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Approved 11-05-2015
Beach Area Activities Guidelines

Purpose: Provide activities and social gatherings to facilitate fun in recovery for the fellowship of Narcotics Anonymous San Diego Beach Area.

Member of:

1. Anyone is invited to attend the Beach Area Activities Subcommittee Meeting on the first Thursday of every month, located at 2088 Beryl St, San Diego, CA. 92109 at 7:00 P.M to 8:00 P.M.
2. Contact for this is the current Chair of the Beach Area subcommittee, information should be located in the current San Diego Regional Narcotics Anonymous Schedule.
3. To become a voting member of the Beach Area Activities Subcommittee, you must attend three consecutive activities meeting. This provides stability to the group and attending members to follow current activity planning and schedules.
4. Event day volunteerism is always encouraged and welcomed.
5. Subscribe to the Regional Newsletter for event updates from the webmaster.

Trusted Servants Qualifications

1. Chairperson
   (a) The Chairperson shall possess a source of income, have at least three year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any activities level and at least one (1) year of service experience on an area level.

2. Vice Chairperson
   (a) The Vice Chairperson shall possess a source of income, have at least three years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any activities level and step up a Chair if needed and at least one (1) year of service experience on an area level.

3. Treasurer
   (a) The Treasurer shall possess a source of income, have at least three year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any activities level and at least one (1) year of service experience on an area level.

4. Secretary
   (a) The Secretary shall have at least one year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any area activities level.

5. Members at Large
   (a) Attends the Activities subcommittee meeting and events. Non-cash handling function.

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Trusted Servant Duties

Chairperson shall
1. Attend all Beach Area Activities subcommittee monthly meeting or delegate
2. Attend all Beach Area ASC monthly meeting or send a Representative
3. Provide a written monthly report to the ASC at the monthly meeting
4. Provide a checking account balance in the report presented to the ASC
5. Be a co-signer on the Beach Area Activities Bank Account
6. Preform all duties of the Treasurer and Secretary in their absence
7. Report upcoming activities and schedule with the Regional Activities Committee
8. Activities fliers;
   (a) Create in a timely manor
   (b) Delegate creation of the fliers for upcoming event and proof read them for accuracy of details
   (c) Create enough fliers for distribution
9. be a non voting member at the Beach ASC
10. be a tie breaking vote only after subcommittee votes
11. Final responsibility is all monies collected or distributions

Vice Chairperson shall
1. Attend all Beach Area Activities subcommittee monthly meeting when able
2. Manage the Activities subcommittee meeting if the Chairperson is not present
3. Complete any task delegated to them
4. Back up to Chairperson's duties, see above

Treasurer shall
1. Attend all Beach Area Activities subcommittee monthly meeting when able
2. Co-Signer on the Beach Area ASC Activities checking account
3. Prepare and maintain event accounting and checking account balances for the Chairperson to report to the Beach ASC
4. Prepare tax form and submit to ASC Treasurer
5. Count monies at any and all events with the Chairperson or Vice Chairperson
6. Create a year end report for profit and loss statement and submit to Chairperson to report to Beach ASC

Secretary shall
1. Attend all Beach Area Activities subcommittee monthly meeting when able
2. Manage the Activities subcommittee meeting if the Chairperson and/or Vice Chairperson is not present
3. Take notes and prepare report for Chairperson to report to the Beach ASC

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4. Maintains a contact list of all Activities subcommittee members
5. Non cash handling position

Members at Large
1. Assist where ever needed at any event or meeting.
2. Non cash handling position

Activities Sub-committee Procedures
1. The Chairperson is the only elected position. This is done at the Beach Area yearly elections.
2. Term of subcommittee officers is one year from the first meeting in November.
3. There is no limit to terms of service.

Financial
1. Activities has a operating budget of $2500.00
2. The budget is considered a reserve
3. The subcommittee with use the reserve to secure space rental, supplies, talent and any items that it see fits to preform it's function for a event.
4. After an event, a profit and loss will be created and submitted to the Beach ASC
5. If an event does not make back the monies spent, a request to the Beach Area ASC is to be submitted with the profit and loss statement, monthly report and the reserve will be brought back to budget level.
6. If any monies are absconded by a Activities Subcommittee member arrangements will be made to repay the funds before budget level is rectified

Event Fliers
1. All fliers produced by any group or committee that use the NA name or logo must follow the following guidelines:
   (a) Fliers should follow the guidelines as described in our Fellowship Intellectual Property Trust. (See “NA Intellectual Property Bulletin #1 which is available at the Regional Service Office (RSO))
   (b) All fliers need to include the name of the committee that is sponsoring the event.
   (c) All fliers need to include the date, time, address, amount of requested donation and at least two (2) contacts with their telephone numbers.
   (d) All fliers need to include the “Non-affiliation” statement, which states, “Not affiliated with Narcotics Anonymous.” This only needs to be placed on flyers that name a location such as a church or other business where the name of the place is used. It does not have to be used when a park or beach is named.
   (e) All fliers need to include an authorized NA Logo with the registered trademark symbol.
   (f) All fliers need to include the time of the meeting that is being held in conjunction with the...
event and that any donation request applies only to the event, not the meeting that is open to all addicts.

(g) All fliers that advertise an event need to be approved by Regional Activities prior to being placed on the San Diego Imperial Region’s Web Site.

(h) Fliers can include directions to the event if the sponsoring committee desires it.

(i) Our Regional Service Office, Board of Directors has been assigned the responsibility of reviewing all fliers for violations of any Traditions or these Guidelines that are being placed at the Regional Service Office or on the San Diego N.A. Website.

Supporting URL's
SDICRONA

- [http://www.sandiegona.org/](http://www.sandiegona.org/)
- [http://www.sandiegona.org/activities-calendar/](http://www.sandiegona.org/activities-calendar/)
- [http://www.sandiegona.org/na-graphics/](http://www.sandiegona.org/na-graphics/)

Narcotics Anonymous


Service Prayer

- GOD, grant us knowledge that we may act according to your Divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction.