



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE BADGE MAKER

The Badge Maker is a volunteer of ACT Walking for Pleasure Inc. (the Club).

Primary duties and responsibilities:

- Receive applications for badges, keeping a record of details (name, date, design etc)
- Create badge as required
- Send completed badge to applicant
- Print new badge design sheets from the badge design master sheet when necessary, at Officeworks.
- Maintain supplies of system cards, envelopes and glue (for sticking the names to the badge design) plus book to register requests, as required
- Obtain Postage Stamps from post office
- Contact the Treasurer for funds for above purchases treasurer@actwfp.org.au
- Restock any supplies needed from JK Trading. Contact: Kevin Kurniawan. email: JKTrading.com.au
Phone: 04 33187728. Address: unit C4/101 Rookwood Rd, Yagoona NSW. 2199

Detailed instructions for making badges:

- When the application for a badge arrives write the information in the register. If a second badge is required for whatever reason, enter the details to the register again to keep a tally of numbers made
- Print the name on the **badge requisition sheet** in Helvetica font 18, 24 or 36 as appropriate, with the badge design number. Print this sheet
- Cut the badge design from the design sheet (which is in the **black folder**) using the Perspex guide which is in the box with the badge making materials; match the appropriate size name for the badge, cut it out from the **badge requisition sheet**; glue it to the badge design.
- To make the actual badge the **red badge press** is needed.
- Start with **white plastic back** which is placed with fastening pin down on the right hand or “B” side of press.
- On the left side or “A” side of the press:
 1. first place **the metal backing plate**.
 2. then the **badge design**.
 3. followed by **clear plastic film**.
 4. slide the left hand or “A” side of the plastic and metal badge pattern into the actual press i.e. slide the “A” side across, so that it sits under the handle.
 5. press the handle which brings **the metal backing plate, badge design** and **clear plastic film** together. There is a click when the pieces come together. The backing plate with badge design will stay in the press.
 6. slide the right hand badge pattern with the **white plastic back** side “B”, across to the left so that it sits under the handle. When the “B” side is under the press, depress the handle bringing all the badge components together.
 7. Slide the pattern to the right, the finished badge will be waiting. Remove the badge.
 8. Make a cardboard jacket for the badge and place the badge in it. This protects the badge in the post.
- The badge is now ready for dispatch.
 - Address and stamp an envelope:
 - Insert badge in the cardboard jacket;
 - Add the emergency contact notice Slip; and
 - Post Badge

Additional Information:

- Assembling the Red Button Maker Press:
 - a) Take the tray with the A and B buckets and re-insert it into the bottom slide of the Red Press from the right hand side, with the A bucket side going in first;
 - b) Slide it to the left, add the pin into its hole just to the left of Bucket A in the white plastic base;
 - c) Screw in the handle.

The Press is now ready to be operated.

- Disassembling the Red Button Maker Press for transport or storage:
 - a) Remove the pin just to the left of Bucket A in the white plastic base. There is a small magnet in the Twinings box to enable this pin to be extracted with ease;
 - b) Put the pin and the magnet into the Twinings box for safe keeping;
 - c) Slide the base containing buckets A and B out of the press by sliding to the right until it is completely removed from the press;
 - d) Remove the handle by unscrewing it;
 - e) Pack the press, handle and slide containing buckets A and B into the carry box.

Knowledge and skills required:

- Willingness to learn badge making skills.
- Appropriate organisational and communication skills

Estimated time commitment required:

Varies. Each badge takes about 20 – 25 minutes to complete. More badges are made in June and July when membership renewals are occurring.

This information is correct as at September 2018.