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ST. CLOUD TECHNICAL & COMMUNITY COLLEGE

has been a regional treasure since 1948, when it was founded as the second technical college in the state as part of the local school district.

SCTCC has committed to meeting the needs of our community through programs of study that closely match the types of jobs available in the area. The college’s 97% placement rate speaks to the preparation that SCTCC provides students, with many of our technical programs boasting a 100% placement rate.

Our brand promise is to be the college of choice for quality career, technical, and transferable education, focused on highly skilled employment and life-long learning opportunities.

MARKETING AND COMMUNICATIONS TEAM

Matt Klinkhammer
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320-308-5365

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Marketing, Communications, and PR Specialist
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BRAND IDENTITY

The St. Cloud Technical & Community College brand identity standards are a tool for maintaining a strong, consistent image that continually reinforces our brand attributes.

The success of our brand identity depends on consistent application across all communication platforms. We are responsible for implementing these identity standards to help the college achieve the most from each impression it makes.

If you have any questions, please contact the Marketing and Communications team.

BRAND ATTRIBUTES

Much like people, organizations have personalities. The words that others associate with an organization comprise the brand’s personality attributes.

Brand attributes are assigned when individuals experience the College. Their experiences are shaped by the environment, services, engagement opportunities, technology, and interactions with students, faculty, and staff, as well as the quality of the end product (an education, partnerships, passion for lifelong learning, etc.).

In interviews with students, a few key attributes are consistently mentioned:

- FRIENDLY
- HELPFUL
- AFFORDABLE
- CLOSE TO HOME
- SMALL CLASS SIZES
- FLEXIBLE

*Sustaining and building on these attributes is everyone’s responsibility.*
**Education that works** **CORE ELEMENTS**

SCTCC’s tagline is *Education that works*. *Education that works* is a unique selling feature of our college that has several meanings.

*Education that works* means our graduates find meaningful work in their chosen field; this is backed by a 97% placement rate.

*Education that works* means we strive to provide educational options that work for our students’ stages of life: these options include on-campus and online courses; early morning, weekend or evening courses; and hands-on and high-tech learning environments with cutting-edge tools and equipment.

*Education that works* also affirms our long-standing commitment to meeting the workforce needs of our region; since 1948, we’ve provided credit-based and continuing education options that anticipate and exceed trends in healthcare, business and information technology, manufacturing, construction, transportation, and more.

**Please note:** if you use the SCTCC logo that includes the tagline, you will most likely need to also include the Minnesota State logo with text identifier. If you are printing something that is going to be seen by the public, please contact Marketing to make sure the logos are correct.
Cyclones Athletics recently completed a rebrand, and we are happy to use the new Cyclones logo when applicable. The Cyclones logo is not to replace the SCTCC logo except when used for Athletics.

Athletics has separate fonts and colors used for its branding, which will be addressed in the font and color sections of this guide. You may use them when appropriate.

If you want to use the Cyclones logo and branding in a way that doesn’t involve Athletics, please contact either the Marketing office or Athletics at 320-308-5009 or nhiestand@sctcc.edu.

**Cyclones Brand Promise**
Our extraordinary educational community stands apart, and pride in Cyclones Athletics is a big reason why. SCTCC’s teams bring students, fans, faculty and athletes together to generate campus energy.

For everyone involved, Cyclones Athletics sets a lifetime of achievement in motion and enhances our reputation as a college of choice.

Download the Cyclones Brand Guide
Minnesota State recently completed a rebrand, which includes brand standards as to how to use the system office logo with the college logo.

To make most of our communications and marketing efforts easier, we’ve included the text identifier “A member of Minnesota State” on the SCTCC logo. Below is the system office’s matrix as to how to use the combination of logos.

We encourage you to contact Marketing if you have any questions or want to know more on the system office branding.

**Download the Minnesota State Brand Guide**

This is a co-branding overview for college and university brands when used with the Minnesota State brand. More details follow in this section.

<table>
<thead>
<tr>
<th>Medium</th>
<th>Logo</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Banner Icon (Logo Mark)</th>
<th>Seal</th>
<th>Corresponding Procedure 3.23.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
<td>Required</td>
<td></td>
<td>Encouraged</td>
<td></td>
<td></td>
<td>Subpart B</td>
</tr>
<tr>
<td>Advertising and marketing materials</td>
<td>Required*</td>
<td>Required*</td>
<td>Required*</td>
<td></td>
<td></td>
<td>Subpart C</td>
</tr>
<tr>
<td>Website</td>
<td></td>
<td>Required</td>
<td></td>
<td>Encouraged</td>
<td></td>
<td>Subpart D</td>
</tr>
<tr>
<td>Entrance/monument signs</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Subpart E</td>
</tr>
<tr>
<td>Campus construction project signs</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Subpart F</td>
</tr>
<tr>
<td>Letterhead, envelopes, and note cards</td>
<td>Required</td>
<td></td>
<td></td>
<td>Encouraged</td>
<td></td>
<td>Subpart G</td>
</tr>
<tr>
<td>Diplomas</td>
<td></td>
<td>Required</td>
<td></td>
<td>Encouraged</td>
<td></td>
<td>Subpart H</td>
</tr>
<tr>
<td>Merchandise</td>
<td></td>
<td></td>
<td></td>
<td>Encouraged</td>
<td></td>
<td>Subpart I</td>
</tr>
</tbody>
</table>

*See procedures on the following pages

* option to link to a landing page with Minnesota State logo and/or text identifier
To ensure a consistent identity, certain guidelines should be followed when using the SCTCC name and logo. All elements of the logo must be kept intact, not to be duplicated through typesetting, reconstructed with computer typography, or scanned from an original. The only acceptable method of reproduction is from electronic files available from the SCTCC Marketing Department. The logo may also be reduced or enlarged as needed for visibility.

**COLLEGE NAME**

When using the college name in written materials such as letters, forms, surveys, etc., always use **St. Cloud Technical & Community College** as first reference and **SCTCC** for all other references within that section. Please use the ampersand (&) in the name, not the word “and.”

**COLLEGE LOGO**

To comply with Minnesota State brand guidelines, SCTCC has added the system office text identifier (**A member of Minnesota State**) to most uses of the college logo.

The logo must always be surrounded by a generous amount of space — without intrusion of other graphic elements. The recommended amount of space surrounding the logo is equal the height of St. Cloud top to bottom as shown below with the brackets. The gray area in the illustration below indicates the control area.

We understand that in some applications, it’s necessary to have less white space. Please consult with Marketing if you have questions on logo use.
ACCEPTABLE USE OF THE SCTCC LOGO

The preferred version of the SCTCC logo is the 3-color version — PMS 576 Green, PMS 153 Orange, and Black. When it is not possible to display the 3-color version, you may print the logo in 100% black or reverse the logo from a field of color or dark area of an image. A horizontal or vertical version of the logo is also allowed when space does not permit the primary preferred version. Please refer to the examples for all acceptable options.

Preferred Version: PMS 576, PMS 153, Black

Alternate Version: PMS 576, PMS 153, white reversed

Alternate Version: 100% Black

Alternate Version: white reversed

A member of Minnesota State
ACCEPTABLE USE OF THE SCTCC LOGO

**Vertical**

- PMS 576, PMS 153, Black

- PMS 576, PMS 153, White

**Horizontal**

- PMS 576, PMS 153, Black

- PMS 576, PMS 153, White

- Black

- White
UNACCEPTABLE USE OF THE SCTCC LOGO

The St. Cloud Technical & Community College logo is the primary visual brand identifier of SCTCC.

Alteration of the logo in any way is not permitted. While an alteration may appear desirable for a particular application, remember that visual recognition is established through consistent use of the logo and other elements of the identity system.

Some examples of unacceptable uses are provided for you. If you have any questions on acceptable use of the logo, please contact Marketing.

Unacceptable Version: wrong fonts

Unacceptable Version: stretched to fit

Unacceptable Version: low contrast background

Unacceptable Version: wrong color
DEPARTMENT LOGOS AND SPIRIT MARKS

Programs, departments, and divisions help comprise the overall SCTCC institutional brand. As such, they are subordinate elements of the primary logo and designated with the consistent treatment outlined below.

Please do not insert any graphic elements in place of or on top of the college logo. The logo’s original design and colors should be maintained.

If you have questions about club or department logo creation or use, please contact Marketing.

APPAREL AND GIVEAWAY ITEMS

If you are ordering apparel or giveaways items, the college name needs to be included on the item. This can be either the whole college name or the acronym: SCTCC. You may also include the college logo as long as its original design is maintained. Vendors can find an EPS version of our logo for download at sctcc.edu/media.

If you are ordering these items, you will need to have your design approved by Marketing. We can also help design the items if you so wish.
The consistent use of a type style in communications will strengthen and reinforce the impressions that SCTCC makes upon its audiences. Because of the compatibility with the SCTCC logo and legibility, the recommended typefaces to be used in the college’s print materials are:

**Roboto**
AaBbCcDdEeFfGgHhIiJjKkLMm
NnOoPpQqRrSsTtUuVvWwXxYyZz

**Garamond**
AaBbCcDdEeFfGgHhIiJjKkLlMm
NnOoPpQqRrSsTtUuVvWwXxYyZz

*Please restrict the use of Garamond to special projects.*

**ALTERNATE FONT FOR PPT, LETTERS, AND OFFICE COMMUNICATION**

**Calibri**
AaBbCcDdEeFfGgHhIiJjKkLMm
NnOoPpQqRrSsTtUuVvWwXxYyZz
WEBSITE FONTS

Roboto
AaBbCcDdEeFfGgHhIiJjKkLMm
NnOoPpQqRrSsTtUuVvWwXxYyZz

CYCLONES ATHLETICS FONTS

HEROIC (All caps recommended)
AaBbCcDdEeFfGgHhIiJjKkLMm
NnOoPpQqRrSsTtUuVvWwXxYyZz

Heroic is a purchased font. If you would like to use it, please run your materials through Marketing or Athletics.

NORWESTER
AAkBCCdDeEFfGGhhIIJJkkLMm
NNooPPQQrrSSttUUvvWwXXyyZZ

NORWESTER REGULAR

Download Roboto

Download Norwester
The college color palette is a defined set of colors for use within the SCTCC communications materials. A consistent use of brand colors will increase our visual identity, make us stand out and be instantly recognizable to the world. The college’s logo consists of Pantone® colors PMS 576 Green, PMS 153 Orange, and Black.

The secondary palette (next page) complements the college primary colors and gives variety to the overall image. All colors may be used as percentage tints, further expanding the range of colors.

You might be tempted to use all of our colors at once, but too many colors can be distracting and take away from your overall message. Keeping color combinations simple makes it easier for viewers to understand your content and conveys a stronger message. Primary colors will always be represented in the logo, which is necessary on all college communications.

**COLLEGE PRIMARY COLORS**

<table>
<thead>
<tr>
<th>PMS 576</th>
<th>75%</th>
<th>50%</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGB: 122-156-43</td>
<td>CMYK: 58-22-91-4</td>
<td>HEX/Web: #789b4a</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PMS 153</th>
<th>75%</th>
<th>50%</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGB: 194-107-17</td>
<td>CMYK: 20-65-100-6</td>
<td>HEX/Web: #c16c29</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PMS 144</th>
<th>75%</th>
<th>50%</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGB: 243-139-0</td>
<td>CMYK: 2-54-100-1</td>
<td>HEX/Web: #ed8a20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Black</th>
<th>75%</th>
<th>50%</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGB: 0-0-0</td>
<td>CMYK: 0-0-0-100</td>
<td>HEX/Web: #000000</td>
<td></td>
</tr>
</tbody>
</table>

The colors shown on this page and throughout this guide are not intended to match the Pantone® standard. Marketing has a Pantone® book if you need to consult one.
### College Secondary Colors

<table>
<thead>
<tr>
<th>Color Code</th>
<th>RGB</th>
<th>CMYK</th>
<th>HEX/Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMS 583</td>
<td>186-191-16</td>
<td>32-13-100-1</td>
<td>#babf10</td>
</tr>
<tr>
<td>PMS 2297</td>
<td>191-216-51</td>
<td>30-0-98-0</td>
<td>#bf8d33</td>
</tr>
<tr>
<td>PMS 617</td>
<td>194-181-96</td>
<td>27-22-76-1</td>
<td>#c2b560</td>
</tr>
<tr>
<td>PMS 3305</td>
<td>0-77-67</td>
<td>93-45-69-42</td>
<td>#004d43</td>
</tr>
<tr>
<td>PMS 143</td>
<td>247-179-52</td>
<td>2-32-91-0</td>
<td>#f7b334</td>
</tr>
<tr>
<td>PMS 16-1362 (TPX)</td>
<td>252-99-54</td>
<td>0-76-84-0</td>
<td>#fc6336</td>
</tr>
<tr>
<td>PMS 2357</td>
<td>98-18-68</td>
<td>52-100-43-39</td>
<td>#621244</td>
</tr>
<tr>
<td>PMS 659</td>
<td>124-163-220</td>
<td>51-28-0-0</td>
<td>#7ca3dc</td>
</tr>
</tbody>
</table>

**Warm Grey 8**
- RGB: 142-130-121
- CMYK: 45-44-49-7
- HEX/Web: #8e8279

**Warm Grey 1**
- RGB: 216-209-202
- CMYK: 14-14-17-0
- HEX/Web: #d8D1ca

**PMS 179-7**
- RGB: 150-151-151
- CMYK: 0-0-0-47
- HEX: #969797
Sometimes the college uses different colors for different applications. Below are the colors used for the college website, www.sctcc.edu, and Cyclones Athletics. Please only use these colors for the appropriate applications.

If you have questions on how to use the colors or other branding for the web or athletics, you can download the brand guides via links below or contact the Marketing office.

Download the Website Brand Guide  
Download the Cyclones Brand Guide
Photographs add visual expression and interest to SCTCC communications. All images must be of professional presentation. Photos that portray diversity and engaged learning are suggested for brochure covers. Images pulled from internet searches are not accepted due to low-res print quality and copyright infringement laws. See the “Useful Links” section for a few websites that offer high-quality, copyright-free, free-of-charge images. To add interest to the photos, try close cropping or use photos with extreme perspective.

**PREFERRED FILE FORMATS & PHOTO REQUIREMENTS**

**JPG** — for email, web and PPT applications. Since this format reproduces the image in dots, the image will become blurry if enlarged too much.

**EPS** — for large format printing. Use the EPS file for large format printing such as banners, billboards and signage. EPS can also be used for collateral print.

**PNG** — to be used for websites. Some PNGs will allow a transparent background.

Please visit [sctcc.edu/media](http://sctcc.edu/media) for limited images available for download. If you need something specific or want different images, please contact Marketing.

Employees on campus can find the Marketing Photo Archive on the Shared Drive under **Campus Shares > Photo Archive**. There are several different photos in that folder that will be of interest, including Program Photos, Campus Events, and Campus Buildings.
LETTERHEAD

PAPER
70# text

SIZE
8.5” x 11”

MARGINS
Top: .50”
Bottom: .50”
Left: .50”
Right: .50”

Click for the
Letterhead Word Template
POWERPOINT

PowerPoint templates are available for internal and external presentations.

These branded templates provide a unified, professional look that celebrates and reinforces the SCTCC brand.

View Powerpoints available for download
POSTER TEMPLATES

Poster templates are available in letter and tabloid sizes for you to advertise college-sponsored events. These posters can be hung throughout campus on bulletin boards marked “Campus Happenings.”

These are a few examples of letter-sized templates available.

There are many more, as well as tabloid-sized templates, available at sctcc.edu/templates

Please contact Marketing if you need a poster designed specific to your event.

Please contact Marketing with all information on your event. We can add it to the website events calendar and post to SCTCC’s social channels.
SUGGESTED EMAIL SIGNATURE

Email is the most-used form of communication, and an email signature can help make an impact on how people perceive the college.

Email signatures to external recipients using the college name, logo, and tagline is suggested. At the very least, your signature should include the college name in addition to your name and title.

Recommended

Kate Wallace  
Marketing Specialist  
St Cloud Technical & Community College  
1540 Northway Drive  
St Cloud, MN 56303-1240  
320.308.5976  
kwallace@sctcc.edu

Acceptable

Kate Wallace  
Marketing Specialist  
St. Cloud Technical & Community College  
320.308.5976  |  kwallace@sctcc.edu  |  www.sctcc.edu

Download a Word document with the recommended email signature and instructions.
SCTCC LINKS

sctcc.edu
sctccathletics.com
sctcc.edu/media - Marketing page. Download the college logo.
sctcc.edu/templates - Word poster, sign, and nameplate templates. Powerpoint templates.
sctcc.edu/cyclonespin-blog - Get the latest SCTCC news!

SCTCC SOCIAL CHANNELS

facebook.com/sctcc
twitter.com/sctcc
instagram.com/sctcc
youtube.com/videosctcc

FREE, COPYRIGHT-FREE IMAGES

pixabay.com
unsplash.com
pexels.com
all-free-download.com Clipart only