

### **Hall Apparel or Promotional Procedure:**

Halls that are interested in ordering apparel or promotional items need to follow university regulations and must be approved by RHA prior to ordering.

RHA is currently a registered student organization which means that we may use the athletic logos but must have items produced by a licensed vendor.

The process for ordering apparel or promotional items:

1. Hall Governments/Staff identify if they desire to create apparel/promotional item. Identify who is paying for it and allocate funds as needed (example: if halls are initially paying for shirts, then hall government needs to approve to spend money.)
2. Create design
3. Submit design to RHA to review & vote on
  - a. Send design to RHA President to be placed on the agenda.
4. Submit Apparel/Promotional Items Request Form on the website
  - a. Contact Info
  - b. Item/style (shirt with long sleeve, short, hat, etc.)
  - c. Amount/Sizes if applicable
  - d. Shirt Color/Design color
  - e. Vendor of Choice
  - f. \*NOTE: All payment must go through the Residence Life Office.  
Students cannot purchase from vendor directly.
5. Send design to Carin ([carin.engler@ndsu.edu](mailto:carin.engler@ndsu.edu))
6. Carin submits information to vendor
7. Once quote is received, Carin sends information back to hall contact/advisor for final approval & official quantity & sizes
8. Hall Government collects quantity, sizes and money
9. Submit final quantity & sizes to Carin via email
10. If applicable, advisor brings counted cash/check to Tammy with a note of what the money is for
11. Once apparel/items are in, Carin will contact advisor.

### Resources:

[NDSU Bison Graphics Standards](#)

[NDSU Branding Guidelines](#)

Local licensed vendors include:

CI Sport (701) 239-5956

<https://cisport.online/>

First Choice Apparel (701) 271-0052

<http://www.firstchoiceapparel.com/>

Probitas Promotions (701) 838-4860

<http://www.probitaspromo.com/>

S&S Promotional Group (701) 280-1916

<http://www.sspromotionalgroup.com/>

Spectrum Marketing Services (320) 631-1284

<http://www.spectrummrks.com/>

4imprint

<https://www.4imprint.com/>

Custom Ink

<https://www.customink.com/>

Design and Sign

[https://www.ndsu.edu/mu/design\\_and\\_sign/](https://www.ndsu.edu/mu/design_and_sign/)

To use a vendor not on this list, please have your advisor work with the Jen Kacere.