

# AARP Foundation 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 Field Support Associate at the 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 Field Support Associates in fulfilling these specialized plaque requests

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

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

*2.5 Million People Served  
 Annually!*



# AARP Foundation 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 Foundation 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 Foundation 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 Field Support Associate assigned for your region, at:  
AARP Foundation Tax-Aide Program  
P.O. Box 96863  
Attn: Field Support Associate  
Washington DC 20077-7029

You may also email the completed order form to: [TaxAide@aarp.org](mailto:TaxAide@aarp.org), or to your Field Support Associate 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 Field Support Associate. 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 Field Support Associate. 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 have been discontinued.

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

*2.5 Million People Served  
Annually!*

**AARP**<sup>SM</sup>  
FOUNDATION