



Site Selection Criteria

Standards for Hosting an NCPAA Conference

I. Introduction

Each organization submitting a proposal to host a National Citizens Police Academy Association (NCPAA) conference must demonstrate that they are able to comply with the minimum Standards as set forth below. These Standards have been developed by the National Board's Site Selection Committee. Please refer to these Standards, and use them as a guide in preparing a proposal. You will be rated based on the completeness of the proposal. Please contact a Site Selection Committee member if you have any questions in preparing your proposal.

II. Deadlines

Deadlines for proposals are guidelines to provide benchmarks for progress being made. The recommended deadline for submitting a proposal is fourteen (14) months prior to the proposed conference date. However, circumstances effecting this recommendation can be adjusted with consensus approval by the NCPAA and the host site bidder. Proposals will be reviewed by the Site Selection Committee. Notification will be made by the Site Selection Committee within 45 days of the same year as to whether your proposal meets the minimum requirements to host a National conference. Upon positive notification, each organization will have until 1 year prior to an accepted host date to contact the Site Selection Committee and arrange a date for at two (2) members of the Committee to conduct a site inspection.

Site Inspections

Each organization will, at their expense, provide travel and hotel accommodations for the Committee members conducting the site inspection. Site inspections typically take 1–2 days depending on travel arrangements. The purpose of a site inspection is to confirm information outlined in the proposal, and to see how well the organization is prepared should they be chosen to host the conference. It is also important that the Committee have an understanding on how the Alumni Association and Department interact. Spouse and other activities should also be highlighted during the site inspection. Again, if there is any question on what is expected during any phase of this process, please contact a Site Selection Committee member.

IV. Location Requirements

- A. The conference location must be in an area which is easily accessible to those traveling from throughout the United States. This includes easy access by both air and land.
- B. The primary host hotel must be able to hold at least 300 registrants, with a close and convenient location of hotels that can be used as overflow.
- C. Cost for hotel accommodations will also be a factor, and should be kept under \$125 per night.
- D. Banquet facilities must also be outlined, and must accommodate at least 350 people. It is recommended that this facility be located either at the host hotel or very convenient to the hotel.
- E. Session facilities must also be convenient. You will need a minimum of four classrooms to accommodate breakout sessions. Each individual classroom should be able to hold a minimum of 75 people, theater or classroom style. Collectively, the classrooms must be able to accommodate 200-300 total attendees. When planning your sessions, it is recommended you should plan to have a break every 50 minutes while sessions are going on. You should also plan and budget for a portion of those breaks between sessions where beverages/snacks are available.

Also, consider the area which will be used for exhibitors, the number of exhibitors expected to participate, and booth layout. In order to conduct NCPAA business, the host organization will provide a secured area. The area will include, at minimum, six (6) 6 foot x 30 inch draped and skirted tables and three (3) chairs for its silent auction and merchandise sales.

- F. Audio-visual equipment must be arranged through your organization to meet the needs of the instructors. The host organization is responsible for this expense.
- G. Proposal must include photographs of the facilities being used for the conference. The proposal packet the Site Selection Committee receives from potential host sites will be forwarded to all NCPAA Board Members.

V. Sessions

Conference breakout sessions, as well as main speaker sessions, must be outlined in your proposal. Mandatory breakout sessions include:

- A session for those Departments wishing to start a CPA program
- A session for those Departments which currently have a CPA Program
- A session for graduates of a CPA program that would like to form an Alumni Association
- A session for those who have an established Alumni Association

Include in your schedule of sessions the NCPAA Coordinator Certification class. This class will be conducted by members of the National Board or one of their designated instructors. It is also suggested that a “Round Table” discussion forum be available for CPA Coordinators and/or CPA Alumni. Breakout sessions should be scheduled over a two (2) day period, and designed so that each group can attend all pertinent sessions. A final session outline must be received by the Site Selection Committee four (4) months prior to the conference.

VI. Instructors/Speakers:

Four (4) months prior to the Conference, you will be required to provide the NCPAA with a listing as to topics, instructors and speakers. Please feel free to contact the Committee for assistance in identifying possible instructors or to provide suggestions. However, please note that any expenses or fees incurred for instructors or speakers will be the responsibility of the host organization.

VII. Food Service

- A. Meals should be provided for in the registration fees. At minimum, meals should include lunches and dinners during the Conference.
- B. An Awards Banquet must also be included for the National Board to make presentations.

VIII. Awards

The host organization will be responsible for accepting nominations for the following awards:

CPA Alumnus of the Year
CPA Alumni Association of the Year
CPA Coordinator of the Year
CPA Program of the Year

Nominations for these awards will be submitted by the NCPAA membership to the host organization's Awards Committee. A separate President's Award may be given at the sole discretion of the President of the National Citizens Police Academy Association. The NCPAA will be responsible for the costs of the above awards. Arrangements will be agreed upon between the NCPAA and the host site as to the location of the awards being made. This is done in order ensure continuity of awards. The host organization's Awards Committee will provide the names of the award winners chosen to the NCPAA President at least thirty (30) days prior to the conference so the appropriate plaques can be ordered and delivered in time for presentation at the conference.

Opening Ceremonies

Opening Ceremonies should be outlined in your proposal, with time allocated for a General Membership meeting. Facilities should also be available for Executive Board Meetings during the week.

IX. Other Activities

Other optional activities available for attendees, their spouse and children are encouraged, and should be outlined in your proposal. Transportation needs for proposed activities should also be addressed in the host site outline.

X. Conference Registration Fees

Registration fees should be outlined in your proposal. Registration fees must include the amount of dues required for one (1) year membership to the National Citizens Police Academy Association. Membership fees collected for the National Citizens Police Academy Association must be delivered to the NCPAA Treasurer as they are received, rather than one lump sum. Once twenty (20) or more conference registrations/payments have been received by the host organization, the host organization must mail a package to the NCPAA Treasurer containing photocopies of each conference registration form received along with the host organization's accompanying check for the appropriate amount (currently \$25 per conference

XI. Conference Registration Fees *(continued)*

attendee). Typically, a host agency charges \$150 - \$175 per attendee with the first \$25 going back to the NCPAA. With today's host site expenses charged by hotel and convention centers, an increased registration fee will be considered with your explanation of the current host site market costs.

In addition, a cancellation clause should appear on the conference registration form indicating the following:

All cancellations must be made in writing. A refund, less a \$40 administrative fee, will be returned to you. All requests for refunds must be received by (DATE CHOSEN BY HOST ORGANIZATION). No refunds will be issued after that date.

This clause allows the host organization to keep \$40 of an individual's conference registration fee, with the first \$25 being mailed to the NCPAA Treasurer for one (1) year membership to the National Citizens Police Academy Association, and leaving the host organization \$15 for the inconvenience. Cancellation information along with payment must be provided to the NCPAA Treasurer within two (2) weeks of receiving cancellation notification. The host organization must also notify the Treasurer within two (2) weeks of receiving notification of any substitutions relative to conference attendees.

The host organization is responsible for paying the expenses of the attending NCPAA Board Members. These expenses include the following: Conference Registration, Travel, and Hotel.

Conference Dates

Conference dates should fall between the middle of March and the middle of June. It is suggested that Conference activities not take place over weekends or holidays.

XII. Certificates

The host organization is responsible for providing Certificates of Attendance. These Certificates, if not distributed at the conclusion of the Conference, must be mailed to each attendee within one (1) month of the conclusion of the Conference.

The NCPAA is responsible for providing Coordinator Certification Certificates. These Certificates, if not distributed at the conclusion of the Conference, will be mailed within one (1) month of the conclusion of the Conference.

XIV. Budget

Your proposal must include projected budgeted income and expenses in detail. You are also requested to provide information as to how potential funds to cover expenses will be raised. The Site Selection Committee realizes that budgets will change as time draws closer to the Conference date (i.e. number of attendees registered, hotel rooms needed, and meals being served). However, to analyze the ability of an organization to host a Conference, this information in a proposed budget estimate is also required in your proposal.

XV. Updates

After being selected as a host site, you will be required to give updates to the Site Selection Committee as requested and agreed upon. These updates are essential in keeping the Site Committee and the NCPAA Board of Directors informed and to allow assistance to be offered to the host site. However, should the Site Selection Committee feel that the National Citizen Police Academy Association is not being properly represented by the host organization, the National Citizen Police Academy Association reserves the right to cancel the Conference.

These Standards were developed and designed to help insure the success of the National Citizens Police Academy Association through its Annual Conference. These Standards were also developed to help organizations in the planning of such a Conference. These Standards are meant as a guideline to assist in your planning and let you know the expectations of the NCPAA. Each conference is unique to the area that is hosting, and individual accommodations can be made by the Site Selection Committee upon obtaining approval from the NCPAA Board. These guidelines are subject to change.

The Site Selection Committee is available throughout the planning stages to answer any of your questions. In order to keep continuity, your questions should be directed to only the Site Selection Committee members listed below:

Lt. Richard Powers
South Bend Police Department 701
West Sample
South Bend, IN 46601
(574) 235-9402

RPowers@southbendin.gov

Inv. Diana Lawler
Ashwaubenon Police Department
2155 Holmgren Way
Ashwaubenon, WI 54304
(920) 492-2995

lawler686@yahoo.com



Host Proposal Form

for the 20___ NCPAA Conference

In order to achieve the goals and standards of the National Citizen Police Academy Association (NCPAA), it is mandatory that each potential host completes the following form. Each potential host must also submit a proposal which details the projected conference as out-lined in the National Board's Site Selection Criteria. Each proposal must be signed by the Applicant, Chief of Police, and the President of the CPA Alumni Association.

This completed form must be mailed with a copy of your complete proposal package to BOTH Site Selection Committee members listed below:

**Lt. Richard Powers
South Bend Police Department
701 West Sample
South Bend, IN 46601**

**Inv. Diana Lawler
Ashwaubenon Public Safety
2155 Holmgren Way
Ashwaubenon, WI 54304**

Name of Person Submitting Proposal	
Person submitting is... <input type="checkbox"/> Affiliated with agency <input type="checkbox"/> Affiliated with CPA alumni	
Agency/Alumni Association Name	
Agency/Alumni Association Address	
City, State, Zip Code	
Home Telephone Number of Person Submitting Proposal ()	
Work Telephone Number of Person Submitting Proposal ()	
Agency/Alumni Association Fax Number ()	
E-Mail Address of Person Submitting Proposal	
Is your department or alumni association currently a member in good standing of the NCPAA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Required Signatures	
Applicant	Date
Chief of Police	Date
President of the CPA Alumni Association	Date