



FBI SAN ANTONIO CITIZENS ACADEMY ALUMNI ASSOCIATION

P. O. Box 460202
San Antonio, Texas 78246-0202

The FBISACAAA is a nonprofit organization separate and apart from the FBI

Tax I. D. Number: 27-1256898

BOARD OF DIRECTORS

Todd Silberman
President

Jeff Woodley
Vice President

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Ron Bright
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Board Member

Amir Elsayed
Past President

June 5, 2020

Dear Alumni Members,

This year, we are planning several special events, educational seminars, and workshops. We encourage you to **begin or renew your membership** so you can continue to be engaged through our events and newsletter updates. Please note that some events are ONLY available to current members as a membership perk.

The membership renewal process has been made simpler for everyone. Just visit our web site: <https://fbisacaaa.org/dues/>. Have your credit card ready, click on Dues/Donations, and follow the instructions. If you prefer to write a check, please the check payable to FBISACAAA and mail it to FBISACAAA, P. O. Box 460202, San Antonio, TX, 78246-0202. Please email an updated or completed membership application and policy affirmation document to: membership@fbisacaaa.org.

Lifetime membership is \$1000, payable in full, or quarterly payments of \$250 each. **Annual dues are \$50 and expire December 31 of each year.** Annual dues renewal payments are payable by January 31 of the new year. The dues we receive allow us to continue to provide a meal for the first night of each Academy, finance the Teen Academy in the summer, pay expenses for signature speakers from around the country, support National Conferences, as well as contribute to the first responders in need during catastrophic events.

We look forward to a banner year in 2020 and hope you will make a special effort to keep up your connection to the FBI.

Should you have further questions about your payment(s) and/or membership, please do not hesitate to contact our Membership Director, Ron Bright, at membership@fbisacaaa.org.

Cordially yours,

Todd Silberman
President

Ron Bright
Membership Director

www.fbisacaaa.org



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Membership Application

APPLICANT INFORMATION			
Name:		Field Office & Year Graduated CA:	
Date of birth (optional):	Cell Phone #1:		Home Phone #2: (optional)
Mailing Address:			
City:	State:	ZIP Code:	
Primary email:		Secondary email: (optional) <input type="checkbox"/>	
BUSINESS INFORMATION			
Employer:		Position:	
Employer address:			
City:	State:	ZIP:	Phone:
EMERGENCY CONTACT			
Name:		Relationship:	
Phone number:		E-mail:	

INTERESTS:

- | | | |
|--|--|--|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Programs & Events | <input type="checkbox"/> Strategy |
| <input type="checkbox"/> Technology (website, IT support) | <input type="checkbox"/> Sponsorship Development | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Art/Graphic Design | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Any unique skills or expertise? _____ | | |

Do you want to receive Chapter email communications? ☐ Yes ☐ No

May we publish your name and contact information in our Directory? ☐ Yes ☐ No

If you would like to receive National email communications, please email a request to support@fbincaaa.org



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Dues are assessed and payable on January 1st each year. All Dues amounts are deemed fully-earned on receipt and are considered non-refundable. The FBI Citizens Academy Alumni Association is a nonprofit corporation exempt from income tax under Section 501(c)(3) of the Internal Revenue Code. All donations and membership dues are tax deductible to the maximum extent allowable by law.

Choose One	Membership Options	Amount	Benefits
<input type="checkbox"/>	Annual Dues	\$ 50 / year	<ul style="list-style-type: none">• Alumni newsletter• Invitations to participate in select activities and briefings• Range Day• Field Trip to Quantico & FBIHQ• Members-only communications & website access• Eligibility to serve as a committee member, officer or board member
<input type="checkbox"/>	Life Member	\$1,000 / one time	Exclusive Life Member events. (Plus Above)
<input type="checkbox"/>	Life Member (Payment Plan)	\$ 250 / Quarter	Exclusive Life Member events. (Plus Above)

Dues Payment Options:

Pay online via: (Preferred Option) https://fbisacaaa.org/dues/	If You Prefer to Pay by Check Make your check payable to FBISACAAA P.O. Box 460202 San Antonio, TX. 78246
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For payment question, please contact: treasurer@fbisacaaa.org or Telephone:

By selecting to be a member, I acknowledge the following:

I am a graduate in good standing of the FBI San Antonio Citizens Academy Program, and will act only in the best interests of the FBI and the Chapter.

I will abide by the Chapter Bylaws, FBINCAAA Bylaws and all applicable policies adopted by the Chapter and the FBINCAAA, including, but not limited to, the Code of Conduct and Ethics Policy, Sexual Harassment Policy, Conflict of Interest Policy, Document Retention Policy, and Whistleblower Protection Policy. A Signed Policy Affirmation must accompany this Application.

I will at all times maintain compliance with all applicable FBI security requirements in the sole and absolute discretion of the FBI (the "FBI Requirements"). Failure to maintain such certification shall immediately disqualify an individual from CAAA membership, including all service as an officer, director or member of a committee. The undersigned hereby consents that the FBI may communicate the status of my compliance (or non-compliance) with the FBI Requirements to the CAAA and/or the FBINCAAA.

INITIAL: _____

Signature Page Follows on Page 6



FBI San Antonio Citizens Academy Alumni Association

Code of Conduct and Ethics Policy | Sexual Harassment Policy

Conflict of Interest Policy | Document Retention Policy

Whistleblower Protection Policy

Preamble

The FBA San Antonio Citizens Academy Alumni Association (hereinafter the "Chapter") is a non-profit organization separate and apart from the FBI. The purpose of the Chapter, acting in conjunction with and under the oversight of the FBI San Antonio Citizens Academy Alumni Association (the "FBISACAAA"), is to promote safer communities through community service projects and educating business, labor, media, medical, minority, religious, government, senior citizens, and other community leaders about law enforcement, with particular emphasis on the mission and resources of the FBI. The Chapter has entered into a Memorandum of Agreement ("MOA") with the FBI to create and administer a program ensuring that each local Citizens Academy Alumni Association ("CAAA") board of directors receives training on best practices for the governance of non-profits, model documents, and other resources to assist in the development and administration of the local CAAA. Additionally, the FBINCAAA is charged with providing oversight and accountability of all CAAAs to ensure that CAAA operations and activities do not conflict with the best interests of the FBI and are in good standing with local, state and federal corporate, charitable and tax laws. The policies set forth herein are intended to supplement, but not to supersede, any existing statements of policy now in existence or hereinafter adopted.

Code of Conduct and Ethics Policy

In light of the unique relationship between the Chapter, the FBISACAAA and the FBI, and to ensure compliance with state and federal laws, the Chapter's Board of Directors (hereinafter the "Board") has adopted this Code of Conduct and Ethics Policy (the "Code of Conduct and Ethics Policy") for officers, directors and members of the Chapter (hereinafter collectively the "CAAA Members" and individuals a "CAAA Member"). CAAA Members must act in the best interests of the Chapter, the FBISACAAA and the FBI and must comply with both the letter and the spirit of this Code of Conduct and Ethics Policy.

No code or policy can anticipate every situation that may arise. Therefore, this policy is intended to serve as a guide and each CAAA Member is encouraged to contact the President of the Chapter with questions about specific circumstances that may implicate one or more of the provisions of this policy.

1. Use of the FBI Name, Initials and Seal. CAAA Members may not use any name that refers to the Federal Bureau of Investigation, or any name that includes "FBI" without the prior approval of the FBI. CAAA Members may not use the FBI's official seal without the specific approval of the FBI's Office of the General Counsel. CAAA Members may not use the FBI badge or other FBI insignia without the specific approval of the responsible FBI official. CAAA Members are prohibited from selling or otherwise distributing any of the FBI's material from the Citizens Academy without the prior approval of the FBI.

2. Use of the Chapter Name and Logo. CAAA Members may use the Chapter name to indicate that they are a graduate of the Citizens Academy and a member of the Chapter. CAAA Members may not use the Chapter name or the Chapter logo to suggest that an event or activity is sponsored, endorsed or authorized by, or affiliated with the Chapter without prior approval of the Chapter. CAAA Members may not use the FBINCAAA name or the FBINCAAA without prior approval of the FBINCAAA.

3. **Personal Advantage.** CAAA Members are prohibited from using their position as a CAAA Member to procure personal advantages not available to the general public.
4. **Citizens Academy Nominations and Fundraising.** CAAA Members may not solicit any contribution in connection with any nomination or access to the FBI's Citizens Academy (CA). Nominations shall be based solely on the needs and criteria established by the FBI. All fundraising literature must specifically state "Monetary contributions are not required to participate, or to be nominated for participation, in any FBI program or event."
5. **Media.** CAAA Members may not speak or appear to speak on behalf of the FBI, nor represent that they are agents or employees of the FBI. CAAA Members may not speak on behalf of the Chapter without prior approval. All requests from the media regarding the FBI must be directed to the Community Outreach Specialist, designee of FBI HQ or such affected FBI division. All requests from the media regarding the Chapter must be directed to the President of the Chapter.
6. **Violations and Sanctions.** Violations of this Policy will be brought to the attention of the Board. The action taken by the Board will be commensurate with the seriousness of the violation and may result in disqualification from CAAA membership, and/or termination of service as an officer, director, or member of a committee.

Sexual Harassment Policy

The Chapter hereby adopts this Sexual Harassment Policy Statement (the "Harassment Policy") which governs the behavior of each CAAA Member. The undersigned does hereby affirm the following:

1. Sexual Harassment is prohibited conduct. To that end, this policy prohibits all forms of harassment including inappropriate and unwelcomed physical touching, obscene gestures, threats, derogatory comments, jokes, teasing, sexually explicit language, sexual jokes, display of sexual materials, inappropriate comments based on sex or gender, sex or gender-related jokes, requests for dates or other expressions of attraction or sexual interest, and other similar conduct;
2. The Chapter will not tolerate harassment against any person based upon a protected status, including race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, military or veteran status, or any other classification protected by state, federal or local laws and ordinances.
3. Individuals who feel they have been victims of any kind of harassment or believe they have witnessed harassment should report the incident immediately to an officer of the Chapter. All reports of harassment shall be investigated by the Chapter; and
4. Violations of this policy will not be tolerated and may result in disciplinary action, including disqualification from CAAA membership, and/or termination of service as an officer, director, or member of a committee.

Conflict of Interest Policy

The Chapter hereby adopts this Conflict of Interest Policy (the "Conflict of Interest Policy"). The undersigned does hereby affirm the following:

1. A "Conflict of Interest" transaction is any proposed or effected transaction, decision or vote involving the Chapter in which an officer, director, or member of a committee, or a person related to the officer, director, or member of a committee, (an "Interested Person") has a beneficial interest or any other relationship or connection to the transaction, decision or vote that would reasonably be expected to bias or otherwise influence the Interested Person's judgment; and
2. Interested persons must disclose Conflict of Interest transactions to the Board and cannot play any direct or indirect role in the deliberations or vote on the matter.
3. The Chapter shall annually survey its officers, directors, and committee members to provide for disclosure of situations potentially giving rise to Conflict of Interest situations involving the Chapter. Not less than annually, the Chapter shall review

compliance with this reporting requirement and shall consider revisions or additions to the Chapter's Conflict of Interest policy; and

4. The Chapter shall not lend money to, nor use its credit, to assist an officer, director, or member of a committee. Any person who assents to or participates in the making of any such loan or use of credit shall be liable to for the cost of such use of credit and for the amount of such loan until the repayment for such loan.

Document Retention Policy

The Chapter hereby adopts this Document Retention Policy (the "Document Retention Policy"). The undersigned does hereby affirm the following:

1. This policy governs the retention and destruction of documents and other records, both in hard copy and electronic media (referred to as "documents" in this Policy).
2. Documents shall be maintained in either paper or electronic media with adequate provisions for backup and archival to reasonably assure the safe keeping of the documents. Usage of an internet based electronic document storage system approved by the FBISACAAA Board of Directors shall constitute prima facie evidence of compliance with requirements for secure storage.
3. No person shall knowingly destroy any document with an intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case.
4. The information listed in the retention schedule below is intended as a guideline for identification of categories of documents and the minimum length of storage required. Documents may be retained stored for periods of time longer than as provided. Questions regarding the retention of documents not listed below should be directed to the Chapter President.
5. Provided that at such time there is no known circumstance supporting a longer period of retention, after expiration of the applicable period, documents may be destroyed in accordance with this Policy by any means of high security and confidential disposal.

6. Document Retention Schedule:
Document Type

Retention Period

Annual Financial Statements	Permanent
Bank records, receipts, other financial records	7 years
Compliance and Awards records	7 years
Contracts and related correspondence and documents	10 years
Contribution Records & Donation Receipt	Permanent
Corporate records, Articles, Bylaws, Agendas, Minutes & Resolutions	Permanent
Electronic Mail (E-mail) Correspondence and internal memoranda	7 years
Insurance policies and claim records	Permanent
IRS Exemption records and Annual Tax Filings	Permanent
Membership Records	Permanent
Strategic Plans, Policies, Procedures & Affirmation Statements	7 years
All documents not otherwise indicated	7 years

Whistleblower Protection Policy

The Chapter hereby adopts this Whistleblower Protection Policy (the “Whistleblower Policy”). The undersigned does hereby affirm the following:

1. CAAA Members must practice honesty and integrity in fulfilling responsibilities and must comply with all applicable laws and regulations.
2. The Chapter has an open-door policy and encourages CAAA Members to share their questions, concerns, suggestions or complaints.
3. If any person reasonably believes that a suspected violation of law or written policy exists, a written complaint may be filed by that person with any officer of the Chapter. Violations or suspected violations may be submitted on a confidential basis by the complainant.
4. All reports of unlawful activity shall be investigated and resolved by the Chapter. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
5. A complainant who in good faith follows this policy shall be protected from retaliation.
6. Any CAAA Member who retaliates against any person who has reported a violation in good faith is subject to discipline up to and including disqualification from CAAA membership, and/or termination of service as an officer, director, or member or a committee.

FBI Requirements

All CAAA members must at all times maintain compliance with all applicable FBI security requirements in the sole and absolute discretion of the FBI (the “FBI Requirements”). Failure to maintain such certification shall immediately disqualify an individual from CAAA membership, including all service as an officer, director or member of a committee. The undersigned hereby consents that the FBI may communicate the status of my compliance (or non-compliance) with the FBI Requirements to the CAAA and/or the FBINCAA.

General

1. The Chapter may adopt expanded statements of policy which supplement or are in addition to the above policies.
2. Officers, directors and members of any committee shall agree in writing with the above and any other policies duly adopted upon election or appointment as such, and shall thereafter annually agree in writing with these policies.
3. The undersigned has read and hereby affirmatively agrees and subscribes to the policies contained herein.
4. The undersigned understands the Chapter is charitable tax-exempt organization and, to maintain its federal tax exemption, must engage exclusively in activities which accomplish one or more of its tax-exempt purposes.
5. This document may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

By my signature below, I hereby AFFIRM my understanding and agreement to the foregoing Membership Application and Policy Affirmation, that I have received a copy hereof, and that I will faithfully adhere to the above, to the Bylaws of the Chapter, and to each other and further policy or policies of the Chapter as now in effect and hereafter enacted. Unless I have completed a Conflict of Interest Disclosure Form, I certify I have no conflicts of interest to report.

Printed Name:	Signature:	Date:
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Please submit signed form to: membership@fbisacaaa.org



SAN ANTONIO

Release for Photography, Artwork, and Images

For sole consideration of being permitted to participate in events sponsored by the FBI San Antonio Citizens Academy Alumni Association (“FBISACAAA”), the sufficiency of said consideration which is hereby acknowledged, I, for myself or any minor child for whom I am responsible, hereby irrevocably consent to the creation of photographs, artwork and images (“derived works”) by FBISACAAA, or their authorized representatives, created from photographs of myself and others while participating in said events and activities. I authorize the use of these photographs and derived works for fundraising, advertising, publicity, commercial or other business purposes and further consent to the reproduction and/or authorization by you to permit others to reproduce and use said photographs and derived works in all domestic and foreign markets for said purposes. Further, I understand that original use and any subsequent reuse for which I shall receive no additional compensation, will be sanctioned only by FBISACAAA, the undisputed owner of the derived works. I understand that this Release and the taking of photographs does not obligate FBISACAAA to utilize the photographs. I hereby release the FBISACAAA, or their assigns, their authorized representative agencies, their directors, officers, agents and employees from all claims of every kind on account of such use.

Print Name _____

Signature _____

Date: _____



SAN ANTONIO

**FBI SAN ANTONIO
CITIZENS ACADEMY ALUMNI
ASSOCIATION**

**P. O. Box 460202
San Antonio, Texas 78246-0202**

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Tax I. D. Number: 27-1256898

OPTIONAL COMMUNICATION CONSENT FORM

I hereby consent to receive communications from the FBI San Antonio Citizens Academy Alumni Association (FBISACAAA), a nonprofit organization separate and apart from the FBI. I understand that my contact information will be used to provide only FBISACAAA communications.

Name: _____

Email Addresses:

Personal: _____

Work: _____

Phone Numbers:

Home: _____

Cell: _____

Work: _____

Signature

Date

SAN ANTONIO