

2012 AMERICAN RIVER AREA OF NARCOTICS ANONYMOUS CAMPOUT SUBCOMMITTEE GUIDELINES

I. **PURPOSE:**

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

II. **FUNCTION:**

- A. To operate within the guidelines of the American River Area Service Committee.
- B. To meet regularly to plan and organize the Annual American River 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. He/she becomes ineligible to vote when he/she misses two (2) consecutive business meetings of the campout subcommittee.

C. **Elected Positions:**

1) Must qualify as a voting member. (Attend (2) consecutive meetings)

2) Anyone missing two (2) consecutive regularly scheduled meetings of the Campout Subcommittee shall vacate the elected position

3) Only members elected into a position will be eligible for a committee campsite.

D. **Regularly scheduled meetings: Every 2nd & 4th Thursday of every month**

August through June. Beginning in May every week will be a regularly scheduled meeting, if needed, until campout.

E. **Registered Camper:**

A Registered Camper is defined as any member, family or guest of a member of any age. All will have a wristband. Everyone attending campout events must be a registered camper.

IV. **PROCEDURES:**

The following is required of all Campout Subcommittee elected individuals:

- A. Attendance at each regularly scheduled Campout Subcommittee meeting. Failure to attend two (2) consecutive meetings will result in automatic removal from position. The Campout Subcommittee would then take over direct administration of that individual's duties until a new individual is elected. Please remember that each elected position is vital to the campout and each individual should expect to be replaced if they are unable to serve for any reason. Relapse necessitates replacement.

- B. When a report is given, it shall be in writing. It is required that a written report be submitted to the Campout Subcommittee Secretary each regular meeting. The report shall include a summary of progress made since the last subcommittee meeting as well as anticipated needs, problems, or questions.
- C. Each elected individual adhere to the following procedure for disbursement of funds:
 - 1) All requests for reimbursement must include a receipt and a complete “**Reimbursement Claim Form**”. The completed form is then submitted to the Campout Treasurer for verification and documentation into the Campout Ledger, and then authorized by the Campout Chairperson and then the Events Treasurer will draft a check for payment.
 - 2) All requests for reimbursements must represent a pre-approved budget item.
 - 3) Three bids shall be requested for any needed goods or services over \$50.00. It should be remembered that members perform duties in the spirit of service and that at no time will any member of this subcommittee be reimbursed for labor or services rendered.
 - 4) 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.
- D. 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 tape record the speakers at the campout and sell those recordings as tapes or CDs during the entire event.
 - 2) Only Narcotics Anonymous merchandise will be sold at the Alternative Store on Sunday, after the spiritual meeting
- E. Any member handling money shall have at least two (2) or more years clean.

V. **PARTICIPANTS:**

GENERAL REQUIREMENTS OF PARTICIPANTS:

- 1. It is suggested that he or she be elected from active members of ARANA. 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 September.
- 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.
- 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 Committee 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. RECORDING SECRETARY:

1. Requirements:

- a) A minimum of one (1) year clean time.
- b) Knowledge and accessibility to word processing software.

2. Duties of the Recording Secretary:

- a) To take minutes at all business meetings of the Campout Subcommittee.
- b) To provide copies of the minutes & agenda, not to exceed thirteen cents (\$0.13) per copy, 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 one (1) 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, 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, 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. 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 needs, 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.
- c) Inventory the storage unit and develop a supply list for the current year.

F. ASSISTANT HOSPITALITY PERSON:

1. Requirements:

a) A minimum of one (1) year 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 from 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.

G. 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, directional posters, a map of the campground and vicinity, decorations, 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, decoration, 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 January ASC.
 - 5) Have a working relationship with all subcommittee member needs.
 - 6) Have next year's "Theme & Logo Contest" flyer and "Speaker Tape Submission" flyer ready by June of this year's campout.
 - 7) Responsible for printing of rules.

H. SHUTTLE COORDINATOR:

1. **Requirements:**
 - a) A minimum of one (1) year 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 Orchard Springs campground.
 - b) Make sure shuttles are always in operation and driven safely.
 - c) Get volunteers to drive/ride the shuttles.
 - d) Verify shuttle driver's have current Driver's License.
 - e) Have a driver/rider orientation before operation.
 - f) Secure all necessary equipment relating to event shuttles. (i.e. hay bales, flashlights, fluorescent safety vests, and two (2) trucks and trailers).
 - g) Make sure trucks used for shuttle have insurance.

I. **CAMPOUT TREASURER:**

1. **Requirements:**
 - a) A minimum of three (3) years clean time.
 - b) Must have a consistent source of income.
2. **Duties of the Treasurer:**
 - a) Custodian of Campout Subcommittee's financial ledger.
 - b) Coordinates with the ASC Events Treasurer to ensure that expenditures do not exceed budgeted amounts AND that all approved expenses are paid by July 15th.
 - c) Gives a written report, consisting of all current financial expenses of the Campout Subcommittee at each regular subcommittee meeting.
 - d) 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 from the event providing a receipt for each pick up to the registration and/or merchandise person. Ensuring that at least two (2) trusted servants with at least two (2) years clean time are with the monies at all times.
 - e) Responsible for obtaining and distributing the Opening Bank and exchanges monies for Registration and Merchandise from the ASC Events Treasurer.
 - f) Coordinates with the ASC Events Treasurer at the end of the event and at the end of Treasurer's Term of Office to ensure that the ledgers are in balance.
 - g) The Treasurer must become familiar with the details of all existing contracts to avoid unforeseen costs.
 - h) Reconciliation of merchandise sales and bank deposits should be completed in a timely manner to be attached to the Events Treasurer's final reports after the Campout.
 - i) 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.

J. **TRAFFIC COORDINATOR:**

1. **Requirements:**
 - a) A minimum of one (1) year clean time.
2. **Duties of the Traffic Coordinator:**
 - a) Traffic Coordinator meets with the Campout Subcommittee Chairperson to develop a map and a working plan for the current year's Campout.

- b) Traffic Coordinator should work closely with the Registration Person to help the flow of traffic into, through, and out of the campground and address the Day Use parking needs.
- c) Traffic Coordinator should also work closely with the Shuttle Coordinator to make sure that there is adequate and safe Loading and Unloading Zones for the Shuttles and Shuttle stops.
- d) Traffic Coordinator should work with Entertainment and Program to determine the times to limit or redirect traffic flow during the dances and meetings.
- e) Traffic Coordinator should make sure that the Parking and Traffic Plan is compatible with the campground's Rules and Regulations.
- f) It is suggested that the Traffic Coordinator start signing up volunteers to help them as soon as possible.
- g) Responsible for all equipment and setup of traffic and parking needs.

K. 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. Three bids are to be requested for the proposed merchandise items. Bids are to be without sales tax and merchandise person 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 Campout for attachment 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.
- 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 be present at all times during merchandise sales.

L. 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.

M. PROGRAM PERSON:

- 1. **Requirements:**
 - a) A minimum of two (2) years clean time.
- 2. **Duties of the Program Person:**
 - a) The Program Person develops plans for meetings(main speaker, marathon meetings, workshops). The Program Person makes recommendations to the Campout Subcommittee for speakers. They 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 Meeting speakers are also required to have a minimum of Ten (10) 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) The program of Naranon often holds meetings and workshops during Narcotics Anonymous functions. This is for the convenience of both the Fellowships and is

an example of cooperation not affiliation. The Program Person should be advised of their scheduling requirements as well as any other matters of mutual concern.

- g) Taping the speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home or to share with others. Written consent must be obtained from speakers of taped meetings or workshops in advance of actual taping. When contracting with someone to record meetings, it should be remembered that the ASC will provide the contract and set the terms for the taping company.
- h) Sometimes travel expenses and campground space are provided to Main Meeting speakers as a way of deferring their expenses. Any proposed expenses 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 selected by committee.
- i) To secure a vendor to purchase paper and printing up of the Campout Event Program.

N. 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 P. O. 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. 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 card 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, no cash will be accepted.
- f) Here are some, but not all of the functions related to onsite registration.
 - (1) Pre-registration is set not to exceed six hundred (600) Registered Campers and On-site registration is set not to exceed a total of one thousand (1,000) Registered Campers including pre-registration, plus two hundred (200) hundred onsite day passes for Saturday.

- (2) The Registration Person must provide staffing for at least two (2) registration tables with at least two (2) persons per registration table. This is for the protection of the trusted servants taking registration monies.
 - (3) People handling money must have at least two years clean time and be closely supervised.
 - (4) Remember – Large sums of money will pass through this area and will need to be handled carefully.
 - (5) The location of the registration tables must be in an area with sufficient room for tables, posters, security, and crowd control.
 - (6) Registration needs to be open from 8:00 a.m. through 11:00 p.m. on Friday, and 8:00 a.m. until the speaker meeting on Saturday or until registration is completed.
 - (7) All equipment must be secured at night.
 - (8) Last year's Registration Person will provide you with whatever information you need, and remember, next year you must do the same thing for your successor.
- g) Pre-registration merchandise to be dispersed along with pre-registration packets at the time of check-in at the campout.
 - h) Notify all committee members when campout is full.

O. 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 between the registration person and the assistant registration person, with close communication.

P. 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.
- b) Must be willing to be available at the campout to enlist additional volunteers as needed.

Q. ASSISTANT VOLUNTEER COORDINATOR

1. Requirements:

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

2. Duties of the Assistant Volunteer Coordinator:

- a) Responsible for assisting Volunteer Coordinator as needed.

R. GROUNDS MONITOR:

1. Requirements:

- a) A minimum of one (1) year 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.
- 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 am until 2:00 am Friday & Saturday, & from 8:00 until noon on Sunday.
- e) Oversee any other safety and security issues.
- 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.
- k) To get volunteers to help with the cleanup activities.
- l) Acquire garbage bags from the campout committee prior to the event.

VI. **BUDGETS:**

The importance of making a budget for the Campout Committee needs to be emphasized. Each elected individual on the Campout Committee, as well as the ASC Representative, 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 Committee Chair 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 Committee 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 Committee 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 on 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.