

# POST ROCK DISTRICT 4-H APPAREL/SWAG APPROVAL FORM

The purpose of this form is for the 4-H Club, Council, or Group to have their creative design approved before printing to ensure the proper use of the 4-H clover and co-wordmark on any apparel and swag items.

The KSRE/4-H co-wordmark is required on ALL 4-H marketing and publishing materials, including print, digital, apparel and merchandise. This requirement applies to all designs created at the local, county, district, area, and state levels. For more details and clarification, please read the entire Co-Wordmark Policy available on the Kansas 4-H website at [www.kansas4-h.org/resources/marketing/](http://www.kansas4-h.org/resources/marketing/).

All 4-H Club apparel/swag is required to have one of the following co-wordmarks (in color, black & white, black, or white). *Post Rock District 4-H Clubs, Councils, and other Groups are asked to use the wordmark that includes Post Rock District as much as possible. Post Rock District co-wordmarks are available on our Club and Council Support webpage at [www.postrock.k-state.edu/4-h/club-and-council-support/](http://www.postrock.k-state.edu/4-h/club-and-council-support/).*



We understand that designs may feature a 4-H clover as part of the central, creative design. This is permissible as long as the KSRE/4-H co-wordmark is also included somewhere on the item. Do not use true blue or red apparel, as those colors create brand confusion and do not comply with the K-State Style Guide. Be aware that there are many incorrect clovers floating around the internet. To ensure you are using the correct one, we ask that you use the ones provided on the Kansas 4-H website or at [www.postrock.k-state.edu/4-h/club-and-council-support/](http://www.postrock.k-state.edu/4-h/club-and-council-support/).

You must work with a vendor licensed to use K-State Research and Extension's official wordmark. The list of KSU licensed vendors is published at [www.kansas4-h.org/resources/promotional-resources/vendor-licensing.html](http://www.kansas4-h.org/resources/promotional-resources/vendor-licensing.html).

**THIS FORM IS DUE TO YOUR LOCAL EXTENSION OFFICE BEFORE YOU ORDER FROM A LICENSED VENDOR!**  
**DO NOT ORDER UNTIL YOU RECEIVE APPROVAL FROM THE POST ROCK DISTRICT.**

Please submit this form & design artwork (in full color) to Post Rock District or by email to [postrock4h@ksu.edu](mailto:postrock4h@ksu.edu). Allow at least 10 business days for the design to be reviewed. If edits need to be made, the individual listed below is the one who will be contacted.

**Contact Information:**

4-H Club / Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Licensed Vendor for this order: \_\_\_\_\_

Description of Apparel/Item. Please include item type and color. Attach a photo of the design:

**Office Use:**

Date Form Received: \_\_\_\_\_

Final Approval by 4-H Youth Development Agent or 4-H Program Coordinator (sign and date): \_\_\_\_\_

