



## 2021 20-Year Club Commemorative Gift Order Form

Please return this form by **Friday, November 13, 2020** via fax (2-2107), email to Kelsey Tomlinson (ktomlin2@kent.edu), or mail, using the address below:

Kent State University  
Division of Human Resources  
Attn: Kelsey Tomlinson, T&D  
635 Loop Road  
Kent, OH 44242

*This form can also be accessed and printed, or completed online, at  
<http://www.kent.edu/hr/20-year-club>.*

Inductee Name:

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Home address (used for chair and lamp delivery):

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Phone number (used to schedule chair and lamp delivery):

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**\*IMPORTANT CHANGES\*** At this time, due to the cost of benches, they can only be ordered if at least 4 Inductees want a bench. The new bench would then have a plaque with the names of all 4+ inductees on it. Because gifts are being ordered every quarter, there may be a delay in the bench ordering process. If, by the end of the four gift selection quarters, not enough Inductees are interested in a bench, those inductees originally interested in a bench would have the opportunity to select a chair or lamp.

At this time, 20-Year Club Trees are unavailable. We apologize for any inconvenience.

Please select one of the following options:

- ☐ A chair
- ☐ A bench
- ☐ A lamp

**OPTION 1 - Chair Information**

Please select from three different chair types: standard arm chair, rocking chair, or swivel chair. A swivel chair requires an additional payment of approximately \$95 (\$89 plus \$6 tax).

- ☐ Standard Armchair
- ☐ Swivel Chair (Requires an additional payment of approximately \$95, \$89 plus \$6 tax)
- ☐ Rocking Chair

If you would like to select a chair, please choose one of the following:

- ☐ All black, gold silkscreen seal
- ☐ Black with cherry arms, gold silkscreen seal
- ☐ Black with cherry arms and back, engraved seal
- ☐ All cherry, engraved seal
- ☐ Black with cherry back, engraved seal
- ☐ Any chair above, no seal

Please print your name below as you would like it to appear on the nameplate:

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**OPTION 2 - Bench information\***

*\*At this time, due to the cost of benches, they can only be ordered if at least 4 Inductees want a bench. The new bench would then have a plaque with the names of all 4+ inductees on it. Because gifts are being ordered every quarter, there may be a delay in the bench ordering process. If, by the end of the four gift selection quarters, not enough Inductees are interested in a bench, those inductees originally interested in a bench would have the opportunity to select a chair or lamp.*

Please print your name below as you would like it to appear on the nameplate:

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**OPTION 3: Table Lamp**

Please print your name below as you would like it to appear on the nameplate:

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