

## NEED A PHOTO ID BADGE FOR STAFF IN YOUR DEPARTMENT?

The VolCard Office can now produce special University ID Badges for departments wanting their employees to be immediately recognized on campus. These badges show the picture of the employee, name and the department affiliated with. Each badge will be printed at a cost of \$8.00 including the badge, holder and lanyard. Badges can help the University protect assets from theft or damage and ensure the personal safety of faculty, staff, students and visitors while on campus.

While some departments are not required to wear University ID badges they are electing to and encouraging their personnel to wear these badges at all times as a way to be visibly recognized as a reliable source for assistance in either routine or emergency instances. There are many critical areas not open to the general public and University ID badges would show authorized access to those working in areas other than their home units.

Authorized personnel can send a list of employees requiring badges by email to Betty Smith, Manager – VolCard Office, at [bsmith9@utk.edu](mailto:bsmith9@utk.edu). Customized badges can be produced for your department upon request.

For more information contact the VolCard Office at 974-3430 or [www.utk.edu/volcard](http://www.utk.edu/volcard).