

## Register Your National Police Athletic League Chapter

### Getting Started

National Police Athletic League (NPAL) is pleased to announce a new Chapter Registration Process. NPAL is asking all Chapters to complete the online process and submit their membership dues.

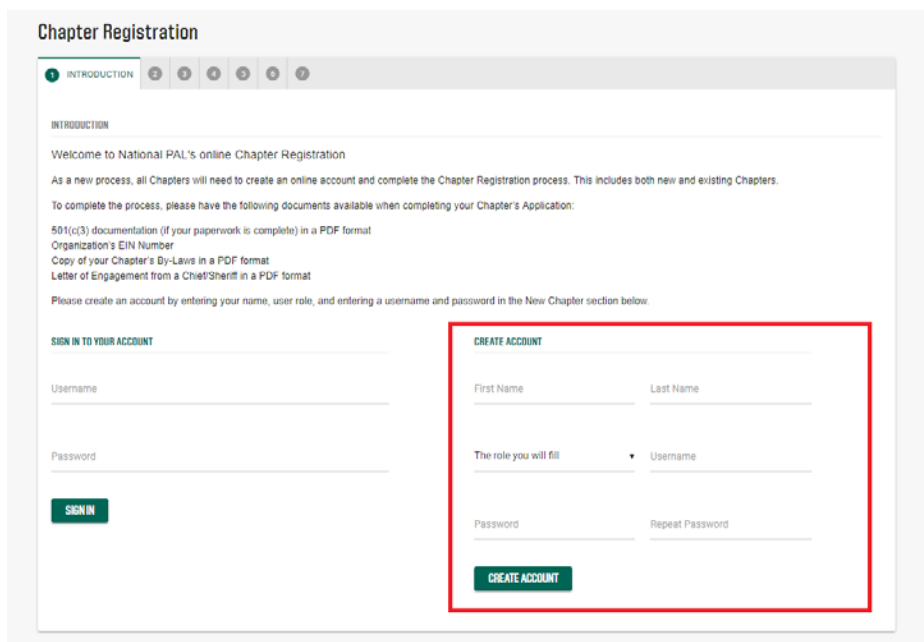
- **As a new process, all Chapters will need to create an online account and complete the Chapter Registration process regardless of if they are a new or existing NPAL Chapter.**
- Users must complete the Registration process in one session. Users will not be able to save work mid-application.
- Please have the following documents available when completing your Chapter's Application:
  - 501(c)(3) documentation (if your paperwork is complete) in a PDF format
  - Organization's EIN Number
  - Copy of your Chapter's By-Laws in a PDF format
  - Letter of Engagement from a Chief/Sheriff in a PDF format
- Only one person from each Chapter should complete the process. This should be the Program Director or Executive Director.

### Completing the Chapter Registration Process

1. Click [Here](#) to begin the Chapter Registration Process.
2. When you arrive on the Chapter Registration web page, please create an account.



NATIONAL ASSOCIATION OF POLICE ATHLETIC/ACTIVITIES LEAGUES, INC.



**Chapter Registration**

1 INTRODUCTION 2 3 4 5 6 7

**INTRODUCTION**

Welcome to National PAL's online Chapter Registration

As a new process, all Chapters will need to create an online account and complete the Chapter Registration process. This includes both new and existing Chapters.

To complete the process, please have the following documents available when completing your Chapter's Application:

- 501(c)(3) documentation (if your paperwork is complete) in a PDF format
- Organization's EIN Number
- Copy of your Chapter's By-Laws in a PDF format
- Letter of Engagement from a Chief/Sheriff in a PDF format

Please create an account by entering your name, user role, and entering a username and password in the New Chapter section below:

**SIGN IN TO YOUR ACCOUNT**

Username

Password

**SIGN IN**

**CREATE ACCOUNT**

First Name Last Name

The role you will fill Username

Password Repeat Password

**CREATE ACCOUNT**



- To create an account, please enter your name, choose your role and create a username and password.
- Choose Create Account.

**NOTE: As a new process, both existing and new chapters will need to create an account to complete the Chapter Registration process.**

**NOTE: If you do not know your region, please choose Unknown and we will assign it for you.**

- Complete Step 2 by entering your Chapter Contact Information including if you are a returning or new chapter, your region, and contact information of your Executive Director and Program Manager.

- Choose **Next** to advance to Step 3.
- Complete Step 3 by entering your organization's information including chapter demographics.



### Chapter Registration

1 2 3 **4** ORGANIZATION INFO 5 6 7

ORGANIZATION INFO

Please complete your Chapter Information including your 501(c)(3), demographics and programs information.

\* indicates a required field.

If your PAL organization has a website, enter the URL below:

Website URL: \_\_\_\_\_

If your PAL organization is a 501(c)(3) non-profit, enter the 501(c)(3)/EIN number below:

\*501(c)(3)/EIN number or type N/A and explain below if unavailable.

8. Choose Next to advance to Step 4.
9. Review and agree to the Chapter Membership Terms by clicking the checkbox at the bottom of the page.



### Chapter Registration

1 2 3 4 **MEMBERSHIP AGREEMENT** 5 6 7

NPAL CHAPTER MEMBERSHIP AGREEMENT

To register as a new Chapter with National PAL or to renew your chapter with National PAL, the requirements are as follows:

PAL must be included in your name and within your organizational bylaws

PAL must be either an approved 501(c)(3) Not for Profit or designated under the local Law Enforcement

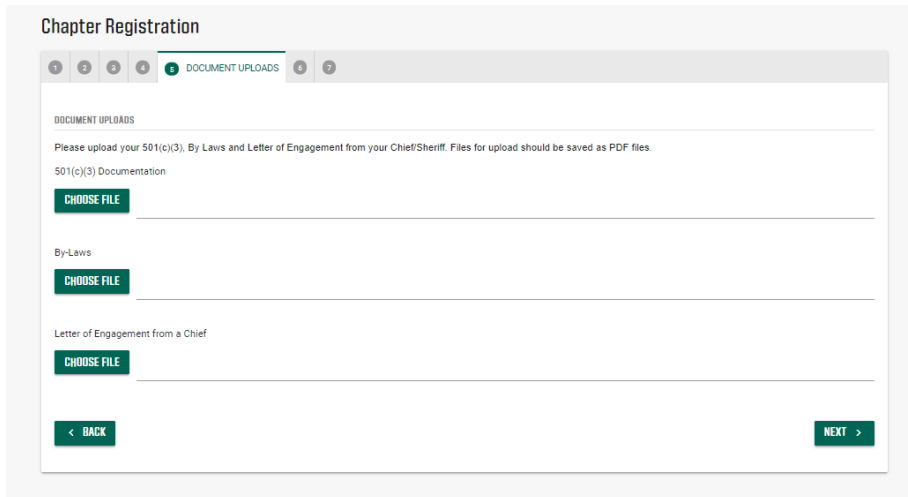
You must have a letter of engagement from the local Law Enforcement Chief or Sheriff

Include a National PAL Logo on your website with a link back to [www.nationalpal.org](http://www.nationalpal.org). The Chapter must keep this link active on the front page of your website as long as you are a member of National PAL. Click to download the [National PAL logo](#)

I agree to the membership terms

Signed by Executive Director: Demo Chapter on 2/2/2018

10. Choose Next to advance to Step 5.



**Chapter Registration**

1 2 3 4 5 **DOCUMENT UPLOADS** 6 7

**DOCUMENT UPLOADS**

Please upload your 501(c)(3), By Laws and Letter of Engagement from your Chief/Sheriff. Files for upload should be saved as PDF files.

501(c)(3) Documentation

**CHOOSE FILE**

By-Laws

**CHOOSE FILE**

Letter of Engagement from a Chief

**CHOOSE FILE**

**< BACK** **NEXT >**

11. Please upload your 501(c)(3) documentation, your chapter by-laws, and your letter of engagement from your Chief/Sheriff. Click **Choose File** to search your computer and upload files.

**NOTE:** Files for upload must be saved as PDF files.

12. Choose **Next** to advance to Step 6 and review a Summary of Information entered.

13. If you have edits to the Summary, choose **Back** to update previous sections.

14. Once the Summary is reviewed and approved, choose **Next** to advance to the Payment Page.

15. Please choose your **Payment Method** from the pulldown menu and choose **Continue**.

**NOTE:** NPAL accepts payment via Check, PO, or Credit Card (Visa, Mastercard and Discover).



### Chapter Registration

1 2 3 4 5 6 PAYMENT

**PAYMENT**

Please enter your payment information.  
 Season: Fall 2017-2018  
 Chapter: East Denver Chapter

Product	Promo Code	Qty	Price*Qty
✓ Annual Chartering Fee		1	200.00
1 item(s) totaling:			200.00
Order Total:			200.00
Total Due:			200.00

Items Ordered

**PAYMENT METHOD\***

**CONTINUE >>**

16. Once you have selected your payment type, your page will expand to include payment details.

17. Please enter your payment information.

**PAYMENT METHOD\***

Name as it appears on Credit Card\*

Billing Address 1\*

Address 2

Visa #\*

Expiration Month / Year \*  
 Select Month --- / Select Year ---

Country\*  
 United States of America

Card Verification Number\*

City\*

State/Province  
 CA

Zip/Postal Code\*


(On the back of your card, locate the final 3 digit number)  
 Help finding Card Verification Number | Using Amex?

**CONTINUE >>**



- If paying by Credit Card, a 2.5% processing fee/convenience fee will be added to your transaction.
- If paying by check, please make checks payable to National PAL and mail your check to:  
National PAL  
Attn: Jeff Hood  
12161 Ken Adams Way  
Suite 110-RR  
Wellington, FL 33414
- If paying by PO, please choose Check and enter your PO number as the check number. Please include your receipt/order confirmation with your payment. Make payment payable to National PAL and mail your payment to:  
National PAL  
Attn: Jeff Hood  
12161 Ken Adams Way  
Suite 110-RR  
Wellington, FL 33414

**DICK'S TEAM SPORTS HQ**

 **NATIONAL ASSOCIATION OF POLICE ATHLETIC/ACTIVITIES LEAGUES, INC.**

### Chapter Registration

1 2 3 4 5 6 **PAYMENT**

**PAYMENT RECEIPT**

**Organization:** National Police Athletics/Activities Leagues  
**Chapter:** Demo Chapter  
**Season:** 2018 Season  
**Order Number:** 2-3976841

Item	Amount
New Chapter, Chapter ,Chapter	\$200.00
<b>Total:</b>	<b>\$200.00</b>

**Person Paying:** Demo Chapter  
**Payment Method:**  
**Payment Date:** 2/1/2018  
**Receipt Number:** 4115631

[PRINT RECEIPT](#) [CLOSE](#)

18. Choose **Continue** to complete the transaction.

19. View and print your receipt for your records.