



Police Club USA

policeclubusa.com

P.O.BOX 1111 WILLOUGHBY, OHIO 44096

Protecting Our Lives In Cities Everywhere

CITY FORMS AND PROCEDURES-4

FORM: MEMBERSHIP REQUEST FORM #9

THIS FORM WILL BE REPRODUCED ON REGULAR OFFICE PAPER AND USED TO SIGN MEMBERS AND PROVIDE INFO TO THE COMPUTER MEMBERSHIP LIST. THE CONTACT NAME ON THE FORM SHOULD BE THE PERSON RECEIVING THE SIGNED FORM AND CAN BE USED FOR RENEWAL EACH FOLLOWING YEAR. TWO COPIES WILL BE MADE WITH ONE COPY GIVEN TO THE NEW MEMBER. ALL POLICE CLUB INFORMATION SHOULD BE ON THE FORM AT TIME OF PRINTING.

FORM: PARTICIPATION AGREEMENT AND SUPPORT STICKER FORMS #6-#7-#18-#19

THESE FORMS WILL BE USED BY MEMBERS OF THE POLICE FORCE AS THEY SOLICIT ANY AND ALL BUSINESSES TO PARTICIPATE IN THE PROGRAM. THE 10% DISCOUNT TO CARD CARRYING MEMBERS IS A MINIMAL DISCOUNT AND HAS BEEN MET WITH GREAT ACCEPTANCE. BEST RESULTS FOR BEING SUCCESSFUL IN THIS PROGRAM IS TO CONCENTRATE ON INDEPENDENT LOCAL BUSINESSES WHERE OWNERS CAN SIGN THE PARTICIPATION AGREEMENT. IMPORTANT TO EXPLAIN TO THE PARTICIPATES THAT THERE IS NO COST FOR JOINING AND WILL RESULT IN MORE BUSINESS FOR THEM WHEN THE MEMBERSHIP CARDS ARE USED. IMPORTANT TO REMIND THEM THAT 90% OF THE FUNDS DONATED ARE RETURNED TO THE LOCAL POLICE ORGANIZATIONS.

ONCE THE PARTICIPATION FORM IS SIGNED IT AUTOMATICALLY RENEWS EACH YEAR UNLESS CANCELLED BY THE PARTICIPANT. PARTICIPATION STICKERS WILL BE PRODUCED USING THE SAME METHOD AS USED IN PRODUCING MEMBERSHIP CARDS. STICKER SAMPLES WILL BE PROVIDED.

IMPORTANT-- THE PARTICIPATION FORMS CAN BE REPRODUCED ON THE OFFICE COPY MACHINE. ALWAYS KEEP A MASTER COPY FOR RE-PRODUCTION.

IMPORTANT -IT IS VERY IMPORTANT AND NECESSARY TO HAVE AVAILABLE FOR ALL MEMBERS THE LIST OF PARTICIPATES WITHIN THEIR COMMUNITY. THIS INFORMATION MUST BE MADE AVAILABLE. A LOCAL WEB SITE PROVIDING THIS INFORMATION AS THE PARTICAPTION MEMBERSHIP GROWS WILL BE THE MOST ACCEPTABLE METHOD.

FORM: CITY MEMBERSHIP RENEWAL FORM #10

THIS IS THE MOST IMPORTANT FORM TO BE MAINTAINED BY THE CITY UNIT.
THIS BLANK FORM WILL BE PROVIDED BY THE STATE CONTROL UNIT. THIS FORM WILL CONTAIN YOUR MEMBERS INFORMATION FOR CONTACT AND ANNUAL RENEWAL DATE. THIS FORM MUST BE CONTROLLED BY COMPUTER. THE MEMBERSHIP CARD HAS THE DATE ASSIGNED AT TIME OF JOINING. IT CONTAINS THE MEMBER E-MAIL AND OR TELEPHONE NUMBER SO RENEWAL CONTACT CAN BE MADE ANNUALLY.

FORM: MEMBERSHIP CARD AND PROCESS #23

MEMBERSHIP CARDS WILL BE PRODUCED BY EACH CITY USING INFORMATION AND SAMPLES PROVIDED. A MEMBERSHIP CARD FORM (#14) WITH ONE CARD FILLED OUT WILL BE USED AS A GUIDE. AFTER THE CARD IS PRINTED IT WILL BE SAVED ON #22 AND THEN DON'T SAVE AND SENT BACK TO THE ORIGINAL #14 CONDITION FOR FUTURE USE. LAMINATED IT IS THEN CUT TO SIZE 2 X 3 1-4 INCHES. THE FIRST CARD ON THE SHEET IS TO BE USED AS A GUIDE. A LIST OF THE REQUIRED SUPPLIES AND COST WILL BE PROVIDED.

FORM: DISBURSEMENT OF FUNDS PER \$50.00 MEMBERSHIP DONATIONS

CITY POLICE FORCE	\$45.00 (90%)
STATE POLICE CONTROL UNIT	\$ 2.50 (5%)
POLICE CLUB USA	\$ 2.50 (5%)

FINANCE: THE CITY POLICE UNIT WILL ESTABLISH A LOCAL BANK ACCOUNT LISTING THE STATE AS A MEMBER OF THE ACCOUNT.

IMPORTANT NOTICE--- BE SURE ALL YOUR LOCAL INFORMATION IS ON ALL FORMS BEFORE PRINTING COPIES AND DISTRIBUTING TO BUSINESS PARTICIPATES AND CARD MEMBERS