



# SCOUTS VICTORIA

## BUSINESS CARD & NAME BADGE APPLICATION FORM

FORM M1

This form is for Region and State positions only.

All business cards and name badges are to be ordered through Victorian Branch to ensure consistency in quality and branding across the organisation. The purpose of a business card is to provide the receiver with contact information; therefore it is important that the information is accurate and also provides for continuity when individuals change roles. Cards and badges will not be issued for Probationary or Transitory roles.

An Invoice will be sent to the relevant formation or cost centre.

Requests from Region, State and Branch staff must be authorised by the relevant State Commissioner or Manager as applicable, and the owner of the appropriate cost centre budget.

Fill in the Business Card and/or Name Badge sections as required. Please note that only the correct format and terminology will be used, for consistency and continuity.

Requested by:

● Business Card Details

### Details as they will appear on the business card

Name:

Role:

Mobile number:

Land line:

Email:

@scoutsvictoria.com.au

● Name Badge Details

### Details as they will appear on the name badge

Name:

Role:

### Mailing address *(No PO Boxes. This is where the cards/badge will be sent)*

Residential Street Address:

Suburb:

State:

Postcode:

● Approval

### Approval of Commissioner and Cost Centre Manager

Commissioner's Name:

Region/Title:

Signature:

Date:

Cost Centre Manager:

Cost Centre:

Signature:

Date:

Email this completed form to [kathleen.solomons@scoutsvictoria.com.au](mailto:kathleen.solomons@scoutsvictoria.com.au) or send it to the Victorian Scout Centre, 152 Forster Road, Mount Waverley Vic 3149