

# National Police Week 2008

Washington, DC

## REGISTRATION FORM

### National Police Week Agenda

**Early Arrival Day: Monday, May 12, 2008.**

**Official Arrival and Check-In Day: Tuesday, May 13, 2008.**

**Dates of Planned Activities: May 13 through May 17, 2008.**

**Official Departure Day: Saturday, May 17, 2008.**

**Registration Deadline is March 24, 2008**

**There is no on-site registration for past-year survivors.**

NOTE: C.O.P.S. will not take registration forms or room reservations for **past-year survivors** beyond the March 24, 2008, deadline. This form **MUST** be received in the C.O.P.S. National Office by March 24 to ensure proper registration and participation in National Police Week 2008 activities.

**Official Observance Dates for National Police Week 2008 are May 12-17**

# National Police Week 2008

## Registration Form

A separate form must be used for **each household group**; i.e. family members with the **same mailing address**, arriving and departing at the **same time, on the same date**. Photocopy this form or download additional forms from the C.O.P.S. website for additional household groups. ([www.nationalcops.org/forms](http://www.nationalcops.org/forms)) Family members from different households need to complete a separate **Registration Form**, but may be included on your hotel form if you are sharing a room.

**Please provide the following information for the person completing this form. Type or print legibly. Name badges will be generated from this information:**

(Mr./Mrs./Ms.) First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address (Line One) \_\_\_\_\_ Address (Line Two) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ +4 Ext. \_\_\_\_\_

E-mail \_\_\_\_\_ You must provide an email address in order to receive your hotel confirmation(s).

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Have you attended NPW before?  yes  no List the year of your officer's death \_\_\_\_\_.

**Your relationship to the fallen officer (circle one):**

Spouse                      Parent/Step-Parent                      Adult Child (over19)                      Parent In-law  
 Sister                      Brother                      Fiancé                      Grandparent  
 Significant Other                      Former Spouse

OTHER (Aunt, Uncle, Niece, Nephew, Brother/Sister In-law, Cousin, Friend, etc.-specify) \_\_\_\_\_

Are you the primary survivor of a fallen 2007 officer, check here. /  /

**Please print the name of the fallen officer EXACTLY as you wish it to appear in the Memorial Service Program (no nicknames or rank, please).**

Name of Deceased Officer \_\_\_\_\_

Officer's date of death \_\_\_\_/\_\_\_\_/\_\_\_\_

The name of our "Memorial Service Escort Officer" is \_\_\_\_\_

Are you the "Memorial Service Escort Officer"?  yes  no

**List only the people in your household that will accompany you.  
If the child you are registering is the child/stepchild or minor-aged sibling of a  
fallen officer, please include date of birth.**

**Each household should complete their own form. For listing of "relationship", see Page 2.**

**(Mr./Mrs./Ms.) First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

Relationship to the officer \_\_\_\_\_ Has this person attended Police Week before? \_\_\_yes \_\_\_no

If this is a child, please provide date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**(Mr./Mrs./Ms.) First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

Relationship to the officer \_\_\_\_\_ Has this person attended Police Week before? \_\_\_yes \_\_\_no

If this is a child, please provide date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**(Mr./Mrs./Ms.) First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

Relationship to the officer \_\_\_\_\_ Has this person attended Police Week before? \_\_\_yes \_\_\_no

If this is a child, please provide date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**(Mr./Mrs./Ms.) First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

Relationship to the officer \_\_\_\_\_ Has this person attended Police Week before? \_\_\_yes \_\_\_no

If this is a child, please provide date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**(Mr./Mrs./Ms.) First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

Relationship to the officer \_\_\_\_\_ Has this person attended Police Week before? \_\_\_yes \_\_\_no

If this is a child, please provide date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**(Mr./Mrs./Ms.) First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

Relationship to the officer \_\_\_\_\_ Has this person attended Police Week before? \_\_\_yes \_\_\_no

If this is a child, please provide date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# ***Hotel Request Form***

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**Part 1:** Rooms at National Police Week hotels are to be used by surviving families only. The “Memorial Service Escort Officer” assigned to escort the surviving family of 2007 at the May 15 Memorial Service and other co-workers should find hotel accommodations through Haines Hotel Services, e-mail [Eileen@haineshotelservices.com](mailto:Eileen@haineshotelservices.com) or call 301-865-1631; FAX: 301-371-7305.

- Do not submit duplicate forms.
- If you fax your registration, to avoid duplication please do not mail it.
- Complete each part in detail for rapid processing.
- Telephone hotel requests cannot be accepted by C.O.P.S.
- This form **MUST** be accompanied by a room deposit of \$205.80 **per room requested. Credit cards only.**
- All acknowledgements/confirmations will be sent **directly from the hotel** to the individual listed on Page 2 **if an email address is provided.** Receipt of your confirmation could take up to 5 weeks if you send in your registration early.
- **Changes in reservations** (i.e., shorten or lengthen your stay, add or delete a roommate, etc.) should be made through your assigned hotel; however, **cancellations of reservations** must be made through C.O.P.S. so we can use that room for another surviving family.
- Any financial issues should be handled **directly with the hotel.**

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/ \_\_\_ / I do not need to make hotel reservations at the National Police Week hotels.

/ \_\_\_ / I am already included in a hotel reservation at a National Police Week hotel through a reservation made by \_\_\_\_\_.  
(individual's name)

**Shuttles will run only between the Hilton Alexandria Mark Center Hotel and “official” National Police Week overflow hotels.**

**Host Hotel information: Hilton Alexandria Mark Center  
5000 Seminary Road - Alexandria, VA 22311 - (703) 845-1010**

You will receive confirmation from the hotel once your reservation is made through C.O.P.S. That confirmation will include the name and contact information for your assigned hotel.

**If you desire to be in the same hotel, with other family members who are registering on another form, please write their names in the margins of Page 5; however, we cannot guarantee that we can accommodate all requests. Hotels will work with families who want to arrive early or stay late over the weekend prior to or the weekend after National Police Week activities.**

# ***Hotel Accommodations***

**Reservations MUST be guaranteed with \$205.80 deposit per room (first night's lodging plus tax). Because all hotels will fill to capacity, you must realize that the longer you wait to make your plans, the greater the possibility that you may not receive the type of room(s) you desire. Reservations for double rooms are based on availability; however, every attempt will be made to provide rollaway beds, if needed.**

***DO NOT COMBINE YOUR ROOM DEPOSIT WITH ANY OTHER PAYMENT TO C.O.P.S.!***

**Please type or print the following information clearly. Reservations should be made in the following name:**

Cardholder's Name \_\_\_\_\_ Signature (required) \_\_\_\_\_

Type of Card \_\_\_\_\_ Exp. Date \_\_\_\_\_

Account Number \_\_\_\_\_

**Print or type names of all persons occupying each room. Select type of room desired and provide arrival and departure dates.**

**Room #1** \_\_\_ smoking \_\_\_ non-smoking \_\_\_ one king-size bed **OR** \_\_\_ two full-size beds (double)

Do you require a roll-away in the room? \_\_\_ yes \_\_\_ no Handicapped accessible? \_\_\_ yes \_\_\_ no

List occupants of this room \_\_\_\_\_

Arrival date at hotel \_\_\_\_\_ Departure date \_\_\_\_\_

**Room #2** \_\_\_ smoking \_\_\_ non-smoking \_\_\_ one king-size bed **OR** \_\_\_ two full-size beds (double)

Do you require a roll-away in the room? \_\_\_ yes \_\_\_ no Handicapped accessible? \_\_\_ yes \_\_\_ no

List occupants of this room \_\_\_\_\_

Arrival date at hotel \_\_\_\_\_ Departure date \_\_\_\_\_

**Room #3** \_\_\_ smoking \_\_\_ non-smoking \_\_\_ one king-size bed **OR** \_\_\_ two full-size beds (double)

Do you require a roll-away in the room? \_\_\_ yes \_\_\_ no Handicapped accessible? \_\_\_ yes \_\_\_ no

List occupants of this room \_\_\_\_\_

Arrival date at hotel \_\_\_\_\_ Departure date \_\_\_\_\_

**Please attach a separate sheet if more rooms are required for this household group.**

# ***Household Travel Plans***

**Airport pickup is provided on May 12 and 13 from 9:00 a.m. to 6:00 p.m. ONLY at Ronald Reagan National Airport and ONLY to official National Police Week hotels. Transportation to and from any other hotels will be at the travelers' expense.**

If you live a great distance from Washington, DC, you may want to consider arriving on May 12 to avoid the rush that you could be under with a May 13 arrival.

## **Arrival Information:**

**We are driving and plan to arrive in the DC area at approximately \_\_\_\_\_ a.m./p.m. on (date) \_\_\_\_\_**

**OR**

### ***We're Flying:***

**My household group is flying and will arrive at Ronald Reagan National Airport on:**

**Date: \_\_\_\_\_ Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_**

**Time: \_\_\_\_\_**

**This flight is coming from (last leg of journey): \_\_\_\_\_**

**OR**

**My household group is flying into BWI/Dulles on May \_\_\_\_, at \_\_\_\_\_ a.m./p.m. and understand that transportation to or from that airport will not be provided to us.**  
(circle one) (circle one)

## **Departure Information:**

**My household group will depart from Ronald Reagan National Airport/BWI Airport/Dulles Airport on:**  
(circle one of these three airports)

**Date: \_\_\_\_\_ Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_ Time: \_\_\_\_\_**

**OR**

**We are driving and plan to depart the DC area at approximately \_\_\_\_\_ a.m./p.m. on (date) \_\_\_\_\_**

# **Registration for National Police Week Activities**

*Household means only those at your address who are listed on  
Page 2 and 3 of this registration form.*

## **20th Annual Candlelight Vigil at the National Law Enforcement Officers Memorial** **8:00 p.m. • Tuesday, May 13**

Shuttling to the National Law Enforcement Officers Memorial begins from the Hilton Alexandria Mark Center Hotel at 4:30 p.m. and the overflow hotels at 6:00 p.m. It is recommended that you have an early dinner prior to leaving for the Candlelight Vigil. The ceremony concludes at 9:00 p.m. and the reading of newly-engraved names, those from 2007 as well as historical cases, begins shortly thereafter. The event ends at approximately 10:00 p.m. Last shuttle leaves at 11:00 p.m.

\_\_\_\_\_ total number in our household who need transportation to the **Candlelight Vigil**.

## **The National Police Survivors' Conference** **Sponsored by Concerns of Police Survivors (C.O.P.S.)** **"C.O.P.S. Kids/Teens" Activities,** **and The Troopers' Tour** **Wednesday, May 14, and Friday, May 16**

### **Morning Meals—For Surviving Family Members ONLY**

Continental Breakfast is provided for survivors attending the National Police Survivors' Conference on Wednesday, May 14, and Friday, May 16, at 8:00 a.m. in the Lower Foyer of the Hilton Alexandria Mark Center Hotel. Indicate how many people in your **household group** C.O.P.S. should plan to feed on those days.

May 14: \_\_\_\_\_ adults \_\_\_\_\_ children

May 16: \_\_\_\_\_ adults \_\_\_\_\_ children

# **National Police Week Activities-continued**

## **Seminars and Lunches for Adults**

The National Police Survivors' Conference will be held on Wednesday, May 14, from 9:00 a.m. to 4:00 p.m. and on Friday, May 16, from 9:00 a.m. to 2:30 p.m. There are sessions each day for surviving family members and affected co-workers.

If you plan to attend sessions and the lunches provided at the National Police Survivors' Conference, indicate the number of adults from your household who will be attending those events. **Please do not sign up for meals if you don't plan to attend.**

### **Surviving Adult Family Members**

May 14: \_\_\_\_\_ attending seminar sessions \_\_\_\_\_ attending the lunch

May 16: \_\_\_\_\_ attending seminar sessions \_\_\_\_\_ attending the lunch

## **“C.O.P.S. Kids/Teens” Activities**

**ONLY for the surviving children/stepchildren and siblings (ages 5-19) of the fallen officer.**

While adults are in seminar sessions, the surviving children/stepchildren and siblings (ages 5-19) of fallen officers attend two days of planned activities through the “C.O.P.S. Kids/Teens” program. On May 14 and May 16, they will go to law enforcement academies in the area where they will participate in group sessions that will help them connect with other children who have also lost their officer in the line of duty.

**PRE-REGISTRATION IS MANDATORY and children must attend both days.**

**Lunch is provided both days for the children at the facility they are visiting.**

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_  
\_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_  
\_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

## **Day Care for Surviving Children Under 5**

C.O.P.S. provides day care for children **under 5** at the Hilton Alexandria Mark Center Hotel while adults are in seminar sessions. **This service is provided to the surviving children/stepchildren or siblings (ages infant-5) of the fallen officer ONLY during seminar hours on May 14 and May 16.** Children at day care will be fed lunch on both May 14 and May 16.

May 14: Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_  
\_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

These children will be returning to day care on May 16: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Day care for children other than the surviving children of the fallen officers is the responsibility of the parents/guardians of those children.**

# ***National Police Week Activities-continued***

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## **The Troopers' Tour of the Capital**

State police associations from across the Nation sponsor a two-hour driving tour of the Washington, DC, sights on May 14 from 7:15 p.m. until 9:15 p.m. **Surviving families of 2007** are invited to take this tour at no cost, compliments of the Nation's state troopers.

\_\_\_\_\_ is the total number of individuals from our household who will be taking part in the *Troopers' Tour*.

## **The 27th Annual National Peace Officers' Memorial Service** **Thursday, May 15**

On Thursday, May 15, the Fraternal Order of Police and its Auxiliary will sponsor the 27th Annual National Peace Officers' Memorial Service on the West Front of the US Capitol at 12:00 noon. However, **participating family members of 2007** must gather at the Hilton Alexandria Ballroom at 8:30 a.m. to be aligned to participate in the flower placement during the Memorial Service. **Past-year survivors, non-participating family members of 2007, and others who wish to attend the Memorial Service** will be bused to the Memorial Service site at 8:30 a.m.

\_\_\_\_\_ total number in our household group (adults and children listed on this form) to be transported to the *Memorial Service*.

## **"Picnic in the Park"** **Friday, May 16**

C.O.P.S. sponsors the May 16th "Picnic in the Park" to close out National Police Week. Transportation to this activity will be provided from the Police Week hotels. Shuttle service to the park will begin at 4:30 p.m. and end at 9:00 p.m. There will be displays and demonstrations to entertain everyone. Dinner will be at 6:00 p.m. and music and dancing will afford people time to unwind until the event concludes at 9:00 p.m.

\_\_\_\_\_ total number in our household group (adults and children listed on this form) who will attend the *Picnic in the Park*.

## Special Needs

\_\_\_\_\_ in our group has mobility problems.

List the medical apparatus they use to be mobile. \_\_\_\_\_.

*If you choose not to travel with various medical apparatus, you can contact Grubb's Pharmacy, 202-543-4400 to arrange rental of medical equipment while at National Police Week. Contact Grubb's at least two weeks prior to your visit.*

List any special accommodations required due to special needs, mobility problems or a disability: \_\_\_\_\_

\_\_\_\_\_ in our group does not understand English. Please provide an interpreter for \_\_\_\_\_ (Language).

## For Returning Survivors Only

If you have previously attended National Police Week, the C.O.P.S. National Board requires a \$100 registration fee for each adult attending the National Police Survivors' Conference on May 14 and/or 16, and a \$25 fee for each child attending any activity on those days. If you are a returning survivor, complete the appropriate box below. **Returning College Students:** C.O.P.S. will overlook this fee for college-age returning survivors with completion of the "waiver" below. **Registration is mandatory by March 24, 2008.**

**PLEASE DO NOT COMBINE YOUR REGISTRATION FEES WITH ANY OTHER PAYMENT TO C.O.P.S.**

\_\_\_\_\_ adults @ \$100 = \$ \_\_\_\_\_ children @ \$25 = \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

// Enclosed is my check in the amount of \$ \_\_\_\_\_ for returning survivor fees for my household group.

// Charge my credit card. Information is provided below.

### Credit Card Information

Only Mastercard / / or Visa / /  
is accepted by C.O.P.S.

CC Number: \_\_\_\_\_

Card Holder: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

**OR**

To the C.O.P.S. Scholarship Committee:

It would be a financial hardship for me to pay the  
returning survivor registration fee(s). Therefore, I am  
requesting a waiver in the amount of \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Scholarship Committee use:

\_\_\_\_\_ approve waiver \_\_\_\_\_ deny waiver \_\_\_\_\_ date

**Returning survivors cannot register or secure a waiver after March 24, 2008.**

# ***Mailing Instructions***

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Fill out the registration form completely and mail it in the envelope provided to the C.O.P.S. National Office, P. O. Box 3199, Camdenton, MO 65020. **Your confirmation on your hotel reservations will come directly from the hotel and could take up to 5 weeks if you register early. Confirmations will come much more quickly the closer we get to National Police Week. Please be patient.**

**If you want your registration to be received at the C.O.P.S. National Office via the U.S. mail, please affix a .41¢ stamp to your packet.**

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Completion of this registration form grants permission to C.O.P.S. to take and use photographs/videos to promote programs of the C.O.P.S. organization. Individuals in the photographs **WILL NOT** be identified.

# ***Official National Police Week 2008 Hotels***

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**Hilton Alexandria Mark Center,  
Host Hotel**  
5000 Seminary Road  
Alexandria, VA 22311

**Washington Suites Alexandria**  
100 S. Reynolds Street  
Alexandria, VA 22304

**The Double Tree Hotel**  
300 Army – Navy Drive  
Arlington, VA 22202

**Crown Plaza**  
901 North Fairfax Street  
Alexandria, VA 22314

**Marriott Courtyard Pentagon South**  
4641 Kenmore Avenue  
Alexandria, VA 22304

**Holiday Inn Hotel & Suites**  
625 First Street  
Alexandria, VA 22314

**Hilton Springfield**  
6550 Loisdale Road  
Springfield, VA 22150

**Best Western Old Colony Inn**  
1101 North Washington Street  
Alexandria, VA 22314

**Residence Inn by Marriott**  
1456 Duke Street  
Alexandria, VA 22314

**Hawthorn Suites Alexandria**  
420 North Van Dorn Street  
Alexandria, VA 22304

*Shuttle buses will run routes to include all these hotels from  
May 13 through the night of May 16.*