



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

7 August 2023

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. Five licenses are available for each wing MAC/PA team, to be used by wing MAC/PA team members with approval by the wing's public affairs officer. Due to the limited number of licenses available, please do not inquire about assigning licenses to other wing departments.
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. To request one of the five assigned licenses for your wing, reach out to your wing PAO. It will be up to the wing PAO to determine who to assign the five licenses to and to contact me directly to set up access to Canva. The end-user must have a branded email address from the wing or an NHQ .gov email.
5. To add another person beyond the initial five licensees, please provide me with the name of the licensee to remove to keep the total wing number at five.

BRANDON LUNSFORD, Captain, CAP
National Public Affairs Officer

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