

Virginia Master Naturalist Program

Nametag Information and Ordering Procedures



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 name badge 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).

Ordering Process

VMN Chapters will submit nametag orders using an online Nametag Order Form that has been setup 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. The VMN State Office will process orders once a month, around the first of the 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. 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.

How to Order

Step 1: Download and fill in the **VMN Nametag Spreadsheet template** (an MS Excel spreadsheet) provided by the VMN State Office. You can find that 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".

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. 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.

Nametag Ordering Guidelines - Revised December 2017

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