



Police Club USA

policeclubusa.com

P.O.BOX 1111 WILLOUGHBY, OHIO 44096

Protecting our Lives In Cities Everywhere

NATIONAL-STATE-CITY OPERATION PROGRAM-11

CITY

1. REVIEW--BENEFITS FOR SELLING MEMBERSHIP CARDS
2. REVIEW--CITY FORMS AND PROCEDURES
3. REVIEW—BOTH FORMS WITH POLICE DEPARTMENT MEMBERS
4. IF PARTICIPATION IS AGREED UPON COMPLETE THE CITY POLICE FORCE AGREEMENT AND RESPONSIBILITY FORM
5. MAIL OR TEXT SIGNED COPY OF AGREEMENT FORM TO STATE POLICE CLUB USA
6. REVIEW AND EVALUATE ALL FORMS AND PROCEDURES NECESSARY TO MAKE PROGRAM A SUCCESS
7. ISSUE CARDS AND COLLECT DONATIONS FROM POLICE FORCE MEMBERS
8. HAVE POLICE MEMBERS SOLICIT ALL BUSINESSES TO JOIN PROGRAM AND SIGN PARTICIPATION AGREEMENT FORM
9. DEVELOP PARTICIPATION AGREEMENT LIST ON COMPUTER BY BUSINESS CLASS
10. HAVE PROGRAM AVAILABLE FOR CARD MEMBERS TO OBTAIN LIST OF BUSINESSES IN PROGRAM
11. ESTABLISH COMPUTER PROGRAM TO COMPLETE ALL FORMS
12. PROVIDE "PARTICIPANT" LIST TO POLICE FORCE AS THEY BEGIN DONATING MEMBERSHIP CARDS
13. DEVELOP COMPUTER PROGRAM TO PRINT AND DELIVER MEMBERSHIP CARDS
14. DEVELOP CITY MEMBERSHIP ROSTER LIST ON COMPUTER BY MEMBERSHIP EXPIRATION DATE
15. DEVELOP COMPUTER PROGRAM TO PROVIDE LIST OF PARTICIPATION AGREEMENT FORM AND CITY MEMBERSHIP ROSTER FORM TO STATE POLICE CLUB USA.
16. PARTICIPATE IN FINANCIAL PROGRAM TO RECEIVE AND DISTRIBUTE FUNDS TO STATE AND NATIONAL UNITS
17. HAVE POLICE FORCE SOLICIT DONATIONS FOR MEMBERSHIP CARDS

STATE

1. APPOINT CONTROL MANAGER IN EACH CITY.
2. PROVIDE ALL PROGRAM FORMS AND EXPLAIN THEIR USE
3. INITIATE CARD MEMBERSHIP NUMBERING SYSTEM FOR EACH CITY
4. EXPLAIN FUND DISTRIBUTION SYSTEM AND BANKING SYSTEM
5. MAINTAIN COMPUTER PROGRAM TO RECEIVE ALL RECORDS PERTAINING TO STATE WIDE MEMBERSHIP, DISCOUNT PARTICIPATION MEMBERS AND FINANCIAL PROGRAMS.
6. SOLICIT MEMBERSHIP DONATIONS TO FRIENDS
7. PROVIDE ALL RECORDS AND INFO REQUESTED TO POLICE CLUB USA.
8. ESTABLISH A LOCAL BANK ACCOUNT AND SEND MONTHLY STATEMENT AND FUNDS TO POLICE CLUB USA.

POLICE CLUB USA

1. DESIGN AND PRODUCE SAMPLE OF MEMBERSHIP CARD AND EXPLAIN PRINTING SYSTEM
2. DESIGN AND MAKE SAMPLES OF PARTICIPATION AGREEMENT
3. DESIGN PROGRAMS AND PROCEDURES FOR STATE AND CITY REPRESENTATIVES
4. DEVELOP AND EXPLAIN FINANCIAL BANKING AND DISTRIBUTION SYSTEM TO STATE AND CITY MEMBERS
5. EXPLAIN MEMBERSHIP NUMBERING SYSTEM AND RENEWAL PROCEDURES
6. PROVIDE LIST, COST AND LOCATIONS TO BE USED FOR PURCHASING ALL REQUIRED SUPPLIES.
7. HAVE NATIONAL ASSISTANCE AVAILABLE WHEN NEEDED FOR STATE AND LOCAL PC USA REQUIREMENTS.