



2018-2019 POLICY FOR ORDERING AAA SCHOOL SAFETY PATROL™ MATERIALS

Started in 1920, the AAA School Safety Patrol program is a peer-to-peer initiative to help keep school-aged 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 the following guidelines and resources. 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.

New Online Order Form

This year we are excited to offer an online form to order your School Safety Patrol materials! The online form is the preferred method to order supplies. Using the online form to submit orders generates an email to you with a summary of your order and additional instructions as needed. For those schools unable to access the online form, the standard paper order form is still available for use. Schools ordering School Safety Patrol materials are required to provide all information requested on the order form.

Limits to Annual Reorder Quantity

Due to the increased cost to support the program, we are limiting the reorder quantity of the most costly items (patrol belts and badges) to one-third the size of your patrol group. 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, you can replace your entire inventory in 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.

Additional Materials

We will continue to provide supplies of collateral materials (certificates, handbooks, and parent permission cards) at the requested quantities, which should be equal to the number of students participating in your program year-round.

Ordering Tips

- All requests for School Safety Patrol materials *must be submitted* using the Safety Patrol Equipment online or paper order form.
- Please submit **ONE** order to cover your entire school year.
- The 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 patroller badge for use with programs such as "patroller of the week/month." The badge may be replaced once every three years.

Care of School Safety Patrol Materials

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.
- To achieve longer belt life, refrain from removing badges from 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.
- If your school uses officers, assign them the responsibility of collecting belts and badges at the end of the school year.
- 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.



AAA SCHOOL SAFETY PATROL™ ORDER FORM

Please note that the replenishment of belts and badges is limited to total replacement once every three years or 1/3 of your stock per year.

School: _____

Patrol Advisor/Contact Name: _____

AAA USE ONLY:
Territory: CT IN KS KY OH WV
Budget Center: 87576

E-mail Address: _____ Phone Number: _____

All orders MUST include a valid e-mail address for the Patrol Advisor.

Address (no P.O. boxes): _____

City: _____ County: _____ State: _____ Zip: _____

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	Quantity (Per Item)
Belts and Badges		
7677	Safety Patrol Belt – Regular (36" waist; 38" shoulder)	
7678	Safety Patrol Belt – Large (42" waist; 46" shoulder)	
7679	Safety Patrol Belt – 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 – use only if you assign this position)	
3091	Lieutenant's Badge** (limited item – use only if you assign this position)	
3093	Sergeant's Badge** (limited item - 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 (English)	
3232	Patroller Handbook (Spanish)	
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

Payment MUST be received prior to shipment of paid orders				
Stock #	Items	Price	Order quantity	Total price
3135	Patrol Rain Ponchos (Fluorescent Green)	\$8.00 per Poncho	_____ Poncho(s)	\$0.00
3023	Baseball-style Cap (Fluorescent Green)	\$5.00 per Cap	_____ Cap(s)	\$0.00
Subtotal				\$0.00
Shipping and Handling Fees <i>(Shipping and handling charges only apply to rain poncho and baseball cap orders.)</i>				\$ 0.00
<u>Order Amount</u>		<u>S&H Fee</u>		
Up to \$25.00.....		\$4.00		
\$26.00 to \$100.00.....		\$9.00		
\$101.00 to \$200.00.....		\$13.00		
\$201.00 and up.....		\$15.00		
Total price				\$ 0.00
Please make checks payable to: <u>AAA Allied Group, Inc.</u> <i>(Credit cards and purchase orders cannot be accepted.)</i>				

Please e-mail completed order form to:

Connie Pendley
1300 Industrial Avenue
Sioux Falls, SD 57104
605-221-1622
605-332-4055 fax
connie.pendley@aaasd.org

If the order includes ponchos and caps, also mail the check for the balance due made payable to AAA Club Alliance Inc. and a copy of your order form to:

Jennifer Fulks
15 W Central Pkwy
Cincinnati, OH 45202
(513) 762-3470
jfulks@aaa-alliedgroup.com

For additional information on the School Safety Patrol Program, visit us at:

<http://AAA.com/traffic-safety/school-safety-patrol>

To find your School Safety Patrol Program Administrator, visit us at:

<http://AAA.com/traffic-safety>