

MAC Matters Quiz

November 2024

Q: How many versions are there for CAP business cards?

- A. One
- B. Two – one for cadets and one for adult members.
- C. Three – with seal, logo, or command emblem.
- D. Infinite – just design whatever you think looks good.

A: The answer is A. There is just one approved version for CAP business cards, from cadets to the national commander.

Before the launch of the new Flying V symbol in 2022, multiple versions of CAP business cards existed. The current, approved business card design is on the [Brand Portal](#).

To design your business card correctly, the Brand Portal offers a Microsoft Word template, a generator tool, or a Canva template. Once you have the correct design, you can print it on business card stock available from local or online office supply stores, send it to an online printing service, or have cards made locally at an office supply store or printer.

The card design includes a QR code that links to the national unit locator to help people find the nearest CAP squadron.

Guidelines for using CAP style on business cards are on the Brand Portal. These include:

- Grade (rank) does include periods; use external rank abbreviation styling (also found on the Brand Portal).
- List only one primary duty assignment on your card. If you have duty assignments at multiple levels, such as squadron and wing, you may have more than one business card, like the option to have more than one email signature block.
- Other than changing the text to be specific to your details, do not alter the business card in any way.