



Service Unit & Troop T-Shirt and Product Guidelines

Girl Scouts of the USA identifies and works with licensed vendors who sign an extensive contract that address concerns such as product safety, consumer product guidelines (e.g., lead and toxin-free ink/paint), labor law compliance (e.g., materials sourced only from companies free of child labor), testing requirements and regulations, product liability insurance, quality and workmanship, and product and graphic guidelines (e.g., trademarked logo, images consistent with Girl Scout safety standards, etc.). Additionally, as with all trademarked logos, vendors who print items for resale or fee-based events must pay royalties to the organization – in this case, GSUSA.

Fee-Based Events

When designing service unit/troop t-shirts or other products (e.g., tote bags, bandanas, water bottles, etc.) for an event for which a **fee** is being charged, a licensed vendor must be used. The following guidelines apply:

- select or create a t-shirt design from the GSUSA Girl Scout Studio Gallery at <http://www.mygds.com/>. You will be allowed to order online from the website.
- select a GSMH approved t-shirt design from the GSMH website. The council communications department will work with vendors each year to find the best prices and a variety of design options. Go to www.girlscoutsmoheartland.org to view this year's designs and obtain a *Service Unit or Troop T-shirt Order Form*.
- create your own branded design to be approved by the council communications department for printing through a licensed vendor (go to www.girlscoutsmoheartland.org to view the *Service Unit and Troop T-Shirt and Product Design Guidelines*).

No-Fee Events

When designing service unit/troop t-shirts or other products for an event for which **no fee** is being charged, we still recommend that you use a licensed vendor (so you can be certain that the vendor is in compliance with laws and guidelines listed above.) However, if you wish to work with a non-licensed vendor the following guideline applies:

- create your own branded design to be approved by the council communications department for printing. Download the *Vendor Checklist* from www.girlscoutsmoheartland.org and ask the vendor to sign and verify that it is in compliance with all that is listed. (Submit completed *Vendor Checklist* with design for approval.)

In all cases, it is NOT acceptable to:

- create a design and send it or take it to a non-licensed vendor for printing without approval from the GSMH communications department.
- allow a non-licensed vendor to create a design and print product without approval from the GSMH communications department.
- print more than 1 iron-on transfer sheet of the same design to be placed on multiple t-shirts

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