



VMN Admin Info Sheet

Nametag Information and Ordering Procedures



*This Info Sheet is intended for Chapter Board Members in the VMN Program.
Authored by Virginia Master Naturalist State Office*

Overview

We would like for all Virginia Master Naturalists who have graduated from the VMN Basic Training Course to wear nametags that are uniform statewide. To facilitate this process, we have set up a template with New River Engraving, a company based in Christiansburg. Orders will go through the VMN State Program Office and we have outlined the ordering process in this document.

The nametags are heavy plastic, 2" x 3" with a white background, and each volunteer may choose a pin or magnet backing for their nametag. Please note that anyone with a pacemaker should not order the magnet backing. Each nametag has the Virginia Master Naturalist swallowtail logo and space for two lines of text. The first line of text will be the volunteer's name. The second line of text will have the Chapter name and "Volunteer" (e.g. Rivanna Chapter Volunteer). You can view an example here: <http://www.virginiamasternaturalist.org/volunteer-management.html>

Ordering Process and Timeline

VMN Chapters will submit nametag orders using an online Nametag Order Form that has been set up by the VMN State Office. Specific instructions on how to place the order are outlined below. Chapters should submit their order online, then immediately send in a check for the amount due. When your Chapter's check has been received, a receipt will be emailed to the Chapter's financial contact indicated in the online Nametag Order Form with a copy going to the person placing the order. The nametags are priced at \$5.25 each, and since we are going through the VMN State Office, there are no taxes or shipping costs. Please note that we cannot accept returns on nametags. All orders are final unless the mistake was made with the VMN State Office or by the vendor.

The VMN State Office will process orders once a month, around the first of the month. Orders will be shipped to chapters about mid-month. Your nametags will not be ordered until your check has been received. If your check has not been received by the time orders are placed that month, your order will be placed the following month. It is important to note that the ordering process, from the time the order is placed until the chapter receives the nametags, can be as long as six weeks so please plan accordingly. The timeline typically looks like this: If you know you need to have your nametags in May, it's best to plan to receive them in mid-April, which means placing your order and making sure payment arrives in March.

While we understand there are times that single nametags need to be ordered (if someone loses theirs, for example), we strongly prefer to avoid orders of just one or two nametags as it is the same amount of time for the State Office to process an order for one nametag as for 50. Please order as many at a time as is possible. Ideally if you need to order a replacement nametag, we would like you to check with the rest of your chapter and see if anyone else needs a replacement so that you can combine it all into one order.

How to Order

Step 1: Download and fill in the *VMN Nametag Spreadsheet template* (an MS Excel spreadsheet) provided by the VMN State Office. This document will be used with the online Nametag Order Form. You can find the spreadsheet template here: <http://www.virginiamasternaturalist.org/volunteer-management.html>.

Step 2: **Double-check** that all the names in your Order Form are spelled correctly and that it is the name that the volunteer wishes to have on it. For example, “Bob” instead of “Robert”. **NOTE:** Whatever spelling is in the spreadsheet is what will be on the nametag. If a name is misspelled and the nametag needs to be replaced, that replacement is the responsibility of the chapter or the individual, not the VMN State Office.

Step 3: Be sure to **save** this Nametag Spreadsheet to your computer now, with a document name that includes your Chapter’s name and the words “nametag order”. You will be uploading this to the online Nametag Order Form.

Step 4: Go to https://vce.az1.qualtrics.com/jfe/form/SV_2awZJ0HzAs0u16d and fill out the online [Nametag Order Form](#). This includes uploading your spreadsheet so make sure it is ready before you start filling out the order form.

Step 5: Have your Chapter Treasurer send a check to the VMN State Office for the amount due (\$5.25 x number of nametags ordered). The check should be made payable to TREASURER VIRGINIA TECH and mailed to the following address:

Tiffany Brown
242 Cheatham Hall
310 West Campus Drive
Blacksburg, VA 24061

When your Chapter’s check is received, a receipt will be emailed to your Chapter’s financial contact indicated in the online Nametag Order Form with a copy to the person who placed the order. Your nametags will be ordered in the next batch and shipped to the address provided in the online tool. If you have any problems or questions, please contact Tiffany Brown, at tiffany.brown@vt.edu.

Visit Virginia Master Naturalist: virginiamasternaturalist.org

Visit Virginia Cooperative Extension: ext.vt.edu

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