

**OFFICE OF STUDENT LIFE**

**Apparel and Item Approval Form**

This form must be filled out and signed by appointed persons prior to placing an order with a company. Any orders placed without approval may be subject to termination.

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| Name of Organization Submitting Approval Request | | | | |
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| Name of Person Submitting Design | | | | |
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| Description of Design: | |  | | |
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| Photo Attached YES □ NO □ | | | Design Approved YES □ NO □ | |
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| Faculty Advisor | | | | |
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| Sarah Senn, MA, Director of Communications & Marketing | | | | |

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| Audrey Bawcum, Director of Student Life & Alumni Affairs | |