

Colorado State University Extension Name Badges



Extension Human Resources provides the first name badge for all new employees described below:

All new administrative professional and state classified CSU employees will be automatically ordered an Extension name tag with county/specialty specific logo.

Please contact Kaylie McKenna for first name badge order of a county hired employee.

Name badges beyond the first order or for volunteers or hourly employees are covered by the individual or county. They may be placed through Craft Trophy.

How to place an order through Craft Trophy:

Visit [Craft Trophy's Extension Name Badge Ordering Form](#)

Enter the following information:

1. Order's Name
2. Order's email
3. Order's Phone Number
4. Select Magnet or Pin Back
5. County, Region, Area, or Program for county/program specific Extension logo or check box for general CSU Extension logo
6. Name on Badge
7. Check to request 4-H clover, Master Gardener logo, Native Plant Master logo, or food safety advisor logo.
8. Shipping address.
 - a. Please enter CSU Extension ____ County or Region, then physical mailing address.
9. Multiple names may be entered for same county, program, and delivery address.

Select Submit Form.

A confirmation email from Craft Trophy will be sent to the email provided.

Invoice will be sent to email provided and payment is required within 10 days.

Name badges are \$12 each and shipping is \$6.50.

Please contact Kaylie McKenna in Extension's Human Resources Office with questions. She may be reached by email at kaylie.mckenna@colostate.edu or by phone at (970) 491-1617.