**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)
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 appeal/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.ss promotionalgroup.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/

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