



IEEE  
Networking the World®

# STUDENT SERVICES DEPARTMENT SUPPLY ORDER FORM

PLEASE ALLOW THREE WEEKS TO  
SERVICE REQUESTS

**IEEE STUDENT SERVICES**  
**445 Hoes Lane, P.O. Box 1331**  
**Piscataway, NJ 08855-1331, U.S.A.**

REASONABLE REQUESTS WILL BE  
HONORED

## NOTE TO STUDENT SERVICES

Questions regarding this order should be directed to:

Name: \_\_\_\_\_

Office held: \_\_\_\_\_

(Counselor/Chairman)

Telephone No: (      ) \_\_\_\_\_

(during business hours)

This order  
authorized by: \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_ / / / / /

**SCHOOL CODE**

### Forms

- \_\_\_ 1 \_\_\_ Student Branch Supply Order Form
- \_\_\_ Annual Plan (Due November 1st)
- \_\_\_ Annual Report of Activities  
(Due May 1st)
- \_\_\_ Newly Elected Student Officer  
Reporting Form
- \_\_\_ Counselor Nomination Reporting Form
- \_\_\_ Branch Mentor Appointment Form
- \_\_\_ Outstanding Student Certificate  
Order Form (1 per 100 Students)
- \_\_\_ Outstanding Design Award Certificate  
Order Form

### Applications & Brochures

- \_\_\_ Student Application (EZ4U)
- \_\_\_ Professional Membership Applications  
(EZ1-non-student)
- \_\_\_ Student Societies & Periodicals  
Brochure (F40STS)

### Posters

- \_\_\_ Join the IEEE Poster (8 1/2" x 11")
- \_\_\_ Join the IEEE Poster (11" x 17")
- \_\_\_ Expand Your Mind Poster
- \_\_\_ Student Paper Contest Poster
- \_\_\_ The Sky's The Limit Poster

### Informational Literature/Award Material

- \_\_\_ AT&T Labs Student Enterprise Award
- \_\_\_ Outstanding Branch Counselor and  
Advisor Award Program
- \_\_\_ RAB Larry K. Wilson Regional  
Student Activities Award
- \_\_\_ Exemplary Student Branch Award
- \_\_\_ Branch Newsletter (*Branch News*)
- \_\_\_ Change of Address Cards
- \_\_\_ Student Branch Officer Job  
Description Flyer
- \_\_\_ Student Branch Calendar
- \_\_\_ Awards & Scholarships Brochure


### Manuals & Guides

- \_\_\_ Student Branch Operations Guide
- \_\_\_ Leadership Training Workbook
- \_\_\_ Student Branch Bylaws
- \_\_\_ IEEE Bylaws
- \_\_\_ IEEE Constitution
- \_\_\_ IEEE Policy and Procedures Manual
- \_\_\_ Program Resources Guide
- \_\_\_ Membership Benefits Flyer

### Supplies

- \_\_\_ Stationery-Student Branch Letterhead
- \_\_\_ Envelopes - SEC-23 With IEEE Logo  
No Return Address (Standard Ltr. Size)

Your name and address as written below will be  
used to acknowledge this order.



IEEE Operations Center

**ORDERED BY:**

\_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### THIS IS YOUR SHIPPING LABEL

The name and address as printed will be used  
to ship the materials.



IEEE Operations Center

**SHIP TO:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# STUDENT SERVICES SUPPLY ORDER

We are pleased to acknowledge your request for supplies. Any items out of stock will be shipped as soon as they are available. Please allow 3 weeks for delivery of materials

SCHOOL NAME \_\_\_\_\_ /\_/\_/\_/\_/\_/\_  
SCHOOL CODE

**Forms**

- \_\_\_ 1 \_\_\_ Student Branch Supply Order Form
- \_\_\_\_\_ Annual Plan (Due November 1st)
- \_\_\_\_\_ Annual Report of Activities (Due May 1st)
- \_\_\_\_\_ Newly Elected Student Officer Reporting Form
- \_\_\_\_\_ Counselor Nomination Reporting Form
- \_\_\_\_\_ Branch Mentor Appointment Form
- \_\_\_\_\_ Outstanding Student Certificate Order Form (1 per 100 Students)
- \_\_\_\_\_ Outstanding Design Award Certificate Order Form

**Applications & Brochures**

- \_\_\_\_\_ Student Application (EZ4U)
- \_\_\_\_\_ Professional Membership Applications (EZ1-non-student)
- \_\_\_\_\_ Student Societies & Periodicals Brochure (F40STS)

**Posters**

- \_\_\_\_\_ Join the IEEE Poster (8 1/2" x 11")
- \_\_\_\_\_ Join the IEEE Poster (11" x 17")
- \_\_\_\_\_ Expand Your Mind Poster
- \_\_\_\_\_ Student Paper Contest Poster
- \_\_\_\_\_ The Sky's The Limit Poster

**Informational Literature/Award Material**

- \_\_\_\_\_ AT&T Labs Student Enterprise Award
- \_\_\_\_\_ Outstanding Branch Counselor and Advisor Award Program
- \_\_\_\_\_ RAB Larry K. Wilson Regional Student Activities Award
- \_\_\_\_\_ Exemplary Student Branch Award
- \_\_\_\_\_ Branch Newsletter (*Branch News*)
- \_\_\_\_\_ Change of Address Cards
- \_\_\_\_\_ Student Branch Officer Job Description Flyer
- \_\_\_\_\_ Student Branch Calendar
- \_\_\_\_\_ Awards & Scholarships Brochure

**Manuals & Guides**

- \_\_\_\_\_ Student Branch Operations Guide
- \_\_\_\_\_ Leadership Training Workbook
- \_\_\_\_\_ Student Branch Bylaws
- \_\_\_\_\_ IEEE Bylaws
- \_\_\_\_\_ IEEE Constitution
- \_\_\_\_\_ IEEE Policy and Procedures Manual
- \_\_\_\_\_ Program Resources Guide
- \_\_\_\_\_ Membership Benefits Flyer

**Supplies**

- \_\_\_\_\_ Stationery-Student Branch Letterhead
- \_\_\_\_\_ Envelopes - SEC-23 With IEEE Logo No Return Address (Standard Ltr. Size)

Your name and address as written below will be used to acknowledge this order.

IEEE  
IEEE Operations Center

ORDERED BY:

---



---



---



---



---

**THIS IS YOUR SHIPPING LABEL**

The name and address as printed will be used to ship the materials.

IEEE  
IEEE Operations Center

SHIP TO:

---



---



---



---



---

SHIP AS:  
 \_\_\_\_\_ PARCEL POST  
 \_\_\_\_\_ AIR MAIL  
 \_\_\_\_\_ OTHER  
 POSTAGE \_\_\_\_\_  
 MAILED \_\_\_\_\_  
 Work Order #:22040-\_\_\_\_\_  
 Postage #:10220022040420050000000000  
 Labor #: 10220022040502600000000000  
 Please ship the materials listed below:

**FOR STUDENT SERVICES USE ONLY**

SCHOOL NAME \_\_\_\_\_ / / / / /  
**SCHOOL CODE**

**Forms**

- \_\_\_ 1 \_\_\_ Student Branch Supply Order Form
- \_\_\_\_\_ Annual Plan (Due November 1st)
- \_\_\_\_\_ Annual Report of Activities (Due May 1st)
- \_\_\_\_\_ Newly Elected Student Officer Reporting Form
- \_\_\_\_\_ Counselor Nomination Reporting Form
- \_\_\_\_\_ Branch Mentor Appointment Form
- \_\_\_\_\_ Outstanding Student Certificate Order Form (1 per 100 Students)
- \_\_\_\_\_ Outstanding Design Award Certificate Order Form

**Applications & Brochures**

- \_\_\_\_\_ Student Application (EZ4U)
- \_\_\_\_\_ Professional Membership Applications (EZ1-non-student)
- \_\_\_\_\_ Student Societies & Periodicals Brochure (F40STS)

**Posters**

- \_\_\_\_\_ Join the IEEE Poster (8 1/2" x 11")
- \_\_\_\_\_ Join the IEEE Poster (11" x 17")
- \_\_\_\_\_ Expand Your Mind Poster
- \_\_\_\_\_ Student Paper Contest Poster
- \_\_\_\_\_ The Sky's The Limit Poster

**Informational Literature/Award Material**

- \_\_\_\_\_ AT&T Labs Student Enterprise Award
- \_\_\_\_\_ Outstanding Branch Counselor and Advisor Award Program
- \_\_\_\_\_ RAB Larry K. Wilson Regional Student Activities Award
- \_\_\_\_\_ Exemplary Student Branch Award
- \_\_\_\_\_ Branch Newsletter (*Branch News*)
- \_\_\_\_\_ Change of Address Cards
- \_\_\_\_\_ Student Branch Officer Job Description Flyer
- \_\_\_\_\_ Student Branch Calendar
- \_\_\_\_\_ Awards & Scholarships Brochure


**Manuals & Guides**

- \_\_\_\_\_ Student Branch Operations Guide
- \_\_\_\_\_ Leadership Training Workbook
- \_\_\_\_\_ Student Branch Bylaws
- \_\_\_\_\_ IEEE Bylaws
- \_\_\_\_\_ IEEE Constitution
- \_\_\_\_\_ IEEE Policy and Procedures Manual
- \_\_\_\_\_ Program Resources Guide
- \_\_\_\_\_ Membership Benefits Flyer


**Supplies**

- \_\_\_\_\_ Stationery-Student Branch Letterhead
- \_\_\_\_\_ Envelopes - SEC-23 With IEEE Logo No Return Address (Standard Ltr. Size)

Your name and address as written below will be used to acknowledge this order.

  
 IEEE Operations Center  
**ORDERED BY:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**THIS IS YOUR SHIPPING LABEL**  
 The name and address as printed will be used to ship the materials.

  
 IEEE Operations Center  
**SHIP TO:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_