MICHIGAN STATE UNIVERSITY TRADEMARKS
LICENSING WAIVER FOR
UNIVERSITY DEPARTMENT AND STUDENT ORGANIZATION USE

MSU departments, Registered Student Organizations, as defined in *Spartan Life*, student sports teams, and residence hall organizations using the names, marks, logos, seals and/or symbols of Michigan State University in any commercial manner, whether fund-raising or promotional, are required to seek prior approval from the office of University Licensing Programs, 215 MSU Union, 355-3434. ***Prior to the production of any materials, products or premiums, this waiver form must be completed and submitted to the University Licensing Programs office along with a copy of the proposed artwork.*** (Please refer to the "Policy for University Department and Student Organization Use" for an explanation of the policy.) Student organizations should also contact the Student Life Department (355-8286) to determine if they are also required to complete an *Activity Planning Form*.

Name of department or group _____

Phone _____ Fax _____ Contact _____

Advisor (*if a student group*) _____

Description of Project:

Dates (start and ending)_____

Product/Premium Plans: (*please check one*)

Products to be resold for fund-raising purposes ☐

Products to be used for internal use/as giveaways ☐

Product description (quantity, type and purchase price; i.e., "100 T-shirts at $3.50 each")

_____

_____

(NOTE: You must include a copy of your artwork with this form.)

Proposed supplier for your products (*include name, address, phone, contact person*) _____

_____

(NOTE: Products intended to be resold for fund-raising purposes must be purchased from a current licensee of the University. Please contact the University Licensing Programs office for assistance in identifying companies qualified to fill your order.)

Method of Payment: University Purchase Order ☐ P-Card ☐ Other ☐

I verify that the above organization is a valid campus department or Registered Student Organization and that the fund-raising/promotional project described above is only for the purpose of supporting the organization, not for the profit of an individual or business.

_____

Signature of Authorized Representative *Date*

The above project has been approved by University Licensing Programs and is exempt from the royalty charge.

_____

Signature of Licensing Director *Date*