

COOPERATIVE EXTENSION Name Badge Request Form

Cooperative Extension has established guidelines for ordering its name badges to ensure the badges are easy to read and professional in appearance. For this reason, **ONLY THE FOLLOWING TWO ITEMS** of information will be printed on the name badge:

- **Your name (first and last) on line 1**
- **Your county, department, program area or title on line 2**

EXAMPLE: John Doe
Dane County

The badges are manufactured with a magnet, rather than a pin, because they last longer. Name badges are ordered in batches to lower the cost. Your patience is appreciated.

Wording for Line 1: _____

- **For Line 1**, please fill in your name (**first name followed by last name**). If you prefer to use a nickname, please list that name.

Wording for Line 2: _____

Please use these guidelines for choosing the wording for Line 2:

- **If you are a county-based colleague**, please list the county or counties. Do not list your title or program area.
- **If you are an integrated state specialist**, please list your department. Do not list your home campus or your title. (Integrated state specialists have joint appointments with Cooperative Extension and University of Wisconsin departments.)
- **If you are a non-integrated state specialist**, please list your program area. Do not list your title. (Non-integrated state specialists have 100% appointments with Cooperative Extension.)
- **If you are administrative staff**, please list your working title. Do not list your office or department.

There may be situations where these guidelines will not apply to you. If this is the case, please contact the CE Personnel office at 608.263.1945.

Return the completed form to:

Cooperative Extension Personnel Office
249 Extension
432 N Lake Street
Madison WI 53706
FAX: 608.262.9462

Your mailing address:
