



2023-24 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

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 check our credit card form 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 — 2829 University Ave SE, Suite 720, Minneapolis, MN 55414
Phone (612) 200-9254 or email quillandscroll@studentpress.org,
Website: <https://quillandscroll.org/>

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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. If ordering position-specific pins, please contact our office prior to placing your order concerning availability or see our online ordering portal. As of August 2022, we are phasing out the position specific pins in an attempt to maintain our current 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

TOTAL # OF NEW MEMBERS		@ \$25 EACH	
TOTAL # OF PREVIOUS MEMBER PINS		@ \$10 EACH	

Member Pins Subtotal \$ _____

MEMBER ITEMS	ITEM	PRICE	QTY.	TOTAL \$
Graduation Honor Cord	GHC	\$12		
Graduation Honor Cord with Insignia	GCI	\$16		
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	ITEM	PRICE	QTY.	TOTAL \$
Wall Banner 42" x 30"	B2	\$65		
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	\$12		
Gold Journalism Key Pin	N4	\$15		
Magazine Staff	N7	\$15		

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	\$80

Overnight shipping – for UPS overnight shipping add \$50 to standard fee; order must be received by 11 a.m. Central Time. We are unable to overnight orders from Oct. 27-Nov. 7, March 4-12 and April 1-8 because we will be at National Journalism Conventions.

ORDER TOTAL

Page 3 (Member Pins) Subtotal	\$ _____
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 to the 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:** If you would like to pay by credit card, please submit the order on our online credit card ordering form portal found on our website. A minimal convenience fee is assessed.
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**. Please remember, the address changed in July 2022. Please notify your business of the address change to avoid delay.