

**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 _____