



2022-23 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 quillandscroll@studentpress.org 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 and then call our office to process payment.
- Send forms to Quill and Scroll via email or mail.

Quill and Scroll — 2829 University Ave SE, Suite 720, Minneapolis, MN 55414

Phone (612) 200-9254 or email quillandscroll@studentpress.org,

Website: <https://quillandscroll.org/>

Quill and Scroll Society Order Form (Page 2)

Please provide new member names and emails. If you have more than 20 inductees copy this page and include those names and emails on it.

NAME	EMAIL	Grade

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

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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		
Assistant Editor	K3		
Managing Editor	K5		
Copy Editor	K10		
Feature Editor	K12		
News Editor	K15		
Opinion Editor	K16		
Photo Editor	K18		
Section Editor	K19		
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	GHC	\$12		
Diploma Seal	DS	\$1		
Quill and Scroll Logo Patch	QSP	\$4		

MEMBERSHIP PACKAGE

	ITEM	PRICE	QTY.	TOTAL \$
Graduation Honor Cord and Membership Patch	MP1	\$15		

Member Items and Packages Subtotal \$ _____

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CHAPTER ITEMS

QTY. TOTAL \$

	ITEM	PRICE	QTY.	TOTAL \$
Wall Banner 42" x 30"	B2	\$60		
Replacement Charter, certificate only	C5	\$10		
Replacement Charter, mounted on plaque	C6	\$40		

MEMBER AND NON-MEMBER CERTIFICATES

ITEM PRICE

QTY. TOTAL \$

	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 \$

	ITEM	PRICE	QTY.	TOTAL \$
Journalism Recognition Graduation Cord	NCD	\$12		
Gold Journalism Key Pin	N4	\$10		
Newspaper Staff	N5	\$10		
Yearbook Staff	N6	\$10		
Magazine Staff	N7	\$10		

PAGE 4 ORDER SUBTOTAL \$ _____

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SHIPPING AND HANDLING and OVERNIGHT DELIVERY

Cost of Items	Shipping/Handling
\$1-40	\$12
\$41-150	\$15
\$150 and above	\$18
Overnight	\$50
International	Contact us for fee

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 quillandscroll@studentpress.org.

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 email to quillandscroll@studentpress.org. Note the total amount due before sending the order. Please contact our office at (612) 200-9254 or ashley@studentpress.org in order to pay by credit card. A minimal convenience fee is assessed by the credit card service.
2. **Purchase orders:** Attach the completed form and a copy of your purchase order to an email message and send it to quillandscroll@studentpress.org. 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, 2829 University Ave SE, Suite 720, Minneapolis, MN 55414.