

# How to Order Name Badges for Committee Members

Updated 04.05.09



Owner: Committee Leader

Materials: Names of committee member(s) needing name badge(s)  
Name Badge Order Form  
Payment for name badges

Frequency: Quarterly

Action	How To						
1. Determine which members do not have name badges	<ul style="list-style-type: none"> <li>a. Refer to Committee Member Contact List</li> <li>b. Identify which members have joined the committee since the last name badge order was placed</li> </ul>						
2. Fill out Name Badge Order Form	<ul style="list-style-type: none"> <li>a. Refer to <i>Name Badge Order Form</i> template in toolkit or MQH website                             <table border="1" data-bbox="537 991 1455 1197" style="margin-left: 20px;"> <thead> <tr> <th data-bbox="537 991 954 1043">If using:</th> <th data-bbox="954 991 1455 1043">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 1043 954 1087">Template found in toolkit</td> <td data-bbox="954 1043 1455 1087">Make photocopy of blank template</td> </tr> <tr> <td data-bbox="537 1087 954 1197">Template found on website</td> <td data-bbox="954 1087 1455 1197">Download blank template as new file on computer (<i>Right-click on file name &gt; File &gt; Save As</i>)</td> </tr> </tbody> </table> </li> <li>b. Print or type committee name, contact person name, contact person phone #, contact person e-mail address, and names of members who need name badges</li> <li>c. Calculate total cost of name badge(s)</li> <li>d. Enter total cost in <i>Amount due</i> field</li> </ul>	If using:	Then:	Template found in toolkit	Make photocopy of blank template	Template found on website	Download blank template as new file on computer ( <i>Right-click on file name &gt; File &gt; Save As</i> )
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3. Collect amount due from committee members included in the order	<p><i>Note: Name badges are \$3.00 per member, as noted on the Name Badge Order Form</i></p>						
4. Submit Name Badge Order Form and name badge payment to rectory office	<ul style="list-style-type: none"> <li>a. Confirm all information is accurate and complete (are names spelled correctly?)</li> <li>b. Confirm payment has been collected for all name badges on order</li> </ul>						

	<table border="1"> <thead> <tr> <th data-bbox="537 247 914 310"><b>If:</b></th> <th data-bbox="914 247 1455 310"><b>Then:</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="537 310 914 615">Submitting paper version of order form</td> <td data-bbox="914 310 1455 615">           Mail order form and payment to:            Mary, Queen of Heaven            Attn: Lori Spencer            1150 Donaldson Rd.            Erlanger, KY 41018            -OR-            Drop off at rectory office during business hours         </td> </tr> <tr> <td data-bbox="537 615 914 800">Submitting electronic version of order form</td> <td data-bbox="914 615 1455 800">           E-mail order form to:  <a href="mailto:lspencer@mqhparish.com">lspencer@mqhparish.com</a>            Mail or hand-deliver badge payment to address noted above         </td> </tr> </tbody> </table>	<b>If:</b>	<b>Then:</b>	Submitting paper version of order form	Mail order form and payment to: Mary, Queen of Heaven Attn: Lori Spencer 1150 Donaldson Rd. Erlanger, KY 41018 -OR- Drop off at rectory office during business hours	Submitting electronic version of order form	E-mail order form to: <a href="mailto:lspencer@mqhparish.com">lspencer@mqhparish.com</a> Mail or hand-deliver badge payment to address noted above
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5. Pick up name badges	<i>Note: Rectory office will notify you when badges have been received from vendor</i>						
6. Distribute name badges to members							
7. Instruct members to wear their badges whenever they attend a parish function (e.g., Mass, New Parishioner Brunch, committee meeting, etc.)							