

## **T-Shirt Funding Cheat Sheet**

### ***What are the details and regulations for T-Shirt funding through SOOF?***

All key regulations are below. Also see SOOF FAQ or your CSP Advisor to clarify and further questions regarding T-shirt eligibility.

1. T-shirts may not be purchased to advertise specific events or programs. T-shirts can only be purchased as advertisement for an organization as a whole.
  - a. For example, you may purchase T-shirts for the Chess Club at UCLA; you may not for the Chess Club at UCLA's Annual Ski Trip.
2. No more than thirty percent (30%) of the total approved allocation from the Student Organizations Operational Fund shall be used for T-shirts.
  - a. For example, if after your SOOF application and hearing are submitted and complete, your group is allocated \$700 total, you may only use \$210 of that allocation to pay for T-shirts.
3. T-shirts funded in part or in whole by USAC must be purchased through ASUCLA Licensed dealers; a list of dealers is available for download at [www.asucla.ucla.edu/licensing/licensees.asp](http://www.asucla.ucla.edu/licensing/licensees.asp) (See 'UCLA License List - By Product Category').
4. Student groups must follow all trademark and licensing guidelines if choosing to use the UCLA name, logo or seal. USAC will not be held liable for any repercussions due to trademark misuse. Find guidelines at <http://www.asucla.ucla.edu/licensing/trademarkuse.asp>.
  - a. Note that choosing to use the UCLA name/logo/seal may delay the speed of delivery for T-shirts as licensed dealers must approve these requests through UCLA's Trademark offices before distribution.
5. USAC will only fund one T-shirt design per group each academic year.
6. T-shirts must include "Paid for by USAC" and must include the USAC logo (minimum dimensions for logo: 3" tall) if these expenses will be funded in part or in whole by USAC.
  - a. Logo can be found at <http://www.usac.ucla.edu/funding/sgausaclogos.php>
7. T-shirts are the only eligible items of clothing USAC will consider funding through the Student Organizations Operational Fund Advertising line item; other items like tank tops, polo shirts, sunglasses, socks, etc. are prohibited.

8. Content on T-shirts should be respectful in nature, using appropriate language, images and messaging.
  - a. Groups must submit an example of the front and back of their T-shirt design with their application and with their requisition form in order to be granted funds.
9. Don't forget to include sales tax with your cost.
10. If all guidelines are not met, funds for T-shirt advertising will not be considered.
  - a. Thus we strongly recommend the use of Cash Advance of Purchase Order for student groups. If you request to be reimbursed for T-Shirts