

AREA L.E.G.S. - LAKE ERIE GENERAL SERVICES

ACTIVITY/ENTERTAINMENT SUBCOMMITTEE

GUIDELINES - IN THE EVENT OF A CONVENTION

Is responsible for generating interest and enthusiasm for the Convention as well as raising funds to support it. It also provides entertainment activities during the Convention. **It is important to remember we never, under any circumstances, accept any monetary contributions from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we need to raise funds, we raise funds from our own membership.**

1. This Subcommittee operates from its approved budget of Area LEGS.
2. This Subcommittee proposes, plans, and hosts activities prior to the Convention. It is important to remember that fund-raising events should be held first to generate interest and support for the Convention and secondarily to raise money. Prudence and caution should be exercised because unsuccessful activities place a financial drain on Convention resources.
3. Events prior to and during the Convention should always be in good taste and consistent with our spiritual principles. Use of the Convention theme during these activities is encouraged but not required. Events for the Convention will have no religious connotations or undertones per motion dated January 15, 2012. [See Area LEGS Policy Motion Log].
4. Advanced planning of all events is critical. Communication and exposure within the fellowship is also very important. History has shown that successful functions are those which are well planned and publicized. Unsuccessful events and poor turnout can generally be traced back to a lack of planning and exposure within the NA community. It is for this reason that flyers announcing these activities should be distributed 6 to 8 weeks prior to an event within Area L.E.G.S. and with other Areas in order to foster a spirit of unity and cooperation.
5. This Subcommittee also has responsibility for entertainment activities (DJ, bands, games, etc.) during the Convention. As noted above, careful planning in advance is crucial. Since services are contracted months in advance, several choices should be proposed to the Area Service Committee for selection in the early stages of the planning process. As with other Subcommittees, exact costs and services provided along with any other significant details should be clearly understood by everyone involved before agreements are made and contracts are signed.

- 5a. **This Committee should consider at least three (3) bids in writing from all potential vendors or entertainment. All contracts should be submitted ninety (90) days prior to the convention.**
6. Maintaining accurate records of all expenditures and receipts is also important for this Subcommittee. A financial statement (along with receipts) should be turned in after each fund-raising event, detailing all incoming and outgoing money. It is strongly suggested that all funds received from events prior to and during the convention be transferred to the Area or Assistant Treasurer as soon as possible (ASAP).
7. When funds are received to fulfill a budget request, receipts must be turned in to the Area Treasurer and must equal the amount of funds received or the balance of remaining funds must be returned to the Area Treasurer.
8. All unused/unsold tickets, merchandise, and products must be turned in to the Area Treasurer.

VOTING PROCEDURES:

1. Any member that attends the initial Subcommittee meeting automatically has voting privileges. After the initial meeting the member will need to attend two consecutive meetings to gain voting privileges.
2. Any member who misses two (2) consecutive meetings must start over. Voting privilege resume at the third (3rd) attended meeting.
3. All voting members must be present in order to vote. All voting members must contact a member of this subcommittee body in the event of their absence. The order of contact should be the trusted servants and then other subcommittee members.

ATTENDANCE

The Convention Committee and all Subcommittees of the Convention must follow the ASC guidelines for attendance.