



Approval Process for Using OU Names, Logos and Trademarks for OU-Tulsa Student Organizations

OU-Tulsa Student Organizations interested in using OU trademarks are required to seek approval through OU-Tulsa Student Affairs.

The process is simple and allows the University the opportunity to ensure the proper use of the name and trademarks. In order to be eligible to use University Trademarks student organizations must be registered with the OU-Tulsa Student Association (OUTSA) and OU-Tulsa Student Affairs. A digital copy of the Trademark Licensing Approval Form is located on the OU-Tulsa Student Affairs website (<http://tulsa.ou.edu/studentaffairs>) under the “Forms” tabs.

Steps to obtain approval for use of OU trademarks:

1. Complete sections 1-3 of the *Trademark Licensing Approval Form* and obtain a proof of the artwork from an approved Licensee.
 - A list of licensees approved to produce merchandise with OU trademarks can be found at <http://soonersports.com/licensing>
2. Submit the *Trademark Licensing Approval Form* to OU-Tulsa Student Affairs, room 1C53 in the main academic building, to complete section 4 of the form.
3. Section 5 is the final step in the approval process and will be completed by OU Trademark & Licensing.
4. **Please allow a minimum of two weeks for processing, which could possibly include design revisions.

Licensing guidelines, a list of trademarks and logos, as well as a list of Licensees can be found at <http://soonersports.com/licensing>.

OU-Tulsa Student Affairs
4502 E. 41st Street, Rm. 1C76 | Tulsa, OK 74135
P: (918) 660-3100 | F: (918) 660-3100 | <http://tulsa.ou.edu/studentaffairs>

Trademark Licensing Approval Form

The University of Oklahoma – Tulsa Schusterman Center
Student Organizations Internal Use/Charitable Causes

Prior to ordering or selling any merchandise, student organizations must submit this form with sections 1, 2 and 3 completed to OU-Tulsa Student Affairs, Rm. 1C76. A copy of the artwork must also be included.

1 STUDENT ORGANIZATION

Organization Name: _____ Contact Name: _____
Phone: _____ Email: _____

2 PRODUCT INFORMATION

Product (Please be specific): _____
Quantity: _____ Cost per unit from Manufacturer: _____
Distribution Channels: _____
Manufacturer: _____ Contact Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____
Is the product for internal consumption (not to be resold)? Yes No - Resale Price: _____
All (100%) of the proceeds will go to: _____

3 ADVISER APPROVAL

I have reviewed and approve the attached request for consideration.

Name: _____ Date: _____ Phone: _____
Email: _____ Signature: _____

4 OU-TULSA STUDENT AFFAIRS APPROVAL

I have reviewed and approve the attached request by OU Trademark Licensing.

Comments: _____

At the OU-Tulsa Schusterman Center, the above named group:

Student Association Administrative Org. Registered Academic Student Org. Registered Student Org.

Name: _____ Date: _____ Phone: _____
Email: _____ Signature: _____

5 OU TRADEMARK LICENSING APPROVAL

Product: Approved Denied Order to be Royalty Exempt: Yes No

Comments: _____

Name: _____ Signature: _____ Date: _____

Manufacturers must be a licensee of the University of Oklahoma. Some products may be subject to rights fees or royalties depending on how they are being used (internal consumption vs. external consumption). Designs that depict the University of Oklahoma in a derogatory manner will not be approved. The use of or reference to other personalities/institutions/etc. require written consent from that person/institution/etc.