

Merchandise Approval Form for Student Organization Fundraising  
*Complete One Form Per Item*

Organization Name: \_\_\_\_\_

Your Name/Position: \_\_\_\_\_

Organization President's Name: \_\_\_\_\_

Student Coordinating this Project (and title if applicable): \_\_\_\_\_

Faculty Advisor's Name: \_\_\_\_\_

Describe the item requesting approval and attach a "picture" of the item. If you are doing multiple versions of the same item (ex., three colors of coffee mugs or a long sleeve and short sleeve shirt) be sure to specify in your description. If the "picture" of the item is hand drawn, identify where the logo will be located, etc.:

\_\_\_\_\_  
\_\_\_\_\_

Quantity requesting: \_\_\_\_\_ Purchase Price Per Item: \_\_\_\_\_

Total Purchase Amount (including shipping, tax, etc.): \_\_\_\_\_

Price you will be requesting for a donation: \_\_\_\_\_

Check which items will be used on this merchandise (check all that apply):

- Campbell University, Jerry M. Wallace School of Osteopathic Medicine logo  
 Program specific logo (Medicine or Biomedical Sciences)  
 College name, club or organization name in text

Do you understand that CUSOM organizations must seek donations to their organization rather than selling items for profit?

Yes

No

Email the Office of Marketing & Communications ([medicine@campbell.edu](mailto:medicine@campbell.edu)) this form and proposed artwork for pre-approval. Be sure to include the description/pricing/other requests for this item exactly as you'd like it to appear in the online listing.

Deliver Merchandise Approval Form and final artwork to Director of Marketing and Communications (Levine 113) for final approval. Submit final design and form to Office of Student Affairs.

Once you have received a satisfactory quote, work with the Office of Student Affairs to implement the purchase. After you approve the artwork, the vendor will work on your behalf to secure final approval through Campbell's online licensing portal. Once approved, the vendor will fulfill the product and/or merchandise orders.