



NAME TAG REQUEST FORM

Procedure: Complete name tag request form. Submit completed form to your Vice President by sending it to their Executive Assistant over email or by campus mail.

Requester Information

Name:

Email:

Official Title:

Department:

Supervisor:

Vice President:

Name Tag Details (*space is limited on tag)

Line 1 - Name (as you want it on the tag):

Line 2- Job title (as you want it on the tag):

Comments regarding name tag details, etc

Dept. Budget Code (*If known)

Your Signature

Date

Supervisor/Dean/Director Signature

Date

Vice President Signature

Date

Executive Assistant Contacts by VP

VP of Effectiveness & College Relations Wendy Hall -Bryanna Doumit

VP of Foundation, HR, & Legal Affairs Kendra Sprague- Bryanna Doumit

VP of Administration Nolan Wheeler- Laura Sampson

VP of Student Services Dr. Sue Orchard- Alyssa Mayclin

VP of Instruction Dr. Kristen Finnel - Shalaina Williams