

**Police Citizen's Academy presentation and tour of ECC, 6 p.m., Nov. 1 (Karen gives presentation, need staff to give tour)**

**Councilman Michael Jones Turkey Giveaway, Nov. 12, 11 a.m.-4 p.m. (Karen and need at least one more)**  
Southside Community Center

**Young Adult Police Commission, youth advisory board, ECC tour, 5-6 p.m., Nov. 17 (Karen not available, need one to give presentation and one to give tour)**

**Armstrong-Walker Legacy Parade, Nov. 26, time TBD (Karen, Leon, Woody)**

**Christmas Parade, Saturday, Dec. 3, 8 a.m. to 1 p.m. (Karen, Donetta, Ronetta (tentative) can take up to 7 more on van)**

**(Time is approximate, depending on our start time from Parade organizers)**

We will meet at DEC in the morning and ride on the van, make announcements and pass out pencils

**Guidelines:**

- Remember that the times listed MAY include time for gathering supplies, loading the van, driving to event, loading, setting up, breaking down, returning to DEC, etc., as needed for the particular event. As such, they may be different than the listed times for the public for the event.
- Remember that you may sign up for other part of the shift, and not the entire shift. Please let Karen know if that is the case, so others can be found to fill in. You will be paid for the time that you work.
- Remember that times and/or details could change from what is listed here as plans are firmed up for each event.
- To get an idea of previous events we have participated in, check out the photos here:  
<https://www.flickr.com/photos/911rva/albums/72157696371777795>
- Check with your supervisor before letting Karen know that you are signing up to work. This is required, even if it is your day off.
- Check your email for additional, detailed information on each event as it approaches.
- Let Karen know BEFORE the day of the event if you have questions or concerns.