



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

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

We at UTHealth Houston 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 Houston, students must follow UTHealth Houston 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 Houston-related promotional items and apparel via Follett’s UTHealth Houston 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 Houston-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 Houston logo pays a royalty to UT System. In turn, UT System shares these royalties with each UT institution. Presently, UTHealth Houston Auxiliary Enterprises places these revenues in Scholarship Endowments for students.

Products can be viewed on the Club Colors website (<https://signaturecollection.clubcolors.com/>) or in print catalogs located at each UTHealth Houston Campus Store location. All orders must be placed through Follett’s UTHealth Houston 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 'Request for Solicitation on Campus' (found on the Auxiliary Enterprises website at ([www.uth.edu/auxiliary-enterprises/forms/](http://www.uth.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 Houston name or logo, you must obtain approval for the use of the name/logo from Public Affairs. Submit your request via their online form Brand Standards contact form at (<https://go.uth.edu/ContactBrandStandards>) with a full description of the requested use, merchandise and purpose. Please allow 2-3 days for a response.
3. Once you receive approval from Auxiliary Enterprises (and Public Affairs, if applicable), contact one of the UTHSC Campus Stores to initiate your order.
  - a. UTHealth Medical Campus Store      713-500-5860    Hannah Steward: [1393mgr@follett.com](mailto:1393mgr@follett.com)
  - b. UTHealth Dental Campus Store      713-486-4450    Susan Greene: [1394mgr@follett.com](mailto:1394mgr@follett.com)
4. To learn about products, visit the online product site at (<https://signaturecollection.clubcolors.com/>) or contact Zavior Stolpa by phone at 847-592-6137, or by email at [zstolpa@clubcolors.com](mailto:zstolpa@clubcolors.com).
5. Submit your order and artwork via e-mail to the UTHealth Houston Campus Store no later than 4 weeks prior to date needed. If you need assistance with the design of your artwork, please contact Kevin Wantroba. 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 Houston logos must comply with current graphic standards.*

See <https://www.uth.edu/brand-standards/> for details.