INTERNAL CAMPUS SUPPLIER OVERVIEW
PRESENTATION OVERVIEW

CLC License Types and Requirements

MyCLC

UPI

Artwork Submission Process

Royalty Reporting Process

Questions
CLC LICENSE TYPES

**Internal Campus Supplier**
- Referred to as ICS
- Internal Consumption ONLY; no retail sale or sales direct to consumer
- $100 application fee

**Local**
- Licensed with schools in the state
- Multiple distribution channels
- $100 application fee

**Standard**
- National license; no state restrictions
- Multiple distribution channels
- $1000 application fee

Application available online at http://www.clc.com/Licensing-Info.aspx
CLC LICENSE REQUIREMENTS

- FLA Registration
- Insurance
- AMA/Disclosure Forms
- MyCLC Artwork & Royalty Reporting
ARTWORK
All orders for internal consumption for the University of Missouri must be submitted & approved in MyCLC prior to production. You must also complete a Product Request form.

ROYALTIES
Apparel and promotional products ordered by university departments, student organization and club sports are subject to the applicable royalty rate, unless:

1. the product is purchased with university funds; and
2. will not be resold; and
3. bears the unit name or reference to the campus event for which it is being purchased.
MyCLC
This section includes resources such as institution specific information, policy explanations, CLC forms and informational documents. These documents are useful in administering a licence through CLC. This section also provides direct access to infringer reporting and Logos on Demand modules. You may access each of the subsections by using the navigation buttons located on the left side of the page.
INDUSTRY CALENDAR

January 2016
1 Outback Bowl - Tampa, FL
1 Buffalo Wild Wings Citrus Bowl - Orlando, FL
1 Fiesta Bowl - Glendale, AZ
1 Rose Bowl Game - Pasadena, CA
1 Allstate Sugar Bowl - New Orleans, LA
2 Tax Slayer Bowl - Jacksonville, FL
2 AutoZone Liberty Bowl - Memphis, TN
2 Valero Alamo Bowl - San Antonio, TX
2 Cactus Bowl - Phoenix, AZ
8 Div II Football Championships - Frisco, TX
11 CFP National Championship - Glendale, AZ
18 Martin Luther King Jr. Day observed - CLC offices closed
24-26 Sports Licensing and Tailgate Show - Las Vegas, NV

February 2016
16 Presidents' Day observed - CLC offices closed

March 2016
3-5 International Collegiate Licensing Association (ICLA) Winter Symposium
4-6 Camex Campus Market Expo Event - Houston, TX
6-8 Camex Campus Market Expo Trade Show - Houston, TX
15-16 NCAA Men's Div I Basketball First Four - Dayton, OH
17-19 NCAA Div I Wrestling Championships - NY

April 2016
2-4 NCAA Men's Final Four - Houston, TX
3-5 NCAA Women's Final Four - Indianapolis, IN
7-9 NCAA Men's Div I Ice Hockey Frozen Four - Tampa Bay, FL

May 2015
16-18 CLC Licensing Directors' Seminar
26-30 NCAA Men's Div I Lacrosse Championships - Philadelphia, PA

June 2015
2-8 NCAA Women's College World Series - Oklahoma City, OK
8-11 NCAA Outdoor Div I Track & Field Championships - Eugene, OR
13-15 NACDA, NACMA, NAAED, and ICLA Conventions - Dallas, TX

July 2015
4 Independence Day - CLC offices closed
12-19 Atlanta International Gift & Home Furnishings Market - Atlanta, GA

August 2015

September 2016
2 College Colors Day
2 CLC offices closed
5 Labor Day observed - CLC offices closed
- Authorized Manufacturer’s Agreement
- Labor Code Agreement
- Factory Site Disclosure Form
## Licensee Resources

This section includes general information, as well as specific information, related to the CLC License Agreement, requirements, policies and special programs.

### Table of Resources

<table>
<thead>
<tr>
<th>Title</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logos on Demand Information</td>
<td>This document outlines the benefits and costs of Logos on Demand and provides instructions on how to use them.</td>
</tr>
<tr>
<td>Game Day/Activity Licensing &amp; Reporting</td>
<td>This document includes information on requesting, submitting artwork, and reporting results.</td>
</tr>
<tr>
<td>CPSIA of 2008 Guide</td>
<td>This document includes a brief description and frequently asked questions of the CPSIA requirements.</td>
</tr>
<tr>
<td>Consumer Product Safety Commission Hazard and Label Guidelines</td>
<td>This document includes the labeling requirements of the Consumer Product Safety Commission.</td>
</tr>
<tr>
<td>CLC Wiring Instructions</td>
<td>CLC Wiring Instructions provide detailed information on obtaining a conference license.</td>
</tr>
<tr>
<td>Conference Licensing Information</td>
<td>Application for the Conference.</td>
</tr>
<tr>
<td>AdvoCare Texas Kickoff Game Application</td>
<td>Application for AdvoCare Texas Kickoff Game.</td>
</tr>
<tr>
<td>Chick-fil-A Kickoff Game 1 Application</td>
<td>Application for Chick-fil-A Kickoff Game 1.</td>
</tr>
<tr>
<td>Chick-fil-A Kickoff Game 2 Application</td>
<td>Application for Chick-fil-A Kickoff Game 2.</td>
</tr>
<tr>
<td>CLC ACH Instructions</td>
<td>CLC ACH Instructions provide information for Tournaments of Roses Parade License.</td>
</tr>
<tr>
<td>Tournament of Roses Parade License Application</td>
<td>Application for the Tournament of Roses Parade License.</td>
</tr>
<tr>
<td>Bowl Licensing Information</td>
<td>2015-16 Bowl Licensing Information provides information regarding the 2015 Bowl Licensing Information.</td>
</tr>
<tr>
<td>NCAA National Champions Licensing Information</td>
<td>NCAA National Champions Licensing Information provides information regarding the 2015 Football National Champions licensing program.</td>
</tr>
<tr>
<td>Football National Champions Licensing Information</td>
<td>Information regarding the 2015 Football National Champions licensing program.</td>
</tr>
<tr>
<td>New MyCLC Overview</td>
<td>This webinar gives licensees a quick overview of the new MyCLC enhancements.</td>
</tr>
<tr>
<td>MyCLC Overview</td>
<td>This document outlines the components of MyCLC's Standard Retail Product License Agreement.</td>
</tr>
<tr>
<td>MyCLC Product Category List</td>
<td>This is a listing of all CLC defined apparel and non-apparel product categories and subcategories.</td>
</tr>
<tr>
<td>Retailers by CLC Distribution Channels</td>
<td>A list of retailers by distribution channel as defined by Appendix D of the CLC Standard Retail Product License Agreement.</td>
</tr>
</tbody>
</table>

**Reset Filters**

Items per page - 100

1 - 20 of 20 items
Licensee Forms & Instructions

This section includes user manuals for CLC’s online applications as well as user information on other collegiate-related entities systems.

- OLCP Hologram Label and Hangtag Order Form
- Finished Sample Approval Form
- FLA Portal User’s Manual
- Fundraising Program Request Form
- MyCLC Artwork Creation Guidelines
- MyCLC CLC User’s Manual
- MyCLC Licensee User’s Manual
- MyCLC IGS User’s Manual
- MyCLC Online Royalty Reporting User’s Manual
- Online Royalty Reporting Upload Template
- Special Program Request Form

Use this form to obtain the Officially Licensed Collegiate Product hologram label from J...
Applicants and Licensees must complete and submit this form with any university sampl...
This document outlines how to register and renew with the Fair Labor Association in the...
Use this form to request the addition of a fundraising program to your CLC License Agre...
This document includes examples of things to avoid when creating a PDF file for submis...
This document provides a complete overview of the MyCLC system for Internal Campus...
This document provides a complete overview of the MyCLC system, including instructio...
This document includes instructions and requirements for reporting royalties online thro...
Use this template to format your .CSV file for upload in the Report Royalties section of M...
Use this form to request the addition of a special program to your CLC License Agreem...
## Institution Information

This section includes information about CLC Partner Institutions, including royalty rates, MRU's, exemptions, Conference affiliations, and much more.

<table>
<thead>
<tr>
<th>Title</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLC University List - General Information</td>
<td>A complete list of CLC Institutions including CLC short codes, FLA and/or WR...</td>
</tr>
<tr>
<td>Institution Satellite Campuses</td>
<td>This document lists CLC institutions that also administer the licensing program...</td>
</tr>
<tr>
<td>Institution Conference Affiliations</td>
<td>This is a list of athletic conferences and their affiliated institutions.</td>
</tr>
<tr>
<td>Institution Policies for Reconsideration</td>
<td>This document outlines institution policies regarding reconsideration of lice...</td>
</tr>
<tr>
<td>Institution MRU's</td>
<td>This document includes a list of college and university minimum royalties per...</td>
</tr>
<tr>
<td>University Exemption Policies</td>
<td>List of CLC Partner Institution exemption policies.</td>
</tr>
</tbody>
</table>
Announcements & Updates
- System updates
- CLC Office Closings
- Institution Updates

CLC Company News
- Industry Updates
- Partnership Extensions

Logos on Demand
- Direct link to site

FAQ’s
- General Questions
- Reach out to coordinator
<table>
<thead>
<tr>
<th>Report Name</th>
<th>View Pdf</th>
<th>View Excel</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Approved Distribution Channel (Appendix D)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Approved Product Categories (Appendix E)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Authorized Manufacturers List</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Disclosed Manufacturers List</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Licenses List</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Prepaid Royalty Balances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Quarterly Royalties Reported By License Type and Institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Quarterly Royalties Reported By Product Categories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Year-To-Date Royalty Report By Product Category and Institution with Ranking</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Unique Product Identifier (UPI)
WHAT IS A UPI?

• UPI is a unique product identifier created by the licensee to link royalty sales to artwork submissions
• Must be unique. You cannot use the same UPI for the same product & university more than once.
• UPI can be the same as your CLC design number

PURPOSE

Creating a link between royalty sales and artwork will expand schools’ analytic capabilities to evaluate their licensing programs.
Starting January 1, 2017, all artwork submissions should include UPI.

Each royalty sale entered into your royalty report must also have a UPI associated with a corresponding artwork submission.

UPI can be assigned when you submit artwork or later on using Upload Template.

If royalties are due, you will need to know the following information for the report due April 20, 2017:

- Product Sub-Category
- Invoice Date
- Invoice Number
- UPI
If you have a reorder and need to use the same UPI, click the “Re-Approval” button. This will load a new submission form, but will reference the UPI previously assigned. You will need to upload the artwork and enter the other information.

Note the reason for ‘Re-Approval’ in the additional information section: Reorder, resubmission with changes, etc.
• Access previously approved artwork submission
• Click on “Manage UPI”
• Add or delete UPI from submission
ASSIGNING UPI TO OLD ARTWORK

In order to add a UPI to existing artwork:

• Go to Artwork
• Search
• Enter dates for past artwork submissions
• Once artwork appears, select “UPI Template”
• The template will be sent to your email
You will receive a document that looks like this:

<table>
<thead>
<tr>
<th>Art Id</th>
<th>Property</th>
<th>License</th>
<th>Design</th>
<th>Submission Date</th>
<th>Decision Date</th>
<th>Status</th>
<th>UPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>6203777</td>
<td>MIS</td>
<td>Standard License</td>
<td>154572-90914</td>
<td>9/20/2016 3:43:00 PM</td>
<td>9/22/2016 11:48:00</td>
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<td></td>
</tr>
<tr>
<td>6169070</td>
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<td>Standard License</td>
<td>154495-154496-113</td>
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<td>8/29/2016 1:28:00</td>
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<td></td>
</tr>
<tr>
<td>6161773</td>
<td>MIS</td>
<td>Standard License</td>
<td>154504-1513</td>
<td>8/23/2016 5:24:00 PM</td>
<td>8/29/2016 4:25:00</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>6151667</td>
<td>MIS</td>
<td>Standard License</td>
<td>154454-113</td>
<td>8/17/2016 1:33:00 PM</td>
<td>8/24/2016 1:57:00</td>
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<td></td>
</tr>
<tr>
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<td>Standard License</td>
<td>154453</td>
<td>8/17/2016 12:04:00 PM</td>
<td>8/30/2016 4:06:00</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>6138320</td>
<td>MIS</td>
<td>Standard License</td>
<td>154249-614</td>
<td>8/10/2016 9:26:00 AM</td>
<td>8/10/2016 2:43:00</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>6138309</td>
<td>MIS</td>
<td>Standard License</td>
<td>154248-622</td>
<td>8/10/2016 9:18:00 AM</td>
<td>8/10/2016 2:43:00</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>6133916</td>
<td>MIS</td>
<td>Standard License</td>
<td>154407-7001</td>
<td>8/8/2016 11:17:00 AM</td>
<td>8/8/2016 11:41:00</td>
<td>ApprovedWithChanges</td>
<td></td>
</tr>
<tr>
<td>6133913</td>
<td>MIS</td>
<td>Standard License</td>
<td>154406-115</td>
<td>8/8/2016 11:16:00 AM</td>
<td>8/8/2016 11:41:00</td>
<td>ApprovedWithChanges</td>
<td></td>
</tr>
<tr>
<td>6133886</td>
<td>MIS</td>
<td>Standard License</td>
<td>154405-115</td>
<td>8/8/2016 11:08:00 AM</td>
<td>8/8/2016 11:42:00</td>
<td>ApprovedWithChanges</td>
<td></td>
</tr>
<tr>
<td>6125537</td>
<td>MIS</td>
<td>Standard License</td>
<td>154399-400-113</td>
<td>8/2/2016 12:32:00 PM</td>
<td>8/8/2016 3:43:00</td>
<td>F Approved</td>
<td></td>
</tr>
<tr>
<td>6125536</td>
<td>MIS</td>
<td>Standard License</td>
<td>154398-115</td>
<td>8/2/2016 12:31:00 PM</td>
<td>8/8/2016 3:44:00</td>
<td>F Approved</td>
<td></td>
</tr>
</tbody>
</table>

You can then enter UPIs for all past artwork submissions. Once you have entered the UPIs, save this document as a CSV file.
Once you have saved the document, click on “Submit UPI” under Artwork on your Dashboard in MyCLC.

Upload the CSV file that you just saved and the UPIs will be assigned.
• After you have entered and saved UPIs for all artwork for orders completed for the quarter, you are ready to submit your royalty report.

• For your April 20, 2017 report, you will be unable to submit your royalty report if a UPI is not assigned.

IMPORTANT! Effective immediately, a new Upload Header Template is required which includes UPI, Invoice #, and Invoice Date columns. These 3 columns are optional until January 1st, and may be left blank until then. The new header template must be used now in order for your file to upload.
MyCLC Artwork Submission Process
• New link: http://myclc.clc.com
• Username is CLC account number
• Password is case sensitive
• Click “Artwork”
• Click “Submit Artwork”
• Select “University of Missouri (Standard License)”
• Click “Next”
• Enter secondary email addresses, if applicable
• Click “Select Artwork” button
• Find design on your computer to attach
  • Must be PDF, under 5MB
• Design must be mocked up on image of product
**Artwork Details**

**Design # *:**

**Order Pending *:**

**Select**

**Product / Garment Colors *:**

**Are you applying logo to blank goods? *:**

**Select**
• Indicate department ordering the product.
• For licensees completing business for internal customers, please use the department that is ordering the product.
This information needs to be included in the “Additional Information” section:

- Department / student group name
- Department / student group email address
- Type of product(s)
- Quantity of items
- Order date
- Intended use of items by department
Check boxes for:

- Material Content
- Logo Application
- Products
- Distribution Channel
• Click “Save” in bottom right corner
• General timeline for artwork review is 24-48 hours (reviewed by MU Licensing & Trademarks)
• Artwork must be submitted and approved for every order you complete for Missouri. Production should not begin until the exact artwork has been approved in CLC.
Royalty Reporting
Royalties are required to be submitted through MyCLC quarterly according to the following schedule:

<table>
<thead>
<tr>
<th>Sales Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January-March</td>
<td>April 20(^{th})</td>
</tr>
<tr>
<td>April-June</td>
<td>July 20(^{th})</td>
</tr>
<tr>
<td>July-September</td>
<td>October 20(^{th})</td>
</tr>
<tr>
<td>October-December</td>
<td>January 20(^{th})</td>
</tr>
</tbody>
</table>
Over the next few slides, you will learn how to submit three different royalty reports in MyCLC. The three reports are:

1. **No Sales Report**: This report will be submitted if your company has no sales for the quarter.

2. **Exempt Sales**: This report will be submitted if your company only has sales that are exempt.

3. **Royalty Bearing Sales**: This report will allow you to submit royalty bearing sales as well as exempt sales.
• Royalty Rate is 12%
• Minimum Royalty Rate per Unit (MRU):
  • Licensee shall calculate royalties based upon the Royalty Rate or Minimum Royalty per Unit, whichever is greater, for the distribution and sale of the Licensed Articles displaying the Licensed Indicia of the Collegiate Institutions

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>MRU's by Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men's/Unisex T-shirts (01A)</td>
</tr>
<tr>
<td>Missouri - University of</td>
<td>$0.55</td>
</tr>
</tbody>
</table>
EXAMPLE: University of Missouri
Category 01A (Men’s/Unisex T-Shirts)

Standard Royalty Rate 12%
Minimum Royalty/Unit (MRU) $ 0.55

MRU Rate/Royalty Rate = Cutoff Price

So, for Missouri:
0.55/.12 = 4.58 Cutoff Price

T-shirts sold at $ 4.58 or below should be reported as MRU units.
• After logging into MyCLC, click on “Royalty Reporting”
• Click “Create Report.”
• Select the type of report you are creating.
• If you have no sales for the Quarter, select “No Sales Report.”
• Select type of license.
• **Always select: Standard License (1) for internal sales**
The report will generate and the following screen will appear. Since licensee has no sales to report, select “Close Detail.”
• To submit, check the box in the column labeled “Check to Submit.”
• Once selected, click on the button for “Submit Selected” at the bottom of the screen.

You have successfully submitted the report!
• After logging into MyCLC, click on “Royalty Reporting”
• Click “Create Report.”
• Select the type of report you are creating.
• If you only have Exempt Sales, then please select “No Sales Report” for the Quarter.
• Select type of license. For internal sales, select “Standard License (1).”
• The report will generate and the below screen will appear.
• Since licensee has exempt sales to report, select the “Exempt Sales” option.
Please enter the total exempt sales, product category(s), and where the product was sold for each institution licensed and select “Save Changes.”

Once the changes have been saved, click “Close Details” at the top right of the page.
The report should now be listed under the "View Reports" tab.
To submit, check the box in the column labeled "Check to Submit."
Once the box is checked, the "Submit Selected" button will turn blue and you will select this button to submit the report to CLC.

You have successfully submitted the report!
• After logging into MyCLC, click on “Royalty Reporting”
• Click “Create Royalty Report”
• You can either upload your sales manually or by CSV upload.
  (If you want to use the CSV upload, you can download the template on the right side of the screen.)
• Either way, always select the “Standard License (1)” option.
Click “Add New Entry” to begin entering your data.
Type institution name

Select appropriate product category

Select appropriate product category

Type in generic product description

Type or select invoice date

Type invoice number

Choose correct unique product identifier

Use correct retail code

Should default based on retail code

Enter location of retailer/department

Enter total sales

Enter total units

Royalty bearing sales should the same as total sales

Leave this blank unless you are selling t-shirts/fleece/women’s apparel for less than the cutoff price for the University. (click the ? If you are unsure)
Please use the retailer codes below based on the end consumer of the product for internal purchases made by Missouri.

<table>
<thead>
<tr>
<th>INTERNAL CUSTOMER/RETAILER NAME</th>
<th>RETAIL CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLUB SPORTS</td>
<td>INTCS</td>
</tr>
<tr>
<td>ALUMNI ASSOC/FOUNDATION</td>
<td>INTAAAF</td>
</tr>
<tr>
<td>STUDENT GROUPS</td>
<td>INTSTG</td>
</tr>
<tr>
<td>ATHLETICS</td>
<td>INTATL</td>
</tr>
<tr>
<td>HEALTH SYSTEM</td>
<td>INTHSY</td>
</tr>
<tr>
<td>GREEK</td>
<td>INTGRK</td>
</tr>
<tr>
<td>DEPARTMENTS/STAFF</td>
<td>INTDPS</td>
</tr>
<tr>
<td>DIVISIONAL CAMPUS</td>
<td>INTDVC</td>
</tr>
</tbody>
</table>
• Once all data has been entered, you will be taken to this screen. If you have Exempt Sales, click the “Exempt Sales” tab and report those sales as well.

• Once report is saved, you will click “Close Detail” to return to the View Reports screen.
• The report should now be listed under the “View Reports” tab.
• To submit, check the box in the column labeled “Check to Submit” and the click on the button for “Submit Selected.”

Once you click “Submit Selected” this box will appear.
• Once submitted, secondary window appears with payment voucher.
• Print voucher and send to CLC with payment by the 20th of the quarter.
• If zero royalties due, you do NOT have to print and send in voucher.
Submit Artwork
- Must be submitted and approved prior to production
- UPI required

Report Royalties Quarterly
- Reports and Payment are due to CLC by 20\textsuperscript{th} of the month
- Report must be submitted even for exempt and zero sales
- UPI required

Insurance
- At least $1,000,000 in product liability insurance
- Need updated certificate and endorsement every year

Renewal
- Pay Renewal admin fees
- Confirmation of Disclosures
CLC CONTACTS

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Phone: 573-882-7359
Questions?
THANK YOU!