

SOUTH DAKOTA REGIONAL SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS GUIDELINES
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STATEMENT ON SERVICE:

Everything that occurs in NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that these guidelines have been compiled. We must always remember that as individuals, member groups, areas, regions or sub-committee, we must never be in competition with each other. We work separately and together in an effort to help the still suffering addict and for our common good. We have learned painfully, that strife cripples our fellowship; it prevents us from providing the service necessary to grow as a fellowship. As quoted from the Service Manual of NA: "To assure that no addict seeking recovery need die without having found a chance to live a new and better way of life: From this day forward may we provide the necessary services."

ARTICLE I. Definition, Purpose and Function

- A. Definition: The Regional Service Committee (SDRSC) is a committee made up of delegates from all areas within the South Dakota Region of NA and Trusted Servants who fill a defined role within the SDRSC.
- B. Purpose: This SDRSC is designed to serve the common needs of its Member Areas and Groups.
- C. Function: The SDRSC meets four (4) times during the year to:
 - 1. Unify its Member Areas.
 - 2. Carry the message of NA through sub-committees and various projects.
 - 3. Contribute to the growth of NA- both by initiating much of the work to be finalized at the World Service Conference and by providing support to our World Services.
 - 4. Communication of information to and from Areas, other Regions, Zones and the World.

ARTICLE II. Service Meetings

- A. Regularly scheduled SDRSC meetings: The principle on which all service meetings must be scheduled to maximize the ability of individual members to attend these meetings, including out of town members, and/or WSC or NAWs representatives. The SDRSC shall meet March, June, September and December from 1 – 4 pm central time, with the committee to pick the date at the previous meeting. The SDRSC shall have the option to meet face-to-face or electronically or a hybrid combination of the two.
- B. Special SDRSC Meeting: The following stipulations apply:
 - 1. Any SDRSC member may call a special meeting, A majority of the trusted servants must be in accord.
 - 2. Verbal notice with reason for the meeting must be given to all SDRSC members at least ten (10) days in advance.
 - 3. The reason for the special meeting must be stated in the notice.
 - 4. The special meeting is limited to dealing with the business stated in the notice.
 - 5. All decisions made at a special meeting must be presented for ratification by the SDRSC at the next regularly scheduled meeting.
 - 6. Special meetings may be conducted by conference call or via the internet.

ARTICLE III. Participation

Any Area Service Committee which chooses membership in the SDRNA shall have one (1) vote accorded to its RCM (Regional Committee Member) or Alternate.

ARTICLE IV. Consensus Procedures

A. Quorum: Under normal operating conditions, a quorum shall consist of a simple majority of participants to conduct business. If only one area is active for two consecutive RSC meetings, business may resume with all present Trusted Servants ~~all~~ in accord. In such instances, all RSC Officers and Trusted Servants shall be part of the decision-making process via group consensus. It should be noted, however, that the sole represented ASC may call for a vote that represents the sole ASC's voice. The principle here is that the voice of a RSC officer or trusted servant is *not* equivalent an entire ASC in the SD RSC decision making process. The SD RSC has often times operated with a maximum of two active ASCs in the region and at others times with only a single functional ASC. This has made the idea of a quorum hard to maintain or questionable. It is for this reason that above flexible implementation of a quorum has been defined.

B. Discussion of Ideas:

1. All NA members in attendance at the SDRSC meeting shall have the right to participate in discussion once recognized by the Chairperson. Comments should be directed to the SDRSC as a whole.
2. All discussion concerning changes of the Guidelines of the SDRSC will be referred to the Policy ad-hoc committee for review before a decision is made. All discussion for changes to the Guidelines shall be taken back to groups for approval. Final revision shall rest with Secretary. Guidelines shall be reviewed every four (4) years or as needed.

C. Consensus:

1. Each RCM shall be allowed a decision-making vote.
2. In the absence of an RCM, that area's alternate shall be allowed a decision-making vote.
3. All decisions shall be made by consensus decision-making process (see Article IX).
4. Any ideas may be referred for Area Consensus at the discretion of the participants present.
5. All standing rules of the SDRSC must be incorporated into the Guidelines.

ARTICLE V: Selection and Removal of Trusted Servants

A. Trusted servants shall be selected according to the following rotation:

1. March: Chairperson, Vice-Chairperson, and Convention Chairperson (to be chosen by the convention committee after the previous convention and reported to and approved by the SDRSC in March)
2. June: Regional Delegate and Alternate RD (every three years), Treasurer (in alternating years), Secretary, and Webservant;

B. Procedure for selection of Trusted Servants shall be as follows:

1. Areas and groups shall be solicited for nominations.
2. Nominees must be present to be selected, or in the event a prospective nominee is unable to attend the scheduled meeting at which elections are to take place, a written statement of willingness to serve and a list of qualifications will allow a nomination to be accepted.

3. The Secretary will read the qualifications and duties for the trusted servant position being filled, as shown in Article VI.
4. Nominations ~~will~~ **may** be accepted from the floor.
5. Before the selection is made, each nominee should state their qualifications for serving the fellowship and this Region, including clean time, past service experience, and the ability to serve in the position.

C. Terms of service:

1. The Chairperson, Vice-Chairperson, **and** Secretary shall be elected for one (1) year term.
2. The Treasurer shall be elected for a two (2) year term.
3. The Regional Delegate and Alternate shall be elected for one (1) World Conference cycle. Each may not serve more than two (2) consecutive terms.
4. Convention Committee Chairpersons shall be elected for **a** one (1) year terms.
5. **The Webservant** shall be elected for a two (2) year term.
6. In order to have rotation of Trusted Servants, Trusted Servants should be elected for **no more than** two (2) consecutive terms **in one position** ~~only~~.
7. It is recommended that an individual hold only one titled position at an RSC meeting. Exceptions to this guideline can be made when there are a limited number of RSC members to fulfill all required positions.
 - a. RSC Officers include Chairperson, Vice-Chairperson, Treasurer, Secretary, Regional Delegate and Regional Delegate Alternate. RSC Trusted Servants include the Convention Chairperson and Webservant. The RSC does not have standing subcommittees. Projects Groups (as described below) are used to fulfill subcommittee duties beyond those fulfilled by the Webservant.

D. Resignations or Removals:

1. A voluntary resignation should be given to the SDRSC Chairperson in writing. An e-mail shall suffice as a written form of communication.
2. Involuntary removal of an SDRSC member may occur for the following reasons:
 - a. Misses two (2) SDRSC meeting without advising their Alternate or submitting a written report, without just cause. This absence shall be recorded during roll call.
 - b. Relapse during the time of holding an SDRSC position.
 - c. Removal by consensus of active decision making participants, as described in Article IV-part C for breach of Traditions or failure to perform duties and responsibilities of the position.
 - d. The Chairperson may appoint a member to serve for the remainder of term of resigned office.

ARTICLE VI. Qualifications/Duties for Trusted Servants

A. General Qualifications for all Trusted Servants:

1. Willingness and desire to serve.
2. Understanding of and ability/willingness to apply the 12 steps, 12 traditions, and 12 concepts of NA.
3. Time and resources to be an active participant.

B. Chairperson: Qualifications

1. One (1) year commitment.
2. Minimum of four (4) years continuous clean time.
3. Minimum of two (2) years NA service experience.
4. Responsible member of society, holding a checking account.

Duties:

1. Chairs all meetings of the SDRNA service body.
2. Performs in an impartial manner in all matters.
3. Serves as a secondary cosignatory on the bank account.

C. Vice-Chairperson: Qualifications

1. One (1) year commitment with training during that time so the person can hopefully fill the Chairperson position the following year.
2. Minimum of three (3) years continuous clean time.
3. Minimum of one (1) year NA service experience.

Duties:

1. Performs the duties of the Chairperson in their absence.
2. Serves as an ad-hoc member and liaison of all projects to ensure proper functioning during projects.
3. Serves as a secondary cosignatory on the bank account.

D. Secretary: Qualifications

1. One (1) year commitment.
2. Minimum of two (2) years continuous clean time.
3. Minimum of one (1) year NA service experience.

Duties:

1. Responsible for written records of SDRSC meetings.
2. Maintain a mailing list of all SDRSC members and NA groups throughout the Region.
3. Types and distributes minutes no later than two (2) weeks following an SDRSC meeting to all SDRSC participants.
4. Creates an agenda for each SDRSC meeting and circulates that agenda via e-mail prior to the meeting.
5. Provides a final statement of yearly expenses and a budget amount for the next year at the September meeting.

E. Treasurer: Qualifications

1. Two (2) year commitment.
2. Minimum of four (4) years continuous clean time.
3. Minimum of one (1) year Regional NA service experience.
4. Responsible member of society, holding a checking account.
5. Strongly suggested to have financial experience in prior service. Theft of NA funds at any prior point is cause to disqualify a candidate.

Duties:

1. Primary cosigner on bank account.
2. Keeps an accurate record of all bank transactions.

3. Prepares and presents reports at each regularly scheduled SDRSC meeting.
4. Disburses monies as per group conscience of the region.
5. Collects all donations.
6. Gives and keeps receipts for income and disbursements.
7. Prepares and presents a draft budget to SDRSC within one week after the September meeting.
8. Prepares and presents an annual report to the SDRSC at the December meeting, including actual monies spent during the last year divided by sub-committee and project and comparing them to the budgeted amount.

F. Regional Delegate: Qualifications

1. One World Service Conference cycle
2. Minimum of four (4) years continuous clean time.
3. Minimum of two (2) years NA regional service experience.

Duties:

1. The primary responsibility is to work for the common good of NA by providing two-way communication between the region and the rest of NA.
2. Present the agenda and minutes of the World Service Conference, Narcotics Anonymous World Services, and information from other regions, and zones.
3. Attends the World Service Conference.
4. Attends Zonal Forum meetings.
5. Provides informative workshops by request.
6. Provides a final statement of yearly expenses and a budget amount for the next year at the September meeting.
7. Attend bi-monthly WSC webinars.

G. Regional Delegate Alternate: Qualifications

1. One World Service Conference cycle as RD Alternate, followed by election to RD for one World Service Conference cycle. This position should be viewed as a six-year term under normal circumstances.
2. Minimum of three (3) years continuous clean time.
3. Minimum of two (2) years NA service experience.

Duties:

1. Works closely with the RD to prepare to assume the position the following term.
2. Performs all duties of the RD in their absence.
3. Attends the World Service Conference.
4. Attends Zonal Forum meetings in person or electronically.
5. Attend bi-monthly WSC webinars.

H. Convention Chairperson(s): Qualifications

1. One (1) year commitment.
2. Minimum of two (2) years continuous clean time.
3. Minimum of one (1) year NA service experience.
4. Selected by committee members and submitted for approval to the SDRSC.

Duties:

1. Coordinates an annual SD Regional Convention.
2. Submits a convention budget to the SDRSC March meeting.
3. Submits a convention final financial report to the SDRSC December meeting.

I. Webservant: Qualifications

1. Two (2) year commitment
2. Minimum of two (2) years continuous clean time.
3. Minimum of one (1) year NA service experience.

Duties:

1. Maintains a regional webpage
2. Seeks input from members, groups and areas for material to include on the website
3. Makes available the necessary codes and passwords to the SDRSC Chairperson
4. If an ASC represented at the SD RSC list a meeting, the RSC shall follow suit and list the meeting on the regional meeting directory. If a meeting has no ASC affiliation, the RSC will request 1) contact information for a representative of the meeting and 2) the meeting should be functional for three months prior to being listed on the RSC web site or meeting directory. Virtual meeting hosted from within the South Dakota region will follow these same guidelines.
5. Provides a final statement of yearly expenses and a budget amount for the next year at the September meeting.

Article VII: Project Groups

Participation in the SD RSC has fluctuated over time. Having standing subcommittees requires a consistent level of participation which has been difficult to maintain. As such, the RSC has decided to migrate to a project-based service model. The key idea of project-based services is that a temporary project subcommittee is formed to address a specific need that is brought to the RSC floor for review and approval. Project based subcommittees exist only to fulfill the objective for which they were formed and concluded once the project is complete.

Formation of a project group is intended to serve the same purpose as traditional subcommittee projects. Formation of a project begins with the completion and submission of a “South Dakota Regional Service Committee Proposal Slip” that can be found on the SDRNA web site (<http://www.sdrna.org>). This form is used to describe the project, the goals or needs it is intended to fulfill as well as budget and other relevant information. A Project Group is chaired or coordinated by a “Project Facilitator”. The person fulfilling this role reports and is accountable to the RSC for all project related matters.

A. Forming a project group

1. A proposal/topic for a new project is brought under new proposals/topics to SDRSC identifying the need that a new project may serve. Projects may serve H&I, PR, Unity, Fellowship Development, Outreach, etc. Proposal forms are available on the website SDRNA.ORG
2. The proposal may be sent to the area and groups for consideration.
3. The proposal is accepted through the consensus decision making process.

4. The Project Facilitator for a given is generally the person who submits the proposal. The Project Facilitator does, however, need to meet the below requirements and have formal consensus-based approval of the RSC body to serve in this role.

B. Project Facilitator: Qualifications

- a. Commitment to fulfill project to completion
- b. Minimum of two (2) continuous clean time.
- c. Minimum of one year NA service experience in the area of service addressed by the proposal.
- d. Ability to properly maintain NA funds

Duties:

1. Writes a proposal for a project with project members including the following:
 - a. Intended goal or objective of proposal
 - b. time frame
 - c. itemized amount of funds necessary
 - d. who will be provided services via the project (Hospitals, Professionals, Unity, etc.)
 - e. length of plan
 - f. list accountable person
 - g. proposed meeting dates
2. Prepare agenda and facilitate meetings.
3. Provide updates to SDRSC, including final usage of funds.

ARTICLE VIII. Regional Service Funds

A. General Provision:

- No part of the net funds of the SDRSC shall incur to the benefit on any member(s) or individual(s). The assets of this committee upon dissolution shall be distributed or transferred to Narcotics Anonymous World Services (NAWS).
- There will be two signatories for the Region checking account, the chairperson and the treasurer.
- Each sub-committee chairperson and project facilitator will present a budget for the coming calendar year at the September meeting, except the Convention Chairperson, who will present a budget at the March meeting. If there is no projects proposed at the March meeting, a minimum of \$250 shall be the base budget for each project area.
- The SDRSC will discuss the budget for the coming calendar year at the September meeting and will send to Areas for approval.
- SDRSC financial records must be readily available to the fellowship and shall be produced at the request of any NA member, group or area.
- The Secretary will receive the bank statement via email, and it shall be sent by email to all RSC members.
- The outgoing and incoming Treasurers will prepare the final yearly financial report of the SDRSC. A special worker may audit this report.

B. Revenues:

1. The SDRSC shall be self-supporting through contributions from its member areas or individual NA members or groups.

2. All revenue accumulated from these sources will be maintained in a general fund bank account.
3. All proceeds from the sale of literature, convention profits, or funds otherwise raised through the efforts of sub-committees or project groups shall be turned over to the SDRSC Treasurer within ten (10) days.
4. The SDRSC Treasurer shall deposit all revenues within ten (10) days.

C. Expenditures:

1. All funds are subject to disbursement by the SDRSC Treasurer.
2. All non-budgeted disbursements and regularly budgeted items for maintenance of the SDRSC shall be approved by the consensus of the SDRSC.
3. No reimbursement for expenditures shall be made without receipt or proof of payment.
4. All expenditures shall be paid by check.
5. In the event that a check is made payable to one of the co-signers, the payee shall not be authorized to sign said check.
6. No funds to be forwarded to NAWS until a prudent reserve of \$2000 is reached for RDA travel to WSC, and those funds are not to be included in ascertaining prudent reserve.
7. Prudent reserve will be 75% of budget proposals for the year. All funds over prudent reserve will be forwarded to NAWS.

ARTICLE IX. Decision Making Process

A. Definition- Consensus Based Decision Making

Consensus is defined as the decision-making process used in which discussion and compromise are used to reach agreement. For example, if a proposal/topic is introduced to change, or create a practice of the SDRSC and consensus is not reached, the practice will continue as it currently stands or will not be implemented.

B. Procedure: Consensus Based Decision Making

1. Proposal is introduced by NA Member
2. Chairperson opens the discussion, beginning with the maker of the proposal.
3. Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal. This is not the time for general discussion.
4. Chairperson asks for concerns or reservations- general discussion of proposal. This is when modifications may be made to the proposal in an effort to address expressed reservations or concerns.
5. Chairperson asks for consensus. Minority voice shall be heard if consensus is not reached. After review of minority voice, chairperson again asks for consensus. If not reached, proposal does not pass.

C. Types of Positions

1. ASSENT: Agree with proposal
2. ASSENT WITH RESERVATION: Although there are reservations or concerns, the individual will trust and go along with the body's decision.

3. **STAND ASIDE:** Based in strong personal reservations which prevents support for the proposal.
4. **BLOCK: No!** Based on spiritual principles expressed in our traditions or concepts. A block must be followed by speaking to the specific tradition or concept, which would be violated. A block will prevent a proposal from being adopted.

D. Consensus

Consensus is reached when majority of the RCM's assent or assent with reservation. The number which represents majority shall be determined based on the number of RCM's present at the start of old business. If the vote is 1 assent and 1 stand aside, the proposal does not reach consensus.

Appendix:

Project Groups: A project group can be formed for regional business in each of the following areas. More areas may be added upon need of member areas request.

Hospitals and Institutions:

Hospitals & Institutions committees carry the NA message of recovery to addicts who, due to incarceration or institutionalization, do not have full access to regular Narcotics Anonymous meetings. H&I is an important service in our Public Relations efforts in NA.

Public Relations

The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live.” Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose.

The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.

The following points are goals that we can strive to fulfill in making NA a visible and attractive choice for addicts:

1. We clarify what services NA can and cannot provide to the community.
2. We make NA members more aware of their role in NA’s public image.
3. We aim for the public to recognize NA as a positive and reliable organization.
4. We develop valuable relationships with professionals and the general public.

Ad Hoc: Policy Review: Review and update policy every 3 years, depending upon need for change.

Helpline:

The purpose of the helpline is to provide current meeting information, answer general NA questions, and to provide communication with NA members and new people needing NA assistance per each community within SD Region.

- Each helpline member will go through helpline training
- A minimum of three people will be on call for each quarterly period.
- Each member will answer the phone for 3 months, changing at each region meeting.
- A log of calls will be kept by each individual answering the phone
- A list of current helpline members and additional members willing to be on the 12th step call log shall be maintained by the project facilitator.
- A minimum of 1 year clean time and working through at least step 6 are required.
- A comfortable usage of NA language is a must.

Convention guidelines: 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