

Washington Northern Idaho Region of NA

Convention & Events Committee

WNIRCNA 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 to each event and the elected host committee treasurer becomes a C&E Committee member upon election by the host 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-officiato 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 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.

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 Chair via the C&E Liaison quarterly.
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 before printing with C&E Officer's Review; 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 a 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, and merchandise purchase orders, artist release form, etc (**ALL CONTRACTS WITH SIGNATURES NEED TO BE PROVIDED TO THE C&E COMMITTEE ALONG WITH THE ELECTRONIC COPY OF THE 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 RSC and 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 (Continued)

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, Appointment from WNIRCNA will serve one year terms.
5. Inform committees of contract requirements, double check all contracts for facility specific requirements.
6. Read each subcommittee's monthly report 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 three WNIRCNA's.
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 merchandise room opens on Friday, 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 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/venue.
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 be included 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 the room batch 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.

- Will they be 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 the committee accomplish this with a walk thru of the event site at least 2 months prior. Provide this to the venue.

- Wifi needs – where and how long, “negotiate” the fees, try to get them waived.
- 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 which is less; purchase enough meals to meet the requirement or pay the required amount to the hotel. 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 CHECKLIST

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
- ___ 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 A C&E COMMITTEE MEMBER;
- ___ A FULL SET OF COMMITTEE MINUTES 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 Recording Co.). **Both Liaison and Treasurer need to have signed copies of all contracts.**

EVENT CHAIRPERSON

Five years clean time, demonstrated stability in the 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 the 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. Makes a report to the hosting ASC thru the RCM or C&E Rep on the progress of convention planning.
5. Assists and supports the Chair.
6. 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, budgets, 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 HC minutes to C&E secretary.
7. After final meeting provide required electronic set of meeting minutes to C&E Liaison.
8. Bring copies of motion forms to each HC 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 Quickbooks experience or commitment to learn;

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 displayed 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.
- Event summary sheet to be completed and brought to final audit. After completion of 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 next C&E meeting

- 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 event treasurer 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: October RSC weekend prior to the event, April RSC weekend prior to the event, and within sixty (60) days after the recovery event wrap up meeting.

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.

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.

The rest of the 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 Audits 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 after the event wrap up meeting at the next RSC weekend. 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. Subcommittees should use the budget as a financial guide for their work. Host committee sends the budget to C&E committee for final approval.
- 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, audio/visual, merchandise, etc.*). Expenditures over \$300 require 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 the 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 provided by C&E to the host committee treasurer, each check is stamped and initialed by the person stamping the check and one other Host Executive Committee authorized 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 leftover newcomer donations from WNIRCNA to 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. 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. 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**, to maintain at least 2 people at a cash register at all times. 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 point of sale open period, the C&E treasurer and host committee treasurer will provide banks for the cash register.

4. Credit card transactions:

- a. Credit card transactions will be processed onsite via 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. *May change with new PayPal system.**

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 will be 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 time will anybody be left alone with money.

Recovery Event Credit & Debit Card Policy

Credit/Debit Cards

1. 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. Verify all purchased tickets before leaving Pre-Registration table or Point of Sale.

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 Host 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(s) 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 WNIRCNA**

15 MONTHS PRIOR TO CONVENTION (WNIRCNA = FEBRUARY)

First Host Committee Meeting Approximate time is 3 hours
C&E Committee chairs First meeting; Start-up meeting agenda;
Present Timeline; Review C&E Committee Guidelines;
Review NA Convention Guidelines; Elect Host Committee.

HOST COMMITTEE (HC)

Obtain a P.O. Box for the Convention; Host Committee Admin will decide who gets the keys for the PO Box; establish preliminary guidelines for conducting host committee meetings and voting privileges; establish procedure for convention theme selection and logo contest. Host Committee should obtain a google email address for questions about convention, and to put on flyers. Host Committee admin will decide who monitors the email address.

14 MONTHS PRIOR (WNIRCNA = MARCH)

HOST COMMITTEE

Complete anything not accomplished from previous month's meeting -- Fill any remaining committee positions. Choose a theme for the convention; prepare and approve preliminary flyer to be distributed at upcoming event; Flyers must be available at the next RSC meeting and Convention. Flyer needs to be reviewed by the C&E admin for content prior to distribution.

ARTS & GRAPHICS

Flyers announcing logo contest (flyers to go to region and to WSC with RD when timing appropriate. Flyers to current event (Maybe in conjunction with the Programming flyer)

PROGRAMMING

Determine how to obtain tapes. Flyers requesting speaker tapes prove to work well (Flyers to go to region and to WSC with RD when timing is appropriate. Flyers to current event.)

REGISTRATION

Form a committee and begin planning, decide on pre-registration merchandise.

13 MONTHS PRIOR (WNIRCNA = APRIL)

C&E LIAISON

Arrange for 1st tote of merchandise for fundraising from C&E through the Excess Merchandise Coordinator.

ENTERTAINMENT

Discuss & look for possible entertainment.

FUNDRAISING

Plan fundraiser: sell pop at current convention. Determine how to (People to sell, shifts, etc.); small banner to go over pop sales site; Final check on preliminary flyers; Send preliminary flyers to Spring RSC. Pop Sales are restricted to Hospitalities room by Hotel Contract.

12 MONTHS PRIOR (WNIRCNA = MAY)

EVERYONE attend current convention; Contact counterparts of positions, gather information.

HOST COMMITTEE

Set preliminary package prices and an early estimate of the number of attendees. (Refer to past event summaries located at the end of this document)

ARTS & DECORATIONS

Presents HC with a plan to select Logo.

CONVENTION INFORMATION

Continue planning & gathering mailing lists. (Refer to job description, pg. 54)

C&E COMMITTEE LIAISON

Negotiates and finalizes details of the contract with Hotel, (ie. Meals, Espresso sales, etc.)

ENTERTAINMENT

Start researching entertainment possibilities, make sure you get 3 bids for each entertainment item you plan to present to the HC. Prepare budget for entertainment.

FUNDRAISING

Coordinate pop sales in Hospitality room at current convention; keep track of sales.

PROGRAMMING

Start finding Speaker tapes, begin to discuss speakers meetings and workshop topics and formats.

REGISTRATION

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

11 MONTHS PRIOR (WNIRCNA = JUNE)

ENTERTAINMENT

Discuss & look for possible entertainment.

FUNDRAISING

Update and turn over funds.

MERCHANDISING

Plan what, how many, what sizes, and the cost, approximate prices, etc. for merchandise to be sold at convention. (Refer to past event summaries located at the end of this document)

PROGRAMMING

Listen to tapes, discuss workshop topics.

REGISTRATION

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

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

10 MONTHS PRIOR (WNIRCNA = 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.

ARTS & GRAPHICS

Report logo contest status to HC & cut-off date of the contest.

FUNDRAISING

Update and turnover funds.

MERCHANDISING

Gather bids for merchandise. Subcommittee must present 3 bids for selection of merchandise, plus recommendation from your subcommittee.

REGISTRATION

Submit bids and plans for registration packets to HC for approval. Establish convention prices for registration for presentation at next month's meeting, work with Treasurer on recommendation for newcomer packets. Present pre-registration merchandise to committee. Work with arts & graphics on registration forms/flyers.

9 MONTHS PRIOR (WNIRCNA = 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.

Establish prices & choose logo for convention.

ARTS & GRAPHICS

Present logos for HC to choose; work with registration on content of registration forms/flyers.

FUNDRAISING

Update and turnover funds.

PROGRAMMING

With C&E Committee Liaison contact Recording companies for bids & availability; present preliminary choices of topics & flow of events.

REGISTRATION

Work with arts & graphics on registration forms/flyers. This must be approved by the C&E Committee prior to printing for proofreading and grammatical errors, and content. C&E will approve via email.

8 MONTHS PRIOR (WNIRCNA = 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.

Chooses Recording company; Approve main speakers & submit them to the C&E Committee & RSC Chair for approval.

ARTS & GRAPHICS

Have printed registration forms/flyers available at this HC meeting.

C&E COMMITTEE LIAISON

Submit main speaker selection to C&E COMMITTEE for approval. Send Recording Company Agreement.

CONVENTION INFORMATION

First mailing of registration form/flyer (approximately 1000 per mailing); arrange for completed forms/flyers to be taken to PNWCNA & Fall RSC.

FUNDRAISING

Update and turnover funds. Contact PNWCNA to obtain permission to fund-raise; Attend PNWCNA & raise funds.

PROGRAMMING

Submit choices of main speakers to HC for approval.

7 MONTHS PRIOR (WNIRCNA = OCTOBER)

C&E COMMITTEE LIAISON & CONVENTION INFORMATION

ENSURE pre-registration forms/flyers are taken to PNWCNA & Fall RSC meeting -- coordinate with C&E COMMITTEE Liaison, (1000 flyers for mailing, 500 for PNWCNA and 500 for RSC)

C&E COMMITTEE LIAISON

Arrange walk through of hotel for HC.

CONVENTION INFORMATION

Mail pre-registration flyers to treatment centers; Prepare Anonymity Statement; decide on contents of information packets at event.

EVENT TREASURER

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

FUNDRAISING

Update and turnover funds.
Attend PNWCNA & raise funds.

PROGRAMMING

Submits choices of workshop speakers to C&E Committee for approval.

6 MONTHS PRIOR (WNIRCNA = NOVEMBER)

HOST COMMITTEE

Approve choice of entertainment; conduct walk through of hotel (ie.: traffic patterns, room layout, room size, etc.) Review preliminary program & approve.

CONVENTION INFORMATION

Mail flyers to treatment centers; Prepare Anonymity Statement; decide on contents of information packets at event. Contact NA Way with convention information.

ENTERTAINMENT

Present final entertainment choices to HC for approval (include negotiated prices); Present contracts (Personal Service Agreements to C&E Committee Liaison to sign (each Paragraph must be initialed by other party).

FUNDRAISING

Update & turn in funds.

PROGRAMMING

Confirm APPROVED main speakers. Start checking into travel plans & prices for main speakers; submit preliminary program to HC for review.

EVENT TREASURER (ET)

Make sure that as registrations come in, you set aside the meal portion of the money in a separate fund, expendable only for meals at the event.

5 MONTHS PRIOR (WNIRCNA = DECEMBER)

HOST COMMITTEE

Approves final program & submits it to the RSC & C&E Committee for approval prior to printing; Approves Merchandise plan; approves Registration plan.

C&E COMMITTEE LIAISON

Make room reservations for speakers and treasurers (suite for counting room/Treasurers). Arrange for hospitality suite.

FUNDRAISING

Contact Winter Winners and other major area events, request permission to raise funds there; Update and turnover funds.

MERCHANDISE

Submit bids & plans, to HC for approval.

PROGRAMMING

Finalize program & present it to HC for approval.

REGISTRATION

Submit final plans for registration packets to HC for approval. Ensure registration forms/flyers are taken to Winter Winners & Winter RSC meeting – coordinate with C&E Committee Liaison.

4 MONTHS PRIOR (WNIRCNA = JANUARY)

C&E COMMITTEE LIAISON

Arrange for 2nd tote of merchandise for fundraising from C&E through the Excess Merchandise Coordinator.

ARTS & GRAPHICS

Finalize plan for banner & decorations.

FUNDRAISING

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

HOSPITALITIES

Present plan to HC for hospitality room(s).

PROGRAMMING

Confirm approved workshop speakers.

REGISTRATION

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.

3 MONTHS PRIOR (WNIRCNA = FEBRUARY)

HOST COMMITTEE

Ensure renewal of PO Box for 6 months

FUNDRAISING

Update & turn in funds. Contact Clean & Free to obtain permission for fundraising.

REGISTRATION

Mail flyers to all areas in the region. Arrange for completed forms/flyers to be taken to CLEAN & FREE.

HOSPITALITIES

Finalize plans.

MERCHANDISING

Order items with 8-10 week delivery time; present expense vouchers to C&E Committee Liaison to sign.

PROGRAMMING

Re-confirm main speakers; purchase tickets.

REGISTRATION COMMITTEE

Order items with 8-10 week delivery time; present expense vouchers to C&E Committee Liaison to sign.

SERENITY KEEPERS

Work with Merchandising to order Serenity Keeper t-shirts.

2 MONTHS PRIOR (WNIRCNA = MARCH)

HOST COMMITTEE

Schedule final/wrap up HC meeting (approximately three weeks after event).
Appoint committee member to serve as C&E Committee member.

ARTS & GRAPHICS

Presents bids to HC for banner & other decorations; orders decorations; order banner; establish sign needs of other committees.
Finalize bids on program printing.

FUNDRAISING

Update & turn in funds.
Attend Clean & Free and raise funds.

HOSPITALITIES

Organizes staff to work the hospitality room, contacts local fellowship about billeting.

MERCHANDISING

Orders remaining sale items, organizes sales staff for event, review Event Money Handling Procedures.

REGISTRATION

Verify order of any remaining items for packet.
Propose indigent newcomer member plan to HC executive committee for approval.

SERENITY KEEPERS

Arrange for staff and set schedule according to the final approved program.

1 MONTH PRIOR (WNIRCNA = APRIL)

HOST COMMITTEE

REVIEW HOST COMMITTEE GUIDE SECTIONS. 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 the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ARTS & GRAPHICS

REVIEW HOST COMMITTEE GUIDE SECTIONS. Receive banner display to HC; purchase decorations, make signs for event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

BILLETING

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

CONVENTION INFORMATION

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

C&E COMMITTEE LIAISON

REVIEW HOST COMMITTEE GUIDE SECTIONS. 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, Verify rooms for speakers

DECORATIONS

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

ENTERTAINMENT

REVIEW HOST COMMITTEE GUIDE SECTIONS. 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 the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

EVENT TREASURER

REVIEW EVENT MONEY HANDLING PROCEDURES; get cash registers from Liaison; make copies of log sheets, visa/cash policy, updated bad check list, and no refund policy to be at each sales point (C&E Treasurer will bring all information above except for cash registers)

FUNDRAISING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Gather raffle/auction items & update & turn over funds; secure an auctioneer. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

HOSPITALITIES

REVIEW HOST COMMITTEE GUIDE SECTIONS. Purchase hospitality room supplies, double check with hotel, assign complimentary rooms with HC approval, make staff schedule, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MARATHON MEETING

REVIEW HOST COMMITTEE GUIDE SECTIONS. 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 the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MERCHANDISING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Verify all merchandise has been received, make staff schedule, verify commitment of volunteers; Review Event Money Handling Procedures; Coordinate with C&E Committee Liaison to arrange VISA/MasterCard for event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

PROGRAMMING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Submit final program layout to HC for approval; coordinate with Arts & Graphics to get finalized programs printed. Coordinate with Hospitality 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 the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

REGISTRATION

REVIEW HOST COMMITTEE GUIDE SECTIONS. Verify all packet items have been received, stuff registration packets, establish system for registration at the convention, make staff schedule, verify commitment of volunteers; Review Event Money Handling Procedures. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

CONVENTION MONTH (WNIRCNA - MAY)

ALL SUBCOMMITTEES & EXECUTIVE COMMITTEE OFFICERS

Assemble final reports for the next convention.

HAVE THE BEST CONVENTION 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 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 final report.

The Secretary is to provide the C&E COMMITTEE Liaison a full set of minutes on a flash drive 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 shall be advanced to the same individual if there are outstanding receipts for previous advance.

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 newcomers; as coordinated through the Liason.

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.

See number 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 the 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 (possible Saturday lunch or dessert bar to help meet F&B requirements).
2. Venue/caterer 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 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') are an addendum to the Venue/caterer contract and must be signed by the liaison. The Liaison should carefully review all BEO's before signing.. 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.

Wifi is necessary for operating VISA/MASTERCARD -- make sure it is available at or near the counting room. Please ensure the Wifi is stable.

Liaison and Programming Committee 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):

QUANTITY/SOURCE

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: _____

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance. Recognize that 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 may be combined with the Decorations subcommittee. 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 \$300.00.

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 guideline and timeline 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 WNIRCNA, 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 flyers can be approved by the host committee, such as logo contest, theme, etc.

The 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 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 Phone Line number 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
Do use online registration address: WNIRNA-reg.org
Do send electronic copies of fliers 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:

and one in June

WNIRCNA: 1000 FLYERS : Distribute at Region and surrounding areas

Place this in Convention Information and Programming

**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!

This is generally put somewhere in the flyer.

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 WNIRCNA #

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 that 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 NA Guide to PR Handbook and address public inquiries regarding the convention. This subcommittee utilizes all electronic media (websites, social media) to regularly notify local and surrounding fellowships 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 from attendees.

Do not post members phone numbers or addresses at event.

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

This subcommittee notifies the local Helplines/Phonelines to provide convention info to callers. 90 days prior to event attend local H&I sub committee meeting and distribute event flyers for panel leaders to distribute to facilities.

This subcommittee contacts the NA Way magazine for announcements.

Print area schedules to have 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.

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

Establish hours of operation and recruit volunteers to staff the table, preferably 2 at a time.

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

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

Consider being available at 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 WNIRCNA 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 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.

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 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 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.

The first fundraising event for WNIRCNA is often the pop sales at the current WNIRCNA.

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 often the second place logo is used for 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 event dance; pass sign-up sheets around at local Area meetings for volunteers.

Verify volunteer commitment two weeks prior to event.

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

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 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

**FUNDRAISING COMMITTEE MERCHANDISE INVENTORY
TRACKING FORM #1**

To be used when checking out merchandise and/or tickets for members to sell.

ITEMS	SIGNED OUT TO	PHONE NUMBER	NUMBER ITEMS	PRICE EACH	DATE OUT	DATE IN

RECOVERY EVENT _____

FUNDRAISING CHAIRPERSON _____

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 a 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 snacks and/or beverages are available. The room hours are determined by the host committee. Donation Can should be set up 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 the 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 the 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 committee 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)

**RECOVERY EVENT
MERCHANDISE ORDER FORM**

QUANTITY	ITEM	COLOR	SIZE	PRICE	TOTAL
	MERCH. TOTAL				

PAYMENT CASH _____ CHECK _____ CHARGE _____

ORDER TAKEN/FILLED BY	
MONEY RECEIVED	

MERCHANDISE INVENTORY FORM

This form is to be used for keeping track of all merchandise on hand. This form is to be used when an order is received as well as before and after any function where merchandise is sold.

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 selection of 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 by 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)

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

WNIRCNA 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

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 the 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 a 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 time for ordering and receiving merchandise before the convention.

Creating pre-registration flyer – be sure to include: please fill out the 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 counts of registration and event purchases to ensure that 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 the 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 the event. Post the volunteer schedule at the Registration Table; volunteers should be planning to be convention registrants.

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. Registration often will sell "pre pre" registrations at the prior year's event at a special reduced price approved by the host committee.

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-registrations and on site registrations and an overview of the convention process, lessons learned and suggestions for successors. As well as suggested guideline and timeline 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 a 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 registration 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 the number of serenity keepers needed and how many shirts needed as well as sizes. For WNIRCNA, 20 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 the 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 the 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

(206) 382-0534 ext.2

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

(206) 382-0534 ext.2

Date

Name of Business

Anystreet

Anytown, ST 99999

RE: Binder to our agreement

Dear Mr./Ms. Doe:

The following 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 _____

PRICE	PRE-CONV	AT
FRI DAN	_____	_____
	_	_

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 its 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 tapes 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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Both Columns			

PAST EVENT SUMMARY SHEETS

EVENT SUMMARY SHEET

NAME OF EVENT WNIRCNA XVII
LOCATION OF EVENT Spokane, WA
DATE OF EVENT May 24, 25, 25, 2002 (Memorial Weekend)
DATE OF SUMMARY 8/17/02
TOTAL NEW COMER DONATIONS 390.00
EVENT THEME Dreams Do Become A Reality

PRICE	Pre	At
FRI DAN	6.00	8.00/10.00*
SAT DAN	6.00	8.00/10.00*
SAT DIN	15.00	18.00/20.00*
SUN BRE	14.00	17.00/19.00*
COMIC	10.00	12.00/14.00*
T-SHRTS	14.00	15.00
CUPS	6.00	8.00

TOTAL PRE-REGISTRATIONS	318	TOTAL REGIST. AT EVENT	208 (526 total)
NUMBER DINNERS GUARANTEED	313	NUMBER OF DINNERS SOLD	Pre:219 At:66
NUMBER OF BREAKFAST GUARANTEED	367	NUMBER OF BREAKFASTS SOLD	Pre:245 At:77
FRIDAY DANCE TICKETS SOLD	Pre:138 At:126	SATURDAY DANCE TICKETS SOLD	Pre:171 At:177
NUMBER OF T-SHIRTS ORDERED	238	NUMBER OF T-SHIRTS SOLD	Pre:88 At:87
NUMBER OF SWEATSHIRTS ORDERED	Zipper:32 Hood:32	NUMBER OF SWEATSHIRTS SOLD	Zipper:32 Hood:20
NUMBER OF CUPS ORDERED	338	NUMBER OF CUPS SOLD	Pre:107 At:163
NUMBER OF tanks/LS Tee shirt ORDERED	Tank: 60/LS T: 48	NUMBER OF tanks/LS Tee Shirt SOLD	Tank: 43/LS T: 14
# OF Tote bags/Pins/Magnets ORDERED	24 / 300 / 500	# OF Tote bags/Pins/Magnets SOLD	13 / 137 / 171
# OF Hats: cap/ bucket/ Unstr. cap ORDERED	72 / 18 / 36	# OF Hats: cap/bucket/Unstr. cap SOLD	52 / 18 / 32
NUMBER OF baseball shirt ORDERED	34	NUMBER OF baseball shirt SOLD	28

FINANCIAL ITEMS:

COMMITTEE	BUDGET EXPEN	ACTUAL EXPEN	PROJ INCOME	ACTUAL INCOME	NET \$
ADMIN	2850.00	1457.17	0.00	0.00	(1457.17)
ARTS & GRAPHICS	3755.00	3295.18	0.00	0.00	(3295.18)
CONV INFO	350.00	654.94	0.00	0.00	(654.94)
ENTERTAINMENT	4000.00	4471.82		9420.00	4948.18
FUNDRAISING	4000.00	4233.16	7800.00 11536.16	13694.62	9461.46
HOTEL CHARGES	4800.00	5188.80	0.00	0.00	(5188.80)
HOSPITALITY	500.00	639.64	0.00	0.00	(639.64)
MERCHANDISING	8006.00	8976.57	12272.00	12128.00	3151.43
PROGRAMMING	3000.00	2684.96	0.00	0.00	(2684.96)
REGISTRATION	3500.00	3600.68		5574.50	1973.82
MEALS	7346.50	8507.35	7000.00	9484.00	976.65
			8775.00		

CONVENTION TOTALS:

TOTAL COSTS	\$43,710.27	
TOTAL INCOME		50,301.12

NET EXCESS / LOSS	6,590.85
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CHECKLIST: AFTER THE EVENT THE FOLLOWING SHALL BE GIVEN TO THE RCA

- Checkbook and Check Register Upon Completion of Audit**
- Computer Disk of Financial Details**
- Disk of QuickBooks Pro**

EVENT SUMMARY SHEET

NAME OF EVENT: WNIRCNA XVIII
LOCATION OF EVENT: Portland, OR
DATE OF EVENT: May 30th – June 1st, 2003
DATE OF SUMMARY: March 20, 2004
TOTAL NEWCOMER DONATIONS: \$356.50 (61 Newcomer Packets)
EVENT THEME: Spiritually Connected – Never Alone

PRICE	PRE-CONV	AT
Friday Dance	6.00	8.00
Saturday Dance	10.00	13.00
Comedian	10.00	12.00
Sun Breakfast	15.00	18.00
Cups	---	5.00

T-shirts		---	10.00
Sweatshirts		---	20.00
NUMBER OF PRE-REGISTRATIONS	177	REGISTRATIONS AT EVENT	192
NUMBER OF DINNERS GUARANTEED	0	NUMBER OF DINNERS SOLD	0
NUMBER OF BREAKFAST GUARANTEED	?	NUMBER OF BREAKFASTS SOLD	243
FRIDAY DANCE TICKETS SOLD	205	SATURDAY DANCE TICKETS SOLD	214
NUMBER OF T-SHIRTS ORDERED	144	NUMBER OF T-SHIRTS SOLD	97
NUMBER OF SWEATSHIRTS ORDERED	60	NUMBER OF SWEATSHIRTS SOLD	46
NUMBER OF CUPS ORDERED	216	NUMBER OF CUPS SOLD	174
NUMBER OF HATS ORDERED	96	NUMBER OF HATS SOLD	79
NUMBER OF LS T-SHIRTS ORDERED	96	NUMBER OF LS T-SHIRTS SOLD	94
NUMBER OF TANK TOPS ORDERED	64	NUMBER OF TANK TOPS SOLD	51
NUMBER OF LADIES SHIRT ORDERED	60	NUMBER OF LADIES SHIRT SOLD	41

FINANCIAL ITEMS:

COMMITTEE	BUDGET EXPENSES	ACTUAL EXPENSES	PROJ INCOME	ACTUAL INCOME	NET \$
ADMIN	500.00	480.20	0.00	0.00	(480.20)
ARTS & GRAPHICS	1,800.00	1,859.16	0.00	0.00	(1,859.16)
CONV INFO	?	276.15	0.00	0.00	(276.15)
ENTERTAINMENT	7,500.00	6,876.46	0.00	9,282.00	2,405.54
FUNDRAISING	8,000.00	4,748.16	0.00	14,536.47	9,788.31
HOTEL CHARGES (MEALS)	0.00	8,725.48	0.00	0.00	(8,725.48)
HOSPITALITY	550.00	529.47	0.00	0.00	(529.47)
MERCHANDISING	11,000.00	6,243.10	?	6,693.00	449.90
PROGRAMMING	?	1,096.25	0.00	0.00	(1,096.25)
REGISTRATION	7,000.00	5,574.39	0.00	8,969.50	3,395.11
MISCELLANEOUS	0.00	671.35	0.00	858.00	186.65

CONVENTION TOTALS:

TOTAL COSTS	\$37,080.17
TOTAL INCOME	\$40,338.97
NET EXCESS (LOSS)	\$3,258.80

NAME OF EVENT: WNIRCNA XIX
 LOCATION OF EVENT: Pasco, WA
 DATE OF EVENT: May 14th – May 16th, 2004
 DATE OF SUMMARY: May 20, 2004

TOTAL NEWCOMER DONATIONS: \$858.00 (15 Newcomer Packets)

EVENT THEME: Let This Circle Represent

PRICE	E-CONV	AT
Friday Dance	5.00	7.00
Saturday Dance	5.00	7.00
Friday Dinner	19.00	21.00
Breakfast	13.00	15.00
Cups	5.00	5.00

T-shirts			
NUMBER OF PRE-REGISTRATIONS	225	REGISTRATIONS AT EVENT	242
NUMBER OF DINNERS GUARANTEED	50	NUMBER OF DINNERS SOLD	204
NUMBER OF BREAKFAST GUARANTEED	100	NUMBER OF BREAKFASTS SOLD	332
FRIDAY DANCE TICKETS SOLD	280	SATURDAY DANCE TICKETS SOLD	412
NUMBER OF PRE-REG SHIRTS ORDERED	82	NUMBER OF PRE-REG SHIRTS SOLD	64
NUMBER OF T-SHIRTS ORDERED	48	NUMBER OF T-SHIRTS SOLD	40
NUMBER OF SWEATSHIRTS ORDERED	55	NUMBER OF SWEATSHIRTS SOLD	43
NUMBER OF CUPS ORDERED	300	NUMBER OF CUPS SOLD	297
NUMBER OF HATS ORDERED	50	NUMBER OF HATS SOLD	34
NUMBER OF LS T-SHIRTS ORDERED	12	NUMBER OF LS T-SHIRTS SOLD	13
NUMBER OF TANK TOPS ORDERED	20	NUMBER OF TANK TOPS SOLD	19
NUMBER OF POLO SHIRTS ORDERED	35	NUMBER OF POLO SHIRTS SOLD	24
NUMBER OF MAGNETIC GRATITUDE LIST	300	NUMBER OF MAGNETIC GRATITUDE LIST SOLD	117
NUMBER OF ENAMEL PIN ORDERED	250	NUMBER OF ENAMEL PIN SOLD	142
NUMBER OF MESSENGER BAGS ORDERED	10	NUMBER OF MESSENGER BAGS SOLD	9
NUMBER OF LADIES SHIRTS ORDERED	70	NUMBER OF LADIES SHIRTS SOLD	58

FINANCIAL ITEMS:

COMMITTEE	BUDGET EXPENSES	ACTUAL EXPENSES	PROJ. INCOME	ACTUAL INCOME	NET \$
ADMIN	95.00	579.38	0.00	5.48	(573.90)
ARTS & GRAPHICS	43.71	102.66	0.00	0.00	(102.66)
CONV INFO	40.25	15.27	0.00	0.00	415.27)
ENTERTAINMENT	58.75	95.00	00.00	96.00	501.00
FUNDRAISING	016.00	409.31	67.00	66.90	227.59
HOTEL CHARGES (MEALS)	0.00	695.28	0.00	0.00	(695.28)
HOSPITALITY	01.56	79.20	0.00	9.93	289.27)
MERCHANDISING	82.93	154.33	49.00	042.00	887.67
PROGRAMMING	570.00	858.58	0.00	57.40	(191.18)
REGISTRATION	500.00	172.54	00.00	06.00	133.46
MEALS	0.00	228.90	0.00	83.00	154.10
AUCTION	0.00	0.00	0.00	64.00	764.00
CONVENTION TOTALS:	TOTAL COSTS		\$32,890.45		
	TOTAL INCOME		\$42,290.71		
	NET EXCESS (LOSS)		\$9,400.26		

EVENT SUMMARY SHEET

NAME OF EVENT: WNIRCNA 20	PRICE	PRE-CONV	AT
LOCATION OF EVENT: Seattle, WA	FRI DAN	\$8.00	\$10.00
DATE OF EVENT: April 29 – May 1, 2005	SAT DAN	\$10.00	\$12.00
DATE OF SUMMARY: May 20, 2005	SAT DINNER	\$30.00	\$32.00
TOTAL NEW COMER DONATIONS: \$519.00 (\$502.00 Newcomer Packages)	SUN BRE	\$22.00	\$24.00
EVENT THEME: "Clean – Any Addict is a Miracle"	COMEDIAN	\$12.00	\$15.00
Pre-Reg. T-shirt		\$13.00	---

TOTAL PRE-REGISTRATIONS	255	TOTAL REGIST. AT EVENT	271
NUMBER DINNERS GUARANTEED	150	NUMBER OF DINNERS SOLD	153
NUMBER OF BREAKFAST GUARANTEED	250	NUMBER OF BREAKFASTS SOLD	219
FRIDAY DANCE TICKETS SOLD	236	SATURDAY DANCE TICKETS SOLD	470
PRE-REG. COMEDIAN \ HYPNOTIST	78	COMEDIAN \ HYPNOTIST AT EVENT	70
NUMBER OF PRE-REG SHIRTS ORDERED	96	NUMBER OF PRE-REG SHIRTS SOLD	96
NUMBER OF T-SHIRTS ORDERED	200	NUMBER OF T-SHIRTS SOLD	104
NUMBER OF SWEATSHIRTS ORDERED	72	NUMBER OF SWEATSHIRTS SOLD	55
NUMBER OF CUPS ORDERED	336	NUMBER OF CUPS SOLD	196
NUMBER OF CAPS ORDERED	84	NUMBER OF CAPS SOLD	14
NUMBER OF T-SHIRTS W/Pocket ORDERED	150	NUMBER OF T-SHIRTS W/Pocket SOLD	34
NUMBER OF TANK TOPS ORDERED	96	NUMBER OF TANK TOPS SOLD	73
NUMBER OF BEACH TOWELS ORDERED	48	NUMBER OF BEACH TOWELS SOLD	28
NUMBER OF UMBRELLAS ORDERED	48	NUMBER OF UMBRELLAS SOLD	1
NUMBER OF LAPEL PINS ORDERED	300	NUMBER OF LAPEL PINS SOLD	95
NUMBER OF RIBBON MAGNETS ORDERED	250	NUMBER OF RIBBON MAGNETS SOLD	122

FINANCIAL ITEMS:

COMMITTEE	BUDGET	ACTUAL	PROJ	ACTUAL	NET
	EXPENSE	L EXPENSE	INCOME	INCOME	\$
ADMIN	1,680.00	433.76	--	--	
ARTS & GRAPHICS	5,145.00	1,941.00	--	--	
BILLETING	50.00	0	--	--	
CONV INFO	1,000.00	275.24	--	--	
DECORATIONS	1,800.00	830.07	--	--	
ENTERTAINMENT	6,500.00		6,900.00	7,308.00	1,873.20
		5,434.80			
FUNDRAISING	8,500.00	8,307.56	15,000.0	18,037.0	9,729.48
			0	4	
HOSPITALITY	1,500.00	1,172.67	--	918.22	
HOTEL CHARGES	--	11,000	--	--	
LITERATURE	--	322.92	--	198.00	-(124.92)
MARATHON MEETING	95.03	30.50	--	--	
MERCHANDISING	12,500.0	9,147.25	21,500.0	7,157.00	-(1,990.25
	0		0)
OUTSIDE VENDERS				1,309.00	1,309.00
PARKING		600.00		265.00	-(335.00)
PROGRAMMING	6,450.00	2,459.53	--	--	
REGISTRATION	7,539.00	6,164.73	9,750.00	20,575.0	14,410.27
				0	
MEALS	--		--		
CONVENTION TOTALS:	TOTAL EXPENSE		48,120.03		
	TOTAL INCOME			55,767.26	

**NET EXCESS /
LOSS**

7,647.23

Name of event: **WNIRCNA
XXI**
 Location of event: Spokane, WA
 Date of event: May 12-14, 2006
 Event theme: One Promise, Many Gifts
 Newcomer donations: \$482

	NUMBER ORDERED	NUMBER SOLD	PRE-CON V PRICE	EVENT PRICE
Total Pre-Registrations	X	195	\$13/\$15	X
Registrations at Event	X	122	X	\$15.00
Dinners (BBQ)	163	163	\$19.00	\$22.00
Breakfasts	225	218	\$19.00	\$22.00
Friday Dance Tickets	X	157	\$6.00	\$8.00
Saturday Dance Tickets	X	215	\$6.00	\$8.00
Comedian	X	263	\$20.00	\$25.00
T-Shirts	229	87	X	\$15.00
Men's Tank Tops	27	27	X	\$15.00
Ladies' Tank Tops	30	29	X	\$15.00
Sweatshirts	33	12	X	\$30.00
Hooded SW	32	31	X	\$35.00
Sweat Pants	31	25	X	\$25.00
Baseball Hats	80	23	X	\$12.00
Bucket Hats	20	13	X	\$15.00
Tote Bags	25	8	X	\$15.00
Coffee Cups	300	139	X	\$6.00
3rd Step Blankets	25	26	X	\$50.00
Pre-convention totes	30	27	\$20.00	X

FINANCIAL SUMMARY by committee	Projected Income	Actual Income	Budgeted Expense	Actual Expense	Net \$
ADMIN	\$5,000.00	\$5,004.89	\$789.00	\$1,143.20	\$3,861.69
ARTS & GRAPHICS	X	X	\$2,250.00	\$1,429.71	(\$1,429.71)
CONVENTION INFO	X	X	\$500.00	\$150.30	(\$150.30)
DECORATIONS	X	X	\$800.00	\$403.48	(\$403.48)
ENTERTAINMENT	\$10,000.00	\$8,959.00	\$4,000.00	\$5,290.50	\$3,668.50
FUNDRAISING	\$15,490.00	\$8,571.74	\$5,292.50	\$2,669.01	\$5,902.73
HOSPITALITY	X	\$68.34	\$700.00	\$319.57	(\$251.23)
HOTEL (banner&mtg rms)	X	X	X	\$1,642.39	(\$1,642.39)
MARATHON MEETING	X	X	X	\$5.65	(\$5.65)
MEALS (incl. park rental)	\$12,350.00	\$8,188.00	\$11,775.00	\$7,622.15	\$565.85
MERCHANDISING	\$12,945.00	\$7,618.00	\$8,612.15	\$7,994.10	(\$376.10)
PROGRAMMING	X	X	\$3,175.00	\$2,884.31	(\$2,884.31)
REGISTRATION	\$4,615.00	\$4,500.00	\$3,765.00	\$2,877.22	\$1,622.78
TOTAL INCOME				\$42,909.97	
TOTAL EXPENSES				\$34,431.59	
NET EXCESS				\$8,478.38	

EVENT SUMMARY SHEET

NAME OF EVENT: WNIRCNA XXII	PRICE	PRE-CO NV	AT
LOCATION OF EVENT: Vancouver, WA	FRI DAN	65	90
DATE OF EVENT: May 25 th – 27 th , 2007	SAT DAN	84	153
DATE OF SUMMARY: July 2007	SAT DINNER	44	25
TOTAL NEW COMER DONATIONS: \$515.00	SUN BREAK	118	70
EVENT THEME: Inspire the Desire...Our Message is Hope	COMEDIAN	149	201

TOTAL PRE-REGISTRATIONS	185	TOTAL REGIST. AT EVENT	175
# OF MENS SHIRTS ORDERED	168	# OF MENS SHIRTS SOLD	115
# OF MENS TANK TOPS ORDERED	84	# OF MENS TANK TOPS SOLD	45
# OF LADIES TANK TOPS ORDERED	48	# OF LADIES TANK TOPS SOLD	49
# OF LADIES V-NECK SHIRTS ORDERED	48	# OF LADIES V-NECK SHIRTS SOLD	42
# OF HOODED SWEATSHIRTS ORDERED	72	# OF HOODED SWEATSHIRTS SOLD	43
# OF CANVAS TOTES ORDERED	50	# OF CANVAS TOTES SOLD	12
# OF BUCKET HAT ORDERED	50	# OF BUCKET HATS SOLD	19
# OF BASEBALL CAP ORDERED	71	# OF BASEBALL CAP SOLD	30
# OF BANDANNAS ORDERED	100	# OF BANDANNAS SOLD	26
# OF LAPEL PINS ORDERED	X	# OF LAPEL PINS SOLD	21
# OF PAPER WEIGHT ORDERED	X	# OF PAPER WEIGHT SOLD	16
# OF COFFEE MUGS ORDERED	168	# OF COFFEE MUGS SOLD	152
# OF BASIC TEXTS ORDERED	10	# OF BASIC TEXTS SOLD	4
# OF IT WORKS, HOW & WHY ORDERED	10	# OF IT WORKS, HOW & WHY SOLD	3
# OF JUST FOR TODAY ORDERED	10	# OF JUST FOR TODAY SOLD	3
# THE STEP WORKING GUIDE ORDERED	10	# OF THE STEP WORKING GUIDE SOLD	5
# OF SPONSORSHIP BOOK	5	# OF SPONSORSHIP BOOKS	5

FINANCIAL ITEMS:

COMMITTEE	BUDGET	ACTUAL	PROJ	ACTUAL	NET
	EXPENSE	EXPENSE	INCOME	INCOME	\$
ADMIN	\$1,540.00	\$1,333.97	----	\$2,513.46	\$1,179.49
ARTS & GRAPHICS	\$1,340.00	\$571.51	----	----	(\$571.51)
BILLETING	\$50.00	-----	----	----	-----
CONV INFO	\$485.00	\$379.35	----	----	(\$379.35)
DECORATIONS	\$3,300.00	\$980.12	----	----	(\$980.12)
ENTERTAINMENT	\$4,624.20	\$1,718.04	\$10,000.00	\$7,256.00	\$5,537.96
FUNDRAISING	\$8,503.05	\$6,120.04	\$17,321.46	\$12,754.46	\$6,634.42
HOSPITALITY	-----	\$287.22	----	\$157.36	(\$129.86)
HOTEL CHARGES	\$1,000.00	\$238.04	----	----	(\$238.04)
MARATHON MEETING	\$50.00	\$18.00	----	----	(\$18.00)
MERCHANDISING	\$4,232.00	\$6,306.05	\$5,140.00	\$7,052.00	\$745.95

PROGRAMMING	\$7,150.0 0	\$5,157.8 5	-----	-----	(\$5,157.85)
REGISTRATION	\$3,500.0 0	\$3,370.6 1	\$4,500.00	\$8,955.3 0	\$5,584.69
MEALS	\$6,300.0 0	\$10,588. 45	\$6,500.00	\$6,728.0 0	(\$3,860.45)
SERENITY KEEPERS	\$600.00	\$143.75	-----	-----	(\$143.75)

CONVENTION TOTALS:

TOTAL EXPENSE	\$37,213.00
TOTAL INCOME	\$45,416.58
NET EXCESS / LOSS	\$8,203.58

EVENT SUMMARY SHEET

NAME OF EVENT: WNIRCNA XXIII	PRICE	PRE-CONV	AT
LOCATION OF EVENT: Pasco, WA	FRI DAN	91	88
DATE OF EVENT: May 16 – 18, 2008	SAT DAN	117	181
DATE OF SUMMARY: July 2008	SAT DINNER	104	42
TOTAL NEW COMER DONATIONS: \$328.00	SUN BREAK	162	82
EVENT THEME: Living the Miracle			

TOTAL PRE-REGISTRATIONS	231	TOTAL REGIST. AT EVENT	167
NUMBER OF T-SHIRTS ORDERED	168	NUMBER OF T-SHIRTS SOLD	114
NUMBER OF HOODIES ORDERED	84	NUMBER OF HOODIES SOLD	34
NUMBER OF LADIES T-SHIRTS ORDERED	48	NUMBER OF LADIES T-SHIRTS SOLD	42
NUMBER OF BELLA LONG ORDERED	72	NUMBER OF BELLA LONG SOLD	28
NUMBER OF BELLA TANK ORDERED	50	NUMBER OF BELLA TANK SOLD	13
NUMBER OF MENS HENLEY ORDERED	50	NUMBER OF MENS HENLEY SOLD	19
NUMBER OF BASEBALL CAP ORDERED	71	NUMBER OF BASEBALL CAP SOLD	27
NUMBER OF HAT RAGG ORDERED	100	NUMBER OF HAT RAGG SOLD	15
NUMBER OF LAPEL PINS ORDERED	X	NUMBER OF LAPEL PINS SOLD	12
NUMBER OF LAPEL PINS ORDERED	X	NUMBER OF LAPEL PINS SOLD 3 FOR \$10	24
NUMBER OF MUGS ORDERED	168	NUMBER OF MUGS SOLD	150
NUMBER OF MESSENGER BAGS ORDERED	10	NUMBER OF MESSENGER BAGS SOLD	5
NUMBER OF MEMO PADS ORDERED	10	NUMBER OF MEMO PADS	12

FINANCIAL ITEMS:

COMMITTEE	PROJ	ACTUAL	PROJ	ACTUAL	NET	
	INCOME	INCOME	EXPENSES	EXPENSES	\$	
ADMIN		\$5,000	\$1,292.63	\$483.88	\$4,516.23	
ARTS & GRAPHICS		\$0.00	\$1,632.75	\$843.08	(\$843.08)	
CONV INFO		\$0.00	\$968.10	\$379.13	(\$379.13)	
ENTERTAINMENT	\$4,300.00	\$2,935.00	\$1,522.50	\$650.00	\$2,285.00	
FUNDRAISING	\$3,061.87	\$6,043.08	\$2,251.38	\$1,895.12	\$4,147.96	
HOSPITALITY	0.00	\$241.96	\$945.00	\$700.00	(\$458.04)	
HOTEL CHARGES	\$7,500.00	\$7,640.00	\$7,500.00	\$10,581.87	(\$2,941.87)	
MARATHON MEETING	0.00	0.00	\$61.95	\$59.00	(\$59.00)	
MERCHANDISING	\$13,081.00	\$11,653.97	\$10,277.14	\$10,394.39	\$1,259.58	
PROGRAMMING	0.00	\$2.47	\$4,888.00	\$2,235.86	(\$2,233.39)	
REGISTRATION	\$4,115.25	\$5,701.00	\$3,144.75	\$3,139.54	\$2,561.46	

CONVENTION TOTALS:

TOTAL EXPENSE	\$31,361.87	
TOTAL INCOME		\$39,217.48
NET EXCESS / LOSS		\$7,855.61

Name of event: **WNIRCNA XXIV**

Location of event: Seattle, WA
 Date of event: May 1-3, 2009
 Event theme: The Power of Example

Newcomer Donations: PRE-EVENT \$250.00 AT EVENT \$292.00

	NUMBER PRE-EVENT	NUMBER AT EVENT	PRE-CONV PRICE	EVENT PRICE
Total Pre-Registrations	242	X	\$9-\$15	XX
Registrations @ Event	XX	170	XX	\$20
Dinners	58	44	\$42	\$42
Breakfasts	114	101	\$25	\$25
Friday Dance Tickets	69	31	\$10	\$12
Saturday Dance Tickets	91	143	\$12	\$15

	ORDERED	SOLD	XXX	XXX
Sweatshirts s-xl	58	36	X	\$30
Sweatshirts 2x-3x	16	15	X	\$32
Cups	151	116	X	\$8
Towels	30	30	X	\$15
Men's Tank	33	19	X	\$15
Women's Tank	40	26	X	\$15
Journals	107	30	X	\$7
T-Shirts	152	121	X	\$15
Basic Text	20	10	X	\$11
Just For Today & How it Works Mini	10	8	X	\$8
Step Working Guide	20	8	X	\$8

FINANCIAL SUMMARY by committee	Projected Income	Actual Income	Budgeted Expense	Actual Expense	Net \$
ADMIN(BANK, SEED MONEY,BEG BALANCE)		\$5,005.53	\$1,775.00	\$73.57	\$4,931.96
ARTS & GRAPHICS	X	\$0.00	\$2,531.24	\$1,206.60	(\$1,206.60)
CONVENTION INFO	X	\$0.00	\$800.00	\$239.68	(\$239.68)
DECORATIONS	X	\$0.00	\$400.00	\$266.24	(\$266.24)
ENTERTAINMENT	\$7,000.00	\$7,057.00	\$4,100.00	\$3,695.00	\$3,362.00
FUNDRAISING	\$17,662.17	\$21,715.85	\$7,571.72	\$5,738.92	\$15,976.93
Serenity Keepers	\$0.00	\$0.00	\$400.00	\$367.46	(\$367.46)
HOSPITALITIES	X	\$213.00	\$901.23	\$700.00	(\$487.00)
MARATHON MEETING	X	\$0.00	\$0.00	\$0.00	\$0.00
MEALS & HOTEL	\$9,000.00	\$7,797.00	\$9,000.00	\$12,637.91	(\$4,840.91)
MERCHANDISING	\$11,574.00	\$6,390.45	\$8,679.00	\$5,528.70	\$861.75
PROGRAMMING	X	\$450.00	\$3,930.00	\$1,597.26	(\$1,147.26)
REGISTRATION	\$17,000.00	\$9,604.00	\$11,000.00	\$4,839.03	\$4,764.97

ACTUAL INCOME TOTAL \$58,232.83
 ACTUAL TOTAL EXPENSES \$36,890.37
 SEED MONEY RETURNED \$5,000.00
 NET EXCESS \$16,342.46

Name of event: WNIRCNA XXV

Location of event: Spokane, WA
 Date of event: May 28-30, 2010
 Event theme: Keeping the Dream Alive for 25

Newcomer Donations:			PRE-EVENT	AT EVENT
	NUMBER	NUMBER	PRE-CONV	EVENT
	PRE-EVENT	AT EVENT	PRICE	PRICE
Total Pre-Registrations	253	115	\$12.00	\$15.00
Friday Night DJ Dance	67	59	\$5.00	\$7.00
Friday Night Live Band	74	17	\$10.00	\$13.00
Saturday Dinner	70	22	\$43.00	\$45.00
Comedy Show	183	102	\$25.00	\$30.00
Saturday DJ Dance	90	76	\$5.00	\$7.00
Spiritual Breakfast	146	61	\$25.00	\$30.00
Pre-Convention Blankets	44		\$25.00	

	ORDERED	SOLD	Totals
T-Shirts	100	96	\$1,440.00
Sweatshirts Pullover	30	27	\$945.00
Sweatshirts Zip Up	20	22	\$770.00
Sweatpants	45	33	\$660.00
Men's Tank	38	33	\$495.00
Women's Tank	30	31	\$558.00
Cup Regular	144	135	\$1,080.00
Cups Spooner	144	139	\$1,112.00
Wind Spinners	40	32	\$1,280.00
Basic Text	25	4	\$44.00
Just for Today	25	6	\$48.00
It Works How & Why	25	0	\$0.00
Step Working Guide	10	3	\$24.00

FINANCIAL SUMMARY	Projected	Actual	Budgeted	Actual	Net
by committee	Income	Income	Expense	Expense	\$
ADMIN	\$5,001.17	\$5,119.26	\$5,970.30	\$1,156.26	\$3,963.00
ARTS & GRAPHICS	X	X	\$1,645.93	\$1,218.78	(\$1,218.78)
CONVENTION INFO	X	X	\$575.00	\$295.04	(\$295.04)
DECORATIONS	X	X	\$1,500.00	\$1,539.17	(\$1,539.17)
ENTERTAINMENT	\$10,900.00	\$10,202.00	\$6,164.00	\$6,424.42	\$3,777.58
FUNDRAISING	\$12,538.89	\$13,646.63	\$3,404.61	\$2,653.73	\$10,992.90
Serenity Keepers	X	X	\$300.00	\$215.23	(\$215.23)
HOSPITALITY/MAR/BILLET	X	\$120.37	\$920.41	\$769.64	(\$649.27)
MEALS & HOTEL	\$8,900.00	\$9,027.00	\$8,496.54	\$12,392.97	(\$3,365.97)
MERCHANDISING	\$9,570.00	\$8,340.00	\$5,675.37	\$4,908.26	\$3,431.74
PROGRAMMING	X	\$50.00	\$5,400.00	\$963.54	(\$913.54)
REGISTRATION	\$6,275.00	\$5,915.00	\$3,862.50	\$2,783.79	\$3,131.21
NEWCOMER		\$499.00			\$499.00
ACTUAL INCOME TOTAL				\$52,919.26	
ACTUAL TOTAL EXPENSES				\$35,320.83	
SEED MONEY RETURNED				\$5,001.17	
NET EXCESS				\$12,597.26	

Name of Event: WNIRCNA XXVI
 Location of Event: Vancouver, WA (Hilton)
 Date of Event: May 27-29, 2011
 Event Theme: The Journey of a Miracle

	# Pre	# Reg	# At	Total #	Pre Price	Pre Total	Event Price	Event Total	TOTAL
Registrations (35 nc)	167	35	263	465	\$12.00	\$2,564.00	\$16.00	\$4,208.00	\$6,772.00
Friday DJ Dance	39	12	75	126	\$ 8.00	\$ 432.00	\$10.00	\$ 750.00	\$1,182.00
Saturday Live Band	55	19	83	157	\$15.00	\$1,205.00	\$20.00	\$1,660.00	\$2,865.00
Saturday Dinner (plated)	43	7	13	63	\$38.00	\$1,928.00	\$42.00	\$ 546.00	\$2,474.00
Sunday Breakfast (plated)	77	20	41	138	\$27.00	\$2,719.00	\$32.00	\$1,312.00	\$4,031.00
Pre Merch - 19 coats, 16 hats						\$ 960.00			\$ 960.00
Newcomer Donation	195		189	384		\$ 195.00		\$ 189.00	\$ 384.00

	Ordered	Sold	@	Total
T Shirt Short Sleeve		111	\$15.00	\$1,665.00
T Shirt Sleeveless		24	\$15.00	\$ 360.00
T Shirt Ladies		38	\$15.00	\$ 570.00
Tank Top Ladies		34	\$15.00	\$ 510.00
Short		18	\$20.00	\$ 360.00
Sweatpants		40	\$20.00	\$ 800.00
Sweatshirt Hoodie		67	\$30.00	\$2,010.00
Cup		128	\$ 8.00	\$1,024.00
Basic Text		2	\$11.00	\$ 22.00
It Works		2	\$ 8.00	\$ 16.00
Step Guide		2	\$ 8.00	\$ 16.00
JFT		2	\$ 8.00	\$ 16.00
FR Hood (in merch rm)		13	\$30.00	\$ 390.00
FR T		13	\$15.00	\$ 195.00
FR Hat		14	\$20.00	\$ 280.00
NC in Merch Room				\$ 23.00
Alternative Merch				\$ 584.35

Financial Summary By Committee	Projected Income	Bud Exp	Net Proj +/-	Actual Income	Actual Expense	Actual +/-
Administrative	\$0.00	\$(1,056.40)	\$(1,056.40)	\$13.00	\$(209.36)	\$(196.36)
Arts & Graphics	\$0.00	\$(2,990.00)	\$(2,990.00)	\$0.00	\$(2162.35)	\$(2,162.35)
Convention Info	\$0.00	\$(500.00)	\$(500.00)	\$0.00	\$(60.00)	\$(60.00)
Decorations	\$0.00	\$(1,194.90)	\$(1,194.90)	\$0.00	\$(742.49)	\$(742.49)
Entertainment	\$13,250.00	\$(5,142.10)	\$8,107.90	\$4,047.00	\$4,650.00	\$(603.00)
Fundraising	\$19,100.00	\$(4,475.00)	\$14,625.00	\$21,047.10	\$(5,803.58)	\$15,243.52
Serenity Keepers	\$0.00	\$(336.00)	\$(336.00)	\$0.00	\$(358.40)	\$(358.40)
Hospitality	\$0.00	\$(1,699.25)	\$(1,699.25)	\$152.13	\$(989.11)	\$(836.98)
Marathon	\$0.00	\$(75.00)	\$(75.00)	\$0.00	\$(39.50)	\$(39.50)
Billeting	\$0.00	\$(32.46)	\$(32.46)	\$0.00	\$0.00	\$0.00
Merchandising	\$16,341.50	\$(12,546.50)	\$3,794.99	\$8,841.35	\$(8,409.28)	\$432.07
Programming	\$0.00	\$(5,207.03)	\$(5,207.03)	\$0.00	\$(2,284.80)	\$(2,284.80)
Registration	\$6,975.00	\$(2,725.00)	\$4,250.00	\$8,116.00	\$(3,523.35)	\$4,592.65
Meals & Hotel	\$8,696.00	\$(8,800.68)	\$(104.68)	\$6,505.00	\$(13,994.72)	\$(7,489.72)
Actual Income Total		\$54,008.60				
Actual Total Expenses		\$43,512.83				
Seed Money Returned		\$ 5,000.31				
Net Excess		\$ 5,495.46				

WNIRCNA 27 2012

Event was in Pendleton, OR

EVENT SUMMARY(Theme: I Can't We can)

Registration		Pre-sale	At event	total
Registration packet		196	154	350
Pre- Reg. Jacket		28		28
Friday Dance		48	29	87
Saturday Dance		62	73	135
Saturday Comedian		99	67	166
Saturday night Banquet		48	13	61
Sunday Breakfast		94	27	121
Tent/ night		20	30	
RV/Night		13	5	

Merchandising	ordered	Sold	Sale PRICE	Remaining
Hanes Beefy T- shirt(logo back)	100	61	\$ 15.00	
Ladies spun cotton tee (logo back)	35	24	\$ 15.00	
Ladies tank top(embroidered logo back)	30	15	\$ 20.00	
Men's tank top (embroidered logo back)	15	15	\$ 20.00	
Men's Bowling Shirt (embroidered logo front)	20	14	\$ 45.00	
Hanes Hoody	50	35	\$45.00	
Folding Chair	25	9	\$40.00	
Baseball hat	10	9	\$15.00	
Bucket Hat	5	5	\$15.00	
Coffee mug	144	125		
Mini Readings				

Financial Summary	Budget	Projected income	Actual Income	Actual Expense	Net
Admin.	\$5,940.50		\$5,000.00	\$6,288.00	
Arts & Graphics	\$1,404.54			\$1,123.11	
Convention Info	\$ 302.50			\$.00	
Decoration	\$1,384.90			\$1,105.39	
Entertainment	\$4,950.00	\$8,775.00	\$5,555.00	\$3,579.00	
Fundraising	\$2,700.19	\$9,260.00	\$12,546.16	\$2,705.81	
Hospitality	\$ 865.81		\$ 168.49	\$ 610.17	
Hotel Charges			\$ 118.50	\$1,859.56	
Marathon Meeting	\$ 100.00			\$ 20.20	
Meals		\$7,750.00	\$4,450.00	\$3,778.32	

Merchandising	\$6,061.56	\$9,545.00	\$5,938.00	\$5,685.84	
Programming	\$5,269.00			\$2,316.69	
Registration	\$9,188.30	\$4,500.00	\$4,662.00	\$1,843.24	
Vendors			\$1,045.75		
Auction			\$2,757.42		
Total			\$42,241.32	\$30,915.33	
Total Expenses			\$30,915.33		
Net Excess/Loss			\$11,325.99		

Name of event: WNIRCNA 28
Location of event: Grand Mound, WA
Date of event: May 17-19, 2013
 WNIRCNA 28 SUMMARY
Event theme: Are We having Fun Yet?

			Pre-Event	At Event
Newcomer Donations:			\$278.00	\$23.00
	Pre-Event	At Event	Pre-Event	At Event
Total Registrations:	207	264	\$15.00	\$20.00
Friday Dance Tickets:	61	49	\$10.00	\$15.00
Saturday Dance Tickets:	71	107	\$10.00	\$15.00
Saturday Dinner Tickets:	65	29	\$40.00	\$45.00
Comedy Tickets:	119	76	\$20.00	\$25.00
Spiritual Breakfast Tickets:	114	42	\$25.00	\$30.00
Pre-Reg Merchandise:	19		\$30.00	

Merchandise:	# Ordered	Cost	# Sold	Price per item
SS Tees - Black	72	\$439.74	42	\$13.00
SS Tees - Gray	72	\$439.74	35	\$13.00
SS Tees - Rainbow Tye-Dye	100	\$1,332.55	45	\$23.00
Hoodies - Pullover	72	\$1,229.08	24	\$35.00
Hoodies - Full Zip	72	\$1,687.76	46	\$35.00
Flip Flops	100	\$596.07	8	\$11.00
Travel Blanket	25	\$433.72	1 @ \$13.00	\$25.00
Coffee Mugs	134	\$541.65	91	\$6.00
Bag-in-a-Bottle	120	\$491.29	35	\$8.00
Freedom Tumbler	72	\$380.12	12	\$11.00
Round Key Fob	100	\$351.29	38	\$6.00
Snorkle Goofy Pen	100	\$243.86	9	\$6.00
Laughing Stress Ball	100	\$337.01	12	\$8.00

FINANCIAL SUMMARY:	Budgeted Expense	Budgeted Income	Actual Expense	Actual Income	Net Gain/Loss
Administration	\$3,689.18	\$5,000.00	\$5,753.62	\$5,518.00	-\$235.62
Hotel/Venue Charges	(\$2,700.00	\$0.00	\$3,348.00	\$0.00	\$648.00)
Arts & Graphics	\$759.01	\$0.00	\$627.27	\$0.00	-\$627.27
Billeting	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00
Convention Information	\$180.95	\$0.00	\$50.00	\$0.00	-\$50.00
Decorations	\$1,096.92	\$0.00	\$691.81	\$434.54	-\$257.27
Entertainment	\$6,451.40	\$10,700.00	\$4,599.55	\$7,525.00	\$2,925.45
Fundraising	\$3,096.34	\$6,050.00	\$2,329.42	\$12,779.87	\$10,450.45
Hospitalities	\$657.80	\$0.00	\$346.14	\$366.86	\$20.72
Marathon Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Merchandise	\$11,844.84	\$16,400.00	\$8,877.59	\$7,302.50	-\$1,575.09
Programming	\$4,016.94	\$0.00	\$3,368.31	\$0.00	-\$3,368.31
Registration	\$15,241.49	\$22,220.00	\$11,551.24	\$16,490.09	\$4,938.85
Meals	(\$10,000.00	\$10,000.00	\$7,975.68	\$7,800.09	\$175.59)
Serenity Keepers	\$487.80	\$0.00	\$221.90	\$0.00	-\$221.90
New Comer Funds				\$301.00	
Actual Income Total:				\$50,717.86	
Actual Expense Total:				\$38,416.85	
C&E Seed Money Returned:				\$5,000.00	
Net Gain/Loss:				\$7,301.01	

Marathon Meetings	\$33.00			\$25.15			
Serenity Keepers	\$330.00			\$306.05			
Admin (Less Meals/Seed \$)	\$75.00						
Hotel/Meals	\$54,725.00	\$52,425.00		\$17,972.24	\$12,077.00		
Seed Money		\$5,000.00					
total Profits/Losses				\$41,915.95	\$55,354.25	\$13,438.30	

EVENT SUMMARY WNIRCNA XXXIII

NAME OF EVENT: WNIRCNA XXXIII
EVENT THEME: A Day Clean...A Day Won!
LOCATION: Coeur D'Alene ID
DATE OF EVENT: May 4, 5, 6, 2018
DATE OF SUMMARY: 7/1/2018

Item Prices	Pre-sale	Event
Full Package	\$ 140	\$ 155
Basic Registration	\$ 20	\$ 25
Friday Karaoke	\$ 8	\$ 12
Friday Ice Cream	\$ 10	\$ 10
Saturday Dance	\$ 8	\$ 12
Saturday Dinner	\$ 40	\$ 40
Sunday Breakfast	\$ 35	\$ 35
Presale Merch	\$ 55	

REGISTRATION

	Total Qty. Presale	Online	Other	Event	Total
Registrations	287	225	62	134	421
Spiritual Bkfst	167	116	51	8	175
Saturday Dinner	135	82	53	5	140
Ice Cream Social	124	72	52	9	133
Comedian	194	143	51	63	257
Friday Karaoke Dance	119	70	49	36	155
Saturday DJ Dance	108	62	46	43	151
Pre-Reg Hoodie	19	12	7		19
Newcomer Donation	222	47	175	21	\$ 243.00

MERCHANDISE

	Purchase	Sold
Hoodies	36	33
Men's T-Shirts	72	69
Women's T-shirts	60	35
Women's Tanks	24	24
Wristbands	300	101
Cups	122	117 (5 to C&E)

FINANCIAL SUMMARY	Budget Expense	Actual Expense	Projected Income	Actual Income	Net Proceeds
Total Fundraising	\$ 6,239.46	\$ 4,049.40	\$ 15,807.00	\$ 14,082.14	\$ 10,032.74
Total Registration	\$ 25,525.00	\$ 13,840.26	\$ 30,445.00	\$ 21,038.00	\$ 7,197.74
Total Merchandising	\$ 4,713.98	\$ 3,305.18	\$ 6,708.00	\$ 6,488.00	\$ 3,182.82
Total Entertainment	\$ 4,492.40	\$ 2,910.32	\$ 13,200.00	\$ 10,350.00	\$ 7,439.68
Total Programming	\$ 6,776.00	\$ 3,062.70	\$ -	\$ 243.37	\$ (2,819.33)
Total Arts & Graphics	\$ 4,950.00	\$ 1,636.71	\$ -	\$ -	\$ (1,636.71)
Total Decorations	\$ 550.00	\$ 458.84	\$ -	\$ -	\$ (458.84)
Total Convention Info	\$ 825.00	\$ 182.00	\$ -	\$ -	\$ (182.00)
Total Hospitalitys	\$ 752.40	\$ 871.29	\$ 200.00	\$ 161.31	\$ (709.98)
Total Billeting	\$ 55.00	\$ -	\$ -	\$ -	\$ -
Total Marathon Meetings	\$ 154.00	\$ -	\$ -	\$ -	\$ -
Total Serenity Keepers	\$ 605.00	\$ 411.75	\$ -	\$ -	\$ (411.75)
Total Administration	\$ 31,616.30	\$ 6,111.83	\$ 32,032.00	\$ 5,000.00	\$ (1,111.83)
GRAND TOTALS					\$ 20,522.54

Name of Event: WNIRCNA XXXIV
 Location of Event: Vancouver, WA (Hilton)
 Date of Event: April 26-28, 2019
 Event Theme: By NA Means Necessary

	# EB	#Pre	# At	Total #	Pre Price	Pre Total	Event Price	Event Total	TOTAL
Registrations (35 nc)	48	237	179	464	\$25.00	\$6,021.00	\$30.00	\$5,370.00	\$11,391.00
Friday DJ Dance	48	61	21	130	\$ 8.00	\$ 584.00	\$12.00	\$ 252.00	\$ 836.00
Saturday Comedian	48	124	76	248	\$20.00	\$3,440.00	\$25.00	\$1,900.00	\$ 5,340.00
Saturday Dinner (plated)	48	80	23	151	\$40.00	\$5,120.00	\$45.00	\$1,035.00	\$ 6,155.00
Saturday DJ Dance	48	67	35	150	\$ 8.00	\$ 632.00	\$12.00	\$ 420.00	\$ 1,052.00
Sunday Breakfast (plated)	48	146	35	229	\$25.00	\$4,850.00	\$30.00	\$1,050.00	\$ 5,900.00
Pre Merch – Teddy Bears		32	10	42	\$25.00	\$ 800.00	\$25.00	\$ 250.00	\$ 1,050.00
Newcomer Donation		126	479			\$ 126.00		\$ 479.00	\$ 615.00

	Ordered	Sold	@	Misprint	Sold	@	Total
T Shirt Short Sleeve	120	76	\$18.00	120		\$5.00	\$1,368.00
T Shirt Tank	45	24	\$15.00	45		\$5.00	\$ 360.00
T Shirt V Neck Ladies	43	39	\$20.00	43		\$5.00	\$ 780.00
Tank Top Ladies	37	35	\$15.00	37		\$5.00	\$ 525.00
Sweatshirt Zip Hoodie	50	50	\$35.00	50		\$15.00	\$1,750.00
Sweatshirt Hoodie	50	50	\$35.00	50		\$15.00	\$1,750.00
Misprint knit sold \$5.00/each					163	\$5.00	\$ 815.00
Misprint SwtShrt sold \$15.00/ea					99	\$15.00	\$1,485.00
Cup	120	65	\$15.00				\$ 975.00
Beanie	40	27	\$14.00				\$ 378.00
Flex Baseball hat	40	40	\$20.00				\$ 800.00
Magnet	500	125	\$ 1.00				\$ 125.00
Lapel Pin	150	35	\$ 5.00				\$ 175.00
Basic Text/*Spanish	8	6	\$14.00	4*	4	\$14.00	\$ 132.00
It Works/*Spanish	8	6	\$11.00	3*		\$11.00	\$ 66.00
Step Guide/*Spanish	8	8	\$10.00	3*		\$10.00	\$ 80.00
JFT/*Spanish	8	6	\$11.00	3*		\$11.00	\$ 66.00
Living Clean/*Spanish	8	1	\$12.00	2*	1	\$12.00	\$ 24.00
Guiding Principles/*Spanish	8	7	\$13.00	2*	1	\$13.00	\$ 104.00
NC in Merch Room							\$ 42.00

Financial Summary By Committee	Projected Income	Bud Exp	Net Proj +/-	Actual Income	Actual Expense	Actual +/-
Administrative	\$0.00	\$(1,100.00)	\$(1,100.00)	\$8,159.00	\$(9,457.49)	\$(1,298.49)
Arts & Graphics	\$0.00	\$(3,100.00)	\$(3,100.00)	\$0.00	\$(1,347.59)	\$(1,347.59)
Convention Info	\$0.00	\$(250.00)	\$(250.00)	\$0.00	\$(146.11)	\$(146.11)
Decorations	\$0.00	\$(1,500.00)	\$(1,500.00)	\$0.00	\$(1,073.62)	\$(1,073.62)
Entertainment	\$7,700.00	\$(5,000.00)	\$2,700.00	\$7,228.00	\$(4,239.32)	\$ 2,988.68
Fundraising	\$9,200.00	\$(2,400.00)	\$6,800.00	\$22,987.89	\$(5,500.46)	\$17,487.43
Hospitality	\$0.00	\$(1,300.00)	\$(1,300.00)	\$47.80	\$(545.48)	\$(497.68)
Marathon	\$0.00	\$(100.00)	\$(100.00)	\$0.00	\$(42.65)	\$(42.65)
Merchandising	\$12,900.00	\$(6,100.00)	\$6,800.00	\$12,824.50	\$(9,093.99)	\$3,730.51
Programming	\$0.00	\$(7,200.00)	\$(7,200.00)	\$0.00	\$(4,592.47)	\$(4,592.47)
Serenity Keepers	\$0.00	\$(300.00)	\$(300.00)	\$0.00	\$(224.34)	\$(224.34)
Registration	\$15,303.00	\$(3,775.00)	\$11,528.00	\$12,441.00	\$(3,708.88)	\$8,732.12
Marathon Coffee Svc*					\$(1,980.87)*	\$(1,980.87)
Meals & Hotel*	\$12,322.00	\$(13,452.00)	\$(1,130.00)	\$12,055.00	\$(15,580.11)	\$(3,525.11)
Actual Income Total		\$71,585.19				
Actual Total Expenses		\$52,695.68				
Seed Money Returned		\$15,000.00	(\$5,000.00 seed, \$10,000.00 hotel deposit pd by C&E)			
Net Excess		\$18,889.51				

2020 Pendleton & 2021 Olympia event's cancelled due to COVID restrictions

BUDGET TEMPLATE

EXAMPLE