

Benilde-St. Margaret's School Apparel Policy

"All apparel must be approved by the athletic director and/or the high school assistant principal prior to ordering, for teams, clubs or activities involved in competition. Items not approved may be prohibited from being worn in school or at activities where students are representing Benilde-St. Margaret's."

Colors:

- **BSM school colors are only RED and WHITE.**
- **Black is not a third school color and cannot be used; black is not acceptable even if BSM is not mentioned on the garment.**
- Black is only acceptable as a small (1/4 inch) outline of numbers or letters on uniforms. No other additional black is allowed as part of the uniform or apparel.
- Gray is an acceptable color for the team garment (e.g. sweatshirt, t-shirt) with red or white lettering.

Font, Lettering and School Name:

- **The official Benilde-St. Margaret's Red Knight is the only logo to be used on apparel.**
- The school crest may be used only on apparel for activities that traditionally have used a crest (e.g. soccer, chess).
- The Athletic Office has a copy of the logo sheet.
- **Benilde-St. Margaret's, BSM or Red Knights is to be in Times New Roman.** Script writing may be used only on apparel for sports that traditionally have used script (e.g. baseball, softball).
- **Benilde-St. Margaret's cannot be shortened to Benilde or split onto two lines. Benilde-St. Margaret's must be on one line. Use Red Knights or BSM if space is an issue.**
- Nicknames on apparel MUST be pre-approved by the athletic director or the high school assistant principal.

Purchasing Procedures:

- ***Place the order early in the season so students get apparel during the season NOT at the end.***
- Keep in mind, the more printing you add to a garment the more the cost. Please be thoughtful of all families' financial needs.
- **Once the team's order is complete, a list of the students' names and the total cost of the order needs to be turned in to the Athletic Office. All purchases will be added to the student's tuition account. No money should be collected by students or parents. The bill will then be paid by the Athletic Office.**

Apparel worn by a team is considered team apparel and is subject to the school guidelines, even if no BSM identification is on the garment.

Clubs, activities and organizations (non-competition) are allowed to use non BSM approved colors for apparel, as long as BSM is not identified on the garment.