

Florida Regional Convention, Inc.

Guidelines

ADOPTED 6/20/1987, 4/8/1992, 10/24/1993, 1/1/1996, 2/1/1997, 3/1999,
REVISED 3/16/2003

PURPOSE:

The purpose of this Corporation shall be to sponsor and conduct the annual Florida Regional Convention of Narcotics Anonymous and to enter into any contract as directed by the Florida Regional Service Committee.

This Corporation shall be responsible to the Florida Regional Service Committee. It will comply with the Articles of Incorporation of the State of Florida and the By-laws of the Florida Regional Convention, Inc. (FRC, Inc.) The Board is to lend their experience, strength, and hope to the Florida Region and to lend a guiding hand to the Host Committee toward a successful Convention.

PRINCIPAL OFFICE:

The principal office of the Corporation shall be the Florida Regional Service Office, located at:
6152 Congress Avenue
Lantana, Florida 33462

DIRECTORS:

The Convention Board shall have nine Directors. The qualifications are (3) years abstinence from all drugs and at least one (1) year prior convention experience.

Convention experience may be categorized as:

- I Prior convention experience is specifically:
 - a.) The planning and execution of a convention.
- II Comparable experience, which may be acceptable:
 - a) The planning and execution of an area activity.
 - b) Area involvement such as activities chair, area treasurer, or other positions that demonstrate leadership qualities.
 - c) Regional involvement such as Chair Position or RSO Board.
 - d) Outside business experience.
- III Other Desirable Assets:
 - a) Leadership skills.
 - b) Experience in fulfilling prior service positions.
 - c) Experience in budgeting and finance.

ELECTIONS:

The Florida Regional Service Committee, at the July meeting, shall elect four of the nine Directors. These Directors will serve a one (1) year term. Two of the Directors shall be elected by a majority vote of the Board at the July meeting in even numbered years. These Directors shall serve a two (2) year term. Two of the Directors shall be elected by a majority vote of the Board at the July meeting in odd numbered years. These Directors shall serve a two (2) year term. One Director shall be elected by the Board at the July meeting to serve a one (1) year term as the Convention Host Committee Chairperson. There can be no more than two people from any Area within the Florida Region, on the Board at the same time.

No one who holds a position on the Host Committee, other than the Chairperson, may serve as a Director. Nor may anyone else who holds any position within the Florida Regional Service Committee or the Florida Regional Service Office Board of Directors, serve as a Director. This is to prevent conflicts of interest in serving as a FRC Board Member, and allows the Board to speak with one voice at FRSC meetings. All persons wishing to be considered for any position must be present at time of elections.

When someone loses a Region-elect FRC Board election, they cannot be elected to the FRC Board by a Board election that same election year. This applies only when someone runs uncontested for that FRC Board position at the FRSC election and that individual is not elected.

VACANCIES:

Resignation - Any Director may resign by giving written notice to the President. Relapse constitutes automatic impeachment. A Director must attend a minimum of four board meetings per year in addition to the annual host committee workshop. A Director will be impeached for missing two (2) consecutive board meetings. A Director may also be impeached by a majority of the Board. Vacancies and removal of Directors shall comply with section 6.05 and 6.06 of the Corporation By Laws.

In the event of the absence/incapacitation of any elected FRC Board Officer, the Board Vice-President will assume the duties and responsibilities of that office until an election is held.

DIRECTORS MEETINGS:

The Directors will conduct a yearly workshop upon election of the Host Committee. The purpose of this meeting is to introduce and guide the host committee members through the convention process. This meeting would occur at the October Host Committee meeting. The Vice-President of Board should develop, coordinate and implement the workshop.

Place of Meetings - Regular meetings of the FRC Board of Directors shall be held at the Florida Regional Service Committee's regular scheduled meetings.

Annual Meeting - The Board shall meet each September for the purpose of organization, election of officers and transaction of other business.

Travel Expenses - Travel expenses as approved by FRSC for Board meetings are reimbursed, up to \$90.00 per meeting.

Special Meetings - the President, Secretary, or any two (2) Directors may call special meetings of the Board, for any purpose, at any time.

Notice - A notice of the time and place of special meetings must be given to each Director by one of the following methods:

- a) First Class Mail
- b) Telephone Communication
- c) Facsimile Machine
- d) E-mail

All such notice shall be given or sent to Directors' addresses or telephone numbers, fax or e-mail as shown on records of the Corporation. Notice of a "special meeting" must be mailed at least ten (10) days prior, or telephoned, e-mailed or faxed seven (7) days prior to the meeting.

QUORUM:

One more than half of the present Directors on roll call shall constitute quorum. Decisions shall be made by a majority of the quorum.

OFFICERS:

The Officers of the Corporation shall be a President, Vice-President, Corporate Secretary/Hotel Liaison and Chief Financial Officer. Any person, who qualifies under these Guidelines to sit as a Director, shall be qualified to be an Officer.

ELECTION OF OFFICERS

The Officers of the Corporation shall be chosen by the Board at the annual meeting in September of each year. All Officers' terms are for one (1) year. An Officer may be elected to consecutive terms. Officers of the Board shall serve without compensation. An Officer may be removed from office, without impeachment, by a two-thirds (2/3) vote of the Board.

DUTIES OF BOARD OFFICERS:

1 President:

- 1.1 Presides at all board meetings;
 - a) Prior to meeting, with Board Members, prepares an agenda.
 - b) Follows Robert's Rules of Order to conduct Board Meetings.
 - c) Maintains an organized and smooth flow of discussion, in order to complete the business at hand.
 - d) Only votes in case of a tie.
 - e) Provide a typed written report to the Recording Secretary to be included in the minutes.
 - f) Saturday night type up information from the Board Meeting to be read and submitted the next day at the FRSC Meeting.
 - g) After the FRSC Meeting send FRC Report in an email to the Web Page Coordinator, to put this on the FRSC web site.
 - h) Between Board Meetings, regularly check email and answer or respond, to all questions, conflicts or discussions pertaining to FRC in accordance with FRC and FRSC policy.
- 1.2 Co-signer on FRC bank account;
 - a) Responsible to oversee and keep up on the financial activities and records (checks and balances).
 - b) Help the CFO to prepare and produce annual budgets for the Board and the Host Committee.
 - c) Attendance required at convention site the day prior to convention to assist the CFO and Host Committee.
 - d) Assist CFO during the convention in the accounting of funds.
 - e) Attendance required the day after the convention to assist the CFO in closing out business with the hotel.
- 1.3 Signer for the Board on all contracts between the Corporation and any hotels, Vendors, etc., upon approval by the Board; Reports to the Board on the status of any negotiations pending.
 - a) Help in the negotiating process of all contracts (to assure the protection and best contract possible for the fellowship as a whole). This requires a lot of personal time for thorough review of contracts along with some personal finances incurred through travel and phone calls.

- b) All expenditures in relation to item (a) must comply with FRC BOD budget. Reports to the Board status of any negotiations which have yet to be completed.
 - c) Works with site selection committee to secure FRC sites for a 5 year period per Policy.
 - d) Appoints each Board Member to a specific Host Sub-Committee as their liaison.
- 1.4 Serves as liaison for the Regional Service Committee;
- a) Attends all FRSC meetings, from beginning to the end of the meetings (This requires a lot of personal time and finances).
 - b) Attends all FRSC Policy Sub-Committee meetings as a voting member.
 - c) Conducts self as a professional and answers and provides information related to FRC business to FRSC members.
 - d) Provides experience, strength and hope in matters other than FRC business to the FRSC members.
- 1.5 Negotiates, reviews and signs all contracts for Florida Regional Service Committee Weekends:
- a) This requires a lot of personal time in reviewing all contracts thoroughly, traveling to Hotels and phone calls to the Hotels (also some personal finances involved with traveling and phone calls).
 - b) Adhere to FRSC Policy in regards to Regional Site rotations around the entire Florida Region.
 - c) Secure Regional sites for a two-year period.
 - d) Provide this information, in written form, to all FRSC Members and the Web Page Committee, to be put on the Regional Web site.
- 2 Vice-President:
- 2.1 Will assume the responsibilities of the President in the event of his/her absence.
 - 2.2 Will become President by vote of acclamation in the event of resignation or impeachment of the President.
 - 2.3 In the event of the absence or incapacitation of any FRC BOD officer, the Vice President of the Board will assume the duties and responsibilities of that office until an election is deemed necessary.
 - 2.4 The Vice-President of Board should develop, coordinate and implement the workshop with the newly elected Host Committee.
- 3 Corporate Secretary/Hotel Liaison:
- 3.1 Holder of the Corporate Seal
 - 3.2 Signer on Corporate checking account.
 - 3.4 Assist vice-president in the implementation of host committee workshop.
 - 3.5 Assist host committee chair in supervision and guidance of host sub-committees

3.6 Serve as Hotel Liaison. As Hotel Liaison, it is advisable that the individual have prior Convention experience, a business background and present himself/herself to the hotel in business attire, the hotel is more accepting of the group if the representative presents himself in the proper attire and conducts himself in a business like manner. The Hotel Liaison should be the only individual dealing with the hotel before, during and after the Convention. All other Committee members should go through the Hotel Liaison to speak with the hotel staff. This will eliminate the confusion and the misinformation within the Committee, fellowship and the hotel staff. Let the hotel know we are slow to reserve rooms.

Contact the reservations department once a month from the signing of the contract through May, then on a weekly basis from June, until the Convention to keep abreast of the reservation progress. This way if the rooms are too slow you can push the "reserve early" concept. The Hotel Liaison is responsible for the coordination of all activities in the hotel during the Convention, as well as arranging all set-ups at meetings (number of Chairpersons, rooms, times, sequences, microphones, types of set-ups, podiums, risers, tables, etc.). The Hotel Liaison also makes arrangements for the distribution of coffee throughout the Convention. It is imperative that a strict accounting of coffee be made at the Convention. Depending on your allotted amount of gratis coffee, you make want to limit or work out a distribution system for coffee. This is probably the most important area where money can get out of hand!

The CFO will be the only one who is authorized to sign for coffee when it is served.

The Host Committee should sit down as a group prior to the Convention and decide when, where and how much coffee should be served at any one time.

Make the hotel aware of the items that should be stocked in the gift shop such as aspirin, cigarettes, munchies, etc. Make sure that they stock all of the vending machines in the hotel and possibly have them restocked during the Convention. See if they will extend the gift shop hours to at least 11:00 PM on Friday and Saturday and the Coffee Shop until least 2:00 AM.

Following is an Example that may be used for the distribution of Coffee during the Convention. **Again only one person signs for charges to the Master Account and that person is the CFO.** Make it perfectly clear to the hotel that the Committee will not be responsible for any charges unless the authorized signature is on the bill.

FRCNA Coffee Grid

| <u>Event</u> | <u>Quantity</u> |
|--|-----------------|
| Previous Events | 38.5 |
| 6/29 Hospitality Room | 10.0 |
| 6/29 8:00PM Opening Meeting | 30.0 |
| 6/30 Hospitality Room 6am | 10.0 |
| 6/30 Hospitality Room 8:30am | 10.0 |
| 6/30 Hospitality Room, 10:00am | 10.0 |
| 6/30 Florida Regional Speaker Meeting @ 1:30pm | 30.0 |
| 6/30 Hospitality Room 2:30pm | 10.0 |
| 6/30 Hospitality Room 4:00pm | 10.0 |
| 6/30 Florida Regional Speaker Meeting | 80.0 |
| 7/1 Hospitality Room 6am | 10.0 |
| 7/1 Hospitality Room 8:30am | 10.0 |
| 7/1 Hospitality Room, 10:00am | 10.0 |
| 7/1 Hospitality Room, 1:00pm | 10.0 |
| 7/1 Hospitality Room 2:30pm | 10.0 |

| | |
|---|--------------|
| 7/1 Hospitality Room 4:00pm | 10.0 |
| 7/1 Florida Regional Speaker Meeting @ 1:30pm | 30.0 |
| 7/1 Florida Main Speaker Mtg. @ 7:30pm | 80.0 |
| 7/2 Hospitality Room | 10.0 |
| 7/2 Spiritual Speaker Mtg. | 40.0 |
| Total Qty. | 458.5 |

* Dates and quantities are arbitrary.

Buffet meals are easier for the hotel staff and move people in and out quicker than normal restaurant service. Explain to the hotel that **WE EAT A LOT!** Negotiate reasonable prices for these buffets, as that will determine how successful it will be. One suggestion is to have the buffet schedule integrated into the mealtime slots in the program. Try to let the room set-ups remain the same throughout the Convention as much as possible. This way, all the hotel will need to do is refresh the rooms during breaks. Let the hotel know that individuals will be using the hotel pool and Jacuzzi **all night**. It is to your advantage to negotiate this up front rather than later, as it is unreasonable to stop addicts from jumping in the pool after normal hours. After all, we are using the hotel as a resort for the weekend.

Spending the time and asking questions repeatedly and during the Convention, prevents the hotel from overcharging. When negotiating the contract, have it put in writing that individuals are responsible for their sleeping rooms, that the Committee is only responsible for the common areas of the hotel such as the halls, pool area, lobby and meeting rooms. Also, that the hotel will supply all in-house equipment at no charge such as easels, pads, risers, podiums, microphones, etc. If you need anything that the hotel has to rent, the Committee will pay for that. Beware of open-end charges that can be made to the Convention Committee with the Committee not necessarily knowing about it during the Convention itself.

The CFO is the only authorized signer for charges to the Master Account. Make it perfectly clear to the hotel that the Committee will not be responsible for any charges unless the authorized signature is on the bill.

3 Chief Financial Officer:

- 3.1 Shall maintain the corporate bank accounts.
- 3.2 Co-signer on the FRC bank account.
- 3.3 Shall prepare and distribute bi-monthly financial statements.
- 3.4 Prepares budgets for each Host Sub-Committee and FRC Board.
- 3.5 Maintains the files of all receipts made for expenditures of corporate funds and works with the Host Committee Treasurer in maintaining their files.
- 3.6 Coordinates with the Host Committee Treasurer for the transfer of funds to the Host Committee bank account.
- 3.7 Coordinates the record keeping of the Host Committee bank account.
- 3.8 The CFO with the assistant of the Host Treasurer oversees the collection of Convention funds received.
- 3.9 The CFO will work closely with the FRSO and the Host Committee in regards to maintaining and receiving pre-registration records and funds.
- 3.10 Secure volunteers to work the cash registers in the Merchandise Room and Registration during the Convention (volunteers must have at least three (3) years
- 3.11 Attendance is required the day prior to convention for setting and organization of cash registers.

3.12 Attendance is required the day following the convention for concluding business with the hotel.

3.14 ACCOUNTING FIRM:

The Board shall contract an accounting firm. This accounting firm will work closely with the CFO. It shall submit a bi-monthly financial report of the Board's bank statements, under the direction of the CFO. It shall provide and submit the necessary tax forms to the proper authorities and submit any annual financial report in conjunction with the CFO. The Board shall require a Letter of Agreement from the accounting firm. The agreement will define what the Board expects from the accounting firm and what the firm requires from the Board. Compensation shall be at the discretion of the Board.

3.15 ANNUAL REPORT:

The Board CFO shall cause an annual report to be sent to the Directors within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

1. The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.
 - a. The principal changes in assets and liabilities, including trust funds.
 - b. The revenue or receipts of the Corporation, both restricted and unrestricted to particular purposes.
 - c. The expenses or disbursements of the Corporation for both general and restricted purposes.
 - d. Any information required by the Annual Statement of certain transactions and indemnification of these Guidelines.

3.16 FRC Inc. will be required to maintain a current business license, property insurance, event and liability insurance for indemnification.

3.17 BUDGETING:

Preliminary budgets are prepared by the CFO based on previous history and submitted to FRC BOD for approval. The Board at the November meeting will vote on this final budget.

In November, the CFO must also have an annual budget of the Board's expenses to be approved by the Board. After the Board approves the budgets for itself and the Host Committee, they will then be submitted to the RSC for final approval. Once the budgets have been approved by the RSC, any requests by the Host Committee to change any line item must have the approval of the CFO or else the budget will be adhered to.

4 Assistant to CFO (member at large)

4.1 Shall assist CFO in all duties.

DUTIES OF OTHER DIRECTORS AND SPECIAL WORKERS

FLORIDA REGIONAL CONVENTION, INC. FRC. SOUND GUIDELINES

This body shall be known as FRC. Sound. A Sub-Committee, which operates under the FRC. Inc. Board of Directors (BOD), who in turn is directly responsible to the Florida Regional Service Committee (FRSC).

The purpose of FRC. Sound is to coordinate and conduct the tape recording of the workshops and speaker meetings of the Annual Florida Regional Convention of Narcotics Anonymous. FRC Sound will also serve any other convention or event sponsored by FRSC, upon request.

FRC. Sound consists of members from the geographical region, which make up the FRSC. The Chairperson of FRC Sound is called the FRC Sound Director. **The Director must be a member of the FRC BOD.** The Director is elected at the annual election of officers of the FRC BOD. The FRC Sound Director's term of office shall be one year, but may be re-elected as long as the FRC BOD qualifications are met.

If the FRC Sound Director fails to serve or is removed from office, the FRC BOD at the following Board meeting will fill the position. The Director may resign by giving written notice to the FRC BOD President. Relapse will result in automatic impeachment. The Director will be impeached for missing two (2) consecutive Board meetings. Impeachment is automatic upon a majority vote of the FRC BOD.

The first responsibility of the Director is to inventory and become familiar with the supplies and equipment involved with FRC Sound. The Director shall be completely responsible for all equipment and supplies during the workshops or Convention where it is being used. All FRC Sound equipment and supplies will be stored at the Florida Regional Service Office or other insurable, secured a/c storage facility, which is accessible to the FRC Board.

TAPING FRCNA:

The Director shall conduct and coordinate the tape recording of meeting workshops and speaker meetings during the course of the Convention. The Director shall also duplicate that tape recording. These duplications shall be given to the Merchandising Committee for sale during the Convention. FRC Sound shall handle no money during the Convention. The Director may solicit volunteers to help with the recording and duplication during the Convention. The FRC BOD shall provide a separate locked room for use solely by FRC Sound. FRC Board will furnish a sleeping room for the FRC Sound Director, as per other contracts.

FRC Sound shall be responsible for turning over, immediately at the conclusion of the convention, all Master Tapes and CD's to the FRSO. These Master Tapes and CD's then become the property of the FRSO.

FRC Sound will use two (2) tape decks at all main meetings. FRC Sound will purchase 1750 tapes and 1750 covers for use at FRCNA only, by May 1st, each year. An inventory must be made of all taping equipment and supplies before and at the end of the Convention.

A Minimum inventory of Equipment and Supplies include:

1. Tape decks
2. Microphones
3. Duplication machines
4. Microphone patch cords
5. Normal tapes
6. Tape covers
7. Tape labels
8. Headphone monitors
9. Power extension cords
10. Master Tapes
11. Microphone stands
12. Master erasing machine
13. Miscellaneous supplies
14. Gold tip male jacks
15. Computer and Printer

The Director shall be responsible for keeping the equipment in good working order and for ordering supplies. The FRC BOD shall set the budget for FRC Sound. The Director shall work within that budget.

FRC Sound will make available one duplicating machine and 100 blank tapes to the Host Program Sub-Committee, for the purpose of copying and distributing Speaker Tapes that are being reviewed by the committee.

TAPING CONVENTIONS OR EVENTS OTHER THAN FRCNA WITHIN THE FLORIDA REGION:

FRC Sound shall tape any Convention or workshop sponsored by the FRSC, any Area or Group within the Florida Region, upon request. The FRC Sound Director may appoint an assistant if the Director cannot attend the event.

A fee of \$1.00 per tape sold by that event will be charged by FRC Sound. The requesting event shall provide a sleeping room for no more than three FRC Sound members. This includes the Director and two Committee members. The requesting group shall also provide gas expenses to and from the event.

If the event is planning any event to be taped, which requires a fee to attend, the requesting event shall provide free access to the activity for the FRC Sound members (i.e. Registration & Banquet).

All Master Tapes shall become the property of the FRSO. Request for copies should be made directly with the FRSO.

The FRC Sound Director shall be responsible for corresponding and coordinating the taping request for these events.

TAPING CONVENTIONS OUTSIDE THE FLORIDA REGION:

FRC Sound shall provide no more than three members. The FRC Sound members are to include the Director or the Assistant Director and two Committee members.

The following are the FRC Sound requirements for taping Conventions outside the Florida Region:

1. Provide sleeping rooms for no more than three FRC Sound members.
2. Provide travel expenses to and from the Convention site for FRC Sound members (i.e. gas expense).

3. Provide registration and Banquet for FRC Sound members or a one time \$25.00 fee per member, for food allowance, in lieu of a Banquet Ticket.

4. There will be a fee of \$1.00 per tape sold by the Convention.

All master tapes become the property of the FRSO, Inc. for resale by FRSO Inc through the Florida RSO. The Florida RSO upon request will make order forms available to the hosting region. The master tapes will be stored at the RSO.

The FRC Sound Director will be responsible for corresponding and coordinating the taping request from the other Regions.

FRC Sound Subcommittee

Purpose: The purpose of FRC Sound is to coordinate and conduct the tape recording of the workshops and the speaker meetings of the Annual Florida Regional Convention of Narcotics Anonymous. FRC Sound will also tape any other NA convention or event as directed by the Florida Regional Service Conference.

Meetings of the Subcommittee: FRC Sound holds committee meetings at various times and locations throughout the year. Due to the broad geographic representation of the committee, membership is not contingent on attendance of subcommittee meetings as much as demonstrated competence with FRC Sound equipment and procedures, as well as willingness to serve. Specific times and locations of meetings can be obtained the FRSO.

Elected Positions:

FRC Sound Director (Subcommittee Chairperson)

Must first be a member of the FRC, Inc. board of directors.

Elected to position by the FRC, Inc. board of directors

Responsibilities and Privileges

Chairs the subcommittee

Accountable to the FRC, Inc. board of directors and the Florida Regional Service Conference (FRSC)

FRC Sound Coordinator(s)

-Must first be a member of the FRC Sound Subcommittee

-Nominated by another FRC Sound Subcommittee Member to be Coordinator

-Elected by simple majority vote of subcommittee

-3 years clean time and recommendation of FRC Sound Director

Responsibilities and Privileges

Leads the taping of major NA conventions and events on behalf of FRC Sound

On FRC Sound mailing/contact list

Subcommittee Membership

-Must attend two consecutive FRC Sound Subcommittee meetings

Responsibilities and Privileges

-Gives direction and guidance to FRC Sound Subcommittee participants during events

-Nominating and voting privileges

-Absence from two consecutive Subcommittee meetings results in loss of nominating and voting privileges

-On FRC Sound mailing/contact list

Subcommittee Participation

-Any member of NA may participate in the FRC Sound subcommittee activities

Responsibilities and Privileges

-Participants take guidance and direction from Subcommittee Members to assist in labeling, taping, and duplicating tapes

-On FRC Sound mailing/contact list by request

FRC SOUND
6152 SOUTH CONGRESS AVE.
LANTANA, FLORIDA 33462
561-649-3540 (office) 561-649-3640 (fax)
flarso@floridarso.org

STANDARD TAPING AGREEMENT FOR FRC SOUND

TO TAPE A CONVENTION/EVENT OTHER THAN FRCNA

DATE: _____
TO: Convention/Event Committee
FROM: FRC Sound
RE: FRC Sound Taping Services

Dear Committee,

Per your request for FRC Sound to tape your upcoming convention/event, we have enclosed the following standard agreement. FRC Sound is a Narcotics Anonymous service committee. A \$1 per tape service fee by FRC Sound remains in the NA service structure, paying for FRC Sound materials and equipment. FRC Sound materials and equipment are owned by all of us in NA, through FRSC/FRC, Inc. In the spirit of excellent service through NA, we continue to upgrade equipment and we guarantee quality. FRC Sound committee members are trained volunteers, the same as H & I and PI volunteers. Providing audiotapes is yet another way of Carrying the Message of Hope and the Promise of Freedom.

Agreement

FRC Sound agrees to provide:

1. Taping for each event as requested by the convention/event committee.
2. Audio cassette duplicates (labeled and in cases) for each taped event, delivered to the conventions merchandise room promptly after each event.

The Convention/Event Host Committee agrees to provide:

1. Sleeping room(s) for up to three FRC Sound committee members for the term of the convention/event.
2. A secure work room for FRC Sound supplies and equipment for the term of the convention/event.
3. Up to three full Registration and Banquet packets for committee members.
4. \$1.00 service charge per tape sold at the convention.

Suggested sales price(s):

- 1 tape for \$4 with individual Norelco case
- 2 tapes for \$8 with individual Norelco cases
- 4 tapes for \$15 with individual Norelco cases
- 6 tapes for \$20 with individual Norelco cases

5. Payment of \$1 per tape, service charge, must be made by check payable to FRC, Inc. at the end of the convention.

MASTER TAPES

FRC Sound archives all master tapes at the Florida Regional Service Office. After the convention, the speaker tapes and select workshops become the property of the FRSO and will be added to the order form at the RSO. All tapes made by FRC Sound are available for order through the Florida RSO.

Agreed to by:

FRC Sound, Representing FRC, Inc.

Convention/Event Committee Representative;

Signature: _____ **Date:** _____

If you have any additional questions or comments, please feel free to contact the FRC Sound Director at the address, phone number or e-mail listed above.

Thank you for your request. We look forward to serving your convention/ event.

In loving service,
FRC Sound

((((FRC SOUND)))) Procedures

Sony 1300-1400 Duplicators

Settings:

1. Plug unit(s) in to power.
2. Attach units in daisy chain style “input” to “output” using data connector cords.
3. Turn power on all machines.
4. Set switch on MASTER machine to AB.
5. Place Master tape in “ORIGINAL” cell.
6. Fill the other cells with blanks and press AUTOCOPY.
7. Look for recording level indicators to be moving up and down on side A first then side B should kick in after a while. If these levels are not visible, you are probably duplicating a blank tape.
8. Wait for the BEEEP BEEEP. The tapes are ready.
9. Look for any red light indicators for bad tapes and dispose of same.

CLEANING:

Using head cleaner and Q Tips, clean the heads, spindles and rollers after every 5 runs.
If one cell keeps producing bad tapes, clean it.

Quality Control:

Keep a tape player handy and choose one tape at random from each run. Play it to make sure that sound quality and speed are good.

MARANTZ Portable Cassette Recorder PMD 221

Settings (from left to right):

| | |
|----------------|---|
| 4.5 V port | PLUG ELEC. ADAPTER HERE |
| EXT. SPEAKER | OFF |
| TAPE SELECTOR: | NORM |
| PHONE | PLUG HEADPHONES IN HERE |
| LEVEL | 5 (this is the volume when listening to headphones) |
| TONE | FLAT |
| MONITOR | OUT TO LISTEN TO TAPE |
| | IN TO LISTEN TO TAPE |
| PITCH | 0 |
| SPEED | STANDARD |
| REC MODE | LIMITER |
| REC LEVEL | 10 |
| MIC ATT. | 0dB |
| A.N.C. | REMOTE (all the way down) |
| INPUT SELECTOR | MIC/TEL (middle) |
| MIC port | PLUG MICROPHONE IN HERE |

CLEANING: Clean heads and rollers at end of each day using Head Cleaner and Q-Tips.

(((FRC SOUND)))

A Service of the Florida Regional Convention, Inc.
"tapes by addicts, for addicts"

DATE: / /
TO: _____ Convention Committee
FROM: FRC Sound Director
RE: FRC Sound Taping Services

Dear FRCNA Host Committee,

FRC Sound looks forward to yet another successful FRCNA this year. As you know FRC Sound is a Narcotics Anonymous service committee, originally formed for the purpose of taping FRCNA. All proceeds generated by FRC Sound remain in the NA service structure. FRC Sound materials and equipment are owned by all of us in NA, through FRSC and FRC, Inc. In the spirit of excellent service through NA, we continue to upgrade equipment and we guarantee quality. FRC Sound committee members are trained volunteers, the same as H & I and PI volunteers. Providing audio tapes is yet another way of Carrying the Message of Hope and the Promise of Freedom.

FRC Sound Agreement with FRCNA HOST COMMITTEE

FRC Sound agrees to provide:

1. Taping for each event as requested by the convention committee (volunteers are needed and appreciated.)
2. Audio cassette duplicates (labeled and in cases) for each taped event, delivered to the convention merchandise room promptly after each event.

MULTIPACKS

FRC Sound will provide multipacks (2, 4, or 6 pack albums of tapes) by request of the convention committee. Paper inserts of the convention artwork for the multipack sleeve is to be provided by the convention committee.

TAPES FROM OTHER NA EVENTS

FRC Sound provides "Blast from the Past" stock tapes of other NA events. Sales of these tapes benefit the convention equally as on-site tapes.

The Convention Host Committee agrees to provide:

1. Sleeping room(s) for up to three FRC Sound committee members for the term of the convention.
2. A secure work room for FRC Sound supplies and equipment for the term of the convention.
3. Gasoline and toll expenses to and from the convention site for up to two FRC Sound vehicles.
4. Full convention/event registration packets for up to three FRC Sound committee members, including banquet tickets. A one time \$25.00 meal allowance per member may be substituted for banquet ticket.

5. Suggested sales price(s):

- 1 tape: \$4 with individual Norelco case
- 2 tapes: \$8 with individual Norelco cases or free multipack (optional)
- 4 tapes: \$15 with individual Norelco cases or free multipack (optional)
- 6 tapes: \$20 with individual Norelco cases or free multipack (optional)

6. Subcommittee participation by local members and other members attending the convention is needed (volunteers). Experienced committee members set up the equipment and do most of the taping and duplicating. Help is usually required to label tapes, monitor workshops (flip tapes to side B), deliver copies to the Merchandise Room, assist at tape display in Merchandise Room, etc. Please remember, FRC Sound is a Narcotics Anonymous Subcommittee rather than an outside enterprise.

MASTER TAPES

All speaker tapes made by FRC Sound are available for order through the Florida RSO.

Agreed to by:

FRC Sound Director, Representing FRC, Inc.

Name:

Address:

Phone 1:

Phone 2:

Signature: _____ Date: _____

Name of Event:

Date of Event:

FRCNA Convention Committee Representative:

Address:

Phone 1:

Phone 2:

Signature: _____ Date: _____

If you have any additional questions or comments, please feel free to contact the FRC Sound Director at the address and phone number listed above. If for any reason you cannot reach the FRC Sound Representative at the provided number, call the Florida Regional Service Office for assistance.

We would also like to offer our experience, strength and hope . . .

1. Limit the number of workshops offered to 2 at a time in the early morning and 3 at a time in late morning and the afternoon. Good attendance is important for good taping and merchandising results.
2. Late night workshops (starting at 10 PM or 11 PM) are often well attended by people who choose not to attend scheduled entertainment events.
3. Place "Tape #1", "Tape #2", etc. directly on the Convention Program to help tape buyers find the tapes they are looking for in the busy Merchandise Room.

4. Place a statement in the closing format of each meeting/ workshop reminding participants about tape availability, e.g. "Audio tapes of this meeting, as well as other speakers and workshops that you may have missed, are available in the Merchandise Room, located in Best Wishes for all of us in putting on another Great Event, FRC Sound Director.

RECORDING SECRETARY (special worker):

The FRC BOD will secure a recording secretary at the Sept. BOD meeting on an annual basis.

This person's function is to take minutes of Board meetings, is not a Director and has no vote or voice in the board meetings. Compensation is the same as Board members.

The Recording Secretary will deliver FRC Board minutes no later than two weeks after the Board meeting, to the RSO for distribution, by direct mail or email, as directed by the Board.

SPECIAL WORKER:

The Board may acquire special workers. Compensation will be at the discretion of the Board. Special workers are not Directors of the Board, and have no vote.

FRC, Inc. SITE SELECTION COMMITTEE GUIDELINES:

In order to fulfill the function of locating, assessing and selecting facilities for FRCNA, the FRC Board shall form a Site Selection Committee from among its members. The FRC BOD will elect one director as a Site Committee chair this person shall not hold another position within the board.

COMPOSITION:

The Site Selection Committee will include the BOD President, Vice President, Hotel Liaison along with one other board member who is selected by the board at the September meeting.

QUALIFICATIONS:

The Site Selection Committee members should have experience in negotiating agreements. General business experience in combination with past FRC or FRCNA hotel liaison experience is preferred.

OPERATIONS:

The Site Selection Committee shall solicit bids from as many suitable facilities as is practical. This Committee shall visit each of the prospective sites. Key factors to consider should be:

- a) Location
- b) Size,
- c) Number of meeting rooms available,
- d) Room rates,
- e) Comp. Rooms,
- f) Recreational facilities,
- g) The site's past history of accommodating large conventions,
- h) Consideration of handicap accessibility.

While visiting a prospective facility, the Committee members WILL NOT accept any services beyond rooms and any accompanying service that is a standard part of the room rate. The Committee will report all of its findings to the FRC Board, which will in turn report to the Florida RSC.

**FLORIDA REGIONAL CONVENTION OF NARCOTICS ANONYMOUS;
HOST COMMITTEE GUIDELINES:**

This body shall be known as the Host Committee of the Florida Regional Convention of Narcotics Anonymous and operates under the FRC, Inc., Board of Directors, who in turn is directly responsible to the Florida Regional Service Committee.

The purpose of the Host Committee is to coordinate and conduct the annual Florida Regional Convention of Narcotics Anonymous.

HOST COMMITTEE

The Host Committee consists of members from the Florida Region. The FRC Board Directors at the board meeting following the convention shall elect all the Host Committee positions. Any officer, subcommittee Chairperson, member of a committee, or program committee member who is absent from two (2) consecutive meetings will have their position open for re-election at the third meeting. Whenever Host Committee positions are open after two (2) FRC BOD meetings, the position will be open to any member of the Florida Region. The Host Committee will do the re-election. All persons wishing to be considered for any position must be present.

The Host Committee is made up of a Chairperson, Vice-Chairperson, Secretary and Treasurer, along with the following Sub-Committees: Fun-raising/Entertainment, Hospitality, Marathon, Merchandising, Program and Registration. Arts and Graphics will be incorporated within Merchandising. FRC Sound will handle the Taping.

Each Chairperson needs to set about the formation of their Committee, as well as becoming familiar with their Convention Board Liaison to work out any time schedules, budgets, etc. The Sub-Committee Chairperson submits reports, recommendations and other details about their areas of responsibility. All Host Committee actions are subject to the approval of the entire Board of Directors.

The Host Committee meets monthly with its creation, except one month prior to the Convention, when it meets weekly. All Convention committee meetings should take place at a regularly scheduled time and place; advance notice of 30 days must be given for any unscheduled meetings. (If possible, at the main Convention site), and follow the current edition of "RSC Rules of Order". The purpose of these meetings is to gather and share information regarding planning and carrying out the Convention. Host Committee meetings are open to anyone and effort should be made to encourage support including participation of all members. The only people having a voice on the floor are the Host Committee members, FRC Board members and any other NA member at the discretion of the Chairperson. The only ones with a vote are the Host Committee, and the Chairperson in case of a tie. Travel expenses of the Host Committee to Host Committee meetings and fun-raisers are for gas and tolls only, not for food and lodging.

The first responsibility of the Host Committee should be selection of the theme and logo. After this is accomplished, work should be started on a registration flyer. The Committee will solicit the fellowship for logo and theme ideas. It is preferred that logo/theme artwork be generated from the NA membership and be donated to the fellowship.

Otherwise, reasonable compensation is to be determined by the FRC BOD. In either case an appropriate release shall be executed. All artwork becomes the property of the FRC BOARD. The person submitting artwork, waives any rights associated with its use, and will sign a release. (See attached release).

The Host Committee will make a schedule for every night of the Convention that will insure that at least two (2) Host Committee members (Chairpersons) will be on duty until 2:00 AM every night of the Convention.

REQUIREMENTS FOR THE HOST COMMITTEE:

- 1) **Chairperson:** Minimum of three (3) years clean time.
One (1) year prior Convention experience or other prior experience as a Chairperson.
- 2) **Vice-Chairperson:** Minimum of three (3) years clean time.
One (1) year prior Convention experience.
- 3) **Secretary:** Minimum of one (1) year clean time.
Secretarial skills - take notes, type, etc.
- 4) **Treasurer:** Minimum of four (4) years clean time.
One (1) year prior Convention experience.
Accounting skills.

DUTIES OF COMMITTEE CHAIRS

I. CHAIRPERSON:

- A) Presides at all Host Committee meetings.
- B) Attends all FRC Board meetings, acting as the primary liaison between the Host Committee and FRC BOD.
- C) Prepares an agenda, with input from other Committee Chairs.
- D) Insures that Committee members are informed of any sudden changes in meeting times or places.
- E) Is Co-signer on the Host Committee bank account.
- F) Only votes in case of a tie.
- G) Acts as final authority in clarification of these Guidelines.
- H) Keeps activities in accordance with the Twelve Traditions and Purpose of the Convention.
- I) Allows Sub-Committees to do their job while providing guidance and support.
- J) Allows simple discussion on major issues before calling for vote.
- K) Helps to resolve personality conflicts.
- L) Chairperson shall serve for only one (1) term, (Any other office can serve two consecutive (2) terms).
- M) Attendance is required at the convention site the day prior to the convention for organization.

II. VICE-CHAIRPERSON:

- a. Will assume the responsibilities of the Chairperson in the event of his/her absence.
- b. Assists the Chairperson in overall coordination.
- c. Is secondary liaison between the Host Committee and the Convention Board, as well as the RSC
- d. Co-signer on the Host Committee bank account.
- e. Coordinates with the Sub-Committees to make sure that deadlines are met.
- f. By vote of acclamation by the FRC BOD, is Chairperson of the following FRCNA.
- g) Attends as many Sub-Committee meetings as possible to insure they have all the support they need to do their job.

III. SECRETARY:

- A) Shall record minutes of all Host Committee meetings.
- B) In coordination with the FRSO, will maintain files of all Sub-Committee minutes and distribution of Host Committee minutes to the Host Committee and FRC Board President.
- C) Co-signer on the Host Committee bank account.

IV. TREASURER:

- A) Shall maintain the Host Committee bank account.
- B) Is Co-signer on the Host Committee bank account.
- C) Keeps records of all income and expenditures.
- D) Is responsible for the payment of all Host Committee expenses less than \$500.00, or any other expenses approved by the Convention Board.
- E) At the Convention, along with the CFO, will be responsible for the collection of Convention funds received.
- F) Coordinates with the Entertainment Committee Chairperson-person for the collection of funds at Fun-raisers held at the Convention site and the functions at the Annual Convention.
- G) Coordinates with the Merchandise Chairperson the collection of funds from the sale of pre-con merchandise at Fun-raisers. and submits all funds received to the CFO via money order within 7 days of receipt.
- H) Provides the CFO with a financial statement of host committee operational expenditures 7 days following the end of the convention.

SUB-COMMITTEES

Sub-Committee Chairperson should have general qualifications as outlined in the qualification section. Specific service or vocational experience should be considered prior to election or appointment. It should be duly understood that the Sub-Committees have specific service responsibilities to perform.

Sub-Committees are vital to the Convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement. This is because we are as concerned for the member as we are for the service responsibility. It would be a contradiction to the primary purpose of Narcotics Anonymous to allow someone to serve who is unable to stay clean. Each Sub-Committee has only one Chairperson who then recruits members.

A list of all Committees is provided in this manual, although other Committees may be established as needed. However, experience has shown that most other responsibilities can be incorporated within the framework provided

Sub-Committee meetings operate according to "RSC Rules of Order". This insures that the meetings run smoothly and that the business is conducted in an orderly fashion. Each Sub-Committee Chairperson should be aware of what responsibility each member has assumed. and make sure that every task is carried out.

Sub-Committees must maintain accurate records of the activities of the Committee, as well as correspondence. Financial reports including needs, expenditures and receipts will be included with each Committee report.

The Sub-Committees of the Convention Committee work together. At the onset, each Committee should decide whether or not, they will use the services of another Committee or address that particular area of business themselves. Although either way is effective, remember cooperation and consideration is the best way to make it work. All Sub-Committee actions are subject to the approval of the entire Convention Committee.

The registration and wearing of badges is a **must**, in case of accidents or injuries incurred at the hotel. If someone is injured in any way that results in an individual's suing another individual, or the hotel, and they are not registered with the Convention or are staying in the hotel as a registered guest, they legally have no business being in the hotel. So, it is for their protection that these badges are worn and individuals are registered with the Convention. This policy, therefore, protects them as well. Whether you give away the registration for free or not, registration with the Convention is a must, simply for the sake of liability.

THIS IS NOT A MATTER OF TRADITION, IT IS A MATTER OF LEGAL RESPONSIBILITY.

It is suggested you print a statement in the program regarding this issue. Have the banners in a secure area that can be locked, while hung, during the Convention. Lately, fellowship-wide, it has become a childish prank to rip off the Convention banners. As soon as the Convention is over, secure the banners. Do not let them sit either unattended or unsecured. Let the hotel know that the only person that should receive the banners is whomever you (the Host Committee) designate to take charge of these banners.

REQUIREMENTS FOR SUB-COMMITTEE CHAIRPERSONS:

- 1) Minimum of two (2) years clean time.
- 2) Prior Convention experience.

Convention experience may be categorized as:

- I Prior convention experience is specifically:
 - a.) The planning and execution of a convention.
- II Comparable experience, which may be acceptable:
 - a) The planning and execution of an area activity.
 - b) Area involvement such as activities chair, area treasurer, or other positions that demonstrate leadership qualities.
 - c) Regional involvement such as Chair Position or RSO Board.
 - d) Outside business experience.
- III Other Desirable Assets:
 - a. Leadership skills.
 - b. Experience in fulfilling prior service positions.
 - c. Experience in budgeting and finance.

DUTIES OF SUB-COMMITTEES:

PROGRAM COMMITTEE:

The Program Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the Program Chairperson. Remember we are providing a convention for the entire Florida region and workshop chairs should be chosen from all areas of the Region. Without a good program conventions cannot justify the expense required to hold them. The basic qualification for participation on the program of a Narcotics Anonymous Convention is membership in N.A., A speaker or workshop Chairperson at a Convention shares his/her personal experience of recovery in Narcotics Anonymous.

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts (only) and attend N.A. (only) to sustain their recovery. These qualifications assure that an N. A. member gets a NA Convention. The best speakers for Conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to NA. These workshops allow attending members to ask questions and learn about various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops (i.e. 12 Steps) rather than having to choose between two or more workshops they would like to attend. You should attempt to have a balance of workshops for newcomers, service minded persons, and spiritual discussions.

Duties and Responsibilities:

1. The selection of topics, Chairperson & times of all meetings held at the convention, except for the Marathon Meetings.
2. The Program Committee will pick someone to operate the tape machine at every workshop at FRCNA. An announcement will be made prior to the start of each topic meeting at FRCNA, to inform those attending, that the meeting is being recorded. The option not to be recorded will be made known to those who wish to share.
3. One of the main problems in scheduling is the event of no-shows (people who do not call when they are unable to attend). In the event of a no-show, the Program Committee should have a pool of members available from which to select replacements
4. Will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the Program Committee. **These choices will be submitted to the FRC Board for approval at the March Board Meeting, this allows time for securing transportation at a reasonable cost. Potential Speakers will not be notified until after the FRC Board approves them.**
5. **The final program will be submitted to the FRC Board at the May Board meeting for approval. Once approved by the board the program committee will seek bids and get the program printed up for inclusion in the registration packet.**

Speaker Guidelines:

- a. The main speakers shall be a member of Narcotics Anonymous with a minimum of five (5) years clean time, and should not be a member of the Host Committee or the Board.
- b. The banquet and closing meeting speakers shall not be Florida region residents; members of the South Florida Region shall be eligible for the banquet and closing meetings.
- d. None of the main speakers shall have previously been a speaker at a Florida Regional Convention (FRCNA) within the last ten (10) years.
- e. To be considered as a main speaker at FRCNA, person may not have been a speaker at any other convention in the State of Florida during the 18 months preceding FRCNA. This does not include members of the Florida Region.
- f. The Florida Regional speaker must live in the Florida Region.
- g. A registration packet, lodging and banquet ticket will be given to the Main Speakers (not the day time speakers).
- h. A four-day Convention will have three (3) main speakers - Fl. Regional, Banquet, Sunday Morning; a five-day Convention will have four (4) main speakers - Fl. Regional, Saturday, Banquet and Monday morning.
- j. Tapes submitted for consideration, as speakers at FRCNA must be no older than three years from the FRCNA they are being considered for.

HOSPITALITY

The responsibility of this Committee is to provide a hospitality room that is preferably open 24 hours a day for the entire convention. For the hospitality suite, coffee snacks, or fresh fruit should be provided, at least in the morning. The Committee shall get at least three (3) bids, for the snacks, supplies, and fruit, taking the lowest price which is within their budgeted amount.

Activities such as backgammon, cards, chess checkers and other board games may be provided for conventioners. The Committee should check with the RSO for the availability of any of these items. All material used during the convention shall be PROMPTLY packed and brought to the Merchandise room for return to the RSO.

Duties & Responsibilities:

After being elected the Hospitality Chair forms 3 teams:

- i. Greeters
- ii. Hospitality Suite Monitors
- iii. Serenity Keepers

Within each team the Hospitality Chair appoints a team leader

The Greeters responsibility:

- a.) welcoming
- b.) hugs
- c.) providing information
- d.) welcoming each member to workshops with hugs and dots

Serenity-Keepers responsibilities

- a) are to ensure there are no infractions created by our members at the hotel during the convention.
- b) The serenity-keepers assist with crowd and line control at the convention. They are also an information source for members at the convention.

The Hospitality Suite Monitors responsibilities:

- a.) are to have poster boards with rules printed on it to alert every one of the “dos and don’ts.
- b.) The following is not allowed in the hospitality suite: unmonitored children, gambling, sleeping, sex, storage of personal belongings, smoking, ruckus behavior (fighting, rough housing etc.).
- c.) Some things to provide in the hospitality room are:
 - Lost and Found
 - Local meeting list
 - NA Literature
 - A map of the area local restaurants
 - Information on transportation to and from the airport

MERCHANDISING:

The merchandise effort of any Convention should not be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the Convention Committee detract from the primary focus. The focus of any Convention is the celebration of our shared recovery; it is not to make large amounts of money. Our efforts to generate funds from our members should be based solely on what is necessary to insure that the Convention is successful.

Careful consideration should be made in reviewing and recommending items to be sold at the Convention and how many of each item should be ordered. The merchandise chair will obtain records from the previous year's Conventions from the RSO or the FRC CFO, pertaining to the number of attending and the number of shirts, mugs, etc. that were sold.

Careful consideration will be made in negotiating the purchase price of items recommended to the FRC Board for sale. You should also remember to add the artwork price into the price of the items purchased.

Duties and Responsibility:

1. Three (3) different bids are submitted for each consideration.
2. **All items selected by the Merchandising Committee must be approved first by the Host Committee and then presented to the FRC Board for final approval.**
3. **Sample merchandise items and proposed pricing are to be ready for FRC Board approval at the March FRC Board meeting.**
4. This Committee also has the responsibility for seeking bids for the development and production of the Convention Banner or banners and any signs that are needed by any Host Sub-Committees.

5. The Merchandise Committee will submit a complete summary of information regarding the ordering, marketing, pricing and shipping of the items recommended for sale at the Convention, and the time frames for obtaining the items. **The FRC BOD will ultimately decide the amount of merchandise ordered and the selling price for these items.**
6. Pre convention merchandise sales help promote the event across the regional. A member of this committee will be attendance at all fun-raisers and as many other NA events as possible, to sell pre-con merchandise.
7. The Merchandise chair will deliver all receipts and purchase orders along with a list of outstanding pre con inventory items to the Host Committee Treasurer at the monthly host committee meeting.
8. The Merchandise Committee will follow the store hours established in this policy package.
9. During the Convention, volunteers will be needed to man the tables in the store. Members working the cash register during the convention are assigned by the CFO (see CFO responsibilities for details)
10. Due to the handling of large amounts of money, it is required that anyone working with the cash drawer has at least three (3) years clean time.
11. All money collected prior to the convention by this Committee will be immediately turned over to the Host Committee Treasurer.
12. Attendance is required at the convention site the day prior to the convention for organization and inventory.
13. At the close of the convention assist with close out inventory and packing

FUN-RAISING/ENTERTAINMENT:

This Sub-Committee is responsible for fun-raisers and entertainment during the Convention. New members not familiar with the 12 Traditions may be confused by the concept of "Fun-raising" in NA because it so unlike the kind of Fun-raising done in other organizations, even non-profit ones. We never, under any circumstances, accept any monetary contributions or gifts from any outside source. We do not affiliate ourselves outside enterprise, choosing to be entirely self-supporting through our own contributions. This also means that members of NA cannot solicit gifts or prizes from outside sources for themselves and then donate them to the Convention. In NA, whenever we do need to "raise funs" we do so from our own membership.

Remember, it is called Fun-raising not fund-raising. The purpose is to raise awareness of the upcoming event. To do this one should try to keep expenses down. Elaborate and expensive decorations are not necessary for our members to have a good time. We have a good time just being among each other in a festive place.

The Host Committee fun-raiser is at the hotel where the Convention is to be held, if accessible. The reason for this is to generate excitement and to show the fellowship the facility and hopefully get them to register and secure a hotel room.

At the RSC, all RCM's are asked that their areas hold a fun-raiser individually or in conjunction with surrounding Areas. FRC BOD will provide up to \$200.00 seed money for this event if needed.

Duties and Responsibilities:

1. The fun-raising Chairperson should stay in touch with Area Activities Chairpersons and provide any support that they feel they may need.
2. Someone from this Committee will attend all fun-raisers for support and collect any funds generated and then immediately turn them over to the Host Committee Treasurer.
3. Preview and recommend DJs or a band for the fun raiser
4. Committee is also responsible for recommending entertainment activities, DJs or bands to be used at the Convention
5. Arrange for all other forms of entertainment, which are to be provided in conjunction with the convention. There are many activities that the committee can put on beside dances. Some that have been done in the past are pool parties, comedy shows, a coffee shop with either professional or fellowship entertainers, tug of way, volleyball and many other games and contests.
6. It is also the responsibility of this Committee to set up the decoration at the convention dances and the banquet keeping within the budget.
7. Purchasing and setting up decorations, securing volunteers to collect money and sell raffle tickets.
8. **Anyone handling money must have at least 3 years clean time**
9. Prior to distribution of all posters and flyers secure Host Committee approval
10. When designing flyers, remember that they are released into hospitals and institutions as well as other facilities, which relate to NA. Appropriate use of language and lithography is crucial because these flyers, in a sense represent NA to the public. If a performer is performing, a promotional picture or log should not appear on the fly as this is promoting an outside enterprise, However names of performers, hotels, golf courses, are appropriate information on the flyer with a disclaimer. It should be noted on the flyer that NA is not affiliated with any outside enterprises listed on the flyer.
11. Posters and flyers must be distributed two 2 months prior to the fun raiser. Research should be done in the surrounding areas to insure that there are no other NA functions going on at the same time.
12. **All actions of this Committee are subject to approval by the Host Committee as a whole.** All events should be planned, taking into consideration the Program and times for each event should be included in the Convention Program.

REGISTRATION:

The Registration Sub-Committee is one of the busiest Committees of every Convention. Usually the first people Convention attendees meet are those members staffing the registration tables. How well they are greeted in many ways sets the tone for how well the Convention comes off. Smooth, prompt, orderly and hospitable services are key ingredients to successful registrations. Therefore, organization and planning by the Committee is very important. Although its most intensive work is completed in the weeks prior to and during the Convention, its responsibilities begin with the advance planning.

Duties and Responsibilities:

1. The first task is to design a registration flyer, which must be done well in advance (at least 8 months prior to the Convention) and approved by the FRC Board.

2. The registration form should be written with clarity, organization, and ease of understanding in mind. All information that could possibly be needed must be considered and included on the registration form. The cut off date for pre-registration should appear on all registration forms.

3. Once approved, by the FRC Board, it is the responsibility of the registration chair to ensure that the flyers are produced and distributed throughout the fellowship as soon as possible. (The RSO should be used for production and distribution unless more cost effective measures are found. The FRC BOD shall also be used as a resource for distribution of flyers to the RCMs at the RSC.) Other recipients are to include: all known fellowship websites, WSO News line, NA Way and other Regional Delegates and any other known interested groups or members.

4. From past experience, it is suggested that a minimum order of 10,000 flyers be purchased for the first printing.

5. The procedures for handling registrations money can be found in the CFO's guidelines.

11. Another important task is assembling a registration packet.

12. The Host Committee as a whole shall determine the contents of the packet based on the approved budget line item.

13. The budget set for the registration packet shall include any and all items that are associated with the packet, including envelopes, badges, tickets, small trinkets, ribbons and anything else the Committee wishes to put in the packets. After this is done, prices for items to be included in the packet should be obtained. Bids for prices should be solicited from at least three (3) different vendors, one of the 3 vendors must be the RSO. After this is done and the Host Committee and the FRC Board approves the items, the items will then be ordered.

9. Final preparation for the Convention includes buying all supplies for the registration table, assembling packets, ordering banquet & committee ribbons, and having all records of pre-registrations up-to-date. A number of indigent packets must be made for NA members who cannot afford to register. **No person should be turned away.**

10. Volunteers are required to sit at the registration table. A suggested shift for a team to work is two (2) hours. The Registration Time Schedule in this Policy Package will be followed.

11. A member of the Registration Committee will attend all fun-raisers to sell registrations.

12. Attendance is required at the convention site the prior to the convention for set-up.

The following work is handled by the FRSO for the Registration Committee:

- As each registration is received, a record shall be made indicating information about the registration and all money received. If free registrations are given out at fun raisers, the Committee must keep careful records of what is provided and to whom, and provide this info to the FRSO.
- A record system must be established to record all pre-registrants. A record of registrations, banquets, clean time and area or state must be kept. A record of registrations of those individuals who are non-addicts must be kept also.
- Once a month and then weekly beginning 6 weeks prior to the convention the Registration chair shall contact the RSO to be apprised of the registration status.

MARATHON:

The purpose of this Committee is to offer any Convention registrant a non-topic, open meeting in which he/she may participate throughout the Convention.

Duties and Responsibilities:

- Secure people to Chair marathon meetings.
- Responsible for keeping the meeting running smoothly.
- Select the format for the marathon meetings, although experience has shown that the best format seems to be opening the meeting at the beginning of the Convention with any necessary readings, and then having the Chairperson open the meeting up for discussion. Subsequent Chairperson will then only introduce themselves and carry on the discussion, taking place at the time. This is in contrast to each Chairperson opening and closing separate meetings. If needed, they suggest topics. Typically most chair people bring their own topics.
- Secure Chairpersons by distributing flyers or request letters at the FRSC and at ASC's. When you have enough names you can draw them from a hat or assign them to particular time slots. Replies are mailed out to all Chairpersons to inform them of their respective time and day to chair.
- Post a list of the Chairpersons and their times to chair outside the marathon room as a convenient reminder.
- One way to get Chair people is to go over the registration forms for people who had requested to chair a meeting or get list from FRSO.

Registration Schedule / FRCNA

Duties and Responsibilities

- Check returned check log before presenting registration packet
- Check returned check log before accepting checks
- If name of registrant appears on list contact CFO or FRC President
- Place all voided register slips in the register do not throw them away
- If you are managing a register do not leave your station.
- If you are unable to complete your scheduled time, please contact the CFO - do not allow anyone to substitute for you.
- Do not leave your register until the next person scheduled arrives. If that person fails to show within the 20 minutes please contact CFO or Host Treasurer

Hours and Days of Operation

Thursday:

2:00 p.m. until 4:00 p.m.

5:00 p.m. until 7:00 p.m.

10:00 p.m. until 12:00 a.m.

Friday:

9:00 a.m. until 12:00 p.m.

1:00 p.m. until 5:00 p.m.

6:00 p.m. until 7:30 p.m.

10:00 p.m. until 12:00 p.m.

Saturday

9:00 a.m. until 12:00 p.m.

1:00 p.m. until 5:00 p.m.

Sunday - Pre-registration for FRCNA

9:00 a.m. until 10:00 a.m.

*At the conclusion of the pre- registration time all forms and materials will be packed up and delivered to the Merchandise Room, for transport to the FRSO.

Merchandise Schedule / FRCNA

Duties and Responsibilities

- Check returned check log before presenting Merchandise
- Check returned check log before accepting checks
- If name appears on list contact CFO or FRC President
- Place all voided register slips in the register do not throw them away
- If you are managing a register do not leave your station.
- If you are unable to complete your scheduled time, please contact CFO on radio- do not allow anyone to substitute for you.
- Do not leave your register until the next person scheduled arrives. If that person fails to show within the 20 minutes please contact CFO Or Host Treasurer

Hours and Days of Operation

Thursday:

9:00 p.m. until 12:00 a.m.

Friday:

9:00 a.m. until 12:00 p.m.

1:00 p.m. until 5:00 p.m.

6:00 p.m. until 7:30 p.m.

10:00 p.m. until 12:00 a.m.

Saturday:

9:00 a.m. until 12:00 p.m.

1:00 p.m. until 5:00 p.m.

10:00 p.m. until 12:00 a.m.

Sunday:

9:00 a.m. until 12:00 p.m.

Two (2) Table Monitors needed per shift please encourage your spouses to monitor tables in Merchandise during your shift.

Florida Regional Convention Committee
6152 Congress Avenue
Lantana, Florida 33462
TRANSFER OF RIGHTS AGREEMENT

Date

Convention artwork for FRCNA XXI on March 28-31, 2002.

FEE PAYMENT

As reimbursement for services, Designer will receive:.....
.....
.....

ITEMIZED EXPENSES

| | |
|---------------------------|----------------------------|
| Design Fee | Type Setting |
| Color Separations | Proofs & Copies |
| Subtotal: ; | ; |
| <u>Total Designer Fee</u> | |

Donation:

RIGHTS TRANSFERRED: The DESIGNER TRANSFERS TO THE CLIENT THE FOLLOWING RIGHTS OF USAGE.

Title or Product FRCNA.....

Category of Use Non-profit organization.

Medium of Use: No restrictions on any reproduction prior to or after the convention by FRC

Geographic Area No restrictions.

Through a mutually agreed method of compensation all

Usage rights of artwork and or designs are transferred

Exclusively to FRC INC. without restriction of use.

Upon signing of the release the designer waives any further

Rights or claims to artwork, design or monies associated

With it's use.

Designer Signature

Date

FRC BOD President Signature__

Witness: _____

Notary
