**Police Club USA**

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**Protecting Our Lives In Cities Everywhere**

**PROCEDURE TO OPEN A NEW ACCOUNT1-1**

**AFTER REVIEWING ALL DOCUMENTS THE FOLLOWING PROCEDURES ARE RECOMMENDED TO MAKE YOUR NEW ACCOUNT A SUCCESS. FOLLOWING THIS CONCEPT WILL PROVIDE A STEP BY STEP SYSTEM.**

1. **COMPLETE DOCUMENT #3 AND MAIL TO STATE. AFTER RECEIVING APPROVAL GO TO 2**
2. **DOWN LOAD THE WEB SITE AND ALL 23 DOCUMENTS THEN CHANGE ALL DOCUMENTS ADDING YOUR POLICE CLUB USA INFO AND ADDRESS.**
3. **PURCHASE ITEMS ON DOCUMENT # 17**
4. **MAKE COPIES OF DOCUMENT #6 TO SOLICIT BUSINESS PARTICIPATION.**
5. **MAKE COPIES OF DOCUMENTS # 7, 18, 19 TO OFFER PARTICIPATES.**
6. **MAKE COPIES OF DOCUMENT #9 TO SOLICIT MEMBERSHIP**
7. **FOLLOW DOCUMENT #12 FOR BANKING PROCEDURES.**
8. **ESTABLISH A TELEPHONE NUMBER OR EXTENSION TO ACCEPT CREDIT CARD PURCHASES.**
9. **COMPLETE DOCUMENT #8 WITH YOUR BUSINESS PARTICIPATES. THIS FORM MUST BE AVAILABLE**

**ON YOUR WEB SITE SO CARD MEMBERS KNOW WHERE TO SHOP. MEMBERS WILL NEED THIS INFO.**

1. **TAKE INFO FROM DOCUMENT #9 AND FILL OUT DOCUMENT #14 THEN PRINT ON BLUE PAPER.**
2. **TAKE INFO FROM DOCUMENT #9 AND FILL OUT DOCUMENT #10.**
3. **BRING DOCUMENT #14 BACK ON COMPUTER AND “SAVE AS” THE NEXT DOCUMENT #22 SO**

**INFO IS AVAILABLE FOR NEXT YEAR RENEWAL. ONCE THIS IS COMPLETED DOCUMENT #14**

**IS X OUT AND GOES BACK AND IS READY TO MAKE NEW MEMBERSHIP CARDS. SAME PROCEDURE IS USED WHEN USING DOCUMENT #10-1 FOR MAILING STICKER.**

1. **DOCUMENT #14 (THE BLUE MEMBERSHIP CARD LIST) IS NOW READY TO PUT IN TO THE LAMINTING FOLDER , LAMINATED, CUT TO SIZE AND MAILED TO MEMBERS.**