

ABATE OF FLORIDA, INC. STANDARD OPERATING PROCEDURE for EVENT FLYERS

All flyers will have ABATE OF FLORIDA, INC. on top, followed by chapter's name. "ABATE OF FLORIDA, INC." will not be in a smaller font size than the chapter's name.

EXAMPLE: ABATE OF FLORIDA, INC. _____, CHAPTER NAME

1. The following information shall be on all flyers.
 - a. Header line
 - b. Start Time
 - c. Start Location Address including zip code
 - d. Registration Fee (if a fee is required)
 - e. Who or What Benefits from event
 - f. Finish Location Address including zip code (ALL MOTOCYCLISTS MUST BE WELCOME AT THE ENDING LOCATION)
 - g. Finish Time
 - h. Point of Contact: Name, Phone, E-mail, Address, etc.
 - i. State Meeting flyers require directions and map to the meeting.
 - j. Must have "**You must abide by CDC Guidelines to attend & follow local county mask mandates**"
2. "ABATE OF FLORIDA, INC. DOES NOT CONDONE DRINKING AND RIDING. DONATIONS TO ABATE OF FLORIDA, INC. ARE NOT DEDUCTIBLE FOR FEDERAL INCOME TAX PURPOSES. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. WWW.800HELPPFLA.COM 1-800-435-7352" This disclosure has to be in capital letters.
 - a. Chapter events will have "Safety/Membership information available."
3. A copy of the event flyer will be forwarded to the State Office for approval. Emailed copies to Flabatestateoffice@gmail.com are acceptable. Prior to any flyer being dispersed, the following must apply: flyer approval must be received from the State Office; completed Event Insurance Request form, property release and check for insurance must be *in hand* at the State Office.
4. Due to insurance requirements, flyers shall not be changed after approval unless the State Office is notified; such as times, dates & locations.
5. Words that ARE NOT ALLOWED in flyers: BEER, NUDITY RIGHTS, RALLY, RAFFLE, DRUGS, ADULT DRINKS OR GAMES, & ALCOHOL. UNLESS they are being used to inform event goers that these are not allowed at the event.
6. When more than one chapter is named on an event flyer, the president of each chapter will contact the State Office that they have approved their involvement with the event. This will also ensure that all chapters involved in the event are covered by insurance.
7. If a chapter is assisting or co-hosting an event and the other organization is not an ABATE OF FLORIDA, INC. Chapter, a copy of the event flyer MUST be forwarded to the State Office along with a copy of event insurance, *naming the chapter as also insured on the event.*
8. If a Certificate of Insurance is required for police escort or other purpose, an Additional Insured must be named either on the Request for Event Insurance form, or attached to the same. The appropriate fee must be included.
9. Chapters named as supporters on an event flyer are not required to obtain insurance.
10. Flyers to be posted in Masterlink or any web site must have received approval and have insurance prior to being published.

Please submit all flyers to (email is acceptable):

ABATE OF FLORIDA, INC., State Office
PO Box 614
Cantonment Fl. 32533-0614
Phone: (386)943-9610 FAX: (850)361-1118
Email: flabatestateoffice@gmail.com

(MAIL FLYER, INSURANCE REQUEST, PROPERTY RELEASE AND CHECK HERE)