



SWE Branded Name Badges and Business Cards: Policy and Ordering Procedure

SWE Badges:

Following Policy 0801: **SWE name badges** will be provided to the following BOD approved list of SWE leaders. They will be provided to SWE Leaders after the start of each fiscal year.

- SWE Future Leaders (SWEFLs)
- All Senators
- Nominating Committee Chairs & Members
- Committee Chairs
- Leadership Coaching Committee Chairs & Members (LCC)
- Task Force Chairs
- Coordinators
- Senate leadership
- Board of Directors
- Board of Trustees
- Past President

****If the above list does not pertain to you, you can still order a SWE Branded Name badge at your own cost.***

Exception: SWE Name badges will be ordered prior to the start of the fiscal year and issued to incoming BOD members at their orientation.

Name badges will be ordered without any indication of the fiscal year except in the case of President, President-Elect, and Past President. Visit the link below to fill out your information to place your order.

Name Badges: <https://www.surveymonkey.com/r/SWENB>

SWE Business Cards:

Business cards will be ordered without any indication of the fiscal year except in the case of President, President-Elect, and Past President. Visit the links below to fill out your information to place your order.

Exception: SWE business cards will be ordered prior to the start of the fiscal year and issued to incoming BOD members at their orientation.

****The cost of Business Cards are only covered for Board of Directors. If you are not a BOD, you can still place an order for business cards at your own cost.*** Visit the link below to fill out your information to place your order.

Ordering Procedure:

Please note: Name badges and business cards will be ordered without any indication of the fiscal year expect in the case of President, President-Elect and Past President

If you are placing an order for **a single person**

1. Email badgesandcards@swe.org with the following information (samples below)
 - a. **For Name Badges:**
 - i. First and Last name
 - ii. Title
 - iii. Section/committee
 - iv. Pronoun: ___/___/___ (optional) Ex. She/Her/Hers, He/Him/His, They/Them/Thiers, Ze, etc.
 - b. **For Business Cards**
 - i. First and Last Name
 - ii. Title
 - iii. Address (optional)
 - iv. Phone Number (optional)
 - v. Cell Phone Number (optional)
 - vi. E-mail address (optional)
 - vii. Pronouns: ___/___/___ (optional) Ex. She/Her/Hers, He/Him/His, They/Them/Thiers, Ze, etc.
 - viii. @swetalk /swe.org
2. **Please include which address the items should be shipped to:**
 - a. If you are paying for your own name badge, please make sure to include an email address which can be used to receive billing information for your order.
 - b. If you are paying for your own business cards, an electronic payment form will be provided to you, so we can obtain your payment information.

If you are placing an order **for multiple individuals**

1. Email badgesandcards@swe.org the completed "SWE_OrderList" spreadsheet that is also posted to the Governance Documents.
2. Please include which address the items should be shipped too.

After you have submitted your information, you will receive proofs of your name badge and/or business cards. Once proofs are approved you will receive an invoice for the total cost of the items.



Cost:

Business cards-

1 Name	2 Names	6 Names	10 Names
\$ 88.00 per box	\$ 55.00 per box	\$ 34.67 per box	\$ 31.00 per box

- One box of business cards includes 250 individual cards

Name Badges-

- \$9.20 per badge, (\$6.00 + \$3.20 magnetic clip)
- White 3X2 inch badge with ¼ rounded corners 56 mil PVC and magnet back.

*Please keep in mind the additional cost of shipping.

Examples:

Name Badge



Business Card



--If you have any questions please email badgesandcards@swe.org