

Chapter Challenge Coin Instructions

The FBI National Citizens' Academy Alumni Association (FBINCAA) 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. No other changes are permitted. The process for obtaining challenge coins by local FBICAAA is as follows:

1. A local FBICAAA must submit a request form to the Executive Director of the FBINCAA for approval to issue a challenge coin. Your contact is Jerry Fogel, Executive Director, whose email is JFogel36@aol.com.
2. Upon approval by the Executive Director, a designated representative of the local FBINCAA shall make contact with Doug Brown of the FBI Minneapolis/St. Paul Citizens Academy Alumni Association, who will assist in developing art work 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 FBI CAAA 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 based upon current information supplied by Doug Brown or his authorized representative or successor and only after receiving authorization from FBINCAA 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 FBI CAAA.
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 FBINCAA.
7. The FBI and FBINCAA 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 FBINCAA or the FBI. The FBINCAA has paid for the design and striking of the side for which there is no change allowed.

Below is the format to determine the cost of the challenge coins.

Coin Quantity	Cost Per Coin	Cost per Quantity	Die Cost (Front One Time Only)	Total Cost
200	\$4.50/coin	\$900.00/200	\$150.00	\$1050.00
300	\$4.50/coin	\$1350.00/300	\$150.00	\$1500.00
400	\$4.50/coin	\$1800.00/400	\$150.00	\$1950.00
500	\$4.25/coin	\$2125.00/500	\$150.00	\$2275.00

If a chapter reorders additional coins the Die Cost will not be required as the die is already made.