

Challenge Coin Ordering Process

The FBI National Citizens Academy Alumni Association (FBINCAAA) in conjunction with the FBI Office of Public Affairs--Community Relations Unit (CRU) has approved a template for challenge coins which may be created by each FBI Citizens Academy Alumni Association (FBICAAA). The design and logo format may not be varied except for a change in the city or Field Office being referred to. No other changes are permitted. The process for obtaining a challenge coins by local FBICAAA is as follows:

1. A local FBICAAA must submit a request form to the Executive Committee of the FBINCAAA for approval to issue a challenge coin. Your contact is Sandy Mangold, Executive Director, whose email is: executivedirector@fbincaaa.org.
2. Upon approval by the Executive Director, a designated representative of the local FBINCAAA shall make contact with the coin illustrator/designer, who will assist in developing artwork and assist in submitting final drawing to CRU prior to orders being placed.
3. The only change permitted to the coin will relate to the identity of the city of the local FBICAAA where the coin will be issued. The reverse side of the coin cannot be altered.
4. The coin will be minted by only by an approved vendor and only after receiving authorization from FBINCAAA for an order to be placed.
5. Because of the strict control on the minting of the coin, local Citizens Academies will not be required to pay for the recasting of one side of the coin by the approved vendor, but will be required to pay for the recasting for the side bearing the identity of the city of the local chapter.
6. A virtual (email) sample of the coin must be provided to the FBI Office of Public Affairs--Community Relations Unit before an order can be placed. This will be handled by the Executive Committee of the FBINCAAA.
7. The FBI and FBINCAAA reserve the right to amend or revise coin requirements but only consistent with OGC approval.
8. Costs associated with the minting, shipping and related costs for the coin shall be the responsibility of the local FBICAAA without contribution by the FBINCAAA or the FBI. The FBINCAAA has paid for the design and striking of the side for which there is no change allowed.