



HEADQUARTERS CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street
Maxwell AFB, AL 36112

20 January 2024

MEMORANDUM FOR PUBLIC AFFAIRS OFFICERS

FROM: CAP/PA (MAC)/National PAO

SUBJECT: National Canva Pro Nonprofit Account Access

1. Canva offers a limited number of nonprofit licenses per Employer Identification Number. With more than 1,400 units within Civil Air Patrol, there are not enough slots for interested members to qualify under the CAP EIN. To manage access to Canva licenses across CAP, the National MAC team is offering the following access levels to wing MAC/PA teams.
2. Based on availability, a license will be granted to each wing's primary Public Affairs Officer. Additional licenses may be requested for wing MAC/PA team members with approval by the wing's public affairs officer. These requests will be handled individually. Due to the limited number of licenses available, please do not inquire about assigning licenses to other wing departments or command teams.
3. Please do not request a nonprofit account through Canva directly. Because all field units are tied to the same EIN, those requests are routed to CAP/PA and will be denied.
4. Primary Wing PAOs must have a branded NHQ .gov email. Additional MAC/PA team members must have a branded wing email or NHQ .gov email.

BRANDON LUNSFORD, Captain, CAP
National Public Affairs Officer

cc:
Region CCs, PAOs
Wing CCs, PAOs
Squadron CCs, PAOs
CAP/IT
CAP/DEV