**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 PARTICPATION 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. **EXPLAIN PROGRAM TO ALL CITY MANAGERS**
3. **PROVIDE ALL PROGRAM FORMS AND EXPLAIN THEIR USE**
4. **INITIATE CARD MEMBERSHIP NUMBERING SYSTEM FOR EACH CITY**
5. **EXPLAIN FUND DISTRIBUTION SYSTEM AND BANKING SYSTEM**
6. **MAINTAIN COMPUTER PROGRAM TO RECEIVE ALL RECORDS PERTAINING TO STATE WIDE MEMBERSHIP, DISCOUNT**

**PARTICIPATION MEMBERS AND FINANCIAL PROGRAMS.**

1. **SOLICIT MEMBERSHIP DONATIONS TO FRIENDS**
2. **PROVIDE ALL RECORDS AND INFO REQUESTED TO POLICE CLUB USA.**
3. **ESTABLISH A LOCAL BANK ACCOUNT LISTING THE NATIONAL AS A MEMBER OF THE ACCOUNT.**

**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.**