



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

SWE name badges and business cards will be provided to the following BOD approved list of SWE leaders.

- Senators
- Nominating Committee Chairs & Members
- Committee Chairs
- Advisory Board Chairs
- Leadership Coaching Committee Chairs & Members (LCC)
- Task Force Chairs
- Coordinators
- Senate leadership
- Board of Directors
- Board of Trustees
- Past Society Presidents
- SWE Staff

**If the above list does not pertain to you, you may still order at your own expense.*

**Chair-Elects, Coordinator-Elects, and similar “Elect” roles will receive a badge that indicates the fiscal year when they will be Chair, Coordinator, etc., which allows them to use the same badge for both their time as Chair-Elect and Chair.*

Name badges and business cards ordering cycles:

- BOD – ordered May 15 and delivered at orientation.
- Senators & Senate Leadership – ordered July 15 and delivered at Installation.
- Committee Leadership – ordered September 1 and delivered at Annual Conference at the Committee Meet-Up.
- SWE Staff – ordered at least once per month; additional orders may be scheduled for either high urgency or high volume.
- All others – ordered at least once per month; additional orders may be scheduled for either high urgency or high volume.

Visit the link below to place an order.

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

Business Cards: <https://www.surveymonkey.com/r/SWEBCards>



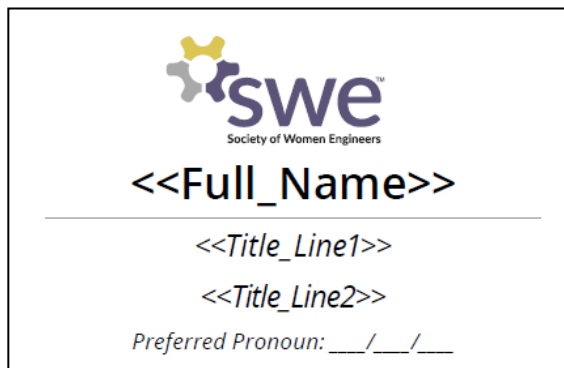
For those SWE members who wish to order badges or business cards and are not included in the list of leadership and staff above, an order must be placed with SWE HQ and paid for in full before the order is placed. Orders received will be placed on the next scheduled order date.

Cost (*subject to change – costs provided are reflective of costs at time of policy approval*):

- Business Cards (qty 250): approximately \$35 plus shipping
- Name Badge: \$9.20 per badge plus shipping costs; White 3X2 inch badge with ¼ rounded corners 56 mil PVC and magnet back

Examples:

Name Badge



Business Card



For Name Badges:

- First and Last name
- Title
- Section/committee
- Pronoun: ___/___/___ (optional) Ex. She/Her/Hers, He/Him/His, They/Them/Theirs

For Business Cards

- First and Last Name
- Title
- Address (optional)
- Phone Number (optional)
- Cell Phone Number (optional)
- E-mail address (optional)
- Pronouns: ___/___/___ (optional) Ex. She/Her/Hers, He/Him/His, They/Them/Theirs
- @swetalk /swe.org

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