Use of Cornell Names, Logos, and Artwork on Manufactured Items

Please use a separate form for each manufacturer that will produce your item(s). Multiple items to be produced by the same manufacturer may be included on one form.

1. Name of licensed manufacturer

   Only licensed manufacturers can be used to produce Cornell items. A list of authorized manufacturers is available online at www.cornell.edu/identity/downloads/Licensed_Companies.pdf or from the Student Activities Office, 521 Willard Straight Hall, or University Communications, 308 Day Hall.

2. Description of Item(s)

   A copy of all artwork to be used on the item(s) must be attached to this form.

3. Quantity of each item to be produced

4. How will the item(s) be used? (team uniform, thank-you gift, memento, etc.)

5. If the item(s) will be used in connection with an event, give event name and date

6. The item(s) will be:
   - [ ] given away
   - [ ] sold at cost
   - [ ] sold at profit
   - [ ] sold as a fund-raiser

7. Proceeds will be used for

   • If any proceeds will go to an organized charity, you must attach the charity’s written acknowledgement.
   • If the item(s) will be sold, you must contact the appropriate city/town/village clerk offices to obtain any municipal permits that might be required in connection with sales activities.
   • If the item(s) will be distributed on university property, you must complete a Use of University Property form, available online at www.activities.cornell.edu/EventReg.

8. Your name and title

9. E-mail ___________________________ Telephone __________________ Fax __________________

10. Organization/unit/department/course

11. Organization address

   Student Organizations:
   - name of advisor/coach _____________________________

   Student organizations, sports clubs, sororities, fraternities, etc. must be registered with the university and in good standing as of the date of this request.

   Class Projects:
   - name and number of course ____________________________
   - name of instructor ____________________________
   - telephone of instructor ____________________________

12. Your signature ____________________________ Date __________________

Approved by ____________________________ Date __________________

Restrictions ____________________________

This approval does not imply Cornell University’s endorsement of the item(s), nor does it imply permission to use the artist’s graphic design, the names of sponsoring organizations, or the names of benefiting organizations.

1/07