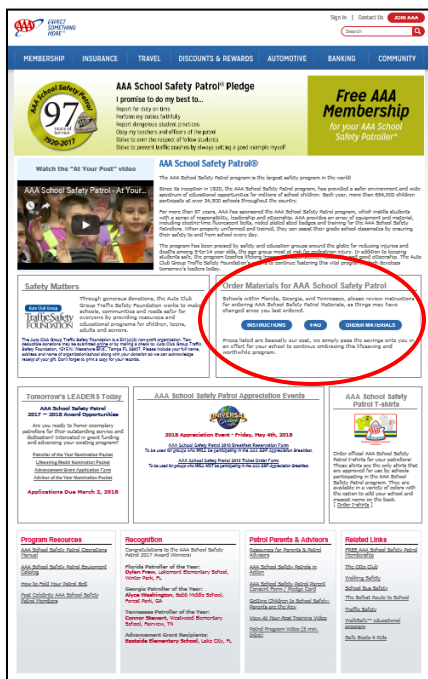
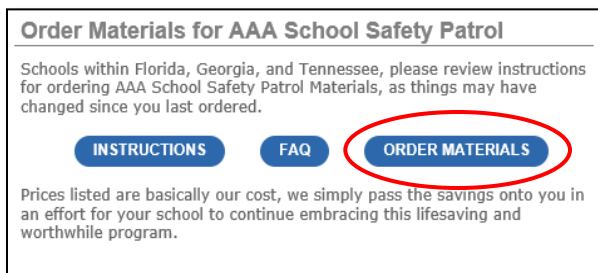


AAA School Safety Patrol® Online Ordering Instructions

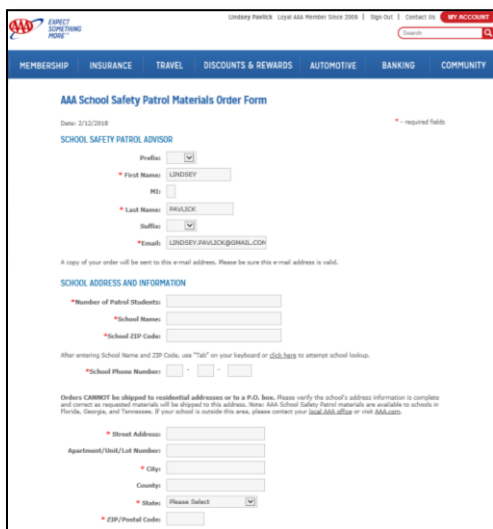
1. Go to AAA.com/SafetyPatrol and make sure you are on the same page as shown below. Locate the box that says **Order Materials for AAA School Safety Patrol** located on the right hand side of the page and circled in the image below:



2. In that same box, click on the **ORDER MATERIALS** tab as shown below:



3. You will then be navigated to the **AAA School Safety Patrol Materials Order Form** (where you go to submit your online order for AAA School Safety Patrol materials) as shown below:



4. Complete the order form in its entirety, including the **QUANTITY** column for the items you are requesting and the **PAYMENT** section at the bottom of the form.

2017-2018 AAA SCHOOL SAFETY PATROL™ MATERIALS
AAA School Safety Patrol Equipment Catalog

ITEM NO.	ITEM DESCRIPTION	PRICE EACH	QUANTITY	ITEM TOTAL
TS02274	Application/Membership Card (English)	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
TS02275	Application/Membership Card (Spanish)	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
TS02096	Award Patch	\$ 0.50	<input type="text"/>	\$ <input type="text"/>
TS02090	Badge, Captain (Blue)	\$ 1.32	<input type="text"/>	\$ <input type="text"/>
TS02091	Badge, Lieutenant (Red)	\$ 1.32	<input type="text"/>	\$ <input type="text"/>
TS02094	Badge, Member of the Month (Gold)	\$ 1.32	<input type="text"/>	\$ <input type="text"/>
TS02092	Badge, Patrolter (Silver)	\$ 1.32	<input type="text"/>	\$ <input type="text"/>
TS02093	Badge, Sergeant (Green)	\$ 1.32	<input type="text"/>	\$ <input type="text"/>
TS02221	Captain's Record Handbook	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
TS02122A	Certificate, Captain	Available to order online only.		
TS02122B	Certificate, Lieutenant	Available to order online only.		
TS02122C	Certificate, Member of the Month	Available to order online only.		
TS02122	Certificate, Patrolter (Also available to order online.)	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
TS02122D	Certificate, Sergeant	Available to order online only.		
97020	Information Test w/ Answer Key	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
TS02227	Membership Handbook (English)	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
TS02222	Membership Handbook (Spanish)	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
TS02140	Miniature Award Pin, Patrolter (Black on Silver)	\$ 0.50	<input type="text"/>	\$ <input type="text"/>

TS02224	Monthly Record Form	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
97020	Mug (Cold Morning)	\$ 1.50	<input type="text"/>	\$ <input type="text"/>
97208	Mug (Insulated w/ Lid)	\$ 2.50	<input type="text"/>	\$ <input type="text"/>
TS00100	Pendel (#2)	\$ 0.15	<input type="text"/>	\$ <input type="text"/>
TS00113	Pendel Pouch Accessory Kit	\$ 1.44	<input type="text"/>	\$ <input type="text"/>
97022	Ruler (12")	\$ 0.50	<input type="text"/>	\$ <input type="text"/>
TS02229	School Bus Patrol Handbook	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
TS00106	Tomorrow's Leaders Today - At Your Post Training DVD	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
97024	Window Decal	\$ <input type="text" value="Prcc"/>	<input type="text"/>	\$ <input type="text"/>
TS07677	Yellow/Green Belt, Regular (Up to a 35" Waist)	\$ 2.95	<input type="text"/>	\$ <input type="text"/>
TS07678	Yellow/Green Belt, Large (Up to a 29"-41.5" Waist)	\$ 4.15	<input type="text"/>	\$ <input type="text"/>
TS07679	Yellow/Green Belt, Extra Large (Up to a 41.5"-44.5" Waist)	\$ 4.29	<input type="text"/>	\$ <input type="text"/>
TS02023	Yellow/Green Cap (Baseball Style)	\$ 4.15	<input type="text"/>	\$ <input type="text"/>
TS02159	Yellow/Green Flag (Pole Not Included)	\$ 4.15	<input type="text" value="2"/>	\$ 8.29
TS02125	Yellow/Green Rain Poncho (One Size Fits All)	\$ 7.43	<input type="text"/>	\$ <input type="text"/>
Subtotal				\$ 5.26
Shipping/Handling				\$ 7.50
Total Amount Due				\$ 12.76

PAYMENT

Please save a copy of your order for your records. By providing the following credit/debit card information, you are agreeing to pay the above total amount due according to card issuer agreement.

If payment is being made with a school credit card, AAA must be listed as an approved vendor or your order will not go through.

MasterCard
 Visa
 American Express
 Discover

* Name as appears on the card:

* Credit Card Number:

* Expiration Date: /

CONFIRM CREDIT CARD BILLING ADDRESS

* Street Address:

Apartment/Unit/Lot Number:

* City:

County:

* State:

* ZIP/Postal Code:

5. Review your order before hitting the **SUBMIT** tab, and be sure to verify all advisor, school and payment information entered is correct. Confirm you have done so by reading the statement and checking the box at the bottom of the order form, located above the **SUBMIT** tab, as shown below:

PAYMENT

Please save a copy of your order for your records. By providing the following credit/debit card information, you are agreeing to pay the above **total amount due** according to card issuer agreement.

If payment is being made with a school credit card, AAA must be listed as an approved vendor or your order will not go through.

MasterCard Visa American Express Discover

* Name as appears on the card: LINDSEY PAVLICK

* Credit Card Number: 0000 0000 0000 0000

* Expiration Date: January / 2018

CONFIRM CREDIT CARD BILLING ADDRESS

* Street Address: 1515 N Westshore Blvd.

Apartment/Unit/Lot Number:

* City: TAMPA

County:

* State: FLORIDA

* ZIP/Postal Code: 33607

Please validate the address above is the correct billing address for this credit card, then check this box:

CLICK SUBMIT BUTTON ONLY ONCE AND WAIT UNTIL TRANSACTION PROCESSES TO AVOID DUPLICATE ORDERS

SUBMIT

Please be aware that the following must occur to confirm successful submission of your online order: Right after you hit the SUBMIT button, you should first be taken directly to an order confirmation page where you will be provided with an order confirmation number. Shortly after you should then receive an itemized email that will serve as your official order confirmation and/or receipt of purchase.

Please allow up to three weeks for delivery.

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6. Place your online order by clicking on the **SUBMIT** tab **ONCE** (be careful to only click this tab once to avoid duplicate orders/charges) located below the check box at the bottom of the order form page as shown below. Wait for your order to process until you are able to confirm successful submission of your order (Refer to steps #7 and #8 below).

PAYMENT

Please save a copy of your order for your records. By providing the following credit/debit card information, you are agreeing to pay the above **total amount due** according to card issuer agreement.

If payment is being made with a school credit card, AAA must be listed as an approved vendor or your order will not go through.

MasterCard Visa American Express Discover

* Name as appears on the card: LINDSEY PAVLICK

* Credit Card Number: 0000 0000 0000 0000

* Expiration Date: January / 2018

CONFIRM CREDIT CARD BILLING ADDRESS

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7. **ORDER CONFIRMATION PAGE/NUMBER:** After clicking the **SUBMIT** tab (only once), you should then be taken directly to an **Order Confirmation Page** where you will see a statement confirming successful submission of your order as well as your **Order Confirmation Number**, as shown below:

The screenshot shows the AAA website's order confirmation page. At the top left is the AAA logo with the slogan "EXPECT SOMETHING MORE". To the right is a search bar. Below the logo is a blue navigation bar with links for MEMBERSHIP, INSURANCE, TRAVEL, DISCOUNTS & REWARDS, AUTOMOTIVE, BANKING, and COMMUNITY. The main content area has a heading "AAA School Safety Patrol Materials Order Form" and a sub-heading "ORDER CONFIRMATION". The text reads: "Thank you for your AAA School Safety Patrol order of equipment and/or awards. Order Number: 357474. A detailed copy of your order was sent to development@aaasouth.com. Your total order amount will be applied to the respective credit/debit card you entered. Please make sure The Auto Club Group (AAA) is listed as a vendor with your school. Refunds are provided to schools for AAA School Safety Patrol materials if purchased online from The Auto Club Group (AAA) and are accompanied by the Traffic Safety Packing Slip receipt. Materials and receipts must be returned within 90 days of purchase. Shipping and handling fees are non-refundable. Please don't forget to print a copy for your records." Below this is a section for "THE AUTO CLUB GROUP TRAFFIC SAFETY FOUNDATION" with text about donations and a "MAKE A DONATION" button.

8. **EMAIL CONFIRMATION/RECEIPT OF PURCHASE:** Lastly and shortly after you are directed to the Order Confirmation Page, an **Email Confirmation** will/should be sent to the Email Address that was provided on the order form to guarantee your order was submitted successfully. This itemized email can be used as your receipt/proof of purchase. If you used a personal credit or debit card, this email will be the best documentation to provide when seeking reimbursement from your school.

Payment Information

We **do not** accept purchase orders (PO's) as a form of payment.

You can place your order and pay directly online (which is the quickest and most convenient way) with either a Personal Charge Card or your School's Purchase Card (P-Card). **Credit/Debit Card** carriers accepted include MasterCard, Visa, American Express, and/or Discover.

***AAA must be listed as an approved vendor on your school's purchase card (P-card) if you choose to use this as your form of payment. Be sure to confirm this with your school's bookkeeper and/or district office before attempting your online order submission.*

If you are unable to pay directly online with a Credit/Debit card, you may send in your materials order through direct mail and pay with a **School Check** by following the instructions listed below.

***Please note that mailed in school check orders take longer to process and ship out. Online ordering is strongly recommended to avoid a delay in processing/receiving your materials order.*

- 1. Visit AAA.com/SafetyPatrol**
- 2. Click** Order Materials
- 3. Complete** the AAA School Safety Patrol Materials Order Form up until you reach the Payment section at the bottom
- 4. Print** the AAA School Safety Patrol Materials Order Form
- 5. Make Check Payable to:** AAA - The Auto Club Group
***Be sure it's for the exact amount, including the non-refundable shipping/handling charge of \$7.50.*
- 6. Mail the Completed Form and Check to:** AAA – The Auto Club Group, Attn: Lindsey Pavlick - Traffic Safety, 9125 Henderson Road, Tampa, FL 33634

Please contact Lindsey Pavlick by phone (813) 289-5934 or email lpavlick@aaasouth.com with any questions, comments, or concerns related to your AAA School Safety Patrol® Materials Order.