

**2017 - 2018**

**POLICY FOR ORDERING AAA SCHOOL SAFETY PATROL™ MATERIALS**

All schools ordering School Safety Patrol materials are required to provide all information requested on the order form. Due to the increased cost to support the program, we are limiting the reorder quantity of the most costly items (patrol belts and badges). This restriction will reduce our overall program costs and enable us to continue providing these items to schools at no charge. Through proper care and control, **belts and badges should last an average of three years**. By limiting the annual reorder quantity of these items to one-third the size of your patrol group, you can replace your entire inventory in three years. Collateral materials of certificates, handbooks, and parent permission cards will continue to be supplied to schools at the requested quantities. This amount should be equal to the number of students participating in your program year-round.

* All requests for School Safety Patrol materials must be submitted using the Safety Patrol Equipment Order Form.
* Please submit **ONE** order to cover your entire school year. This order should include the materials you will need for your end-of-year awards presentations. Placing one order will save the program the expense of paying for multiple shipments.
* Each school is eligible to receive ONE (1) special gold colored patrolman badge for use with programs such as “patroller of the week/month.” This badge can be replaced once every three years.

Your help to control our costs will ensure that all schools participating in the program will continue to receive safety patrol materials and equipment free of charge. The following guidelines will help you manage your patrol equipment more effectively:

* Collect **ALL** belts and badges at the end of the school year. Refrain from allowing students to keep these items. Instead, provide the Merit Certificate and Service Lapel Pin as recognition of the patroller’s hard work and service.
* If your school uses officers, assign them the responsibility of collecting belts and badges at the end of the school year.
* To achieve longer belt life, refrain from taking badges on and off of the belt, as this creates holes and weakens the belt webbing. When belts become dirty, clean them with a “spray and wash” type of cleaner.
* Mark the inside of your belts with the size. The belts only have a small sticker on the back of the belt clip to indicate size, and the stickers wear off easily. Marking the size of the belt with a felt marker will help you keep track of your belt inventory, as well as making it easy to determine belt sizes for your future patrollers.

**Tammy Baker**

**AAA Allied Group, Inc.**

**tbaker@aaa-alliedgroup.com**

The AAA School Safety Patrol program was started in 1920 as peer to peer initiative to help keep school children safe walking to and from school. Since AAA provides School Safety Patrol equipment free of charge to more than 4,000 schools within our Club’s footprint we have developed these guidelines. By complying with these guidelines, you are supporting our efforts to maintain the equipment needs of over 93,000 students serving as patrols in our region. We thank you in advance for your cooperation.

aaa.com/traffic-safety/school-safety-patrol

**AAA SCHOOL SAFETY PATROL™ ORDER FORM**

**AAA USE ONLY:**
Territory:\_\_\_Allied\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Budget Center: \_87576\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School:**       \_ \_\_\_\_\_\_\_

**Patrol Advisor/Contact Name:**      \_ \_\_

**E-mail Address:**       **Phone Number:** (    )     -     *All orders MUST include a valid e-mail address for the Patrol Advisor.*

**Address *(no P.O. boxes)*:**

**City:**        **School District**:       **State:**       **Zip Code:**

**ADDITIONAL INFORMATION REQUESTED (must be completed to fulfill your order)**

**Total number of safety patrollers during the year:**        **Total number of students at your school:**

**Do you have police officers affiliated with your school?** ❑ No ❑ Yes **Grade Level**(s) **of the school**:

If yes, name of the police department?

|  |  |  |
| --- | --- | --- |
| **Stock #** | **Items** | **Order Quantity (each)** |
| **Belts and Badges** |
| 7677 | Safety Patrol Belts – Regular (36” waist; 38” shoulder) |       |
| 7678 | Safety Patrol Belts – Large (42” waist; 46” shoulder) |       |
| 7679 | Safety Patrol Belts – Extra-Large (48” waist; 54” shoulder) |       |
| 3094 | Patrolman Badge (gold)\* **(limited item - one per school – use for Patroller of the week/month program)** |       |
| 3092 | Patrolman Badge (silver) |       |
| 3090 | Captain’s Badge\*\* **(limited item - one per school – use only if you assign this position)** |       |
| 3091 | Lieutenant’s Badge\*\* **(limited item - one per school – use only if you assign this position)** |       |
| 3093 | Sergeant Badge\*\* **(limited item - one per school – use only if you assign this position)** |       |
| *\*Limit one per school – to be used with “Patroller of the Week/Month” program.**\*\*If you do not assign positions of captain, lieutenant, or sergeant, please do not order these items!*  |
| **Administrative Supplies** |
| 3221 | Captain’s Record Book |       |
| 3229 | School Bus Patroller Handbook (please order only if you will have patrollers on buses) |       |
| 3237 | Patroller Handbook |       |
| 3374 | Membership Card/Parent Consent Card (English) |       |
| 3375 | Membership Card/Parent Consent Card (Spanish) |       |
| **End of year awards/supplies** |
| 3122 | Award of Merit Certificate |       |
| 3140 | Patrol Service Lapel Pin – (Silver) |       |

**These Additional Items May Be Purchased**

|  |
| --- |
| **Money must be sent prior to shipment of ponchos or caps.** |
| **Stock #** | **Items** | **Price** | **Order quantity** | **Total price** |
| 3135 | Patrol Rain Ponchos(Fluorescent Green) | $8.00 per Poncho |       Poncho(s) | $       |
| 3023 | Baseball-style Cap(Fluorescent Green) | $5.00 per Cap |       Cap(s) | $       |
|  |  |  |  |  |
| **Subtotal** | $       |
| **Shipping and Handling Fees*****(Shipping and handling charges only apply to rain poncho and cap/hat orders.)***Order Amount S&H Fee$0 to $25.00 $4.00$25.00 to $100.00 $9.00$100.00 to $200.00 $13.00$200.00 and up $15.00 | $       |
| **Total price** | $       |
|  ***(Credit cards and purchase orders cannot be accepted.)*** |

**Please e-mail or fax completed order form to:**

AAA ALLIED GROUP, INC.

CIVIC AFFAIRS DEPARTMENT, 825 S. LUDLOW STREET, P.O. BOX 1801, DAYTON OH 45401-1801

PHONE: (937) 224-2817 – FAX: (937) 224-2814

tbaker@aaa-alliedgroup.com

aaa.com/traffic-safety/school-safety-patrol

**If you have ordered ponchos/hats/caps, please send your order form, with check, via mail to:**

AAA ALLIED GROUP, INC.

Attn: Jennifer Fulks, Accounting

15 W. Central Parkway

Cincinnati, OH 45202