



**Denton
Citizen Police Academy
Alumni Association**

Orientation Manual

Version 1.0



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General Information

The Denton Citizen Police Academy Alumni Association (CPAAA) is a 501c3 non-profit organization founded in 1995. The Alumni Association is funded through fund raising projects, donations and membership dues. It is open to all graduates of the Citizen Police Academy.

Mission

The mission of the CPAAA is to support the Denton Police Department through projects and programs benefitting the men and women of the police department as well as the community and its citizens.

Bylaws

The CPAAA Bylaws are found on the Resources page of our website and contain information about how our association is organized and managed. We encourage you to read these.



Member Code of Conduct

No member will promote or represent himself/herself on behalf of the Denton Citizen Police Academy Alumni Association or the Denton Police Department for personal, political or financial gain.

No member will conduct himself/herself in a manner which would bring discredit to himself/herself, the Denton Citizen Police Academy Alumni Association or the Denton Police Department while representing the Denton Citizen Police Academy Alumni Association or in any situation where he/she can be identified as a member of the Denton Citizen Police Academy Alumni Association.

Members will:

- Be polite and considerate
- Respect each person
- Work as a team
- Listen courteously
- Share responsibilities
- Critique ideas only, not people
- Keep an open mind
- Avoid conflicts of interest

Uniform

The CPAAA uniform consists of a royal blue t-shirt with the CPAAA logo on the left chest and "Denton Police Volunteer" on the back, black or khaki pants and black shoes or boots. No sandals or shorts. This uniform should be worn for all CPAAA activities.

Also available for purchase, but not required, are a royal blue windbreaker with "Denton Police Volunteer" on the back and a royal blue baseball cap with "Denton Police Volunteer" embroidered on the front.



Meetings

The CPAAA meets the 2nd Tuesday of most months at 7:00pm at the Denton Public Safety Training Facility. The schedule of meetings and social events can be found in the meeting agendas and minutes, the newsletter or from members.

Dues

Membership dues are \$20/year. Initial dues will be waived for new Citizen Police Academy graduates.



Mailing Address

Denton Citizen Police Academy Alumni Association
P.O. Box 1713
Denton, TX 76202

Website

Our website, dentoncpaaa.com, has information about the Denton CPAAA organization, contact information, donation forms, newsletters, bylaws, etc. We share our website with the CPA (Citizen Police Academy) and the CPV (Citizen Police Volunteers). Please visit us!

Email Address

Our email address is dentoncpaaaainfo@gmail.com. The organization secretary monitors this email.

Volunteer Opportunities

More information is available in the bylaws, at general meetings and from any board member.

Committees

- Bylaws and Rules - Reports to the Secretary, stays current on new laws and regulations that may apply to the association, updates bylaws annually and/or as needed when issues arise
- Audit - Reports to the President, conducts review of treasury records, bank records and receipts annually or more frequently as needed, submits report in writing to the Executive Board by February 1st each year, signed by all Audit Committee members, determines if and when outside audits are necessary
- Communications - Reports to the Director of Communication, helps maintain association website, newsletter, informational brochures, generates new advertising/public relations ideas
- Programs - Reports to the Director of Programs, helps decide regular and social membership meeting locations, times and dates, generates new interaction ideas
- Nominating - Reports to the Director of Membership, is in charge of Executive Board elections, assembles candidates for annual board election, creates, passes out, collects and counts ballots, notifies membership about election process



Redbud Festival

The Denton Redbud Festival has been Denton’s Official Arbor Day celebration since 1994. It honors Denton’s designation as the “Redbud Capital of Texas” and promotes community beautification and Denton pride. The Festival features dozens of vendors with tree and plant sales, gardening supplies, and local/handmade products, along with family-friendly activities and live, local music.



The Redbud Festival is usually held on a Saturday at the end of March or early April at Denton’s Civic Center. It is free to the public and presented by Keep Denton Beautiful.

The CPAAA has a booth at this event where we sell Back the Blue merchandise as a fundraiser and have giveaways provided by the Denton Police Department. We also act as a Lost Child/Parent base. Signup notifications will be sent out in advance so don’t forget to check your email!

Arts and Jazz Fest

The Denton Arts and Jazz Festival is a celebration of the arts in a community known for embracing music, dance, choral, drama and the visual arts with the generous support of sponsors such as the Dallas/Fort Worth American Federation of Musicians Local 72-147 and the city of Denton. The event features seven stages of continuous music, fine art, crafts, and food, games and information booths in a beautiful, outdoor setting.



The Denton Arts and Jazz Festival is held the last full weekend in April (Friday, Saturday and Sunday) at Denton’s Quakertown Park. The event is free to the public and is presented by the Denton Festival Foundation.

The CPAAA has a booth at this event where we sell Back the Blue merchandise as a fundraiser and have giveaways provided by the Denton Police Department. We also act as a Lost Child/Parent base. Signup notifications will be sent out in advance so don’t forget to check your email!

Arts and Autos

At the Arts & Autos event, check out hot rods, classic and custom cars, trucks and motorcycles. Trophies are given out in car, truck and motorcycle classes, plus cash prizes for Best of Show winner in each class. An array of activities are available throughout the day, including a silent auction inside the courthouse, fine arts/crafts vendors, hands-on arts/crafts and games, live music and the Chalk Fest (where artists of all ages can draw on the downtown sidewalks).



Arts & Autos is held on a Saturday in early September in Downtown Denton around the square and is presented by the Denton Main Street Association.

The CPAAA has a booth at this event where we sell Back the Blue merchandise as a fundraiser and have giveaways provided by the Denton Police Department. We also act as a Lost Child/Parent base. Signup notifications will be sent out in advance so don’t forget to check your email!



Police Appreciation Day

Police Appreciation Day is an annual Christmas party for the Denton police officers and staff organized by the CPAAA since 1995. It is an all day event with breakfast, lunch and dinner served and door prizes given. It is held on a Thursday in early December at the Denton Police Department Training Facility.



Volunteers are needed to solicit donations of food, door prizes and cash from Denton businesses, for setup, cleanup and all day at the event. Committee planning begins in August or September.

Each year, the Mayor issues a proclamation at a City Council meeting declaring the date as the official Denton Police Appreciation Day. CPAAA volunteers and Police Officers are invited to stand at the front of the auditorium as the proclamation is read.



Upcoming events are reviewed at each general meeting. Notifications for committee meetings and volunteer signup will be sent out in advance so don't forget to check your email!

CPA Classes

CPAAA volunteers attend the first and last classes of the Spring and Fall Citizen Police Academy. The CPAAA provides the first meal, the graduation cake and answers questions. Upcoming events are reviewed at each general meeting. Notifications will be sent in advance so don't forget to check your email!

Other

The CPAAA is often asked to provide volunteers for several other small events throughout the year. These usually are one day and only require a few hours time commitment. Upcoming events are reviewed at each general meeting. Signup notifications will be sent in advance so don't forget to check your email!



Fun Stuff

Range Days

Every year the CPAAA has several range events where members are able to shoot for a discounted rate. Members provide their own weapons, ammunition, eye and ear protection or may rent them from the range for a small fee. Upcoming events are reviewed at each general meeting. Notifications will be sent in advance so don't forget to check your email!

Awards Banquet

Every year the CPAAA has a banquet honoring our volunteers. Awards include Volunteer of the Year, Distinguished Alumnus, President's Award, and United States Presidential service pins for those who have volunteered 100 hours or more. So don't forget to log your hours!



Track It Forward Quick Start

After you become a member, you will receive an email from Track It Forward, a database and time tracking tool for non-profit organizations. To complete the registration, click on the link in the email and create your password. Your username is your email address. See Appendix A for a more detailed step-by-step process including graphics.



Sign In

1. You can access Track It Forward from the CPAAA website page under **Volunteer Reporting** or by going to the Track It Forward website directly at www.trackitforward.com.
2. On the home page, click on **Sign In**.
3. Type your email and password in the appropriate spaces and click on **Log in**.
4. After clicking **Log in**, **Log Hours** and **Event Sign-ups** options appear.

Log Volunteer Hours

1. To log hours, sign in (see sign in section), then click on **Log Hours**.
2. Fill out the **Log Hours** form and click on **Submit Time** when finished.
3. A confirmation will appear at the top of the screen showing that your hours have been submitted.

Edit or Delete Log Entries

1. To edit or delete log entries, sign in (see sign in section), and click on **Log Hours**.
2. To edit log entries, go to your **Timesheet** and click on the entry you want to change.
3. A more detailed description along with an edit link will appear. Click on **Edit**.
4. Make changes to any field, then click **Save**. You may also **Cancel** the edit or **Delete** the entry.

Sign up to Volunteer for Events

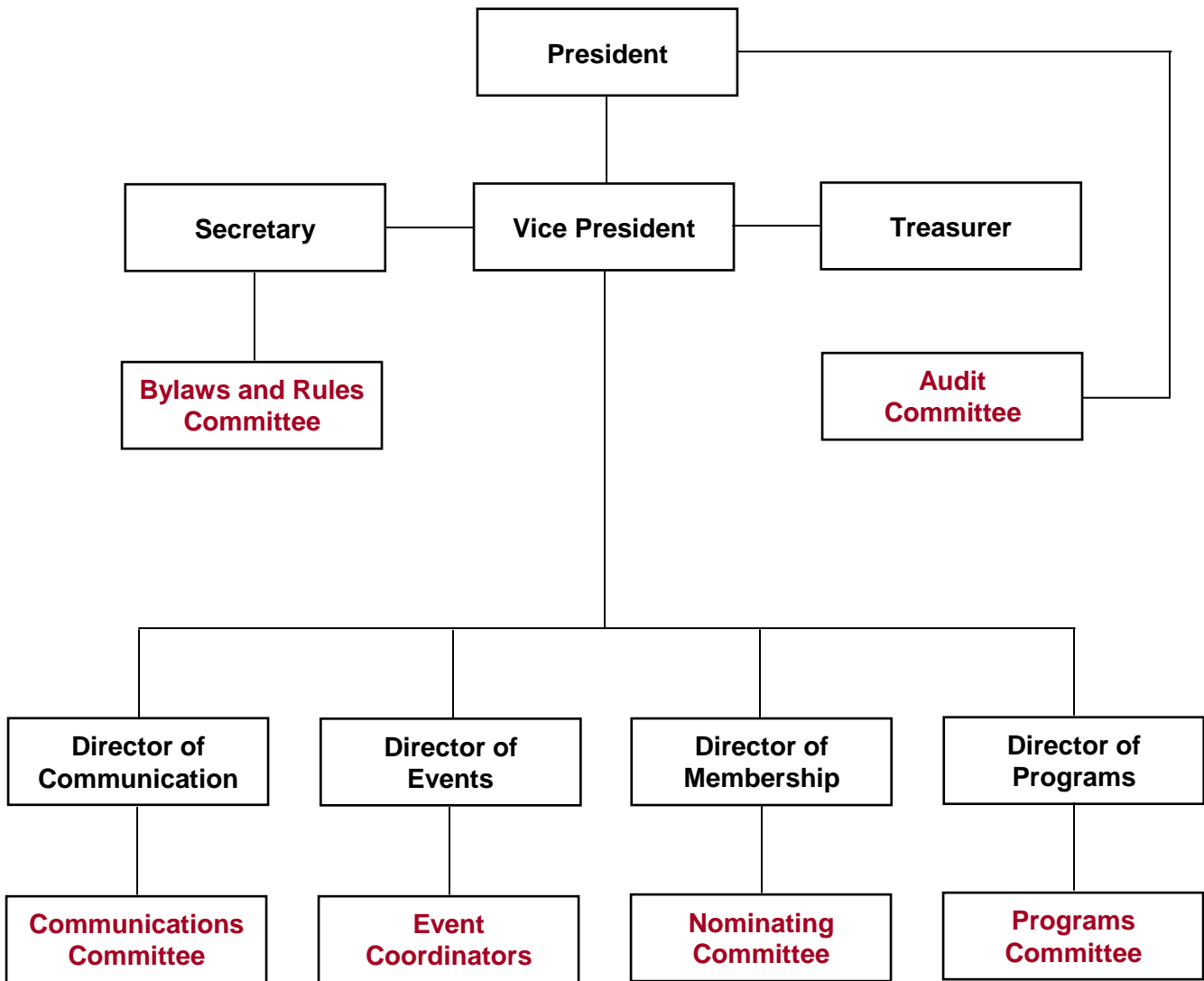
1. To volunteer for an event, click on the link in the email notification you received. This takes you directly to the sign-up screen.
2. Click on **Sign up** next to the shift you want to volunteer for.
3. A pop-up box will appear where you can send a message to the organizer and click on **Sign Up**.
4. The pop-up box will then disappear, and the button near the shift you just signed up for will change from **Sign Up** to **Confirmed**.

Or

5. You can also access events by signing in to Track It Forward and clicking on **Event Sign-Ups**.
6. Click on an event to access the sign-up screen and follow steps 2-4 above.



Appendix A: Organization Chart

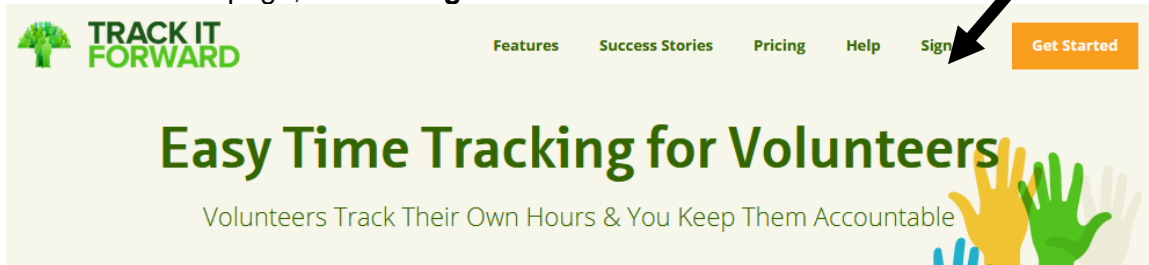


Appendix B: Track It Forward Details

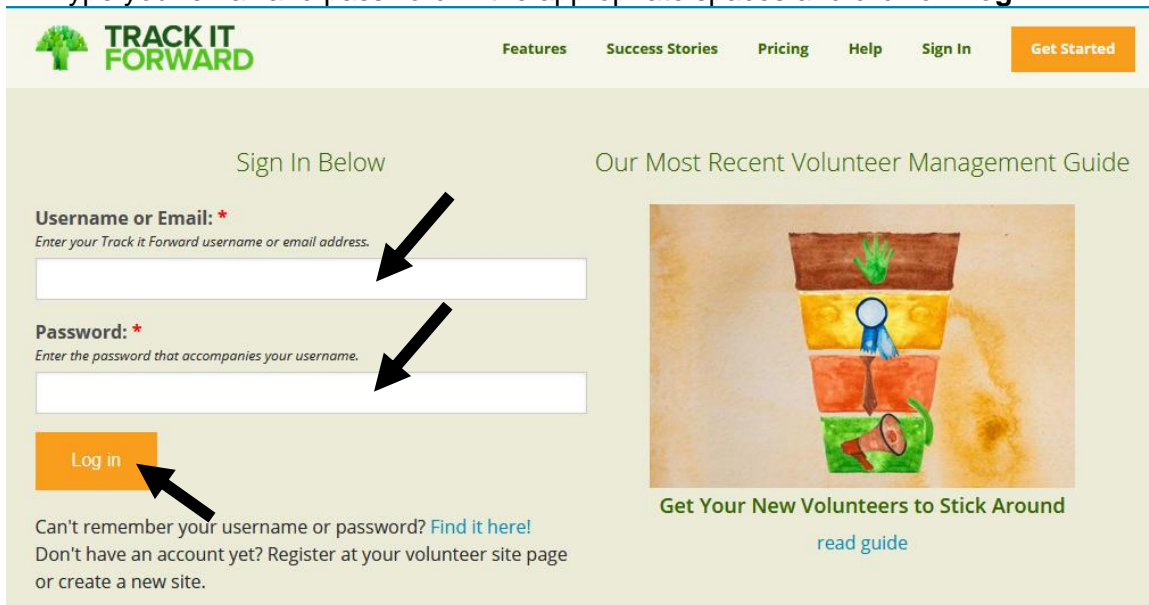
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Sign In

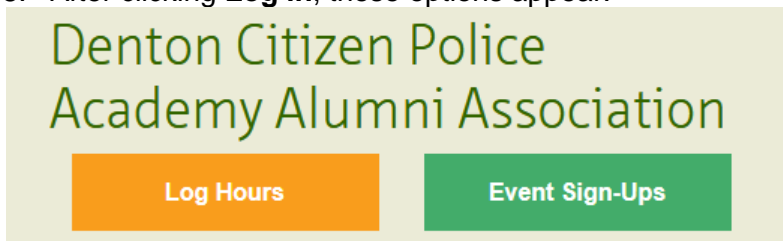
5. You can access Track It Forward from the CPAAA website page under **Volunteer Reporting** or by going to the Track It Forward website directly at www.trackitforward.com.
6. On the home page, click on **Sign In**.



7. Type your email and password in the appropriate spaces and click on **Log in**.



8. After clicking **Log in**, these options appear.





Log Volunteer Hours

4. To log hours, sign in (see sign in section), then click on **Log Hours**.



5. Fill out the **Log Hours** form and click on **Submit Time** when finished.

Log Hours

Hours:

Date Volunteered:

Activity:

Notes:

Submit Time

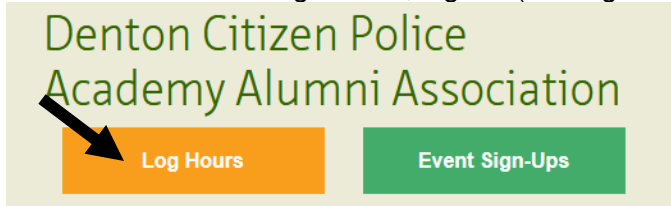
6. A confirmation will appear at the top of the screen showing that your hours have been submitted.

Thank you for submitting your hours.



Edit or Delete Log Entries

4. To edit or delete log entries, sign in (see sign in section), and click on **Log Hours**.



5. To edit log entries, go to your **Timesheet** and click on the entry you want to change.

Log Hours

Hours:

Date Volunteered:

Activity:

Notes:

[Submit Time](#)

Timesheet

<< Oct 01 2018 - Sep 30 2019 >>

Bronze Level U.S. President's Volunteer Service Award:
2/100 hours

[see all milestones](#)

Date	Activity	Hours
01/08/19	CPAAA General Monthly Meeting	2
Total		2
Overall Total		2.00

6. A more detailed description along with an edit link will appear. Click on **Edit**.

Log Hours

Hours:

Date Volunteered:

Activity:

Notes:

[Submit Time](#)

Timesheet

<< Oct 01 2018 - Sep 30 2019 >>

Bronze Level U.S. President's Volunteer Service Award:
2/100 hours

[see all milestones](#)

Date	Activity	Hours
01/08/19	CPAAA General Monthly Meeting	2
Tuesday 01/08/19	<small>Submitted on 2019-01-19 22:12:06</small>	edit
Total		2
Overall Total		2.00



5. Make changes to any field, then click **Save**. You may also cancel the edit or delete the entry.

Site:
Denton Citizen Police Academy Alumni Association

Hours:
2

Date Volunteered: Jan 8 2019

Activity:
CPAAA General Monthly Meeting

Notes:

Save

Cancel Delete

Sign up to Volunteer for Events

3. To volunteer for an event, click on the link in the email notification you received. This takes you directly to the sign-up screen.
4. Click on **Sign up** next to the shift you want to volunteer for.

CPAANT Regional Meeting
Saturday, March 02 2019

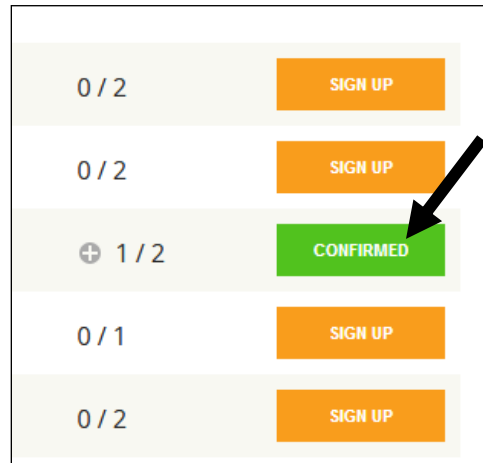
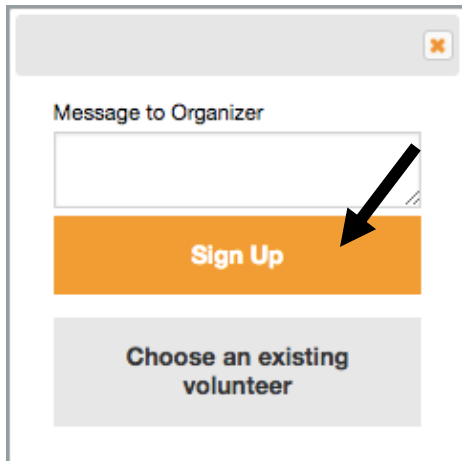
We are hosting the March CPAANT meeting at the Denton Public Safety Training Center, 719 E. Hickory Street. The CPAANT board meeting is from 9am-10am and the general meeting is 10am-noon on Saturday March 2nd. Please wear the blue CPAAA t-shirt.

The Citizen Police Academy Alumni of North Texas (CPAANT) is made up of 30 member cities from around the Dallas/Fort Worth metroplex. If you would like to learn more, visit the website at www.cpaant.org. Everyone is invited to attend, so come see what other CPAAAs are doing!

8:30am - 10:30am	⊕ Parking	0 / 2	SIGN UP
" "	⊕ Front desk	0 / 2	SIGN UP
" "	⊕ Break area	0 / 2	SIGN UP
10:30am - 12:30pm	⊕ Front desk	0 / 1	SIGN UP
" "	⊕ Clean up	0 / 2	SIGN UP



- 7. A pop-up box will appear where you can send a message to the organizer and click on **Sign Up**.
- 8. The pop-up box will then disappear, and the button near the shift you just signed up for will change from **Sign Up** to **Confirmed**.



- 9. You can also access events by signing in to Track It Forward and clicking on **Event Sign-Ups**.



- 10. Click on an event to access the sign-up screen and follow steps 2-4 above.

