STUDENT ORGANIZATION T-SHIRT AND PROMOTIONAL ITEMS REQUEST FOR APPROVAL FORM

This form is to be completed by organizations seeking approval for their t-shirt or promotional item. Approval is required before any t-shirt or promotional item is printed.

Note:
1. Two examples of the artwork and product design must be attached to this form
2. Screen printers/embroiderers/manufacturers reproducing Belmont University Logos must be approved through the Office of University Marketing and Communications and/or Belmont Athletics.

**Organization Information**
Name of Organization ________________________ Today’s Date __________

Contact ________________________ Phone ________________________

Email ________________________

**Product Information**
Type of product ________________________

Unit cost ________________________ Number to be produced ________________________

Screen printer/Manufacturer ________________________

Contact Name at Manufacturer ________________________

Phone ________________________

**Distribution**
Who will receive/purchase these shirts?
☐ Student organization only

☐ Belmont campus community

☐ Other, please explain ________________________

What are your plans for distribution (i.e. sales) ________________________

**Signatures**
*We have read The Bruin Guide and the Student Leader Handbook and we agree to abide by all policies and procedures listed therein as well as other Belmont policies. We understand that failure to follow Belmont policies may result in the loss of status as a reorganized organization.*

Organization President’s Signature and Date ________________________
Organization Advisor’s Signature and Date ________________________

**Office Use**
Date Received ________________________

Approval Status ________________________ Date Group Notified ________________________

Approval Signature ________________________

University Marketing and Communications approval ________________________