

# Quill and Scroll

## INSTRUCTIONS

*PLEASE READ CAREFULLY*

### GENERAL

1. PLEASE READ ALL ORDERING INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING YOUR ORDER. Orders are processed the day they arrive in our office on weekdays and usually mailed via First class mail or UPS within 48 hours. Make note of the date you send in your order and make a copy of the order for your records. WE ARE NOT RESPONSIBLE FOR ORDERS REPORTED LOST, DAMAGED OR INCORRECT 30 DAYS AFTER RECEIPT DATE OF YOUR ORDER.

2. Send correct payment with your order, including shipping & handling, to avoid delays. YOUR ORDER WILL NOT BE PROCESSED WITHOUT PAYMENT (EITHER CHECK, CASH OR A SCHOOL PURCHASE ORDER).

3. Claims for non-receipt of the magazine must be filed within 30 days of the mailing dates for that issue. Mailing dates for the magazine are: November 1, January 1, March 1 and May 1.

### NEW MEMBERS

Membership Qualifications: Every candidate recommended must meet all of the qualifications for membership. Members must be high school students who, at the time of their selection, meet the following qualifications:

- Must be of junior or senior classification. However, sophomores may be initiated during their last grading period of the school year; their membership becomes effective at the beginning of their junior year.
- Must be in the upper third of their class scholastically.
- Must have done superior work in some phase of journalism or school media — writing, editing, broadcasting, video, Web, etc.
- Must be recommended by the media adviser or media governing committee.

1. Every new candidate must pay the one-time initiation fee of \$15.00. The fee entitles the new member to a pin or charm, a membership card and a one-year subscription to *Quill & Scroll* magazine.

2. All membership materials are mailed to the adviser's attention at the school. The post office requires a valid address and ZIP code to insure delivery. The magazine is sent directly to the student or school. Furnish the complete mailing information for each new candidate. If address information is incomplete the magazine will be mailed to the school address.

3. If you are recommending more initiates than space allows on this form, attach a separate sheet with the students' names and other information.

### PREVIOUSLY INITIATED MEMBERS

You may order pins for previously initiated members.

### ELECTRONIC ORDERS

#### FAX

If you find it necessary to either Fax or e-mail an order to Quill and Scroll, it is important to include the following items:

1. We need to receive a Fax copy of either a SCHOOL PURCHASE ORDER or a signed statement that payment will be guaranteed. The statement must be signed by the school principal or treasurer. **WE DO NOT ACCEPT CREDIT CARD ORDERS.**

2. Orders need to be placed by the adviser.

3. It is important to include the names, addresses and year in school of students who are recommended for Quill and Scroll membership.

4. If you follow-up by mailing a completed recommendation form for the FAX order PLEASE make sure that the order is clearly marked FAX ORDER and the date it was originally submitted. This helps to avoid duplicate orders.

#### E-MAIL

A pdf of the order form and a scanned copy of the school purchase order can be attached to an e-mail message and sent to [quill-scroll@uiowa.edu](mailto:quill-scroll@uiowa.edu).

### OVERNIGHT DELIVERY

If you have to have your order delivered the next day, it must arrive in our office prior to 10 a.m. CST. Overnight shipping charges are based on the weight of the package so please call the Quill and Scroll office for an estimate or visit our Web site. The minimum charge for overnight service is \$30.

*Our goal is to be of service to you and your students. Your help in following these guidelines will assist us in efficient and accurate handling of your memberships and items ordered.*



It's an honor and a privilege

# New Member Addresses

Please provide new member names and addresses for the *Q&S* magazine subscription.

Check here to have all magazines sent to school

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ So. Jr. Sr.

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## MEMBER PINS AND CHARMS



**M1**, Regulation Pin, Gold



**M4**, Regulation Key Charm, Silver



**M5**, Regulation Key Charm, Gold

The new member fee of \$15 includes any one pin, key pin or charm. See page 5 for a complete list of member pins. Additional pins may be purchased for new members or members who have been initiated previously for \$7 each.

## HONOR YOUR GRADUATING QUILL AND SCROLL SENIORS!

*Honor Cords and Diploma Seals are to be ordered for Quill and Scroll members ONLY who have been initiated and have paid the \$15 basic fee.*

**GRADUATION CORDS** are 62 inches long and consist of blue and gold rayon cord with gold tassels. Cords are available with or without a Quill and Scroll insignia.



**DIPLOMA SEALS** are available in blue and gold foil lettering that signify Quill and Scroll membership and honors.

## NON-MEMBER AWARDS



Creative Writing Award



Journalism Award



Newspaper Staff Magazine Staff Yearbook Staff

These awards are available for students who are not members of Quill and Scroll. See Order Form on page 5 for a complete list. Non-member awards are available for \$7 each.

## T-SHIRTS AND PATCHES



The T-shirts are a white, Hanes Beefy-T made from 100% pre-shrunk cotton fabric imprinted with the blue and gold Quill and Scroll Emblem. Available in sizes small through extra-large.

An embroidered Quill and Scroll logo patch is 2 1/4 x 3 1/4 inches and contains blue and gold embroidery on a white background.

\*T-shirts and patches may ONLY be ordered for Quill and Scroll members who have been initiated and have paid the basic \$15 membership fee.

## MEMBERSHIP PACKAGES



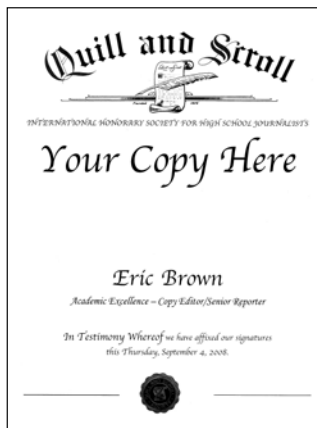
Available for students who are being inducted or are current members of Quill and Scroll Society. Packages that include graduation cords are only available to graduating seniors. See order form on page 5 for complete listing of packages.

## CERTIFICATES AND SCROLLS



The Award of Honor (8-1/2 by 5-1/2 inches) for members and non-members is lithographed in red and black on certificate stock suitable for framing. They can be inscribed with the recipient's first and last name only, or ordered without a name.

## CERTIFICATES AND SCROLLS continued



The Testimonial Scroll, 8-1/2 by 11 inches, is inscribed on quality certificate stock.

Provide up to six lines of wording to acknowledge special contributions by community supporters, students, administrators, and others on the Scroll in addition to the recipient's name. Please also indicate gender – his/her.

The Testimonial Scroll is available mounted on a walnut plaque or unmounted.

See order form on page 5 to select choice. Provide text on page 6.

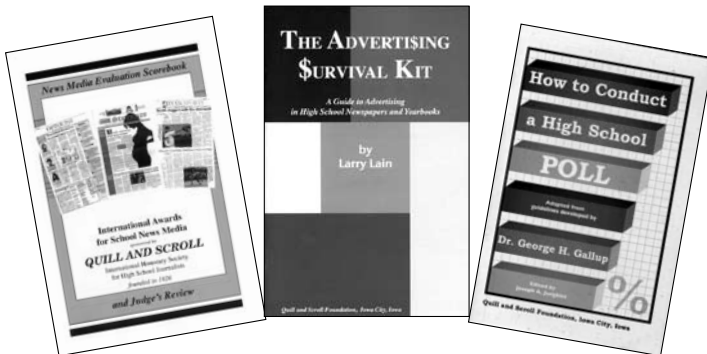
## CHAPTER ITEMS



Satin wall banners are royal blue with gold insignia, lettering and fringed edge. The walnut plaque is 10 by 14 inches with a graphic blast insignia and a bronze plate for engraving the local chapter's name.

Registry cards designed to assist media advisers in maintaining a permanent record of the chapter's members are available. Order them separately (R1), or in a special three-ring binder (R5) that includes participation and achievements registries.

## PUBLICATIONS AND CDs



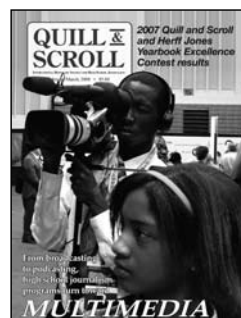
Quill and Scroll offers a variety of books and other resources. See complete listing at right. For more information visit [www.uiowa.edu/~quill-sc](http://www.uiowa.edu/~quill-sc).



Sweepstakes-winning entries in the News Media Evaluation, the Yearbook Excellence or the International Writing and Photo contests are featured on Contest Winners Images CDs.

Quill & Scroll magazine has a new look for 2008!

The magazine, published four times during the school year, keeps advisers and students informed of the latest developments and current practices in the production of school media.



**HOW TO CONDUCT A HIGH SCHOOL POLL** Information regarding the survey, sample, design, questionnaire, and more. (2006 edition)

**ADVERTISING SURVIVAL KIT** (Lain) Designed to develop sound business and advertising procedures. (2006 edition)

**DOs AND DON'Ts FOR PUBLICATIONS** (Campbell) A guide to good practices for school publications. (1998 edition)

**EFFECTIVE EDITORIAL WRITING** (Vahl/Hall) A short course in editorial analysis and writing covering helpful guidelines for effective editorial pages. (2000 edition)

**QUILL AND SCROLL STYLEBOOK** A guide for writers and editors of school publications. Newly revised!

**TEACHERS, STUDENTS, ACTIVITIES ARE NEWSMAKERS** (Campbell, Previti) Addresses techniques and hints for reporters and sources.

**A PRINCIPAL'S GUIDE TO SCHOLASTIC JOURNALISM** (Benedict) Analyzes and interprets the place and purpose of scholastic journalism and various media. (2002 edition)

**CHAPTER MANUAL** (For Chapters only) A complete guide to chapter procedures and activities. Newly revised!

**NEWSPAPER AND NEWSMAGAZINE EVALUATION/SCORE BOOK AND JUDGES' REVIEW** A guide to school newspaper policies, writing, editing, display, design and business practices. (2006 edition)

**ETHICS IN ACTION** (Olson) A 50-page booklet with ethical warm ups, activities, 30 case studies, ethics articles, and ethics sources.

**2008 News Media Evaluation Gallup Winners CD**

**2007 Yearbook Excellence Contest Sweepstakes Winners CD**

**2008 International Writing and Photo Contest Sweepstakes Winners CD**

**QUILL & SCROLL MAGAZINE** Publishes announcements, news, photos and helpful tips for journalism students and media advisers. Issues addressed include scholastic media law, online and visual production, journalism education, publication challenges and college admissions. It is the largest magazine devoted to the field of high school media. Available in one- or two-year subscriptions.

# Order Form

Continued on page 6

Item#	NOTE: New member pins are included in the \$15 membership fee. Members who have been previously initiated may purchase an additional pin for \$7.	New Member Pins	Previous Member Pins
<b>REGULATION PINS, KEY PINS, CHARMS</b>			
M1	Regulation Pin, Gold		
M3	Regulation Key Charm, Gold		
M4	Regulation Key Charm, Silver		
M5	Regulation Key Pin, Gold		
<b>EDITOR KEY PINS - Gold Only</b>			
K1	Editor-in-Chief		
K2	Editor		
K3	Assistant Editor		
K4	Co-Editor		
K5	Managing Editor		
K6	Activities Editor		
K7	Art Editor		
K8	Class Editor		
K9	Computer Editor		
K10	Copy Editor		
K11	Entertainment Editor		
K12	Feature Editor		
K13	Layout Editor		
K14	Literary Editor		
K15	News Editor		
K16	Opinion Editor		
K17	Page Editor		
K18	Photo Editor		
K19	Section Editor		
K20	Sports Editor		
<b>MANAGER KEY PINS - Gold Only</b>			
K21	Advertising Manager		
K22	Business Manager		
K23	Circulation Manager		
K24	Production Manager		
<b>SPECIAL DESIGNATION KEY PINS - Gold Only</b>			
K25	Adviser		
K26	Cartoonist		
K27	Columnist		
K28	Editorial Writer		
K29	Graphics Designer		
K30	In-Depth Reporter		
K31	Magazine Staff		
K32	Newspaper Staff		
K33	Photographer		
K34	Reporter		
K35	Staff Artist		
K36	Yearbook Staff		

Total number of new members		
Total number of pins for previously initiated members		
# New Members	_____ x \$15 = _____	} Add these two numbers for the pin subtotal
# Previous member pins	_____ x \$7 = _____	
SUBTOTAL		PIN \$

Item#	CHAPTER ITEMS	Qty.	Cost
B2	Wall Banner (Satin) 20" x 40" (\$25.00)		
B3	Walnut Insignia Plaque with bronze engraving plate (\$45.00)		
C5	Replacement Charter, certificate only (\$5.00)		
C6	Replacement Charter, mounted on plaque (\$32.00)		
R1	Membership Registry Card (\$1.00)		
R5	3-ring binder set (\$7.50)		
<b>MEMBER ITEMS</b>			
GCI	Graduation Honor Cord with gold insignia (\$9.00)		
GHC	Graduation Honor Cord (\$6.00)		
DS	Diploma Seal (\$0.25)		
TS	Quill and Scroll T-shirt (\$12.00) Shirt sizes: ___Small ___Medium ___Large ___XLarge		
QSP	Quill and Scroll Logo Patch (\$4.00)		
<b>MEMBERSHIP PACKAGES</b>			
MP1	Graduation cord and membership patch (\$8.00)		
MP2	Graduation cord with insignia and membership patch (\$11.00)		
MP3	T-shirt and membership patch (\$14.00) Shirt sizes: ___Small ___Medium ___Large ___XLarge		
MP4	T-shirt, membership patch and graduation honor cord (\$18.00) Shirt sizes: ___Small ___Medium ___Large ___XLarge		
MP5	T-shirt, membership patch and graduation cord with insignia (\$21.00) Shirt sizes: ___Small ___Medium ___Large ___XLarge		
<b>CERTIFICATES AND SCROLLS</b>			
C1	Award of Honor certificate (no name) (\$2.00)		
C2	Award of Honor certificate (name inscribed) (\$4.00) <i>Specify names on page 6.</i>		
C3	Testimonial Scroll, certificate only (\$10.00) <i>Specify names on page 6.</i>		
C4	Testimonial Scroll, mounted on plaque (\$32.00) <i>Specify names on page 6.</i>		
<b>NON-MEMBER CREATIVE WRITING PINS</b>			
N1	Sterling Silver Key Charm (\$7.00)		
N2	Sterling Silver Key Pin (\$7.00)		
<b>NON-MEMBER JOURNALISM PINS</b>			
N3	Gold Key Charm (\$7.00)		
N4	Gold Key Pin (\$7.00)		
<b>NON-MEMBER PUBLICATION PINS</b>			
N5	Newspaper Staff (\$7.00)		
N6	Yearbook Staff (\$7.00)		
N7	Magazine Staff (\$7.00)		

Please see bottom of page 6 for shipping and handling fees table.

If ordering inscribed Award of Honor certificates or Testimonial Scrolls, please specify names and text on page 6.

COLUMN	\$
SUBTOTAL	\$
PIN	\$
SUBTOTAL	\$
PAGE	\$
TOTAL	\$

**Please proceed to page 6**



School \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number ( ) \_\_\_\_\_  
 Newspaper Adviser \_\_\_\_\_  
 Yearbook Adviser \_\_\_\_\_  
 Broadcast/Web Adviser \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Check if above is a  new address or  school name has changed.

# Quill and Scroll

International Honorary Society  
 for High School Journalists

Quill and Scroll  
 School of Journalism  
 and Mass Communication  
 The University of Iowa  
 100 Adler Journalism Bldg., Room E346  
 Iowa City, Iowa 52242-2004  
 (319) 335-3457 FAX: (319) 335-3989  
 E-mail: quill-scroll@uiowa.edu  
 Home page: http://www.uiowa.edu/~quill-sc



## Order Form

Continued from page 5

Item#	PUBLICATIONS AND CDS	Qty.	Cost
P5	HOW TO CONDUCT A HIGH SCHOOL POLL (\$3.00)		
P6	ADVERTISING SURVIVAL KIT (\$3.00)		
P7	DOs AND DON'Ts FOR PUBLICATIONS (\$2.00)		
P8	EFFECTIVE EDITORIAL WRITING (\$2.00)		
P10	QUILL AND SCROLL STYLEBOOK (\$2.00)		
P11	TEACHERS, STUDENTS, ACTIVITIES ARE NEWSMAKERS (\$2.00)		
P12	A PRINCIPAL'S GUIDE TO SCHOLASTIC JOURNALISM (\$4.00)		
P15	CHAPTER MANUAL (\$2.00)		
P16	NME SCORE BOOK AND JUDGES' REVIEW (\$4.00)		
P20	ETHICS IN ACTION (\$5.50)		
NS	2008 News Media Evaluation Gallup Winners CD (\$15.00)		
YS	2007 Yearbook Excellence Winners CD (\$15.00)		
WS	2007 International Writing and Photo Winners CD (\$15.00)		
S1	Q&S magazine - 1 Year Subscription (\$17.00)		
S2	Q&S magazine - 2 Year Subscription (\$30.00)		
PUBLICATION SUBTOTAL			\$

## Shipping and Handling

Pins and certificates are packaged and shipped separately from other items to prevent damages.

### If you ordered:

Pins, certificates or scrolls, use this table

Cost of items in this group	S&H cost	SHIPPING/HANDLING	\$
\$1.00 - \$45.00	\$2.00		
\$45.01 - \$90.00	\$4.00		
\$90.01 and up	\$7.00		

### If you ordered:

Pins, certificates or scrolls and/or publications, t-shirts, cords and all other items, use this table

Cost of items in this group	S&H cost	SHIPPING/HANDLING	\$
\$1.00 - \$10.00	\$2.00		
\$10.01 - \$20.00	\$4.00		
\$20.01 - \$40.00	\$8.00	ITEMS ON PAGE 5 TOTAL	\$
\$40.01 and up	\$10.00	PUBLICATION SUBTOTAL	\$

**ORDER TOTAL** \$

## Certificates

**AWARD OF HONOR:** Specify names if ordering inscribed Award of Honor certificates. Please attach a printout or print clearly to ensure accuracy.

---

---

---

---

---

---

---

---

---

---

**TESTIMONIAL SCROLL:** Specify text if ordering inscribed Testimonial Scroll. See page 4 for more information. Please attach a printout or print clearly.

---

---

---

---

---

---

---

---

---

---

Circle one: His or Her Presentation date: \_\_\_\_\_

Please include check or school purchase order.  
 Your order cannot be processed without payment.

## Shipping Address

If different from above

---

---

---

---

---

---

---

---

---

---

## 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 into Quill and Scroll Society.

(Signature of adviser) \_\_\_\_\_

(Date) \_\_\_\_\_