



## 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.

- 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.”

**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 service.
- 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.

### **NEW ORDER PROCESS FOR PONCHOS & CAPS**

Advisors please note there is a new process to place an order for ponchos and caps. Ponchos and caps will no longer be ordered with the standard AAA School Safety Patrol equipment. This new process will make it easier for you to order paid items and make the payment directly with the online vendor, using a credit card.

Here are the instructions to setup an account so you may order your ponchos and caps:

1. Set up an account on AAA National’s website by clicking [here](#).
  - a. A Gmail account is needed to set up the AAA account.
  - b. If you don’t have a Gmail account, you will be prompted to set one up.
  - c. Note: Although you have to use a Gmail account to initiate the AAA account, you have the option of adding an additional email address for correspondence on your order instead of using the Gmail account. Simply select the “Use my current email address instead” option.
2. After you complete the online registration form, a AAA business account will be created for your school. You will receive an email notifying you within 3-5 business days that your account has been created.
3. Once you receive this email, you may log in [here](#). Then, place your order and enter the required payment information.
4. Be sure to select **club code 212** so you can gain access to our Traffic Safety page.

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

[safetypatrol@aca.aaa.com](mailto:safetypatrol@aca.aaa.com)



# 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 INFORMATION

SCHOOL NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS (no PO boxes): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COUNTY: \_\_\_\_\_ GRADES ENROLLED AT SCHOOL: \_\_\_\_\_ TOTAL ENROLLMENT: \_\_\_\_\_

## PATROL INFORMATION

CHECK ONE:  My school is new to the AAA School Safety Patrol

My school is renewing the AAA School Safety Patrol program for the new school year

PATROL ADVISOR: \_\_\_\_\_ GRADE OF PATROLLERS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ TOTAL # OF PATROLLERS: \_\_\_\_\_

WHAT STATIONS DO YOUR PATROLLERS WORK?  CROSSWALKS  VALET CURBSIDE SERVICE  HALLWAYS  BUS

DO YOU HAVE POLICE OFFICERS AFFILIATED WITH YOUR SCHOOL:  YES  NO

IF YES, NAME OF POLICE DEPARTMENT: \_\_\_\_\_

## ACKNOWLEDGMENT

AAA coordinates the AAA School Safety Patrol program on a not-for-profit basis as a free public service. AAA assumes no responsibility of liability for any consequences, losses or injuries, foreseen or unforeseen, that may result from the use of the AAA School Safety Patrol program equipment and/or use of practices recommended in the AAA School Safety Patrol materials.

Our school commits to be a participant in the AAA School Safety Patrol Program.

As such, we understand and agree that:

1. Safety comes first when it comes to our students and staff.
2. We have reviewed the AAA School Safety Patrol Operations Manual.
3. We understand that AAA provides the safety equipment, training materials, support and advice. However, our school is responsible for the operation and management of the AAA School Safety Patrol program, which includes scheduling, supervision, assessment, training and follow-up training of the Patrollers.

I agree Date: \_\_\_\_\_

## ORDER FORM

Stock #	Items	Quantity (Per Item)
<b>Belts and Badges</b>		
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)	
7685	Safety Patrol Belt – XX-Large (55" waist; 59" 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!		
<b>Administrative Supplies</b>		
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)	
<b>End of year awards/supplies</b>		
3122	Award of Merit Certificate	
3140	Patrol Service Lapel Pin – (Silver)	

## SPECIAL INSTRUCTIONS

**If this order exceeds the AAA three-year replenishment policy, please provide and explanation for the exception here.**

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**If we are approaching a holiday, in-service, summer break or any other instance in which your school will be closed, please note special shipping instructions here:**

*(examples: 1. Our school will be operating on revised summer hours and is unable to accept packages on Fridays. 2. Our school is closed for the summer, please ship this order to my home at 123 Your Street, City, State, Zip.)*

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