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, 13 MSU Union, 355-3434 (fax: 432-9859). Prior to the production of any materials, products or premiums, this waiver form must be completed and submitted to the licensing 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*) _____

Project description. (*please check one*)

Products to be used for internal use/as giveaways ☐

Products to be resold for fund raising purposes ☐
*(Please include start and end dates):*_____

Product description. Please include the quantity, type, and purchase price; i.e.100 T-shirts at $3.50 each.

_____

(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.)

Supplier information. (*please include name, address, phone, contact person if company is not a university Licensee*) _____

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Artwork description. Please your supplier email a file of your finished layout to: licensing@union.msu.edu for review. *(Authorization will not be granted until your artwork has been approved.)*

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*