235) pms ??? c0 m0 y0 k10	 RED GRADIENT #761213 to #bf1e2e	 DARK RED GRADIENT #5d090a to #9e1f2e
 WHITE #ffffff rgb(255, 255, 255)	 JLL YELLOW PMS113	 LIGHT YELLOW PMS131 rgb 242 240 161 c4 m0 y47 k0	

DESIGN

USEFUL TERMS

FILE FORMATS:

AI – Adobe Illustrator® file. A vector-based file; it is typically the original design file. Used by professional designers.

EPS – Encapsulated PostScript. Has unlimited resolution and can be enlarged without alteration. A vector-based file. Used by professional designers.

JPG/JPEG – Format used for electronic screens (web, TV, digital photography, etc). Does not have a transparent background and cannot be enlarged to any size bigger than the original image size.

TIF/TIFF – Tagged Image File Format. Offers file compression without compromising the image quality.

PNG – Portable Network Graphic. Similar to a JPEG, but has a transparent background and relative color accuracy. Used for universal image presentation.

SVG – Scalable Vector Format. Typically used in web development.

COLOR FORMATS:

PANTONE® (PMS: Pantone® Matching System) – standardized color reproduction system used by professional printers to ensure consistency. Ex. 187

CMYK – Cyan, Magenta, Yellow, Key (Black), also known as four-color process. This is used when printing on a home/work printer or by professional printers when spot-color (Pantone®) printing is too costly. Ex. c18m100y91k8

HEX – Hexadecimal Color is a color code used in web design that is supported in all browsers. Ex. #bf1e2e

RGB – Red, Green, Blue. This is used when the item will be viewed on a screen (web, digital, Microsoft Office® Suite, etc). Ex. r191g30b46

MONO – Monochrome. Features a single color, typically black.

REVERSE – Reversed out. Completely in white; used on dark backgrounds to create contrast.

COLOR TERMS:

SHADE – mixes the original color with black to make it darker.

TINT – mixes the original color with white to make it lighter.

TONE – mixes the original color with grey to make it softer.

GRADIENT – a gradual transition of one color to another color.

SATURATION – the intensity/purity of a color. By desaturating a color, it will appear to be washed-out or lighter.

DESIGN

PATTERN

THERE'S POWER IN NUMBERS.

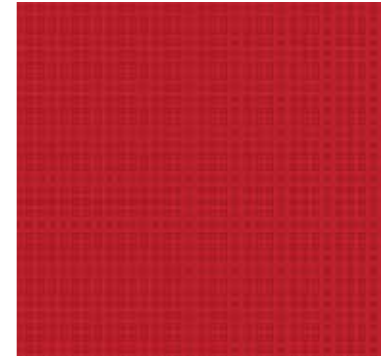
Two of our patterns reference the logo block. By using the shape in a pattern, it suggests the power of our Association and the multiplying effect we have in communities. Colors can be reversed and combinations changed. For help, contact communications@dajli.org.



Step & Repeat



Airy Twinkle



Dense Tonal Grid



Parallax Women

DESIGN

PHOTOGRAPHY

CAPTURING LEADERSHIP AND TRANSFORMATION IN ACTION.

Used well, photography can reaffirm the spirit and point of view of The Junior League brand. Applied carelessly, it can have the opposite effect.

Subject Matter

Photography should convey the story of working in the community, helping to position The Junior League as being part of the larger fabric of society.

Quality & Resolution

Use clear, well-lit photography. Consider the composition and framing so that the image conveys a story—even to someone without context. Never use low-resolution photos or jagged pixelated images (ideal DPI ≥ 300).

Candid Images & Portraits

For community photos, photograph members engaged in the work, showing them having fun and collaborating with others. For portraits of civic leaders, etc., photograph them looking directly into camera to communicate confidence. Where possible, no more than five (5) individuals in the photo.



DESIGN

PHOTOGRAPHY (cont.)

Avoid Misperceptions

Although photos of Junior League social activities can lend personality and texture, they should play less of a leading role. These types of images can have a reverse effect, perpetuating misperceptions of The Junior League and weakening the value of our role in our local communities and beyond. Also, when considering what photos to share please be sure to demonstrate the full spectrum of diversity that exists within your League—race/ethnicity, religion, age, personal style, appearance, etc.

General Guidelines

Signed releases should be used when adults are posed for photographs or stated to appear on videotape. Signed release forms are not needed when subjects are in public places such as fairgrounds, parks, or public streets. When images are published, our League should take cautionary steps to provide minimum identifying information and not use specific street or mailing addresses, email addresses, or phone numbers. Photographs or videotaping in private or public schools or youth camps must be done only with school or camp permission. It is the responsibility of the photographer or videographer to obtain signed release forms and maintain records.

Photo/video release forms are available for download on the JLL member website.



DESIGN

ILLUSTRATION

Illustration is used to help support or explain an idea. Our style is flat and simple. Use colors from our palette. Download a sample set from the AJLI website to help you get started.



SOCIAL MEDIA

SOCIAL MEDIA

Social media has greatly increased our collective capacity to connect with one another and the communities we serve. It facilitates the healthy sharing of ideas and information with people and organizations committed to creating social good. AJLI embraces social media and recognizes its power to help us continue our legacy—115 years and counting—of women building better communities.

NAMING CONVENTION

When naming our League’s social media presence, clearly and concisely identify our League (i.e. Junior League of Lafayette). Do not name our page in such a way it might be confused with a general page representing The Junior League or with any other League.

When representing our League please remember to set up a Facebook PAGE (different from PROFILE, i.e. First Name “Junior”, Last Name “League”) or our account may be disabled for violating Facebook’s Terms of Use (see below):

“Facebook profiles are meant to represent a single individual. Organizations of any type are not permitted to maintain an account under the name of their organization. We have created Facebook Pages to allow organizations to have a presence on Facebook. These Pages are distinct presences, separate from user profiles, and optimized for an organization’s needs to communicate, distribute information/content, engage their fans, and capture new audiences virally through their fan’s recommendations to their friends. Facebook Pages are designed to be a media rich, valuable presence for any artist, business or brand.”

NEED A PRIMER ON SOCIAL MEDIA TO SHARE WITH YOUR LEAGUE MEMBERS?

Download AJLI Social Media Guidelines from the AJLI Resource Library and help our members to become brand ambassadors.

SOCIAL MEDIA

PROFILE GRAPHIC

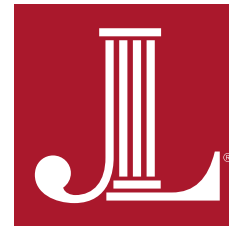
The preferred icon should be the “JL box” Logo. The square shape lends itself well to the icon shape on most platforms. Depending on length of our league name, we may be able to use the “Center Stacked Combo” (see sample). It is preferred we use the same profile graphic and cover photo throughout all our social media platforms to encourage consistency.

POST TYPES/CONTENT

These platforms serve a dual purpose: as they are both an internal and external means of communication. Internally, we are communicating with our members and engaging them in the work of our League. Externally, we are raising awareness of the work of our League.

As you are crafting content for social media, always remember to tag partner organizations and people, such as event speakers and guests. Proper tagging is likely to be noticed and result in shares of our posts.

If you are reposting content, including direct quotes from other Leagues or from outside experts or organizations, make sure to give them proper attribution through tagging.



Social media provides Junior Leagues a great opportunity to participate in an ongoing conversation about their community impact and exhibit thought leadership. All Leagues have plenty to share, some ideas include:

- Announcements for the community
- Volunteer recruiting events
- Events benefitting the community (e.g. back-pack and food drives)
- Upcoming fundraisers
- Educational events (e.g. panels on human trafficking, nonprofit board trainings)
- Announcements for members
- Reminders about meetings and trainings
- Invitation to apply for board and committee positions
- Displays of thought leadership
- Blog posts related to community impact initiatives
- Articles related to community impact initiatives written by experts
- Infographics (created by our League or by experts) related to community impact initiatives
- General good news about our community, our community partners, and any member accolade

SOCIAL MEDIA

PLATFORM RECOMMENDATIONS

There is no one-size-fits-all answer as to which social network(s) is right for our League. When considering which social media sites to use, think about which sites most of our members and the audience you want to reach are on.

Currently, the most popular sites in order of popularity for Junior Leagues are Facebook, Twitter, Instagram, Pinterest, and LinkedIn.

In no way should Junior Leagues adopt accounts on more than one of these sites if they cannot manage them properly. Each of these sites has its own rules and conventions and adopting a social media site means that you are willing to commit to those sites and the audience you are reaching out to on them. Trying to take a shortcut, e.g. cross-posting to Twitter from Facebook, tells your audience that you do not prioritize the channel and community following you there.

COMMUNITY MANAGEMENT

Junior Leagues should assign community management to members who both understand social media and the importance of communicating regularly with its online audience. Depending on the League's capacity, community management might be assigned to one or more persons.

Good community management also requires understanding the ins-and-outs of the manager's League. The community manager should understand the League's and AJLI's brand standards, internal and external League events, and the League's crisis management communications plan.

Community management often involves customer service responsibilities such as answering questions about the League and its upcoming events on social media. Occasionally, this also means handling complaints and criticism, too. Good community management means handling any and all commentary in a timely manner. Often simply responding in a timely manner is enough to defuse a situation that begins negatively. On occasion, properly addressing a negative comment means taking matters offline. League community managers should be prepared for any situation and have a plan of action should matters escalate.

And remember, social is social. It's not a one-way street. It's a conversation. It's just as important to listen as it is to tell your story. It is important to engage with your social media audience and to talk with them not at them.

FREQUENCY

How often should my League post? The answer is there is no definitive answer. Be flexible, test and learn what works for your audience. Post at times when your audience is most active as this will have the greatest effect on engagement with your content. Some recommended baselines to start with:



Facebook: A good rule of thumb for posts per day is no less than one, no more than two (which will have you posting anywhere from 5-10 times per week)



Twitter: Tweeting 3-8 times per day is often a happy medium.



Instagram: 1-4 times per day



Pinterest: Start with 5-10 pinboards that have 5 pins each. Then 15 pins per week.



LinkedIn: 2-3 times per week.

SOCIAL MEDIA

VISUALS

Visuals are processed by the mind faster than text, and form a powerful emotional connection to the story of your League. The images posted by a League's community manager should help tell the story of your League. Images can and should be joyful and happy. Try to find a balance between smiling "posed" photos with those showing members actively engaged in their community. Be careful not to include photos of members with drinks at events; we don't want to perpetuate the misconceptions of The Junior League.

Photos may only be posted upon receipt of proper photo/video release form and/or permission from photo subjects.

