



**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.

**Rachel Andress, Traffic Safety Program Assistant**  
**Mid-Atlantic Foundation for Safety and Education**  
[randress@aaamidatlantic.com](mailto:randress@aaamidatlantic.com)

The Mid-Atlantic Foundation for Safety and Education is a non-profit 501(c)(3) tax exempt, charitable organization that provides School Safety Patrol equipment to more than 4,000 schools in AAA Mid-Atlantic's footprint. 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.

[www.aaa.com/foundation](http://www.aaa.com/foundation)



# AAA SCHOOL SAFETY PATROL™ ORDER FORM



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: \_\_\_\_\_ 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)
<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)	
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 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	
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)	

## 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)											
16298	Knit-style Hat *** (Fluorescent Green)	\$7.00 per Hat	_____ Hat(s)											
***Please note that the Knit-style Hat has been discontinued. We will continue to fulfill orders while supplies last, however stock is limited and we are unable to guarantee order fulfillment.				<b>Subtotal</b>										
<b>Shipping and Handling Fees</b> <i>(Shipping and handling charges only apply to rain poncho and baseball cap orders.)</i>														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;"><u>Order Amount</u></th> <th style="text-align: left; width: 40%;"><u>S&amp;H Fee</u></th> </tr> </thead> <tbody> <tr> <td>Up to \$25.00.....</td> <td>\$4.00</td> </tr> <tr> <td>\$26.00 to \$100.00.....</td> <td>\$9.00</td> </tr> <tr> <td>\$101.00 to \$200.00.....</td> <td>\$13.00</td> </tr> <tr> <td>\$201.00 and up.....</td> <td>\$15.00</td> </tr> </tbody> </table>				<u>Order Amount</u>	<u>S&amp;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	
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<b>Total price</b>														
<b>Please make checks payable to: Mid-Atlantic Foundation for Safety and Education</b> <i>(Credit cards and purchase orders cannot be accepted.)</i>														

Please e-mail completed order form to:

Mid-Atlantic Foundation for Safety and Education

ATTN: Rachel Andress

E-mail: [randress@aaamidatlantic.com](mailto:randress@aaamidatlantic.com)

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

Mid-Atlantic Foundation for Safety and Education

ATTN: Rachel Andress

8600 LaSalle Road, Suite 639

Towson, MD 21286

For additional information, please contact:

Rachel Andress, Traffic Safety Assistant

E-mail: [randress@aaamidatlantic.com](mailto:randress@aaamidatlantic.com)

Phone: 1-800-999-4952 x4361151