



## Steps to order UC Logoed Merchandise for your Recognized Group.

1. Make sure that your group is recognized and in good standing with the LEAD Center. You can view active status of your group on [callink.berkeley.edu](http://callink.berkeley.edu)
2. Choose from the list of Licensed Internal Suppliers.  
(<http://bcbp.berkeley.edu/brand-protection/licensing-products-using-berkeley-trademarks?>)
3. Upload your design or work with the licensee to design your project.
4. Arrange Payment - there is not royalty attached to the project.

At this point the design will be submitted to the Collegiate Licensing Company. It will appear shortly in the Cal Licensing online portal for artwork review.

### Review process:

1. The University (Cal Licensing) confirms with the licensee that the size of the order is reflective of the size of your group.
2. The University (Cal Licensing) reviews the design and approve, approve with changes, or disapprove.
  - a. "Approve with changes" typically means the design needs a TM, ®, or other small change.
  - b. "Disapproval" means there is something with artwork, order size, etc. that is not allowed by the University (logo treatment, color errors, product-type issues, etc...). You may be contacted by the University (Cal Licensing) or by your licensee to resolve any problems.
3. Your design is approved (or edited and then approved).

### About The Internal Campus Supplier program:

The Internal Campus Supplier program allows a recognized group to potentially produce merchandise bearing the trademarks of the university for internal consumption only. ICS merchandise has been categorized by the university as non-royalty bearing and therefore carries no extra cost to your group. ICS cannot sell to groups if the product will be resold and/or used for fundraising.

**NOTE:** We are currently working on solutions for approved campus groups to fundraise through the sale of logo merchandise.

