

 **Instructions to Join Larimer County FOP Lodge 4**

Thank you for your interest in joining Lodge 4! Our mission is to provide excellent legal coverage, but we are more than just a legal defense fund. We provide support and benevolence to our members. Your dues cover your legal defense plan but also help your brothers and sisters in blue in their time of need. It is a wonderful organization and we hope you will join us!

I would like to introduce you to our Executive Board:

President - Troy Badberg Vice President - Robert Hendrie

2nd VP- Chris Fleming Secretary Shannon Wicker

Chaplain - Rick Christopherson Treasurer - Spencer Colby

State Trustee - Daniel Romero Sgt at Arms - Justin Williamson

Delegate - Aaron Hawks Delegate Sam Roth

Immediate Past President- Jeff Vanhook

If you ever need anything please feel free to contact any one of us at any time, we are here for you! Included in this packet you will find a card with all of our phone numbers on it for your reference.

**MEMBERSHIP OPTIONS**

There are 3 options for membership, choose your option and then proceed to the steps listed below to complete the process. **\*\*\*If you are sworn staff you MUST choose option 1\*\*\***

**Option 1**

**A**: Includes legal defense, SB217 Liability Coverage, labor council, administrative representation, and benevolence. This option is $25 per pay period. With this option you also have the ability to sign up for the Non-Duty plan, this is a separate plan with an additional cost. The Non duty plan information is included in the welcome packet

**B:** Includes legal defense, labor council, administrative representation, and benevolence. This option is $21.38 per pay period. With this option you also have the ability to sign up for the Non-Duty plan, this is a separate plan with an additional cost. The Non duty plan information is included in the welcome packet

**Option 2:** Includes labor council and benevolence. This option is $11.38 per pay period. With this option you also have the ability to sign up for the Non-Duty plan, this is a separate plan with an additional cost. The Non duty plan information is included in the welcome packet

**Option 3**: Retired membership. This option is $138.55 a year, due in full on January 1st of each year. This option includes the benevolence and allows members the option to sign up for concealed carry legal defense through the National Lodge, this is a separate fee and process.

**HOW TO GET SIGNED UP**

**Step one**: Sign up for Ultipro automatic withdrawal. Below you will find the instructions to sign up for Ultipro withdrawal, you will need to complete this and print or email proof of sign up.

1.  Log into the Ultipro.

2.  Locate the Direct Deposit icon and click on it.

3.  Locate the option to add direct deposit and click on that.

4.  For the account type, select “checking”.

5.  For name of Deposit you can put FOP dues

6.  In the amount box you will put either $20 or $10 depending on which membership option you chose. Then the amount will be deducted from each paycheck.

7.  Bank Transfer number – Contact Executive Board Member for Info

8.  Account number – Contact Executive Board Member for Info

9.  Click SAVE

**Step 2:** Fill out the Lodge 4 application included in this packet and indicate which membership option you are choosing. Please fill out everything and **provide your personal email address instead of your work email.** This is because we are separate from the Sheriff’s Office and at times may send out information that is confidential, your work email is not confidential.

**For Membership option 3:** Submit a check written out to FOP Lodge 4 in the amount of $100.

Once you have turned in your application and proof that you signed up for Ultipro deductions to Secretary Wicker @ lodge4wicker@gmail.com, your coverage will begin. If you turn in an application and don’t provide proof of Ultipro deductions or vice versa **YOU** **DO NOT** have coverage. Both application and proof of Ultipro deduction are needed to begin coverage.

**NON-DUTY PLAN (OPTIONAL)**

**This is an additional plan-- you must sign up for the non-duty plan separately**, this plan has additional costs. Please refer to the additional literature in this packet or visit our website at [www.larimercountyfop.com](http://www.larimercountyfop.com) for specific coverage details or contact an Executive Board Member.

If you have any questions, please feel free to contact us or visit our website at [www.larimercountyfop.com](http://www.larimercountyfop.com) . We hope that you decide to join and look forward to hearing from you soon.

Fraternally,

Shannon Wicker, Secretary

Larimer County FOP Lodge 4 Executive Board