

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) for one-year term ending in October.
- 3) The remaining trusted servants of the Committee shall be elected by the Committee in December 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, Merchandise Chair, Programming Chair, Hospitality Chair, Banner Chair, Registration Chair, Adult Games Chair, Kids Games Chair, Kids Crafts Chair, and Facilities 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 (Two (2) 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
- 10) Regularly checks email (vermilioncampout@gmail.com)

During the event

- 11) Arrives early at the event to ensure all facilities and special issues are addressed
- 12) Fields questions/concerns at the event
- 13) Incoming and outgoing Chair meet at camp on Sunday to discuss questions and concerns

After the event

- 14) Provides a written detailed financial report of all revenues and expenses at the October ASC
- 15) Submits all receipts to the Area Treasurer by wrap up meeting

B. CO-CHAIR (Two (2) years continuous abstinence from all drugs at time of election)

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) Assists where ever needed
- 6) Arrives early at the event to ensure all facilities and special issues have been addressed
- 7) Fields questions/concerns at the event
- 8) Confers with Committee Chair questions/concerns

After the event

- 9) Assists the Chair in preparing a written detailed financial report of all revenue and expenses for the camp out
- 10) Submit all receipts to the Area Treasurer by wrap up meeting

C. SECRETARY (Six (6) months continuous abstinence from all drugs at time of election)

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

During the event

- 5) Assist where ever needed
- 6) Assists with tally clean time, miles, etc

After the event

- 7) Attends "wrap up" meeting and takes minutes
- 8) Distributes minutes to all committee members and NLANA Secretary

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D. REGISTRATION CHAIR (Two (2) year continuous abstinence from all drugs at time of election)

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. Attempts to email to each NA area in our surrounding states
 - iii. Mails to each local treatment and halfway house facilities
- 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 Facilities 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 be a committee member with at least one year of continuous abstinence from all drugs
- 14) Makes sure that registration forms are filled out completely (including any completed registrants as we need to pay the camp based on where they actually stayed)
- 15) Has registration table open until 10:00 pm on Friday and until 4:00 on Saturday
- 16) Registers late comers as needed
- 17) Checks with Treasurer every two hours to determine if a deposit is needed
- 18) Keeps track of all registration items:
 - i. Cash
 - ii. Registration forms
 - iii. Receipt books
 - iv. Database
 - v. Tally clean time, miles, etc
- 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 at time of election)

Prior to the Event

- 1) Attends Vermilion committee meetings
- 2) Recommends NA speakers 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

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- 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
- 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 (Six (6) Months continuous abstinence from all drugs at time of election)

Prior to the Event

- 1) Attends Vermilion Committee meetings
- 2) Prepares a plan to ensure restrooms are kept clean and supplied with toilet paper and paper towels during the event
- 3) Prepares a plan to ensure all trashcans are emptied on a regular basis
 - i. In main mess hall
 - ii. In bathrooms

During the Event

- 4) Arrives early at the event
- 5) 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
 - iii. Distributes cigarette butt cans around the camp
- 6) Implements plans for maintaining trash cans, bathrooms, and keeping wood staked outside of dining hall and sauna
- 7) Rounds volunteers to help out during camp out
- 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, maintains, 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 by wrap up meeting

G. KITCHEN CHAIR DUTIES (One (1) Years continuous abstinence from all drugs at time of election)

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)

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- 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)
- 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 halfway 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 at time of election)

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) Attempts to solicit two bids for all merchandise
- 6) Brings all 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 two 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 area at all times, one of whom must be a committee member with at least one year of continuous abstinence from all drugs
- 13) Displays merchandise, raffle and auction items for weekend
- 14) Sells merchandise and raffle tickets
- 15) Posts store hours
- 16) Checks with Treasurer every two hours to determine if a deposit is needed
- 17) Chooses two auctioneers to run auction
- 18) Sets up for the auction
- 19) Treasurer 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
 1. Description/Size/Quantity purchased/Cost per Item/Retail price per item/Quantity sold
 - ii. Auction Items
 1. Cost\Final bid price\Raffle Items\Cost\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 at time of election)

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 by wrap up meeting
- 11) Removes, safely packages and prepares all banners for storage and arrange for delivery to ASC storage unit

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

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 adult 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 by wrap up meeting

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

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

During the Event

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

After the Event

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

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

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

During the Event

- 7) Provides supervision for adult games
- 8) Solicits volunteers to assist, as needed
- 9) Submits all receipts to Area Treasurer by wrap up meeting
- 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 by wrap up meeting

M. HOSPITALITY CHAIR DUTIES (One (1) year continuous abstinence from all drugs at time of election)

Prior to the Event

- 1) Attends Vermilion committee meetings
- 2) Assigns tasks: coffee, greeting, etc
- 3) Makes sure smocks are laundered and ready for event

During the Event

- 4) Rounds up volunteers to help out at 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

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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) These guidelines may be amended by the NLASC through consensus at any ASC meeting.
- 2) Committee members will register and receive a discount of \$25.00 off. For committee members to receive discount the member must participate in more than half of the committee meetings 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 by the August committee meeting.
- 3) Any guidance or direction not covered herein shall be taken from the NLASC policies and guidelines.
- 4) Camp fees for committee members required to arrive early, as determined by the committee at the August committee meeting, will be paid for by committee. All others arriving early will pay fee and need to be approved by committee at the August committee meeting.

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 staffing both Merchandise and Registration, one of whom must be a committee member with at least one year of continuous abstinence from all drugs.
- 3) Registration will need: Deposit Bags, Deposit Book, and 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. Deposit Bags for Pop, Merchandise, Raffle, and Auction
 - ii. Deposit Book; Endorsement Stamp
- 5) Suggested 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 and Sunday
- 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 second 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.

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- xiii. The team staples the receipt to the third copy of the deposit slip that remains in the deposit book.
 - xiv. The Treasurer staples the Team's deposit slip to the second copy of the receipt in the Treasurer's receipt book.
- 9) The Treasurer will inconspicuously (in other words, do not 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, 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.

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.
- 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.