



Police Club USA

policeclubusa.com

P.O.BOX 1111 WILLOUGHBY, OHIO 44096-5

Protecting our Lives In Cities Everywhere

CITY OPERATING PROGRAM-5

1. REVIEW BENEFITS FOR DONATING MEMBERSHIP CARDS
2. REVIEW CITY FORMS AND PROCEDURES
3. REVIEW BOTH FORMS WITH POLICE DEPARTMENT AND POTENTIAL MEMBERS
4. IF PARTICIPATION IS AGREED UPON COMPLETE THE "CITY POLICE FORCE AGREEMENT AND RESPONSIBILITY FORM"
5. E-MAIL SIGNED COPY OF AGREEMENT FORM TO STATE
6. REVIEW AND EVALUATE ALL FORMS AND PROCEDURES TO MAKE PROGRAM A SUCCESS
7. HAVE POTENTIAL MEMBERS DONATE FUNDS AND BECOME CARD MEMBERS.
8. HAVE MEMBERS SOLICIT ALL BUSINESS TO JOIN PROGRAM AND SIGN "PARTICIPATION FORM". EXPLAIN 3 REASONS TO JOIN
9. DEVELOP "PARTICIPATION AGREEMENT" LIST ON COMPUTER PROGRAM
10. HAVE PROGRAM AVAILABLE FOR CARD MEMBERS TO OBTAIN LIST OF BUSINESS IN PROGRAM.
11. ESTABLISH COMPUTER PROGRAM TO COMPLETE ALL FORMS
12. PROVIDE "PARTICIPANT" LIST TO POLICE FORCE AS THEY BEGIN RECEIVING MEMBERSHIP CARDS REQUEST.
13. DEVELOP COMPUTER PROGRAM TO PRINT MEMBERSHIP CARDS
14. DEVELOP "CITY MEMBERSHIP ROSTER" LIST ON COMPUTER BY MEMBERSHIP EXPIRATION DATE
15. DEVELOP COMPUTER PROGRAM TO PROVIDE LIST OF "PARTICIPATION AGREEMENT" MEMBERS AND "CITY MEMBERSHIP" ROSTER TO STATE UNIT
16. PARTICIPATE IN FINANCIAL PROGRAM TO RECEIVE AND DISTRIBUTE FUNDS.