



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

25 September 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 offers the following access levels to wing MAC/PA teams.
2. Based on availability, a single license will be granted to each wing's primary public affairs officer, or a wing assistant public affairs officer upon approval of the primary wing PAO.
3. Due to the limited number of licenses available, additional licenses per wing are not 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. All PAOs must have a branded cap.gov email to access the Canva account. If you do not have one, one will be created for you.

BRANDON LUNSFORD, Major, CAP
National Public Affairs Officer

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