 **Police Club USA**

**policeclubusa.com**

**P.O.BOX 1111 WILLOUGHBY, OHIO 44096-5**

**Protecting Our Lives In Cities Everywhere**

**CITY OPERATING PROGRAM-5**

1. **REVIEW BENEFITS FOR DONATING MEMBERSHIP CARDS**
2. **REVIEW CITY FORMS AND PROCEDURES**
3. **REVIEW BOTH FORMS WITH POLICE DEPARTMENT AND POTENTIAL MEMBERS**
4. **IF PARTICIPATION IS AGREED UPON COMPLETE THE “CITY POLICE FORCE AGREEMENT AND RESPONSIBILITY FORM”**
5. **E-MAIL SIGNED COPY OF AGREEMENT FORM TO STATE**
6. **REVIEW AND EVALUATE ALL FORMS AND PROCEDURES TO MAKE PROGRAM A SUCCESS**
7. **HAVE POTENTIAL MEMBERS DONATE FUNDS AND BECOME CARD MEMBERS.**
8. **HAVE MEMBERS SOLICIT ALL BUSINESS TO JOIN PROGRAM AND SIGN “PARTICIPATION FORM”. EXPLAIN 3 REASONS TO JOIN**
9. **DEVELOP “PARTICIPATION AGREEMENT” LIST ON COMPUTER PROGRAM**
10. **HAVE PROGRAM AVAILABLE FOR CARD MEMBERS TO OBTAIN LIST OF BUSINESS IN PROGRAM.**
11. **ESTABLISH COMPUTER PROGRAM TO COMPLETE ALL FORMS**
12. **PROVIDE “PARTICIPANT” LIST TO POLICE FORCE AS THEY BEGIN RECEIVING MEMBERSHIP CARDS REQUEST.**
13. **DEVELOP COMPUTER PROGRAM TO PRINT MEMBERSHIP CARDS**
14. **DEVELOP “CITY MEMBERSHIP ROSTER” LIST ON COMPUTER BY MEMBERSHIP EXPIRATION DATE**
15. **DEVELOP COMPUTER PROGRAM TO PROVIDE LIST OF “PARTICIPATION AGREEMENT” MEMBERS AND “CITY MEMBERSHIP” ROSTER TO STATE UNIT**
16. **PARTICIPATE IN FINANCIAL PROGRAM TO RECEIVE AND DISTRIBUTE FUNDS.**

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