

SOC001 SOCIETY STASH PROCEDURE

Document Owner: Societies Development Coordinator



Purpose of the procedure

1. *The purpose of this policy is to:*
 - 1.1. *Provide support and clarity on how to brand and personalise society leisurewear*
 - 1.2. *Provide support and clarity on how to brand and personalise society items* **Introduction**
2. *Definitions:*
 - 2.1. *Leisurewear: Any clothing items*
 - 2.2. *Top: Hoodie, jumper, t-shirt, polo shirts etc.*
 - 2.3. *Item: Any physical items, not including clothing that society's may want to have to promote themselves; e.g. mugs, bags and pens etc.*

Requirements

3. *Societies can design their own leisurewear and item range so long as it has the following:*
 - 3.1. *For leisurewear tops:*
 - 3.1.1. *SU main society logo – on the front left chest of the top (Compulsory) in either the main coloured version or white*
 - 3.1.2. *Society Name - must be written somewhere on the top. Personal Society Logo is optional and can be placed at your discretion*
 - 3.1.3. *Back and front- You may add additional optional text/image on the back as you please*



Example 2

Without your personal society logo. The white text could have your society name e.g. Meditation Society

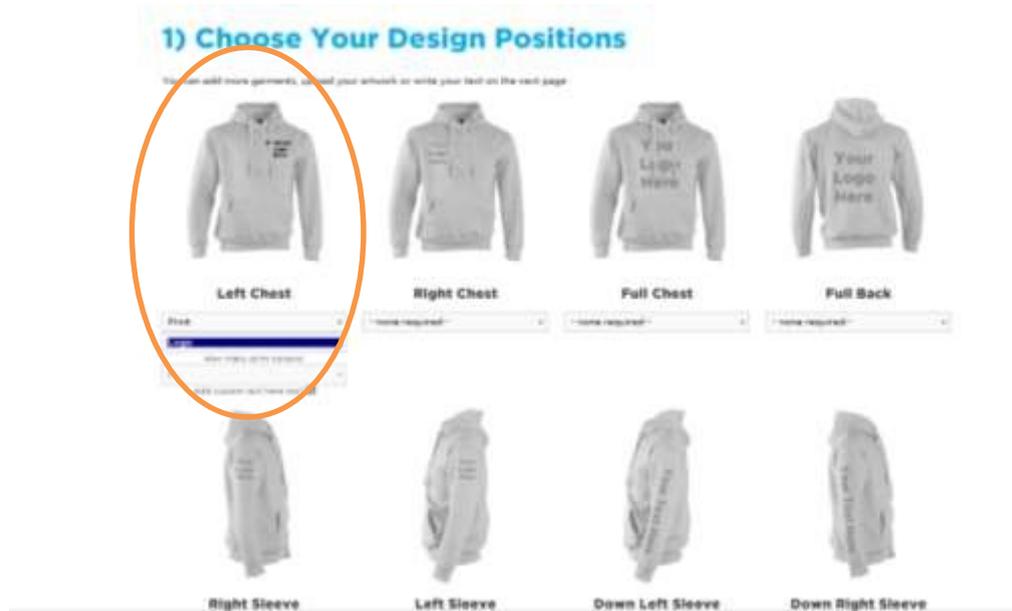
- 3.2. *For other items:*
 - 3.2.1. *The SU main Society logo must be clearly visible*
 - 3.2.2. *The society's name must be clearly printed on the item and readable in either black or white*
- 3.3. *No vulgar or distasteful names are to be added on to personalised clothing or items with Northampton Student Society branding*

Personal items or clothing

4. *Any items that are personalised cannot be bought using society money. Any items that are non-personal and will stay with the society continually may be bought with society money providing you have permission and money set-aside that is specifically for this purpose. Please talk to a member of staff if unsure.*

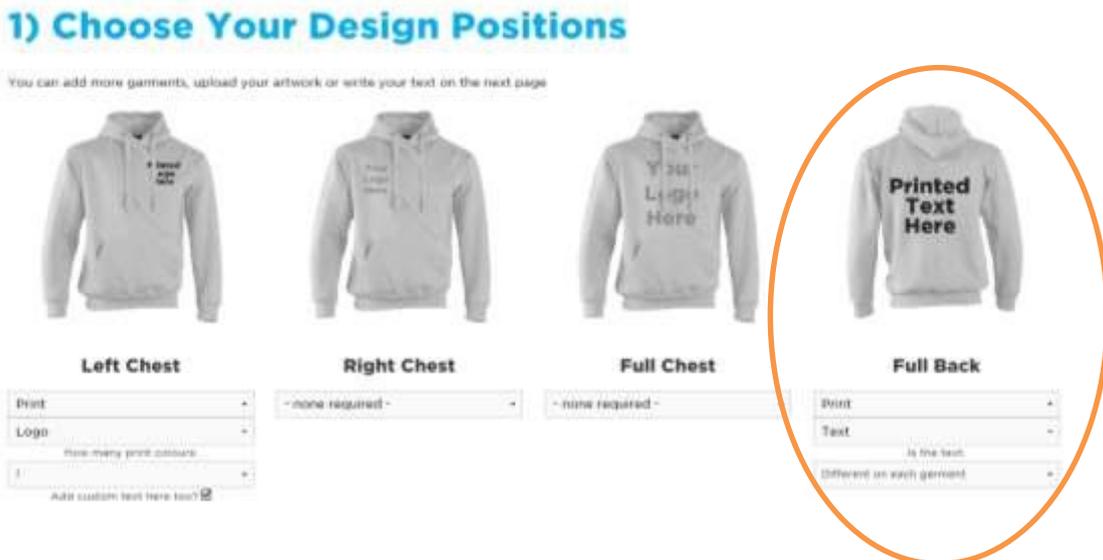
Ordering leisurewear

- 5. Leisurewear can be purchased through <https://personalised.clothing/northamptonunion>
- 6. Guidelines for using and ordering bulk through the website
 - 6.1. A committee member should be in charge of the ordering process
 - 6.2. Before you start get a rough idea of quantity you want and the design your members want. Do play around as once you send the Purchasing order request in to the SU you cannot change the design.
 - 6.3. Go to the website stated in point 6
 - 6.4. Choose the style of top you want and the design
 - 6.4.1. Compulsory: Make sure you choose having a logo on the left chest and select the text option as well (for the SU main society logo and the text for your society name)



6.4.2. Choose any other options you want e.g. back design etc

6.4.2.1. If you want to personalise the clothing you can for example on the back select text and specify it is different on each clothing piece



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- 6.4.3. *Choose the quantity you want and enter your personal details to request a quote. You can ask for multiple quotes if you want to explore different options*
- 6.5. *Decide on the final design you want and using the quote cost given:*
 - 6.5.1. *Set up tickets on the SU website for the tops for members to buy.*
 - 6.5.1.1.1. *Make sure you charge enough, if you are unsure do not be afraid to add a pound to the cost, as this counts as fundraising for your society and can be used by the committee to plan other things for your society.*
 - 6.5.1.1.2. *Make sure you ask them what they need, you will need this information to input it on the order*
- 6.6. *Once you received the quote you can add more details to your order.*
 - 6.6.1. *If you selected different text on each clothing piece, make sure you put in names of who it is for and the personalised text e.g. their name*
 - 6.6.2. *Enter the sizes of tops you need*
 - 6.6.3. *The above should not change the cost, however if you do design changes this may change the prices.*
- 6.7. *Finalise all details, check everything is correct. Go to basket and confirm your order. Click Pay Later. Do not change the design after this point.*
- 6.8. *The company will then send you a final cost via a webpage link that only you will have*
- 6.9. *Please raise a Purchase Order Request on the committee dashboard on the SU website using the webpage link you were sent, please send the link with the request. Once finance sends through the money to the company the order will then be released to you.*

REVIEW

7. *This procedure will be reviewed annually by the Societies Development Coordinator and approved at the membership services managers meeting.*

Date of this revision: 16/09/18 **Date**

of next revision: 16/09/19