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**2021-2022 Quill and Scroll Society Order Form**

**School Information**

School

Address

City State ZIP

Phone Number ( )

Newspaper/News Magazine Adviser

Yearbook Adviser

Broadcast Adviser

Email Address

Check or highlight in yellow if above is a ▢ New Address ▢ School name has changed

Shipping Address, if different from above

School or Name of Individual

Address

City State ZIP

**Adviser Certification**

*I hereby certify that each of the candidates named on this form has satisfied all qualifications for membership and is deserving of induction in Quill and Scroll Society.*

*Signature or e-signature of adviser:*

*Date:*

**Thank you!!**

* List new member names and emails on 2.
* Member items can be ordered on page 3.
	+ Each new member receives a membership pin and certificate.
	+ You may also order additional pins for previously inducted members.
	+ A limited number of discontinued pins are available. Please email quill-scroll@uiowa.edu for availability.
* Non-member items, chapter items and publications are on page 4.
* When mailing the form, please include purchase order or check.
* If paid by credit card online, remember to email order forms in a separate step.
* Send forms to Quill and Scroll via email or mail.

**Quill and Scroll — School of Journalism and Mass Communication, University of Iowa,**

**100 Adler Journalism Building, Room W111, Iowa City, IA, 52242-2004**

**Phone 319-335-3457 or Email** **quill-scroll@uiowa.edu**

**Website:** [**https://quillandscroll.org/**](https://quillandscroll.org/)

**Quill and Scroll Society Order Form (Page 2)**

*Please provide new member names and emails. Email notifications will be sent when the magazine issue is available online and when the newsletter is sent. If you have more than 20 inductees copy this page and include those names and emails on it.*

**NAME EMAIL Grade**

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*Go to page 3 to indicate pins and other items you wish to order.*

**Quill and Scroll Society Order Form (Page 3)**

**Member Pins —** Membership pin included in membership fee.

|  |  |  |  |
| --- | --- | --- | --- |
| **REGULATION PINS, KEY PINS, CHARMS** | Item # | # New Member Pins | # Previous Member Pins |
| Regulation Pin, Gold | M1 |  |  |
| Regulation Key Charm, Gold | M3 |  |  |
| Regulation Key Charm, Silver | M4 |  |  |
| Regulation Key Pin, Gold | M5 |  |  |

**EDITOR KEY PINS & SPECIAL DESIGNATION PINS — GOLD ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Editor-in-Chief | K1 |  |  |
| Editor | K2 |  |  |
| Section Editor | K3 |  |  |
| Managing Editor | K5 |  |  |
| Copy Editor | K10 |  |  |
| Feature Editor | K12 |  |  |
| News Editor | K15 |  |  |
| Opinion Editor | K16 |  |  |
| Photo Editor | K18 |  |  |
| Sports Editor | K20 |  |  |
| Adviser | K25 |  |  |
| Newspaper Staff | K32 |  |  |
| Photographer | K33 |  |  |
| Reporter | K34 |  |  |
| Yearbook Staff | K36 |  |  |
| **TOTAL # OF NEW MEMBERS** |  | @ $25 EACH |  |
| **TOTAL # OF PREVIOUS MEMBER PINS** |  | @ $10 EACH |  |

**NO POSTAGE ON MEMBERSHIPS Member Pins Subtotal $ \_\_\_\_\_\_\_\_\_\_\_\_**

**MEMBER ITEMS ITEM PRICE QTY. TOTAL $**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Graduation Honor Cord with Gold Insignia | GCI | $10  |  |  |
| Graduation Honor Cord | GHC | $7  |  |  |
| Diploma Seal | DS | $1  |  |  |
| Quill and Scroll Logo Patch | QSP | $4  |  |  |
|  |

**MEMBERSHIP PACKAGES ITEM PRICE QTY. TOTAL $**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Graduation Cord and Membership Patch | MP1 | $9 |  |  |
| Graduation Cord with Insignia and Patch | MP2 | $12 |  |  |

**Member Items and Packages Subtotal $\_\_\_\_\_\_\_\_\_\_**

**Quill and Scroll Society Order Form (Page 4)**

**CHAPTER ITEMS QTY. TOTAL $**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Wall Banner (Satin) 20” x 40” | B2 | $45 |  |  |
| Replacement Charter, certificate only | C5 | $10 |  |  |
| Replacement Charter, mounted on plaque | C6 | $45 |  |  |

**MEMBER AND NON-MEMBER CERTIFICATES ITEM PRICE QTY. TOTAL $**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award of Honor Certificate (No Name) | C1 | $2 |  |  |
| Award of Honor Certificate (Name Inscribed) | C2 | $4 |  |  |

**Awards of honor: Specify names below if ordering ITEM C2.**

**NON-MEMBER ITEMS ITEM PRICE QTY. TOTAL $**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Journalism Recognition Graduation Cord | NCD | $15  |  |  |
| Gold Journalism Key Pin | N4 | $10  |  |  |
| Newspaper Staff | N5 | $10  |  |  |
| Yearbook Staff | N6 | $10  |  |  |
| Magazine Staff | N7 | $10  |  |  |

**PUBLICATIONS AND AWARD-WINNING ENTRIES SLIDESHOW PRESENTATIONS**

 **ITEM PRICE QTY.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| “Quill and Scroll Stylebook: 2018 Edition” | P10 | $3  |  |  |
| “A Principal’s Guide to Scholastic Journalism” | P12 | $5  |  |  |
| “Quill and Scroll Chapter Manual” | P15 | $3  |  |  |
| News Media Evaluation Gallup Winners PPT | NS | $10  |  |  |
| Yearbook Excellence Winners PPT | YS | $10  |  |  |
| Writing, Photo, Multimedia Winners PPT | WS | $10  |  |  |

 **PAGE 4 ORDER SUBTOTAL $\_\_\_\_\_\_\_\_\_**

**Quill and Scroll Society Order Form (Page 5)**

**SHIPPING AND HANDLING and OVERNIGHT DELIVERY**

|  |  |
| --- | --- |
| Cost of Items | Shipping/Handling |
| $1-$10 | $2 |
| $10.01-$20 | $4 |
| $20.01-$40 | $8 |
| $40.01-$150 | $10 |
| $150.01 and up | $15 |

**Overnight shipping –** for UPS overnight shipping add $50 to standard fee; order must be received by 11 a.m. Central Time (noon ET, 10 a.m. MT, 9 a.m. PT)

**ORDER TOTAL**

Page 3 (Member Pins) Subtotal $\_\_\_\_\_\_\_\_\_

**Shipping costs applied to the following only**

Page 3 (Member Items and Packages) Subtotal $\_\_\_\_\_\_\_\_\_

Pages 4 (Non-member and Chapter Items) Subtotal $\_\_\_\_\_\_\_\_\_

Shipping and Handling (See above) $\_\_\_\_\_\_\_\_\_

Overnight Delivery (See above) $\_\_\_\_\_\_\_\_\_

Donation Student Press Law Center $\_\_\_\_\_\_\_\_\_

Donation Quill and Scroll Scholarship Fund $\_\_\_\_\_\_\_\_\_

**TOTAL DUE $\_\_\_\_\_\_\_\_\_**

**SAVE A COPY OF FORMS** to print, and mail or attach to an email to quill-scroll@uiowa.edu

**Payment made by** (check one or highlight in yellow):

 ▢ CHECK ▢ CASH ▢ P.O. ▢ CREDIT CARD

1. **Credit card orders:** Save the completed order form and send the form as an attachment by e-mail to quill-scroll@uiowa.edu. Note the total amount due before sending the order. You will need the amount owed to process the credit card payment online. To pay with a credit card, go to <http://quillandscroll.org/student-memberships/> and click the “Pay Online” button which will direct you to a secure payment site – Link2Gov. A minimal convenience fee is assessed by the credit card service. Follow directions to process the payment. *Remember to save and send the order forms to Quill and Scroll as an e-mail attachment*; the credit card site DOES NOT submit the order.
2. **Purchase orders:** Attach the completed form and a copy of your purchase order to an e-mail message and send it to quill-scroll@uiowa.edu. Your order will be processed and invoiced.
3. **Check:** After completing the form, save a copy for your records, print a copy to mail with payment to Quill and Scroll, W111 Adler Journalism Bldg., Iowa City, IA 52242-2004.