



# Office of Licensing and Trademarks

Fresno State Department of Intercollegiate Athletics  
5048 North Jackson LS 135 – Fresno CA 93740  
Laboratory School 104 - **Intercampus Mail Stop: LS 135**  
Phone: 559.278.4451– email: cchiong@csufresno.edu

## ROYALTY WAIVER FORM

**For Campus Internal Use and Benefit by Departments and Officially Recognized University Clubs and Organizations**

Departments and officially recognized clubs and organizations of Fresno State are required to seek prior approval when using the names, marks, logos and or symbols of Fresno State for any commercial venture, whether fund raising or promotional. Items bought by a department, club or organization for internal use and benefit are exempt from royalty fees ordinarily charged on items for resale or promotional use. A Fresno State vendor licensed through the Collegiate Licensing Company **MUST** produce all items. Items bought by a department, club or organization which are to be resold or given away as a promotional item, **ARE NOT EXEMPT** from royalties. Before ordering any product bearing the names, marks, logos and or symbols of Fresno State, approval must be granted by the Licensing Director. The following waiver must be completed and signed by the appropriate representative(s) prior to production. A royalty waiver form **MUST** be completed for **EACH** design and/or product.

Department / Club / Organization Name: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Department Chair / Advisor: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Project: (check all that apply)

- Employee / Organization Use (If item is to be resold to employees/members, you cannot proceed with a royalty waiver form)
- Fund Raiser (If this item is to be resold, you cannot proceed with a royalty waiver form)
- Promotional Giveaway (If item includes a logo or name of a corporate sponsor, you cannot proceed with a royalty waiver form)
- Other (explain) \_\_\_\_\_

Date(s) if Fund Raiser or Other: \_\_\_\_\_

Description (i.e. T-shirts, mugs, key chains) \_\_\_\_\_ Qty: \_\_\_\_\_

**NOTE: ART WORK MUST BE SUBMITTED WITH THIS FORM (May submitted electronically to cchiong@csufresno.edu)**

Name of Vendor: \_\_\_\_\_

**NOTE: VENDOR MUST BE LICENSED WITH THE COLLEGIATE LICENSING COMPANY**  
(For assistance in selecting a licensed vendor, contact the Licensing Director)

I verify that the above is a department or an officially recognized club or organization of Fresno State and the purpose of the project described is for promoting the department / club / organization and not for profit of any individual or business.

Name or Club or Organization Officer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Department Chair /Advisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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The following is to be completed by the Licensing Director:

<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Approved with Changes</b>	<input type="checkbox"/> <b>Disapproved</b>
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Comments: \_\_\_\_\_

Signature of Licensing Director \_\_\_\_\_ Date \_\_\_\_\_