**Mines Logos and Trademarks Usage Guideline**

These guidelines exist to reduce financial risk to the institution, faculty, staff and students while maintaining the integrity of Colorado School of Mines’ licensed logos and trademarks.

**All merchandise (tee-shirts, stickers, etc.) created by/for a campus entity or organization must have a Mines’ logo or trademark prominently displayed.**

**PROCEDURES**

1. You must use a licensed vendor to produce the merchandise. The list of licensed vendors is available at orgs.mines.edu in the spreadsheet “Vendor List”
2. Logos and/or trademarks cannot be modified or altered and must meet the institution’s branding standards, which can be found at the following link: <https://www.mines.edu/communications/branding-and-graphic-standards/>.
3. You need to send us (*bruiz@mines.edu*) the quote from the vendor and the artwork to obtain permission to use funds and to obtain a purchase order.
4. Prior to production, the licensed vendor, must submit artwork to the Brand Manager 360 website for approval
5. Purchase order will be sent to the vendor directly once it is ready
6. Vendor can then produce the merchandise and ship it to SAIL after receiving a purchase order from Mines
7. Vendor can send invoice to MAPS@mines.edu and/or bruiz@mines.edu after the order has been successfully completed
8. DO NOT attempt to pay for these orders, Mines' will issue payment against your index according to the terms of the Purchase Order

**DEFINITIONS**

*Licensed Vendor* – a merchandise vendor who has been approved by Learfield/IMG College to produce Colorado School of Mines’ logos and trademarks.

*Merchandise* – any item purchased that is not a paper good (i.e. brochures, letterhead, paper conference materials and business cards).

*Brand Manager 360* – a website managed by Learfield/IMG College which licensed vendors must use to submit the logo and trademark artwork for approval.