

Student Organization T-Shirt Ordering Process

Looking to recognize or promote your student club or organization through personalized t-shirts?

Follow these steps to make sure your order is completed promptly and correctly!

Please allow a week from submitting your request for processing.

1. **DETERMINE A VENDOR:** CSU, Chico loves supporting local businesses. Find your own, or select one from the following list of trusted businesses:

Limey Tee's: (530) 343-8321 <http://www.limeyteeschico.com>

Chico Screen Print and Embroidery: (530) 891-5029

Dragon Graphics: (530) 879-9666 www.dgprints.com

The Printed Image: (530)898-9525 www.printedimagechico.com

Upper Park Printing: (530) 774-2492 www.upperparkprinting.com

Northstate Screen Print: (530) 895-9193

Positive Print: (530) 345-6168 <http://www.positiveprintgraphics.com>

The Monogram Shoppe: (530) 345-3901

2. **SHIRT DESIGN:** Are you wanting to use any of the following?
 - a. Chico State, CSU Chico, California State University Chico, or any other official mention of the university
 - b. Official CSU Chico seal, flame, wildcat image (examples below)



Additional Chico State affiliated images must be discussed with the Coordinator.

3. **IMAGE APPROVAL:** ALL IMAGES must be submitted to the coordinator prior to order for review. **If you would like to use any form of 2A or 2B:** YOU MUST have your design approved by Chico States Creative Design dept. before placing your order.
 - a. Email your design/logo to Coordinator to initiate the approval.
Please allow 3 business days for this process when planning your purchase.
4. **ITEMIZED QUOTE:** Once your image is approved contact your desired vendor and ask for an itemized quote for your purchase.
5. **REQUEST FORM:** Fill out and turn in [Student Clubs & Organizations Transaction Request](#) form with itemized quote to Student Financial Services, SSC 230

Submit all required forms/logo for approval to:

MaryLisa Wood, *Student Organization Financial Coordinator*

Mwood18@csuchico.edu

Direct Line (530) 898-5064