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| **Fraternity and Sorority**  |
| Advertising and Promotions Approval Request |

* This form is to accompany all advertisements, promotions, and other requests of publicity
* Submit the form and all attachments to the Vice President of your governing council
* Forms must be turned in by 5:00pm on Monday prior to the governing council meeting the following Tuesday.
* Advertising or Promotions involving more than one chapter must be signed by all participating organizations.
* All chapter submissions must come with an example of the material (proof of design, sketch or drawing, the quote or slogan used, as well as colors of printing and shirts.)
* The governing council reserves the right to approve or not approve any and all designs.
* Any member chapter not approving their t-shirts through the governing council will be referred to the respective governing council Judicial Board.

**Chapter Name(s):**

**Date Submitted**: **Estimated Cost:**

**Date that Approval is needed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(You must obtain approval prior to making any purchases or completing any orders)*

**Please Specify:**

1. **Promotion Material is in the Form of a:** T-shirt
2. **Or in One of the Following:**  Flyer Handbill Banner Advertisement

 *(Physical or Electronic Distribution):*

**Brief Description of the Advertising/Publicity/Promotion**:

\*MUST ATTACH PROPOSED IMAGE

**Name of Office(s) Responsible for the Submission**: Other (*please specify*)

Social Risk Management Recruitment Public Relations Philanthropy

**Officer(s) Name and Signature:**

Phone: Email:

**President**:

Phone: Email:

**For Office Use Only:**

Approved: Yes No Signature of FSL Advisor: \_\_\_\_

If No, Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Filed: