



### **Requirements Regarding Promotional Items and Fundraisers for Students & Student Groups**

***All items produced for UTHealth-related clubs, groups, activities, fundraisers and events – whether the items are for sale or to give away – must be purchased through Follett’s UTHealth Campus Stores.***

We at UTHealth are fortunate and proud to have diverse and enterprising students that actively participate in university and civic life – in student affinity and service groups, charities, sports leagues and more. Each year, students and student groups across campus create promotional items for their causes and activities, either to sell as fundraisers or give away as gifts.

As members and representatives of UTHealth, students must follow UTHealth policies and procedures in creating and distributing such items. To ensure that standards are met and policies are followed, and to streamline the ordering and approval process for all parties, **all students will be required to order UTHealth-related promotional items and apparel via Follett’s UTHealth Campus Stores.**

Follett has contracted the vendor Club Colors to provide special-order promotional items and apparel to students and student groups. Club Colors is licensed by The University of Texas System Trademark Licensing Office to produce UTHealth-logo items and was chosen for its wide variety of items, knowledgeable customer service and competitive pricing. Every company, including Club Colors, that uses the UTHealth logo pays a royalty to UT System. In turn, UT System shares these royalties with each UT institution. Presently, UTHealth Auxiliary Enterprises places these revenues in Scholarship Endowments for students.

Products can be viewed on the Club Colors website ([www.clubcolors.com](http://www.clubcolors.com)) or in print catalogs located at each UTHealth Campus Store location. All orders must be placed through Follett’s UTHealth Campus Stores. The process for creating promotional items follows below.

Thank you for your cooperation in this matter. Please do not hesitate to contact Auxiliary Enterprises at (713) 500-8400 with any questions.

*References:*

*HOOP Policy 8: Use of the University Name or Logo on Merchandise*

*HOOP Policy 165: Solicitation on Campus*

### **Merchandise Ordering Procedure**

*Please begin this process at least 5-6 weeks before you need your item.*

1. Submit the online form 'Solicitation on Campus' (found on the Auxiliary Enterprises website at [www.uthouston.edu/auxiliary-enterprises/forms/](http://www.uthouston.edu/auxiliary-enterprises/forms/)) to obtain approval from Auxiliary Enterprises to create/sell/distribute your item. Please allow at least one week for a response.
2. If your merchandise will feature the UTHealth name or logo, you must obtain approval for the use of the name/logo from Public Affairs. Submit your request to 713-500-3081 or [uthealthidentity@uth.tmc.edu](mailto:uthealthidentity@uth.tmc.edu) with a full description of the requested use, merchandise and purpose. Please allow 2-3 days for a response. (<https://inside.uth.edu/graphicguide/contacts/>)
3. Once you receive approval from Auxiliary Enterprises (and the Office of Institutional Advancement, if applicable), contact one of the UTHSC Campus Stores to initiate your order.
  - a. UTHealth Medical Campus Store 713-500-5860 (Roger Torres: [rtorres@follett.com](mailto:rtorres@follett.com))
  - b. UTHealth Nursing Campus Store 713-500-9561 (Katia Suarez: [1392mgr@follett.com](mailto:1392mgr@follett.com))
  - c. UTHealth Dental Campus Store 713-486-4450 (Kris Naylor: [kcnaylor@follett.com](mailto:kcnaylor@follett.com))
4. To learn about products, pick up print catalogs from any UTHealth Campus Store location, visit the online product site [www.clubcolors.com](http://www.clubcolors.com) or contact Robyn Shea by phone at 800-249-2582, extension 152, or by email at [rshea@clubcolors.com](mailto:rshea@clubcolors.com).
5. Submit your order and artwork via e-mail to the UTHealth Campus Store no later than 4 weeks prior to date needed. If you need assistance with the design of your artwork, please contact Robin Shea. Your order must detail:
  - a. Product number and description
  - b. Quantity and sizes (if applicable)
  - c. Color of thread (for embroidery) or ink (for screen-print)
  - d. Location of art

If your group is tax-exempt, please provide a copy of your tax-exempt certificate.

*NOTE: All official UTHealth logos must comply with current graphic standards.  
See <https://inside.uth.edu/graphicguide/> for details.*