

## **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.

First, new groups will be considered as the same expectation as getting an ID card. A new group must be in operation for a minimum of six months and prove that they are going to be active patrollers before any items of clothing will be approved. New groups should decide what will be most helpful in promoting their program.

The purpose of 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.

### **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 being 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 security 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.**

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.

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.

Requests are to be sent to : [funding@acopa.ca](mailto:funding@acopa.ca)

Be prepared to do a completion report within two weeks of each event including:

- 1) A writeup of the event including the number of attendees sent to [newsletter@acopa.ca](mailto:newsletter@acopa.ca)
- 2) Photos of the event also sent to [newsletter@acopa.ca](mailto:newsletter@acopa.ca)
- 3) The number of ACOPA members volunteer hours logged onto the ACOPA website.
- 4) Receipts for purchases to be sent to: ACOPA Bookkeeper, #413, 9768 - 170 Street NW, Edmonton, AB T5T 5L4 or Email to [tmasa@accountingonwheels.net](mailto:tmasa@accountingonwheels.net)

**Reimbursements for expenses can not be paid to an individual. Reimbursement must be made to the Citizens on Patrol group incurring the expense.**

- 5) If ACOPA does not have your Group banking information, please send the bookkeeper an email and she will return an email with a secure link for providing the information required to reimburse the Group (no individuals will be reimbursed). If the Group does NOT have a bank account, then one will have to be opened in order to be reimbursed.

E-Transfers are NOT an option of payment.

**Our Board of Directors 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.**

## Application Form for ACOPA approval of C.O.P. event or Promotional item

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 request 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 - proposed **Event** \_\_\_\_\_ or **promotional material** \_\_\_\_\_ (Check one)

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 security cleared in your C.O.P. 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 of the event including the number of attendees sent to [newsletter@acopa.ca](mailto:newsletter@acopa.ca)
- 2) Photos of the event also sent to [newsletter@acopa.ca](mailto:newsletter@acopa.ca)
- 3) The number of ACOPA members volunteer hours logged onto the ACOPA website.
- 4) Receipts for purchases sent to: ACOPA Bookkeeper, #413, 9768-170 Street NW, Edmonton, Alberta T5T 5L4 or email [massa@accountingonwheels.net](mailto:massa@accountingonwheels.net)

- 5) If ACOPA does not have your Group banking information, please send the bookkeeper an email and she will return an email with a secure link for providing the information required to reimburse the Group (no individuals will be reimbursed). If the Group does NOT have a bank account, then one will have to be opened in order to be reimbursed.

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