



To: N.C. Cooperative Extension
Date: May 3, 2016 (*originally sent April 28, 2016*)
Subject: Ordering Extension Name Badges | CORRECTED

Extension colleagues,

Please see the corrected information below regarding the update to the Extension name badge ordering process. Name badge guidelines and resources are available on the [Extension Stationery Resources page](#) of the intranet.

CORRECTED DETAILS

Regarding Extension name badges, employees should complete the order form found on the Extension Stationery Resources page under “Name Badges” – [view the order form](#).

To now acquire an employee’s first name badge, complete the order form and send directly to the vendor for processing – Rodzina Industries (rodzinaind@aol.com). Replacement badges should still be purchased via check through CALS Communications.

Extension administration will still purchase the first name badge for new employees, but employees are currently responsible for replacement badges (those that are broken or lost) at a cost of \$6.

Send REPLACEMENT BADGE ORDERS w/Checks

CALS Communications
NC State University
Butler Communications Bldg., Box 7603
Raleigh, NC | 27695-7603

Send NEW BADGE ORDERS

rodzinaind@aol.com

*Note also that this update corresponds to the process for ordering/replacing the current Extension name badges. In short, we are streamlining the procurement process, but not yet introducing a new style of badges. We’ll provide employees with detailed guidance and resources regarding future brand updates in advance of any changes.

We apologize for any confusion or inconvenience, and we thank you for your understanding. Please let us know if you have additional questions or comments.

All the best,
Justin

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