SWITS MERCHANDISE

General Guidelines:

I. PROCESS OF MARKETING

A. Requirements:

1. Bonafide **BSIT student** of **Bulacan State University.**
2. **Only official members** of the organization are eligible to avail this merch.
3. Non-member will have an additional fee of **Php50.00** pesos to become a member.
4. The organization only accepts transactions through **cash**.
5. Full Payment Only Policy.
6. All orders will be claimed **within the first semester or the first term of the second semester**. Production will start after **October 12, 2026** and may take **30 business days.**
7. All members who order the merchandise will sign a **merchandise pre-order form**.
8. Orders are irrevocable and non-refundable.
9. **Announcements** for the **claiming of merchandise** will be posted through **SWITS FB Page** and **Class Representatives Group Chat.**
10. After the announcement, each student may visit the **Student Center** to **claim their** purchased merchandise and sign the **purchasing agreement form.**

B. Ordering through class mayor or deputy mayors:

1. **Class Mayor** or **Deputy Mayor** will be responsible for distributing the **a) Pre-order form link** to the students in their class interested in purchasing organization merchandise. **ONLY the class mayor** is allowed to accomplish the **b) Google Forms Order Link** for their section.
    a) **Pre-order form link**: 26'-27' Merch Pre-Order Link
    b) **Google Forms Order link:** 26'-27' Google Forms Order link
2. All information is required to **fill in and must be correct.**
3. All payments will be **collected** by the **class mayor or deputy mayor.**
4. The completed order form (2 printed copies with wet signatures), along with the payments, must be submitted to a SWITS officer on the Student Center or before the deadline **(September 26, 2026).**
5. Upon submission, the class representative will **receive a receipt or purchase confirmation.**
6. All orders will be claimed **one by one (per student)** to **complete the order form.**

C. Ordering Individually:

1. This option applies **only if** the Class Mayor has already submitted the section list and a student needs to follow up/add their order afterwards.
2. Ordering of merchandise will be held at the **Student Centre** located in the **NSTP building.**
3. Only the **SWITS President Junel F. Dayrit, SWITS Head for Finance, Ms. Lindsay A. Mauricio,** and the **SWITS BM for Audit, Reina L. Nakata** and **assigned authorized officers** are allowed to accept orders and collect payments.
4. Members will be the one to write their orders to avoid confusion.
5. Upon ordering, the member will receive a receipt or receiving copy.

II. DATE AND LOCATION OF SELLING

- Pre-order will start **from September 4, 2026 (10:00AM) to October 10, 2026 (5:00PM).**
- Transactions will be conducted at the **student center** in the **NSTP Building.**

III. PRICING AND PAYMENT SCHEME

Merchandise	Legend	PRICE
Shirt	NS	Php 260.00 (Navy Blue Version)
	WS	Php 254.00 (White Version)
Lanyard	L	Php 117.00
Bundle	B1 (Navy Blue Shirt + Lanyard)	Php 367.00
	B2 (White Shirt + Lanyard)	Php 360.00

IV. HEALTH AND SAFETY PROTOCOLS

- Entering the student center is by five only to prevent suffocation inside the office.