



*It's an Honor*

## 2024-25 Society Order Form

### School information

School name:  *check if any information below is new*

\_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

City, State, ZIP \_\_\_\_\_

\_\_\_\_\_

Newspaper/newsmagazine adviser \_\_\_\_\_

\_\_\_\_\_

Newspaper/newsmagazine adviser email \_\_\_\_\_

\_\_\_\_\_

Yearbook adviser \_\_\_\_\_

\_\_\_\_\_

Yearbook adviser email \_\_\_\_\_

\_\_\_\_\_

Broadcast adviser \_\_\_\_\_

\_\_\_\_\_

Broadcast adviser email \_\_\_\_\_

\_\_\_\_\_

Literary magazine adviser \_\_\_\_\_

\_\_\_\_\_

Literary magazine adviser email \_\_\_\_\_

\_\_\_\_\_

Other media adviser (please list type) \_\_\_\_\_

\_\_\_\_\_

Other media adviser email \_\_\_\_\_

\_\_\_\_\_

### 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 the Quill and Scroll Society.

\_\_\_\_\_  
Adviser signature Date

### Instructions

**On Page 2**, list new member names and emails. Each new member receives a membership pin and certificate.

**On Page 3**, order additional member items.

**On Page 4**, order nonmember items, chapter items and publications.

**On Page 5**, compile your subtotals, select your shipping and handling cost and calculate your total. Designate your payment option, by cash, check, purchase order or credit card.

When finished, send forms to Quill and Scroll via email or mail. When you mail this form, please include your purchase order or check.

If you would like to pay by credit card, please email our office. We will send you a link to an online form with your school and payment listed. Please remember, we do charge a minimal charge for credit card use.

### Our address

**Please remember —**  
The address changed in July 2022. Notify your business office of the address change to avoid processing delays. An updated W9 may be found on our website under Membership and Ordering links in our navigation bar.

**Page 2 New member roster**

Provide names, emails and grades of new members. If you have more than 20 inductees, copy this page to complete the form.  
Go to Page 3 to indicate other items you wish to order.

NAME	EMAIL	GRADE

### Page 3 Memberships, pins & membership items

One membership pin and certificate are included in each membership fee.

As of August 2022, we are phasing out position-specific pins in an attempt to maintain our current membership fee. Because of the limited availability, we only offer these on our [online credit card ordering portal](#).

For these new and previous members, input the pins on this order.

<b>REGULATION PINS</b>	<i>item #</i>	<i>quantity</i>	<i>price</i>	<i>subtotals</i>
<b>TOTAL # NEW MEMBERS</b>	M1		\$25 each	\$
<b>TOTAL # PREVIOUS MEMBER PINS</b>	I1		\$10 each	\$

**MEMBER PINS SUBTOTAL \$** \_\_\_\_\_

<b>MEMBER ITEMS</b>	<i>item #</i>	<i>price</i>	<i>quantity</i>	<i>subtotals</i>
Graduation Honor Cord	GHC	\$12		\$
Graduation Honor Cord with Insignia	GCI	\$16		\$
Diploma Seal	DS	\$1		\$
Sticker	ST	\$2		\$

<b>MEMBERSHIP PACKAGE</b>	<i>item #</i>	<i>price</i>	<i>quantity</i>	<i>subtotals</i>
Graduation Honor Cord and Membership Patch	MP1	\$15		\$
Graduation Honor Cord with Insignia and Membership Patch	MP2	\$19		\$

**MEMBER ITEMS PACKAGES SUBTOTAL \$** \_\_\_\_\_

**PAGE 3 SUBTOTAL \$** \_\_\_\_\_

Page 4 **Chapter & nonmember items**

<b>CHAPTER ITEMS</b>	<i>item #</i>	<i>price</i>	<i>quantity</i>	<i>subtotals</i>
Wall Banner, 42 x 30 inches	B2	\$65		
Replacement Charter Certificate	C5	\$10		
Replacement Charter Certificate, mounted on plaque	C6	\$45		

<b>CERTIFICATES</b> for members & nonmembers	<i>item #</i>	<i>price</i>	<i>quantity</i>	<i>subtotals</i>
Award of Honor, no name	C1	\$2		
Award of Honor, name inscribed*	C2	\$5		

\*Awards of Honor: Please specify names below if ordering C2:

<b>PUBLICATIONS</b> for members & nonmembers	<i>item #</i>	<i>price</i>	<i>quantity</i>	<i>subtotals</i>
Principal's Guide to Scholastic Journalism	P12	\$5		
Stylebook	P10	\$6		

<b>NONMEMBER ITEMS</b>	<i>item #</i>	<i>price</i>	<i>quantity</i>	<i>subtotals</i>
Journalism Recognition Graduation Cord	NCD	\$12		

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

## Page 5 Shipping options, order total & payment

### Shipping & handling

Calculate shipping cost based upon the overall cost of your order.

<b>COST OF ITEMS</b>	<i>shipping cost</i>
\$1 to \$40	\$12
\$41 to \$150	\$15
\$150 or more	\$18
Overnight*	\$50
International	\$80

\***Overnight shipping** must be received by 11 a.m. Central Time. We are unable to overnight orders from Oct. 28-Nov. 1, Nov. 4-11, March 4-12 and April 21-25 because we will be out of the office attending national journalism conventions.

### Order total

<b>SUBTOTALS</b>	
Page 3 Member pins	\$
Page 3 Member items	\$
Page 4 Nonmember & chapter items	\$
Shipping & handling (see chart above)	\$
Donation to our scholarship fund	\$

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

### Payment options

**By credit card:** If you would like to pay by credit card, please email our office. We will send you a link to an online form with your school and payment listed. Please remember, we do charge a minimal charge for credit card use.

**By purchase order:** Attach the completed form and a copy of your purchase order to an email message and send it to [quillandscroll@studentpress.org](mailto:quillandscroll@studentpress.org). Your order will be processed and invoiced.

**By check:** Complete the form, save a copy for your records and print a copy to mail with payment to

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

### Payment type

Credit card (email for link)

Check # \_\_\_\_\_

Purchase order # \_\_\_\_\_

#### **Please remember —**

The address changed in July 2022. Notify your business office of the address change to avoid processing delays.

A copy of our W9 is available on our website.

## **QUILL AND SCROLL**

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