

Free Screen Printing for Student Organizations

The Craft Studio, ORG, and the Student Design Center have developed a way for student organizations to have a small number of screen-printed t-shirts, free of charge. These shirts can be for officers or membership, but they cannot be sold.

The Deal:

- ∅ Craft Studio will do one color ink screen-printing on one side of up to 25 t-shirts for free.
- ∅ Student Organization must provide the t-shirts.
- ∅ Student Organization must work with the Student Design Center to create & approve a design.

What You Need to Do:

1. Fill out a Screen-Printing Request Form (must be signed by organization's President).
2. Bring the Screen-Printing Request Form to the Craft Studio. *We may take up to 5 business days to process the request.*
3. You will be notified by email that you have been approved or denied.
4. Go to the Student Design Center and request a t-shirt design for screen-printing at the Craft Studio.
 - ∅ If you already have a design, take it to the Student Design Center for approval and have it printed on transparency.
5. Bring the transparency & t-shirts to the Craft Studio.
6. Craft Studio will print shirts and notify you within 10 business days of receiving BOTH the shirts and the design.

Other Policies You Should Know

- ∅ Student Organization must be University recognized and in good standing with ORG (no holds).
- ∅ This offer is not currently available for club sports managed & funded through MizzouRec. If you are interested in having this offer available to club sports, please contact us for more information.
- ∅ T-shirts printed at the Craft Studio CANNOT be sold or used for fundraisers. You could face disciplinary action if you are caught selling these shirts. Don't do it.
- ∅ Craft Studio cannot print more than 25 shirts per organization (not even if you offer us money).
- ∅ Student Organizations may only request shirts once per academic year.
- ∅ All t-shirts must have the same design and ink color.

Craft Studio Contact

Phone #: (573) 882-2889
Email: CraftStudio@missouri.edu
Address: N12 Memorial Student Union
Columbia, MO 65211

Screen Printing Request Form

This is the screen-printing request for the 2009-2010 academic year. Organizations requesting screen printing services must be University recognized and in good standing with ORG (no holds). Please fill out this form and return it to the Craft Studio as soon as possible. A limited number of shirts will be printed each semester. Organizations will be approved on a first come first serve basis. If you do not return shirts and a design to the Craft Studio within 10 business days of being approved, you will be put on the "wait list."

Organization Name: _____

Primary Contact: _____ **Phone #:** _____

Email: _____

Number of Shirts: _____ (maximum of 25 shirts)

Shirt Color (you CAN have multiple shirt colors): _____ [Dark Med. Light]

Ink Color (Choose ONE) (Ink should not be lighter than the shirt color):

- | | |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Yellow |
| <input type="checkbox"/> White | <input type="checkbox"/> Green |
| <input type="checkbox"/> Red | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Orange | <input type="checkbox"/> Purple |

How will these t-shirts be used by your organization? _____

Compliance Agreement

I _____ have been informed that these shirts cannot be sold or used for
Organization President
fundraising activities and I agree to ensure that my organization does not violate this policy. I understand that violating this policy may result in disciplinary action.

Printed Name: _____ Date: _____

For office use only:

Received By: _____ Date: _____ Number: _____