

ACADEMIC ORNAMENT REQUEST FORM

Name of Dept. or Student Organization_____

Name of Faculty or Staff sponsor_____

Name of Person completing request form_____

Email and phone _____

Purpose of organization_____

Medals are restricted to Latin honors and Honors Program graduates. Gold cords are presented to Heidelberg Honor Society members.

Type of ornament requested:

Cords, color(s): _____

*Pin_____

*Stole, color(s)_____

*Insignia_____

*If pins, stoles, or insignias are requested, the design must be submitted for approval. Please include a photographic image, if possible. Anything requiring a custom design may take longer, and may not arrive in time for Commencement.

You may order Herff Jones products through the Heidelberg Bookstore. Orders for cords and any other ornaments will be placed on April 1. Students or organizations are responsible for costs. Shipping will be split among all organizations ordering.

Submit Request Form by March 28 electronically to commencement-questions@heidelberg.edu or hard copy to Provost's Office in Univ. Hall.

Approved by VPAA/Provost_____

Date_____