

Unity Area – Activities & Fundraising Subcommittee Guidelines

Purpose:

The purpose of the A & F Subcommittee is to hold activities that are attractive to the newcomer, foster unity, and raise funds to carry the message of recovery through the subcommittee functions of the Unity Area Service Committee (UASC). This subcommittee is directly responsible to the UASC.

Annual Functions:

1. Fall Function – Fundraiser.
 - a. Halloween.
 - b. Harvest Fest.
2. Pre-Christmas Night of Fun
 - a. This is a Fundraiser for the Louisiana Regional Convention of Narcotics Anonymous (LRCNA).
 - b. Although it is Hosted in the Unity Area it operates as separate committee outside of Unity Area's A&F Subcommittee, they hold their own elections for trusted servants and LRCNA provides seed money.
 - i. Being mindful of the Regional Fundraiser, we try not to do a function in the month of December since many of our area's resources are committed to Pre-Christmas Night of Fun.
3. Mid-Winter/Early Spring – Fundraiser.
 - a. BBQ/Cook Out/Boil.
 - b. Easter Function.
 - c. Spring Fling Thing.
 - d. Volleyball/Cabbage Ball Tournament.
4. Late Spring/Summer – Learning Day Activity (Give Back).
 - a. Workshop – Steps/Traditions.
 - b. Workshop – Subcommittee Functions/Service Work.
 - i. To be done in conjunction with respective Subcommittee Chairperson(s).
 - c. Workshop – Committee's Choice.
5. Holiday Marathon Meetings (Give Back).
 - a. Thanksgiving, Christmas, Mardi Gras, etc.
 - i. Clean Zone for parades.

Funding:

The UASC groups have approved seed funds of \$ 600.00, which roll-over each function. A rough draft flyer and budget plan must be submitted before seed money is dispersed. If additional funding is needed, it will require approval from the UASC.

A & F Elected Trusted Servants:

This committee consists of a chairperson, vice chairperson, treasurer, secretary, and any other interested members of Narcotics Anonymous. All elected trusted servants must have a working knowledge of the Twelve Steps and Twelve Traditions. All terms are for one year, except for Vice-Chairperson position which is two year commitment.

1. The **CHAIRPERSON** is chosen within the A&F subcommittee and is presented for ratification to the UASC in July of each year. Duties and qualifications are as follows:
 - a. Creates an agenda and facilitates subcommittee meetings.
 - b. Reports subcommittee activity.
 - c. Creates and reports budget expenditures to the UASC monthly.
 - d. Ensures the Twelve Traditions and Twelve Concepts are upheld in all matters.
 - e. Minimum clean time requirement is one year.
2. The **VICE-CHAIRPERSON** is elected by the A&F subcommittee and assumes that duties of the chairperson in his/her absence. Duties and qualifications are:
 - a. Term of service is two years; one as Vice-chairperson, one as Chairperson if ratified by the UASC.
 - b. Minimum clean time requirement is six months.
 - c. Assist any subcommittees created by event.
3. The **SECRETARY** is elected by the A & F subcommittee. Duties and qualifications are:
 - a. Minimum clean time is six months.
 - b. Records, distributes, and maintains accurate minutes of subcommittee meetings prior to the next scheduled meeting.
 - c. Maintains subcommittee archives.

4. The **TREASURER** is elected by the A & F subcommittee. Duties and qualifications are:
 - a. Keeps accurate and reproducible record of all transactions.
 - All receipts are to be turned into UASC at the end of each function along with any funds not used/accounted for.
 - b. Distributes written reports to the subcommittee at every meeting, and to the UASC when requested.
 - Report should include starting balance, monies collected, monies paid, and ending balance.
 - c. Minimum clean time is two years.
 - d. Narcotics Anonymous funds should always be used to further our primary purpose and must be managed responsibly.
5. Volunteer positions within the subcommittee can include, but not limited to:
 - a. Clean-up – no clean time requirement.
 - b. Food menu – 30 days clean time requirement.
 - c. Flyers – 30 days clean time requirement.

Removal of Trusted Servants:

Any Activities/Fundraiser sub-committee Trusted Servant may be removed from office by a 2/3-majority vote of this sub-committee except for the Chairperson, who can only be removed by the UASC.

1. Relapse constitutes Automatic removal from this Activities/Fundraiser sub-committee.
2. Non-fulfillment of duties of their position.
Absence from 2 (two) Activities/Fundraiser sub-committee Meetings.
3. Misappropriation of funds.

Miscellaneous:

1. All subcommittee meetings of the UASC are to be held in neutral locations, **NOT** in members' homes.
2. Although consensus is the goal of our efforts, voting is sometimes necessary. In this case, everyone has a vote. A simple majority rules.
3. This subcommittee will elect a Chairperson in June to present to the UASC to be ratified in July.
4. Suggested Event Timeline (see attached).

Suggested Time line – Detailed for Event Planning

Preliminary Stage: should begin about 4 months before the event.

1. Group to decide type of Activity or Fundraiser.
2. Select two tentative dates for event.
3. Select two tentative locations to host event.
4. Call Venues to see if dates and time are available and get pricing.
 - a. Bring info to the next scheduled Subcommittee meeting.

Pre Planning Stage: should begin about 3 months before the event.

1. Group to vote on Venue and Date.
2. Group to vote on Theme/Color Scheme.
3. Designate someone to create announcement flyer for next scheduled meeting.
4. Chairperson to begin drafting budget.
 - a. Discuss with group fundraising options to be included in budget.
 - b. Discuss basic drink/food/supplies to be included in budget.
 - c. Discuss any activities that would need to be included in budget.

Planning Stage: should begin about 2 months before the event.

1. Chairperson should review proposed budget with committee before submitting to UASC.
2. Flyer should be proofed by committee members prior to submitting to UASC.
3. Discuss possible subcommittees/service stations for the event.
 - a. Designate members to head up those subcommittees/service stations.
4. Group to Vote on Final Fundraising Plans.
5. Group to Vote on Final Menu.
6. Group to Vote on Final Activities/Itinerary for the event.
7. Group to Nominate Speaker(s) to be voted on at next scheduled meeting.
8. Bring Group Conscience and Budget to the next UASC meeting to request seed money.
9. Once the UASC has approved:
 - a. Begin distributing flyers at physical meetings and to members.
 - b. Begin posting flyers on private social media pages.
 - c. Submit flyer to PI Chairperson to have added to UASC website.

Pre Event Stage 1: should begin 1 to 2 months before the event.

1. Group to Vote on Speaker(s).
2. Schedule Walk-thru with Venue.
 - a. Chairperson and Decorating Chairperson should “map” out event.
3. Treasurer should pay the Venue rental fees if not already paid.
4. Treasurer should pay any food or merchandise vendors if not already paid.
5. Treasurer should reimburse any committee approved spending of fees.
 - a. These fees should have been covered by the proposed budget.
6. Continue to post flyer on private social media pages and distribute flyer to member/groups.
7. Create Volunteer Sign-Up list – food, service work, raffle/auction.
 - a. Distribute as soon as possible.

8. Discuss any other concerns/suggestions going into the event.

Pre Event Stage 2 : should begin 2 weeks before the event.

1. Review “Map” of Venue.
2. Discuss the layout/setup of stations so that everyone is on the same page.
3. Delegate someone to collect the sign up sheets this week from all the meetings in the area.
 - a. Begin calling to remind/confirm the week of the event.
4. Schedule with Committee members time/location to pick up all supplies for setup of event.
5. Chairperson may schedule another meeting a week before the event if necessary.

Event Day: Day of the function.

1. Pray.
2. Show up early.
3. Work together as a team.
4. Enjoy another day CLEAN!