Instructions for Requesting a Name Badge:

Please email your request(s) to Brenda Spiker in Human Resources at spikerbk@etown.edu.

Requests must include:

1) The employee’s name as it is to appear on the name badge.

2) The employee’s title or department (employee’s must choose between title or department -- both title and department cannot be added to the badge).

3) Department budget number to which the expense is to be charged.