

**NEWANA
FUNDRAISING SUBCOMMITTEE
GUIDELINES AND PROCEDURES
Created 10/17**

Definition and Purpose:

The NEWANA Fundraising Subcommittee is a group of volunteers from this area who work together to create, organize, and host the three annual fundraising events per the Official Guidelines of the Northeast Washington Area Service Committee.

Spiritual Guidance:

The NEWANA Fundraising Subcommittee shall follow the Guidelines of the NEWASC as well as the Fundraising Subcommittee Guidelines and Procedures, the Twelve Traditions of NA, the Twelve Concepts of NA Service, the Guide to Local Services in NA, and a Higher Power's love and care through a group conscience.

Meetings:

Meetings shall be held bi-monthly. Meetings shall follow the established time line. Meetings shall be held in a public place to be established by the Chair and a group conscience of committee members.

Voting/Elections:

The voting membership shall be any member of NA who has attended two out of the last three subcommittee meetings. The voting members shall have one vote per person, excluding the chairperson who will only be allowed to vote in case of a tie. Any member of the North East Washington Area fellowship of NA may make a nomination of a qualified person for a NEWANA Activities trusted servant. A simple majority is required to elect officers.

Elections are as follows:

1. The Chairperson shall be nominated by this committee the month prior to the ASC election march of each year.
2. The Vice Chairperson shall be elected at the first North East Washington Area Activities Sub Committee meeting following the chairperson's election.
3. The Recording Secretary shall be elected at the first North East Washington Area Activities Sub Committee meeting following the chairperson's election.
4. The Treasurer shall be elected at the first North East Washington Area Activities Subcommittee following the chairperson's election.

Responsibilities and Duties:

Chairperson:

- 1) Minimum 4 years clean
- 2) Elected at ASC in (to be determined), this is a one year commitment
- 3) Coordinates place and time of subcommittee business meetings. (Keep in mind other subcommittee meeting dates and times)
- 4) Prepares an agenda and attends business meetings and events
- 5) Refers to the timeline to stay focused and on task
- 6) Attends the monthly ASC meeting and provides a written report of all financial activity as well as other business

- 7) Ensures that written contracts are obtained by vendors.
- 8) Acts as main contact person and finalizes all transactions by signature if required
- 9) Participates and supports all Ad Hoc Committee events and attends those events
- 10) Ensures that subcommittee follows the practice of obtaining no less than 3 written bids prior to selecting a vendor
- 11) Responsible for compiling all written correspondences, minutes, flyers and reports and turning over to archives with final report to ASC after each event.
- 12) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service and ASC guidelines.

Vice Chairperson:

- 1) Minimum 3 years clean
- 2) To be elected in (to be determined), this is a one year commitment
- 3) Works closely with the Chair to assist with duties
- 4) In the absence of the Chair or upon resignation of the Chair, assumes all responsibilities normally carried out by the Chair until the ASC has an election or appoints for that position
- 5) Is a co-signor on contracts if needed
- 6) Refers to timeline to stay focused and on task
- 7) Attends Fundraising Subcommittee business meetings and events and maintains voting member status
- 8) Makes reminder texts or calls to committee members at least 24 hours prior to the meeting
- 9) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service and ASC guidelines.

Secretary:

- 1) Minimum 6 months clean
- 2) To be elected in (to be determined), this is a one year commitment
- 3) Attends Fundraising Subcommittee business meetings and events and maintains voting member status
- 4) Keeps a written record of all Fundraising Subcommittee business meetings
- 5) Maintains paperwork (including bids from outside vendors) and turns over to the Chair for final reports
- 6) Assists Chair in creating final reports for ASC & Archives
- 7) Email minutes to all subcommittee members when applicable
- 8) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service and ASC guidelines.

Treasurer:

- 1) Minimum 3 years clean
- 2) To be elected in (to be determined), this is a one year commitment
- 3) Attends Fundraising Subcommittee business meetings and events and maintains voting member status
- 4) Works closely with the Chair and Coordinators to establish procedure for tracking ticket sales
- 5) Maintains an accounting of ticket sales, receipts turned in and tickets checked out. The treasurer shall check out tickets to eligible volunteers to sell. No more than 10 tickets may be given to any one member at one time. When money for ticket stubs have been turned in, that member may be given 10 more tickets
- 6) Deposits all monies in Fundraising Committee bank account in a timely manner and should deposit all money within one week of receiving it from members.

- 7) Works closely with Event Coordinators to maintain an accounting of expenditures. Provides to the Chair an event budget as soon as possible to be turned in at the NEWASC meeting with the Chairs report so that the GSR's, Officers of the NEWASC and Subcommittee Chairs will know approximately how much the Fundraising Committee events will cost, what checks will be written and for what reasons
- 8) Compiles and turns over to the Secretary any reports, receipts, and/or paperwork related to this position for the final report
- 9) Uses operating budget for meeting rent, copies and supplies
- 10) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service and ASC guidelines.

Facilities Coordinator: (2 year term elected on even years.)

- 1) Minimum 3 years clean
- 2) .Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service and ASC guidelines
- 3) Completion of previous Fundraising experience.
- 4) Attend Fundraising Committee meetings.
- 5) Contact and obtain bids from appropriate sites for Spiritual Breakfast, PRC Fundraiser and the Murder Mystery Dinner as directed by the Fundraising Committee. All bids must meet the minimum criteria, timelines and rotation schedules established in the "Bid Selection" document located in the Appendix of these guidelines.
- 6) Present at least three viable bids for each event to the Fundraising Committee and provide a written report of the advantages and disadvantages of each bid.
- 7) Following selection of a bid by the Fundraising Committee, negotiate final contract with the property. The Fundraising Chair or designee acting as an agent of the NEWANA ASC shall enter into contracts on the Fundraising Committee's behalf, after Fundraising Committee approval of those contracts.
- 8) Provide copies of contracts to Fundraising Committee and introduce event coordinator to the facility contact and advise the facility the event coordinator is the official representative of the NEWANA ASC.

Facilities Coordinator Trainee:

- 1) Elected every 2 years on odd years.
- 2) Required clean time of 2 years.
- 3) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service and ASC guidelines.
- 4) Ability to communicate effectively and accurately orally and in writing.
- 5) Learning the duties and assisting the Facilities Coordinator.

Murder Mystery Coordinator

- 1) Clean time suggested 2 years
- 2) Attends Fundraising subcommittee meetings and maintains voting member status
- 3) Generates event specific participation from the fellowship
- 4) Coordinates all Murder Mystery tasks and sees to the needs of the event and participants

- 5) Ensures that the Murder Mystery event is following and adhering to the timeline
- 6) Verifies that written contracts are obtained by vendors for signature by Fundraising Chair
- 7) Responsible for compiling all information regarding the event and turning it over to the Fundraising Chair for a final report to ASC after the event.

Spiritual Breakfast Coordinator

- 1) Clean time suggested 2 years
- 2) Attends Fundraising subcommittee meetings and maintains voting member status
- 3) Generates event specific participation from the fellowship
- 4) Coordinates all Spiritual Breakfast tasks and sees to the needs of the event and participants
- 5) Ensures that the Spiritual Breakfast committee is following and adhering to the timeline
- 6) Verifies that written contracts are obtained by vendors for signature by Fundraising Chair
- 7) Responsible for compiling all information regarding the event and turning it over to the Fundraising Chair for a final report to ASC after the event.

PRC Fundraiser Coordinator

- 1) Clean time suggested 2 years
- 2) Attends Fundraising subcommittee meetings and maintains voting member status
- 3) Generates event specific participation from the fellowship
- 4) Coordinates all PRC Fundraiser tasks and sees to the needs of the event and participants
- 5) Ensures that the PRC Fundraiser event is following and adhering to the timeline
- 6) Verifies that written contracts are obtained by vendors for signature by Fundraising Chair
- 7) Responsible for compiling all information regarding the event and turning it over to the Fundraising Chair for a final report to ASC after the event.

Decorations:

- 1) Clean time suggested 6 months
- 2) Attends Fundraising subcommittee meetings and maintains voting member status
- 3) Works with the committee to create decorations according to the themes selected for events
- 4) Coordinates with bank card holder for purchases needed
- 5) Cares for all decorations/supplies until the event is over, then turns over the surplus to the Chair (to be turned over to the ASC)

Members:

- 1) Attends Fundraising Subcommittee business meetings and events
- 2) Announce meeting days/times and the event information (when available) at regular NA meetings
- 3) Circulates flyers for the events
- 4) Sell tickets for the event (6 months clean time requirement)
- 5) No member of the Fundraising Subcommittee shall have possession of more than the value of ten tickets per event for more than 48 hours. If any member accumulates more than this value they should call the Fundraising Committee Treasurer and make arrangements to turn the money over. If the treasurer cannot be reached they should contact the Fundraising Committee Chair or Vice Chair.

Special Rules:

- 1) Non subcommittee members from other Areas, Regions, Towns, etc. may sell event tickets if they meeting the following criteria:

- a) Minimum 5 years clean
- b) Current participation in and/or experience on event committees (i.e. conventions, Fundraising Committee, learning days, unity days, etc.)
- c) Adhere to committee guidelines regarding money handling, makes arrangements with the treasurer to turn over monies in a timely and reasonable manner

Section V: Financial Procedures

Budgets

- 1) Members selling tickets should have a recommended clean time of six months.
- 2) The event budget for the three events, PRC Fundraiser, Spiritual Breakfast and Murder Mystery will be \$1,000 per event with a \$500 facilities deposit fund. This is to cover costs of rent and entertainment for these events
- 3) In the case of an event being pre-sale to cover the cost of meals, those funds collected from pre-sale shall be used to cover the purchases of food. Those funds still need to be deposited according to guidelines
- 4) monthly operating budget of \$40.

Deposits

- 1) The North East Washington Area Fundraising Sub Committee Chair or Treasurer shall deposit into the NEWANA Fundraising bank account all moneys collected within 48 hours of the completion of all events.
- 2) When having events involving pre-sale tickets, the North East Washington Area Fundraising Subcommittee Treasurer will number all tickets and make a list of which ticket numbers individual members have. No more than 10 tickets may be given to any one member at one time. When the money and ticket stubs are turned in, the member may be given 10 more tickets. No member may be allowed to hold on to the money for more than 10 tickets for any reason.
- 3) No member of the NEWANA Fundraising Sub Committee shall have possession of more than the monetary value of the 10 tickets for more than 48 hours. If any member accumulates more than the value of 10 tickets they should call the North East Washington Area Fundraising Treasurer and make arrangements to turn over the money. In case that the Treasurer is unavailable the member should contact the Fundraising Chairperson, Vice Chairperson, N.E.W.A.S.C. Treasurer or N.E.W.A.S.C. Vice Chairperson in that order to make arrangements to turn in funds.

Fundraising Bank Account

- 1) Fundraising Chairperson and Fundraising Treasurer will be signers on the account.
- 2) Fundraising Treasurer will have a read only online login for verification of funds, deposits and cleared checks.
- 3) Fundraising Treasurer will balance ledger to bank account at the end of each month prior to ASC.
- 4) Fundraising Chairperson and Fundraising Treasurer will have Debit cards linked to the account.
- 5) In the event of resignation or loss of clean time, remaining signer will collect all funds and bank card and will call the bank immediately and cancel card.
- 6) FSC Treasurer will coordinate with ASC treasurer to pull funds in excess of \$1,500.00 at the end of the event from the Fundraising account unless funds from ticket sales are designated for an event's specific purchases. Fundraising is responsible to communicate the amount designated for ticket sales to ASC Treasurer prior to the end of the month.
- 7) PRC fundraiser proceeds will go to PRC literature.

Amendments to Guidelines

Any voting member of the North East Washington Area Fundraising Sub Committee may propose an amendment to the North East Washington Area Fundraising Sub Committee Guidelines at any regular meeting of the North East Washington Area Fundraising Sub Committee. A quorum of 6 voting members with a two thirds majority is required to change any guideline. Upon approval of this amendment by the committee, approval by the N.E.W.A.S.C. must be sought. The amendment will go into effect upon approval by the N.E.W.A.S.C.

Once a year in January, the guidelines will be reviewed by the North East Washington Area Fundraising Sub Committee and any amendments proposed in the above manner before April.

APPENDIX C: BID REQUIREMENTS FOR EVENTS

This section describes the site selection process for the events. The Facility Coordinator must present to the Fundraising Committee at least 3 viable bids to select from. These need to include available dates for the event, name of property, city of property, room rent(s) and any additional costs.

TIMELINE

Spiritual Breakfast bids must be presented by July, 1 year before the event.

PRC Fundraising bids must be presented by March, 1 year before the event.

Murder Mystery Dinner bids must be presented by November, 1 year before the event.

SPIRITUAL BREAKFAST BID REQUIREMENTS:

The event is a Sunday morning breakfast. The preferred dates third and fourth weekends in February.

We request the following contract terms in our Bid Requests:

Room to accommodate at least 250 seated guests.

Menu prices to be guaranteed 5 months prior to the event.

All bills are intended to be paid in full at the conclusion of the event minus the deposit.

Catering for meals should be included if not provided by directly with the Facility.

Space requirements:

Room to accommodate at least 250 seated guests and a stage of at least 12' x 16' for auction and speakers.

PRC FUNDRAISER BID REQUIREMENTS:

The event is a Saturday evening dinner, auction and dance. The preferred dates third and fourth weekends in October.

We request the following contract terms in our Bid Requests:

Room to accommodate at least 150 seated guests.

Kitchen facilities to make and prepare dinner.

All bills are intended to be paid in full at the conclusion of the event minus the deposit.

Space requirements:

Room to accommodate at least 150 seated guests and a stage of at least 12' x 16' for DJ/band, auction and speakers. Additional space for dancing if needed.

MURDER MYSTERY DINNER BID REQUIREMENTS:

The event is a Friday or Saturday evening murder mystery dinner and auction. The preferred dates are the first and second weekends in June.

We request the following contract terms in our Bid Requests:

Room to accommodate at least 150 seated guests plus ample space around tables for performer's interactions.

All bills are intended to be paid in full at the conclusion of the event minus the deposit.

Space requirements:

Room to accommodate at least 150 seated guests and a area of at least 12' x 16' for auction and a sound system for music.

Multiple entrances to the main room event area are preferred.

Additional room for cast to prepare and await entrances between acts adjacent to main room but not directly connected.