



Hill Country

CHRISTIAN SCHOOL *of Austin*

T-SHIRT /MERCHANDISE POLICY

All designs for T-shirts or other merchandise created by school teams, clubs, groups, or organizations must be approved by the Marketing Committee prior to creation or printing of the items.

T-shirt approval requests must be submitted to the Director of Marketing at least 2 weeks before the printing date using the T-shirt Approval Request Form.

If items are to be sold as a fundraiser for the school or organization, prior approval must also be obtained from the Director of Development.

All submitted requests must utilize the Hill Country Christian School name, Flying H, logo, seal, and/or Knight symbol. No alterations are permitted on the school seal, logos, or Knight symbol without prior approval. This policy helps to ensure community recognition, maintenance of mission- appropriate standards, and compliance with school policies.

The artwork for the item should be sent electronically to sfarrell@hccsa.org in a .doc, .jpg, or .pdf format. If an electronic copy cannot be sent, hard copies will be accepted; however, this method may delay response time from the Marketing Committee.

Any organization that creates and distributes T-shirts or other merchandise without prior approval will be in violation of this policy and will be subject to consequences including, but not limited to, forfeiture of shirts or required resubmission of design according to this policy.

T-SHIRT APPROVAL REQUEST FORM

CONTACT INFORMATION

Group/Club/Team Requesting: _____
Contact Name: _____
Contact Email: _____
Reason Shirt Requested: _____
Date Needed: _____

PROJECT INFORMATION

Shirt Description (T-shirt/polo/sleeve length, etc.): _____
Color(s) of shirt requested: _____
Color(s) of design to be printed on shirt: _____
Printing method (monogram, silkscreen, etc.): _____
Vendor Producing Shirt: _____

DESIGN INFORMATION

Font used: (Goudy Old Style, Times New Roman, Athletic Block, Other _____)
School logo to be used (select one):



School logo



Academic Seal



Flying H Logo



Knight Logo



School Logo with Text



Text Only

Where will logo/name appear: (Front, Back, L/R Sleeve, Other _____)

Have you attached copy of requested artwork (digital file or hard copy?) Yes/No (circle one)

(For office use only):

Approved

Revisions requested: _____

Denied

Comments: _____

Organization notified of marketing committee decision Date: _____