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:

![Order Materials for AAA School Safety Patrol](image1)

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

![Order Materials for AAA School Safety Patrol](image2)

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:

![AAA School Safety Patrol Materials Order Form](image3)
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.
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:

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).
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:

![Order Confirmation Page Example](image)

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.**

Please contact us at AAASchoolSafetyPatrol@autoclubgroup.aaa.com with any questions, comments, or concerns related to your AAA School Safety Patrol® Materials Order.