



How to Host a “Cover the Cruiser” Event

Event Description – Supporters donate money and tape money or icon to a police cruiser.

Materials needed

- a. Blue Painter tape (it won't destroy paint on vehicle)
 - b. Icons, if used instead of money
 - c. Markers, if using icons
 - d. Money box
 - e. Torch Run /SOVA banners
 - f. Incentive items, if desired
 - g. Table/chair
 - h. Volunteer Class B Forms
 - i. Receipt book
1. Choose a location – This is a great event to do in conjunction with another Torch Run event or in conjunction with a community event such as a carnival, craft fair, flea market, crime prevention function. Anywhere you can park a vehicle is a great spot.
 2. Determine if supporters will tape actual bills to the car or if you will use icons that a supporter can print their name on. Icons have several advantage - it is safer as no money is displayed in public and the cruiser gets covered quicker which can build excitement.
 3. Determine if you will have an incentive program. Incentive programs can be anything you want it to be. An example would be \$1-\$9 sign icon and get a department trinket. \$10-19 get a torch run shirt or hat, \$20 plus get a shirt and hat.
 4. Consider promoting the event through email, calendar listings or inclusion in event flyer.
 5. Recruit volunteers for length of event. At least 2 volunteers are needed at one time. One to sell icons/take donations, one to watch car.

Day of the event

1. Arrive at the site and park vehicle in pre-determined location.
2. Set up table with money box, icons, tape, incentives, banners.
3. Volunteers complete Class B form.
4. One volunteer is assigned to collect money and give out icons/tape/incentives. Another volunteer is assigned to watch the vehicle, especially if cash is taped to the car.

5. At the conclusion, deposit money into torch run account. Complete deposit summary. Be sure to indicate under special event, how many shirts/hats were given as incentives. Send copy of deposit summary and deposit slip to SOVA.