



Elizabethtown College

HUMAN RESOURCES

Instructions for requesting a name badge:

Please email your request(s) to Lori Bomboy in Human Resources at bomboy1@etown.edu

Request must include:

1. Employee's name as it is to appear on the name badge
2. The employee's title or department (not both due to space allowance)
3. Name tags are ordered in bulk to decrease cost, therefore it may take over a month to receive.