

AARP Tax-Aide

Volunteer/Site Recognition Order Form

Please complete all of the following section (Required):

First Name: **Last Name:**..... **Volunteer ID:**
Address: **City:**... **State:** **Zip Code:**... ..
Telephone Number (including area code):

Date Requested (m/d/yyyy): **Date Needed (m/d/yyyy):**

>>>Please allow up to 30 days for delivery<<<

Please E-mail or Fax this form to your Volunteer Technician at the AARP Tax-Aide National Office

Detailed Instructions for this form are included below.

Stock #	Volunteer Recognition Material	Qty***
C1186	Pins – 5 Years of Service	
C1185	Pins – 10 Years of Service	
C1184	Pins – 15 Years of Service	

Stock #	Volunteer Recognition Material	Qty***
C1183	Pins – 20 Years of Service	
C1462	Pins – 25 Years of Service	
C1461	Pins – 30 Years of	
C2110	Pins – 35 Years of Service	

Note: A Jan Cooper Certificate of Appreciation is included with these pins. Please attach the following information for each pin being requested:
 Volunteer ID #, Volunteer Name*
*(*to appear on the certificate)*

Stock #	Specialized Plaques	Qty***
	Regional Coordinator Plaque	
	Volunteer with 20+ yrs service Plaque	
	Retiring State Coordinator Plaque	

Note: Please attach as much detail as possible to assist the Volunteer Technicians in fulfilling these specialized plaque requests

Stock #	Site Awards	Qty***
	Margaret Drescher E-File Site Award	
	Margaret Drescher “Seals” Only	See right
	Alice Stephenson Quality Site Award	

Note: For Site Awards, if this is the first year of the award, this must be referenced. If this is a subsequent year of the award for a site, a new seal will be sent. Please specify:
 Site ID and Name:

New	Subsequent	(Reference Year):
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For the Margaret Drescher Seals, please identify the quantities you want of the following:
 Diamond Gold Silver Bronze

Website for the public: www.aarp.org/taxaide
 Website for volunteers (Extranet): www.aarp.org/tavolunteers

*2 Million People Served
 Annually!*



AARP Tax-Aide

AARP TAX-AIDE Recognition Items Order Form

This form shows **recognition** materials that would be customized for you and are available for ordering through AARP in support of the AARP Tax-Aide program. If the item is not listed on this form, it is either on the general order form or it is not a current AARP Tax-Aide product.

Fill out one order form per recipient address.

Provide a complete street address. Do not use PO boxes.

Please allow 30 days for delivery of your order.

The completed form should be sent directly to the Sr. Field Support Technician assigned for your region, at:

AARP Tax-Aide Program
AARP Foundation
P.O. Box 96863
Attn: Sr. Field Support Technicians
Washington DC 20077-7029

You may also email the completed order form to: TaxAide@aarp.org, or to your Sr. Field Support Technician directly; or fax the completed order form to: 202-434-6026.

Volunteer Recognition Material

Years of Service Pins for 20+ years are accompanied by a Jan Cooper Certificate of Appreciation that is customized by the Sr. Field Support Technician. Please provide information on each volunteer so that this certificate can be developed.

Specialized Plaques

These plaques are individually developed for the volunteers receiving them by the Sr. Field Support Technician. Please provide information on each volunteer so that these plaques can be developed. The specialized plaques have no stock numbers. As a result, the stock number box has been blacked out.

Site Awards

These awards reference the site by name, and have individual medallions attached, indicating either level or year of achievement. The Sr. Field Support Technician individual develop these awards and distribute the medallions. Please provide information on each site so that these awards can be individually developed. The specialized awards have no stock numbers. As a result, the stock number box has been blacked out.

Website for the public: www.aarp.org/taxaide
Website for volunteers (Extranet): www.aarp.org/tavolunteers

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