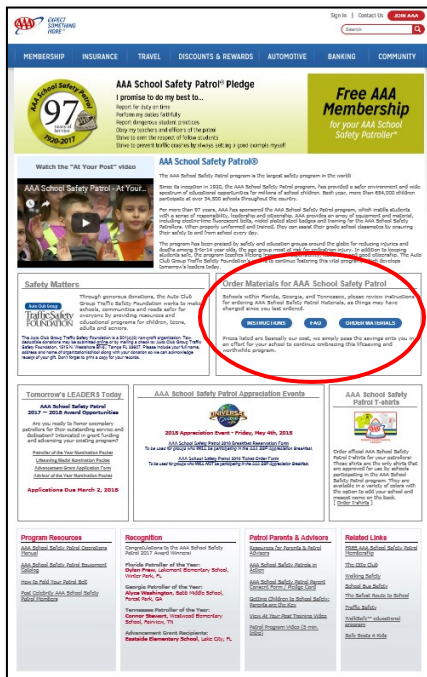
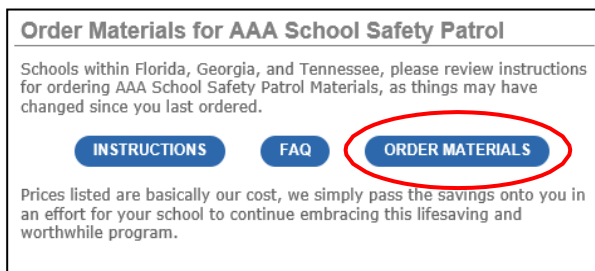


## **AAA School Safety Patrol® Online Ordering Instructions**

1. Go to [AAA.com/SafetyPatrol](http://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:

The screenshot shows the 'AAA School Safety Patrol Materials Order Form'. The form includes fields for 'SCHOOL SAFETY PATROL ADVISOR' (First Name, Last Name, Email), 'SCHOOL ADDRESS AND INFORMATION' (School Name, Address, City, State, ZIP), and 'Advisor Information' (Name, Address, City, State, ZIP). The form also includes a 'Date' field and a 'Comments' field. The form is titled 'AAA School Safety Patrol Materials Order Form' and has a 'Date' field set to 2/12/2018.

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
TSG2274	Application/Membership Card (English)	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
TSG2275	Application/Membership Card (Spanish)	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
TSG2096	Award Patch	\$ <input type="text" value="0.50"/>	<input type="text"/>	\$ <input type="text"/>
TSG2090	Badge, Captain (Blue)	\$ <input type="text" value="1.32"/>	<input type="text"/>	\$ <input type="text"/>
TSG2091	Badge, Lieutenant (Red)	\$ <input type="text" value="1.32"/>	<input type="text"/>	\$ <input type="text"/>
TSG2094	Badge, Member of the Month (Gold)	\$ <input type="text" value="1.32"/>	<input type="text"/>	\$ <input type="text"/>
TSG2092	Badge, Patrolman (Silver)	\$ <input type="text" value="1.32"/>	<input type="text"/>	\$ <input type="text"/>
TSG2093	Badge, Sergeant (Green)	\$ <input type="text" value="1.32"/>	<input type="text"/>	\$ <input type="text"/>
TSG2221	Captain's Record Handbook	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
TSG222A	Certificate, Captain	Available to <a href="#">view</a> online only.		
TSG222B	Certificate, Lieutenant	Available to <a href="#">view</a> online only.		
TSG222C	Certificate, Member of the Month	Available to <a href="#">view</a> online only.		
TSG222	Certificate, Patrolman (Also available to <a href="#">view</a> online.)	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
TSG222D	Certificate, Sergeant	Available to <a href="#">view</a> online only.		
9700	Information Test w/ Answer Key	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
TSG2227	Membership Handbook (English)	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
TSG2222	Membership Handbook (Spanish)	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
TSG2240	Miniature Award Pin, Patrolman (Black on Silver)	\$ <input type="text" value="0.80"/>	<input type="text"/>	\$ <input type="text"/>

TSG2224	Monthly Record Form	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
9700	Mug (Cold Morning)	\$ <input type="text" value="1.50"/>	<input type="text"/>	\$ <input type="text"/>
9708	Mug (Insulated w/ Lid)	\$ <input type="text" value="2.50"/>	<input type="text"/>	\$ <input type="text"/>
TSG2210	Pendle (#2)	\$ <input type="text" value="0.15"/>	<input type="text"/>	\$ <input type="text"/>
TSG2212	Pendle Pouch Accessory Kit	\$ <input type="text" value="1.44"/>	<input type="text"/>	\$ <input type="text"/>
9702	Ruler (12")	\$ <input type="text" value="0.50"/>	<input type="text"/>	\$ <input type="text"/>
TSG2229	School Bus Patrol Handbook	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
TSG2208	Tomorrow's Leaders Today - At Your Post Training DVD	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
9704	Window Decal	\$ <input type="text" value="Proc"/>	<input type="text"/>	\$ <input type="text"/>
TSG2277	Yellow/Green Belt, Regular (Up to a 36" Waist)	\$ <input type="text" value="3.99"/>	<input type="text"/>	\$ <input type="text"/>
TSG2278	Yellow/Green Belt, Large (Up to a 28"-41.5" Waist)	\$ <input type="text" value="4.15"/>	<input type="text"/>	\$ <input type="text"/>
TSG2279	Yellow/Green Belt, Extra Large (Up to a 41.5"-44.5" Waist)	\$ <input type="text" value="4.29"/>	<input type="text"/>	\$ <input type="text"/>
TSG2223	Yellow/Green Cap (Baseball Style)	\$ <input type="text" value="4.15"/>	<input type="text"/>	\$ <input type="text"/>
TSG2259	Yellow/Green Flag (Pole Not Included)	\$ <input type="text" value="4.15"/>	<input type="text" value="2"/>	\$ <input type="text" value="8.30"/>
TSG2225	Yellow/Green Rain Poncho (One Size Fits All)	\$ <input type="text" value="7.45"/>	<input type="text"/>	\$ <input type="text"/>
Subtotal		\$ <input type="text" value="5.26"/>		
Shipping/Handling		\$ <input type="text" value="7.50"/>		
Total Amount Due		\$ <input type="text" value="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

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

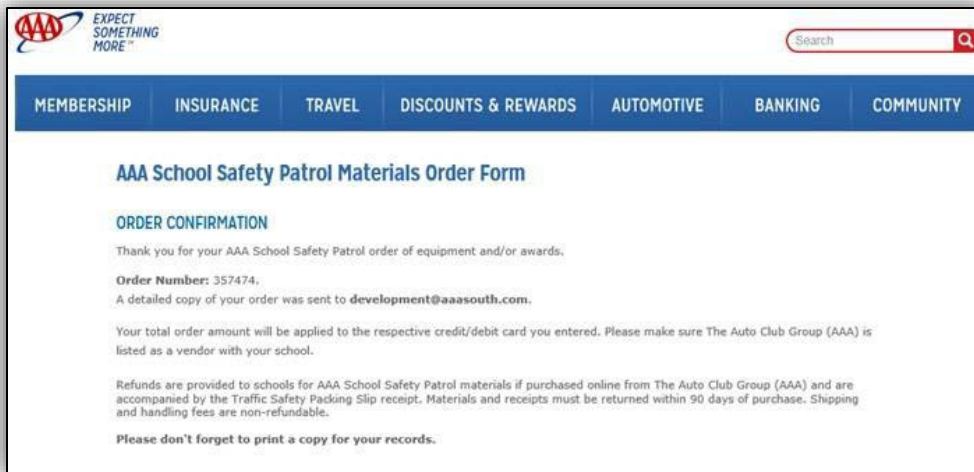
**SUBMIT**

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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Serving AAA Members and residents of Florida as well as Georgia and Tennessee.  
[Other AAA Clubs](#) | 800.222.1134 | © 2018 AAA, All Rights Reserved.

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:



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](http://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: AAA School Safety Patrol Program, Traffic Safety, 1 Auto Club Drive, Dearborn, MI 48126.

Please contact us at [AAASchoolSafetyPatrol@acg.aaa.com](mailto:AAASchoolSafetyPatrol@acg.aaa.com) with any questions, comments, or concerns related to your AAA School Safety Patrol® Materials Order.