



AAA School Safety Patrol 2021-2022 Awards Program

SUPPORT MATERIALS

2022 Calendar of Key Action Dates

January 2022–April 2022

- Clubs send reminder letters customized with club contact information to schools.

February–April 2022

- Suggested timeframe for schools to submit all nominations to clubs, but clubs may adjust dates to better fit their schedules and revise communications to schools accordingly.

February–April 2022

- After clubs conduct local judging for Lifesaving and National Patroller of the Year winners, nominations must be forwarded to AAA National for vetting. For Lifesaving Awards, Clubs will be notified within 72 hours after submitting an application on a final decision. If the nomination is approved, AAA National will work with the club to place orders for medallions and plaques. All nominations must be received by April 29, 2022.

April 29, 2022

- All nominations for National Patroller of the Year, Patrol Advisor the Year and school advancement grants must be submitted to AAA National by April 29.

May 2022

- Clubs will be notified of winners.

Please Note:

- National will judge Advancement Grant applications. Clubs will present the \$500 grants, which will be awarded to 10 schools, locally.
- National will judge the National Patroller of the Year and the Patrol Advisor of the Year nominations and provide a plaque for the club to award locally.
- Patrol Advisor of the Year and Patroller of the Year documents include information about how to customize local award ceremonies and how winners may receive their awards.

Overview



Participation in the AAA School Safety Patrol program enables clubs to establish multiple relationships within their community and serve as the members' most vocal and trusted advocate in support of the association's goals. Participating clubs have reported that this relationship not only helps them contribute to reducing pedestrian fatalities and injuries, but also introduces people to AAA at an early age.

A proud tradition since it began in the U.S. in 1920, the AAA School Safety Patrol program equips Patrollers with the skills and resources needed to ensure children commute to and from school safely. More than 679,000 Patrollers in 35,000 U.S. schools dedicate their time to ensure pedestrians are safe. Patroller duties are a valuable contribution to the major reduction in pedestrian fatalities and injuries.

Lifesaving Medals and Patroller of the Year awards are great opportunities to honor exemplary Patrollers for their outstanding service and dedication.

Advancement Grants and Patrol Advisor of the Year awards are available through the AAA School Safety Patrol Charles M. Hayes Advancement Fund, which is administered by the AAA Foundation for Traffic Safety in Washington, D.C.

Start now to solicit nominations of exemplary Patrollers and Advisors and Grant applications from schools interested in advancing their programs. Reach out to your most active AAA School Safety Patrol sponsors to encourage participation.

The enclosed materials facilitate planning and communication.

- [Awards judging resources](#) contain tips on assembling a panel, instructing judges, recording input and conducting tie-breaker interviews.
- [Congratulatory letter](#) templates are designed to notify and congratulate Patroller of the Year award recipients, their parents/guardians, the Patrol Advisor and the school principal.

Overview

All nominations for the following should be sent to AAA National no later than **April 29, 2022**.

Lifesaving Award

Clubs should review and approve nominations locally before submitting them to AAA National. Lifesaving winners will receive a plaque and Lifesaving Medal.

National Patroller of the Year

The club from which the National Patroller of the Year is chosen will receive a plaque to award locally.

Patrol Advisor of the Year

AAA National will continue to select one Patrol Advisor of the Year. The club from which the National Patrol Advisor of the Year is chosen will receive a plaque to award locally.

AAA School Safety Patrol Advancement Grants

AAA National will continue to select approximately 10 advancement grants. Schools that won a grant in 2021 are **NOT** eligible to apply for a grant in 2022. Grant winners will be announced May 6, 2022.



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School Resource Materials

- 6 The [2022 AAA School Safety Patrol Award Program Fact Sheet](#) provides an overview of the AAA School Safety Patrol program and the Lifesaving Medals. The fact sheet can be posted to your website, sent to schools or provided to the media to increase awareness of this legacy program.
- 11 The [Sample Cover Letter for School Announcement Package](#) can be customized and sent with Patroller of the Year and Lifesaving Medal nomination solicitation packages in January or posted as a file to be downloaded from club websites. The package includes an overview of the National Patrol Advisor of the Year award and AAA School Safety Patrol Advancement Grants.
- 12 The [Sample School Letter](#) can be customized and sent to the schools in January to remind them of the Lifesaving Medal, National Patroller of the Year and Patrol Advisor of the Year awards programs, and the AAA School Safety Patrol Advancement Grants.

Lifesaver and Patroller of the Year Judging Support Materials

- 13 The [Select a Winner](#) document provides guidelines for conducting awards judging.
- 15 The [Sample Welcome Note for Judges](#) can be customized and provided to judging panels for awards judging.
- 17 The official [Judges Rating Sheets](#) are used during club judging.

Patrol Advisor of the Year Support Materials

- 13 The [Select a Winner](#) document provides guidelines for conducting Patrol Advisor of the Year awards judging.
- 15 The [Sample Welcome Note for Judges](#) can be customized and provided to judging panels for Patrol Advisor of the Year awards judging.
- 18 The official [Judges Rating Sheet](#) is used during club Patrol Advisor of the Year judging.

Congratulatory Letters

- 19 The [Sample Congratulatory Letter for Student and Parent/Guardian](#) can be customized and sent to the club's Patroller of the Year award winner after club territory judging.
- 20 The [Sample Congratulatory Letter for Patrol Advisor/Principal](#) can be customized and sent to the school of the club's Patroller of the Year award winner after club territory judging.

AAA School Safety Patrol Awards Program Fact Sheet

A proud tradition for more than 100 years, the AAA School Safety Patrol program equips Patrollers with the skills and resources needed to ensure children commute to and from school safely. More than 679,000 Patrollers in 35,000 U.S. schools dedicate their time to ensure pedestrians are safe. Patroller duties are a valuable contribution to the major reduction in pedestrian fatalities and injuries. Their daily achievements deserve to be recognized on a national level.

The AAA School Safety Patrol Awards Program honors Patrollers who have saved the life of another person while on duty with the Lifesaving Medal.

In addition, the AAA School Safety Patrol Charles M. Hayes Scholarship Fund, administered by the AAA Foundation for Traffic Safety, awards \$500 Advancement Grants to ten schools annually. The fund also recognizes an outstanding Patrol Advisor of the Year for his or her contributions, dedication and mentoring.



Lifesaving Medal

History

The AAA School Safety Patrol Lifesaving Medal is the highest award given to members of the AAA School Safety Patrol. Recipients are selected Patrollers who, while on duty, saved the life of a person in imminent danger.

Since its establishment in 1949, the Lifesaving Medal has been presented to 440 Patrollers.

Eligibility

The supporting documentation for qualified candidates must include conclusive proof that:

- The individual whose life was saved was in imminent danger
- The lifesaving act was performed while the Patroller was on authorized safety Patrol duty, on school bus Patrol duty or traveling to or from a duty post
- No negligence on the part of the Patroller caused or contributed to placing the rescued individual in the dangerous situation in which his or her life was saved

AAA School Safety Patrol Awards Program Fact Sheet

Lifesaving Medal

Selection Process

Step 1: School

Any individual who witnesses or has reliable secondhand information regarding a lifesaving act may recommend a Patroller for the Lifesaving Medal to the AAA School Safety Patrol Advisor. The Advisor is responsible for investigating the circumstances and, when appropriate, contacting the local AAA club to request assistance in submitting a recommendation, which includes the following steps:

- The Advisor completing the two-page Recommendation Form and gathering the specified supporting material
- The Advisor preparing a diagram according to the specified procedure
- The Advisor getting statements from the witness, victim and victim's parents, when possible, and taking a walk-through video of the scene, as recommended by the National Review Board
- The school submitting all required materials to the club by

Recommendations are accepted at any time throughout the school year. Clubs should encourage schools to contact them as soon as possible when a lifesaving act has been identified to gather documentation while information is still fresh and to leverage media opportunities.

Step 2: Club

Clubs that receive recommendations and deem them as winners after conducting local judging should notify AAA National that the material is forthcoming. Clubs should:

- Review all recommendations received from schools
- Help the AAA School Safety Patrol Advisor complete any needed documentation
- Submit winners that meet the eligibility criteria to AAA National for final vetting as soon as possible

Award

Award winners will receive a beautifully embossed bronze medallion on a red, white and blue neck ribbon. The award is encased in a frame for display.



AAA School Safety Patrol Awards Program Fact Sheet

Patroller of the Year Award

History

Patroller of the Year Awards recognize Patrollers who best exemplify leadership qualities and perform their duties effectively and responsibly, without incident. Patrollers of the Year are selected from among Patrollers clubwide. Nominees must submit an essay articulating their Patrol experience.

Eligibility

The nomination materials for qualified candidates must substantiate that during the current school year the nominee:

- Was a student in an eligible grade level participating in the AAA School Safety Patrol program.
- Demonstrated leadership qualities, safety skills, school involvement and citizenship/volunteerism.
- Valued the Patrol experience.

Selection Process

Step 1: School

AAA School Safety Patrol Advisors, teachers, principals and law enforcement officers may nominate candidates for the Patroller of the Year.

- The nominator must provide examples of the candidate's qualifications in four eligibility areas.
- The nominee must write a brief essay on a designated topic.
- The three parts of the nomination package — the nomination information, examples of nominee qualifications and the student essay — must be typed, stapled together and submitted to the club by the requested deadline.

Step 2: Club

Clubs judge the entries and select one winner for each designated competition region (state or other regional breakout, as specified in advance).

- Clubs will conduct judging centrally or in each region.
- AAA National can provide guidelines and tips to ensure a consistent and streamlined process.
- Clubs may still present local Patroller of the Year Awards with no additional vetting from the AAA National Office. Only submissions for National Patroller of the Year Awards will be judged at the national level, with one Patroller selected for the 2021-2022 school year.

Step 3: National Office

The National Office will review all nominations and select one national winner in May. An award will be sent to the club with the winning Patroller of the Year.

AAA School Safety Patrol Awards Program Fact Sheet

Patrol Advisor of the Year Award

History

The AAA School Safety Patrol Charles M. Hayes Advancement Fund recognizes the Patrol Advisor who best exemplifies Patrol leadership characteristics and contributes to Patrollers' morale and safety education. The National Patrol Advisor of the Year is selected from the field of Patrol Advisors nationwide. Nominees must submit an essay expressing their ability to strengthen the safety and educational benefits of the Patrol program.

Eligibility

The nomination materials for qualified Advisors must substantiate that during the current school year the nominee:

- Was the Advisor for his or her school's Patrol program
- Demonstrated leadership characteristics, commitment, dedication and morale-building to instill students with leadership skills, safety skills and a sense of community
- Performed duties in compliance with AAA's Patrol Advisor policies, standards and procedures

Selection Process

Step 1: School

AAA School Safety Patrol Advisors may nominate themselves or be nominated by their principal, local law enforcement or a local AAA club.

- The nominator must attest the Advisor is the current Patrol Advisor and provide examples of the candidate's qualifications in each characteristic area.
- The Advisor must write a brief essay on a designated topic.
- The three parts of the nomination package — the nomination information, examples of nominee qualifications and the Advisor essay — should be typed, stapled together and submitted to the Local AA club by

Step 2: Club

Clubs judge the entries and select local winners. Candidates chosen to advance for consideration of the National Patroller of the year Award must be sent to AAA National by **April 29, 2022**.

Step 3: AAA National Office

The National Office will review all nominations and select one winner in May. An award will be sent to the club with the winning Advisor.

AAA School Safety Patrol Awards Program Fact Sheet

AAA School Safety Patrol Advancement Grants

History

The AAA School Safety Patrol Charles M. Hayes Advancement Fund, which is administered through the AAA Foundation for Traffic Safety, helps ten schools advance their existing Patrol programs. Advancement grants are awarded based on submitted application materials.

Eligibility

The application materials must include a form detailing the school's existing Patrol program practices and plans for expansion. Emphasis is placed on how the school's Patrol program develops Patrollers' education, safety knowledge and leadership skills. Schools that won a grant in 2021 are **NOT** eligible to apply for a grant in 2022.

Selection Process

Step 1: School

AAA School Safety Patrol Advisors apply for an advancement grant for their school.

- The Advisor must complete the grant application form.
- Details must include a current program overview and plans for program expansion.
- The application form should be typed, stapled together and submitted to the club by

Step 2: Club

- Clubs collect grant applications. Clubs should not accept nominations from a school that won a grant in 2021.
- Clubs submit all applications to AAA National Office Traffic Safety Programs by **April 29, 2022**.
- Because there is no limit on the number of grant applications that can be submitted to the AAA National Office, clubs do not need to pre-judge applications.

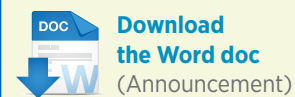
Step 3: AAA National Office

- The National Office will review the applications in May.
- Judging will emphasize how programs educate, build character and develop leadership skills and safety knowledge.
- Ten schools each will receive a \$500 advancement grant.

Award

Recipients of advancement grants will be announced following National Office judging. Clubs will present the grant awards locally.

Sample Cover Letter for School Announcement Package



Dear AAA School Safety Patrol Advisor or School Principal:

For more than 100 years, the AAA School Safety Patrol program has developed young leaders across North America and made students safer. Since 1949, AAA has emphasized this remarkable program's safety benefits by honoring extraordinary Patrollers who save a life while on duty with the Lifesaving Medal. AAA expanded recognition efforts in 2002 with the introduction of Patroller of the Year awards. Additionally, the AAA School Safety Patrol Charles M. Hayes Advancement Fund recognizes the National Patrol Advisor of the Year and provides ten \$500 grants to schools that wish to expand their Patrol program.

We encourage your school to nominate outstanding Patrollers or Advisors for awards and to apply for an Advancement Grant. Submission requirements and deadlines are detailed below.

Step 1: Identify Qualified Candidates

Capture the interest of Patrollers and faculty members by announcing awards information and eligibility criteria. For more information, contact **[CLUB NAME]** or refer to the enclosed materials.

Step 2: Prepare Your Nominations/Applications

To participate in the awards program, simply determine appropriate candidates and submit your nominations or applications to **[CLUB NAME]** by **[DATE]**, in accordance with these guidelines:

- **Lifesaving Medal** — Any individual who witnesses or has reliable information about a lifesaving act may nominate a qualified candidate to the AAA School Safety Patrol Advisor. The Advisor must investigate the circumstances and, if appropriate, contact **[CLUB CONTACT PERSON/LOCATION/PHONE]** to submit a nomination form and supporting documentation. The club will forward approved nominations to AAA for final selection.
- **Patroller of the Year** — The Advisor also may nominate Patroller of the Year candidates. The required materials include examples of the candidate's qualifications and an essay written by the nominee. See the enclosed information for Patroller of the Year.
- **National Patrol Advisor of the Year** — One Advisor will be chosen for exemplifying model Advisor characteristics and contributing to Patrollers' safety knowledge, leadership skills and education. The required materials include examples of the candidate's qualifications and an essay written by the Advisor. See the enclosed Patrol Advisor of the Year insert for more information.
- **AAA School Safety Patrol Advancement Grants** — Ten schools each will be awarded a \$500 grant to expand their existing Patrol program. Advisors must submit the enclosed advancement grant application to their local AAA contact by **[DATE]**.

Step 3: Enjoy the Rewards!

Start NOW! If your school has an exemplary Patroller or Advisor or is interested in expanding its Patrol program, please contact **[CLUB NAME]** to begin the nomination or application process. If you have questions, contact **[CLUB CONTACT PERSON/LOCATION/PHONE]**.

Sample School Letter



**Download
the Word doc**
(School Letter)

[DATE]

Dear AAA School Safety Patrol Advisor:

A proud tradition for more than 100 years, the AAA School Safety Patrol program equips Patrollers with the skills and resources needed to ensure children commute to and from school safely. The program now includes more than 679,000 Patrollers in 35,000 U.S. schools who dedicate their time to ensure pedestrians are safe. Patroller duties are a valuable contribution to the major reduction in pedestrian fatalities and injuries. Their daily achievements deserve to be recognized on a national level.

Has one of your Patrollers saved a life or performed an act that prevented an incident or protected a schoolmate from imminent danger? Send us the details for consideration for the **Lifesaving Medal**.

It's also time to nominate your most outstanding Patrollers for **Patroller of the Year** awards. Reward your Patrollers by recognizing their exemplary leadership, citizenship and Patrol participation.

Have you gone above and beyond the call of duty to instill leadership and safety skills in your Patrollers? We want to hear about it. Submit your nomination and documentation to be considered for the National **Patrol Advisor of the Year** award.

If your school plans to enhance its existing safety Patrol program, take advantage of the opportunity to apply for an **AAA School Safety Patrol Advancement Grant** to fund your expansion efforts.

Nomination and application materials and forms are enclosed. The nomination deadline is [DATE]. Send nominations to:

Club Contact
Club Name
Club Address

We look forward to receiving your nominations and applications! If you have questions, please contact [CLUB CONTACT PERSON/LOCATION/PHONE].

Lifesaving Medal and Patroller of the Year Awards

Select a Winner!

The following guidelines are provided to help clubs with the judging process. If you have questions, please contact Rhonda Shah: (407) 444-7073, rlshah@national.aaa.com.

Assemble Your Committee

Structure

Many clubs structure their judging committees geographically to mirror their competition regions. Clubs with one territory-wide competition may opt to gather associates from several offices for one judging session. Those with multiple competition regions may hold regional sessions. When deciding how to structure your committee, consider factors like scheduling, distance and budget. Coupling the judging session with another club meeting that includes Traffic Safety representatives may minimize the financial impact. Where the logistics prevent travel or entries are limited, clubs may opt to allow judges to review entries remotely and email their ratings to a central contact to compile.

Size

More important than the number of judges is the number of ratings per entry. While each judge may review only a portion of your total entries, be sure to assign responsibilities such that each entry receives the same number of ratings. The size of your panel will vary, but at least three judges are recommended for fair geographic representation and manageability in terms of meeting space availability and scheduling. A larger number allows you to divide the entries further. Fewer than three judges is acceptable only when no more than two entries were received.

Composition

To ensure a proper assessment of the nomination materials, your judges should be knowledgeable about Traffic Safety principles and the AAA School Safety Patrol program. In addition to club associates, you may elect to include local law enforcement officials and Patrol Advisors. In all cases, assign responsibilities so that judges do not review the materials of any schools or individuals with which they have a personal or professional affiliation. AAA National will make final determinations for **all** Lifesaving Medals.

Lifesaving Medal and Patroller of the Year

Select Your Winners!

Entry Ratings

Provide each judge an orientation statement that describes judging responsibilities and separate rating sheets for each entry that he or she will review. Judges should refrain from making comments on or about any entries, as the materials will be circulated. Rating sheets should be collected, sorted and averaged to determine a final rating for each nomination. In the case of a tie, you may seek additional ratings, ask the judges to rescore the top entries or conduct personal or telephone interviews to select the winner.

Interviews

Clubs may opt to include a brief personal or telephone interview with candidates as a standard assessment or to facilitate selections. The interviewer should put the candidate at ease before asking a limited number of open-ended questions. The aim is to allow the student to demonstrate leadership through both the content and presentation of his or her ideas. Although a standard rating sheet for phone interviews has not been prepared, clubs may choose to prepare their own before contacting the nominees to ensure consistency.

Additional Placement Categories

At their discretion, clubs may extend second- and third-place awards or honorable mentions. Factors that may influence such a decision include the number of entries received and the possibility of a public event at which the awards will be presented. The club must coordinate and fund any prizes, certificates or other forms of recognition for additional placement categories.

Share Your News

Winners

After judging is completed, promptly telephone the Patrol Advisors who nominated each of your winners. Share the good news, and explain that you will be sending the Advisor congratulatory notices that he or she should distribute to the student, the student's parents/guardians and the school principal. Be prepared to answer questions about your local award ceremony, including who will be eligible to attend. Inform the Advisor that additional details will be included in the announcement notices.

Sample Welcome Note for Judges



**Download
the Word doc**
(Judges Note)

Welcome, AAA School Safety Patrol Awards Judge!

Thank you for participating in the **[CLUB NAME]** AAA School Safety Patrol awards judging. Since 1949, the AAA School Safety Patrol Awards Program has recognized and honored the essential safety actions of Patrollers.

Lifesaving Medal

Through the Lifesaving Medal, AAA recognizes Patrollers that have saved the life of another person while performing their duties. The medal is the highest honor given to Patrollers, and since AAA introduced the program in 1949, 440 boys and girls have been honored with this prestigious award.

As you judge the nominations, keep in mind the following:

- The life of the person was in imminent danger.
- The act was performed while the Patroller was on authorized duty, going to or from a duty post, or while on duty as a Bus Patrol member.
- No negligence on the part of the Patroller caused or contributed to the person rescued being placed in the situation where his or her life was in danger.

To qualify for review, the nomination packages must contain the following:

- Recommendation form, diagram and student essay.

When possible, the following items should be considered when reviewing applications:

- Descriptive statements from witnesses, including the nominee.
- Letter from school principal, teacher or Patrol Advisor.
- Photo and/or video of the scene.
- Police reports if the incident was investigated.

Patroller of the Year

Through the Patroller of the Year awards, AAA recognizes another key element of the AAA School Safety Patrol program: leadership development.

Patroller of the Year awards enable AAA and Safety Patrol Advisors to draw favorable attention to the exemplary leadership qualities of Patrollers who perform their duties effectively and responsibly. An honor of high regard, this award is presented each year to the highest-scoring Patrollers in all of North America.

As you judge the nominations, keep in mind that the aim of the materials is to show that, during the current school year, the nominee:

Sample Welcome Note for Judges — continued

- Was a student in an eligible grade level participating in the AAA School Safety Patrol program.
- Demonstrated leadership qualities, safety skills, school involvement and citizenship/volunteerism.
- Valued the Patrol experience.

To qualify for review, nomination packages must contain three items (see samples):

- Nomination information.
- Examples of nominee qualifications.
- Student essay.

Patrol Advisor of the Year

The AAA School Safety Patrol Charles M. Hayes Advancement Fund, administered by the AAA Foundation for Traffic Safety, recognizes the National Patrol Advisor of the Year for demonstrating exemplary characteristics and contributing greatly to the leadership, safety skills and educational development of Patrollers.

Through the AAA Patrol Advisor of the Year award, AAA can draw favorable attention to the exemplary leadership qualities of Advisors who perform above and beyond the normal contributions. An honor of high regard, this award is presented to the highest-rated Patrol Advisor in North America.

As you judge the nominations, keep in mind that the aim of the materials is to show that, during the current school year, the nominee:

- Was the current Advisor for his or her school's Patrol program.
- Demonstrated leadership qualities, commitment, dedication and morale-building and instilled in students leadership skills, safety knowledge and a sense of community.
- Performed duties in compliance with AAA's Patrol Advisor policies, standards and procedures.

To qualify for review, nomination packages must contain three items (see samples):

- Basic nomination information.
- Examples of nominee qualifications.
- Advisor essay.

Sample Welcome Note for Judges — continued

First, review the basic nomination information to ensure that all required details have been provided. **[CLUB: GIVE INSTRUCTIONS FOR INCOMPLETE NOMINATIONS ... MARK FOR FOLLOW UP? SUBTRACT POINTS? DISQUALIFY?]**

Then, as you review the nominee qualification examples, record your scores on the judges rating sheet (one sheet per judge per candidate). Avoid making any written marks on the nomination materials, as these same items may be reviewed by others from your club. On your rating sheets, note any comments that may be helpful in the event of a tie.

Each judge will review **[NUMBER]** entries. **[CLUB: EXPLAIN PROCESS. e.g., as you complete each review, please give your rating sheet and accompanying nomination package to the judging coordinator. The coordinator will tally your ratings and rotate the nomination packages among judges.]** Aim for an average review time of 20 to 30 minutes per entry. **[CLUB: PROVIDE SCHEDULE. e.g., After lunch, we will receive the tallied results and, if necessary, proceed to a tie-breaker.]**

We appreciate your commitment to the program and hope you find the process enjoyable and rewarding!

[CLUB NAME]

Traffic Safety

Sample Congratulatory Letter for Student and Parent/Guardian



**Download
the Word doc**
(Congratulatory1)

Date: [DATE]
To: AAA School Safety Patrol Award Winner and (Club to customize)
Parent/Guardian of Student Award Winner
From: [CLUB CONTACT/CLUB NAME]
Subject: Congratulations!

[CLUB NAME] is excited to announce that you, [STUDENT NAME], a member of the [SCHOOL NAME] AAA School Safety Patrol, have been selected as the [COMPETITION REGION] 2021-2022 AAA Patroller of the Year! Winning this high honor recognizes your commitment to safety, leadership and citizenship evidenced by the impressive examples and essay submitted as part of your entry materials.

Your actions will be awarded... <Insert local award ceremony details or that more information will follow>

[STUDENT'S FIRST NAME], please accept our sincere congratulations on your honor as a AAA School Safety Patroller of the Year! Your selection for this award reflects your outstanding dedication to safety and leadership.

Your AAA School Safety Patrol Advisor, [ADVISOR NAME], will contact you and your parent or guardian regarding the award ceremony. For additional information, feel free to call me at the [CLUB NAME/ LOCATION] office at [PHONE NUMBER].

Sample Congratulatory Letter for Patrol Advisor/Principal



Download
the Word doc
(Congratulatory2)

Date: [DATE]

To: AAA School Safety Patrol Advisor (**Club to customize**)
School Principal

From: [CLUB CONTACT/CLUB NAME]

Subject: Congratulations on your AAA School Safety Patroller of the Year Award winner!

[CLUB NAME] is excited to announce [SCHOOL NAME'S] exemplary AAA School Safety Patrol member, [STUDENT NAME], as the [COMPETITION REGION] 2021-2022 **[PATROLLER OF THE YEAR OR LIFESAVING MEDAL RECIPIENT]**! This highest honor recognizes your Patroller's commitment to safety, leadership and citizenship evidenced by the impressive examples and essay submitted as part of the entry materials.

You will be invited to an award ceremony to honor your **[PATROLLER OF THE YEAR OR LIFESAVING MEDAL RECIPIENT]** <Insert local awards program information or that details will follow in the coming months>

Please accept our sincere congratulations on your program having a [COMPETITION REGION] AAA School Safety **[PATROLLER OF THE YEAR OR LIFESAVING MEDAL RECIPIENT]** winner. [FIRST NAME'S] dedication to safety, leadership and citizenship are an outstanding reflection of the principles you uphold. We appreciate your continued commitment to the AAA School Safety Patrol program.

I will contact [SCHOOL SAFETY PATROL ADVISOR NAME] by telephone in the next few days regarding the awards program. In the meantime, if you have any questions, please feel free to call me at [PHONE NUMBER].