

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Blinn College Approved Vendors for Apparel and Promotional Items*

EFFECTIVE DATE: May 1, 2012; amended March 31, 2015, June 30, 2021

BOARD POLICY REFERENCE: CFE

PURPOSE

To ensure quality and consistency in the use of the Blinn College District's name and logos, all items bearing the reference to Blinn College or the Blinn College District must be produced by manufacturers licensed through the College District's licensing agent, CLC. This group of vendors, listed on the College District's website, will be the College District's official "[Approved Vendors](#)" for all apparel and promotional item orders. Having this group of Approved Vendors for this specific type of order will help streamline the process and make it more efficient for all parties involved. Only vendors who are included on the College District's Approved Vendors list can be used for this type of purchase.

AUTHORITY

College District ("Blinn") logos are the property of and trademark signature of the Blinn College District and are intended for the exclusive use of the College District. All official Blinn College District logos and verbiage (i.e. "Blinn College," "Blinn College Buccaneers," "Blinn," "Blinn Buccaneers") must be approved by the Chancellor or their designee prior to any type of usage. No reproduction of this visual signature may be used by any vendor, individual, company, organization, or entity for any purpose without the written permission of the Blinn College District Marketing and Communications Department.

In exchange for inclusion on this list, the "Approved Vendors" have made the following pledges to the College:

- they will provide competitive and fair pricing for all Blinn College District clients,
- they will strive for first-rate service and the quickest turn-around times possible,
- and they will adhere to the College District's branding guidelines.

DEFINITIONS

Blinn College District's definition of "promotional items" includes, but is not limited to, items such as apparel, awards, bags, business supplies, calendars, caps or hats, folios or notebooks, mouse pads, notepads, pens or pencils, refrigerator magnets, sports items, and/or travel gear.

IMPORTANT POINTS

- College District employees and students are required to use one of the Approved Vendors when ordering apparel and/or promotional items. If an order is submitted to purchasing with a vendor that is not on the Approved Vendors list, the order will be declined.
- Each year, the Approved Vendors list will be reviewed by the Marketing and Communications Department. To add a vendor to the Approved Vendors list, submit that vendor's name to the College District's Purchasing Department to see if a partnership is possible.
- The vendor cannot start on an order until the vendor has received an approved Blinn College District purchase order.

PROCEDURES FOR OBTAINING ART AND PRODUCT APPROVALS

1. Contact one of the vendors listed on the College District's Approved Vendor list directly for any design that includes the College District's name and/or logo.

2. Work with the vendor in the designing of your desired artwork and delivery date details ***NOTE: Vendors should be given ample time to complete the job – it's best to allow at least 10-14 days for printing and delivery of your order.**
3. Via CLC, the licensed vendor will submit your design to the Marketing and Communications Department for approval.

APPROVAL GUIDELINES

In some instances, promotional items may not be approved if they do not align with the Blinn College District's mission and values, or if they do not meet the College District's branding guidelines. Common reasons for items not being approved include but are not limited to:

- The items are inappropriate for College District branding. Examples include bottle openers, shot glasses, beer steins, etc.
- The College District's logo has been altered in a way that creates a new logo.
- Multiple College District logos are combined in a way that creates a new logo.
- A Blinn College District department or program is misidentified. For example, referencing the "Ag Department" instead of the "Agricultural Sciences Department," or "Therapeutics Manufacturing" instead of "Biotechnology Laboratory Sciences."