



**\*\*NEW POLICY\*\***

## **SWE Branded Name Badges: Policy and Ordering Procedure**

**SWE name badges** will be provided to the following BOD approved list of SWE society level leaders.

- Board of Directors^
- Board of Trustees^
- Past Society Presidents
- Senate/Strategic Directorate Leadership and Senators
- Nominating Directorate Chairs & Chair-Elects
- Directorate and Working Group Chairs\* & Chair-Elects\*\*
- Advisory Board Chairs & Chair-Elects
- Task Force Chairs & Chair-Elects
- SWE Staff

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

*^BOD & BOT members will receive a badge that lists their fiscal year term(s); for example: Jane Doe, Director FY20 – FY22*

*\*BOD members & SWE Staff are not required to have an additional directorate track badge unless they so choose.*

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

### **Name badges ordering cycles:**

- BOD – ordered May 15 and delivered at orientation.
- BOT, Senate– ordered June 15 and delivered at Installation.
- Remaining society level leadership – ordered September 1 and delivered at Annual Conference at the Directorate & Working Group 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>

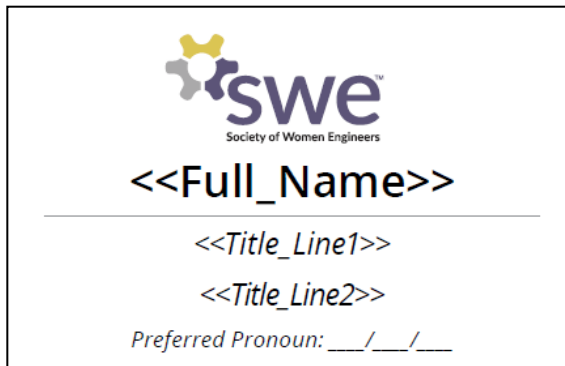
For those SWE members who wish to order badges and are not included in the list above, an order must be placed with SWE HQ and paid for in full before the order is placed. Orders received will be placed on the next scheduled order date.

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

- Name Badge: \$10.25 per badge plus shipping costs; White 3X2 inch badge with ¼ rounded corners 56 mil PVC and magnet back

**Examples:**

**Name Badge**



**For Name Badges:**

- First and Last name
- Title
- Section/Directorate/Working Group
- Fiscal Year
- Pronouns: \_\_\_/\_\_\_/\_\_\_ (optional) Ex. She/Her/Hers, He/Him/His, They/Them/Theirs

If you have any questions, please email [badgesandcards@swe.org](mailto:badgesandcards@swe.org)

Review the policy [here](#).