

Convention Policy

Purpose:

To coordinate and conduct the South Dakota Region Convention and any activities or fundraisers that support the convention. The convention is held by members of NA to bring our membership together in the celebration of recovery and to carry the message in doing so. Meetings, workshops, and activities are scheduled to promote and encourage unity and fellowship among our members. Because a NA service committee sponsors this convention, it should always conform to the 12 Traditions and 12 Concepts of service and utilize the principles of the 12 steps while seeking to fulfill our primary purpose of Narcotics Anonymous.

General Planning

Hosting a convention is a tremendous responsibility that requires significant planning, dedication, and effort. Conventions can be complex and overpowering endeavors. Therefore, effort should be made to select key people who have prior convention experience or carefully selected members who have the necessary skills to fulfill the positions. The planning of a convention requires the combined efforts of many people. These people work as a committee that is made up of members from all groups within South Dakota Region.

Planning committee meetings are held monthly until two months prior to the convention, at which time it may be necessary to hold meetings more frequently to facilitate the convention. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members of the committee so that they can communicate information to the area. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members of the committee so that they can communicate information to the region.

The chairperson of the Convention committee will take the proposal for location and pricing of the convention location to the Region meeting for approval. All correspondence with the SD Region of NA will be through the Convention Chairperson.

The convention may have a secretary to provide notes for the committee experiences, and submit those notes to the SD region upon request. If no secretary is available, the chairperson will provide such notes at every region meeting, either in person or by notes.

Proposal to SD Region of NA suggested Inclusions

1. Proposed contract numbers with convention facility to include: (attempt to have these number be no more than 2800).
 - a. Hospitality room for 2 nights:
 - b. Merchandise room for 2 nights

- c. Large meeting room for 2 nights and Sunday to noon
 - d. Programming: 2 night hotel stay, transportation for main speaker only
 - e. Nightly rates for convention sleeping rooms, for individual purchase
2. Other Budget items
- a. Merchandise estimate: t shirts, mugs, auction items with logo
 - b. Registration estimate: registration packets, fliers/registration
 - c. Banner estimate
 - d. Hospitality: food items coffee, tea, cups, finger foods for one night(usually Friday)
 - e. Fundraising seed monies: raffle tickets, etc for activities to increase funds for convention

Convention Committee Members

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
2. Minimum of 2 years continuous clean time, or one year close involvement with the convention for convention Chairperson and treasurer: other members have no clean time requirements.
3. Willing to give the time, energy, and resources necessary.
4. Ability to exercise patience, tolerance, and acceptance.
5. Active participation in Narcotics Anonymous.
6. Ability to communicate effectively with members of NA and outside organizations.

Convention Committee Responsibilities:

1. Should be aware of what responsibility each committee member has assumed and make sure that every task assigned is carried out.
2. Maintain spending to be within budgeted amount
3. Responsible for entertainment for fundraisers and the convention, as approved by the Convention committee
4. Works to plan dates and times for fundraisers and coordinates with hospitality for food and drink items.
5. Confirm and coordinates with volunteers at fundraisers and the convention.
6. Follows time line

It is up to the committee how to handle subcommittees to work on different projects. It should be in a spirit of unity, and match talent to task. Although, the person in charge of handling the funds should be of unanimous direction of the committee. That individual should have money handling experience, clean time of 4 years or more, and commitment to the NA fellowship.

Money Handling:

A request for funds for Merchandise, banner, registration packets and any other necessary materials for the event will be included in the proposal. All deposits made to the Convention checking account will be communicated by the treasurer to the convention committee. All final money logs will be given to the regional Treasurer, along with all deposit slips.

The start up seed money will be \$3000. This is the amount that will remain in the account at the end of the convention for the following year. All proceeds above the \$3000 will be forwarded to the Region at the first region meeting following the convention.

The convention chair and another person will be signatories on the account. The second person may be the convention treasurer or the region treasurer, whichever is chosen by the committee.

Money Log:

Pre-registration:

A list of all pre-registrations will be kept with monthly deposits made in June, July, August, Etc until the day of the event. That log will be added to the login by the registration at the time of the event.

Merchandise and Registration: begin with 100 change bag. (50 in 5's ; 50 in 10's)

Raffle will have a start up of 25 in ones.

Money to be picked up and logged into a registration sheet for Merchandise and Registration Friday night, leaving 100 seed money in bag. Raffle will be picked up and counted, leaving 25 in seed money. Logged, and placed with other funds. Fund amounts for each will be initialed by 2 people,

Two people are to count and initial the log sheet at the time of pick up, the amount picked up and the location. Those funds are to be deposited on Saturday.

On Saturday: Registration will close at lunch break; funds will be counted and all funds will be collected, Money log will be initialed by 2 people, with the amount listed. Money log will be placed in main money bag. The "money" person will also pick up funds from Merchandise, and follow same procedure. Merchandise will stay open until main speaker, and turn in the afternoon funds and initial the sheet.

The Money person will collect all monies at the raffle. It will be initialed by 2 people and signed on a funds sheet.

Two people will count all funds from Saturday at the end of the auction: registration, merchandise, raffle, and auction.

The merchandise crew will keep the seed money for Sunday morning. After Sunday morning, they will turn in all proceeds and the fund sheet., initialed by 2 people.

Two people will count all funds from Saturday night and Sunday morning. The money person will make a deposit for Sunday afternoon, or Monday morning.

Inventory:

An inventory of all merchandise left from the convention will be made within 2 weeks of the convention, and that information will be included in the final report to the SD Region at the next Region meeting.

All funds will be accounted for in the final report to SD Region of NA , as well as registration numbers. A list of all paid expenses will be listed in the report as well. All receipts will be attached to the report.

Convention Timeline Suggestion:

December:

Choose chairperson/ vice chair

Logo artwork

Location

January:

Subcommittee chairs:

Programming:

Hospitality:

Merchandise:

Fundraising:

PR Presentation:

Set flier detail: include where to send speaker cd's

Get flier made: distribute by paper and electronically

Set event on NAWS website

February:

Begin fundraising, gathering auction items, quilt, etc

Secure contract with facility

Work to review merchandise/registration packets: how much to include in packets

March:

Progress report to region meeting

April:

Review programming tapes being received to tally votes for prime candidates

Review merchandise selections

Review fundraising activities

May:

Choose main speaker and make travel arrangements, reserve hotel room

Do walk through of hotel to organize workshops, etc

June:

Choose workshop speakers

Continue fundraising activities

July:

Choose auctioneer

Contract with taper

Send invitations to health workers, treatment facilities, parole officers, probation officers, etc to attend PR Presentation Friday afternoon before the event

August:

Order merchandise

Establish what needs to be completed: filling registration packets, going over pre-registration,

Follow up calls to invitations sent: asking for emails for contact information to send fliers for activities, updated meeting lists

September

Meet to tie up any loose ends

Week 2. Before convention: verify speaker, taper, hotel, merchandise, registration packets, if having a PR event, contact those invited to be sure they will be able to attend(send email reminder where possible)

Sample Budget

Hotel: 2500

Hotel conference room (125-150 people) with audio equipment (1200-1750)

Friday afternoon, Saturday all day and Sunday morning

Merchandise room: enough to hold 10 tables (200 a day) ask for Sunday free since leaving at noon

Hospitality room, (possible suite) Ask if comped with rooms blocked, otherwise, 2 nights of room rate

Programming: \$1000

Main speaker room 2 nights room rate

Main speaker travel \$500 +

Merchandise: \$1500

Registration packets \$5.00 with approximately 100-125 made (note pad, pen, etc)500

T shirts #50 600

Mugs #36 200

Printing fliers 50

Banner \$125