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
- (BOD) 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](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 on swe.org> About> Resource Center> Volunteer Forms> SWE Branded Name Badges and Business Cards.
2. Please include which address the items should be shipped to.
Cost:
Business cards-

<table>
<thead>
<tr>
<th></th>
<th>1 Name</th>
<th>2 Names</th>
<th>6 Names</th>
<th>10 Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>$88.00 per box</td>
<td>$55.00 per box</td>
<td>$34.67 per box</td>
<td>$31.00 per box</td>
</tr>
</tbody>
</table>

- One box of business cards includes 250 individual cards

Name Badges-

- $9.20 per badge, ($6.00 + $3.20 magnetic clip)
  - 1st Class Postage w/tracking just went up to $5.60 (single package)
  - Drop shipment fee: $2 per package
- White 3X2 inch badge with ¼ rounded corners 56 mil PVC and magnet back.

*Please keep in mind the additional cost of shipping.

Examples:

<table>
<thead>
<tr>
<th>Name Badge</th>
<th>Business Card</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Name Badge Example" /></td>
<td><img src="image2.png" alt="Business Card Example" /></td>
</tr>
</tbody>
</table>

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