

Recovery weekend

Serenity in the Sun Palm Coast Area Service of Narcotics Anonymous

{PURPOSE}

This body shall be known as the host committee of the serenity in the sun, recovery weekend(2009/05) and is directly responsible to the palm coast area service committee (PCASC).

The purpose of the host committee is to coordinate the recovery weekend(2009/05) of the PCASC.

The purpose of the PCASC recovery weekend is to celebrate recovery through various meetings and activities and to promote unity of all NA members. An elaborate and fancy weekend is not necessary to enjoy the Celebration of recovery.

In order to fulfill this purpose, a committee is established consisting of a chairperson, vice-chair, secretary, treasurer, hotel liaison / alternate liaison, registration, fundraising/ entertainment, merchandising/arts & graphics (Incorporated) programming and hospitality.

Host committee

The host committee consists of members of narcotics anonymous who are also members of the palm coast area. The chairperson is elected at the annual elections in august at the palm coast ASC. All other members will be elected at an open meeting to be announced by the newly elected chairperson. For the purposes of the initial elections to form the committee all NA members present at the open meeting have a voice and a vote. For any subsequent elections during the year (for example, replacing someone who has resigned) the existing policy will determine who has a voice and a vote for those elections.

Host committee meets either monthly or bi-monthly, 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. Any sub-committee chair or member of a committee who is absent from (2) consecutive meetings (without prior notice given to the chair or vice- chair) will have their position open for re-election at the third meeting.

The meeting will be conducted under the “Roberts Rules of Order”. The purpose of these meetings is to gather and share information regarding the planning and execution of the convention. The host committee meeting is open to any NA member, and efforts should be made to encourage support including participation from all members. The only people having a voice on the floor are current host committee members, sub-committee vice-chairs in the absence of the chair, ASC-chair, ASC vice-chair and any former recovery weekend chairs. Any other NA member may have a voice at the discretion of the host committee chair. Only current host committee members have a vote; however the chairperson has a vote only in the event of a tie.

The first responsibility of the Host committee is the selection of the theme and logo. This is done by circulating announcements in the form of flyers requesting ideas, which are submitted to the ASC in order to be dispersed throughout the area. The deadline for submitting these ideas will be determined by the host committee. The person who’s ideas for the theme and logo that is selected will receive a registration to that year’s convention. After the selection is made registration from flyer’s can be circulated.

. All host committee members will pay their own expenses in full, this includes registration, banquet, merchandise and all fundraising event held at the convention and throughout the year. No host committee members shall accept a free hotel room at the convention, either paid by host committee or comp room as a result of the hotel contract. Host committee as a whole may use a comp room for their committee meetings during the convention.

Format for recovery weekend
Host committee meetings

- 1.) Open with a moment of silence followed by the serenity prayer
- 2.) Read the twelve traditions and the twelve concepts.
- 3.) Read the recovery weekend purpose.
- 4.) Open the floor to any NA member (15 minutes)
- 5.) Chairperson's report.
- 6.) Vice- chair's report.
- 7.) Secretary's report.
- 8.) Treasurer's report.
- 9.) Hotel liaison's report
10. Alt. Hotel liaison's report
- 11.) Registration report.
- 12.) Fundraising report/entertainment report.
- 13.) Merchandising report
- 14.) Programming report.
- 15.) Hospitality report.
- 16.) Old business.
- 17.) Elections.
- 18.) New business.
- 19.) Set time, date of the next host committee meeting
- 20.) Close with the serenity prayer.

Requirements and duties of the host committee Members

Chairperson requirements:

- A.) Minimum of four (4) years clean.
- B.) Two (2) years prior convention experience and or other ASC subcommittee experience or other sub-committee
- C.) Second of a two (2) years commitment, first year served as vice-chair
- D.) Working knowledge of the 12 steps, 12 traditions, 12 Concepts, & PCASC and Serenity in the Sun policies.
- E.) Willing to attend all host committee meetings

Note: “As recovery weekend is not a corporation, the chairperson of the host committee must sign the hotel contact and therefore is held personally accountable”.

Duties:

- 1.) Presides at all host committee meetings.
- 2.) Attends all PCASC meetings, acting as the primary liaison between the host committee and the ASC.
- 3.) Prepares an agenda.
- 4.) Ensures that committee members are informed of any sudden changes in meeting time and place.
- 5.) Is a co-signer on the host committee bank account?
- 6.) Only votes in the case of a tie.
- 7.) Acts as the final authority in clarification of these guidelines.
- 8.) Keeps activities in accordance with the 12 traditions and purpose of the convention.
- 9.) Allows sub-committee to do their jobs, while providing guidance and support.
- 10.) Allows simple discussion on major issues before
Calling a vote.
- 11.) Helps to resolve personal conflicts.
- 12.) Serve for only one (1) year (all other committee members can serve for two (2) terms.
- 13.) Fulfill the responsibilities of any or all convention sub-committee chairs in their absence or if a position is vacant until a replacement can be found.
- 14.) At the convention, along with the treasurer will be responsible for the collection and deposit of the convention funds received. Coordinate with registration, entertainment, and merchandise chairs with collection pick – up times.

Vice- chair requirements:

- A.) Minimum of four (4) years clean.
- B.) One (1) year prior convention experience.
- C.) Agreeable to a two (2) year commitment
- D.) Working knowledge of the 12 steps, 12 traditions, 12 Concepts & PCASC and Serenity in the Sun policies.
- E.) Willingness to attend all hosts Sub-committee meetings.

Duties:

- 1.) Will assume the responsibility of the chairperson and any/all subcommittee chairs if absent or position is vacant.
- 2.) Assist the chairperson in overall coordination.
- 3.) Secondary liaison between the host committee and the PCASC.
- 4.) Co – signer on the host committee bank account.
- 5.) Coordinates with sub- committee to insure deadline are met.
- 6.) Attends as many sub-committee meetings as possible to ensure they all have the support they need to do their jobs.
- 7.) By vote of 2/3 acclimation by the PCASC GSR's is chair of the following recovery weekend.

Secretary requirements:

- A) minimum of one (1) year clean
- B) Secretarial skill, taking notes, typing, organizational skills.
- C) Working knowledge of the 12 steps 12 traditions, & 12 Concepts.
- D) Willingness to attend all host committee meetings,

Duties:

- 1,) shall record minutes of all host committee meetings
- 2.) Will provide a typed copy of minutes to every host committee member and the PCASC.
- 3.) Will maintain files of all host committee minutes from current and previous recovery weekends.

Treasurer requirements:

- A.) Minimum of four (4) years clean.
- B.) One (1) year prior NA treasures experience.
- C.) Accounting skills, bank account reconciliation, and organizational skills.
- D.) Working knowledge of the 12 steps 12 traditions, & 12 Concept
- E.) Willingness and availability to attend all fundraising events and host committee meetings.

Duties:

- 1.) Shall be a co- signer on the host committee bank account.
- 2.) Shall maintain the host committee bank account. Does the monthly reconciliations and prepares a monthly report for the PCASC, including copies of receipts, bank statements, and check registers.
- 3.) is responsible for dispersement of all host committee expenses.
- 4.) Will at all fundraisers and assist fundraising chair in reconciliation report.
- 5.) Will be responsible for picking up registrations and other mail from the P.O. Box bi-weekly (at least before the host committee meeting.)
- 6.) At the convention, along with the convention chair will be responsible for the collection and deposit of convention funds receive. Coordinate with registration, entertainment and merchandise chairs with collection pick –up times.
- 7.) Prepares a financial statement at the end of the convention to be given by the chairperson at the next PCASC meeting.
- 8.) Assures that the seed money in the amount of \$6,000 if available, for the next years host committee.
- 9.) Any fund and Merchandise in excess of \$6000 (starting funds) to be forward to the PCASC.
- 10.) In the event of a shortfall of seed money Merchandise inventory will be utilize to make Up short fall...

Hotel liaison requirement:

- A.)_Minimum of two (2) years clean.
- B.) One (1) year prior convention experience.
- C.) Business skills, professional manners and dress, negotiating skills.
- D.) Working knowledge of the 12 steps 12 traditions.
- E.) Willingness to attend all host committee meetings.

Duties:

Hotel liaison contact prospective hotel and collects Information for comparison, which leads to the selection of the convention site. Usually there is one hotel that stands out from the rest in term of being easy to work with, having good room rates, having sufficient conference halls for the large meetings and workshops and offering good banquet rates.

Hotel liaison should be the only individual in communication and dealing with the hotel before, during and after the convention. All other committee members should go through the hotel liaison to speak with hotel staff. This will eliminate the confusion and the miscommunication within the committee, the fellowship, and hotel staff. Make it perfectly clear to the hotel that the committee will not be responsible for any charges unless authorized signature (s) are on the bills.

Make sure to add this stipulation in the hotel contract. Asking questions repeatedly during the convention prevents the hotel from overcharging. Beware of open ended charges which can be made to the convention committee, without the committee necessarily knowing about it during the convention itself.

Inform the hotel that we are slow to reserve rooms. Hotel liaison will contact the hotel reservations department once per month from the signing of the contract through September; then weekly basis from October until the convention; in order to keep track of the reservation progress. This way, if reservation participation is slow in coming then we can promote the “reserve early” concept to all-potential attendees. Also remind members that our rates is only guaranteed until the specified cutoff date, from that day on the hotel may or may choose to honor our contractual room rates.

Judging from the past, we require approximately 20 – 40 room nights in total for the weekend. Do not guarantee these rooms! Ask if there is a contractual penalty for UN – rented rooms, tries not to set it greater than (60) rooms during the contract negotiations if possible. Make sure to request one (1) comp room per 15 – 20 (or better) rooms rented on combined total room booked, also request (1) comp suite for the weekend which can be used for the hospitality suite or to house the taping company.

When negotiating the contact have the hotel put in writing that the individuals are responsible for their sleeping rooms and that the committee is only responsible for the common areas of the hotel such as the halls, pool areas, and lobby, meeting space.

Hotel liaison is responsible for the coordination of all activities in the hotel during the convention as well as arranging for all set – ups at meetings, number of chairs, meeting rooms, times, sequences, microphones, podiums, riser, tables, easels, as well as how these items are arranged within the space provided. Maintain the same meeting set – up throughout the convention this way the hotel will only need to refresh the meeting rooms during breaks. In addition the hotel will supply all in – house equipment at no charge. If there is a need of anything that must be rented, the host committee will absorb the charges.

Arrangements of food sales for the banquet, and possible pool party, outside the main meeting and dances. Be sure to get inclusive pricing from the hotel for these events, including taxes, service charges and any gratuity. Banquet cost will be NA member responsibilities, not the host committee. If possible, negotiate contractual permission from the hotel to serve coffee, tea, and snacks in the hospitably suite throughout the convention, also arrange to have ice water set –ups in the meeting / or foyer if possible.

Whether a registration is free or purchased, registration badges must be worn at all times during the convention in case of any accidents or injuries that may occur at the hotel. If someone who is not registered is injured, they legally have no business being in the hotel. It is for everybody’s protection this is not a matter of tradition; it is a matter of legal responsibility.

It is suggested that a printed statement is included in the program. Have the convention banners in a secure place that can be locked, until hung during the convention. As soon as the convention is over, secure the banners. Advise the hotel that only one person will be designated to retrieve the banners.

Alternate hotel liaison requirement

- A.) Minimum of (18) months clean.
- B.) One (1) year prior convention experience
- C.) Business skills. Professional manners and dress, negotiating skill
- D.) Working knowledge of 12 steps 12 traditions
- E.) Willingness to attend all host committee meetings

Duties:

The alternate liaison is responsible for securing the hotel for the following year's convention. Some of the duties will include keeping the noise level in the lobby, observance of the non – smoking policies of the hotel, maintenance of order among convention members and their children. It should be emphasized at every workshop and meetings that children are sole responsibility of their parents, and they must be accompanied by an adult at all times.

Next year the alternate will acquire the responsibilities as the hotel liaison. The following duties are applied to the hotel liaison.

Registration requirements

- A.) Minimum of (4) years clean.
- B.) Prior NA service experience.
- C.) Good organization and accounting skills.
- D.) Working knowledge of the 12 steps, and the 12 traditions.
- E.) Willingness to attend all host committee meetings.
- F.) Advanced planning
- G.) Fund transfer, recordkeeping
- H.) Registration packaging
- I.) Use Excel in keeping records**

Duties:

The registration committee in conjunction with the merchandise committee should solicit the fellowship for the theme and logo ideas. This committee is not for choosing the theme and logo; this is left up to the Host committee as a whole.

Once the convention logo has been selected, developed clear and informative flyers with the cut-off dates for pre-registration, final registration forms, and cut-off date of banquets, hotel and merchandise (if included).

Flyers should be attractive but need not be ornate or expensive. Then 500 registration flyer, be purchased for first printing .500 final registration distribute flyers throughout the fellowship. Should have registration done to get most of your support from Florida. Contact the PR committee, and ASC website to place flyers information. Supply the WSO with information for publication in the calendar, and in the NA way.

In this manner, NA members will have an opportunity to schedule vacation or make other arrangements to attend the convention. A clear understanding should be reached between the registration committee, host committee and treasurer on the procedures of handling money and registration. Registration forms and records should be maintained and all monies received transferred to the treasurer prior to or at the host committee meeting. As mail or direct sales are received, records should be made indicating information about the registrant and all money received. If free registrations are given out from fundraisers events and PCASC fundraisers, such as raffles or full raffle registration the committee must keep careful records of what is provided and to whom.

Records of registrations, banquets, clean time, and areas need to be kept. The system developed should be simple and clearly understood by all members of the committee. Records should be updated once a month and then weekly beginning 6 weeks prior to the convention. This system can also be used to verify the treasurer's records and provide an indication of the solvency of the convention.

Important task is assembling the registration packets. The host committee as a whole shall determine the individual cost per registration packet after recommendation from the registration committee is submitted. After this is done, prices for each item to be included in the packet should be obtained. Bids for prices should be solicited from three (3) different vendors. During this time, registration should be working closely with the merchandise and (arts& graphics)

A pre- determined amount of registration packets must be made for NA members who cannot afford to register. The free registration will be divided into three different panels. One batch at the beginning of registration, one batch mid-way and one batch towards the end of registration. Free registrations are to be for people with thirty (30) days or less clean; it is up to the addict to be honest. It is not the job of the convention committee to be policing this. A donation should be asked for each batch of free registrations. " No person should be turned away" children packets can be produced (voted by the committee) volunteers are required to sit at the registration table. It is suggested for teams to work in two (2) hour shift. Due to the handling of large amount of money, it is required that anyone working the cash drawer have minimum of (4) years clean.

The committee will contact the treatment centers before hand and tell them that their will be a reduced fee for clients in the treatment center. For example if the registration is \$25.00 then they will give it to, the treatment center clients for twenty. This will bring support from treatment center and may lower free registrations

Fundraising / entertainment requirement:

- A.) Minimum of four (4) years clean.
- B.) Prior NA service experience.
- C.) Good organization and marking skills.
- D.) Working knowledge of 12 steps 12 traditions.
- E.) Willingness to attend all host committee meetings.

Duties:

This committee is responsible for creating and carrying out activities for the purpose of raising funds throughout the year and during the convention. We never under any circumstances accept any monetary contributions or gifts from any outside source. We affiliate ourselves with no one, choosing to be entirely self- supporting through our own contributions. This also means that members of NA cannot solicit gifts or prizes from outsidess sources, and then donate them to

the convention. We need not manipulate the traditions in order to raise funds. The purpose is to first raise funds and provide a fun way to do it. Expensive decorations are not necessary.

A calendar should be created showing all Palm coast & South Florida and Florida Regional events, up until the convention. Activities planning should be 3 months in advance and circulated throughout the fellowship and recovery centers. This allows support to our events and eliminates confusion of having events on the same days or dates. It may be possible to hold the final fundraiser at the hotel where the convention is to be held, so we can show members the hotel facility in the hopes of generating excitement and encouraging our members to register. From past experience, encouraging support from other areas is sometimes vital to our fundraising efforts.

Tasks for fundraising include securing a DJ or band for the fundraisers as needed, and setting up and breaking down decorations, etc. Secure volunteers to collect money (minimum 2years clean) and for selling raffle tickets, food & water. This committee is also responsible for coordinating entertainment activities during the convention; dances, comedy shows, etc. Entertainment does not have to be restricted to dances, comedy shows, team sports like tug-of-war or volleyball, and many other games or contests are great ways to have fun. All actions of this committee are subject to host committee approval.

Fundraising is also responsible for setting up the banquet, making sure that the tables and decorations are in place. This effort should be coordinated in conjunction with the hotel liaison and merchandise committee. All events should be planned taking the scheduling of the programming and hospitality committees. Times and locations of events should be included in the convention program. Remember, when designing flyers they are released in hospitals and institutions as well as other facilities, which are not affiliated with NA. Appropriate use of language and lithograph is crucial because these flyers in a sense represent NA as a whole to the public. When making flyers see the following next page for guidance and information.

Guidelines for activities (flyers)

Making a flyer

put the name of the convention with years across the top of the flyer
(serenity in the sun#)

name the event date / time

speaker time

where

Food serving time

cost \$5.00 / H&I \$4.00

contact name & phone numbers

directions to the event

if the event has a registration form

add all information / cut off date for money

put address Recovery Weekend
PO. box 20984 West Palm Beach Fl 33416

NA symbol anywhere you like (on the form) must have Trade mark symbol

All flyers must have NA not affiliated with location of the event.

Send out flyers to treatment centers, recovery houses see new contact list

add to Palm Coast Area's website of the up coming events

Regional calendar / give flyers to RCM member

Merchandise / arts and graphics requirements

- a) minimum of 2 years clean
- b) prior NA service experience
- c) good organizational and marketing skills
- d) working knowledge of the 12 steps and 12 traditions
- e) willingness to attend all host committee meetings

Duties:

Pre-convention events

The merchandise, committee is responsible for securing at least three (3) bids from outside companies for the production of arts & graphics for the convention logo flyers, merchandise, banner, and any signs needed for the convention. Remember to stay within a reasonable budget, as artwork can be very expensive.

A member of the merchandise committee should be present and promoting the sale of merchandise at all convention fundraising events and area activity events (with consent from said committee) throughout the year. This is an outstanding way to generate interest in the convention early.

During the convention, volunteers will be needed to work in the store. Anyone handling money must have four (2) years clean. All money collected must be turned over to the treasurer at scheduled times throughout the convention.

The merchandise effort of any convention should be based strictly on the need to generate funds to ensure success of the event. Our primary focus is a celebration of recovery.

The objective of the Convention Committee in relationship of Merchandise Sales is to help compensate the original seed money.

T-shirts, hats, and mugs are items usually sold at the convention, but other items may be added as seen fit by the merchandise and host committees. Records from the previous conventions should be on hand as they pertain to the amount of merchandise ordered. Pricing should be considered by the merchandise committee, and then submitted for approval by the host committee.

A complete summary record and a running log of all transactions regarding the ordering, marketing, and shipping of all merchandise should be kept. Store hours for the merchandise room should be setup according to the schedule of the convention, which is established in conjunction with the program and hospitality committees.

Merchandise should also work with registration in ordering items for the registration packet. Receipts from all purchases should be submitted to the host committee and turned over to the treasurer, along with a list of outstanding inventory.

Vendors for the convention are welcome to sell merchandise, however it is suggested that there be no more than three (3) and they must be WSO approved. No other vendors are allowed to sell t-shirts, hats, or mugs until the last day of the convention. Outside vendors contracts should be submitted to the host committee and locked in two (2) months prior to the convention, thus giving them time to prepare.

Programming requirements:

- a) minimum of two (2) years clean
- b) prior NA service experience
- c) good organizational skills
- d) working knowledge of the 12 steps and 12 traditions
- e) Willingness to attend all host committee meetings.

Duties:

Responsible to the host committee, the function of this committee is to prepare a working program by selecting speakers, workshop topics, meeting formats, and chairpersons at all meetings, and regulating the time frames for each.

Responsible for coordinating with the hotel liaison, merchandising, fundraising, registration, and hospitality to insure all entities are pre-assigned working areas of operation and scheduled properly.

Responsible to create the program & securing three (3) bids for printing, working closely with arts and graphics, and performs to the best of his/her ability to meet all deadlines.

Speaker guidelines:

Programming will submit two (2) speaker recommendations to the host committee for each of the main speaker meetings, (Thursday, Friday, Saturday, and Sunday). The final choice for these speakers rests with the host committee as a whole.

All speakers must be members of NA, and have a strong NA message of recovery; there is never a need to invite speakers from outside the NA fellowship as there are sufficient amount of NA members with this ability.

The following paragraph is a suggestion to go by

All main speakers must have a minimum of five (5) years clean, and it is suggested that the opening speaker (Thursday night) be from palm coast area. The Friday night speaker should be a Florida regional speaker or a resident of the state of Florida. The banquet speaker should be from out of state as this is an example to any new members that recovery is worldwide. The closing speaker (Sunday) is at the discretion of the programming committee. Note: the host committee will be responsible for the expense of a full registration, travel and lodging for the banquet speaker.

All other speakers should have a minimum of two (2) years clean, and no current host committee member may serve as a speaker.

No main speakers who have previously served as main speaker in the last three (3) years are eligible to serve as a current main speaker. All speakers should have a working knowledge of the 12 steps and 12 traditions of narcotics anonymous.

All workshop chairs should have a minimum of one (1) year clean.

Marathon meetings are sponsored by the area home groups; each area home group should select by ballot their time slots and is responsible for appointing their own chair persons for each prospective time slot (s).

Once decisions are made, all speakers and chairpersons should be confirmed several times before the event, the last confirmation being made no later than one (1) week prior to the convention. One of the main problems in programming a convention is the event of “no shows”, the programming committee should have reserve pool of speakers and chairpersons to fill in, in the event of a no show. Another suggestion is to have a speaker, sign in sheet at the registration table. Each speaker and chairperson should be advised to sign in no later than thirty (30) minutes before his or her commitments.

1. Programming is responsible for securing a recording company. A minimum of (2) possible (3) bids should be secured to compare pricing, donations to the convention, and set up requirements for each. Work closely with the hotel liaison to insure these needs are met.

Hospitality requirements:

- a) Minimum of two (1) years clean.
 - b) prior NA service experience
 - c) Working knowledge of the 12 steps and 12 traditions.
 - d) Willingness to attend all host committee meetings.
- F.) Serenity patrol minimum of (6) months clean.

Duties:

The responsibility of this committee is to provide an open hospitality room that will remain open twenty four (24) hours a day, (or as the hotel contract allows) throughout the entire convention.

Will be responsible for forming and overseeing the “serenity patrol” which will keep order and enforce the guidelines of behavior established by the host committee.

Saturday is our biggest night, it is suggested that the patrol be at its largest strength of numbers and that they be on duty even during the banquet and main Saturday night meeting. The guidelines set forth in the behavior statement are to be enforced by this patrol in a prompt and courteous manner. This is very important to protect the reputation of NA as a whole, as any behavior may cause us to be unwelcome back to that hotel and other hotel in the area.

Six (6) months into the host committee preparation, volunteers should be organized to act as hosts for the hospitality suite. Inexpensive buttons or ribbons for each individual should be provided.

Hospitality should provide free refreshments such as coffee, snacks, or fruit for the consumption of convention attendees. Activities such as cards, and assorted games should be provided. Per the palm coast area policy there will be no gambling in the hospitality suite.

It is suggested to create poster boards that are easily viewable with the rules of the hospitality suite (such as; “no sleeping” and “no storage of personal belongings”). Hospitality should secure at least three (3) bids for snack, supplies, and fruit, accepting the lowest price.

One last note:

At times there will be a lot of responsibility and pressure on the host committee, at the convention and throughout the year leading up to it. It is important that we look out for one another, putting our personalities aside and helping each other in the spirit of unity and purpose. Our recovery comes first and we should do our part to make sure we keep our priorities in order to make our recovery weekend a memorable one!

Let’s carry the NA message of recovery and grow together!!!!

