

Guidelines for the Ribbon and Honorary Decorations of Kuopion Tekun Opiskelijayhdistys ry (KUTOP)

Organization Ribbon and Honorary Decorations

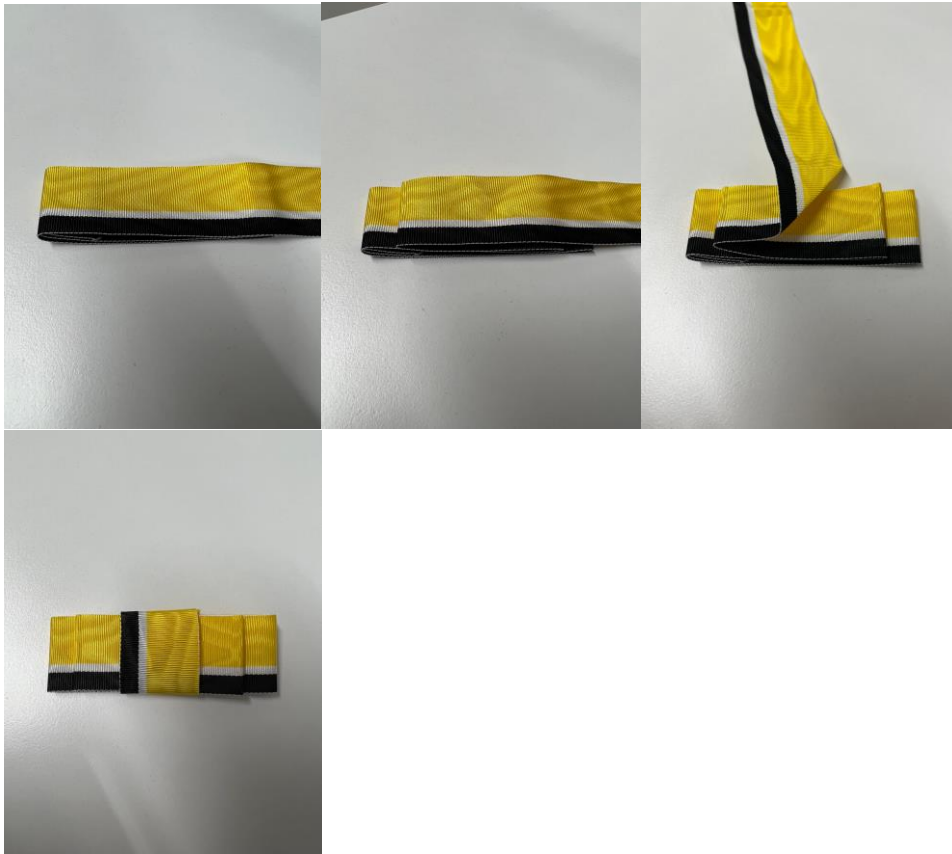
KUTOP's organization ribbon is a 30 mm wide, yellow-based ribbon with a black, wider stripe on one edge and a thinner white stripe next to it. The organization ribbon is awarded to the board members and full-time employees. Members of the association also have the right to wear the organization ribbon. The board may also grant the ribbon as a recognition to individuals outside the association for use in academic ceremonies.

When wearing the organization ribbon, the rest of the attire must be appropriate for the occasion and the dignity of the ribbon. Men wear the ribbon diagonally from the right shoulder across the chest to the left hip. In formal attire (tailcoat), the ribbon is worn under the waistcoat, while in a suit, it is worn over the waistcoat and tie. Women wear the ribbon folded into a rosette on the left side of the chest or diagonally from the left shoulder across the chest to the left hip. However, the ribbon must not touch bare skin. The ribbon should always be worn with the black stripe at the bottom. In the centerfold of the rosette, the black stripe should be on the left.

The ribbon must be clean and intact when worn. The wearer of the ribbon must always represent the association with dignity and respect.

Only KUTOP-awarded badges may be worn on the organization ribbon.

Current and former board members wear the honorary decoration, KUTOP's pin, with formal attire by attaching it to the organization ribbon. For men, the pin is placed at the center of the ribbon across the chest, while for women, it is attached in the middle of the rosette.



Instructions for Folding the Rosette

1. Fold the ribbon into three layers as shown in the image. The lower layer of the rosette should be **9 cm wide**.
2. Next, fold the second layer of the rosette, which should be **6 cm wide**.
3. Then, make a central fold as shown in the image.
4. Wrap the ribbon once around the rosette, then fold the remaining end behind it.
5. Ensure that the rosette is neatly folded according to the images and instructions.
6. Secure the folds on the back with small stitches, and trim any excess ribbon so that it does not show from underneath the rosette.
7. The rosette can be attached to formal attire with safety pins or lightly sewn onto the garment. Remember to position the rosette so that the black stripe is at the bottom, and in the center of the rosette, the stripe should be on the **left when viewed from the front**.