

## Joliet West Bands Procedures for t-shirt/Sweatshirt Designs

Each section of the band is welcomed and encouraged to design and produce a t-shirt or sweatshirt as a remembrance of the current academic year in our band program. The section leader is in charge of this project and may execute all the related details of said project by him or herself, or they may delegate some of the responsibility to another section member. In either instance, each section must abide by the following guide lines:

1. No section member is required to purchase a section garment. It is strictly voluntary.
2. All designs and accompanying slogans must be approved by the band director before they are taken to the vendor for production.
3. All designs and accompanying slogans must be school appropriate. (*i.e. – If there is even a hint or possibility that it is inappropriate, it probably is, so re-think the design/slogan.*)
4. You may use any vendor you desire.
5. The collection of monies is the responsibility of each section leader or their designee.
6. All collected monies must be turned into the Joliet West Band Boosters Treasurer and he/she will produce one check to the vendor for the entire amount of the product.
7. No member will receive their garment until they have paid for said garment.
8. Any infractions of the above guide lines gives the band director or any school official the license to enact disciplinary action or prohibit students from wearing unapproved garments on school grounds or at any school related functions.

Sincerely,

Kevin T. Carroll  
Director of Bands,  
Joliet West High School  
Joliet, IL