



ARRL VEC, 225 Main Street, Newington, CT 06111  
 Phone: 1-860-594-0300 web: www.arrl.org/volunteer-examiners

## RESTOCK MATERIALS REQUEST FORM

Field-Stocked VE Team Liaisons please complete this form when any quantity of materials are needed and submit to the ARRL VEC four weeks before materials are required.

### WRITTEN EXAMS

### ORDER REQUEST

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### ORDER REQUEST

2-1-2018 \_\_\_\_\_

2-2-2018 \_\_\_\_\_

2-3-2018 \_\_\_\_\_

2-4-2018 \_\_\_\_\_

2-5-2018 \_\_\_\_\_

3-1-2019 \_\_\_\_\_

3-2-2019 \_\_\_\_\_

3-3-2019 \_\_\_\_\_

3-4-2019 \_\_\_\_\_

3-5-2019 \_\_\_\_\_

4-1-2020 \_\_\_\_\_

4-2-2020 \_\_\_\_\_

4-3-2020 \_\_\_\_\_

4-4-2020 \_\_\_\_\_

4-5-2020 \_\_\_\_\_

**If you need overlay grading templates for any written exam, place a " T " next to the order request.**

**Element 3 can only be administered by Extra or Advanced class VEs.  
 Element 4 can only be administered by Extra class VEs.**

### ADDITIONAL MATERIALS

Session Reports \_\_\_\_\_

Candidate Rosters \_\_\_\_\_

Answer Sheets \_\_\_\_\_

CSCEs \_\_\_\_\_

NCVEC Form 605s \_\_\_\_\_

### ADDITIONAL MATERIALS

Registration Forms \_\_\_\_\_

Restock Request Forms \_\_\_\_\_

RF Safety Info Sheets \_\_\_\_\_

other \_\_\_\_\_

other \_\_\_\_\_

**USPS First Class Mail** -- Quantity needed of Postpaid Labels and Envelopes: \_\_\_\_\_

*First Class Mail is the preferred method of shipment as it is the most cost effective service.*

### FIELD-STOCKED TEAM LIAISON INFORMATION

The Field-Stocked VE Team Liaison must be officially appointed by ARRL VEC.

**Date Materials Wanted By:** \_\_\_\_\_

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_

STREET ADDRESS (Not a PO Box): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Are these supplies needed for a large session, Hamfest or Convention? \_\_\_\_\_

For approximately how many sessions will this supply meet your needs? \_\_\_\_\_