



Police Club USA

policeclubusa.com

P.O.BOX 1111 WILLOUGHBY, OHIO 44096

Protecting our Lives In Cities Everywhere

MEMBERSHIP CARD PROCESS-23



POLICE CLUB USA

Protecting Our Lives In Cities Everywhere

Name RONALD E. CROUSE SR.

Member # OH/Mentor--0001

policeclubusa.com

EXPIRATION DATE: 05/01/19

1. THE MEMBERSHIP CARD WILL BE PROCESSED USING DOCUMENT #14 . ONCE THE CARD OR CARDS ARE COMPLETED DOCUMENT #14 IS PRINTED ON THE BLUE PAPER. INFORMATION ON DOCUMENT #14 IS NOW SAVED AS THE NEXT PAGE ON DOCUMENT #22 . WITH THIS INFORMATION NOW SAVED FOR FUTURE USE DOCUMENT #14 CAN GO BACK TO ITS ORIGINAL FORM BY CLICKING ON "DON'T SAVE" WHEN CLOSING THE ACTION. NEXT ALL INFORMATION IS NOW PLACED ON DOCUMENT #10 WHICH WILL BE AVAILABILE FOR NEXT YEARS RENEWAL PURPOSE. REVIEW THIS INFORMATION AGAIN ON ITEM 5 BELOW.

2. THE MEMBERSHIP NUMBER WILL HAVE THE STATE, CITY, AND NUMBER AS FOLLOWS:

Member # OH/Mentor-0001

NUMBERING SYSTEM WILL START WITH 4 DIGITS AND GROW AS MEMBERSHIP INCREASES. THE STATE WILL BE ABBREVIATED AND THE CITY SPELLEDOUT COMPLETELY.

3. THE WEBSITE WILL BE USED AS A GUIDE TO ALLOW THE CARD MEMBER TO CONTACT POLICE CLUBS THROUGHOUT THE COUNTRY WHEN TRAVELING. EVERY POLICE CLUB WILL HAVE AVAILABILE ON THEIR WEBSITE ALL DISCOUNT SERVICES.

4. EXAMPLE: IF THE CARD MEMBER WAS TRAVELING FROM CLEVELAND, OHIO TO TAMPA, FLORIDA THE MEMBER WOULD GO ON THE INTERNET AND WOULD TYPE THE FOLLOWING: policeclubusa.com, THEN CLICK ON THE STATE OF FLORIDA AND THEN CLICK ON THE CITY OF TAMPA AND REVIEW DISCOUNT SERVICES AVAILABILE IN THAT CITY.

5. IF MEMBERSHIP CARD PROCESSING IS SAVED BY MONTH THE RENEWAL PROCESS EACH YEAR WOULD ONLY REQUIRE CHANGING THE EXPIRATION DATE. ALL OTHER INFORMATION WOULD REMAIN THE SAME. ALL CARDS WILL BE PROCESSED USING DOCUMENT #14 ON PROCEDURE LIST. ONCE COMPLETED THIS INFORMATION WILL BE PLACED ON DOCUMENT 10. IT WILL BE SAVED ON DOCUMENT 10 AS 22-JAN-1 (THE #1 INDICATES THE FIRST PAGE OF MEMBERSHIP CARDS FOR THE MONTH OF JANUARY.) THE NEXT TEN MEMBERS IN JANUARY WOULD BE LISTED AS 22-JAN-2, THE NEXT TEN MEMBERS IN JANUARY WOULD BE 22-JAN-3, ETC.

FEBRUARY MEMBER CARDS WOULD BE LISTED AS 22-FEB-1, 22-FEB-2, 22-FEB-3, MARCH WOULD BE 22-MAR-1, 22-MAR-2, 22-MAR-3, ETC. THIS ALLOWS EACH MONTH OF MEMBERS TO BE STORED ON A MONTHLY CHART AND EASY TO RENEW EACH YEAR. THEN DOCUMENT #14 IS RETURNED EACH TIME AS 'DON'T SAVE" AND IS READY FOR THE NEXT LIST OF NEW MEMBERS. ANY CHANGE OF INFORMATION ON THE RENEWAL PROCESS, SUCH AS CONTACT OR ADDRESS INFO MUST BE CHANGED ON THE MEMBERSHIP LIST (DOCUMENT #10).

6. A SHIPPING LABEL (DOCUMENT 10-1 WILL BE USED IN THE SAME RENEWAL PROCESS AS ABOVE. ONCE ALL INFORMATION HAS BEEN SAVED ON THE COMPLETED MEMBERSHIP CARD LIST ON DOCUMENT #22 IT WILL BE SAVED IN THE SAME PROCESS ON THE NEXT NUMBERED DOCUMENT # 10-1. EXAMPLE: MEMBERSHIP CARDS ON DOCUMENT # 22-JAN-1 WOULD HAVE MAILING LABELS ON DOCUMENT #10-JAN-1, MEMBERSHIP INFO ON DOCUMENT 22-JAN-2 WOULD HAVE MAILING LABELS ON 10-JAN-2, ETC.