



POLICY: Ordering Name Tags

5 January 2023

Creation of "Name Tags" for wearing at SWS events is the responsibility of the Membership Chairperson. When a member joins SWS or when he/she becomes a signature member the Membership Chairperson will order a name tag for that individual to wear at our events.

For consistency name tags will be created with both a first and last name. Members will be given the opportunity to have the first name printed as their complete formal name or provide a nick name in its place. Nicknames must not clash with normal standards of decency. Each member will be responsible for maintenance of their nametag. Nametags are considered appropriate when five or more members are collectively together for an event.

Only colored name tags will be ordered. Members who have black and white badges can have them replaced by paying the cost of the new name tag. The reason for this is that the costs for name tag is a part of the initial membership fee but the cost for an additional name tag is not provided in that fee. Since the cost is reduced by ordering in quantity the membership chair should give consideration to ordering them in groups of eight to ten when appropriate.

The Spokane Watercolor Society currently uses "*The Engraver*" at 3817 N. Monroe in Spokane. Phone: 328-9508, Fax: 325-1065, EMAIL: engraver3@aol.com. Name Tags must be paid for when picked up. A receipt must be passed to the treasurer for reimbursement. The engraver has the master file for both the membership and the signature badge.

The designer for the current badges is a signature member, Kim Gardell.

This policy is effective as of the date of this letter. Questions, concerns or recommended changes to this policy should be sent to the board president for review.

Oral Carper
SWS/President

