

# Smokey Bear Guidelines

March 2009



## **INTRODUCTION**

The Cooperative Forest Fire Prevention (CFFP) Program, commonly known as the Smokey Bear Program, was created to maintain public awareness of the need to prevent human caused wildfires. It is managed by the US Forest Service in cooperation with the Advertising Council, Inc. and the National Association of State Foresters (NASF).

## **OBJECTIVES**

The Smokey Gear Guidelines will inform and educate participants about all aspects of the CFFP Program. It will also introduce them to tools and techniques for accomplishing prevention activities, and administrative requirements of the Program.

## **CONTENTS of the GUIDE**

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## **HISTORY**

The guardian of our forest has been a part of the American scene for so many years it is hard for most of us to remember when he first appeared. Dressed in a ranger's hat, belted blue jeans and carrying a shovel, he has been the recognized wildfire prevention symbol since 1944. Today, Smokey Bear is a highly recognized advertising symbol and is protected by Federal law. (PL 82-359, as amended by PL 92-318). He even has his own private zip code 20252.

To understand how Smokey Bear became associated with wildfire prevention, we must go back to World War II. On December 7, 1941, Japanese planes attacked Pearl Harbor. The following spring, in 1942, a Japanese submarine surfaced near the coast of Southern California and fired a salvo of shells that exploded on an oil field near Santa Barbara, very close to the Los Padres National Forest.

Americans throughout the country were shocked by the news the war had now been brought directly to the American mainland. There was also fear that enemy incendiary shells exploding in the timber stands along the Pacific Coast could easily set off numerous raging forest fires in addition to those already being caused by people. Protection of these forests from uncontrolled fire became a matter of national importance, and a new idea was born. If people could be urged to be more careful, perhaps some of the fires could be prevented.

Forest fires caused by people were nothing new. For many years, the Nation had known that forest fires presented a serious threat. As early as 1902, there was a standard General Land Office forest fire warning poster that gave some guidelines for keeping fires under control. In 1939, a poster showing a forest ranger who looked like Uncle Sam pointing to a raging forest fire stated "Your Forest-Your Fault-Your Loss."

Statistics showed that nine out of ten of the fires were person-caused and, thus, preventable. With this in mind, in 1942 the Forest Service organized the Cooperative Forest Fire Prevention Program with the help of the Wartime Advertising Council. The Wartime Advertising Council was composed of people experienced in the business of advertising who donated their talent to the U.S. Government to get important messages to the people.

Posters and slogans were created through the Wartime Advertising Council, including "Forest Fires Aid the Enemy," and "Our Carelessness, Their Secret Weapon." By using catchy phrases, colorful posters and other fire prevention messages, the CFFP Program encouraged people to prevent accidental fires and help with the War.

Walt Disney's motion picture, "Bambi", was produced in 1944 and Disney authorized the CFFP Program to use his creation on a poster. The Bambi poster was a success and proved that using an animal as a fire prevention symbol would work. Bambi could not be used in subsequent campaigns because it was on loan from Walt Disney studios for only one year. The Forest Service needed to find an animal that would belong exclusively to the Cooperative Forest Fire Prevention Program. It was finally decided that the Nation's fire prevention symbol should be a bear.

On August 9, 1944, the new fire prevention symbol was agreed upon by the Forest Service and the Wartime Advertising Council. Artist Albert Staehle was asked to paint the first poster of Smokey Bear. It showed a bear pouring a bucket of water on a campfire. Smokey Bear soon became very popular and his image began appearing on fire prevention materials.

"Only YOU Can Prevent Forest Fires" was first used as a slogan in 1947. Jackson Weaver, a noted radio personality of Washington, D.C. provided the original "Voice" of Smokey Bear.

One spring day in 1950 in the Capitan Mountains of New Mexico, an observer in one of the fire towers spotted smoke and called the location into the nearest Ranger Station. The first crew to arrive discovered a major fire being swept along by strong winds. Word spread rapidly and more crews were called to help. Forest Rangers, Army Soldiers, New Mexico State Game and Fish Department employees and civilian volunteers worked together to control the raging fire. During one of the lulls in the fire fighting, there was a report of a lonely cub seen wandering near the fireline.

The little cub had been caught in the path of the fire. He had taken refuge in a tree that was now nothing but a charred, smoking snag. His climb had saved his life but left him badly burned on the paws and hind legs. The firefighters removed the little bear cub from the burned tree and a rancher, who had been helping the firefighters, agreed to take the cub home. The cub needed veterinary aid and was flown to Santa Fe where the burns were treated and bandaged.

The news about the little bear spread swiftly throughout New Mexico. Soon the United Press and Associated Press picked up the story and broadcast it nationwide. Many people inquired about the little bear's progress. The State Game Warden wrote an official letter to the Chief of the Forest Service, offering to present the cub to the agency with the understanding that the small bear would be dedicated to a publicity program for fire prevention and wildlife conservation.

The go-ahead was given to send the bear cub to Washington, D.C. Once there, he found a home at the National Zoo and became the living symbol of Smokey Bear. Smokey died in 1976 and was returned to Capitan, New Mexico, where he is buried in the State Historical Park.

In November 1951, the first Smokey Bear costume was fabricated by Wass of Philadelphia for the Virginia Division of Forestry. Its success prompted the US Exhibit Service to make additional costumes. Today Smokey Bear costumes are only made by licensed contractors and are only sold to Federal and State firefighting agencies. Any other sales must be approved in writing.

By 1952, the Smokey Bear symbol was sufficiently established to attract commercial interest. Legislation was passed, PL 82-359, to take Smokey out of public domain and place him under the control of the Secretary of Agriculture. An amendment to that Act, PL 93- 318, passed in 1974, enabled commercial licensing and directed that fees and royalties be used to promote forest fire prevention. Hundreds of items have been licensed under this authority over the years.

The Junior Forest Ranger program was also started in 1952. This activity encouraged children throughout the Nation to write to Smokey Bear expressing their interest in fire prevention. In reply they would receive a Junior Forest Ranger Kit and other fire prevention materials. By 1965, the volume of mail for this activity was so high that Smokey Bear received his own Zip Code. The program has been recently redesigned to keep pace with state-of-the-art educational techniques.

The CFFP Program rode through the 1970's and into the 1980's with lessened momentum. Smokey's early years had been easy because it was a simpler time when his familiar message was one of the few being pushed. However, intense competition, global markets and rapid technological changes emerged, and Smokey found it difficult to compete for a share of the public's attention.

In 1984, Smokey's 40th Birthday was celebrated, and the first day issue of his postage stamp took place in Capitan, New Mexico. In 1987, Smokey Sports was launched as a new component of the

CFFP Program. "National Smokey Bear Day" was conducted with all major league baseball teams in the United States and Canada. The decade of the 90's opened the door for Smokey's revitalization and revival by celebrating his 50<sup>th</sup> birthday with a nationwide celebration engaging in high visibility activities and events.

Smokey's message of "Only You Can Prevent Forest Fires" was changed to "Only You Can Prevent Wildfires" in 2001. The term wildfire applies to any uncontrolled outdoor fire. The new tagline was created by The Advertising Council, along with the US Forest Service and the National Association of State Foresters (NASF), in response to the recent and rampant outbreak of wildfires, and in an effort to make Smokey's message of forest conservation more contemporary.

In 2004, Smokey celebrated his 60<sup>th</sup> Birthday with a special logo incorporating the line "60 Years of Vigilance." At a high-profile ceremony in Universal City, CA, Smokey blew out his candles while children of wildland fire fighters sang *Happy Birthday* to him. At the celebration Smokey Bear was presented with a giant Hallmark© Birthday card, a birthday cake and a personalized gift-wrapped shovel.

To renew the important message of wildfire prevention to Americans, Smokey enlisted the help of Bambi in 2004. Smokey has an experienced partner in Bambi, who was actually the first face of the forest fire prevention message in 1942. DraftFCB, Southern California, who has worked on the campaign since the beginning, featured Bambi on posters to remind us to be careful with our forests. TV Public Service Announcements (PSAs) featuring Bambi were created, and asked us all to "*Don't Let Our Forests Become Once Upon a Time.*"

Has all this effort to prevent wildfires had an effect? During the 1930's, the average annual number of wildfires was 167,277. During the 1950's, the average yearly number of wildfires was down to 125,948. During the 1990's the number was 106,306. Now this number does include lightning started wildfires, but the trend is definitely going down.

From 2001 through 2008, almost 65,000 wildfires occurred each year from human carelessness and those fires burned an average of 2,560,000 acres each year. We still have a lot of work to do. Children need to hear and learn about Smokey Bear and his wildfire prevention message, and adults need to be continually reminded of the need to prevent wildfires.

**"Remember, Only YOU Can Prevent Wildfires!"**

## **CFFP PROGRAM OBJECTIVE**

The objective of the Cooperative Forest Fire Prevention (CFFP) Program is to create and maintain a public awareness about wildfire prevention.

### **Policy**

The National CFFP Program provides a framework, which can be expanded upon by Regional, State, and local efforts. The State and local programs should identify specific problem areas and

planned solutions. Using Smokey Bear as the vehicle for wildfire prevention messages and a variety of techniques stimulate active support and cooperation with other public agencies, educators, businesses, industry, and people interested in working to prevent unwanted person-caused wildfires.

The official Forest Service program policy and guidelines can be found in FSM Chapter 3110, Cooperative Forest Fire Prevention (CFFP) and FSH 5109.18, Chapter 20, Cooperative Forest Fire Prevention Program (CFFP).

## **Responsibilities**

### **CFFP Committee**

The CFFP Committee consists of three State Foresters, The Advertising Council, and the US Forest Service. The Committee meets about three times a year or as needed. The NASF, The Ad Council, and the US Forest Service are in constant communication about the elements and the development of the program usually weekly and often daily. The Committee sets the direction of the program, reviews the elements and creative work by the advertising agency and selects the winners of the Smokey Bear awards.

### **Washington Office**

The CFFP Program is administered by the Director of Fire and Aviation Management (F&AM) through the Program Manager, Branch Chief, Fire Prevention. It is responsive to the wildland fire prevention needs of the National Forest System, State forestry organizations, other Federal agencies, fire service organizations and local and private groups.

### **Regions and Area**

Each Regional Forester and the Area Director assigns the primary responsibility for the CFFP Program to one Staff unit. A member of that Staff should be assigned as Regional/Area CFFP Coordinator. The Regional/Area Coordinators facilitate resolution of issues and concerns, implement programs of work, organize activities, and provide liaison between the Washington Office and local areas.

## **PROGRAM COMPONENTS**

There are five major components to the CFFP Program:

- 1. Public Service Advertising** using the media, through educational and community involvement activities, corporate sponsorships, special prevention promotions and with collateral materials.
- 2. Campaign and Educational Activities including** classroom programs, national cache materials, and Junior Forest Ranger program.
- 3. Commercial Licensing**
- 4. Image and Appearance** including standards and quality control for trademark protection, presentation, artwork and costume use
- 5. Awards and Recognition**

## **PUBLIC SERVICE ADVERTISING**

Public service advertising is an important component of the CFFP Program. It presents the wildfire prevention message to the public via the media and with campaign collateral materials. Public service advertising can also be accomplished through educational and community involvement activities, corporate sponsorships, and with sports promotions.

The Advertising Council, under the direction of the US Forest Service and the National Association of State Foresters, creates and produces national media CFFP public service advertising. Materials are designed for distribution to audio, video, internet and print outlets.

Since the inception of the CFFP Program, the advertising firm of DraftFCB, Southern California (previously known as Foote, Cone and Belding), has contributed resources and talents to create program materials. Draft FCB, Southern California is a professional advertising firm that donates its time and talent to the creative products used in the Smokey Campaign. Their work is reviewed by the CFFP Committee and the Ad Council before the products ever reach production. Their creative work consists of posters, print ads, radio and TV Public Service Announcements, and other related campaign material. The quality of the products and the experience of the ad agency are critical to the success of the fire prevention program.

### **Media**

#### **Television and Radio**

The Advertising Council packages national public service advertising into television and radio kits (PSAs). One or more PSAs may be distributed in each category. Television kits include photo-storyboards and videotapes. Radio kits include a live script and recorded copy. Both include a letter describing the focus of the advertising campaign and some statistical information. These kits are distributed to all broadcast and cable networks, local TV and cable outlets, and 95% of all radio stations across the country. Personal contact should be made with television and radio station program managers in local areas of influence to advise them of local fire issues and situations and to encourage them to use the public service advertising.

#### **Newspaper and Magazines**

The Advertising Council packages national PSAs for the print media. Newspaper and magazine mailers are distributed to dailies and weeklies, specialty, consumer, and children's magazines across the country. These mailers include campaign information and relevant statistics, show thumbnail images of current print materials available, and include ordering information. All print materials are also available as free downloads from the Ad Council's website – [www.adcouncil.org](http://www.adcouncil.org); go to PSACentral. Following distribution of the newspaper and magazine kits, visits should be scheduled with local editors to encourage the use of the materials and provide advice on the local fire issues and situations.

Distributions occur throughout the year.

During personal visits to local media offices, you should take the opportunity to distribute appropriate CFFP campaign materials.

## **Other Media**

The Advertising Council also produces and distributes PSAs for transit authorities, transportation shelters, internet service providers and outdoor advertisers. Transit authorities, transportation companies and outdoor advertisers should be approached to donate vacant space. These materials must be requested and are not automatically shipped.

## **Field Production of Public Service Advertising**

Local Forest Service and State Forestry units are encouraged to produce PSAs for local media and advertising for community and other information awareness purposes when it is determined that they are needed to supplement the national campaign, or to address specific local or regional problems. Use local material in conjunction with the PSAs produced by the Advertising Council for the national campaign.

Ensure that locally produced advertising deals exclusively with fire prevention and that it will not detract from the national image of Smokey Bear. Standard wording on a credit line is "A public service in wildfire prevention brought to you by the US Forest Service, your State Forester (or specific State Forester), and supported by \_\_\_\_\_". Reproduction or resale is prohibited under 16 USC 580." Local spots shall not portray Smokey Bear as a spokesman for any issue other than wildfire prevention. Do not include other advertising symbols, such as Woodsy Owl, McGruff, or Sparkey without the express approval of the Director, F&AM, Washington Office.

## **Campaign and Educational Materials**

Campaign and fire prevention educational materials are developed and maintained at the National Symbols Cache. The materials are developed in cooperation with the Conservation Education Staff, Fire and Aviation Management and the CFFP Committee. The current objective is to provide fire prevention materials that are suitable for teachers and meet standards of learning.

### **Campaign Materials**

Campaign materials are created to reinforce the fire prevention message and to maintain public awareness of the need to prevent wildfires. The items are designed to provide maximum educational value. They are offered based on usability, functionality, and practicality.

Campaign materials may feature a basic poster using Smokey Bear's image and a fire prevention message. Specialty posters featuring nature groups with teacher education materials are also available. Posters should be conspicuously placed in schools, libraries, Federal and State offices, fire departments, and on community bulletin boards. They should also be displayed in places where youth activity groups meet. Extensive use of these fire prevention materials should be encouraged at the local levels. Replace posters when they become weathered or are no longer timely. Obtain permission from the owner before placing posters on private property, such as in store windows.

Bookmarks, decals, rulers, pens and pencils, erasers, coloring sheets, and other items place the wildfire prevention message in front of elementary school children and others on a continuing basis. Place bookmarks in libraries, schools, bookmobiles, and bookstores. Other campaign materials should be distributed as appropriate.

Campaign materials are designed and made available for all age groups. They are designed to bring the prevention message home on a continuing basis. Distributed materials should be appropriate to the age group involved.

Campaign materials are also available through the NASF annual catalog and numerous approved Smokey Bear licensees.

### **Distribution**

Materials should be purchased and distributed where they will be most effective. **They must be made available for free and cannot be resold.**

## **Field Production of Campaign Materials**

Field units are strongly encouraged to design, produce, and distribute materials that meet a specific need and may not be available through the Cache, NASF annual campaign catalog, or commercial licensees.

To insure that the high standards which apply to the National campaign are met in any field production, and to insure uniformity of Smokey's image, it is important that Regional/Area coordinators be involved in the very earliest development stages. Only approved Smokey Bear art shall be used and care must be taken that the field production does not conflict with or detract from the National effort.

**There are areas that are especially subject to abuse. These are T-shirt and jacket arts for fire crews, employee associations, Ranger Districts, and special events such as fun runs, FAX cover sheets, book/folders, conference notices, and computer generated graphics. Only approved and dated art will be permitted. Smokey's image will not be demeaned or tarnished. If, for any reason, these products are offered for sale they are subject to regulations governing licensing.**

## **National Association of State Foresters Catalog**

The National Association of State Foresters (NASF) sends its catalog to all State Foresters and National Forests. Any Federal agency may order their products for use in wildfire prevention programs. As with CFFP items, they **may not be resold.**

## **EDUCATIONAL ACTIVITIES AND MATERIALS**

The educational component of the CFFP Program is designed to create and maintain an awareness of the need to prevent wildfires by providing a method of reminding children of their fire prevention responsibilities.

Many of the CFFP campaign items can enhance teaching opportunities. Take advantage of opportunities to work with teachers and supply them with CFFP materials that will support their teaching efforts.

Material that is old, outdated and/or discontinued, along with items that no longer support the CFFP emphasis should not be distributed. These materials may convey misinformation or conflict with current Program strategy.

# **COMMERCIAL LICENSING**

## **Objectives**

The Smokey Bear Act, P.L. 82-359, as amended by P.L. 92-318, and regulations of the Secretary of Agriculture (36 CFR 271) provide for the commercial use of the character and name of Smokey Bear. The objectives of commercial licensing are:

1. To assist in communicating Smokey Bear's wildfire prevention message.
2. To maintain the integrity of the Smokey Bear image as the National symbol of wildfire prevention.
3. To insure that all products maintain standards of high quality and good taste.
4. To generate funds to further nationwide wildfire prevention activities.

## **Policy**

The Director, Fire and Aviation Management, US Forest Service, after consultation with the National Association of State Foresters and the Advertising Council, is responsible for approving commercial licensing activities. *This responsibility may not be delegated.* Day-to-day administration has been contracted to a Licensing Agency. The Agency provides aggressive, professional services that meet the Program's commercial licensing objectives.

The use of Smokey Bear as a proprietary brand name is prohibited. By words or illustrations, Smokey Bear will not endorse a commercial product or service. The Smokey Bear symbol will always be used in conjunction with an approved fire prevention message. All licenses shall display the official logo on products, packaging or advertising. Unauthorized commercial uses are punishable by law.

## **Application/Approval Procedure**

Persons interested in submitting a License Proposal should contact the USFS Branch Chief for Fire Prevention or the licensing contractor for the appropriate forms and rules.

## **Official Logo**

An official Smokey Bear Licensee has the right to use the official Smokey Licensee Logo. No one other than official licensees may use this logo. The logo should appear on all licensed products. No product bearing Smokey's image may be produced without a license or should be sold without this logo. The logo should also be used in all advertising and promotional materials for officially licensed Smokey Bear items.

## **Advertising and Art**

All art and advertising using the image of Smokey Bear must be approved by the US Forest Service prior to its use.

The PMS color system of acceptable colors for use on Smokey Bear is:

Hat: PMS 467 (Beige)

Hatband: PMS 472 (Light Brown)

Eyes: PMS 469 (Dark Brown)

Muzzle: PMS 468 (Light Beige)

Face: PMS 470 (Medium Brown)

Body: PMS 470 (Medium Brown)

Pants: PMS 299 (Blue)

Belt: PMS 469 (Dark Brown)

Buckle: PMS 131 (Gold)

"SMOKEY": PMS 472 (Light Brown)

Smokey may not be depicted as endorsing a product, but he may appear with the product. Smokey's message should always address wildfire prevention.

For example:

Remember, Only YOU Can Prevent Wildfires!

Prevent Wildfires!

Break Your Matches!

Drown Your Campfires!

Help Smokey Prevent Wildfires!

Smokey's Friends Don't Play With Matches!

9-out-of-10 Wildfires are Caused by People!

Careless Campers Cause Fires!

## **Violations**

Items produced for commercial sale that contain or use the Smokey Bear image, name, or message without benefit of a license violate Public Law 82-359, as amended by P.L. 92-318. Report suspected violations directly to the Director, F & AM, Washington Office, who shall take action necessary up to and including civil and criminal court actions to stop the violator.

## **IMAGE AND APPEARANCE**

The key to Smokey's worldwide recognition is credited to the positive image that has been promoted since the inception of the Program. Uniform standards have been identified for all aspects of Smokey's image, from drawings to the manufacture of the costume to public appearances.

### **Artwork**

Only Smokey Bear artwork, approved and dated by the Director, F & AM, Washington Office, may be used. Reproductions of existing art may not be approved. **WHEN IN DOUBT CHECK IT OUT!** Glossy black-and-white and color prints of the official photograph may also be obtained from the Director. The Pantone Matching System (PMS) of acceptable colors for use on Smokey

Bear is: Hat: PMS 467 (Beige), Hatband: PMS 472 (Light Brown), Eyes: PMS 469 (Dark Brown), Muzzle: PMS 468 (Light Beige), Face: PMS 470 (Medium Brown), Body: PMS 470 (Medium Brown), Pants: PMS 299 (Blue), Belt: PMS 469 (Dark Brown), Buckle: PMS 131 (Gold), and wording "SMOKEY" on hat: PMS 472 (Light Brown).

## **Costume**

Official Smokey Bear costumes must be ordered from authorized manufacturers. The authorized Smokey Bear costume manufacturers do not require a 'license,' but do have a letter of authorization from the Forest Service. The Forest Service's Office of Inspector General has determined that the costume manufacturers can only sell costumes to federal agencies, state forestry agencies, and only those other organizations specifically authorized by the Forest Service or State Foresters. Therefore, the costume manufacturers are not required to obtain a license. These costume manufacturers are also authorized to refurbish Smokey Bear costumes. The price of the costumes should be obtained from the respective authorized manufacturers.

Effective uses of the Smokey Bear costumes are for parades and for appearances at schools, fairs, youth-group meetings, conservation activities, television appearances, sporting events, civic and community events, trade and trademark shows, and similar functions where a fire prevention message can be conveyed.

Examples of inappropriate uses are: Christmas parties, summer picnics, Halloween parties, Job Fairs, the Combined Federal Campaign, or any situation that might compromise Smokey's integrity or give the appearance of impropriety.

### **Acquisition and Use**

Only US Forest Service and State Forestry agencies may purchase costumes without prior approval. On a case-by-case basis the USFS Director, Fire & Aviation Management, through the Regional/Area Coordinators, approves costume ownership by other Federal agencies. Local fire departments and other fire protection organizations may be granted permission to purchase a costume after State Forester approval. Both approvals require certification that the costume will be used only for wildfire prevention purposes. Authorization shall be in the form of a Cooperative Interagency Agreement and shall cover a period of not more than five years.

Individuals who wear and use the costume must agree to:

1. Use the costume only to further public information, education, and awareness of the prevention of wildfires.
2. NOT TO SPEAK during appearances. Conversations or explanations should be carried out by the accompanying official (escort).
3. Never appear in less than full costume.
4. Remain anonymous at every appearance and in any publicity connected with an appearance. This includes being photographed without the head.
5. Use only costumes that are clean, complete, and in good condition.
6. Keep costume out-of-sight before and after use.
7. Appear dignified and friendly. Avoid clowning and horseplay.

8. Always be accompanied by an appropriately uniformed escort in public appearances, except where not practical, such as on a parade float where space is limited.
9. Do not use alcohol or illicit drugs prior to and during the Smokey Bear appearance. This condition applies to uniformed escorts as well.

### **Appearances**

1. The person wearing the costume must exhibit appropriate animation to be effective. Express sincerity and interest in the appearance by moving paws, head, and legs.
2. There shall be at least one uniformed escort to accompany the Bear. The escort shall guide the Bear at the elbow.
3. After donning the costume, the escort shall inspect the suit. Check for the following:
  - Is the drawstring tucked in?
  - Is the zipper out of sight?
  - Are the buttons fastened?
  - Is the belt firmly fastened to the pants?
  - Are the pant cuffs neat?
  - Is the hat crown up?
  - Is the head straight on the shoulders?
  - Is the fur brushed generously?
4. A private dressing room is necessary for putting on and taking off the costume.
5. The costumed bear should not force itself on anyone. Do not walk rapidly toward small children.
6. A round-point shovel is part of the Smokey Bear image. It shall be used for appearances, when appropriate.
7. The costume becomes hot to the wearer after a very short period. Success has been noted with the use of compartmentalized 'ice vests' and the addition of a battery-operated fan in the hat. Several cooling options are available from the costume manufacturers. Limit appearances to 15-20 minute segments to minimize personal discomfort.
8. After each appearance, check the costume for needed repairs or cleaning. Note this on the outside of the storage box for immediate follow-up by the owner/manager of the costume.

### **Care and Maintenance**

The owner/manager of the costume shall assure that:

1. The Smokey costume is not used unless it is clean, complete, and in good repair. Ideally, the costume should be dry-cleaned. Laundering is permitted according to manufacturer's specifications. If the suit is not cleaned after several hours of use it will begin to smell and cause deterioration that will shorten the life expectancy.
2. The costume is inspected after each use and any required maintenance is performed.

3. The costume is not placed into the costume box wet. Thoroughly air-dry the suit first.
4. The manufacturer's recommendations for proper placement of the components into the storage box are followed.
5. Costumes can be returned to their respective manufacturers for maintenance, refurbishment, and repair. Contact the manufacturer for price quotations.

### **Security and Disposal**

Protect the Smokey Bear costume from theft or vandalism to eliminate unauthorized use, which may result in bad publicity and immeasurable harm to the integrity of Smokey as a symbol of wildfire prevention.

1. Keep the Smokey Bear costume under lock-and-key when it is not in use.
2. Use a sign-in/sign-out system to control costume use.
3. Mark the costume box to say, "Warning: Unauthorized use or possession of this costume is not permitted."
4. Immediately report thefts of Smokey Bear costumes to the appropriate law enforcement authorities and request prompt action to assure recovery.
5. When it is determined by the owner/manager that the costume is no longer fit to wear and must be disposed of, the suit shall be rendered unrecognizable as a Smokey Bear costume by cutting, tearing, and/or burning all components.

### **Trademark Protection**

The respected and recognized name of Smokey Bear and his well-known message, as well as the property rights in the trademark and the service mark are valued. There is an important need to distinguish Smokey Bear, his message, information and education materials, advertising, and commercially licensed products from those of other symbols; and to prevent their improper use. To accomplish this requires vigorous protection. The benefit to this position is that integrity is maintained, and is reflected back to the sponsoring organizations.

## **AWARDS AND RECOGNITION**

### **Objective**

The objective of CFFP awards is to recognize individuals and organizations for outstanding service in wildland fire prevention, and through that recognition increase public awareness of the need for continuing fire prevention efforts.

### **Policy**

Awards shall be given to recognize and encourage leadership in wildfire prevention.

### **Description**

There are five official awards: Golden, Silver, and Bronze statuettes; an Appreciation Plaque; and a Citation.

## National

Nominations for the Golden, Silver, and Bronze Smokey Bear Awards are approved by the CFFP Executive Committee. Each award is a 9-inch metal figurine of Smokey mounted on a wooden base with a metal plate on the front of the base for inscription and a corresponding lapel pin. The letter should be signed by the Co-Chairs of the Executive Committee and the Advertising Council, Inc.

## Other

1. The Smokey Bear Appreciation Award is a plaque with a brass plate for inscription. The award is approved by a Deputy Chief, Regional Forester, Station or Area Director, or State Forester.
2. The Smokey Bear Citation is a certificate that is approved by the appropriate line officer.

## Eligibility

Individuals or organizations that have made outstanding contributions in wildfire prevention efforts include, but are not limited to: educational activities, forest management, law enforcement, journalism, media coverage, advertising campaigns, engineering activities, and informational programs and the people who operate them. Having assigned fire prevention duties does not make a person ineligible.

## Selection Criteria

### Golden Smokey

This award is given to organizations or individuals that have provided sustained outstanding National service for wildfire prevention over a minimum 2-year period. There may be no more than 3 given annually.

### Silver Smokey

This award is given to organizations or individuals that have provided outstanding Regional (multi-state) service for wildfire prevention over a minimum 2-year period. There may be no more than 5 given annually.

### Bronze Smokey

This award is given to organizations or individuals that have provided outstanding State-wide service for wildfire prevention over a minimum 2-year period. There may be no more than 10 given annually.

### Appreciation Plaques

This award is given to organizations or individuals that have provided outstanding local service for wildfire prevention over a minimum 2-year period. Number awarded is at the discretion of the issuing office.

### Citation

This award is given to organizations or individuals for significant service for wildfire prevention at any level for a minimum 1-year period. The number awarded is at the discretion of the issuing office.

## Nomination Process

### National Awards

Nominations for all National Smokey Bear awards can be made by anyone having knowledge of the outstanding wildfire prevention efforts of the nominee. Submit nominations on the official form in accordance with instructions provided at [www.symbols.gov](http://www.symbols.gov), [www.fs.fed.us](http://www.fs.fed.us), or [www.smokeybear.com](http://www.smokeybear.com), including newspaper and magazine clippings, photos, and other relevant materials to the Symbols Program Manager, Washington Office, through the appropriate Regional Forester, Station Director, Area Director, State Forester, or Regional/Area Fire Prevention Coordinator who will determine who meets minimum requirements and send those nominations forward to the Washington Office.

Keep records of nominations received and of their dispositions.

National award nominations must be recommended by a Deputy Chief, Regional Forester, Area Director, or State Forester.

### Other Awards

Regional Foresters, the Area Director, and State Forester shall prescribe specific procedures for submitting nominations for these awards. Keep records of nominations received and of their disposition.

## Awards Process

### National Awards

Select an appropriate forum for the awards presentation, and provide for appropriate publicity and media coverage. These awards should be presented by the highest level National or State Official. The Regional Office, Area Office, or the State Forester's Office coordinates plans for the awards ceremony. Every attempt should be made to present the award in the presence of the recipient's peers.

### Other Awards

The Regional Forester, Area Director, or State Forester should present these awards; however, when appropriate, this task may be handled by the Forest Supervisor or an immediate subordinate to the State Forester.

Frame the citations or place them in a high-quality award binder prior to presentation. Obtain the frames and award folders through normal procurement channels.

Presentation and publicity as deemed appropriate.

## Source of Supply

The F&AM Staff, Washington Office, shall provide the National awards. Order appreciation and citation awards through the Symbols Cache at [www.symbols.gov](http://www.symbols.gov).