



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

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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

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