

## Request for Event funding – Proposed Guidelines

### DRAFT FOR COMMENT

In writing this we have taken as our guide the 12 concepts for NA service. The preamble to these says that the concepts summarize a vast amount of a vast amount of NA service experience and above all are meant to be helpful, not the law, but we find that we applying them helps us function effectively and responsibly.

The purpose of this paper is to propose that the ASC adopt a Standing Conscience that there is a standard policy and procedure for all sub-committees wishing to request non-regular sums of money for any purpose. This is to ensure that

- We fulfil our primary purpose...on behalf of NA as a whole (concept 1)
- There is ample time for a group conscience decision making (concept 6)
- There is a clear and simple process for applying for and money, and for weighing up all the financial implications of giving the money at that time) (concepts 7and 9)
- We are using our funds to further our primary purpose and managing them responsibly (concept 11)

## Guidelines

1. Members planning to put on events should form a committee according to the ASC guidelines and will not receive ASC funds without a ratified, quorate committee, including a treasurer and vice treasurer. The treasurer should have at least 3 years and the vice treasurer at least 2 years of continuous clean time

2. Committees should ask for funds at least 3 months before any initial payment or deposit is due to allow ample time for proper decision making .a form will be available to fill in and present to the ASC (Template to be supplied)
3. A short proposal is needed explaining what the event will be and how it will fulfil our primary purpose and the local fellowship. (form to be supplied)
4. Committees will be asked to explain how they intend to fundraise for their events, in order to be self- supporting (also on form)
5. There is a simple accounting form for event treasurers to use on the WSO website in resources for members. The treasurer will use this to keep up to date and accurate records of all the money in and out throughout the process of setting up, putting on and winding up the event.
6. Committee will also be asked to demonstrate how they have considered underserved populations and unmet needs in NA when putting on events, such as making it accessible for people with disabilities, equally attractive and accessible for people of colour, LGBTQ+ people, etc
7. Committee will be asked how the fellowship can help and whether there are any specific skills that are needed to help with putting on the event
8. Any surplus after the event will be returned to the area promptly in keeping with concepts for NA service and NA service principles. We don't hold on to cash, we pass it down the service pyramid to ensure we fulfil our primary purpose. We trust and have faith that money will continue to be available next time we need it.

EVENT PROPOSAL -REQUEST FOR FUNDING			
EVENT		DATE	
Committee Chair		Treasurer	
Vice Chair		Other members	
Event Ratified?	Y/N		
Amount Requested ?		What will this pay for?	
How does the event contribute to fulfilling our primary purpose?			
How will you pay for the rest? (details of fundraising events etc			
How have you considered equality and accessibility needs so that all addicts who wish to can attend the event?			
How can the ASC or the fellowship help you? Are there any special skills you need to help you reach your goal?			



