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.
# 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.

OU-Tulsa Student Affairs  
4502 E. 41st Street, Rm. 1C76  | Tulsa, OK 74135  
P: (918) 660-3100  | F: (918) 660-3101  | http://tulsa.ou.edu/studentaffairs