Please read before asking for ACOPA funding for

either an event or promotional items

ACOPA would like to thank the groups who have submitted requests for the ACOPA funding. This procedure is still something relatively new for ACOPA and we appreciate your patience while we work through hiccups that may arise.

This grant funding is to promote Citizens on Patrol and Alberta Citizens on Patrol Association (ACOPA). While promotional items do offer some promotional value, the best opportunity to promote our organization is through events and we encourage groups to hold community events to let residents know what we do and as a recruitment tool. If promotional items are a request, decide what is most important and what will be used first, not stockpiled for several years. Bottom line, be reasonable in your request. Please send requests to: funding@acopa.ca

**PRIMARY: Event Requests**

Whatever you are ordering, state what the event is that the group will be involved in. What is the event called? When will the event take place? How will the group be promoting the Citizens on Patrol program at this event? Who will be invited to attend this event? How will the invitation be shared? Will your Liaison Officer be attending the event?

If your group plans to host more than one event, please submit each event separately if additional items are requested.

A quote for each item requested must accompany every request. Requests must be typed on the Word document provided. Photos of the request will not be accepted. Handwritten requests will not be accepted. Also important, if ordering a form of advertisement (ie: banner, poster etc…) these must be usable at **ALL EVENTS**. No specific dates or information is acceptable and will be rejected.

**SECONDARY: Clothing Requests**

Groups should only ask for clothing items for the number of members they have. If the group has 10 members who are registered on the ACOPA website and are CRC {Criminal Record Check} cleared, they should not be ordering 20 shirts. Please don’t ask for shirts and jackets to start with. Start with shirts if the group does not have any identifiable clothing item. **One thing at a time.**

**\*\*NOTE: There will be a cap on clothing items of $125.00/person/group.**

All funding will be reimbursed to the **Group**. There will be no **“individuals”** being reimbursed for their out-of-pocket expenses. It is the responsibility of the Group to reimburse individuals.

**Our Grant Funding Committee will have the final approval of amount to be accepted for reimbursement so please submit the grant funding request application along with all necessary backup (complete estimates/quote) BEFORE orders are placed in case there are items that will not be acceptable. Requests are to be sent to : funding@acopa.ca**

**Application Form for ACOPA approval of C.O.P. Event or Promotional items**

There are to be no expenses incurred for **“fundraising”** at any event. Expenses are eligible if used only to promote the awareness of your C.O.P. group & ACOPA.

A quote for promotional material must be included with this request. Request must be preapproved before ordering or purchasing items. Tax & Shipping costs must be included in your request.

Please type the answers on the computer. Handwritten requests will not be accepted. Photo of request will not be accepted.

Date request submitted:

Citizens On Patrol group:

Contact for C.O.P. group (name, email, and phone #:

Request for: **Event** \_\_\_\_\_\_\_or **Promotional\_\_\_\_\_** **Combined Event/Promotional**\_\_\_\_\_\_\_\_\_\_\_\_

Date for proposed event:

If you are having an event where food is served, does a member from the group (who will be present at the event) hold the Alberta Food Handler Certificate Certification: Food Handler Certificate?

How many members are security cleared in your group?

 List the expenses anticipated for the request:

Does the group have any questions or concerns about the event or promotional material?

If holding an event, does the group have support from your Liaison Officer or Detachment Commander? Will your Liaison Officer be attending the event? Will you be inviting the media to attend the event?

Do you need ACOPA brochures for the event? (how many)

**Following the event,** be prepared to do a completion report within two weeks of the event including:

1. A writeup and photos of the event including the number of attendees to newsletter@acopa.ca
2. All volunteer hours for the event are required to be logged into the groups area of the

ACOPA website.

1. Receipts for purchases sent to: accountant@acopa.ca
2. If ACOPA does not have your group banking information please send an email to accountant@acopa.ca.You will be contacted direclty with steps to securly provide the information (no individuals will be reimbursed). If the group does NOT have a bank account one will have to be opened to be reimbursed. E-Transfers are NOT an option of payment.