

Washington Northern Idaho Region of NA

Convention & Events Committee

CLEAN & FREE

HOST COMMITTEE

GUIDE

This book is dedicated to all the NA service members who contributed in any way to the success of any convention or recovery event. Without your support, time, and effort events would not occur. Recovery event workers truly illustrate the spiritual principle -- *selfless service*. Those members who register for the events portray *anonymous giving* in its finest radiance. Conventions and recovery events are not self-supporting, our members support them through contributions, in many ways. If you have not had the opportunity to serve on a recovery event committee, get involved, join us and feel the splendor of -- *together we can*.

Every obstacle that comes up in event planning takes the collective group conscience to determine the appropriate solution. This manual only addresses some of the recurring problems. *Our common welfare should come first*.

All service committees hosting a recovery event are free to use any portions of this text that are not copyrighted by the World Service Office of NA.

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INTRODUCTION

The Convention & Events Committee (C&E) is pleased to be working with the host committees throughout the Washington Northern Idaho Region and has produced this manual to assist in the smooth facilitation of recovery event planning.

This publication is a compilation of years of Convention planning experience. The recovery events planned by the C&E in conjunction with its subcommittees are for the benefit of the members of the Narcotics Anonymous Fellowship. As such, the program and activities should conform to the principles of Narcotics Anonymous, keeping foremost the Twelve Traditions and the Twelve Steps of Narcotics Anonymous.

The Host Committee (HC) is a sub-committee of the Convention & Events Committee (C&E). The HC consists of members from the Washington Northern Idaho Region (WNIR), primarily from the quadrant hosting the event. The C&E Committee elects one (1) liaison and (1) assistant liaison to each event and the elected host committee treasurer becomes a C&E Committee member upon election by the host committee and confirmation by the C&E committee. In addition to becoming a C&E Committee member for the duration of the host committee until after the final audit, each of these positions is appointed to the Fellowship Services Association (FSA) as an ex officio director. The HC has a right of refusal of the liaison for a period of one month after the HC is formed. The duties of these positions are outlined in this publication.

The HC initially meets monthly until closer to the event, where specific timelines will reflect the necessity of additional meetings. Each sub-committee chair of the HC is required to hold monthly meetings and to submit a monthly written report to the HC. The Subcommittee Guide section is intended to help not to hinder the planning of recovery events. Creativity of the planning committee is encouraged. Always use other resources available and search through the recorded minutes of past event committees for more specific data. See also NA.org for conventions and events toolbox information.

Where guidance is minimal, creativity is optimal. The Chairpersons are selected by the fellowship; the Chairpersons are then expected to recruit support for their sub-committees. The members of the C&E Committee hope that this publication adequately answers the most frequently asked recovery event planning questions.

We hope the committee enjoys planning the event. The service provided in planning a recovery event is true anonymity at its finest. Remember we only keep what we have by giving it away. Good luck in this spiritual endeavor.

PURPOSE, DUTIES, AND RESPONSIBILITIES RECOVERY EVENT HOST COMMITTEE

PURPOSE:

The purpose of the Host Committee is to plan and to carry out the recovery event. The organization of subcommittees includes: executive, arts & graphics, entertainment, fundraising, programming, hospitalities, merchandising, registration, convention information, decorations, marathon meetings, serenity keepers, etc. Each subcommittee is directly responsible to the Host Committee.

DUTIES:

It is the duty of the Host Committee and its subcommittees to hold regularly scheduled meetings in order to gather and to share information. Effort should be made to encourage support and participation from all members.

It is the duty of the Host Committee to:

1. Adhere to the Timeline. Set tasks and projected times to complete.
2. Implement Budget. Set spending and income projections and detail actual income and expenses.
3. Submit Reports. Subcommittees (including the executive committee) submit accurate reports to Host Committee, who in turn forwards its minutes to the C&E Subcommittee secretary via the HC secretary monthly. C&E secretary to post to electronic archives.
4. Be aware that the Host Committee is a subcommittee accountable to the C&E Subcommittee and the C&E Subcommittee is accountable to the Regional Service Committee.

RESPONSIBILITIES:

The responsibilities of the Host Committee include the following:

All host committee members should plan on attending the current year's convention and shadowing their sub-committee counterpart; Design the content of the recovery event logo; program and workshop topics selection; speaker selection with C&E Committee Approval; flyer design and printing, with C&E Officer's review before printing; advance notification of the recovery event; entertainment; fundraising; banquet and food choices; merchandise choices, quantities and design; arts & graphics design and production; registration; hospitality; convention/public information; election of subcommittee chairpersons; and provide a secure atmosphere at the event.

The C&E Committee and the Host Committee shall have the joint responsibility of:

Deciding on the final food counts; use of perks; registration prices & merchandise prices; and the recovery event chairperson and treasurer; budget approval, pre-registration flyer content, final speaker & workshop approval, open & close times for registration and merchandise, and final convention program.

Any elected member of an event host committee shall not be a vendor for that event. This is to avoid conflict of interest and appearance of impropriety.

The C&E Committee has the responsibility to: choose the site of the recovery event; review all (main, late night, workshop, etc) final speaker choices for the recovery event and refuse a selection if necessary; and to approve the program for the recovery event, and approve of the final budget. The pre-registration flyer and the event program will be approved by the C&E Officers to speed up the approval process.

PURPOSE, DUTIES, AND RESPONSIBILITIES C&E COMMITTEE LIAISON TO HOST COMMITTEE

PURPOSE:

The host committee Liaison is an elected director of the FSA and is the only person authorized to sign any and all contracts or purchase orders for the host committee.

When a C&E Committee member is elected by the C&E Committee as a Host Committee Liaison to serve for the commitment to the Host Committee, they become a C&E Committee member for the duration of the planning of the event and for sixty (60) days following the C&E Committee's final audit of the recovery event treasury.

It is also the purpose/obligation of the Liaison to serve as a communication link between the Host Committee and the C&E Committee. And, to facilitate the sharing of experience, strength, and hope between the C&E Committee and the Host Committee.

The Liaison should allow the Host Committee to do their jobs while providing guidance and support.

It is the liaison's responsibility to be a conduit of information between the Host Committee & C&E, to ensure that the host committee & subcommittees are keeping to their timelines, and report any changes or discrepancies to the C&E, and be the only contact with the venue(s).

DUTIES:

It is the duty of the Liaison to have a good working knowledge and understanding of: the C&E Committee Convention Timeline; the Host Committee Guidelines as well as the Guidelines of the C&E Committee; the World NA Convention Guidelines; the Twelve Steps, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts of Narcotics Anonymous.

RESPONSIBILITIES:

It is the responsibility of the Liaison to:

Regularly attend all host committee and host executive committee meetings.

Present information requested by the Host Committee to the C&E Committee in writing.

Serve as member of the Host Executive Committee.

Present information generated by the C&E Committee to the Host Committee in writing.

Sign all contracts, including but not limited to: hotel contracts, personal service agreements, artist release form, etc (**ALL CONTRACTS WITH SIGNATURES NEED TO BE PROVIDED TO THE C&E COMMITTEE ALONG WITH THE ELECTRONIC COPY OF A FULL SET OF MINUTES AT THE FINAL AUDIT**)

Maintain minutes of all Host Committee meetings for C&E Committee archives.

Ensure that the Host Committee Treasurer provides financial reports to the C&E Committee treasurer for reporting at each C&E Meeting.

Attend C&E Committee meetings.

Communicate the general progress of the recovery event to the C&E Committee in writing.

Communicate relevant regional motions to the Host Committee.

Attend all Host Committee Audits

Submit form to Website Coordinator for pre-registration information for online registration input.

Coordinate this with registration and arts & graphics committees.

LIAISONS

1. Review these guidelines. Learn the job, the liaison is a resource and should be researching constantly.
2. Track contracts, i.e. hotel, fundraising, entertainment, determine whether recording company has contract and sign it, review merchandise purchase orders prior to placing the order , vendor list
3. Stay ever mindful of the timeline and consistently be looking ahead for upcoming deadlines. Provide reports tracking the timeline and each subcommittee's progress to the host committee and C&E Committee.
4. Announce at each host committee meeting:
Please be thinking about the C&E Committee members appointments – Host Committees will appoint one member from each Host Committee at their last meeting before the convention ends, appointments for Clean and Free will serve a one year term.
5. Inform committees of contract requirements, double check all contracts for facility specific requirements.
6. Read each subcommittee's monthly reports to effectively communicate between the Host Committee and C&E Committee.
7. Be prepared to support the Treasurer in helping sub-committees with their budgets, if needed.
8. Refer to Recovery Event Summary Sheet from the last two Clean & Free.
9. Work with the secretary to ensure the following:
 - a. for each audit provide a full set of the business portion of minutes with funding summary for the period of time being audited.
 - b. In December gather a full set of minutes 'to date' to provide to the next start up meeting at the January C&E meeting electronically.
 - c. For the final audit obtain 1 full set of minutes for C&E Committee electronically.
10. Use the event checklist.
11. Reminder: before the merchandise room opens on Thursday , C&E Committee obtains ten (10) mugs.
12. Arrange for collection of banners with the Decorations Committee and Excess Merchandise Coordinator.
13. At the end of the event, arrange for inventory of any remaining merchandise, and any memorabilia from each subcommittee. It should be counted by the Merchandise Chair and another Host Committee member and delivered to the Excess Merchandise Coordinator by 1:00pm at closing of the event.
14. Only C&E Committee members may leave convention sites with possession of cash registers or

remaining memorabilia.

15. All memorabilia, at the close of the event, is the property of C&E Committee, not of the host committee. This includes but not limited to all excess merchandise, registration trinkets, literature, decorations, hospitality refreshments, etc.
16. All C&E Committee events where the speakers are recorded should be provided one full set of CDs. This will be included in the recording contract.
17. Only point of contact with the Hotel/venues.
18. Ensure room setup requirements are communicated from each sub-committee to the hotel.
19. Arrange with programming for two workshops for the Regional Delegates – and gather the names of the workshops from the RD's so they can include on the program – also ensure room requirements for the workshops.
20. Gather all supplies from each subcommittee to be turned over to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

Liaison Duties Prior to Event

Make room reservations for all speakers. Double check on all reservations prior to the event.

Check the guest registration list on the website regularly with hotel vs pre-registration list.

Check with hotel weekly to see how many rooms are booked. Are we close to the required amount?

Be sure the event is listed on the Regional and World websites

Provide the venue with a schedule of events.

- If they are posting room events on screens, double check for accuracy.
- Do they need large posters or easels if they don't have screens or room event schedules to post.

Get set up requirements from each committee; accomplish this with a walk thru of the event site at least 2 months prior. Provide detailed room diagrams to the venue one month prior to the event.

- Wifi needs – where and how long, “negotiate” the fees, try to get them waived, if applicable.
- Staging – for speakers and DJ or band, where should they be placed, how big does it need to be?
- Podiums
- Tables – which rooms need them and how should be setup
- Chairs – for meeting rooms and all other areas
- Microphones
- Electrical needs for DJ and/or Comedian (Do you need a special adapter)
- Water stations in meeting rooms
- Dinner and Breakfast setup – Usually in rounds of 10

Work with Registration and Treasurer to keep track of the meals sold. Order the meals with a 5-10% contingency to enable selling at the event. If the minimum food and beverage requirement is not met, see whichever is less; purchase enough meals to meet the requirement or pay the required amount to the venue. Extra meals are to be paid for by the committee. They can be donated to newcomers rather than wasted. Or offer seconds to members who are attending the meal. Host committee to decide prior to event.

Lock up for rooms. Who do you contact for this? Especially for merchandise and registration, let the key holder know the schedule to enable them to plan to be available.

Arrange for banner hanging with hotel/venue and communicate with decorations chair.

RECOVERY EVENT CHECK LIST

BEFORE EVENT:

- ___ 10 MUGS TO THE C&E COMMITTEE
- ___ EASELS
- ___ BANNERS
- ___ CASH REGISTERS - C&E
- ___ CASH REGISTER TAPE - C&E
- ___ CHAIRPERSON FORMAT
- ___ CLEAN TIME COUNTDOWN SHEETS
- ___ EXTENSION CORDS/POWER STRIP
- ___ HAND STAMPS FOR PAID EVENT ADMISSIONS
- ___ ID BADGES FOR COMMITTEE
- ___ ID BADGES FOR VOLUNTEERS
- ___ DIRECTIONAL SIGNS
- ___ LITERATURE
- ___ NO REFUND POLICY - C&E
- ___ PENS
- ___ PI/PR BOOTH
- ___ MERCHANDISE ORDER FORMS/PRICE LIST
- ___ READINGS (several sets) can be downloaded from NA.org.
- ___ REGISTRATION ORDER FORMS
- ___ RESPONSIBILITY STATEMENT
- ___ PAINTER'S TAPE (BLUE)
- ___ SIGNS FOR ROOMS
- ___ VOLUNTEER SIGN-UP SHEETS
- ___ WHY REGISTER
- ___ CASH/VISA POLICY -C&E

AFTER EVENT:

ALL MERCHANDISE & C&E COMMITTEE PROPERTY IS TO LEAVE THE EVENT
ONLY WITH AN C&E COMMITTEE MEMBER

- ___ A FULL SET OF COMMITTEE MINUTES PROVIDED ELECTRONICALLY
- ___ CASH REGISTERS "Z" OUT BY C&E Committee TREASURER
- ___ CHANGE OF ADDRESS CARD (with post office changing committee address to C&E address);
Treasurer will submit change of address.
- ___ COLLECT BANNERS (turned over to C&E COMMITTEE Excess Merchandise Coordinator);
- ___ EVENT SUMMARY FORM (Completed by Treasurer and C&E Committee Liaison, to C&E Committee);
- ___ HOTEL MASTER BILL (to C&E COMMITTEE Liaison and Treasurer);
- ___ INVENTORY OF MERCHANDISE (itemized & turned over to C&E COMMITTEE and Treasurer);
- ___ INVENTORY OF LITERATURE (itemized & turned over to C&E COMMITTEE and Treasurer);
- ___ INVENTORY OF REGISTRATION PACKETS (itemized & turned over to C&E COMMITTEE and Treasurer);
- ___ VENDORS CONTRACTS (if they include a percentage, then set time & place for monies to be turned over to Treasurer, ie recordingCo.). **Both Liaison and Treasurer need to have signed copies of all contracts.**

EVENT CHAIRPERSON

Five years clean time, demonstrated stability in local community, and administrative abilities.

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides help when needed. Ensures that subcommittee tasks are being completed in the absence of a subcommittee Chair.
2. Helps resolve personality conflicts.
3. Keeps activities within the principles of the Twelve Concepts and Twelve Traditions and in accord with the purpose of the convention.
4. Monitors the fund flow and overall convention costs along with the Treasurer, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions, including venue costs.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action. Ensure that all voices and opinions are heard, and that a single voice is not dominating the decision-making process.
6. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Host Committee meeting. Sub-committees should be given trust and encouragement to use their own judgment. Also ensures that all committee member reports are turned into the Secretary 48 hours prior to monthly meetings.
7. Prepares the agenda for Host and Executive Committee meetings. Also reviews the Host Committee minutes before distribution to entire committee.
8. Votes only to break a tie.
9. Chairs the Host Committee meeting as well as the convention.
10. Host Committees are encouraged to come to a consensus when making major decisions, use consensus based decision making whenever possible

EVENT VICE-CHAIRPERSON

Four years clean time, demonstrated stability in the local community, and administrative abilities.

1. Acts a chair if the chair is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job, helps ensure the subcommittees are on track with their timelines. Can act as Chair if subcommittee Chair is unfilled.
3. Work closely with the chair to delegate responsibilities to subcommittee chairs.
4. Assists and supports the Chair.
5. Acts as monitor to keep committee on track and eliminate side talk.

EVENT SECRETARY

Two years clean time, good computer/typing skills as well as service experience to ensure accurate minutes are distributed to the committee members and all others as established by the host committee.

1. Keep minutes of all committee meetings and subcommittee reports including financial reports, budget, discussion summary, business motions and money motions. (Follow the Secretary Minutes Template, next page)
2. Emails minutes to committee members after review by the Host Committee Chair. Minutes are emailed out within ten days after the Host Committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee function. Minutes will be distributed via email unless otherwise requested.
3. Maintain a list of names, addresses, e-mail (residence, if applicable) cell and home phone numbers of committee members for committee use. Updates the contact list as necessary and includes in the monthly minutes.
4. Send email to members 1 week prior to upcoming Monthly Host Committee meeting to remind them to submit their reports within 48 hours of meeting.
5. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set. Receive all Host Committee member reports (i.e. admin, subcommittees) 48 hours prior to the Host Committee meeting to be included in the minutes. Notify Chair of non-compliance for any reports that are not received timely.
6. Send monthly host committee minutes to C&E secretary.
7. After final meeting, provide required electronic set of minutes to C&E liaison.
8. Bring copies of motion forms to each meeting.

SECRETARY GUIDELINES:

Items to include in Meeting Minutes for each Event Host Committee Meeting:

- Date, time and place of Current Meeting
- Attendance with Titles (Create separate Committee Member List with titles and Contact info)
- Elections and results
- Old Business follow-up
- New Business (bullets points or ABC)
- Regular Motions and results (make sure have counts) yah or nay
- Money Motions and results i.e. Funding Summary (provided by Treasurer)
- Reading of the timeline (actual month timeline from guidelines/next month's as well so members can be prepared)
- Next meeting information

Motion to adjourn at _____

PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE EVENT HOST COMMITTEE TREASURER

PURPOSE:

This position, while elected by the Host Committee of the recovery event, must be approved by the C&E Committee. In the interests of communication, accountability, the treasurer becomes a C&E Committee member for the duration of the planning of the event and for sixty (60) days following the final audit of the recovery event treasury. To provide fiduciary responsibility, the treasurer is appointed a director of the FSA. As an appointed director, the treasurer shall fulfill all duties, responsibilities, and qualifications established by the C&E Committee and the FSA.

REQUIREMENTS:

Must meet C&E Committee member and FSA qualifications;

Minimum of five years clean

Treasurer's experience at some level (preferably Area or Regional level);

Computer Literate and computer access required; willing to learn Quickbooks, if not already familiar.

Willing to serve the entire commitment on the C&E Committee & accept an appointment to the FSA.

Requires attendance at the Annual FSA meeting (normally in October).

DUTIES:

It is the duty of the event Treasurer to maintain accurate books and accounts and to make the records available at any time at the Host Committee meetings, at the C&E Committee meetings, and to the Fellowship of Narcotics Anonymous.

It is the duty of the event Treasurer to have a good working knowledge and understanding of: the C&E Committee Convention Timeline; the Committee Guidelines; the NA Convention Guidelines; the Twelve Steps; the Twelve Traditions; and the Twelve Concepts of Narcotics Anonymous.

RESPONSIBILITIES:

It is the responsibility of the event Treasurer to:

- Prepare and maintain accurate and complete detailed treasurer's reports;
- Reconcile bank statements (the original statement is sent to the corporate PO Box, and a second copy of the statement is sent to the host committee treasurer via RSC Auditor);
- Attend each host committee meeting and each C&E Committee meeting and audits in their entirety;
- Submit written report at each host committee meeting and at each C&E Committee meeting (The report is to include statement of itemized activity, beginning and ending balances from accounting software provided by C&E);
- Open PO Box for the HC in the area, added to startup meeting requirements
- Be familiar with the VISA MasterCard process;
- Verify that the cash/visa policy, and No refund policy are at all cash points; (laminated in C&E Treasurer's box.)
- Obtain the tax ID number, and reseller's permit; work closely with Merchandise chair;
- As soon as possible obtain copy of hotel master bill and room count for each day from the Liaison and verify information in conjunction with the liaison;
- At the last meeting before the event, file the change of address card - forward all mail to RSC P.O. Box (if applicable).
- Attend other C&E events and assist in the counting room.

- Be familiar with and enforce expenditure authorization system.
- Assist the Host Committee and Subcommittees with the preparation of budgets and prepare the final budget for approval at the Host Committee & C&E Committee meetings as defined by timeline. Ensure the budgets are realistic in terms of fiduciary responsibility and ensure the convention will be self-supporting. We need to communicate with the Host Committee that only 5 subcommittees potentially will generate revenue to fund the convention. (Registration, Merchandise, Fundraising, Entertainment, and Hospitality, possibly)
- Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report. Once final budget is approved, host committee cannot deviate from the approved budget.
- Budgets are to be emailed to entire C&E Committee 2 weeks prior to meeting that motion will be presented for final approval. Allows C&E Committee to thoroughly review the budget and be prepared to vote.
- Create event summary sheet, to be completed and brought to final audit. After the final audit, send to C&E secretary.

Failure to fulfill duties or responsibilities shall constitute noncompliance. The treasurer shall be immediately removed from the treasurer position for failure to provide written financial reports at any two (2) meetings within a twelve (12) month period, and/or failure to participate in a scheduled audit.

The recovery event treasury shall be available for C&E Committee audit upon request.

HOST COMMITTEE TREASURER TRAINING

Schedule and meet with the C&E Treasurer after ratification at the C&E Meeting to:

- Take possession of checkbook and verify account balance;
- Acquire copies of driver's license from all 3 signers, have each signer sign the bottom of the copy, signers will have C&E permission to initial checks – Bank of America's policies have changed so we need to adhere to this policy until otherwise decided.
- Review C&E Committee financial procedures (pages 10 -16) – Host committee treasurers duties, money handling procedure, fund flow, subcommittee expenditure procedure, and No Refund policy;
- Learn and understand current computer accounting program for accountability;
- Review and learn reporting procedures (i.e. report to C&E and RSC)

Between the election and the current event, the HC Treasurer shall meet and confer with the C&E Committee Treasurer, the C&E Event Treasurers to become familiar with procedures.

- Attend current C&E events to learn cash register and VISA/Mastercard handling;
- Work with current C&E event treasurers in the counting room during the event;
- Attend current event audit to learn audit procedures;
- Assist sub-committees with budget preparation (budgets shall be balanced).

HOST COMMITTEE AUDIT PROCEDURE

A suggested schedule for the audits is: during RSC weekend in July, January, and Final at WNIRCNA after the event.

Items needed for audit: Treasury Ledger (i.e. accounting software), checkbook, bank statements with canceled checks, host committee meeting minutes with funding summary attached, reimbursement/funding requests, receipts, receipt book, and all signed contracts for current event.

The first audit is conducted by the FSA Auditor and/or C&E Committee Treasurer and the Host Committee Liaison, C&E Chair and/or Vice-Chair, with the Host Committee Treasurer present. Purpose: To verify accounting categories and procedures. Verify event treasurer responsibilities are being performed.

All other audits are performed by the FSA Auditor and/or C&E Treasurer and the Host Committee Liaison, C&E Chair and/or Vice-Chair. The Host Committee Treasurer shall also be present to answer questions. Purpose: Accountability checks and balance.

Full Random Audit may be performed by the FSA Auditor and/or C&E Treasurer, and the Host Committee Liaison, C&E Chair and/or Vice-Chair. The treasury ledger is compared line by line with bank statements. Randomly compare treasury ledger to receipts, funding/reimbursements, minutes and receipt book every 10 or so entries with special attention given to higher risk items such as checks written to individuals and funds advanced prior to receipts. Verify deposits and expenses are being itemized to proper categories. Verify deposits are being made in a timely manner.

Final Full Audit is performed by the FSA Auditor and/or C&E Treasurer, and the Host Committee Liaison, C&E Chair and/or Vice-Chair and will be held at WNIRCNA following the event. The Host Committee Treasurer shall also be present to answer questions. The treasury ledger is compared line by line with bank statements, receipts, funding/reimbursements, minutes and receipt book. All accounting books (both hard copy and/or electronic), checkbook, funds and anything else pertaining to the Host Committee treasury are turned over to the C&E Treasurer at the conclusion of the Final Audit.

Experience has shown that it works well for one person to review the Ledger, another to verify the checkbook, another to verify the bank statements, and another to verify the receipts/funding/reimbursements in concert.

CREATING AND MAINTAINING BUDGETS FOR THE EVENT

- Using information from the previous year (or years) as a starting point, all subcommittees create draft budgets of expected income and expenses. It is important to base these budgets on factual information, past performance, and future trends to ensure the greatest accuracy.
 - It may be helpful for the committee treasurer to meet with each subcommittee when developing their budget.
 - Budgets that include timelines are most helpful. Timelines provide the ability to determine when funds will be available and when expenses must be paid.
- Subcommittee budgets should be compiled into a single budget for the entire convention by the convention treasurer.
- The compiled budget should be reviewed and adopted by the host committee with a one month review period. Host Committee approved budget is then sent to C&E for approval. Subcommittees should use the budget as a financial guide for their work.
- Once C&E Committee approves the budget, it becomes a **FINAL BUDGET**. No amendments accepted after Final Approval of Budget or Amended Budget.
- Convention or event committee leadership, including all subcommittee chairs, provides information to the treasurer to ensure all income and expenses are accurately recorded.
- Monthly, the treasurer should provide a report to the convention committee of all “actual to budget” financial activity to the committee.
 - Variances in this report should be discussed by the committee to determine whether any changes are required to meet the financial goal of the event.
 - All monthly “actual to budget” reports should be archived for future budgeting needs.
- Host Committee Treasurer will be the single point of accountability to present the budget for approval at the C&E Meeting according to their timeline. If Host Committee Treasurer is not available, Treasurer can appoint an informed Host Committee member to present the budget. Appointed person needs to have a good understanding of the budget in order to be able to answer questions.

EXPENDITURE AUTHORIZATION PROCEDURE

1. The subcommittee chair brings three (3) bids or quotes for each item to be purchased or for each contract to be entered (*ie. registration trinkets, merchandise, recording companies, fundraising, entertainment, etc.*). Any expenditure over \$300 requires a motion and approval.
2. The subcommittee chair brings the business motion for discussion and approval during the host committee to approve the recommended bid.
3. Once the business motion has passed the funds are approved to be used. An independent funding request must be presented to the treasurer and approved for funds to be released. The Funding Summary is a useful tracking device to be included in the minutes.
4. Expenses should be in the budget
5. Itemized receipts required for reimbursement

[INSERT SAMPLE FUNDING SUMMARY HERE]

Motion number Text of the motion check number

FINANCIAL PROCEDURES FOR RECOVERY EVENT HOST COMMITTEES

1. Seed Money

Seed money is provided to host committees for meeting financial obligations before cash flow is generated from fundraising events. The amount will be determined by the C&E Committee.

2. Host Committee Treasurer

This position, while elected by the Host Committee of the recovery event, must be approved by the C&E Committee. The C&E Committee may also remove the Host Committee Treasurer for noncompliance. For Qualifications see, **PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE EVENT HOST COMMITTEE TREASURER.**

3. Checkbook

The treasurer of the recovery event will receive a checkbook and corresponding checking account belonging to the C&E Committee. No other accounts are authorized to be opened or used with funds from the recovery event without C&E approval and coordination. All expenditures are to be made by check. All monies from fundraising shall be deposited into same account. Four members of the Host Executive Committee will be authorized to initial checks. The account signers shall not be in a "significant other" relationship with the other signers.

A signature stamp is issued by the C&E Committee to the Host Committee treasurer. Each check is stamped and then initialed by the person stamping and also one other authorized Host Executive Committee member.

A bank statement for this account will be sent to the event's treasurer and the original with canceled checks will be sent to the FSA Auditor. A check register will be kept for this account. It will be reconciled to the bank statement every month.

During the final audit the checkbook and signature stamp will be returned to C&E Committee. Outstanding bills for the event will be paid by the C&E Committee.

4. Budget Procedures

Budget procedures for recovery events will be established by the Host Committee in conjunction with the C&E Committee Treasurer.

5. Proposed Budget

The budget for recovery events will be established by the Host Committee and approved by the C&E Committee. **(See Budget Template for example)**

6. Contracts

All written contracts must be negotiated, approved, and signed by the C&E Committee Liaison-- for liability protection.

FINANCIAL PROCEDURES (Continued)

7. Cash/Visa Policy

C&E Committee cash/visa policy must be posted at all recovery events sales points.

8. Proceeds

The Host Committee turns the proceeds over to the C&E Committee immediately following the Final Audit of the event.

9. Newcomer Donations

The left over newcomer donations from Clean & Free will be forwarded to the respective next year's host committee and earmarked for newcomers use. Newcomer donations from pre-registrations are to be used for newcomer packages given away at convention. Newcomer donations from the actual event are to be forwarded to the upcoming Host Committee. Newcomer Donations forwarded to next year's event are added to seed money and will be set aside as Newcomer Donations. Treasurer needs to monitor pre-registration newcomer donations, update registration periodically on total. Once pre-registration deadline is over, all newcomer donations are to be tracked and earmarked for newcomer packages. Auction proceeds shall be utilized for following year's newcomer packets. This will help determine how many newcomer packages can be given away at the event.

RECOVERY EVENT MONEY HANDLING PROCEDURE

1. Counting room:

The Event Treasurer with the C&E Committee Liaison determines an appropriate location to process the money from the recovery event. This room will be controlled by the Event Treasurer with the assistance of the C&E Committee Treasurer and will be accessible only to individuals who will be assisting the Event Treasurer. This MUST be a secure location. Take care to discuss security issues with the host committee.

A method that is simple and effective is to have two or three teams of two people to make pick-ups and count. This way, for safety, no one is ever left alone with event money. One team of two people will pick-up contents of cash registers and drop off new banks while the other two count/recount the envelopes in the counting room, prepare the banks for the next round of pick-ups and process the remaining funds for deposit.

2. Banks:

Prior to the convention, C&E Treasurer will provide the banks for the events. A method of bookkeeping that is simple and effective for dealing with the cash banks necessary is to make initial banks for each sales point, i.e. \$350.00. The total on hand should be \$2000.00. Banks are delivered at the sales point and placed in the cash register, and will not be counted at the point of sale. After each pick up, in the counting room, count out the amount of the initial bank and set that money aside. When the pair of runners goes to the sales points to pick up, they deliver a bank equivalent to the initial bank provided.

MONEY HANDLING PROCEDURES (Continued)

3. Sales points:

Registration, merchandising, auction etc. are at all times staffed by at least two C&E Committee members. **Any breaks must be covered by an additional C&E member so that one person is never left alone at the register.** If there are not enough C&E Committee members to staff each sales point, C&E may request that host committee members or prior C&E members be assigned to the cash register with at least 1 current C&E member. At the beginning of each POS open period, C&E Treasurer and Event Treasurer will provide initial banks.

4. Credit card transactions:

Credit card transactions will be processed onsite electronically. Receipts will be printed and signed by the customer. Receipts with signature will be kept by the C&E Committee and picked up at each pull. **IDENTIFICATION (I.E. DRIVER'S LICENSE) MUST BE PRESENT WITH ALL VISA/MC TRANSACTIONS OF THE CUSTOMER.** *Note - these procedures may change with PayPal POS

5. Periodic pick up from sales points:

- a. At least two C&E members determined by the C&E Treasurer & Event Treasurer will make money pick-ups from each point of sale during the recovery event, i.e. registration, merchandise, etc.
- b. At regular intervals determined by the C&E Treasurer & Event Treasurer, cash registers at sales points will be completely emptied into an envelope without being counted at the Point of Sale. The envelope will be handled by a pick up team consisting of at least two C&E Committee members and a new cash bank is delivered. The cash registers will be 'Z'ed out during each pickup for accountability.
- c. The pickup envelopes will then be taken (along with other pickup envelopes along the route) to the counting room to the Event Treasurer and a C&E Committee member (preferably C&E Treasurer) to be opened, counted and logged.
- d. The date, time, money amount and pickup number are recorded on a "Treasurer Pick Up Log" form. One form should be created for each pick up location and each day during the event.

The Event Treasurer and an C&E Committee Treasurer (or C&E member if C&E Treasurer is not available) will deposit the funds in the event bank account, or if a local branch is not available, the funds will be in a safe and secure location, i.e. hotel safe or safety deposit box. Obtain a receipt if possible.

AT NO POINT WILL ANYONE BE LEFT ALONE WITH MONEY.

Recovery Event Credit & Debit Card Policy

Credit/Debit Cards

Credit cards will be processed electronically onsite.

MERCHANDISE POLICY

All sales are final. No returns, refunds, or exchanges.

Recovery Event Refund Policy

1. Paid event tickets are not refunded.
2. Lost registration packages or event tickets are not replaced.
3. Please verify your tickets before leaving Pre-Registration table or cash register.

Thank you for your understanding!

Convention & Events Committee

(Must be posted at all money handling stations at C&E Committee sanctioned functions)

**GRIEVANCE PROCEDURE
FOR RECOVERY EVENT COMMITTEES**

1. The first item of new business on the agenda at each regularly scheduled Host Committee meeting will be Grievances. This will be a standing item and is provided for anyone having a grievance against the Host Committee, its members, or its subcommittees.
2. To be heard, a grievance must:
 - a) Be written.
 - b) Clearly state the problem.
 - c) Propose a resolution.
3. Host Committee will discuss and attempt to resolve the grievance.
4. In the event, that the aggrieved party is not satisfied with the committee's actions, they may request a review by a panel consisting of: the C&E Triumvirate (the C&E Chairperson, Vice-Chairperson, and Secretary) and two C&E members from the committee, whose names shall be chosen at random (drawn from a hat), by the C&E Chairperson. If one of the officers is unable to participate, the Treasurer shall replace the missing officer in the Triumvirate. These trusted servants should use their discretion and disqualify themselves if, for any reason, they cannot fully operate under the spiritual principle of *principles before personalities*.
5. Grievances may arise that require immediate resolution and cannot hold until the next regularly scheduled meeting. In such cases, contact two (2) C&E Committee members and request a special meeting. A special meeting will be called within seven (7) days and the above procedure will be followed.

CONVENTION & EVENTS COMMITTEE

CONVENTION RECOVERY EVENT TIMELINE FOR *Clean & Free*

11 MONTHS PRIOR TO CONVENTION (*Clean & Free* = APRIL)

First Host Committee Meeting Approximate time is 4 or 5 hours

C&E Committee chairs First meeting until the host committee admin is elected;

See, Start-up meeting agenda;

Review C&E Recovery Event Host Committee Guidelines; Present subcommittee position descriptions as each position is elected.

Receive PO Box Keys (2) from past committee and decide who will check the mail and who will hold the extra key.

Set Host Committee meeting schedule;

Establish preliminary guidelines for conducting host committee meetings and voting privileges; Chair and Liaison do not have voting privilege. Visitors present at two of last three meetings are allowed to vote.

Choose a theme for the convention;

Establish a procedure for convention logo contest.

Host Committee admin to reserve room for upcoming host committee meetings; Create & distribute accurate minutes; Create a master agenda form.

HOST COMMITTEE

Establish subcommittee membership, meeting times, and place. Announce to fellowship and/or produce flyer. Inform WNIR webpage coordinator; Gather prior year's budgets and actual expenses; Begin to prepare current year's budget.

ARTS & GRAPHICS

Confirm Logo contest cut-off date as July 1st. Prepare preliminary combined Convention flyer and logo contest with dates and location of event. Email to entire committee for revision suggestion; Print 20 copies for May CNF committee meeting; plan arts & graphics schedule to receive logo submissions (include colors & format required)

CONVENTION INFORMATION

Plan & gather mailing lists including all areas to be completed by next meeting. Post event date, time, and location with NA World & NA Way.

DECORATIONS

Obtain catalog for centerpiece selection.

ENTERTAINMENT

Plan for desired quantity and type of events for convention; Solicit bids from desired entertainers.

FUNDRAISING

Plans, get approval, & possible funding for the first fundraiser. Plan first fundraiser, pick topic and date/dates for fundraiser. Contact merchandise supplier for catalog on available fundraiser merchandise; Prepare to fundraise at upcoming WNIRCNA.

HOSPITALITY

Begin planning of menu and activities.

MARATHON MEETING

Obtain master schedule to begin filling time slots; Research location – i.e. Liaison must sign contract for location.

MERCHANDISE

Contact potential vendors & suppliers; obtain catalogs for selections and bids.

PROGRAMMING

Start finding speaker CD's, begin to discuss speaker meetings, workshop topics & formats.

REGISTRATION

Contact merchandise supplier for registration trinkets and presale merchandise, if any.

SERENITY KEEPERS

Select a Vice-Chair and begin gathering subcommittee names and phone lists.

10 MONTHS PRIOR (Clean & Free = MAY)

HOST COMMITTEE

Review previous month's timeline for each subcommittee and follow through on any incomplete tasks from prior month; Fill any remaining committee positions; Review each sub-committees timelines due this month and next month. Approve preliminary Convention and Logo Contest Flyers; Estimate the number of attendees.

Prepare admin budget; Support subcommittee chairs; confirm receipt of subcommittee reports 48 hours prior to Host Committee meeting.

C&E COMMITTEE LIAISON

Negotiates & signs the contract with facilities

ARTS & GRAPHICS

Report logo contest status to HC & cut-off date reminder; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Create fundraising flyer for planned fundraising event, if approved; Report on sub-committee meetings and attendance; Hold monthly meetings; Present preliminary Convention and logo contest flyers to host committee for final approval, send to C&E Committee for review before printing; Print 400 copies of each flyer after C&E review; Confirm method of distribution to WNIRCNA and Summer RSC.

CONVENTION INFORMATION

Present mailing lists of area's and treatment facilities gathered in previous month; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

FUNDRAISING

Update and turn over funds; Present planned activities for approval; request flyers of Arts & Graphics, if approved. Contact SINAC for permission to fundraise; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

ENTERTAINMENT

Report progress of quantity & event selection and continue researching for final presentation in July; Plan Budgets, set time with Treasurer (review Budget Guidelines); review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

DECORATIONS

Report on decorations research, review banner vendor choices; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

HOSPITALITY

Continue planning of menu and activity selection; Contact area or representative for planning Saturday night dinner; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

MARATHON MEETING

Report on completion of poster size and letter size for sign-up sheets.

MERCHANDISING

Plan what will be sold, quantities, sizes, and the approximate prices, etc. for merchandise to be sold at convention; review catalog for selection of sales merchandise; Begin to gather bids; Continue to gather volunteers for sub-committee; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

PROGRAMMING

Listen to tapes and discuss workshop topics; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

REGISTRATION

Report progress on selection of presale items and trinkets; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

SERENITY KEEPERS

Hold subcommittee meeting to establish upcoming year's responsibilities.

9 MONTHS PRIOR (Clean & Free = JUNE)

HOST COMMITTEE

Prepare budgets for presentation the following month; Report on subcommittee meetings; Treasurer needs to be available to assist with budgets.

ARTS & GRAPHICS

Work with registration and entertainment on content of registration forms/flyers; Present all logo contest submissions to HC; Display all logos and facilitate logo choice to committee; Work with merchandise chair to advise committee which logos would be easiest to modify for the various different merchandise selections; Prepare preliminary registration flyers; email to entire committee and C&E Committee for revisions suggestions – Revise, Check for errors; Email revised flyer to entire committee; Make calls to committee members and ask them to check revised flyers for errors; Print 20 of each revised and corrected flyers for presentation to committee.

CONVENTION INFORMATION

Confirm current year's information was sent to NA World and NA Way.

ENTERTAINMENT

Narrow selection of entertainment and establish prices for presentation in July.

FUNDRAISING

Update and turn over funds; Gather materials for fundraising event and acquire volunteers; establish areas of responsibility for auction money handling procedures.

HOSPITALITY

Report on menu and activity selection and present final choices confirm CNF board games available; Report on Saturday dinner plan.

MARATHON MEETING

Continue to announce need for support at meetings; schedule marathon meeting chair

PROGRAMMING

Present preliminary choices of topics & flow of events

DECORATIONS

Continue gathering bids selection for banner, centerpieces, and other assorted decorations.

REGISTRATION

Work with arts & graphics on registration forms/flyers; Continue to selection process for registration trinkets.

SERENITY KEEPERS

Set Budget and present to host committee; Begin T-shirt selection of color and logo.

*******BUDGETS ARE DUE IN AUGUST***** Please see budget template for example.**

8 MONTHS PRIOR (Clean & Free = JULY)

******* BUDGETS ARE DUE NEXT MONTH *******

For approval at Host Committee, See How to make a budget section in guidelines for budget timelines and revisions time frame. See Budget Template for examples.

HOST COMMITTEE

Choose a logo for the convention. Approve main speakers & submit them to the C&E Committee & RSC Chair for approval; Submit Workshop speakers to C&E for final approval; Submit pre-registration flyer to C&E for review of grammatical errors and content; Prepare budgets.

C&E COMMITTEE LIAISON

Submit main speaker selection to C&E Committee for approval; C&E must send to RSC Chair for approval.

ARTS & GRAPHICS

Vote on logo contest submissions.

CONVENTION INFORMATION

Contact areas for schedules to make available at CI table. Confirm and update address for mailings in October.

DECORATIONS

Begin to finalize selections and recommendations to the Host Committee.

ENTERTAINMENT

Present recommendations for each entertainment event to the Host Committee. Host Committee will vote on and decide which option will be selected; Prepare entertainment schedule template and coordinate with programming.

FUNDRAISING

Update and turn over funds; promote event; Contact PNWCNA to obtain permission for fundraising.

HOSPITALITY

Begin to finalize the selection of food available and games offered.

MARATHON MEETING

Continue to announce need for support; send out marathon meeting sign-up sheets to other areas; see CI chair for assistance; confirm site for meetings.

PROGRAMMING

Submit choices of main speakers and all meeting topics to HC for approval; Prepare programming schedule template (coordinate with entertainment).

SERENITY KEEPERS

Establish preliminary schedule and begin to set members to estimated schedule; Review suppliers for potential t-shirts; see Merchandise Chair for assistance

*******BUDGETS ARE DUE NEXT MONTH*******

7 MONTHS PRIOR (*Clean & Free* = AUGUST)

HOST COMMITTEE

****** APPROVE BUDGETS ******

Budget amendments must be submitted within 30 days of 1st initial approved budget, to be approved by HC in September before final approval at C&E in October.

Present Final budgets for approval to Host Committee.

ARTS & GRAPHICS

Prepare pre-registration flyer and present to Host Committee for approval then present to C&E for approval; Receive bids on printing of the flyer.

DECORATIONS

Finalize banner & submit for approval; Collect bids for Decorations, if ready.

ENTERTAINMENT

Present contracts to Liaison for signature.

FUNDRAISING

Update and turnover funds from existing fundraisers; plan more fundraising activities.

HOSPITALITY

Decide on resources for supplies and which will be hand delivered.

MARATHON MEETING

Announce and seek support at meetings

PROGRAMMING

Submits choices of workshop speakers to HC for approval

SERENITY KEEPERS

Continue to locate interested members and discuss any alterations of assignment with host committee; Continue to interview members and appoint responsibilities.

******APPROVE BUDGETS******

6 MONTHS PRIOR (Clean & Free = SEPTEMBER)

HOST COMMITTEE

****** APPROVE AMENDED BUDGETS ******

Budget amendments to be approved, if any by HC this month before final approval at C&E in October. Make sure subcommittees are holding regularly scheduled meetings and have minutes to verify; seek volunteers.

ARTS & GRAPHICS

Present preliminary registration flyers to committee. Registration costs, merchandise, and all attendance disclaimers and procedure notifications must have already passed committee approval before this time; All final corrections to flyers must be approved by the committee as a whole during this meeting; Print 2500 flyers immediately afterward; Present registrations flyers to HC; Send 300-500 to PNWCNA depending on location; 500 to Fall RSC; 500 to Host Committee for distribution; Remainder to Winter RSC.

CONVENTION INFORMATION

Prepare Anonymity Statement; decide on contents of Information packets at event.

ENTERTAINMENT

Confirm approved/contracted entertainers.

FUNDRAISING

Update and turnover funds; Account for fundraising materials each month; Schedule for golf and assign coordinator; send out golf flyer.

HOSPITALITY

Decide on resources for supplies and which will be hand delivered.

MARATHON MEETING

Announce and continue to gather support for meetings.

PROGRAMMING

Confirm APPROVED main speakers; submit preliminary program to HC for review.

CONVENTION INFORMATION & C&E COMMITTEE LIAISON

ENSURE registration forms/flyers are taken to PNWCNA & Fall RSC meeting -- coordinate with C&E Committee Liaison

SERENITY KEEPERS

Continue to interview members and appoint responsibilities

5 MONTHS PRIOR (Clean & Free = OCTOBER)

HOST COMMITTEE

Approves Merchandise plan; approves Registration plan (specific contents and where each will be); Hold regularly scheduled subcommittee meetings, record discussion, and seek volunteers.

ARTS & GRAPHICS

Present proposal for decorations; Prepare format for final program; Prepare registration badges.

CONVENTION INFORMATION

Send Flyers to RSC, PNW, All Areas, and Treatment Centers.

DECORATIONS

Present proposal and bids for decorations; Begin to finalize decorations for convention.

ENTERTAINMENT

Coordinate schedule with Arts & Graphics, Programming, and Merchandise; Schedule volunteers for introductions, check in, and assistance.

EVENT TREASURER

Submits budget for approval at C&E Meeting. After approval of committee budgets, the C&E Treasurer should make motion requesting the second half of the seed money at the C&E meeting in October and verify transfer of the second half of seed money to event account.

FUNDRAISING

Contact Winter Winners & Seattle Unity Day, request permission to raise funds.

Update and turn over funds

Attend PNWCNA & raise funds

HOSPITALITY

Confirm schedule for convention, Saturday night dinner, and volunteers.

MARATHON MEETING

Announce and continue to gather support for meetings.

MERCHANDISE

Submit bids & plans to HC for approval; Coordinate Schedule w/Arts & Graphics, Programming, and Entertainment.

REGISTRATION

Submit bids and plans for registration packets to HC for approval; Coordinate Schedule w/Arts & Graphics, Programming, and Merchandise; Notify C&E Website Coordinator of events, prices, and artwork for pre-registration merchandise for him to put on website.

SERENITY KEEPERS

Hold Subcommittee meetings regularly.

4 MONTHS PRIOR (Clean & Free = NOVEMBER)

ARTS & GRAPHICS

Present bids for banner after approval by HC then place order; create list of needed signs, design final program (**Reminder: Program needs approval by C&E Committee, preferably at January C&E meeting**).

CONVENTION INFORMATION

Continue to gather schedules from other areas; confirm mailings and scheduled volunteers.

DECORATIONS

Finalize decorations on centerpieces; coordinate linen and table setup; flower or balloon bouquets as needed.

ENTERTAINMENT

Confirm contracts, review contract requirements and prepare for requirement needs, time, and building; Make travel arrangements and hotel accommodations, if necessary with Liaison;

FUNDRAISING

Select auctioneer and begin wrap-up and completion of merchandise sales.

HOSPITALITIES

Make arrangements for purchase, delivery, and storage of supplies. Present plan to HC.

MARATHON MEETING

Assign shift coordinator of those signed up to serve @ meeting. Continue to gather names for the marathon meeting slots.

PROGRAMMING

Reaffirm speakers; Begin making travel arrangements and hotel accommodations if necessary with Liaison;

SERENITY KEEPERS

Use program to assign responsibilities and shifts to volunteers; Receive final entertainment and programming schedules and develop master list of all necessary positions.

3 MONTHS PRIOR (Clean & Free = DECEMBER)

ARTS & GRAPHICS

Confirm banner was ordered; present bid to order program and badges; Begin gathering signage requests; format tickets and make arrangements to have them printed; format badges and make arrangements to have printed.

CONVENTION INFORMATION

Get ready for convention

DECORATIONS

Order of selected merchandise for decorations

ENTERTAINMENT

Maintain contact with performers and their needs for their performances

FUNDRAISING

Schedule for golf; complete sales order; ask Liaison to secure another tub of merchandise from C&E.

HOSPITALITIES

Finalize plans; Make arrangements for purchase, delivery, and storage of supplies; Present plan to HC.

MARATHON MEETING

Continue to seek volunteers to serve

MERCHANDISE

Order merchandise requiring extended lead time

PROGRAMMING

Confirm travel arrangements have been made, if not, make the arrangements with Liaison's assistance.

REGISTRATION

Gather materials for packets and content, confirm method of delivery to event

SERENITY KEEPER

Meet with subcommittee to set final schedule with placement of positions; Make sure t-shirts are ordered in January; fill all the needs for the committee

2 MONTHS PRIOR (Clean & Free = JANUARY)

HOST COMMITTEE

Renew PO Box for one year.

ARTS & GRAPHICS

Tickets design and order, distribute program, badges, and tickets, if completed. Signage needs to be addressed.

CONVENTION INFORMATION

Propose indigent newcomer member plan to HC executive committee for approval; Gather supplies needed for table; Contact C&E for desired supplies; Schedule volunteers.

DECORATIONS

Gather and prepare selected decorations

ENTERTAINMENT

Communicate performer needs to Host Committee and venue's; Make/Confirm travel arrangements and hotel.

FUNDRAISING

Attend Winter Winners & raise funds there if they've consented; Update and Turnover funds

HOSPITALITIES

Organizes staff to work the hospitality room; Confirm orders and arrangement for sales and supplies.

MARATHON MEETING

Place book order; Supply needs to committee.

MERCHANDISING

Orders remaining sale items, organizes sales staff for event, review Event Money Handling Procedures, all material arrival dates confirmed in writing; Order supplies; Gather supplies for display; Make arrangements for delivery.

PROGRAMMING

Secure team to act as host committee aids to speakers. Confirm travel to event.

REGISTRATION

Order remaining items for packet, all material arrival dates confirmed in writing.

SERENITY KEEPERS

Place t-shirt order, if not completed; Fill all subcommittee needs for staff; Hold Subcommittee meeting, distribute preliminary schedule and job description to all interested members.

1 MONTH PRIOR (Clean & Free = FEBRUARY)

HOST COMMITTEE

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Review Event Money Handling Procedures. Ensure availability at the event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ARTS & GRAPHICS

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Contact C&E Committee Liaison & arrange to have banners from previous events delivered one week prior to the event. Purchase decorations, make signs for event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

BILLETING

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Update list, coordinate with Hospitalities for billeting information board or sign up list. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

CONVENTION INFORMATION

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Contact C&E Committee Liaison to obtain PI booth for the event, make staff schedule. Prepare press release, schedule press date, press release should have one month lead time. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

DECORATIONS

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Contact C&E Committee Liaison

& arrange to have banners from previous events one week prior to the event; purchase decorations. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ENTERTAINMENT

REVIEW HOST COMMITTEE GUIDE SECTIONS TIMELINES. Contact entertainment to finalize details; make staff schedule, verify commitment of volunteers. Review Event Money Handling Procedures. Obtain hand stamp. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

EVENT TREASURER

REVIEW EVENT MONEY HANDLING PROCEDURES & TIMELINES; get cash registers from Liaison; make copies of log sheets, check cash policy, updated bad check list, and no refund policy to be at each sales point. Contact the Bank of Ocean Shores to establish contact for weekend deposits. Work with C&E Treasurer to provide necessary information necessary. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

FUNDRAISING

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Gather raffle/auction items & update & turn over funds; Attend Unity Day & raise funds there if they've consented; update and turnover funds; secure an auctioneer. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

HOSPITALITIES

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Purchase hospitality room supplies, make staff schedule, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MARATHON MEETING

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Have Basic text, meeting format, & group readings, make staff schedule, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MERCHANDISING

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Verify all merchandise has been received, conduct a detailed written inventory, make staff schedule, verify commitment of volunteers; Review Event Money Handling Procedures; Coordinate with C&E Committee Liaison

to arrange VISA/MasterCard for event. Set schedule with Registration and Merchandise for VISA/MasterCard for event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

PROGRAMMING

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Submit final program layout to HC for approval, get finalized programs printed. Coordinate with Hotels & Hospitalities to ensure speakers are matched up with a committee member while in town, verify transportation arrangements, etc. Have lists of back-ups for no shows. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

C&E COMMITTEE LIAISON

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Make arrangements for all subcommittees to get the things they need from the Office/Storage unit. Arrange a pick-up time & location, etc. Review Event Money Handling Procedures, Arrange VISA/MasterCard for event. Set schedule w/C&E for Registration and Merchandise for VISA/MasterCard for event.

REGISTRATION

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Verify all packet items have been received and conduct a detailed written inventory, stuff registration packets, establish system for registration at the convention, make staff schedule, verify commitment of volunteers; Coordinate with C&E Committee Liaison to arrange VISA/MasterCard for event. Set schedule with Liaison for VISA/MasterCard for event. Review Event Money Handling Procedures. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

SERENITY KEEPERS

Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

CONVENTION MONTH (*Clean & Free* = MARCH)

ALL SUBCOMMITTEES & EXECUTIVE COMMITTEE OFFICERS

Assemble final reports for the next convention.

Schedule final/wrap up HC meeting (after event).

Appoint committee member to serve as C&E Committee member.

HAVE THE BEST CELEBRATION EVER!!!

POLICIES

ATTENDANCE:

All executive committee members, subcommittee chairpersons and standing committee members are expected to attend each scheduled convention committee meeting. Executive committee members are expected to attend the executive committee meetings. Subcommittee chairs are expected to attend each subcommittee meeting. After two absences the executive committee will discuss the absences. Excused absences are those that cannot be avoided. The committee should decide in advance what constitutes grounds for removal.

REGULARLY SCHEDULED COMMITTEE MEETINGS:

All sub-committees should have a regularly scheduled time & place for monthly meetings. This should be made available to the local fellowship through any means possible.

WRITTEN REPORTS:

All executive committee members and subcommittee chairs are to submit written reports monthly even in the event of an absence of any kind. This should include written minutes from each subcommittee.

AGENDA:

All sub-committees are to prepare and follow a meeting agenda and keep them to include in the final report.

VOTING:

Determine who is eligible to vote at host committee and subcommittee meetings.

MINUTES:

All committees are to prepare written minutes of each meeting to include in the final report.

The Secretary is to provide the C&E COMMITTEE Liaison a full set of minutes, electronically, at the audit. At the December host committee meeting, the secretary should provide liaison with a set of meeting minutes, to date, to provide to the upcoming Start up meeting.

RECEIPTS OR EXPENSE VOUCHERS:

All committees are to provide receipts for reimbursements or expense vouchers for advanced monies to the treasurer. No monies will be advanced without an expense voucher or reimbursed without receipts. No monies will be advanced to the same individual if there are outstanding receipts for previous advances.

BIDS:

All sub-committees must obtain in advance three bids for goods or services exceeding \$300 and keep written bids as part of the committees' minutes. All expenses exceeding a line item budget by fifty dollars (\$50.00) must have approval of the host committee.

LITERATURE AT EVENTS:

The Host Committee shall purchase any literature for the Convention Information booth. C&E Committee supplies books given to the newcomer, coordinated through the liaison.

REFUNDS:

Post at all events: There are no Refunds - We do not refund paid event tickets. We do not replace lost registration packages. This should be included in the registration flyer.

NEWCOMERS/INDIGENT MEMBERS:

Host committee will adopt a policy brought forth by the registration committee that addresses how newcomers are handled. Also see 9. Newcomer Donations under Financial Procedures.

EXECUTIVE COMMITTEE

The Event Executive Committee carries out the conscience of the Host Committee. The Executive committee is comprised of the Chair, the Vice Chair, the Secretary, the Treasurer, and the C&E Committee Liaisons.

Ensures that the monthly Host Committee meeting runs smoothly, to promote unity and coordination of the subcommittees.

The Host Committee Chair is on the agenda at the regular C&E Committee meetings and may attend and report or address concerns at any C&E Committee meeting.

All members should be familiar with these guidelines and feel free to ask questions of the C&E Committee Liaison.

The descriptions of the Executive Committee members' duties are adopted as long as there is no conflict with the C&E Committee Policies, Procedures, and Recovery Event Guide. The specific guidance of the C&E Committee guide should be followed where there seems to be conflict.

The Executive Committee and all subcommittees are responsible for preparing convention budgets. (Look carefully at last year's minutes and reports for your respective subcommittee's budgets).

Provide copies of Timeline, Policies, individual sub-committee guide sections, and applicable forms, to each sub-committee chair.

EXECUTIVE COMMITTEE CONTINUED.....

WORK WITH LIAISON TO ENSURE THE FOLLOWING:

Set registration price recommendation to the Host committee, in conjunction with the C&E Committee Liaison; obtain banquet menu from C&E Committee Liaison. The formula for determining meal prices is as follows:

1. Select Meals i.e. Saturday Dinner, Sunday Breakfast
2. Venue/Caterer meal menu price, plus hotel price increase guarantee, plus gratuity (hotel sets this amount), equals _____ (round up) Sales tax exempt due to non-profit status, provide reseller certificate to venue/caterer.

Example:

Venue/Caterer menu price is \$15.00, the venue/caterer guarantees not to increase its prices more than 5%, and the venue/caterer gratuity is set at 17%, therefore, the price on the registration form is determined as set forth below:

$\$15.00 + \$0.75(5\%) + \$2.89(17\%) = \18.64 round up registration price so that meal is not less than \$20.00.

Liaison negotiates the final room set up with the venue/caterer. The Banquet Event Orders (BEO's) are an addendum to the venue/caterer contract and must be signed by the liaison. The Liaison should review all banquet event orders and sign the addendum. The C&E Committee liaison is responsible for signing all contracts (Facility or hall rentals, bands, DJs, etc.) This is for liability purposes.

Works with the Registration committee to keep a close tally of meals ordered. Review Event Summaries for recent conventions & past conventions near your location to help estimate meal counts. The number is based on the number of pre-registrations. Consult past registration committee wrap-up reports. Adjust if Pre-registrations are higher or lower.

Wi-Fi is necessary for operating VISA/MASTERCARD -- make sure it is available at or near the counting room. If wireless, please ensure it is stable.

Liaisons in conjunction with Programming arranges for two workshops for the Regional Delegate Team. (Communicate with RD's for room setup, workshops titles, etc) Arrange for (2) 1 ½ hour workshops for each time slot.

RECOVERY EVENT SUBCOMMITTEE BUDGET PROPOSAL FORM

SUBCOMMITTEE: _____

DATE: _____

CHAIRPERSON: _____

DATE: _____

EXPENSES:

PROJECTED INCOME

AMOUNT

SOURCE

POSTAGE _____

ENVELOPES _____

COPIES FOR _____

OTHER (BE SPECIFIC):

PLUS (5% contingency)

TOTAL

**RECOVERY EVENT SUBCOMMITTEE
MONTHLY REPORT FORM AND EXPENSE SUMMARY**

Committee: _____ Month: _____

Chairperson: _____ Phone #: _____

EXPENSES:

Travel _____

Postage _____

Copy _____

Other _____

NOTE: All expenses must be supported by completed requests for funding and receipts.

Committee Meeting Information (day, time, location, etc.): _____

Committee Report: _____

Budget Information:	Total	Total
	Budgeted	Budgeted
	Expenses	Income
\$	\$	

Budget Tracking:

Am I over budget (if so, why)? _____

Do I have receipts for all expenses (if not, why)? _____

Projected expense request for this month? _____

Committee Chairperson Signature: _____

ARTS & GRAPHICS SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

This subcommittee prepares the pre-logo flyer, and recommends a logo contest procedure.

Determines in conjunction with the Host committee whether a logo contest will be held, and how the contest will be conducted.

The Host Committee votes on logo selection.

Produces the final flyer with registration form attached after Host Committee approval and review by C&E.

Produces the event banner- all convention banners must be no larger than seven (7) feet by five (5) feet and must be approved by the Host Committee.

Works with Programming Subcommittee to produce the Program after Host Committee and C&E Committee approval. After approval then the final program can be printed and distributed.

Three bids are required for all expenses costing more than \$300

C&E Committee Liaison signs all purchase orders and contracts.

Flyers shall not include any member's phone number or home address and should all be proofread by multiple committee members.

All NA copyright logos shall appear only with the registered trademark symbol.

All artwork selected for reproduction must be accompanied by a signed artist release, prior to reproduction.

See Flyer Information Sheet.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be

available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors, as well as suggested Timeline and Guideline changes.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

ARTWORK RELEASE FORM
(This signed release form must accompany all submissions)

I hereby give the host committee, the Fellowship Services Association, their successors, assignees and those acting on their authority, permission to publish the enclosed artwork to use as they see fit for the benefit of the event.

I understand that every effort will be made to ensure my anonymity. I possess full legal capacity to exercise this authorization and hereby release the host committee for Clean & Free, the Fellowship Services Association, the Fellowship of Narcotics Anonymous, its service boards and committees from any blame by myself, my successors, and/or my assignees.

PRINTED NAME	_____
SIGNED	_____ DATE _____
ADDRESS	_____
PHONE #	_____
WITNESS	_____ DATE _____

THE FLYER

Liaison must send *pre-registration* flyer to the C&E Officers for review prior to printing. All other flyers can be approved by the Host Committee, such as logo contest, theme, etc.

The Pre-registration flyer is one item that seems to inherently breed problems -- proof read. This is the only chance to tell everyone everything they should know in advance. **Proof Read, Proof Read, Proof Read.**

Check the facility phone numbers and address, check spelling, check the cut-off date for pre-registration, check the special dietary requests, **check, check, check!!! Proof Read, Proof Read, Proof Read.**

The pre-registration flyer is a result of the coordinated efforts of the entire committee and all its subcommittees -- All subcommittees should **Proof Read.**

All artwork selected for reproduction must be accompanied by a signed artist release, prior to reproduction.

There are some musts with respect to the flyer.

Do Not use the full phrase Narcotics Anonymous on the Flyer.

Do Not use personal phone numbers on the Flyer.

Do Not use personal addresses or emails on the Flyer.

Do Not use the Area Subcommittee Post Box on the Flyer.

Do Not use the Area Subcommittee Phonenumber on the Flyer.

Do Not use copyright material on flyers without written permission.

Do use the abbreviation NA or the NA service symbol on the flyer.

Do use the Event Committee P.O. box on the flyer.

Do send an electronic copy to the WNIR webmaster to be included on the website.

Do use the C&E google phone number provided

Do use Host Committee email address provided:

Do use online registration address: <http://wnirna-reg.org/>

Do send electronic flyer to Region and Area websites, social media, etc.

Always put a cut-off date for pre-registration on the Flyer and cut-off date for Hotel Prices .

Always put the words U.S. Funds Only on the Flyer.

Always put the following: "There are no Refunds. We do not refund paid event tickets. We do not replace lost registration packages. "We do not accept Checks at the Event"

Include the transfer policy: "Any pre-registration packet sold or given away must have confirmation of that transfer, in writing, presented to retrieve the packet."

Always **PROOF READ** the Flyer.

SUGGESTION:

Clean & Free: At least 250 FLYERS; Distribute at Region and send to surrounding regions.

WHY REGISTER?

The money collected from registrations helps to pay for all the hotel facilities that we use during our convention. It also defrays associated service expenses, (cleaning, technical support, etc.). This is also how we pay for all the necessary equipment, the items contained in the registration packages, and it is how the host committee gets the funds to plan and implement the convention. Expenses include: meeting spaces, telephone expenses, general supplies, and the printing of the convention programs, signs, tickets, air fare for speakers, etc.

We believe that once participants understand that it is the fees from registration that make holding this event possible and that the funds collected this weekend are used for the planning and implementation of future conventions that the question "Why Register?" will be fully answered. Welcome to CLEAN & FREE #

BILLETING SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

This subcommittee finds local members who have the room and willingness to have out of town members stay as guests in their homes.

Billet -- A short note, an order requisitioning accommodations for visitors; the quarters occupied by visitors in private houses. (Webster's Dictionary)

Frequently, this subcommittee is combined with another subcommittee (perhaps Marathon Meeting subcommittee if there is one, or Hospitalities).

Pass sign-up sheets around at local Area meetings for volunteers.

Know the type of accommodation and whether the host will be a couple, a male, or a female, whether sleeping bags are needed, etc.

Pick up your sign-up sheets.

Do not post members phone numbers or addresses at event.

All NA copyright logos shall appear only with the registered trademark symbol.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors, as well as suggested Timeline and Guideline changes..

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

CONVENTION INFORMATION SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

The Convention Information Subcommittee uses all resources available to get Convention information distributed. The CI chair should be familiar with the PR Handbook and address public inquiries regarding the convention.

This subcommittee utilizes all electronic media (websites, social media) to notify the surrounding area of the upcoming event and any activities that support this event.

Coordinate with the local Chamber of Commerce to provide information regarding local attractions for out of town visitors. Have available a local map with restaurants listed. Provide information on transport to and from the airport, and have local transit schedules.

Be prepared to answer questions of attendees.

Do not post members phone numbers or addresses at event.

This subcommittee is responsible for being available for media contact. Coordinate with the local Area Service chair to have literature available at the event if desired. Coordinate with Area/Regional PI/PR for a PI/PR booth if desired.

This subcommittee notifies the local Helplines/Phonelines to provide convention information to callers.

90 days prior to the event, attend the local H&I committee meeting and distribute flyers for their use at facilities.

This subcommittee contacts the NA Way magazine for announcements.

Have Area Schedules available at the event, print area schedules from website. Try to make all area schedules in the region available at the event.

Pass sign-up sheets around at local Area meetings for volunteers. Verify volunteer commitment two weeks prior to event. Post the Volunteer schedule at the Convention information table; volunteers should be planning to be convention registrants.

Establish hours of operation for Convention Information table and recruit volunteers to staff table, preferably two at a time.

All NA copyright logos shall appear only with the registered trademark symbol.

Flyers shall not include any member's phone number or home address.

Keep copies of letters drafted to community to include with minutes and final report for future committees.

Consider being available as lost and found location at the convention along with having a message board.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors, as well as suggested Timeline and Guideline changes.

The Host Committee shall purchase any literature for the Convention Information booth & coordinate with other committees to make one literature order.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

DECORATIONS SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

This committee is responsible for creating decorations tied to the theme and logo for the event dance/banquet/ballroom. Frequently, this subcommittee is combined with Arts & Graphics subcommittee. Coordinate with the C&E Committee Liaison to get banners.

Use your imagination.

Pass sign-up sheets around at local Area meetings for volunteers. Verify volunteer commitment two weeks prior to event. Post the Volunteer schedule at the Convention Information table; volunteers should be planning to be convention registrants.

All NA copyright logos shall appear only with the registered trademark symbol.

All artwork selected for reproduction must be accompanied by a signed artist release, prior to reproduction.

Flyers shall not include any member's phone number or home address.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors, as well as suggested Timeline and Guideline changes.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

ENTERTAINMENT SUBCOMMITTEE

Suggested 5 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

This subcommittee is responsible for the selection of entertainment at the convention. The contracts are usually negotiated well in advance of the event so the subcommittee should get started right away. Keep in mind the diversity of our fellowship when selecting entertainment.

Create a budget and include projected income.

The C&E Committee liaison is responsible for signing **all** contracts, including facility or hall rentals, bands, DJs, etc. This is for liability purposes.

Coordinate with the serenity keeper chair to staff the doors.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee within thirty days of the closing of the convention. The report to include: detailed information on the funds raised and an overview of the convention process, lessons learned and suggestions for successors, as well as suggested Timeline and Guideline changes.

Post at all events: There are no Refunds. We do not refund paid event tickets. We do not replace lost registration packages.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

FUNDRAISING SUBCOMMITTEE

Suggested 5 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize that all committee chairs are part of your committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at year's minutes and reports for your respective subcommittees budgets.

Create a budget and include projected income.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

Fundraising subcommittee shall receive written permission from any other functions/conventions that it plans to carry out its fundraising. The fundraising subcommittee shall abide by any and all requirements/restrictions by other functions. Look ahead and plan – check area and region websites regularly for opportunities to fundraise and recruit people to attend.

The second-place logo is often used on fundraising items.

Additionally, the fundraising subcommittee plans activities such as dances and picnics in order to motivate the Fellowship to support and attend the convention. When planning events, review other area and regional websites to avoid conflicts with other events or service meetings. Be sure to spread fundraising throughout the region.

This subcommittee works closely with the event treasurer and should be familiar with the money handling procedures adopted by the C&E Committee. A Recovery Event Visa/Cash Policy shall be displayed at all sales locations. Keep in mind our Seventh Tradition when raising funds.

Fundraising should make money not lose money. Past history tells us that the best fundraiser is the raffle. There is no cash outlay and the return is usually high. Start by raffling one full package to the event with a drawing at the next big Regional Celebration of Recovery. Keep in mind the PNWCNA is a big event and a good time to sell and draw. Also mini events are good fundraisers as well.

Recruit support from the other Areas. Each Area can hold a fundraiser with proceeds or a portion to go to the convention committee.

It takes several individuals to work each activity; pass sign-up sheets around at local Area meetings for volunteers.

Verify volunteer commitment two weeks prior to the event.

Volunteers handling money should always do so with a committee member present.

Remember: THE RECOVERY EVENT MONEY HANDLING PROCEDURE.

Insufficient exposure and communication regarding fundraising activities often results in poor turn-out at events and subsequent ill feelings toward the Convention Committee. The success of these activities is proportionate to the amount of planning and effort expended.

Past experience demonstrates that only limited edition items bring success. If the subcommittee chooses to sell merchandise as a fundraiser, remember the C&E Committee liaison is responsible for signing all contracts, including purchase orders. Make sure that all Areas within the Region have an opportunity to distribute merchandise. The Liaison can help with distribution.

C&E sponsored events are to be allowed a fundraising table for the whole weekend at other C&E sponsored events. Fundraising chair should coordinate with the Liaison who will confirm with their counterpart.

All NA copyright logos shall appear only with the registered trademark symbol.

Flyers shall not include any member's phone number or home address.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee within thirty days of the closing of the convention. The report to include: detailed information on the funds raised and an overview of the convention process, lessons learned and suggestions for successors, as well as suggested Timeline and Guideline changes.

Post at all events: There are no Refunds. We do not refund paid event tickets. We do not replace lost registration packages.

RAFFLES: Discussion with host committee prior to holding a raffle – i.e. determine how to account for tickets vs. monies, need to determine price per ticket, etc – prior to holding raffle.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

**RECOVERY EVENT
MERCHANDISE ORDER FORM**

QUANTITY	ITEM	COLOR	SIZE	PRICE	TOTAL
	MERCH. TOTAL				

PAYMENT CASH _____ CHECK _____ CHARGE _____

ORDER TAKEN/FILLED BY	
MONEY RECEIVED	

HOSPITALITY SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at year's minutes and reports for your respective subcommittees budgets.

The hospitality subcommittee serves as the convention host. The members on this subcommittee have a lot of contact with the attending members.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

Create budget and include projected income.

Coffee prices change all the time. Coffee, if provided, is limited to the Hospitality room. The Hospitality room is used more when the only place to get free coffee is there.

Frequently this subcommittee assumes the duties of the Billeting subcommittee.

This subcommittee provides a room where free snacks and/or beverages are served. The room hours are determined by the host committee. Donation Can should be setup in the Hospitality Room. There should be no gambling or sleeping in the hospitality suite. The rules should be posted in the suite.

Do not post members phone numbers or addresses at event.

Pass sign-up sheets around at local Area meetings for volunteers. Verify volunteer commitment two weeks prior to event. Post the Volunteer schedule outside the Hospitality room; volunteers should be planning to be convention registrants.

Consider a Lost & Found department and a Message Board.

All NA copyright logos shall appear only with the registered trademark symbol.

Flyers shall not include any member's phone number or home address.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee within thirty days of the closing of the convention. The report to include: detailed information on the number of pieces of merchandise ordered, number sold, number remaining, and an overview of the convention process, lessons learned and suggestions for successors, as well as suggested Timeline and Guideline changes.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

MARATHON MEETING SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

Frequently, this subcommittee is combined with another subcommittee (perhaps billeting subcommittee if there is one, or Programming).

Schedule Chairpersons for the Marathon meeting (suggested 90 days minimum clean).

Pass sign-up sheets around at local Area meetings for volunteers. Verify volunteer commitment to chair two weeks prior to event. Post the Chairperson schedule outside the meeting room; volunteers should be planning to be convention registrants.

Have a Basic Text and NA Group Readings available at meeting room.

All NA copyright logos shall appear only with the registered trademark symbol.

Flyers shall not include any member's phone number or home address.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors, , as well as suggested Timeline and Guideline changes.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

MERCHANDISE SUBCOMMITTEE

Suggested 5 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

This subcommittee is responsible for selecting the type of merchandise to be sold, and for ensuring the fellowship funds are handled responsibly. A Recovery Event Visa/Cash Policy shall be displayed at all sales locations.

All NA copyright logos shall appear only with the registered trademark symbol.

All artwork selected for reproduction must be accompanied by a signed artist release, prior to reproduction.

This subcommittee works closely with the event treasurer and should be familiar with money handling procedures adopted by the C&E Committee.

Create a budget and include projected income.

Post at all events: There are no Refunds.

Selling prices are based on total costs including artwork, **shipping, handling**, etc. Additionally prices should reflect a 20% – 30% markup. Work closely with the event treasurer & liaison to ensure that the budget for merchandise is balanced.

The C&E Committee has discussed at length the issue of the full phrase Narcotics Anonymous on merchandise to be sold. The C&E Committee has passed a resolution that the full phrase "Narcotics Anonymous" shall not appear on merchandise to be sold at recovery events.

The C&E Committee liaison is responsible for signing **all** contracts including facility or hall rentals, bands, DJs, including merchandise purchase orders, etc.

The Host Committee shall be responsible to order and purchase NA approved literature for sale in the merchandise room for their event. This committee shall provide a list of any literature for the merchandise room & coordinate with other committees to make one literature order.

Merchandise must perform a physical inventory upon receipt of any and all merchandise items. Provide the event treasurer a complete inventory prior to opening the merchandise room for the first time at the

event. Keep an inventory sheet for sales. It makes calculations much easier in the end.

The best deal is when the terms of delivery allow for thirty days for payment.

Review Event Summaries for recent conventions & past conventions near your location to help estimate merchandise quantities.

The C&E Committee retains 10 mugs prior to any sales, to be passed onto future convention fundraising efforts.

Flyers shall not include any member's phone number or home address.

The subcommittee should be conservative when ordering merchandise. The goal is to sell all merchandise.

Pass sign-up sheets around at local Area meetings for volunteers. Verify volunteer commitment two weeks prior to event. Post the volunteer schedule at the Merchandise room; volunteers should be planning to be convention registrants. Volunteers handling money should always do so with a committee member present. **Reminder: THE RECOVERY EVENT MONEY HANDLING PROCEDURE.**

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee within thirty days of the closing of the convention. The report to include: detailed information on the number of pieces of merchandise ordered, number sold, number remaining, and an overview of the convention process, lessons learned and suggestions for successors, as well as suggested Timeline and Guideline changes.

Need Accurate Onsite Order Form that includes description, price, quantity, total, and spot for their name. Must be no smaller than 4" x 6"; see attached example.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

PROGRAMMING SUBCOMMITTEE

Suggested 5 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

The Program subcommittee is responsible for selecting topics, chairpersons, and time of all meetings held at the convention, this may include marathon meetings if it is not a separate committee.

The proposal for workshop topics and scheduling is voted on by the HC.

This subcommittee will schedule all workshops and prepare the written program. Keep in mind the need for a balance of workshops for newcomers, service minded persons and spiritual discussions. Workshops are held to satisfy the needs of our fellowship.

It is important to schedule similar workshops consecutively rather than in the same time slot. This allows interested members to attend an entire series of related workshops rather than having to select between two or more.

Have available a full set of NA Group readings for each workshop room. Make sure they are accounted for after each workshop.

Coordinate with CI and/or Registration to set up a place for speakers to check in when they arrive; this helps in the event of cancellations. Be prepared for no-shows and have a plan for filling these vacancies. **All speaker choices must be approved by the C&E Committee.**

See Speaker Selection Approval Form.

Speakers are not confirmed until approval C&E Committee is complete. Use Speaker approval and Speaker confirmation forms. Be prepared for no-shows.

American Sign Language Interpreters have been used at several events. The host committee as a whole determines whether they will be used, it is strongly urged to have interpreters at Saturday night and Sunday morning meetings. Include expenses for special needs in your budget.

Keep in mind that part of your budget may include sound system rental. This expense may be shared with entertainment.

Speaker recordings are passed on from one committee to the next. Get in touch with the last Programming Subcommittee Chair, if available. The Program committee can solicit recordings from the fellowship on the Pre-Logo Flyer or contact recording vendors.

Arrange for recording of workshops. Frequently, the recording companies will send the subcommittee recordings for speaker selection.

The following guidelines should be followed for all speakers:

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings on a regular basis to help themselves in their recovery. The best speakers seem to be those who address recovery as if their lives, as well as the audience's, depend on it.

Speakers should be provided with at least six months notice so as to allow their schedules to be made. Speakers may also be chosen based on previous speaking engagements at conventions.

There is a five year minimum clean time requirement for main speakers and a two year requirement for workshop speakers, and 6 months clean to chair meetings.

Pass sign-up sheets around at local Area meetings for volunteers or recommended workshop speakers. Send volunteer/nomination request forms with RCM to the Regional Subcommittee Meeting.

Flyers shall not include any member's phone number or home address.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee within thirty days of the closing of the convention. The report to include: a program or, a list of main speakers, workshop speakers, topics, and an overview of the convention process, lessons learned and suggestions for successors, as well as suggested Timeline and Guideline changes.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

WE ARE CARRYING THE MESSAGE...

Our personal conduct is a direct reflection of our program in action. Our behavior affects Narcotics Anonymous as we present ourselves to the public in an attempt to carry the message of recovery to the still suffering addict.

PLEASE:

Help us maintain the condition of the convention facilities at the hotel;

Be conscious of your behavior when dealing with the facility's staff and property;

Dispose of trash and cigarettes properly;

And please, if you spill notify a committee member or facility staff personnel.

Remember YOU may be someone's very first exposure to Narcotics Anonymous.

... OF RECOVERY!
MEETING FORMAT & ANONYMITY STATEMENT

Good Evening/Morning/Afternoon and Welcome to the ____ Annual convention. My name is _____, and I am an addict. May we please pause now for a moment of silence to reflect on why we are here, followed by the Serenity Prayer for those who care to join.

Anonymity Statement:

The fellowship of Narcotics Anonymous is based on spiritual principles, one of which is the concept of personal anonymity at the level of press, radio, and films. This tradition ensures that one member's personal opinions, identity and circumstances are never held in higher esteem than the program as a whole.

We ask your help in maintaining our tradition of personal anonymity by not identifying our members by name or in full face photos as "Members of Narcotics Anonymous."

If you desire further information about our fellowship, please contact our Convention Information Chair, _____ at the Convention Information table.

BEHAVIOR STATEMENT (Tradition 4 page 155 It Works How and Why) - READ: It's also important to consider how we're viewed by society. When NA meetings first began in many places, it was illegal for addicts to meet under any circumstances. Even where meetings are legal, the public often views groups of addicts with alarm. Until NA has established a good public reputation, it may be difficult for addicts to find meeting places. If our behavior as NA members is still destructive and selfish, we will once again have difficulty meeting openly. We help protect our reputation as a fellowship when we use our meeting facilities with respect, keeping them clean and in good repair. We should take care to act like good

neighbors, conducting ourselves respectfully...If the public reputation of Narcotics Anonymous is somehow impaired, addicts may die.

Photos, Videos, and Social Media – We recognize that it is a common practice for members to take photos and videos at NA events and post them on social networks. We do not believe this to be in conflict with our traditions so long as they are for the enjoyment of members and are not made available to the general public. Please be considerate of our guiding principles and the anonymity of others as you share your photos and videos from this NA event. For more information, please see the service pamphlet Social Media and Our Guiding Principles.

I have asked _____ to please read:

- _____ Who Is An Addict?
- _____ What Is the NA Program?
- _____ Why Are We Here?
- _____ How It Works;
- _____ Just for Today;
- _____ The Twelve Traditions.

SPEAKER SELECTION APPROVAL FORM

Clean & Free MAIN SPEAKERS

It is the opinion of the committee that the speakers meet the guidelines for speaker selection attached.

1) For Friday Night --- Speaker Name _____

Home City & State _____, _____

Years/Recovery _____

The program Committee has heard this individual speak Yes No

The speaker was recommended by _____

2) For Saturday Night --- Speaker Name _____

Home City & State _____

Years/Recovery _____

The program Committee has heard this individual speak Yes No

The speaker was recommended by _____

3) For Sunday Morning --- Speaker Name _____

Home City & State _____

Years/Recovery _____

The program Committee has heard this individual speak Yes No

The speaker was recommended by _____

The following guidelines should be followed for all speakers:

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings on a regular basis to help themselves in their recovery. The best speakers seem to be those who address recovery as if their lives, as well as the audience's, depend on it. (*excerpt from World Convention Guidelines 1988*).

Speakers should be provided with at least six months notice so as to allow their schedules to be made. Speakers may also be chosen based on previous speaking engagements at conventions. There is a five year minimum clean time requirement for main speakers and a one year requirement for workshop speakers.

**SPEAKER SELECTION APPROVAL FORM
WORKSHOP SPEAKERS**

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

The program Committee has heard these individuals speak Yes No

It is the opinion of the committee that the speaker meets the guidelines for speaker selection.

REGISTRATION SUBCOMMITTEE

Suggested 5 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

All NA copyright logos shall appear only with the registered trademark symbol.

The Registration Subcommittee is one of the busiest parts of the convention. Work closely with Arts & Graphics Subcommittee to ensure flyer is produced within the timeline.

Keep accurate records of pre-registrants for next year's committee. Make sure the newcomer packages are separate from the registrations to be sold at the event.

Coordinate the purchase of any pre-registration merchandise with Event Treasurer and Merchandise Chair, be sure to include picture of the item and logo on pre-reg flyer and online registration. Be sure to select a cut off date for pre registration that allows for ordering and receiving merchandise before the convention.

Creating pre-registration flyer – be sure to include: please fill out form completely. Email, phone number and complete address.

Order form for registration (copy from merchandise)

Select the merchandise for the registration packet. The C&E Committee liaison is responsible for signing **all** contracts, including facility or hall rentals, bands, DJs, including merchandise purchase orders, etc. This is for liability purposes.

Keep track of ticket numbers. Establish safeguards for accurate count of registration and event purchases. To ensure more tickets aren't sold than seats available. .

Listing the meal menu at the registration table may assist in sales of meal tickets. Works with Liaison to get the meal pricing to include on registration flyer.

This subcommittee works closely with the event treasurer and the C&E Liaison and should be familiar with the money handling procedures adopted by the C&E Committee.

Post at all events: There are no Refunds We do not refund paid event tickets. We do not replace lost registration packages.

A Recovery Event Debit/Cash Policy shall be displayed at all locations – C&E Treasurer will post at all sales points.

Transfer policy: Any pre-registration packet sold or given away must have confirmation of that transfer, in writing, presented to retrieve the packet. The host committee should state the transfer policy (similar to the refund policy) on the registration confirmation letter / registration flyer (see page 71 Recovery Event Host Committee Guide).

Registration badges should not be used to identify event sales. Tickets are more easily given away or sold.

Create Budget and include projected income. (See Budget Template)

Ensure that the facility information and map are not on the tear-off portion to the registration form. Cut-off dates for pre-registration should be not less than two (2) weeks before the event.

Flyers shall not include any member's phone number or home address.

Pass sign-up sheets around at local Area meetings for volunteers.

Coordinate with Liaison to get registration information to the C&E Website coordinator to post for online registration.

Mail-in registrations flow through Treasurer first, then receipts and registration forms are given to the registration chair for tracking, and create a registration spreadsheet for accountability. Event Treasurer and Registration chair should compare and reconcile their separate tracking sheets on a frequent basis, to ensure accuracy.

All mail-in registrations should have a confirmation letter sent to each registrant.

Verify volunteer commitment two weeks prior to event. Post the volunteer schedule at the Registration table; volunteers should be planning to be convention registrants.

Volunteers handling money should always do so with a committee member present. **Remember: THE RECOVERY EVENT MONEY HANDLING PROCEDURE.**

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee within thirty days of the closing of the convention. The report to include: detailed information on the number of meals served, the number of meals guaranteed, the number of pre-convention and on-site registrations, and an overview of the convention process, lessons learned and suggestions for successors, as well as suggested Timeline and Guideline changes.

The committee is the key in distributing flyers to the Areas and surrounding Regions. Use Regional Delegate Team for distribution to WSC, Zonal Forum, and other regions. Work closely with liaison, coordinate so as not to duplicate. The C&E Committee Liaison has a duty to ensure Flyer distribution, and will assist.

Have box of pre-registration flyers available at every host committee meeting for distribution. Solicit host committee members pre-registrations as soon as possible. All Host Committee members must be registered to support their event, (i.e. basic registration packets). Encouraged to register for as much of the convention as possible.

All excess registration packets or registrations merchandise not sold at events is to be turned over to the C&E Committee at the end of the event for fundraising efforts at future events.

SERENITY KEEPERS SUBCOMMITTEE

Suggested 3 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize you are a member of the fundraising committee.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings. Have a strong vice chair at least for the event so that chair is not left working the entire convention.

Propose a serenity keepers shirt logo/design to present to host committee

Determine number of serenity keepers needed and how many shirts needed as well as sizes. For Clean & Free 80 serenity keeper shirts is generally sufficient. Serenity keepers should plan to work at least 4-6 hours to receive a shirt.

Get Bids for shirts to present to host committee.

Have shirts made in time to be at the convention.

Work with all other Host Committee chairs to determine schedule of when and how many serenity keepers are needed

Pass sign-up sheets around at local Area meetings for volunteers. (90 day clean time requirement) Verify volunteer commitment to work in the month preceding event and again two weeks prior to the event. Post the serenity keepers schedule at the Serenity Keepers table. Volunteers should be planning to be convention registrants.

All NA copyright logos shall appear only with the registered trademark symbol.

Flyers shall not include any member's phone number or home address.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors. As well as suggested Timeline and Guideline changes.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

VENDOR BID LETTER
(Sample)

FSA
P.O. BOX 55064
Seattle Washington 98155-0064

Date

Name of Business (VENDOR)
Anystreet
Anytown, ST 99999

You have been selected by our committee to submit a bid for goods or services for the upcoming Washington Northern Idaho Regional Convention. As the directors of this organization we would like you to understand our process to eliminate any possible confusion and misunderstandings.

At this point, we are shopping for the best service and prices from a number of vendors, including yours. You and your company have been selected based on the preliminary examination of our needs. We would like to hear what your company has to offer us. The submission of the bid in no way guarantees that your company will be selected to provide these goods and services. This is a request for a bid offer only. To be considered, a bid must be submitted by _____. After all bids are received from the vendors, we will select the company that best suits our needs.

After the selection process is complete you will be notified in writing of our acceptance or rejection of your offer. Until you have received written notification, the bid process will remain open. You may elect not to participate in this process. If that is your decision we would appreciate knowing as soon as possible.

Attached is a list of the items we are interested in.
(include # of shirts etc. and # of colors to be printed)

Sincerely,
_____, FSA Director

VENDOR ACCEPTANCE LETTER
(Sample)

FSA
P.O. BOX 55064
Seattle Washington 98155-0064

Date

Name of Business (VENDOR)
Anystreet
Anytown, ST 99999

Congratulations! You have been selected by our committee to provide goods and services. After careful consideration of the bids submitted we chose your company to purchase our merchandise items.

_____, the Committee Merchandise Chair will be in contact with you to work out the details.

We are looking forward to doing business with your company.

Sincerely,

_____, FSA Director
_____, Merchandise committee chair

VENDOR BINDER
(Sample Vendor Binder Letter)

FSA
P.O. BOX 55064
Seattle Washington 98155-0064
Date

Name of Business
Anystreet
Anytown, ST 99999

RE: Binder to our agreement

Dear Mr./Ms. Doe:

The follow assurances are required for the C&E Committee to conduct business with your company:

- 1) A proof of the printed merchandise must be presented prior to payment of any deposits.
- 2) The C&E Committee's representative must sign approval of proof before production of printed merchandise is authorized.

Please indicate your acceptance of these terms by initialing each of the above numbered paragraphs and return this letter to the undersigned within 10 days of the date indicated on the letter. Please keep a copy of this letter for your records.

Thank you for your anticipated cooperation in this matter.

Sincerely,

Name/C&E Committee member

OUTSIDE VENDOR CONTRACT

This agreement is entered into on _____ day of _____, _____ between the FSA, whose address is PO Box 55064, Seattle WA., 98155-0064 and _____ (hereafter referred to as the Vendor), whose address is: _____ Whereas, the FSA is conducting an event known as _____ on _____ at _____ (hereafter referred to as the Event).

1. Time and place of delivery: Delivery of the personal services called for in this agreement will be at the event location specified above. The time and duration of the services shall be:
2. Services to be provided: Vendor shall sell only pre-approved merchandise consisting of _____ as per the time and duration specified in paragraph (1).
3. Payment: Vendor shall receive compensation only by sales of specified merchandise at the event. Said Vendor shall pay to the HC a fee of \$ _____ prior to any sales at the event. The Vendor shall receive an approval permit prior to the event and shall display the permit at the sales location at all times.
4. Conditions on Privacy: The Event that the FSA is sponsoring is considered a "private party" and, as such, the FSA is not engaged in any publicity of the Event outside direct contact with the members of the NA fellowship. The FSA desires that no publicity of the Event be made privately or publicly by anyone associated with the Event. In recognition of the desires of the FSA, Vendor agrees not to advertise or to publicize this engagement in any manner.
5. Requirement for drug free employment: The membership of the association of individuals for which the FSA is conducting this Event has as its primary purpose the maintenance of a lifestyle that is abstinent from "all drugs that are considered mind or mood altering, including alcohol" (hereafter referred to as Drugs). Because participants of this Event are all members, and it is in furtherance of their goals, it is the expectation of the members and therefore the FSA that all persons associated with the Event also be abstinent from all Drugs while attending or vending at this Event. It is further understood and agreed that the Vendor and their agents and guests will not arrive at the Event while in a condition considered by the FSA to be "under the influence", further that the Vendor and their agents and guests will not bring onto the property where the Event is to be held, any Drugs during the engagement. This measure is included in this agreement to affirm the FSA's philosophy regarding the use of such substances and as protection of the FSA and it's members and guests.
6. Unsold items, specially designed or created for sale at this event, that bear the event logo or name become the property of the FSA. No items bearing the logo of the event shall be sold by the Vendor after the close of the event except by specific written permission of the FSA.
7. Default: If either party is in default of any portion of this agreement, the non-defaulting party shall provide written notice of default to the defaulting party setting forth with particularity the nature and extent of the default. The defaulting party shall then have a period of fifteen (15) days to cure the default completely. If the default is not completely cured within said fifteen (15) day period, then at the option of the non-defaulting party, the Agreement shall be terminated, and all licenses, obligations and rights granted hereunder shall be terminated, except outstanding obligations of accounting and payment. The non-defaulting party shall maintain all other rights at law and in equity it may have.

8. The Vendor agrees that neither the company, its owners, nor its employees shall bring any claims of any kind against any persons or associations affiliated with the _____ event, including: The Committee, The Fellowship Services Association, The Regional Service Committee, Narcotics Anonymous (or any of their members), The Facility and its employees, as a result of any injuries, expenses, losses, or damages that the Vendor may suffer in any way related to this contract, whether such claims are known or unknown, or arise in the future.

9. Attorneys fees and Jurisdiction: In the event that any dispute arises between the FSA and Vendor, the prevailing party shall be entitled to recover reasonable attorney's fees as an additional element of cost. Any dispute shall be settled by the Thurston, Pierce, or King County Dispute Resolution Centers in Washington State.

10. Additional Requirement: The following space shall be used to incorporate additional requirements or agreements known at the time of the signing of the agreement:

Accepted and agreed to:

Vendor

Date:

FSA Director (Liaison)

Date:

**FSA – HOST COMMITTEE
FUNDING REQUEST OR BUDGET REQUEST**

DATE: _____ SUBMITTED BY: _____

PAYABLE TO: _____ AS: _____

REQUEST IS FOR: FUNDING _____ ADVANCE _____ REIMBURSEMENT _____

DESCRIPTION OF REQUEST:

Travel / Gas \$ _____

Copying \$ _____

Postage \$ _____

Other _____ \$ _____

ATTACH RECEIPTS FOR REIMBURSEMENTS **TOTAL \$** _____

APPROVED: YES _____ NO _____ MOTION # _____ TREASURER INITIALS _____ CHECK # _____

**FSA – HOST COMMITTEE
FUNDING REQUEST OR BUDGET REQUEST**

DATE: _____ SUBMITTED BY: _____

PAYABLE TO: _____ AS: _____

REQUEST IS FOR: FUNDING _____ ADVANCE _____ REIMBURSEMENT _____

DESCRIPTION OF REQUEST:

Travel / Gas \$ _____

Copying \$ _____

Postage \$ _____

Other _____ \$ _____

ATTACH RECEIPTS FOR REIMBURSEMENTS **TOTAL \$** _____

APPROVED: YES _____ NO _____ MOTION # _____ TREASURER INITIALS _____ CHECK # _____

EVENT SUMMARY SHEET

NAME OF EVENT _____

LOCATION OF EVENT _____

DATE OF EVENT _____

DATE OF SUMMARY _____

TOTAL PRE REG NEW COMER DONATIONS _____

TOTAL ON SITE NEW COMER DONATIONS _____

EVENT THEME _____

PRICE	PRE-CONV	AT
FRI DAN	_____	_____
SAT DAN	—	—
SAT DIN	—	—
SUN BRE	—	—
CUPS	_____	_____
	—	—
	—	—

T-SHRTS

SWT/SH

		TOTAL REGIST. AT EVENT	
TOTAL PRE-REGISTRATIONS	—		—
NUMBER DINNERS GUARANTEED	—	NUMBER OF DINNERS SOLD	—
NUMBER OF BREAKFAST GUARANTEED	—	NUMBER OF BREAKFASTS SOLD	—
FRIDAY DANCE TICKETS SOLD	—	SATURDAY DANCE TICKETS SOLD	—
NUMBER OF T-SHIRTS ORDERED	—	NUMBER OF T-SHIRTS SOLD	—
NUMBER OF SWEATSHIRTS ORDERED	—	NUMBER OF SWEATSHIRTS SOLD	—
NUMBER OF CUPS ORDERED	—	NUMBER OF CUPS SOLD	—
NUMBER OF _____ ORDERED	—	NUMBER OF _____ SOLD	—
NUMBER OF _____ ORDERED	—	NUMBER OF _____ SOLD	—
NUMBER OF _____ ORDERED	—	NUMBER OF _____ SOLD	—
NUMBER OF _____ ORDERED	—	NUMBER OF _____ SOLD	—

FINANCIAL ITEMS:

COMMITTEE	BUDGET	ACTUAL	PROJ	ACTUAL	NET
	EXPEN	L EXPEN	INCOME	INCOME	\$
ADMIN	—	—	—	—	—
ARTS & GRAPHICS	—	—	—	—	—
CONV INFO	—	—	—	—	—
ENTERTAINMENT	—	—	—	—	—
FUNDRAISING	—	—	—	—	—

Personal Service Agreement

This agreement is entered into on _____ day of _____, 19 _____ between the Fellowship Services Association, (hereafter referred to as the FSA) whose address is PO Box 55064, Seattle WA., 98155-0064 and

_____(hereafter referred to as Performer), whose address is:

_____ Whereas, the FSA is

conducting an event known as _____ on _____ at (hereafter referred to as the Event).

1. Time and place of delivery: Delivery of the personal services called for in this agreement will be at the event location specified above. The time and duration of the services shall be:
2. Services to be provided: Performer shall provide entertainment consisting of _____ as per the time and duration specified in paragraph (1). Performer shall provide and pay for professional sound and lighting systems and operators for systems as appropriate.
3. Payment: Performer shall be paid the full fee of _____ following the first set, during the first break. This amount will constitute full payment of services to be provided.
4. Union considerations: If Performer is a member of any guild and is required by virtue of that membership to participate in a work action that affects or prohibits their ability to perform their services at the time and place of the Event; Performer shall immediately notify the FSA. If the facility for the event requires payment of fees or dues or membership fees or dues in order for Performer to provide services at this Event, the payment of such fees or dues shall be the responsibility of Performer. If there is a stop work action (a strike or lock out) that prohibits Performer from entering the facility and providing services, or if Performer voluntarily elects to honor such stop work action of others associated with the facility or work community and therefore fails to deliver services for which this agreement is written, Performer shall immediately notify the FSA.
5. Conditions on Privacy: The Event that the FSA is sponsoring is considered a "private party" and, as such, the FSA is not engaged in any publicity of the Event outside direct contact with the members of the NA fellowship. The FSA desires that no publicity of the Event be made privately or publicly by anyone associated with the Event. In recognition of the desires of the FSA, Performer agrees not to publicize this engagement in any manner, specifically to avoid listing this engagement in news releases or posted notices of "dates" where Performer will appear and avoid reference to this engagement at other events Performer appears at that are prior to this Event.
6. Requirement for drug free employment: The membership of the association of individuals for which the FSA conducting this Event has as its primary purpose the maintenance of a lifestyle that is abstinent from "all drugs that are considered mind or mood altering, including alcohol" (hereafter referred to as Drugs). Because participants of this Event are all members, and it is in furtherance of their goals, it is the expectation of the members and therefore the FSA that all persons associated with the Event also be abstinent from all Drugs while attending or performing at this Event. It is further understood and agreed that Performer and their agents and guests will not arrive at the Event while in a condition considered by the FSA to be "under the influence", further that Performer and their agents and guests will not bring onto the property where the Event is to be held, any Drugs during the engagement. This measure is included in this agreement to affirm the FSA's philosophy regarding the use of such substances and as protection of the FSA and it's members and guests.

7. Prohibition against photography and video recording: Personal anonymity is an element of the basic participation philosophy for the association of individuals for whom this Event is intended. Accordingly, the FSA desires that no video photography or film photography be permitted, except by specified written permission of the FSA. As a protection for the members of the association, Performer and their agents and guests are not authorized to photograph by film or video the Event or members attending the Event.
8. Default: If either party is in default of any portion of this agreement, the non-defaulting party shall provide written notice of default to the defaulting party setting forth with particularity the nature and extent of the default. The defaulting party shall then have a period of fifteen (15) days to cure the default completely. If the default is not completely cured within said fifteen (15) day period, then at the option of the non-defaulting party, the Agreement shall be terminated, and all licenses, obligations and rights granted hereunder shall be terminated, except outstanding obligations of accounting and payment. The non-defaulting party shall maintain all other rights at law and in equity it may have.
9. Attorneys fees and Jurisdiction: In the event that any dispute arises between the FSA and Performer, the prevailing party shall be entitled to recover reasonable attorneys fees as an additional element of cost. Any dispute shall be settled by the Thurston, Pierce, or King County Dispute Resolution Center in Washington State.
10. Additional Requirement: The following space shall be used to incorporate additional requirements or agreements known at the time of the signing of the agreement: _____

Accepted and agreed to:

FSA Director: _____

Performer: _____

Date: _____

Date: _____

RECORDING COMPANY AGREEMENT

This agreement is entered into on _____ day of _____, _____ between the Regional Conventions Association, (hereafter referred to as the FSA) whose address is PO Box 55064, Seattle WA., 98155-0064 and _____ (hereafter referred to as the recording company), whose address is: _____ Whereas, the FSA is conducting an event known as _____ on _____ at _____ (hereafter referred to as the Event).

- 1. Time and place of delivery: Delivery of the personal services called for in this agreement will be at the event location specified above. The time and duration of the services shall be:
- 2. Services to be provided: Recording company shall provide services consisting of _____ as per the time and duration specified in paragraph (1). Recording company shall provide and pay for professional sound & recording systems and operators for systems as appropriate.
- 3. Payment: Recording company shall receive compensation only by sales at the event or by catalog. This amount will constitute full payment of services to be provided.
- 4. Requirement for drug free employment: The membership of the association of individuals for which the FSA is conducting this Event has as its primary purpose the maintenance of a lifestyle that is abstinent from "all drugs that are considered mind or mood altering, including alcohol" (hereafter referred to as Drugs). Because participants of this Event are all members, and it is in furtherance of their goals, it is the expectation of the members and therefore the FSA, that all persons associated with the Event also be abstinent from all Drugs while attending or performing at this Event. It is further understood and agreed that the recording company and their agents and guests will not arrive at the Event while in a condition considered by the FSA to be "under the influence", further that recording company and their agents and guests will not bring onto the property where the Event is to be held, any Drugs during the engagement. This measure is included in this agreement to affirm the FSA's philosophy regarding the use of such substances and as protection of the FSA and it's members and guests.
- 5. Default: If either party is in default of any portion of this agreement, the non-defaulting party shall provide written notice of default to the defaulting party setting forth with particularity the nature and extent of the default. The defaulting party shall then have a period of fifteen (15) days to cure the default completely. If the default is not completely cured within said fifteen (15) day period, then at the option of the non-defaulting party, the Agreement shall be terminated, and all licenses, obligations and rights granted hereunder shall be terminated, except outstanding obligations of accounting and payment. The non-defaulting party shall maintain all other rights at law and in equity it may have.
- 6. Attorneys fees and Jurisdiction: In the event that any dispute arises between the FSA and Performer, the prevailing party shall be entitled to recover reasonable attorneys fees as an additional element of cost. Any dispute shall be settled by the Thurston, Pierce, or King County Dispute Resolution Center in Washington State.
- 7. The recording company agrees that the recordings shall be available for sale at Narcotics Anonymous events only, through a catalog listing Narcotics Anonymous Speakers only, or by mail order request.
- 8. Additional Requirement: The following space shall be used to incorporate additional requirements or agreements known at the time of the signing of the agreement:

Accepted and agreed to:

FSA Director
Date: _____

Performer:
Date: _____

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PAST EVENT SUMMARY SHEETS

RECOVERY EVENT SUMMARY SHEET

NAME OF EVENT: Clean & Free by the Sea 2000

DATE OF SUMMARY: April 26, 2000

Total number of registrations: 1000
295

Total Number of pre-registrations:

Number of dinners guaranteed: 0

Number of dinners sold: 0

Number of breakfasts guaranteed: 0

Number of breakfast sold: 0

Dance tickets sold: Friday: 759

Saturday: 1173

Proceeds from auction: \$638

Number of items auctioned: 15

Number of T-Shirts sold: 276

Number of mugs sold: 332

Number of sweatshirts sold: 144

Amount of funds raised before the event: \$3,789

Types of funds raising: Raffles (2), Memory Photos, Sweatshirts, and Stuff

Committee Reports

Committee:	Original Budgeted Expenses	Actual Expenses	Original Projected Income	Actual Income
Executive	<u>\$774.50</u>	<u>\$399.26</u>		
Arts and Graphics	<u>\$935.00</u>	<u>\$560.70</u>		
Childcare	<u>\$-----</u>	<u>\$-----</u>		
Convention Info	<u>\$285.00</u>	<u>\$ 0.00</u>		
Entertainment	<u>\$2,000.00</u>	<u>\$1,718.54</u>	<u>\$8,000.00</u>	<u>\$10,125.00</u>
Fundraising	<u>-----</u>	<u>\$1,140.72</u>	<u>-----</u>	<u>\$4,427.00</u>
Hotels & Hospitality	<u>-----</u>	<u>\$1,140.00</u>	<u>-----</u>	<u>-----</u>
Merchandising	<u>\$7,275.00</u>	<u>\$7,872.57</u>	<u>\$11,440.00</u>	<u>\$12,391.00</u>
Programming	<u>\$ 371.00</u>	<u>\$ 223.34</u>		
Registration	<u>\$2,758.98</u>	<u>\$2,377.16</u>	<u>\$5,000.00</u>	<u>\$5,000.00</u>
Totals	<u>\$14,500.98</u>	<u>\$15,382.29</u>	<u>\$24,440.00</u>	<u>\$31,943.75</u>
Newcomer Donations	<u>\$862.00</u>			

- 120 for Basic Texts
- 40 for Registration Packets
- 702 Transferred to C&F 2001

CHECKLIST – After the event, the following shall be given to the C&E Committee.

- _____ Checkbook, Check Register upon completion of the event.
- _____ Complete set of books
- _____ Complete set of minutes
- _____ Final Written Report

RECOVERY EVENT SUMMARY SHEET

NAME OF EVENT: Clean & Free by the Sea 2001

DATE OF SUMMARY: March 31, 2001

Total number of registrations: 1248

Total Number of pre-registrations: 463

Number of dinners guaranteed: 0

Number of dinners sold: 0

Number of breakfasts guaranteed: 440

Number of breakfast sold: 441

Dance tickets sold: Friday: 597

Saturday: 1200

Proceeds from auction: \$940

Number of items auctioned: 38

Number of T-Shirts sold: 150 SS & 141 LS

Number of mugs sold: 450 +/-

Number of sweatshirts sold: 164

Other Income: Jeweler = \$500.00 & Recovery Rocks \$330.25

Amount of funds raised before the event: \$2,067

Types of funds raising: Raffles (2), Memory Photos, Bandannas, and Yo-Yo's

Committee Reports

Committee:	Original Budgeted Expenses	Actual Expenses	Original Projected Income	Actual Income
Executive	<u>\$892.00</u>	<u>\$344.18</u>		
Arts and Graphics	<u>\$1,000.00</u>	<u>\$906.55</u>		
Convention Info	<u>\$400.00</u>	<u>\$158.85</u>		
Entertainment	<u>\$1,737.75</u>	<u>\$2,177.80</u>	<u>\$10,000.00</u>	<u>\$7,493.00</u>
Fundraising	<u>\$1,300.00</u>	<u>\$ 730.60</u>	<u>\$ 2,590.00</u>	-----
Hotels & Hospitality	<u>\$8,500.00</u>	<u>\$1,300.00</u>	-----	-----
Merchandising	<u>\$11,015.34</u>	<u>\$10,813.71</u>	-----	-----
Programming	<u>\$ 1,275.75</u>	<u>\$ 713.44</u>		
Registration	<u>\$4,290.00</u>	<u>\$3,921.66</u>	<u>\$8,400.00</u>	<u>\$6,240.00</u>
Totals	<u>\$30,410.84</u>	<u>\$21,066.79</u>	<u>\$33,320.00</u>	<u>\$29,283.00</u>
Newcomer Donations	<u>\$ 1,293.50</u> (\$702 from C&F 2000)			
	- 702 for Give Away Literature			
	- 315 for 63 Registration Packets			
	- 350.50 Transferred to C&F 2002			

CHECKLIST – After the event, the following shall be given to the C&E Committee.

- _____ Checkbook, Check Register upon completion of the event.
- _____ Complete set of books
- _____ Complete set of minutes
- _____ Final Written Report

RECOMMENDATIONS – For your one C&E Committee Board of Directors position (Tambra Morton) Position: Vice-Chair Phone: 360-266-8434

EVENT SUMMARY SHEET

NAME OF EVENT: Clean & Free by the Sea 2002	PRICE	PRE-CONV	AT
LOCATION OF EVENT: Ocean Shores Convention Center	FRI DAN	5.00	5.00
DATE OF EVENT: March 8 th , 9 th , 10 th , 2002	SAT DAN	6.00	6.00
DATE OF SUMMARY: June 7, 2002	SAT LIVE	8.00	8.00
TOTAL NEW COMER DONATIONS: \$725.00	SUN BREAK	16.00	16.00
EVENT THEME: Coming in From the Storm, Welcome Home!	T-Shirts lg slv	17.00	17.00
T-shirt sht slv		10.00	10.00
Mugs		5.00	5.00
Sweatshirt		25.00	25.00
Hooded		30.00	30.00
Pants		20.00	20.00
Fleece		60.00	60.00

TOTAL PRE-REGISTRATIONS	345	TOTAL REGIST. AT EVENT	Unknown
NUMBER DINNERS GUARANTEED	0	NUMBER OF DINNERS SOLD	0
NUMBER OF BREAKFAST GUARANTEED	425	NUMBER OF BREAKFASTS SOLD	504
FRIDAY DANCE TICKETS SOLD	921	SATURDAY DANCE TICKETS SOLD	1121
		SATURDAY LIVE TICKETS SOLD	872
NUMBER OF PRE-REG SHIRTS ORDERED		NUMBER OF PRE-REG SHIRTS SOLD	
NUMBER OF T-SHIRTS ORDERED	299	NUMBER OF T-SHIRTS SOLD	299
NUMBER OF SWEATSHIRTS ORDERED	88	NUMBER OF SWEATSHIRTS SOLD	88
NUMBER OF CUPS ORDERED	504	NUMBER OF CUPS SOLD	485
NUMBER OF HOODED SWEATSHIRTS ORDERED	75	NUMBER OF HOODED SWEATSHIRTS SOLD	75
NUMBER OF SWEAT PANTS ORDERED	42	NUMBER OF SWEAT PANTS SOLD	42
	142		
NUMBER OF FLEECE PULLOVERS ORDERED	120	NUMBER OF FLEECE PULLOVERS SOLD	74

FINANCIAL ITEMS:

COMMITTEE	BUDGET	ACTUAL	PROJ	ACTUAL	NET
	EXPENSE	EXPENSE	INCOME	INCOME	\$
ADMIN	\$1,140.50	\$228.33	----	----	
ARTS & GRAPHICS	\$1,388.88	\$482.54	----	----	
CONV INFO	\$426.25	\$67.47			
ENTERTAINMENT	\$5,178.60	\$4,519.92	\$8,650.00	\$18,307.00	
FUNDRAISING	\$5,379.02	\$4,486.14	\$9,871.00	\$6,825.50	
HOSPITALITY	\$10,052.81	\$9,218.96	\$6,800.00	\$8,064.00	
MERCHANDISING	\$16,621.75	\$7,335.72	\$22,392.00	\$10,432.54	
PROGRAMMING	\$971.25	\$885.49			
REGISTRATION	\$4,347.00	\$4,213.76	\$7,500.00	\$8,593.00	
MEALS					

CONVENTION TOTALS:

TOTAL EXPENSE	\$31,438.33	
TOTAL INCOME		\$52,222.04
NET EXCESS /		\$20,783.71

CHECKLIST: AFTER THE EVENT THE FOLLOWING SHALL BE GIVEN TO THE C&E

- Checkbook and Check Register Upon Completion of Audit**
- CD of Microsoft Money 05 Complete Set of Minutes**
- Computer Disk of Financial Details**
- Final Written Report**

EVENT SUMMARY SHEET

NAME OF EVENT: Clean & Free 2004

LOCATION OF EVENT: Ocean Shores, WA

DATE OF EVENT: March 12 – 14, 2004

DATE OF SUMMARY: May 2004

TOTAL NEWCOMER DONATIONS: \$1,023.77

EVENT THEME: Step by Step WE Are Free

PRICE	PRE-CON V	AT
Friday Dance	\$6.00	\$6.00
Saturday Dance	\$6.00	\$6.00
Saturday Dinner	\$6.00	\$6.00
Sunday Breakfast	\$16.00	\$16.00
Cups	\$5.00	\$5.00

T-Shirts		\$10.00	\$10.00
Swt/Sh		\$20.00	\$20.00
NUMBER OF PRE-REGISTRATIONS	717	REGISTRATIONS AT EVENT	483
NUMBER OF DINNERS GUARANTEED	0	NUMBER OF DINNERS SOLD	197
NUMBER OF BREAKFAST GUARANTEED	400	NUMBER OF BREAKFASTS SOLD	400
FRIDAY DANCE TICKETS SOLD	987	SATURDAY DANCE TICKETS SOLD	1200
NUMBER OF T-SHIRTS ORDERED	272	NUMBER OF T-SHIRTS SOLD	272
NUMBER OF SWEATSHIRTS ORDERED	178	NUMBER OF SWEATSHIRTS SOLD	178
NUMBER OF CUPS ORDERED	526	NUMBER OF CUPS SOLD	526
NUMBER OF JERSEYS ORDERED	84	NUMBER OF JERSEYS SOLD	84
NUMBER OF DENIM JACKETS ORDERED	50	NUMBER OF DENMIN JACKETS SOLD	50
NUMBER OF SWEATPANTS ORDERED	26	NUMBER OF SWEATPANTS SOLD	25
NUMBER OF HATS ORDERED	48	NUMBER OF HATS SOLD	48

FINANCIAL ITEMS:

COMMITTEE	BUDGET EXPENSE S	ACTUAL EXPENSE S	PROJECTE D INCOME	ACTUA L INCOM E	NET \$
ADMIN	\$1,150.00	\$531.65	0	0	(531.65)
ARTS & GRAPHICS	\$1,100.00	\$988.33	0	0	(\$988.33)
CONV INFO	\$766.00	\$138.49	0	0	(\$138.49)
ENTERTAINMENT	\$3,200	\$2,878.00	0	\$18,730.00	\$15,852.00
FUNDRAISING	\$3,550.00	\$3,557.07	0	\$8,594.84	\$5,037.77
CONVENTION CENTER	\$1,400.00	\$1,400.00	0	0	(\$1,400.00)
HOSPITALITY	\$1,000.00	\$7,167.12	\$8,644.00	\$7,678.00	510.88
MERCHANDISING	\$12,388.95	\$10,522.89	0	\$16,580.00	\$6,057.11
PROGRAMMING	\$3,300.00	\$2,101.31	0	0	(\$2,101.31)
REGISTRATION	\$5,302.50	\$4,798.48	0	\$5,975.00	\$1,176.52
VENDORS		0	0	\$1,163.00	\$1,163.00

CONVENTION TOTALS:	TOTAL COSTS	\$34,083.34
	TOTAL INCOME	\$58,720.84
	NET EXCESS (LOSS)	\$24,637.50

Checklist: after the event the following shall be given to the C&E Committee:

- Checkbook and Check Register Upon Completion of Audit
- Computer Disk of Financial Details
- Disk of Money File

- Complete Set of Minutes
- Final Written Report

EVENT SUMMARY SHEET

NAME OF EVENT: Clean & Free 2005

LOCATION OF EVENT: Ocean Shores, WA

DATE OF EVENT: March 10 – 13, 2005

DATE OF SUMMARY: April 24, 2005

TOTAL NEWCOMER DONATIONS: \$1,545

EVENT THEME: Igniting the Desire

PRICE	PRE-CON V	AT
Friday Dance		\$6.00
Saturday Dance		\$6.00
Saturday Dinner		\$5.00
Sunday Breakfast		\$18.00
Cups		\$7.00

Towels		\$20.00	
Thursday Dance			\$7.00
NUMBER OF PRE-REGISTRATIONS	693	REGISTRATIONS AT EVENT	1500
NUMBER OF DINNERS GUARANTEED	334	NUMBER OF DINNERS SOLD	587
NUMBER OF BREAKFAST GUARANTEED	400	NUMBER OF BREAKFASTS SOLD	400
FRIDAY DANCE TICKETS SOLD	754	SATURDAY DANCE TICKETS SOLD	1078
NUMBER OF T-SHIRTS ORDERED	360	NUMBER OF T-SHIRTS SOLD	360
NUMBER OF SWEATSHIRTS ORDERED	156	NUMBER OF SWEATSHIRTS SOLD	156
NUMBER OF CUPS ORDERED	500	NUMBER OF CUPS SOLD	500
NUMBER OF PENS & PENCILS ORDERED	150	NUMBER OF PENS & PENCILS SOLD	38
NUMBER OF UMBRELLAS ORDERED	48	NUMBER OF UMBRELLAS SOLD	11
NUMBER OF DOOR MATS ORDERED	60	NUMBER OF DOOR MATS SOLD	60
NUMBER OF JACKETS ORDERED	50	NUMBER OF JACKETS	60

FINANCIAL ITEMS:

COMMITTEE	BUDGET EXPENSES	ACTUAL EXPENSES	PROJECTE D INCOME	ACTUA L INCOM E	NET \$
ADMIN	\$945	\$4,492	0	\$4,008	(\$484)
ARTS & GRAPHICS	\$1,405	\$1,748	0	0	(\$1,784)
CONV INFO	\$780	\$297	0	0	(\$297)
ENTERTAINMENT	\$9,685	\$9,020	\$27,700	\$23,844	\$14,824
FUNDRAISING/HOSPITALIT Y	\$6,170	\$6,525	\$13,780	\$18,250	\$11,726
MERCHANDISING	\$20,275	\$22,749	\$26,110	\$24,077	\$1,328
PROGRAMMING	\$5,450	\$2,885	\$2,000	\$2,790	(\$95)
REGISTRATION	\$8,000	\$8,085	\$7,500	\$9,046	\$961
UNASSIGNED EXPENSES		\$2,681			(\$2,681)

CONVENTION TOTALS:	TOTAL COSTS	\$58,481
	TOTAL INCOME	\$82,015
	NET EXCESS (LOSS)	\$23,534

Checklist: after the event the following shall be given to the C&E Committee:

- **Checkbook and Check Register Upon Completion of Audit**
- **Computer Disk of Financial Details**
- **Disk of Money File**
- **Complete Set of Minutes**
- **Final Written Report**

EVENT SUMMARY SHEET

NAME OF EVENT: Clean & Free 2006

LOCATION OF EVENT: Ocean Shores, WA

DATE OF EVENT: March 9 – 12, 2006

DATE OF SUMMARY: April 17, 2006

TOTAL NEWCOMER DONATIONS: \$1,398

EVENT THEME: Keeping the Miracle Alive

PRICE	PRE-CON V	AT
Friday Dance		\$6.00
Saturday Dance		\$6.00
Saturday Dinner		\$9.00
Sunday Breakfast		\$18.00
Cups		\$5.00

Mats		\$20.00	
Thursday Dance			\$7.00
NUMBER OF PRE-REGISTRATIONS	780	REGISTRATIONS AT EVENT	1860
NUMBER OF DINNERS GUARANTEED	300	NUMBER OF DINNERS SOLD	300
NUMBER OF BREAKFAST GUARANTEED	496	NUMBER OF BREAKFASTS SOLD	496
FRIDAY DANCE TICKETS SOLD	800	SATURDAY DANCE TICKETS SOLD	940
NUMBER OF T-SHIRTS ORDERED	700	NUMBER OF T-SHIRTS SOLD	700
NUMBER OF SWEATSHIRTS ORDERED	175	NUMBER OF SWEATSHIRTS SOLD	172
NUMBER OF CUPS ORDERED	700	NUMBER OF CUPS SOLD	676
NUMBER OF JACKETS ORDERED	100	NUMBER OF JACKETS SOLD	100
NUMBER OF BLANKETS ORDERED	75	NUMBER OF BLANKETS SOLD	75
NUMBER OF SLIPPERS ORDERED	48	NUMBER OF SLIPPERS SOLD	48
NUMBER OF HOODIES ORDERED	175	NUMBER OF HOODIES SOLD	173

FINANCIAL ITEMS:

COMMITTEE	BUDGET EXPENSE S	ACTUAL EXPENSE S	PROJECTE D INCOME	ACTUA L INCOM E	NET \$
ADMIN	\$1,400	\$18,277	0	0	\$16,877
ARTS & GRAPHICS	\$1,650	\$3,365	0	0	(\$3,365)
CONV INFO	\$350	\$315	0	0	(\$315)
ENTERTAINMENT	\$10,500	\$9,950	0	\$16,170	\$6,220
FUNDRAISING	\$7,420	\$5,189	0	\$8,373	\$3,184
DECORATIONS	\$1,000	\$722	0	0	(\$722)
HOSPITALITY	\$10,000	\$11,888	0	\$11,979	(\$91)
MERCHANDISING	\$34,000	\$26,626	0	\$33,379	\$6,753
PROGRAMMING	\$5,400	\$3,460	0	142	(\$142)
REGISTRATION	\$10,800	\$11,813	0	\$48,111	\$36,298
MARATHON MEETING	\$100	\$100	0	0	(\$100)
UNASSIGNED INCOME				\$9,079	\$9,079

CONVENTION TOTALS:

TOTAL COSTS	\$91,705
TOTAL INCOME	\$127,233
NET EXCESS (LOSS)	\$35,528

Includes seed monies, newcomer donations, jewelry monies, merchandise

EVENT SUMMARY SHEET

NAME OF EVENT: CLEAN & FREE 2007	PRICE	PRE-CONV	AT
LOCATION OF EVENT: Ocean Shores, WA	FRI DAN		6.00
DATE OF EVENT: March 8-11-2007	SAT DAN		6.00
DATE OF SUMMARY: April 20, 2007	SAT DINNER		9.00
TOTAL NEW COMER DONATIONS: \$1760.00	SUN BRE		18.00
EVENT THEME: Lost Dreams Awaken	COMEDIAN		7.00
Pre-Reg. shirt		17.00	

TOTAL PRE-REGISTRATIONS	985	TOTAL REGIST. AT EVENT	1015
NUMBER DINNERS GUARANTEED	0	NUMBER OF DINNERS SOLD	291
NUMBER OF BREAKFAST GUARANTEED		NUMBER OF BREAKFASTS SOLD	469
FRIDAY DANCE TICKETS SOLD	911	SATURDAY DANCE TICKETS SOLD	988
PRE-REG. COMEDIAN	894	COMEDIAN AT EVENT	996
NUMBER OF PRE-REG SHIRTS ORDERED	300	NUMBER OF PRE-REG SHIRTS SOLD	299
NUMBER OF T-SHIRTS ORDERED ash	175	NUMBER OF T-SHIRTS SOLD ash	167
NUMBER OF SWEATSHIRTS ORDERED	175	NUMBER OF SWEATSHIRTS SOLD	104
NUMBER OF CUPS ORDERED	700	NUMBER OF CUPS SOLD	691
NUMBER OF CAPS ORDERED	45	NUMBER OF CAPS SOLD	45
NUMBER OF T-SHIRTS ORDERED M/W	350	NUMBER OF T-SHIRTS SOLD M/W	355
NUMBER OF L/S T-SHIRTS ORDERED	350	NUMBER OF L/S T-SHIRTS SOLD	348
NUMBER OF HOODIES ORDERED	175	NUMBER OF HOODIES SOLD	173
NUMBER OF BLANKETS ORDERED	127	NUMBER OF BLANKETS SOLD	43
NUMBER OF BEANIE CAPS ORDERED	45	NUMBER OF BEANIE CAPS SOLD	44
NUMBER OF COATS ORDERED	114	NUMBER OF COATS SOLD	113
NUMBER OF SWEATS ORDERED	60	NUMBER OF SWEATS	62

FINANCIAL ITEMS:

COMMITTEE	BUDGET	ACTUAL	PROJ	ACTUAL	NET
	EXPENSE	EXPENSE	INCOME	INCOME	\$
ADMIN	594.00	626.58	0	5.00	-621.58
ARTS & GRAPHICS	1102.50	3,275.83	0	0	-3275.83
BILLETING	1940.00	1,749.79	1800.00	780.00	-969.79
CONV INFO	10.00	46.59	0	0	-46.59
DECORATIONS	1560.00	1,671.31	0	0	-1671.31
ENTERTAINMENT	11,925.00	6,574.81	25,300.00	28,418.00	21,843.19
	0		0	0	
FUNDRAISING	6,366.00	3,154.08	12,593.00	6,562.12	3408.04
			0		
HOSPITALITY	15,126.10	14,984.00	11,700.00	15,205.70	221.78
	0	0	0	8	
SERENITY KEEPERS	1025.00	326.73	0	0	-326.73
MARATHON MEETING	199.50	22.13	0	0	-22.13
MERCHANDISING	37,000.00	37,971.30	44,245.00	41,001.00	3029.69
	0	1	0	0	
BANK RETURN ITEM CHARG	0	35.00	0	0	-35.00
JEWELRY VENDER	0	0	0	3,000.00	3000.00
PROGRAMMING	9875.00	8,757.30	0	1,244.99	-7512.31
REGISTRATION	11,000.00	15,164.10	10,000.00	13,485.00	-1679.13
	0	3	0	0	.13
DONATION	0	0	0	1,832.12	1832.12
CONVENTION TOTALS:	TOTAL EXPENSE		95,019.67		

TOTAL INCOME	121,274.45
NET EXCESS /	26,254.78
LOSS	

CHECKLIST: AFTER THE EVENT THE FOLLOWING SHALL BE GIVEN TO THE C&E

Checkbook and Check Register Upon Completion of Audit

CD of Microsoft Money 05

Complete Set of Minutes

Computer Disk of Financial Details

Final Written Report

EVENT SUMMARY SHEET

NAME OF EVENT: Clean and Free by the Sea 2008	PRICE	PRE-CONV	AT
LOCATION OF EVENT: Ocean Shores, WA	BASIC REG	7.00	10.00
DATE OF EVENT: March 6 th – 9 th , 2008	THURS DANCE	7.00	9.00
DATE OF SUMMARY:	FRI COMEDY	7.00	9.00
TOTAL NEW COMER DONATIONS:	FRI DANCE	7.00	9.00
EVENT THEME: Vision Without Limits	SAT COMEDY	7.00	9.00
SAT DINNER			10.00
SAT DANCE		7.00	9.00
SPIRIT BREAK		18.00	20.00

TOTAL PRE-REGISTRATIONS	1275	TOTAL REGIST. AT EVENT	742
NUMBER DINNERS GUARANTEED	0	NUMBER OF DINNERS SOLD	345
NUMBER OF BREAKFAST GUARANTEED	481	NUMBER OF BREAKFASTS SOLD	482
FRIDAY DANCE TICKETS SOLD	871	SATURDAY DANCE TICKETS SOLD	1187
PRE-REG. COMEDIAN \ HYPNOTIST	1140	COMEDIAN \ HYPNOTIST AT EVENT	599
PRE BOOK BAGS ORDERED	185	NUMBER OF PRE BOOK BAGS SOLD	180
TY/DYE T-SHIRTS ORDERED/SOLD	310/238	MEN'S BOWLING SHIRTS ORDER/SOLD	60/64
WOMENS LS TS ORDERED/SOLD	95/45	WOMENS CARDIGANS ORDERED/SOLD	60/53
MENS V-NECK ORDERED/SOLD	60/73	UNISEX THERMAL ORDERED/SOLD	254/253
HOODED SWEATSHIRT ORDERED/SOLD	219/219	MEN'S LS ORDERED/SOLD	60/60
DIAMOND TANK ORDERED/SOLD	100/100	SWEATPANTS ORDERED/SOLD	30/30
YOGA PANTS ORDERED/SOLD	35/33	PAJAMA BOTTOMS ORDERED/SOLD	150/117
WOMEN'S COAT ORDERED/SOLD	60/39	MEN'S COAT ORDERED/SOLD	60/60
BASEBALL CAP ORDERED/SOLD	105/104	VINTAGE BOOKBAG ORDERED/SOLD	65/51
FLIP-FLOPS ORDERED/SOLD	75/25	BANDANNAS ORDERED/SOLD	75/33
ROBE ORDERED/SOLD	40/17	MUGS ORDERED/SOLD	700/537
PLAYING CARDS ORDERED/SOLD	175/38		

FINANCIAL ITEMS:

COMMITTEE	BUDGET	ACTUAL	PROJ	ACTUAL	NET	
	EXPENS	EXPENS	INCOME	INCOME	\$	
	E	E				
ADMIN	\$7,363.00	\$7,047.00	\$6,000.00	\$6,048.00	(999.00)	
ARTS & GRAPHICS	\$3,880.00	\$2,415.00			(2,415.00)	
BILLETING	\$1,891.00	\$1,802.00	\$1,800.00	\$1,680.00	(122.00)	
CONV INFO	\$1,120.00	\$402.00	0.00	0.00	(402.00)	
DECORATIONS	\$3,364.00	\$2,572.00	0.00	0.00	-2572.00	
ENTERTAINMENT	\$10,900.00	\$5,670.00	\$33,300.00	\$33,314.00	\$27,644.00	
FUNDRAISING	\$3,930.00	\$0.00	\$11,095.00	\$13,305.00	\$13,305.00	
HOSPITALITY	\$6,605.00	\$5,317.00	\$4,000.00	\$1,722.00	(\$3,595.00)	
SAT DINNER	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	
SUN BREAKFAST	\$10,050.00	\$6,850.00	\$12,500.00	\$8,678.00	\$1,828.00	

MARATHON MEETING	\$210.00	\$312.00	0.00	\$80.00	(\$232.00)
MERCHANDISING	\$35,000.00	\$36,636.30	\$39,222.00	\$38,792.00	\$2,155.00
OUTSIDE VENDERS	0.00	0.00	0.00	\$3,518.00	\$3,518.00
PROGRAMMING	\$9,875.00	\$4,647.00	0.00	\$2,167.00	(\$2,480.00)
REGISTRATION	\$12,315.00	\$15,198.46	\$16,400.00	\$19,701.36	\$4,502.90
SERENITY KEEPERS	\$1,254.00	\$1,244.00	0.00	0.00	(\$1,244.00)

CONVENTION TOTALS:

TOTAL EXPENSE	\$93,612.76
TOTAL INCOME	\$132,505.36
NET EXCESS / LOSS	\$38,892.60

CHECKLIST: AFTER THE EVENT THE FOLLOWING SHALL BE GIVEN TO THE C&E

Checkbook and Check Register Upon Completion of Audit CD of Microsoft Money 05 Complete Set of
Minutes, Computer Disk of Financial Details, Final Written Reports.

Clean & Free 2009 EVENT SUMMARY SHEET

EVENT: CLEAN & FREE 2009		
LOCATION: Ocean Shores, Wa		
DATE: March 12,13,14& 15 2009		
EVENT THEME: Only with Vigilance		

TICKET SALES	PREREG	ON SITE	PREREG	ON SITE
BASIC REGISTRATIONS	1272	616	\$7.00	\$10.00
NEWCOMER PACKAGES	0	112	0	0
THURSDAY BLUES BAND	233	96	\$7.00	\$9.00
FRIDAY & SATURDAY COMEDY	865	677	\$7.00	\$9.00
FRIDAY & SATURDAY DANCE	780	1059	\$7.00	\$9.00
FRIDAY MAGICIAN	331	12	\$5.00	\$5.00
SATURAY REPTILE MAN	191	63	\$5.00	\$5.00
SATURDAY STEAK DINNER	0	269	N/A	\$10.00
SATURDAY LIVE BAND	284	53	\$10.00	N/A
SPIRITUAL BREAKFAST	452	0	\$20.00	N/A
BILLETING 1 NIGHT	0	20	N/A	\$12.00
BILLETING 3 NIGHTS	0	16	N/A	\$30.00
NEWCOMER DONATIONS	812	456	\$1.00	\$1.00

FINANCIALS	BUDGET EXPENSE	ACTUAL EXPENSE	PROJ INCOME	ACTUAL INCOME	NET \$
ADMIN	\$7,442.00	\$6,628.85	\$6,000.00	\$6,008.17	-\$620.68
A & G	\$3,864.00	\$1,845.24	\$0.00	\$164.17	-\$1,681.07
BILLETING	\$2,130.00	\$2,147.54	\$1,800.00	\$720.00	-\$1,427.54
CONV. INFO	\$930.00	\$741.79	\$0.00	\$0.00	-\$741.79
DECORATION	\$3,696.00	\$2,392.07	\$0.00	\$0.00	-\$2,392.07
ENTERTAIN	\$10,975.00	\$9,063.57	\$33,255.00	\$36,095.00	\$27,031.43
FUNDRAISING	\$3,475.00	\$1,461.86	\$4,735.00	\$8,192.71	\$6,730.85
HOSPITALITY	\$512.50	\$1,153.64	\$4,010.00	\$2,152.78	\$999.14
STEAK DINNER	\$3,100.00	\$2,690.00	\$3,500.00	\$2,690.00	\$0.00
SUN. BRKFST	\$9,000.00	\$8,820.00	\$9,040.00	\$9,040.00	\$220.00
MARATHON	\$350.00	\$296.55	\$0.00	\$40.56	-\$255.99
MERCH	\$41,306.90	\$36,729.04	\$54,490.00	\$38,070.25	\$1,341.21
VENDORS	\$0.00	\$0.00	\$0.00	\$3,360.00	\$3,360.00
PROG	\$9,875.00	\$7,673.21	\$0.00	\$0.00	-\$7,673.21
REGISTRATION	\$26,158.50	\$24,921.66	\$26,845.00	\$23,215.28	-\$1,706.38
SERENITYKPR	\$2,250.00	\$586.74	\$0.00	\$0.00	-\$586.74
TOTALS	\$125,064.90	\$107,151.76	\$143,675.00	\$129,748.92	\$22,597.16

MERCHANDISE SALES:		ORDER	SOLD	INV
PRE REG HOODIE		275	275	0
SCRUB SET		150	33	93
RINGER TEE'S		328	183	149
LONG SLEEVE THERMAL		253	253	0
POLO SHIRT		200	22	119
FLEECE JACKET		156	156	0
MUG		576	550	0
APRON		40	37	3
BOY SHORTS		39	39	0
RACER TANK		29	29	0
BACK PACK		50	30	20
HOODIE, PULLOVER		219	219	0
HOODIE, ZIPPER		79	79	0
BALL CAP		109	76	11
BASIC TEXT		6	6	0
MISC. LITERATURE		38	28	5
MIRACLES HAPPEN	103	2	2	0
CD'S		2	2	0

THIS SPACE RESERVED FOR 2010 SUMMARY SHEET

Clean & Free 2011 EVENT SUMMARY SHEET

EVENT: CLEAN & FREE 2011	
LOCATION: Ocean Shores, Wa	
DATE: March 10, 11, & 12, 2011	
EVENT THEME: Nothing to Fear	

TICKET SALES	PREREG	ON SITE	PREREG	ON SITE
BASIC REGISTRATIONS	1443	598	\$10.00	\$15.00
NEWCOMER PACKAGES			\$0.00	\$0.00
THURSDAY LIVE BAND	115	44	\$10.00	\$15.00
FRIDAY COMEDY	417	317	\$10.00	\$15.00
FRIDAY&SATURDAY DANCE	491	726	\$10.00	\$15.00
SATURDAY ADULT VARIETY	365	236	\$10.00	\$15.00
SATURDAY FAMILY	63	59	\$5.00	\$5.00
SATURDAY STEAK DINNER	N/A	320	N/A	\$10.00
GOLF TOURNAMENT	N/A		N/A	\$50.00
SPIRITUAL BREAKFAST	410	54	\$25.00	\$25.00
SATURDAY JAZZ BREAKFAST	110	49	\$25.00	\$25.00
BILLETING 1 NIGHT	N/A	20	N/A	\$12.00
BILLETING 3 NIGHTS	N/A	12	N/A	\$30.00
NEWCOMER DONATIONS	474	277	\$1.00	\$1.00

FINANCIALS	BUDGET EXPENSE	ACTUAL EXPENSE	PROJ INCOME	ACTUAL INCOME	NET \$
ADMIN	\$ 971.00	\$ 967.01	\$ 6,000.00	\$ 6,001.80	
A & G	\$ 2,415.00	\$ 1,711.90		\$ -	
BILLETING	\$ 2,761.50	\$ 2,598.89	\$ 900.00	\$ 600.00	
CONV. INFO	\$ 1,002.75	\$ 740.54		\$ -	
DECORATION	\$ 5,512.50	\$ 5,566.46		\$ -	
ENTERTAIN	\$ 17,587.50	\$ 16,964.79	\$ 44,400.00	\$ 34,335.00	
FUNDRAISING	\$ 5,150.00	\$ 2,584.66	\$ 12,897.00	\$ 9,281.32	
HOSPITALITY	\$ 3,347.50	\$ 2,608.08		\$ 4,312.94	
STEAK DINNER	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00	\$ 3,200.00	
SUN. BRKFST	\$ 7,250.00	\$ 8,467.20	\$ 9,600.00	\$ 11,600.00	
MARATHON	\$ 346.50	\$ 690.66		\$ 84.67	
MERCH	\$ 40,000.00	\$ 38,733.87	\$ 55,000.00	\$ 46,588.00	
JAZZ BRUNCH				\$ 3,975.00	
PROG	\$ 8,767.50	\$ 7,900.85	\$ 2,000.00	\$ 2,100.00	
REGISTRATION	\$ 28,245.00	\$ 27,089.39	\$ 29,300.00	\$ 33,033.00	
SERENITYKPR	\$ 630.00	\$ 965.36		\$ -	
TOTALS	\$ 132,015.75	\$ 120,589.66	\$ 166,837.00	\$155,111.73	\$ 34,522.07

MERCHANDISE SALES:	ORDER	SOLD	INV
Mens Pre-Reg Hoodie	125		
Womens Pre- Reg Hoodie	132		
Mugs	432	429	0
H2GO	144	141	0
Caps	100	53	45
Denim Bagts	100	41	61
Men's Jackets	100	87	2
Womens's Jackets	100	75	11
Men's T-Shirts	300	160	89
Women's T-Shirts	300	185	202
Sweatpants	200	126	91
Purple Sweatshirts	300	279	21
Black Sweatshirts	300	292	
Tank Tops	100	85	12
Basic Text		8	
Basic Text CD		0	
It Works How & Why & SWG		6	
It Works How & Why CD		2	
Just 4 Today & Mini		20	
Medialion Holder		0	
Miracles Happens		2	
Sponsorship		0	

EVENT SUMMARY SHEET

CLEAN AND FREE BY THE SEA

March 8-11 thru/2012

KNIT CAPS	10	100	0		BASIC REGIST	1480	15	2132
MENS DENIM JACK	75	50	24	\$1,800	THUR DJ	90	10	221
MENS NYLON JACK	45	91	0		FRI COMEDY	418	10	754
LADIES NYLON JACI	45	72	0		FRI FAMILY	34	FREE	55
LADIES WU JACK	45	72	49	2,205	FRI DJ	268	10	805
LADIES WU PANTS	40	30	24	960	SAT JAZZ	104	25	149
HOODED SWEAT	35	560	323	11,305	SAT ADULT	340	10	712
PORT T SHIRT	12	175	37	444	SAT FAMILY	480	10	412
LADIES SPORT TEK	20	175	0		SAT LIVE DA	174	10	542
LADIES RIB TANK	18	100	0		SUN BFST	460	25	484
MENS ZIP SWEAT	35	50	0		HOODIES	197	35	107
SPTK SLEAVE SHIRT	18	100	0		NEWCOMER DON		470	484
TUMBLER	7	144	33	231	STEAK DINNER		10	342
MUGS	7	500	88	616	BILLETING		10	182
MSGR BAG	12	50	22	264				
GLASS APOTH JAR	7	72	0					
USB DRIVE	10	100	94	940				
BOOKS		100	0					
TOTAL				\$18,765				

FINANCIAL	BUDGET	PROJECTED	ACTUAL	ACTUAL
	EXPENSE	INCOME	EXPENSE	INCOME
ADMIN	\$25,780	\$18,000	17253	6000
A & G	2,365	0	2430	0
BILLETING	2,890	900	2030	1820
CONV INF	1,045	0	355	0
DÉCOR	6,263	500	5237	0
ENTERTMT	14,657	44,400	19760	35,560
FUND RA	2,833	11.7	290	2525
HOSP	5,885	7,300	14071	19020
MARATHON	688	0	314	0
MERCH	36,894	48,640	39869	36761
PROGRAM	10,560	1,300	7898	2015
REGISTRA	23,935	40,375	23188	46633
S KEEPER	724	0	750	0
TOTAL	\$134,508	\$173,115	133,445	150,334

EVENT SUMMARY SHEET

CLEAN AND FREE BY THE SEA

MARCH 7THRU10 # 2013

	PRICE	QTY	SOLD		QTY	PRICE	P-REG
HATS	15	100	71	REGISTRATION	2184	15	1615
MENS T SHIRT	10	200	200	TRUCK LIVE	144	10	98
MENS LG SLEEVE	15	200	200	FRI ADULT HYP	370	12	217
MENS FL JACKET	30	150	110	FRI REPTILE	360	FREE	
SWT SHIRT ZIP	30	500	244	FRI DJ DANCE	494	10	332
HOODED PULLOVR	30	200	200	SAT DISNEY MOVIE	360	FREE	
DO BAG	10	40	26	SAT COMEDY SHOW	696	12	622
PLAYING CARDS	5	100	64	SAT STEAK DINNER	400	11	382
SPORTS BOTTLE	10	100	52	SAT DJ DANCE	791	10	320
COFFEE MUG	20	500	394	SUN SP BREAKFAST	480	25	453
DOOR MAT	30	25	22	JACKETS	179	45	176
BABY BEANIE	10	20	20	BILLETING	110	10	
BABY BIBS	10	20	20	NEWCOMER DON	3913		
LDY T SHIRT	10	200	200				
LDY LNG SLEEVE	20	75	120				
LDY FL JACKET	30	150	110				
FTNESS PANTS	25	100	100				
DKS							
TOTAL	EXCESS		\$5,005				

FINANCIAL	BUDGET	PROJECTED	ACTUAL	ACTUAL
	EXPENSE	INCOME	EXPENSE	INCOME
ADMIN	\$17,253	\$8,000	17062	8000
A & G	2,365	0	4087	0
BILLETING	2,890	2090	2121	3100
CONV INF	1,045	0	419	0
DÉCOR	5,000	500	4440	920
ENTERTMT	14,603	41,200	7593	29506
FUND RA	3,614	15625	2834	4335
HOSP	15,030	21,650	14497	21802
MARATHON	900	0	569	0
MERCH	31,340	37,608	31951	44241
PROGRAM	10,760	1,350	8561	1558
REGISTRA	22,935	40,375	29333	41217
S KEEPER	847	0	902	
TOTAL	\$128,583	\$168,938	124,366	152,179