

# SSCC Promotional Items

## The Ordering Process

I need to order some branded items.  
What is the next step?

Is the item for a currently enrolled student at SSCC?

**Yes**

**No**

Is the item for a perspective student not yet enrolled at SSCC?

**Yes**

**No**

Is the item for an internal or external audience?

**Internal**

**External**

Since the item is for a student already enrolled/attending SSCC, then the items should be purchased from your department's special events budget. Please send appropriate budget number with item request to eburkard@sscc.edu.

If the item is to help recruit/attract a potential student to SSCC, then the items should be purchased from the College's advertising budget. Contact Elizabeth Burkard to discuss needs.

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Determine the audience

Contact Elizabeth Burkard to discuss needs.

If the item is for an event for internal folks, such as an employee luncheon or staff appreciate, items should come from your events budget.

Contact Elizabeth Burkard to discuss needs.

Determine the audience

Contact Elizabeth Burkard to discuss needs.

Elizabeth Burkard will coordinate the order

**Please Note: All promo items should allow a min. of 4 weeks notice to ensure proper, on-time delivery.**