

FLORIDA REGIONAL CONVENTION GUIDELINES AND POLICIES
FLORIDA REGIONAL CONVENTION, INC.

ADOPTED 6/20/1987, 4/8/1992, 10/24/1993, 1/1/1996, 2/1/1997, 3/1/1999
REVISED 3/16/2003, 11/4/2005
Effective, November 2013 Revised April 2015

PURPOSE

The purpose of Florida Regional Convention, Inc. (“FRC, Inc.”) shall be to plan, host, and conduct the annual Florida Regional Convention of Narcotics Anonymous (“FRCNA”). FRC, Inc. will enter into any contract as directed by the Florida Regional Service Committee (“FRSC”). FRC, Inc. shall be answerable and responsible to the FRSC. It will comply with the Articles of Incorporation for the State of Florida along with its By-laws

PRINCIPAL OFFICE

The principal office of FRC, Inc. shall be the Florida Regional Service Office (“FRSO”), located at: 2222 S. Combee Rd Ste 6, Lakeland, FL 33801-8004

DIRECTORS

The Board of Directors for FRC, Inc. (“BOD”) shall have eleven (11) directors. The qualifications to hold a BOD position are (3) years abstinence from all drugs and at least one (1) year prior convention experience within the last three (3) years or attended at least four (4) of the last year’s FRCNA support committee meetings or served at the last FRCNA.

Convention experience may be categorized as:

1. Prior convention experience is specifically the planning and execution of a convention.
2. Comparable experience, which may include:
 - a. The planning and execution of an area activity;
 - b. Area involvement such as Activities Chair, Area Treasurer, or other position that demonstrate leadership qualities;
 - c. Regional involvement such as Facilitator or RSO Board; and/or
 - d. Outside business experience.
3. Other Desirable Assets:
 - a. Leadership skills;
 - b. Experience in fulfilling prior service positions; and/or
 - c. Experience in budgeting and finance.

ELECTIONS

Elections will take place during the July FRSC weekend as follows:

1. FRSC will elect five (5) of the 11 directors:
 - (a) Four (4) of these positions will have a voice and vote. These Directors shall serve a one (1) year term.
 - (b) One (1) will be a funded internship position. This director will have a voice but no vote. For those that meet the current RSC elect criteria but have not been involved with FRCNA or have experience but not within the past 3 years will be assigned to co-chair a committee with an experienced board member. This Director shall serve a one (1) year term.
2. The BOD shall elect six (6) of the eleven (11) Directors:
 - (a) Must currently be FRSC-elect board member.
 - (b) Three (3) of the Directors shall be elected by a majority vote in even numbered years. These Directors shall serve a two (2) year term.
 - (c) Three (3) of the Directors shall be elected by a majority vote in odd numbered years. These Directors shall serve a two (2) year term.

There can be no more than three (3) Directors from any Area within the Florida Region, serving on FRC, Inc. at the same time. All persons wishing to be considered for any BOD position must be:

1. Interviewed by the Human Resource Pool representative of the FRSC,
2. Interviewed by the BOD, and
3. Present at time of elections. In the event of an emergency, as determined by the BOD President, current BOD members (either FRSC-elect or BOD-elect) may be considered "present" for the purpose of election to a BOD-elect position, if appearing via teleconference or videoconference, if such technologies are available to the off-site BOD member. The cost of any such teleconferencing or videoconferencing, if any, shall be borne solely by the BOD member appearing remotely for election.

No director vacancies will be filled after the November RSC without a 2/3 majority vote from the BOD.

The BOD retains the option of flexing up or down one (1) funded internship position based on the needs of the board and would require a 2/3 majority vote.

Nominees left unelected by the FRSC cannot be elected to FRC, Inc. during the same election year by the BOD to occupy a Board elect position. This applies only when the nominee runs uncontested for that FRC, Inc. position at the FRSC election. To prevent conflicts of interest, no one holding a position within the FRSC or the Florida Regional Service Office Board of Directors, may serve as a FRC, Inc. Director.

BOD RESIGNATION

Any Director may resign by giving written notice to the President of FRC, Inc. Relapse constitutes automatic resignation. A Director must attend a minimum of four (4) board meetings per year, in addition to the annual Support Workshop meeting. A Director will be impeached for missing two (2) consecutive FRC, Inc. BOD Meetings. A Director may also be impeached by a majority vote of FRC, Inc. BOD. The vacancies and removal of Directors shall comply with the FRC, Inc. Bylaws. In the event of the absence/incapacitation of any elected FRC, Inc. Officer, the FRC, Inc. Vice-President will assume the duties and responsibilities of that office until such position is filled by election.

DIRECTORS MEETINGS

PLACE OF MEETINGS

Regular meetings of the FRC, Inc. BOD shall be held at the FRSC's regularly scheduled meetings. In the event of exigent circumstances, and with the prior approval of the BOD President, BOD members may attend BOD meetings via teleconference or videoconference, if such technologies are available to the off-site BOD member. The cost of any such teleconferencing or videoconferencing, if any, shall be borne solely by the BOD member appearing remotely.

ANNUAL MEETING

The FRC, Inc. BOD shall meet each July Regional weekend for the purpose of organization, election of officers, and transaction of other business.

TRAVEL EXPENSES

BOD members are reimbursed travel expenses up to the current RSC reimbursement rate for FRSC and Support Committee meetings.

SPECIAL MEETINGS

The President, Corporate Secretary, or any two (2) Directors may call special meetings of the BOD, for any purpose. Notice of the time and place of special meetings must be given to each Director by first class mail, telephone communication, or e-mail, at the address(es) provided to the Recording Secretary. Notice of a "special meeting" must be mailed at least ten (10) days prior, or telephoned or e-mailed seven (7) days prior to the special meeting. Special meetings may be held by teleconference or videoconference, at the discretion of the BOD President.

QUORUM

One (1) more than half of the present Directors on roll call shall constitute quorum. Decisions shall be made by a majority of the quorum.

OFFICERS

Corporate Officers of FRC, Inc. shall constitute a President, a Vice-President, a Corporate Secretary, and a Chief Financial Officer. Anyone qualifying under these Guidelines to serve as a Director shall be qualified to be an Officer.

ELECTION OF OFFICERS

The officers of FRC, Inc. shall be chosen by the BOD at the annual meeting in July. Officers shall serve one (1) year terms. Officers must be a BOD-elect in order to be an Officer and may be elected to consecutive terms. Officers of the BOD shall serve without compensation. An Officer may be removed from office by a two-thirds (2/3) vote of the BOD.

DUTIES OF FRC, INC. OFFICERS

President

1. Presides at all board and support committee administrative meetings:
 - a. Prior to meetings, prepares the agenda;
 - b. Follows Robert's Rules of Order to conduct BOD Meetings;
 - c. Only votes in the event of a tie;
 - d. Serves as Hotel Liaison, or may delegate the responsibility of hotel liaison to another BOD member with the skill set to perform the duties of the hotel liaison. This person will hold no other administrative position on the BOD;
 - e. Provides a report to the Recording Secretary to be included in the BOD minutes;
 - f. Following FRSC, provides the FRC, Inc. Report to the Technology Resource coordinator for posting and the FRSC Secretary for the FRSC minutes; and
 - g. Point of accountability for receiving and responding to e-mail questions, conflict or discussion pertaining to FRC in accordance with FRC and FRSC policy.

2. Co-signer on FRC, Inc. bank account:
 - a. Reviews the financial accuracy of expenditures;
 - b. Works with the CFO to prepare annual budgets for the BOD and FRCNA;
 - c. Attendance required at FRCNA site the day prior to FRCNA;
 - d. Assist CFO during FRCNA in the accounting of funds; and
 - e. Attendance required the day after FRCNA to assist the CFO in closing out business with the hotel.

3. Signer on all contracts between FRC, Inc. and any third parties (hotels, vendors, etc.) pertaining to FRC, Inc. and FRCNA.

4. Works with the Site Selection Committee to secure FRC sites for a 5 year period per FRSC Policy.

5. Appoints each BOD member to serve as chairperson of a specific Support Committee for the planning, hosting, and execution of FRCNA.
6. Serves as liaison between the BOD and the FRSC:
 - a. Attends all FRSC meetings; and
 - b. Attends all FRSC Policy and Procedures Group meeting.

Vice-President

- 1 Will assume the responsibilities of the FRC, Inc. President in the event of his/her absence.
- 2 Cosigner on FRC, Inc. checking account.
- 3 Serves as Vice-Chair of Support Committee in the planning, hosting, and execution of FRCNA.
- 4 Will become President by vote of acclimation in the event of resignation or impeachment of the President.
- 5 In the event of the absence or incapacitation of any FRC BOD officer, the Vice President will assume the duties and responsibilities of that office until an election is deemed necessary.

Corporate Secretary

1. Holder of the FRC, Inc. Corporate Seal
2. Co-Signer on FRC, Inc. checking account
3. Shall ensure that all insurance policies pertaining to contracts and events are updated annually.
4. Shall ensure any changes to Bylaws are properly submitted to the attorney for updating with the State of Florida.
5. Chairs and oversees a specific support function for the planning, hosting, and execution of FRCNA.

Chief Financial Officer

1. Shall maintain the FRC, Inc. bank account.
2. Co-signer on the FRC, Inc. bank account.
3. Shall prepare and distribute bi-monthly financial statements.

4. Prepares budgets for each Support Committee and its assigned BOD member.
5. Maintains the files of all receipts made for expenditures of FRC, Inc. funds
6. Collects and oversees all Convention funds.
7. Works with the FRSO and Support Committee BOD member assigned to Registration in maintaining and receiving pre-registration records and funds.
8. Approves volunteers to work the cash registers in the Merchandise Room and Registration during FRCNA. (Volunteers must have at least three (3) years clean)
9. Required to be present at the convention site the day prior to convention for setting, training, and organization of cash registers.
10. Required onsite the day after the convention to conclude business with the hotel.
11. In September, the CFO must have an annual budget of FRCNA and BOD expenses for approval by the BOD.
12. Each May, the CFO shall renew the business license of FRC, Inc. with the State of Florida.
13. Works with the Accounting Firm to ensure FRC, Inc. taxes are filed annually by December 15th.
14. Keeps records of all income and expenditures
15. Is responsible for the payment of Support Committee expenses.
16. Coordinates with the Entertainment Committee Chair for the collection of funds at Fun-raisers held prior to and during FRCNA.
17. Coordinates with the Merchandise Chairperson to collect funds from the sale of pre-con merchandise at Fun-raisers
18. Provides the BOD a financial statement of Support Committee expenditures
19. Alternate CFO: The Alt CFO shall have all the powers and functions of the CFO during the absence or disability of the CFO, with the exception of being a signer on the FRC, Inc. bank account.

Accounting Firm

The BOD shall retain an accounting firm and work closely with the CFO to provide and submit the necessary tax forms to the proper authorities and submit any annual financial report in conjunction with the CFO. The BOD shall require a Letter of Agreement from the

accounting firm. The agreement will define what FRC, Inc. expects from the accounting firm and what the accounting firm requires from FRC, Inc. Compensation to the accounting firm shall be at the discretion of the BOD.

Annual Report

1. The CFO shall cause an annual report to be sent to the Directors within 120 days after the end of FRC, Inc.'s fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:
 - a. the assets and liabilities as of the end of the fiscal year;
 - b. the principal changes in assets and liabilities;
 - c. the revenue or receipts of FRC, Inc. both restricted and unrestricted to particular purposes; and
 - d. the expenses or disbursements of FRC, Inc. for both general and restricted purposes.
2. FRC Inc. will be required to maintain a current business license, property insurance, event and liability insurance for indemnification.
3. The BOD at the September meeting will vote on the final budget. After the BOD approves the budget, it will then be submitted to the RSC for final approval. Once the budget has been approved by the RSC, any requests to change any line item must have the approval of the CFO.

MISCELLANEOUS GUIDELINES

Recording Secretary

The BOD will elect a recording secretary at the September BOD meeting on an annual basis. This individual is not a director and does not vote. They will have no voice in the BOD Meetings except as designated by the President as a necessary means of performing his/her duties or for clarification of information during the meetings. The Recording Secretary may address the BOD during Open Forum.

Duties of the Recording Secretary are as follows:

1. Records written minutes at all BOD meetings, maintains accurate records, and distributes these records to the BOD after each meeting.
2. Maintains audio recordings of BOD meetings and provides these recordings along with the minutes to the Corporate Secretary for archiving.
3. Additional functions include: providing read back of previous BOD minutes as required during the course of a meeting, researching minutes to retrieve information at the request of the BOD, counting, reporting, and recording ballots when balloting is done, and

maintaining accurate log of motions in order of occurrence between BOD meetings and the FRC, Inc. Business Google Group.

4. Maintains accurate contact information for each BOD member.
5. Logs attendance records and includes attendance in the minutes.
6. Will be present during FRCNA to record minutes of the daily planning/wrap up meetings and provide ancillary help to the BOD as needed.

Compensation is the same as for BOD Members. See Support Committee for further duties of the Recording Secretary.

Special Worker

FRC, Inc. may utilize special workers. Compensation will be at the discretion of FRC, Inc. Special workers are not Officers or Directors of FRC, Inc. and have no vote.

FRC, INC. SITE SELECTION GUIDELINES

To fulfill the function of locating, assessing, and selecting facilities for FRCNA, the BOD shall form a Site Selection Committee from among its members. The BOD will elect one Director as the Site Committee Chair. This person shall not hold another position within the BOD.

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

Qualifications: The Site Selection Committee members should have experience in negotiating agreements. General business experience, in combination with past FRC, Inc. or FRCNA hotel liaison experience, is desirable.

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. Complementary rooms;
- f. Recreational facilities;
- g. The site's past history of accommodating large conventions; and
- 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 BOD, which will in turn report to the Florida RSC.

SUPPORT COMMITTEE GUIDELINES

Florida Regional Convention of Narcotics Anonymous, Support Committee Guidelines

This body shall be known as the Support Committee of FRCNA and operates under the BOD, which in turn, is directly responsible to the FRSC. The purpose of the Support Committee is to assist the BOD in coordinating and conducting the annual FRCNA.

Support Committee

The BOD President serves as Chair of the Support Committee. The BOD Vice-Chair, CFO, Corporate Secretary, and Recording Secretary will perform the same duties and responsibility for the Support Committee as defined in their BOD duties and responsibilities. The Support Committee is comprised of Fun-raising/Entertainment, Hospitality, Marathon, Merchandising, Programming, and Registration. Arts and Graphics will be incorporated within Merchandising. The position of chairperson for each committee will be held by a BOD member. Each BOD will be responsible for the formation of their respective Committee: meeting schedules, budgets, deadlines, etc. BOD members will submit reports, recommendations, and other details about their areas of responsibility for approval by the entire BOD.

The Support Committee meets bi-monthly, except one month prior to FRCNA, when they meet weekly (if possible, at the FRCNA site,) and follow the current edition of "Robert's Rules of Order." The purpose of these meetings is to gather and share information regarding planning and execution of FRCNA. All Support Committee meetings should take place at a regularly scheduled time and place; advance notice of 30 days must be given for any unscheduled meetings.

Support Committee meetings are open to anyone. Members of the Support Committee and BOD members have a voice on the floor, along with any other NA member at the discretion of the Chairperson. Only Support Committee members are entitled to vote within their respective committee, with the Chairperson voting only in case of a tie. BOD travel expenses for the Support committee meetings and fun-raisers are in accordance with the current FRSC reimbursement policy.

The first responsibility of the Support Committee should be selection of a theme and logo. Once accomplished, work should begin on the creation of a registration flyer. The Committee will solicit the NA Fellowship for logos 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 to the designer is to be determined by the BOD. In either case an appropriate waiver and release (see attached) shall be executed by the designer in favor

of FRC, Inc., whereby all artwork becomes the property of FRC, Inc., and the designer waives any rights associated with its use.

Support Committee Positions

- Chairperson- FRC, Inc. President
- Vice-Chair – FRC, Inc. Vice President
- Secretary – FRC, Inc. Recording Secretary
- Treasurer - FRC, Inc. CFO
- Registration - FRC, Inc. BOD
- Merchandise - FRC, Inc. BOD
- Fun-raising Entertainment - FRC, Inc. BOD
- Marathon - FRC, Inc. BOD
- Hospitality - FRC, Inc. BOD
- Programming - FRC, Inc. BOD

Duties of FRC BOD Support Committee Chairs

President/Chairperson

- a. Presides at all Support Committee meetings;
- b. Attends all BOD meetings, acting as the primary liaison between the Support Committee and BOD;
- c. Prepares an agenda, with input from other Support Committee chairs;
- d. Insures that Support Committee members are informed of any sudden changes in meeting times or places;
- e. Only votes in case of a tie;
- f. Acts as final authority in clarification of these Guidelines;
- g. Keeps activities in accordance with the Twelve Traditions and Twelve Concepts, and Purpose of the Convention;
- h. Allows simple discussion on major issues before calling for vote;
- i. Helps to resolve personality conflicts; and
- j. Attendance is required at the Convention site the day prior to FRCNA for organization.

Vice President/Vice Chairperson

- a. Will assume the responsibilities of the Chairperson in the event of his/her absence;
- b. Assists the Chairperson in overall coordination; and
- c. Coordinates with the Committees to ensure that deadlines are met.

Recording Secretary

1. Shall record minutes of all Support Committee Administrative meetings; and
- b. Shall obtain each Support Committee's minutes and in coordination with the FRSO will maintain files of all Committee minutes and distribution of Committee minutes to the Committee and the FRC Board President.

A list of all Committees on the Support Committee is provided herein, although other Committees may be established as needed. Experience has shown that most other responsibilities can be incorporate within the framework provided. Committee meetings operate according to "Robert's Rules of Order." Each Support Committee Chairperson should be aware of the responsibility each member has assumed and make sure that every task is carried out. Committees must maintain accurate records of the Committee, as well as correspondence. Financial reports, including needs, expenditures, and receipts will be included with each Committee report. Committee Chairpersons must be a member of the BOD.

Duties of Committees

Programming Committee

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region, with the BOD member as the Chairperson. Duties and responsibilities include the following:

1. The selection of topics, Chairperson, times of all meetings held at FRCNA except for the Marathon Meeting;
2. Compilation of a pool of members available from which to select replacements to selected Chairpersons;
3. Will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the Programming Committee. These choices will be submitted to the BOD for approval at the March BOD meeting; and
4. The final FRCNA program will be submitted to the BOD at the May BOD meeting for approval.

Speaker Guidelines:

1. The main speakers must be a member of Narcotics Anonymous with a minimum of five (5) years clean time, and should not be a member of the Support Committee or the BOD.
2. The banquet and closing meeting speakers shall not be residents of the Florida Region; however, members of the South Florida Region shall be eligible for the banquet and closing meetings.
3. None of the main speakers shall have previously been a speaker at a FRCNA within the preceding ten (10) years.
4. To be considered as a main speaker at FRCNA, a person may not have been a speaker at any other convention in the State of Florida during the eighteen (18) months preceding FRCNA. This does not include members of the Florida Region.
5. The Florida Regional (opening) speaker must consider themselves to be a member of the Florida Region.
6. A registration packet, lodging, and banquet ticket will be given to the four main speakers (not the day time speakers.)
7. 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.
8. CDs or mp3s submitted for consideration as speakers at FRCNA must be no older than three (3) years from the FRCNA they are being considered.

Hospitality/Marathon Committee

The Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson. The primary 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, if permitted under the hotel contract, at least in the morning. It is suggested that the Committee obtain three (3) bids for any snacks, supplies, and fruit, taking the lowest price within the budgeted amount.

Additional items to provide in the hospitality room should be:

1. Lost and Found Bulletin;
2. Local Meeting Schedule;
3. NA Literature;
4. Map of the Area and any local restaurants;
5. Information on transportation to and from the airport; and
6. Activities such as backgammon, cards, chess, checkers and other board games (these items are stored at the FRSO).

The Hospitality Committee Chairperson shall form 3 teams, with a team leader for each appointed therein, to perform the following functions:

1. Hospitality Suite Monitors:
 - a. Have poster boards with the Do's and Don'ts displayed in the hospitality room or rooms; and
 - b. Monitor the Hospitality Room for inappropriate behavior such as gambling, sex, storage of personal effects, smoking, fighting, rough housing, unsupervised children, etc.
2. Serenity Keepers:
 - a. Check for registration badges on attendees;
 - b. Assist with crowd control; and
 - c. Collect tickets/check for wrist bands for paid events.

The Serenity Keepers team leader needs to work closely to coordinate shifts with the Merchandise, Entertainment, Programming, and Registration Committees.

3. Decorations: responsible for designing and producing centerpieces for Banquet and Breakfast tables, as well as any additional decorations required by FRCNA.

Serenity Keepers/Greeters

The Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson. Within each team, a team leader is appointed by the Chair.

Duties and Responsibilities:

Marathon Meeting:

1. Secure people to chair Marathon Meetings;
2. Responsible for keeping the meeting running smoothly;
3. 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 FRCNA 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, the chairperson may suggest topics. Typically most chairpersons bring their own topics.
4. Secure chairpersons by distributing flyers or request letters at the FRSC and at ASC's. When you have enough names, 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.
5. Post a list of the chairpersons and their times to chair outside the Marathon Meeting room as a convenient reminder.
6. Chairpersons may also be selected from volunteers on registration forms for people who had requested to chair a meeting, or from the CFO.

Greeters:

1. Greeting attendees as they arrive;
2. Hugging and welcoming throughout the FRCNA site;
3. Welcoming each member to workshops with hugs and stickers; and
4. Providing information and directions.

Marathon and Hospitality Committees should be prepared to work closely together because many volunteers will want to serve both Committees.

Merchandise Committee

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region along with the BOD member as the Chairperson.

Duties and Responsibilities:

1. It is recommended that three (3) different bids for every item should be submitted for consideration.
2. All items selected by the Committee must be presented to the BOD for final approval.
3. Sample merchandise items and proposed pricing are to be presented the BOD for approval at the March BOD meeting.
4. This Committee also has the responsibility for seeking (3) bids for the development and production of the FRCNA banner(s) and any signs needed for all committees.
5. The Committee will submit a complete summary of information regarding the ordering, marketing, pricing, and shipping of the items recommended for sale at FRCNA, and the

- time frames for obtaining the same. The CFO will ultimately decide the amount of merchandise ordered and the selling price for the items.
6. Pre-Convention merchandise sales can help promote FRCNA and create enthusiasm throughout the Florida Region. A member of this Committee shall attend all fun-raisers and as many other NA events as possible to sell pre-convention merchandise.
 7. The Committee chair will deliver all receipts and purchase orders, along with a list of outstanding pre-convention inventory items to the CFO at the monthly Support Committee meeting.
 8. The Committee will follow the store hours established in this policy.
 9. During FRCNA, volunteers will be needed to work the tables in the merchandise store. Members working the cash register during FRCNA require approval of the CFO (see CFO responsibilities for details.)
 10. Due to the handling of large amounts of money, it is required that anyone working with a cash drawer (at FRCNA or other fun-raisers) has at least three (3) years clean time.
 11. All money collected prior to FRCNA by this Committee will be turned over to the CFO at the next meeting of the BOD.
 12. Attendance is required at the FRCNA site the day prior to FRCNA for organization and inventory of all items.
 13. Review and approve all proposed Alternate Merchandise (defined as Narcotics Anonymous-themed items being marketed or sold by NA Groups or Committees as a fundraising effort to support a Narcotics Anonymous-related function), and obtain a signed Alternate Merchandize Agreement (copy attached to this Policy package) from any proposed Alternate Merchandise vendors.
 14. At the close of FRCNA this Committee will perform a close-out inventory and packing of left over items.

FRCNA Merchandise Room:

Duties and Responsibilities of Volunteers:

1. Place all voided register slips in the register; do not throw them away.
2. If you are managing a register, do not leave your station.
3. If you are unable to complete your scheduled time, please alert the Merchandise Chairperson –substitution of volunteers is not permitted without prior approval.
4. Do not leave your assigned register until the next scheduled volunteer arrives or you are relieved by the Chairperson. If that person fails to show within the 20 minutes please contact Chairperson.

Hours and Days of Operation:

Thursday:

2:00 p.m. until 6:00 p.m. (optional but highly recommended)

9:30 p.m. until 11:30 p.m.

Friday:

9:00 a.m. until 6:00 p.m.

9:30 p.m. until 11:30 p.m.

Saturday:

9:00 a.m. until 5:00 p.m.

9:30 p.m. until 11:30 pm

Sunday:

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

Four(4) to Six(6) table monitors needed per shift, depending upon Merchandise Room setup, whether the space is shared, etc.

Fun-Raising/Entertainment Committee

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region, along with a BOD member as the Chairperson. At the RSC, all RCM's are encouraged to facilitate the holding of Area pre-registration drives, individually or in conjunction with surrounding Areas. FRC, Inc. will provide up to \$200.00 seed money for up to three (3) of such events (one per Area) if requested.

Duties and Responsibilities:

1. The Chairperson should stay in touch with Area Activities Chairpersons and provide any support that they feel they may need for registration drive/fun-raising events.
2. Someone from this Committee will attend all registration drive/fun-raising events for support. Any funds generated shall be collected and delivered to the CFO no later than the next BOD meeting.
3. Preview and recommend DJs or a band for any registration drive/fun-raising events.
4. Recommend entertainment activities, DJs and/or bands to be used at FRCNA. It is recommended that bids from three (3) DJs or any other entertainer be reviewed before selection of the same for FRCNA. Communicate entertainment function needs (e.g. sound, lights, power supplies) to the BOD and hotel staff.
5. Set up for entertainment events at FRCNA.
6. Organize May FRSC entertainment event for the purpose of a pre-registration drive.
7. Arrange for all other forms of FRCNA entertainment, including without limitation pool parties, comedy shows, a coffee shop, tug of war, volleyball, golf tournament, and many other games and contests.
8. Set up the decorations at FRCNA dances/entertainment events.
9. Purchasing and setting up decorations, securing volunteers to collect money, and sell raffle tickets (anyone handling money must have at least three (3) years of clean time).
10. Distribution of registration drive/fun-raising events' posters and flyers as pre-approved by the BOD.
11. When designing flyers, remember that they are released into hospitals, institutions, and other facilities. 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 logo should not appear on the flyer as this is promoting an outside enterprise; however, names of performers, hotels, and golf courses are appropriate information on the flyer with the disclaimer that NA is not affiliated with any outside enterprises listed on the flyer.

12. Posters and flyers should be distributed two (2) months prior to the registration drive/fun-raising event. Research should be done in the surrounding Areas to ensure that there are no other NA functions going on at the same time.
13. All actions of this Committee are subject to approval by the BOD. All events should be planned with consideration of the whole FRCNA Program, and times for each event should be included in the FRCNA Program.

Registration Committee

The Committee is comprised of two (2) representatives elected from each area within the Florida Region along with a BOD member as the Chairperson.

Duties and Responsibilities:

1. Design a registration form at least 8 months prior to FRCNA for approval of the BOD.
2. The registration form should be written with clarity, organization, ease of understanding, and completeness in mind. All relevant deadlines for preregistration and merchandise should appear thereon.
3. Once approved by the BOD, the registration forms shall be produced and distributed throughout the fellowship as soon as possible, under the direction of the Chairperson. (The FRSO should be used for production of registration forms unless a more cost-effective vendor is found.) The FRSO shall be used for distribution of flyers to the RCM's at the RSC. Other recipients shall include: all known fellowship websites, WSO News Line, NA Way, Regional Delegates, and any other interested groups or members.
4. A minimum order of 7,000 registration forms should be purchased for the first printing.
5. The procedures for handling registration money can be found in the CFO's guidelines.
6. The Committee shall select contents for the packet based on the approved budget.
7. The budget set for the registration packet shall include any and all items that are associated with the packet; including envelopes, badges, small trinkets, ribbons, etc.
8. It is recommended that bids for registration packet items should be solicited from at least three (3) different vendors. Items shall be ordered following approval by the Support Committee and the BOD.
9. Final preparation for FRCNA includes buying all supplies for the Registration area, assembling packets, ordering Committee ribbons, and maintaining all records of pre-registrations. A number of indigent packets must be assembled for NA members who cannot afford to register.
10. No person should be turned away.
11. Volunteers are required to sit at the registration table, in suggested two (2) hour shifts.
12. The Registration schedule in this policy will be followed.
13. A member of the Committee will attend all registration drives/fun-raiser events.
14. Attendance is required at the FRCNA site the day prior to FRCNA for set-up.
15. The FRSO shall keep a record of all pre-registrations received, indicating information about the registration and all money collected. If free registrations are given out at registration drives/fun-raiser events, the Committee must keep careful records of what is provided and to whom, and provide this information to the FRSO.

16. 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 non-addicts must also be kept. Chairperson shall work with the CFO in maintaining and receiving pre-registration records.
17. Once a month, and weekly beginning six (6) weeks prior to FRCNA, the Chairperson shall contact the FRSO and CFO to be apprised of the registration status.

FRCNA Registration Area

Duties and Responsibilities:

1. Place all voided register slips in the register; do not throw them away.
2. If you are managing a register, do not leave your station.
3. If you are unable to complete your scheduled time, please alert the Merchandise Chairperson –substitution of volunteers is not permitted without prior approval.
4. Do not leave your assigned register until the next scheduled volunteer arrives or you are relieved by the Chairperson. If that person fails to show within the 20 minutes please contact Chairperson.

Hours and Days of Operation:

Thursday:

2:00p.m. until 11:00 p.m.

Friday:

9:00 a.m. until 11:00 p.m.

Saturday

9:00 a.m. until 11:00 p.m.

Sunday: pre-registration for following year's FRCNA

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

Revised April 2015

RELEASE AND TRANSFER OF RIGHTS AGREEMENT

Convention artwork for FRCNA____ on _____, 200____

FEE PAYMENT

As reimbursement for services, _____ (“Designer”) will receive:

ITEMIZED EXPENSES

Design Fee Type Setting: _____

Color Separations Proofs & Copies: _____

Subtotal: _____

Total Designer Fee: _____

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, Inc.

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 this release, the designer waives any further rights or claims to artwork, design, or monies associated with its use.

Designer Signature

Date

FRC, Inc. President Signature

Date

ALTERNATE MERCHANDISE AGREEMENT

FRCNA _____

Date: _____

I hereby understand and agree that I am marketing and selling pre-approved Alternate Merchandise on Sunday morning only at the convention as described below ("Alternate Merchandise"):

1. All flyers, as well as any Alternate Merchandise to be displayed, given away, or sold have been reviewed and approved by the FRCNA Merchandise Chair.
2. All Narcotics Anonymous logos have the registered trademark.
3. Vendor will only setup in the location approved by the FRCNA Merchandise Chair.
4. Vendor is responsible for cleanup of the assigned area.

Failure to abide by the terms of this agreement shall result in the immediate removal of all Alternate Merchandise items from the FRCNA venue for the remainder of the event.

FRCNA Merchandise Signature

Printed Name: _____

Vendor Signature

Printed Name: _____