

## Driver Safety Program Supply Requisition Form

*Please complete the following section:*

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Volunteer ID#:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Telephone Number (    ):** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Date Needed:** \_\_\_\_\_ **Business ID: 33520000**

**>>>Please allow up to 21 business days for delivery<<<**

**Detailed Instructions are listed on the back of this form**

Stock #	Qty.	Description
D12519		Administration Requirements
D14295		Application - Instructor
D14296		Application - Leadership
D17083		Application - Telephone Coordinator
E269		Award Certificate
C1419		Banner – 5’ Vinyl w/tube
D15249		Banner – Paper (24” x 8”)
C1057		Bookmark (pkg.35)
D934		Briefing Paper (4 Pages)
C192		Brochure – AARP Membership
D17286		Brochure – Participant
D740		Brochure – Sponsor
D15873		Brochure – Under the Hood
D14958		Brochure – Volunteers
C1963		Brochure Holder
D12271		Candidate Review Form
E343		Chief Trainer Order Form
D852		Coordinator Handbook
D597		Course – Announcement Card
B1108		Course – Completion Envelope
C2209		Course – DVD
E290		Course – Evaluation Form
D12100		Course – Name Tent Registration Card
C2207		Course – Order Card
E367		Course – Order Form (Fax)
C2206		Course - PowerPoint Presentation
D0760		Course – Pre-registration Form
C2190		Course – Video
D16746		Course Tuition Expense Report
D18368		Course – Participant Workbook

Stock #	Qty.	Description
D15720		Description - Chief Trainer
D19048		Description - Deputy State Coordinator
D14292		Description - District Coordinator
D14294		Description - Instructor
D15722		Description - Instructor Mentor
D16103		Description – Marketing Specialist
D14289		Description - Regional Coordinator
D14290		Description - State Coordinator
D17077		Description - Telephone Coordinator
D15721		Description - Trainer
D19047		Description - VMIS Data Manager
D14291		Description - Zone Coordinator
D15616		DSP Appreciation Cards (pkg. 25)
D12607		Fact Sheet
D16482		Instructor Candidate Administrative Packet
D13875		Label Replenishment Card
E283		Personnel Form
D17549		Publicity & Promotion Guide
C1521		Shopping Bag
D18777		Spanish Materials Order Form
D13600		Standard Activity Expense Statement
D817		Student Completion Record
E344		Supply Requisition Form
D17566		Telephone Coordinator Instructions
D17567		Telephone Coordinator Log
C1766		“Tell-A-Friend” Cards (pkg. 35)
D15724		Training Instructor Form
D13940		Video Promo (1/2” VHS)
C1832		Volunteer Recruitment Poster

## AARP Driver Safety Program Materials Order Form Instructions

This form shows AARP Driver Safety Program materials available for ordering through the AARP Fulfillment Center. If an item is not listed on this form, it is either a restricted item (separate order forms exist for these items) or it is not a current Driver Safety Program product.

### Instructions:

- Fill out one order form per recipient address.
- Provide a complete street address. Do not use P.O. boxes.
- Indicate the total quantity for each item ordered.
- Please allow up to 21 business days for delivery regardless of the ordering method used.

### Submit the completed form using one of the following options:

- Calling toll-free at 1-800-569-1658
- Faxing to Fulfillment at 703-541-5921 or 703-541-5922 (do not mail after faxing)
- Mailing the form to: AARP Driver Safety Program, P.O. Box 93114, Long Beach, CA 90809-3114.

**Note:** In some instances, items are available to download from the VolunteerNet website ([www.aarpvolunteers.com](http://www.aarpvolunteers.com)).

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### Ordering Reminders and Problems:

Unless otherwise indicated, items should be ordered as singles. If an item is listed as coming in a pack, they **cannot** be broken to fulfill an order.

Check your order upon receipt to ensure your order is accurate and complete.

#### What happens when my request is not available or on back order?

Back orders can be caused by two different things: we have not finished printing the item, or we have run out of the item. If you need the item immediately, check VolunteerNet ([www.aarpvolunteers.com](http://www.aarpvolunteers.com)) to see if it is an item that can be downloaded.

When you receive a back order notice, do not resubmit your order. Your order will be fulfilled once the product is back in stock.

#### What should I do if I have not received my order or need it right away?

Contact the AARP Fulfillment Center immediately (1-800-569-1658) and give them your order, so they can research the order status.

Rush orders should be avoided as much as possible, as they have a high shipment cost associated with them. Please plan ahead and remember to allow at least 21 business days for the delivery of your order.

#### What do I do if the shipment received has errors in it (such as wrong item, wrong quantity, etc.)?

Contact the AARP Fulfillment Center immediately using DSP's 800 number (1-800-569-1658).