

2017 Sussex Area of Narcotics Anonymous campout subcommittee

guidelines

I PURPOSE:

The purpose of the Sussex Area Campout Subcommittee is to plan and carry out the Sussex Area Campout, to carry the message to the addict who still suffers.

II FUNCTION:

- A. To operate within the guidelines of the Sussex Area Service Committee.
- B. To meet regularly to plan and organize the Sussex Area Campout.
- C. To record and provide minutes of each Campout Committee meeting.
- D. To facilitate a spiritually oriented campout that celebrates recovery.

III DEFINITIONS:

A. Member of the Campout Subcommittee:

Anyone who is a member of the Narcotics Anonymous fellowship is welcome to become a member of the campout subcommittee and attend the meeting.

B. Voting Member:

A voting member is anyone who has attended two (2) consecutive business meetings of the Campout Subcommittee.

C. Elected Positions:

- 1) Must qualify as a voting member (attend two (2) consecutive meetings).

D. Regularly scheduled meetings:

- 1) Every 1st Monday of every month. Beginning in July, every fortnight will be a regularly scheduled meeting, if needed, until campout.
- 2) Mandatory wrap up meeting after the campout. All committee members need to be present with the committee information to be passed on if needed.

E. Registered Camper:

A Registered Camper is defined as any member, family or guest of a member of any age. All campers will have something to identify themselves as a camper of our event (lanyard or wristband).

Everyone attending campout events must be a registered camper.

IV. PROCEDURES:

The following is required of all Campout Subcommittee elected individuals:

A. Each elected individual must adhere to the following procedure for disbursement of funds:

- 1) All requests for reimbursement must include a receipt and be authorized by the campout treasurer.
 - 2) The development of a proposed budget is an important duty, and one of the first responsibilities of each elected individual. This is discussed in the budget section of these guidelines.
- B. Only merchandise created within the Narcotics Anonymous service structure (WSO approved) may be sold at the campout. A resale permit is required. The merchandise and vendors must be pre-approved by the Campout Subcommittee.**
- 1) EXCEPTION: The committee may contract with a vendor to record the speakers at the campout and sell those recordings during the entire event.
 - 2) Only Narcotics Anonymous merchandise will be sold at the Alternative Store on Sunday, after the spiritual meeting.

C. Any member handling money shall have at least two (2) or more years clean.

D. See Appendix "A" for cash handling procedure.

E. The committee shall perform a detailed review and update of these guidelines every even year. Any changes the committee votes on in the interim shall be indicated on an addendum on the last page of these guidelines, to be written in the following year. All motions to change guidelines must be tabled for a vote at the next meeting, and passed with a 2/3 majority.

F. Vendor Negotiations:

1. No vendors, even if they are an NA member, may be present during discussion or voting on bids.
2. No members of the Campout Committee are eligible to be vendors.
3. All discussions made regarding contracts with vendors should be considered confidential and should not be discussed outside the committee unless specifically requested.
4. All contracts should be in writing and all meetings with vendors and facilities should be well documented.

V. PARTICIPANTS:

GENERAL REQUIREMENTS OF PARTICIPANTS:

1. It is suggested that she or he be elected from active members of Sussex NA. The elected members of the Campout Subcommittee must have a commitment to service, willingness to serve, resources to do the job and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service.
2. Term is to be held until the annual elections in the following year.
3. No more than two (2) consecutive terms for an individual position may be served.

A. CHAIRPERSON:

1. Requirements:

- a) A minimum of Three (3) years clean time.

2. Duties of the Chair:

- a) To preside over the regular business meetings of the Campout Subcommittee.
- b) Responsible for maintaining order at the business meeting by requiring anyone who wishes to speak to raise his or her hand.
- c) Does not make motions or vote unless there is a tie.
- d) To oversee all Campout planning functions.
- e) Reports all subcommittee activities to the ASC, including monthly budget as needed.
- f) To assume and carry out, or delegate the duties of any absent member of the subcommittee.
- g) Applies for insurance in April.

B. VICE-CHAIRPERSON:

1. Requirements:

- a) A minimum of Two (2) years clean time.
- b) Should be willing to become Chairperson upon the approval of the ASC the following year.

2. Duties of the Vice-Chairperson:

- a) To assume any duties of the Chairperson in the absence of the Chairperson.
- b) To inquire, develop and secure all Campout Subcommittee Meeting needs and costs.
- c) To assist Chairperson or any other committee member as needed.
- d) Maintain archives of previous years' campout and vendor information.
- e) Maintain accurate files of all correspondence regarding all business dealings with the Area Service Committee.

C. MINUTES SECRETARY:

1. Requirements:

- a) A minimum of Six (6) months clean time.
- b) Knowledge of and access to word processing software.

2. Duties of the Minutes Secretary:

- a) To take minutes at all business meetings of the Campout Subcommittee.
- b) To provide copies of the minutes & agenda, from previous Campout Subcommittee meetings to members of the Campout Subcommittee at each meeting.
- c) To email a copy of the minutes to all Campout Subcommittee members prior to the business meetings.

D. ENTERTAINMENT PERSON:

1. Requirements:

- a) A minimum of two (2) year clean time.

2. Duties of the Entertainment Person:

- a) The Entertainment Person is responsible for organizing and proposing a schedule of activities for the entertainment of the Fellowship during the campout in conjunction with the program person, as well as working with the Hospitality Person on securing, setup, dismantling and returning of any audio/visual needs as used for entertainment. Activities may include, but are not limited to: dances, member participation games, recovery plays, comedy shows, auctions or cook-offs and are all subject to Campout Subcommittee approval. All proposed contracts with prospective performers and related service must be signed by the ASC Chairperson or Vice-Chairperson after receiving approval from the Campout Subcommittee.

E. ASSISTANT ENTERTAINMENT PERSON:

1. Requirements:

- a) A minimum of one (1) year clean time.

2. Duties of the Assistant Entertainment Person:

- a) To assist the Entertainment Person in organizing, planning and facilitating entertainment.
- b) To coordinate volunteers to assist with entertainment activities at the campout.

F. HOSPITALITY PERSON:

1. Requirements:

- a) A minimum of one (1) year clean time and a valid driver's license.

2. Duties of the Hospitality Person:

- a) The Hospitality Person meets with the Campout Subcommittee members to develop a working plan for the current year's campout. This plan should address: costs and availability, sanitation, as well as securing, setup, dismantling and returning of any audio/visual need, making coffee at main speaker meetings, and any other logistical needs.
- b) Research and secure Rental Truck, Tables, Chairs, Coffee and Condiments and other necessary items.

G. ASSISTANT HOSPITALITY PERSON:

1. Requirements:

- a) A minimum of Ninety (90) days clean time and a valid driver's license.

2. Duties of the Assistant Hospitality Person:

- a) To maintain and supervise a cleanup committee to clean up after all activities for the entire campout.
- b) To get volunteers to help with the cleanup activities.
- c) Acquire garbage bags for the campout committee prior to the event.

- d) Monitor sanitation of restrooms regularly and report any problems to the Chair or Vice-Chair.
- e) Assist Hospitality person as needed.

H. ARTS & GRAPHICS PERSON:

1. Requirements:

- a) A minimum of one (1) year clean time.

2. Duties of the Arts & Graphics Person:

- a) The Arts & Graphics Person is responsible for developing samples of the approved logo, banners, pre-registration flyer designs, a map of the campground and vicinity, and merchandise artwork design. A variety of designs for each item is presented to the Campout Subcommittee in order to provide a choice of selections. It is necessary for the Arts & Graphics Person to coordinate their work with the other members of the Campout Subcommittee. The Arts & Graphics Person should also make themselves available to all other members of the Campout Subcommittee for designing, typesetting, printing and signage.
- b) The process should include the following:
 - 1) Encourage members with artistic talents to get involved.
 - 2) Solicit help from as many members as possible (newcomers).
 - 3) Adhere to Group Conscience of the Campout Subcommittee.
 - 4) Pre-registration flyers should be ready for disbursement by March ASC.
 - 5) Have a working relationship with all subcommittee member needs.
 - 6) Responsible for printing of rules.
 - 7) Design, print, edit and cut badge design.
 - 8) Edit & print program.
 - 9) Purchase laminate for badges

I. SHUTTLE COORDINATOR:

1. Requirements:

- a) A minimum of One (1) years clean time.
- b) Must have a valid Driver's license and insurance

2. Duties of the Shuttle Coordinator:

- a) Coordinate and maintain shuttle schedule for campout venue.
- b) Make sure shuttles are always in operation and driven safely.
- c) Create signs for each vehicle to remind them to report vehicle problems.
- d) Report vehicle problems immediately.
- e) Get volunteers to drive/ride the shuttles.
- f) Verify shuttle drivers have current Driver's License.
- g) Have a driver/rider orientation before operation.
- h) Secure all necessary equipment relating to event shuttles (i.e. hay bales, flashlights, fluorescent safety vests and two (2) trucks and trailers).
- i) Make sure trucks used for shuttle have insurance.

J. CAMPOUT TREASURER:

1) Requirements:

- a) A minimum of Three (3) years clean time.
- b) Must have a consistent source of income.

3. Duties of the Treasurer:

- a) Custodian of the Campout Subcommittees financial ledger.
- b) Coordinates with the ASC Events Treasurer to ensure that expenditures do not exceed budgeted amounts.

- c) Coordinates with the ASC Member at Large, Events Treasurer and Campout Committee Members to schedule the collection, counting and depositing of event monies from Registration, Merchandise and other monies for the event; providing a receipt for each pick up to the registration and/or merchandise person.
- d) Responsible for obtaining and distributing the Opening Bank and exchanges monies for Registration and Merchandise from the ASC Events Treasurer.
- e) Coordinates with the ASC Events Treasurer at the end of the event and at the end of Treasurer's term of office to ensure the ledgers are in balance.
- f) The Treasurer must become familiar with the details of all existing contracts to avoid unforeseen costs.
- g) Reconciliation of merchandise sales and bank deposits should be completed in a timely manner, to be attached to the Events Treasurers final reports after the Campout.
- h) Treasurer will collect and deposit all monies from pre-registration. Verify the amount with the Registration Person prior to deposit. Deposit monies from pre-registration once a week or as needed.
- i) Create and maintain a transaction log to be utilized by Registration and Merchandise to record all cash pickups.

L. MERCHANDISE PERSON:

1. Requirements:

- a) A minimum of two (2) years clean time.

2. Duties of the Merchandise Person:

- a) The Merchandise Person should be business minded and have an understanding of the Twelve Traditions, especially with regard to the sales of Narcotics Anonymous related items. The Merchandise Person prepares a budget consisting of items to be sold and expenses incurred. The list of items will include a statement of actual and marketing costs with the time frame for obtaining the items.
- b) The Merchandise Person is responsible for the sales of merchandise at the campout as well as any pre-campout sales. Three bids are to be requested for the proposed merchandise items. Bids are to be without sales tax and merchandise person is to provide vendor with resale permit. The Campout Subcommittee will be responsible for negotiating the purchase prices for these items.
- c) All merchandise, when ready, will be shipped directly to, or picked up by the Merchandise Person or someone with a minimum of two (2) years clean time designated by the Merchandise Person. It is the responsibility of the Campout Subcommittee to set the final prices of the merchandise to be sold at the Campout.
- d) The merchandise Person must communicate with the Campout Vice Chairperson and Hospitality when planning space and time requirements for a table at the campout.
- e) The Merchandise Person is responsible for storing the items in a safe place at the Campout, maintaining a continuous inventory statement, and maintaining a set of financial records with receipts. These statements and records should be submitted to, and reviewed regularly with the ASC Events Treasurer and/or Campout Treasurer. This is done to assure accountability for all merchandise and funds. A final inventory statement should be done at the close of the campout and provided to the Events Treasurer within two weeks after the close of the campout attached to the Events Treasurer's final campout report.
- f) The Merchandise Person is responsible for understanding and training of persons who are going to be working the cash registers during merchandise sales.
- g) The Merchandise Person should have a working relationship with the Registration Person with regard to and preparation of pre-registration merchandise including a list of campers and their pre-

registration items.

h) The Merchandise Person should have a working relationship with the Arts & Graphics Person.

i) The Merchandise Person oversees the establishment and operation of the Alternative Store.

j) Merchandise person shall assure that a qualified committee member for merchandise sales are present at all times during merchandise sales.

k) Inventory any leftover merchandise at the end of the event and return to Hospitality to be placed into the storage unit.

M. ASSISTANT MERCHANDISE PERSON:

1. Requirements:

a) A minimum of two (2) years clean time.

2. Duties of the Assistant Merchandise Person:

a) To assume any duties of the Merchandise Person and assist as needed.

N. PROGRAM PERSON:

1. Requirements:

a) A minimum of Three (3) years clean time.

2. Duties of the Program Person:

a) The Program Person develops plans for meetings (main speaker, marathon meetings, and workshops). The Program Person along with other members of the committee, makes recommendations of speakers to the Campout Subcommittee. Works with entertainment to recommend a schedule of all events to take place during the Campout. They attempt to have a balance of workshops for newcomers, service minded persons, and spiritual discussions. They submit these recommendations to the Campout Subcommittee for review and approval.

b) A sign in sheet for all program participants shall be maintained at the Registration table. The program person shall contact people as needed for orientation, copyright release forms, etc. In the event of a no-show, a pool of members should be available from which to select replacements.

c) The basic qualification for participation on the program of the Campout is membership in Narcotics Anonymous. However, Main Speakers are required to have a minimum of five (5) years clean time.

d) A speaker of workshop meetings at the campout 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 and attend Narcotics Anonymous meetings to sustain their recovery. The best speakers for campouts are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the Campout draws near and assist them to ensure their attendance.

e) Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and service related to Narcotics Anonymous. It may be important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

f) Recording the speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home or to share them with others. Written consent must be obtained from speakers of recorded meetings or workshops in advance of actual recording. When contracting with someone to record meetings, it should be remembered that the ASC will provide the contract and set the terms for the recording company.

g) Sometimes travel expenses and campground space are provided to Main Speakers as a way of deferring their expenses. Any proposed expense of this nature must be approved by the Campout

Subcommittee. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Person with an idea of available funds for securing speakers. If the Main Speaker requests reimbursement for airfare or mileage, it will be approved by the committee prior to being presented to the speaker. Reimbursement expenses, mileage based on map based system up to 200 miles based on ASC standards. Hotels are approved by the committee.

h) To secure a host for each of the main speakers during the event as needed.

i) To coordinate with Grounds Monitor and Arts and Graphics to get signs to block off the stage.

O. REGISTRATION PERSON:

1. Requirements:

a) A minimum of Three (3) years clean time.

2. Duties of the Registration Person:

a) The Registration Person is responsible for maintaining the Post Office Box and providing the PO Box number to the Arts & Graphics person for inclusion on the pre-registration form.

b) Retrieve all pre-registration requests from the post office box. Submits checks to Treasurer.

During pre-registration time the Registration Person is to assign campsites according to the campout subcommittee's needs (i.e. speakers, entertainment, committee members, etc.) and organize a subcommittee to work on preparing pre-registration confirmation packages. Will provide a list of names and items of pre-registration merchandise to the Merchandise Person. Organize the registration table with volunteers at the event.

c) Adhere to pre-registration and total registration limits (see below).

d) Proceeds from the pre-registrations are very important to maintain campout cash flow if pre-registration merchandise is offered.

e) As pre-registration forms are received, the Registration person will record the pertinent information on that approved form and prepare an approved confirmation letter to be mailed back to the pre-registrant. The Registration Person will also be responsible for keeping detailed and accurate records of monies received and deposited. Close cooperation with the ASC Events Treasurer and/or Campout Treasurer is essential in this critical area.

f) Here are some, but not all of the functions related to onsite registration:

(1) The Registration Person must provide staffing for at least two (2) persons for the registration table. This is for the protection of the trusted servants taking registration monies.

(2) People handling money must have at least two (2) years clean time and be closely supervised.

(3) Remember – Large sums of money will pass through this area and will need to be handled carefully.

(4) The location of the registration tables must be in an area with sufficient room for tables, posters, security and crowd control.

(5) All equipment must be secured at night.

(6) Registration to advise hours of operation by the program flyer deadline.

(7) Last year's Registration person will provide incoming member with whatever information is needed, and remember, next year the Registration Person must do the same thing for their successor.

g) Vouchers for pre-registration merchandise to be dispersed along with preregistration packets at the time of check-in at the campout.

h) Notify all committee members when campout is full.

P. ASSISTANT REGISTRATION PERSON:

1) Requirements:

a) A minimum of Two (2) years clean time.

2) Duties of the Assistant Registration Person:

- a) To assist as needed any duties of the Registration Person.
- b) Service at the gate needs to be shared equally between the Registration Person and the Assistant Registration Person, with close communication.

Q. VOLUNTEER COORDINATOR:**1. Requirements:**

- a) A minimum of one (1) year clean time.

2. Duties of the Volunteer Coordinator:

- a) Responsible for organizing a pool of volunteers for all positions which need assistance and presenting a list to the committee prior to the event.
- b) Must be willing to be available at the campout to enlist additional volunteers as needed.
- c) To distribute chilled water to volunteers as needed.

R. GROUNDS MONITOR:**1. Requirements:**

- a) A minimum of two (2) years clean time

2. Duties of the Grounds Monitor:

- a) Responsible to keep Registered Campers off the boats and docks (unless they have a need to access their boats), and out of the cave.
- b) Responsible to keep Registered Campers adhering to the campground rules, including the playground rules.
- c) Responsible to monitor and secure gate closures as appropriate.
- d) Organize a pool of volunteers to perform duties a) and b) from 8:00 a.m. until 2:00 a.m. Friday and Saturday, and from 8:00 a.m. until noon on Sunday.
- e) Oversee any other safety and security issues, including the stage area.
- f) Act as liaison between Narcotics Anonymous and Outside Security (if any).
- g) To work with Traffic Coordinator to monitor front gate once campout is full.
- h) To secure firewood for 24 hour campout meetings (at least one cord).
- i) To work closely with Chair, Vice-Chair and campground security. j) To maintain and supervise a cleanup committee to clean up after all activities for the entire campout.

VI. BUDGETS:

The importance of making a budget for the Campout Subcommittee needs to be emphasized. Each elected individual on the Campout Subcommittee, as well as the ASC Representatives needs to sit down in the first months of planning for the new campout and list its estimated financial responsibilities. Some of the sources of information that should be considered are:

- (1) The previous year's budget.
- (2) The previous year's Campout Subcommittee Chair, Members and the ASC Events Treasurer.

If an individual wishes to include a new budget item for which past records are not available, estimates should be obtained for the items or services provided. The proposed budget that each individual develops is turned in at the last campout meeting in September. The proposals are then checked by the Campout Committee, and then are forwarded to the ASC for final approval of the budgeted item. The approved budget is then returned to the

Campout Subcommittee by the ASC Events Treasurer. The Campout Chair then provides a written budget report to the ASC each month. With prior approval, a committee member doing committee business may be reimbursed at the current ASC rate on trips over one hundred (100) miles.

A few helpful suggestions in developing a budget:

- (1) Be prepared to explain and document any proposed expenses that are not “standard”. Without an explanation, it is unlikely that the item will be approved.
- (2) If possible, draw on Fellowship resources within the Area. Find people who can help with the type of work that you are responsible for.
- (3) Remember that budgets for items can be increased throughout the year, with the approval of the ASC. Such a budget increase will require a 2/3 majority vote by the ASC for approval.

Cash Handling Procedures for the Sussex Campout

Intent: To insure the safe and accurate collection, counting, recording and depositing of funds generated by the sales of registrations and merchandise at the Sussex Campout.

Counting and Recording:

- Cash Pickups are to be done only by any of the following committee members: Campout Treasurer, Campout Chair/Vice, Event Treasurer, Alternate Event Treasurer and Area Chair/Vice.
- All funds collected will be taken to a pre-determined location.
- All funds will be counted by: Campout Treasurer, Event Treasurer, or Alt. Event Treasurer; it is suggested that another Campout Committee Member be present.
- Funds will be recorded by Campout Treasurer as: Registration Sales, Day Passes, Merchandise Sales and Auction.
- Ending event totals will be reported to Events Treasurer.

Deposits:

- Will be made after main speaker meetings.
- Bank deposits will be made by Campout Treasurer, Events Treasurer, or Alt Events Treasurer accompanied by another recovering addict with a minimum of five years