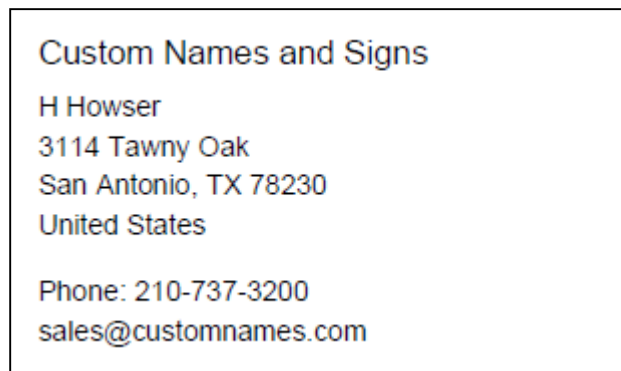


## Ordering Name Tags for New Cadet Parents

2017-11-04

Each year, the WPPC-MA orders name tags for new parents. The design is in the shape of MA, has magnetic fastener, and includes parent name, and cadets name/year.

Our current name tag supplier is shown below.



When you order a batch of tags, if there is doubt about what our tag design is, you can reference this past invoice number from 2017: 8693585710. The supplier should be able to trace this number to our tag design through this invoice record.

We usually send badges only to those new parents that have a paid WPPC-MA membership. Sometimes, nearby out of state folks join the club, too, either for the bus discount benefit, and/or because they don't have parent club services in their state. When that occurs, we have asked them if they would like us to purchase them a MA name tag. To date, all were enthusiastic about the tag, so perhaps you can skip this step and just buy it for paid out of state memberships as well.

To avoid having to make several purchases, we recommend ordering them twice. Once after A-Day, but before the first general meeting in October, so that you can hand them out at that meeting. And once at the end of the year, to capture any late joiners. You can mail out the badges upon receipt, although, planning to hand them out at the October meeting may be an incentive to get new folks to join us for that important first meeting.

When ordering, construct a list in the format shown at the end of this instruction, and email it to the supplier. They will invoice you promptly, with a link for online paypal or credit card payment.

All purchases to date have gone very smoothly with this supplier.

## Sample Ordering List Format

West Point Parents Club of MA (WPPC-MA) Name Tag Order List      XX/XX/XXXX

WPPC-MA POC:

List your name, address, phone, email

### Name Tag List:

John Smith  
Jack '21

Jane Smith  
Jack '21

Buck Rogers  
Matthew '21 Maria '19

Jill Rogers  
Matthew '21 Maria '19