



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.