



2025-26 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. Please remember, we ask for a three-week window from when you place your complete order, which includes either payment or a purchase order, to when you need to receive it.

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 May 2025. 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.

[illegible]

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.

| REGULATION PINS | item # | quantity | price | subtotals |
|------------------------------|--------|----------|-----------|-----------|
| TOTAL # NEW MEMBERS | M1 | | \$25 each | \$ |
| TOTAL # PREVIOUS MEMBER PINS | I1 | | \$10 each | \$ |

MEMBER PINS SUBTOTAL \$ _____

| MEMBER ITEMS | item # | price | quantity | subtotals |
|-------------------------------------|--------|-------|----------|-----------|
| Graduation Honor Cord | GHC | \$12 | | \$ |
| Graduation Honor Cord with Insignia | GCI | \$16 | | \$ |
| Diploma Seal | DS | \$1 | | \$ |
| Member Sticker | ST | \$3 | | \$ |

| MEMBERSHIP PACKAGE | item # | price | quantity | subtotals |
|--|--------|-------|----------|-----------|
| 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

| CHAPTER ITEMS | <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 | | |

| CERTIFICATES 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:

| PUBLICATIONS 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 | | |

| NONMEMBER ITEMS | <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.

| COST OF ITEMS | <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. 13-20, Nov. 10-17, March 2-6, March 16-20 and April 13-20 because we will be out of the office attending national journalism conventions.

Order total

| SUBTOTALS | |
|---------------------------------------|----|
| 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. 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
7300 Metro Blvd., Suite 131
Minneapolis, MN 55439

Payment type

Credit card (email for link)

Check # _____

Purchase order # _____

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A copy of our W9 is available on our website.

QUILL AND SCROLL

7300 Metro Blvd., Suite 131, Minneapolis, MN 55439 • 612 200-9295 • quillandscroll@studentpress.org