


# REQUEST FOR BUSINESS CARDS

	UNIVERSITY of HAWAII <b>KAPI'OLANI</b> COMMUNITY COLLEGE	Name Title
4303 Diamond Head Road Honolulu, HI 96816		
Phone: (808) 734- _____ Fax: (808) 734- _____		
Email: _____@hawaii.edu		
Website: www.kapiolani.hawaii.edu		

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

4303 Diamond Head Road  
Honolulu, Hawai'i 96816

PHONE: (808) \_\_\_\_\_

FAX: (808) \_\_\_\_\_

EMAIL: \_\_\_\_\_

URL: www.kapiolani.hawaii.edu \_\_\_\_\_

(OPTIONAL)

- Include emergency contact information on back of card. (see page 2 for sample)
- Include emergency contact information on back of 1/2 of the cards. (see page 2 for sample)

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrative Services

# INSTRUCTIONS

1. Fill in and print out the Request for Business Cards Form. (Note: Only official position titles will be accepted.)
2. Sign and date the form.
3. Have your Department Chair sign and date form.
4. Send completed form to:

Director of Administrative Services  
'Ilima 211a

You will receive notification from the Print Shop (ext 9813)  
when your cards are ready for pick-up.

## EMERGENCY CONTACT INFORMATION (Optional – for back of business card)

Contents  
Emergency  
KapCC Campus Security  
Police, Fire, Ambulance  
Community Resources (available 24 hours)  
Suicide/Crisis ACCESS Line  
Sex Assault HOT LINE  
Ask 211 Resource Line\*  
*\*Refers to various community resources*

### *Sample*

#### EMERGENCY NUMBERS & HOTLINES

##### Emergency

- KapCC Campus Security.....734-9900
- Police, Fire, Ambulance.....911

##### Community Resources (available 24 hours)

- Suicide/Crisis ACCESS Lane...8323100
- Sex Assault Hot Line.....524-7273
- Ask 211 Resource Line...275 2000 or 211