

ASC GUIDELINES - ATTACHMENT C

VERMILION COMMITTEE GUIDELINES

ARTICLE I: PURPOSE AND DUTY

The name of this sub-committee shall be the Northern Lights Area Vermilion Committee (herein referred to as the Committee). The purpose of the Committee is to carry the message of recovery to the still suffering addict by organizing a self-supporting annual retreat to be held in September while providing an atmosphere of recovery, unity, and spiritual growth. It is the duty of the Committee to carry out all its activities in accordance with these guidelines, the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, and the guidelines of the Northern Lights Area of Narcotics Anonymous (NLANA).

ARTICLE II: MEMBERSHIP AND VOTING

A. MEMBERSHIP

- 1) General membership in the committee shall be open to all willing addicts of who share the stated purpose of the committee.
- 2) The Chairperson shall be elected at the August meeting of the Northern Lights Area Service Committee (ASC).
- 3) The remaining trusted servants of the Committee shall be elected by the Committee in October of each year.
- 4) In the event of a mid-term trusted servant vacancy (excluding Committee Chairperson), the election to fill that vacancy will be conducted by the existing voting members of the committee.
- 5) No trusted servant shall hold the same position for more than two consecutive terms.

B. VOTING

- 1) The voting participants of the Committee shall consist of all members of the Vermilion Committee present.
- 2) Voting will take place at any regular scheduled Committee or any special Committee meeting that is announced at least one week in advance to all Vermilion Committee members, NLASC GSRs, NLASC Executive and Administrative Committee members.

ARTICLE III: TRUSTED SERVANTS

A. GENERAL INFORMATION

- 1) The Trusted Servants of the Committee shall include the Chairperson, Co-chair, Secretary, Kitchen Chair and Co-Chair, Merchandise Chair and Co-Chair, Programming Chair and Co-Chair, Hospitality Chair, Banner Chair, Registration Chair and Co-Chair, Adult Games Chair and Co-Chair, Kids Games Chair and Co-Chair, Kids Crafts Chair and Co-Chair. These Trusted Servants shall perform within the guidelines as follows:
- 2) Loss of abstinence from all drugs constitutes an automatic resignation.
- 3) All committee Chairpersons will report in writing their committee's progress and ideas at each Committee meeting.
- 4) All Trusted Servants will report all expenses incurred to the Committee, verified by receipts. No reimbursements are to be made without said receipts.

B. GENERAL QUALIFICATIONS

- 1) Willingness to give the time and resources necessary to fulfill the commitment.
- 2) A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- 3) Understanding of and willingness to follow these guidelines.

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ARTICLE IV: DUTIES OF TRUSTED SERVANTS

A. CHAIRPERSON (Three (3) years continuous abstinence from all drugs)

Prior to the event

- 1) Sets meeting schedule for event planning
- 2) Prepares agenda for each Vermilion meeting
- 3) Provides a written report at each ASC business meeting on the activities of the committee
- 4) Provides a proposed committee budget for the coming fiscal year to the Budget committee each August
- 5) Presides over the Committee
- 6) Submits a merchandise budget for approval by a consensus vote of the Area Service Committee (ASC) meeting before placing an order with any merchant.
- 7) Maintains a detailed inventory record of all event materials (banners, etc)
- 8) Retains a record of all committee activities.
- 9) Solicits ideas for theme and logo to be voted on by the Committee

During the event

- 10) Arrives early at the event to ensure all facilities and special issues are addressed
- 11) Fields questions/concerns at the event.

After the event

- 12) Provides a written detailed financial report of all revenues and expenses at the October ASC.
- 13) Submits all receipts to the Area Treasurer before the end of the camp out

B. CO-CHAIR (Two (2) years continuous abstinence prior to the August ASC before the event)

Prior to the event

- 1) Assist the chair in preparing a proposed committee budget for the coming fiscal year.
- 2) In the absence of the chair, presides over the Committee meetings
- 3) In the absence of the chair, carries the Committee vote at the ASC

During the event

- 4) Assists the chair at the event
- 5) Arrives early at the event to ensure all facilities and special issues have been addressed
- 6) Fields questions/concerns at the event
- 7) Confers with Committee Chair questions/concerns.

After the event

- 8) Assists the Chair in preparing a written detailed financial report of all revenue and expenses for the camp out.
- 9) Submit all receipts to the Area Treasurer before the end of the campout.

C. SECRETARY (Six (6) months continuous abstinence from all drugs)

Prior to the event

- 1) Attends Vermilion committee meetings.
- 2) Records minutes at each meeting
- 3) Distributes minutes to all committee members
- 4) Keeps a log of all motions
- 5) Checks email (vermilion@yahoo.com) regularly.

During the event

- 6) Assist at registration table
- 7) Assists at merchandise table
- 8) Tally clean time, miles, etc.

After the event

- 9) Attends “wrap up” meeting and takes minutes
- 10) Distributes minutes to all committee members.

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D. REGISTRATION CHAIR (One (1) year continuous abstinence from all drugs)

Prior to the event

- 1) Attends Vermilion committee meetings
- 2) Prepares a database to be used to keep records
- 3) Fields phone calls and brings questions/concerns to the Committee Chair
- 4) Designs event flyer
 - i. Posts on Northern Lights website, MN regional Website, World Website
 - ii. Mails to each NA area in our surrounding states
- 5) Uses previous year database from to send a mass mailing to all previous year
- 6) Solicits individuals to volunteer at the registration table during the event
- 7) Picks up duplicate receipt books to bring to event (300)
- 8) Has registration forms printed for people to fill out at the event
- 9) Prepares maps of the camp and makes 100 copies for distribution at event
- 10) Has a list of cabins to record who is in each cabin
- 11) Obtains cash box for event

During the Event

- 12) Arrive early at the event
- 13) Participates in the walk-through with the Clean-Up Chair
 - i. Counts beds in each cabin.
 - ii. Notes any damages to cabins, campground and reports to Camp Host
 - iii. Makes sure that two people are at registration table at all times, one of whom must have at least one year of continuous abstinence from all drugs.
- 14) Makes sure that registration forms are filled out completely (including any comped registrants as we need to pay the camp based on where they actually stayed)
- 15) Has registration table open until 10:00 p.m. on Friday and until 4:00 on Saturday.
- 16) Registers late comers as needed.
- 17) Prepares deposits every two hours.
- 18) Keeps track of all registration items:
 - i. Cash
 - ii. Registration forms
 - iii. Receipt books
 - iv. Database
- 19) Brings all registration items home
- 20) Confers with Committee Chair regarding any questions/concerns

After the Event

- 21) Updates Vermilion database to prepare financial report
- 22) Verifies and submits numbers to Area Treasurer within two weeks of event
- 23) Provides a written detailed financial report at “wrap-up” meeting

E. PROGRAMMING CHAIR (One (1) year continuous abstinence from all drugs)

Prior to the Event

- 1) Attends Vermilion committee meetings
- 2) Recommends NA speakers for Friday night, Saturday night and workshops with the approval of the committee.
 - i. 5 years continuous abstinence for main speakers.
 - ii. 2 years continuous abstinence for workshop speakers.
 - iii. Alternate gender each year for main speakers
 - iv. Mails confirmation letters to all speakers with NA bulletin 13.
 1. Main speakers receive two comps for Bakk cabin
 2. Main speakers receive roundtrip mileage reimbursement at the current NLASC rate
- 3) Contacts speakers a few days in advance to confirm and answer any questions
- 4) Supplies a list of presenters to Registration Chair
- 5) Prepares agenda for weekend
 - i. Submits weekend agenda to committee for approval
 - ii. Has agenda printed for distribution at registration

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- 6) Obtains an MC for open mic on Friday night
- 7) Solicits a DJ for dance on Saturday night through the bid process.
- 8) Obtains white sheet and markers for the newcomer, along with 1 Basic Text and white booklets for those with less than 30 days

During the Event

- 9) Selects chair people for each meeting and instructs them on what to do
 - i. Makes sure that they have what they need to get the meetings going
 1. Fire at the fire rings
 2. Readings, etc.
- 10) Chairs the main meeting on Saturday evening
- 11) Confers with Chair questions/concerns

After the Event

- 12) Provides a written detailed report at “wrap-up” meeting.

F. FACILITIES CHAIR (One (1) year continuous abstinence from all drugs)

Prior to the Event

- 1) Attends Vermilion Committee meetings
- 2) Rounds up a dozen volunteers to help out during camp out.
- 3) Prepares a plan to ensure restrooms are kept clean and supplied with toilet paper and paper towels during the event.
- 4) Prepares a plan to ensure all trash cans are emptied on a regular basis.
 - i. In main mess hall
 - ii. In bathrooms

During the Event

- 5) Arrives early at the event.
- 6) Participates in the walk-through with the Registration Chair
 - i. Notes any damage to cabins, campground in general and report to Chair
 - ii. Places a garbage bag in each cabin during walk through. Distributes cigarette butt cans around the camp
- 7) Implements plans for maintaining trash cans and bathrooms
- 8) Does a final walk-through at the end of the weekend.
 - i. Assures that all miscellaneous trash is picked up throughout the camp
 - ii. Places all trash at the middle road above the upper fire ring to be picked up.
 - iii. Collects and disposes of cigarette butt cans
 - iv. Notes any damages to cabin, campground in general and report to event Chair.
- 9) Confers with event chair questions/concerns

After the Event

- 10) Provides a written detailed report at “wrap-up” meeting.
- 11) Submits all receipts to Area Treasurer before the end of the camp out.

G. KITCHEN CHAIR DUTIES (One (1) Years continuous abstinence from all drugs.)

Prior to the Event

- 1) Attends Vermilion committee meetings
- 2) Prepares menu for Committee approval
- 3) Prepares budget for Committee approval
- 4) Prepares shopping lists based on menu.
- 5) Shops for best prices (ULF, Sam’s Club, etc.)
- 6) Arranges for all food and supplies are delivered to the camp
- 7) Solicits head cooks for each meal
- 8) Solicits meetings to sponsor each meal and confirm that a whole meeting is in charge of the meal.
- 9) Solicits half-way houses for “special workers” if possible
- 10) Picks up incidentals for event.

During the Event

- 11) Arrives early at event (Usually on Wednesday)
- 12) Checks in food inventory (if not done previously)

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- 13) Organizes food inventory by meal and labels them as such
- 14) Reviews with each head cook the menu prior to preparation of the meal and checks back to make sure all items for meal are ready to serve.
- 15) Meets with kitchen help (Half-way houses) to let them know what the expectations are
- 16) Inventory any remaining food or supplies at end of event
- 17) Confers with event chair questions/concerns.

After the Event

- 18) Provides Committee Chair with a detailed inventory of remaining food and supplies
- 19) Donates perishable items to local half-way house(s).
- 20) Arranges for remaining inventory to be properly stored in the ASC storage unit.
- 21) Provides a written detailed report at “wrap-up” meeting.

H. MERCHADISE CHAIR (One (1) year continuous abstinence from all drugs)

Prior to the Event

- 1) Attends Vermilion committee meetings
- 2) Prepares a database to be used to record merchandise
- 3) Refers to prior event reports as a guide for current year sizes and quantities
- 4) Seeks approval of Committee for both the merchandise type, quantities and pricing
- 5) Solicits 3 bids for all merchandise.
- 6) Brings all three bids to Vermilion committee for selection.
- 7) Orders merchandise from selected supplier.
- 8) Uses remaining budget amount to order auction (unique with NA logo items).
- 9) Purchases 2 rolls of raffle tickets and bring to the event.
- 10) Selects volunteers to volunteer at merchandise table at event.
- 11) Prepares a poster with merchandise and pricing for store.

During the Event

- 12) Makes sure that two people are at merchandise table at all times. (1 person must have at least 1 year continued abstinence from all drugs.)
- 13) Displays merchandise, raffle and auction items for weekend
- 14) Sells merchandise and raffle tickets.
- 15) Posts store hours.
- 16) Prepares deposits every two hours
- 17) Chooses two auctioneers to run bidding process.
- 18) Sets up for the auction
- 19) Records items and final auction price and collects payment
- 20) Confers with event chair questions/concerns.

After the Event

- 21) Prepares financial report of inventory.
 - i. Store Inventory
 - ii. Description
 - iii. Size
 - iv. Quantity purchased
 - v. Cost per Item
 - vi. Retail price per item
 - vii. Quantity sold
 - viii. Auction Items
 - ix. Cost
 - x. Final bid price
 - xi. Raffle Items
 - xii. Cost
 - xiii. Final Intake
- 22) Provides ASC with inventory of remaining items and properly stores them in the ASC storage unit
- 23) Provides a written detailed report at “wrap-up” meeting

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I. BANNER CHAIR DUTIES (One (1) year continuous abstinence from all drugs)

Prior to the Event

- 1) Attends Vermilion committee meetings
- 2) Obtains artwork from Vermilion Chair for logo
- 3) Verifies wording of “theme”
- 4) Submits ideas for banner to committee to verify that wording and logo are correct
- 5) Designs banner using any medium
- 6) Limits materials cost to within approved budget
- 7) Provides receipts for reimbursements or provide written estimates for a check to be cut directly to a vendor.

During the Event

- 8) Arranges for delivery of the banner to the Camp no later than Friday morning
- 9) Confers with event chair questions/concerns

After the Event.

- 10) Submits all receipts to Area Treasurer before the end of the camp out.
- 11) Removes, safely packages and prepares all banners for storage and make arrangements for delivery to ASC storage unit.

J. KIDS CRAFTS CHAIR DUTIES (One (1) year continuous abstinence from all drugs)

Prior to the Event

- 1) Attends Vermilion committee meetings
- 2) Prepares a list of suitable kids crafts (ages 15 and younger) and obtains approval from Committee
- 3) Purchases items necessary for the list of crafts.
- 4) Reviews budget and make sure expenditures are within range.
- 5) Provides receipts for reimbursement or provides written estimates for a check to be cut directly to a vendor.

During the Event

- 6) Provides supervision for kids crafts
- 7) Solicits volunteers to assist
- 8) Confers with event chair questions/concerns

After the Event

- 9) Provides a written detailed report at “wrap-up” meeting
- 10) Safely packages remaining inventory and arranges for storage in ASC storage unit
- 11) Provides Chair with an inventory list

K. KIDS GAMES CHAIR DUTIES (One (1) year continuous abstinence from all drugs)

Prior to the Event

- 1) Attends Vermilion Committee meetings
- 2) Composes a list of suitable kids games (ages 15 and under) for approval by the Committee
- 3) Purchases items necessary for the lists of games
- 4) Purchases prizes (if applicable)
- 5) Reviews budget and makes sure expenditures are within range.
- 6) Provides receipts for reimbursements or provide written estimates for a check to be cut directly to vendor
- 7) Provides a list of games to Vermilion secretary to be placed with master records.

During the Event

- 8) Provides supervision for kids’ games.
- 9) Solicits volunteers to assist
- 10) Confers with event chair questions/concerns.

After the Event

- 11) Provides a written detailed report at “wrap-up” meeting.
- 12) Safely packages remaining inventory and arranges for storage in ASC storage unit
- 13) Provides Chair with an inventory list

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L. ADULT GAMES CHAIR DUTIES (One (1) year continuous abstinence from all drugs)

Prior to the Event

- 1) Attends Vermilion committee meetings
- 2) Composes a list of suitable adult games (ages 16 and up) for approval by the Committee
- 3) Purchases items necessary for the list of games
- 4) Purchase prizes (if applicable)
- 5) Reviews budget amounts and make sure expenditures are within range
- 6) Provides receipts for reimbursements or provides written estimates for a check to be cut directly to vendor.
- 7) Provides a list of games to Vermilion secretary to be placed with master records.

During the Event

- 8) Provides supervision for adult games
- 9) Solicits volunteers to assist, as needed
- 10) Submits all receipts to Area Treasurer before the end of the camp out.
- 11) Confers with event chair questions/concerns

After the Event

- 12) Provides a written detailed report at “wrap-up” meeting.
- 13) Safely packages remaining inventory and arranges for storage in ASC storage unit
- 14) Provides Chair with an inventory list

M. HOSPITALITY CHAIR DUTIES (One (1) year continuous abstinence from all drugs)

Prior to the Event

- 1) Attends Vermilion committee meetings
- 2) Rounds up a dozen volunteers to help out at the event
- 3) Assigns tasks: coffee, greeting, etc.
- 4) Makes sure smocks are laundered and ready for event

During the Event

- 5) GOAL to have all smocks on someone at all times (greeting/hugging) attendees during event.
- 6) Makes sure coffee is available at all times.
- 7) Attend to any guest needing special needs during the event.
- 8) Confers with event chair questions/concerns

After the Event

- 9) Makes an inventory to ensure that all smocks are accounted for
- 10) Safely packages smocks and arranges for storage in ASC storage unit
- 11) Provides a written detailed report at “wrap-up” meeting

ARTICLES V: MISCELLANEOUS POLICIES

A. FINANCIAL

- 1) Handling of money will always be done in teams of two with one team member having at least one year continuous clean time.
- 2) Refunds of registration, merchandise or any other Committee related sale shall be handed on an individual basis by the Committee.

B. POLICIES AND GUIDELINES

- 1) Committee members will register and be charged a special pricing at the children's rate
- 2) For committee members to receive special pricing the member must participate in the committee prior to the event (this may include chairs and co-chairs). Any other special pricing will be determined on an individual basis and must be approved by the committee prior to the event.
- 3) These guidelines may be amended by the NLASC through consensus at any ASC meeting.
- 4) Any guidance or direction not covered herein shall be taken from the NLASC policies and guidelines.
- 5) Camp fees for Wednesday or Thursday for committee members required to arrive early as outlined in “Duties” will be paid for by the committee.

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C. VERMILION CASH HANDLING PROCESS

- 1) The ASC Treasurer is responsible for supplying \$200 of change (2 - \$20; 10 - \$10; 4 - \$5; 20 - \$1); 30 sealable bank deposit bags; 2 bank deposit books; 2 check endorsement stamps; and coin rolls (10 quarters; 5 each dimes, nickels, pennies).
- 2) The Vermilion Chair is responsible to assure that the Treasurer works with a partner for collecting and depositing the money and that two-member teams are manning both Merchandise and Registration. One member of each of the two-member teams must have at least 1 year clean.
- 3) Registration will need: 12 Deposit Bags 1 Deposit Book 1 Endorsement Stamp
 - i. \$100 of change (1 - \$20; 5 - \$10; 4 - \$5; 10 - \$1)
- 4) Merchandise will need: \$100 of change (1 - \$20; 5 - \$10; 4 - \$5; 10 - \$1)
 - i. 18 Deposit Bags: 2 for Pop; 8 for Merchandise; 3 for Raffle; 1 for Auction; 4 extra
 - ii. 1 Deposit Book; 1 Endorsement Stamp
- 5) Pick up schedule:
 - i. Friday: 4:00; 6:00; 8:00; 10:00
 - ii. Saturday: 12:00; 4:00; 11:00
 - iii. Sunday : 2:00
- 6) Bank Drop off schedule: Saturday Morning and Sunday Afternoon
- 7) All checks are made payable to NLANA (NOT Vermilion).
- 8) 15 minutes prior to each pick-up, the teams on duty will shut down to count the money on hand.
 - i. Count out \$100 of change and return to the cash box.
 - ii. Make sure that all checks are stamped with the deposit stamp.
 - iii. Sort cash by denomination and turn in the same direction.
 - iv. Count the checks, cash and coin and enter in the \$\$ amount in the designated spaces on the tear off slip of the deposit bag, the front of the deposit bag and on the deposit slip.
 - v. Enter the bank routing number and account number on the front of the deposit bag.
 - vi. On the deposit slip identify what the deposit is for (Registration, Merchandise, Auction, etc.).
 - vii. Write the deposit bag number on the deposit slip.
 - viii. Both members of the team initial the deposit slip.
 - ix. Place the original copy of the deposit slip, the checks, cash and coin inside the deposit bag.
 - x. Remove the tear off slip and staple to the 2nd copy of the deposit slip.
 - xi. The Treasurer will write out a receipt with the date, time, amount, deposit bag number and a description (Merchandise, Registration, Auction, etc.) and give it to the team.
 - xii. The team gives the treasurer the sealed deposit bag and the second copy of the deposit slip with the deposit bag tear off slip attached.
 - xiii. The team staples the receipt to the 3rd copy of the deposit slip which remains in the deposit book.
 - xiv. The Treasurer staples the Team's deposit slip to the 2nd copy of the receipt in the Treasurer's receipt book.
- 9) The Treasurer will inconspicuously (in other words, don't advertise where the money is stored) secure the collected Deposit Bags in a locked box (a locked glove compartment will work) in a locked vehicle.
- 10) On Saturday morning (no later than 10:00) the treasurer and a partner will deliver the deposit bags to the US Bank branch office in Virginia and put the bags in the night depository. It will take about an hour and a half to make the round trip. The treasurer must be back in time for the 12:00 Saturday pickup.

US Bank, 230 1st St S # 100 Virginia, MN 55792-2673

Directions from Cook:

Follow US-53 South

Turn left at 9th St N/MN-135 and follow for 1.1 mi

9th St will bend to the right and become N 2nd Avenue

Continue on N 2nd Avenue .7 mi

Turn right at 1st St S

- 11) The Treasurer and a partner will make another drop at the bank in Virginia Sunday on the way home.

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- 12) The Registration Chair will prepare a registration report listing the count in each registration category and attach it to a check request form for the Treasurer to make payment to the camp. The camp should be paid no later than 10 days after the event.
- 13) The Treasurer will prepare a financial report for the committee detailing all income and expenses.