



## Employee, Volunteer, and Visitor Identification Badge Policy

### Employees and Volunteers

Every employee and volunteer of this organization is required to wear some form of identification such as badge, lanyard, wristband, nametag, or program shirt at all times while present at the organization's facility unless the organization determines that identification presents a safety risk to the employee, volunteer, or youth. Identification must be worn on the person's clothing at or above the waist level and clearly visible to other employees, volunteers, and personnel.

When an employee or volunteer arrives at the facility without appropriate identification, the organization staff/leaders will assist that person as provided in subparts (a) and (b) below.

a) A person without an approved program identification shall present photo identification to the organization staff/leaders. The organization staff/leaders will check the name against the current employee or volunteer roster and, if the identification is verified, the organization staff/leaders will require the person to sign in and then issue temporary "Employee" identification. If the organization staff/leaders are unable to verify employment or volunteerism, the organization staff/leaders will contact the person's department or office by phone to seek verification. If employment or volunteerism is verified, the organization staff/leaders will require the person to sign in and then issue temporary identification. If employment or volunteerism cannot be verified, the person will be denied access.

B) Employees or volunteers without approved program identification but known by the organization staff/leaders, must sign in and then be issued temporary "Employee" identification, which they must return at the end of the workday.

### Visitors

When a visitor arrives at the facility without authorized identification, they will be received by organization staff/leaders who will offer assistance. The organization staff/leaders shall verify a visitor's identity by inspection of a form of photograph identification, when applicable. The organization staff/leaders will request that the individual sign in, issue the person a "Visitor" identification badge, and notify the department or office that the visitor has arrived. The "Visitor" shall wait at the organization staff/leader's area for a representative to escort the visitor to the department or office. A department or office representative must escort the visitor back to the organization staff/leaders to return the badge prior to the visitor's departure. Visitors must wear temporary "Visitor" identification while in the facility.

## Identification in Programming Away from the Facility

Employees and volunteers should wear organization attire or photo ID badges that clearly distinguish them as authorized representatives when visiting youths at residential placement, going to appointments with youths, or when they are in other places where being identifiable is necessary. With approval from a supervisor, employees and volunteers may choose to not wear identifiable attire or badges when meeting with youths in the community or public places.

## University Communications and Marketing

Your designs must follow Cal Poly brand guidelines, be high quality and portray the image of Cal Poly appropriately. Learn how to use the name, logos, marks and colors on various merchandise items by going to [Merchandise Guidelines](#).

When placing department orders, staff and faculty can follow these steps to comply with the trademark licensing process.

- 1. Select an approved vendor.** [Approved vendors](#) are licensed to manufacture and sell Cal Poly merchandise.
- 2. Select your product.** Discuss the product specifications and imprint area sizing to see what's possible with a particular product and logo or design.
- 3. Obtain pricing and arrange payment.** Royalty fees only apply when university funds are NOT being used to purchase the product or if you are reselling the merchandise or given away free with purchase. If you are using Cal Poly funds, using the merchandise internally or as a straight giveaway, the sale is exempt from royalty fees. Royalty fees apply to all student organizations and individuals purchasing merchandise for private use.
- 4. Supply the vendor your artwork.** You will need to provide the vendor with an official Cal Poly-approved logo or full design for your merchandise. Make sure you follow brand standards and our [merchandise guidelines](#). We are happy to help you with your designs.
- 5. Receive a mock-up from your vendor.** The vendor will supply a mock-up on the desired product, and in many cases, will submit the mock-up for final approval. When they receive approval, they will produce and deliver the product.

## Student Organizations

All student-run organizations must submit their vendor's mock-up through [CP Now](#) for University Communications and Marketing approval. Log in using your Cal Poly credentials, navigate to the Forms section and use the Trademark Licensing Request Form. If any changes are required, you will upload revised designs until approval is obtained. Once approved, you can notify the vendor to proceed. ASI will have visibility to the approval for reimbursement purposes.

Licensed Vendors (licensees) must be licensed to manufacture and sell Cal Poly merchandise. Using a licensee ensures quality, consistency and appropriateness of design on products. We monitor the commercial and internal use of our trademarks through a partnership with CLC Powered by Learfield.

[Find a licensee](#)

**Sample Identifiers**

[Find approved downloads and templates.](#)

**Participant Shirt**



*Front*

**Counselor Shirts**



*Front*

*Back*



**Leadership Staff**



**Name Badge**



**Lanyard**

