***Fund-Raising & Entertainment*** *(Revised March 2012)*

Chair's Requirements: Four years clean, past convention experience; along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

The Fund-raising and Entertainment Subcommittee 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. Generally this Subcommittee operates with two separate budgets. One budget for fund-raising events prior to the Convention, and one for entertainment provided during the Convention. (#2 CLACNA).
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. Fund-raising and Entertainment 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.
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. Assistance from Arts and Graphics in development of flyers is encouraged. Every effort should be made to coordinate pre-Convention fund-raising activities with Area L.E.G.S. Activities Subcommittee 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 Convention 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.
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 convention Treasurer as soon as possible (ASAP).
7. When funds are received to fulfill a budget request, receipts must be turned in to the

Treasurer and must equal the amount of funds received or balance of funds

remaining must be returned to the Treasurer.

1. All unused/unsold tickets, merchandise, and products must be turned in to the Treasurer.
2. The Convention Committee should consider more than one (1) bid in writing from all potential vendors. All contracts should be submitted ninety (90) days prior to the convention.

**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.