



MEDIA GUIDE

APPENDIX

Any department or student organization that has been granted funds from the Student Government Association must follow the rules and regulations stated in this guide. Please read through the entire guide that all rules are followed. Failure to do so could result in withdrawal of funding, denial of reimbursement, or future denial of reimbursement. If you have any questions, please contact the PR Department at sgapr@chapman.edu. Acceptable forms of the logo can be found here.

If the Allocations Committee approves your application, they will send designs to the Director of Public Relations for approval prior to sending your confirmation email. You no longer need to submit the design to the Director of Public Relations directly.

REGULATIONS

Section 1. If a student organization or department is allocated funds for any program, event, activity, or equipment by the Student Government Association, the following rules apply:

- A. All promotional materials must be included in the funding request.
- B. If the finalized version of the virtual promotional materials is not included in the funding application, it must be shared at least one week prior to the desired posting date for inclusion on the SGA media outlets.
- C. The content of all event materials must be approved by the SGA Director of Public Relations.

Section 2. Before printing, all apparel artwork must be approved by the Director of Public Relations.

Section 3. The following items do not need a logo: organization tablecloth and any other collateral materials costing less than \$5 per item do not need a logo. Collateral includes promotional items such as keychains, pens, stickers, buttons, etc. For any items not described in this guide, please contact the Director of Public Relations.

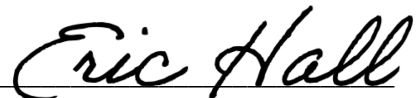
Section 4. Designs with the following will NOT be approved:

- A. Profanity of any kind.

- B.** Depictions of violence, drugs of any kind, alcohol, or nudity.
 - C.** Discriminatory words, phrases, or imagery that violate the harassment and discrimination policy, which can be found on the human resources page on the Chapman website.
 - D.** Copyrighted or trademarked phrases or logos without proper attainment.
- Section 5. Approvals are granted at the discretion of the Director of Public Relations.



SGA Director of Justice
Sarah Mohareb



SGA President
Eric Hall