

**COLORADO REGIONAL CONVENTION OF NARCOTICS ANONYMOUS**  
**C.R.C.N.A.**

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**COLORADO REGIONAL CONVENTION OF  
NARCOTICS ANONYMOUS (C.R.C.N.A.)**

This annual event shall be known as the Colorado Regional Convention of Narcotics Anonymous (hereafter known as CRCNA). The service body (administrative committee members and subcommittee chairs) functions financially and reports to the Colorado Regional Service Committee (hereafter known as "CRSC") and is responsible and accountable to the Colorado Fellowship of Narcotics Anonymous.

The purpose of CRCNA is to sponsor conventions held by members of Colorado N.A. to bring our fellowship together in a celebration of recovery from the disease of addiction. Reasons for holding CRCNA include helping addicts around the region to overcome isolation, to gain new information about recovery and service, to raise money, and, most importantly, to further our primary purpose. CRCNA is open to N.A. activities / events only.

Each CRCNA will maintain the basic theme of "UNITY". CRCNA is held annually in October. Relapse of any CRCNA administrative committee or subcommittee member REQUIRES replacement. It is a contradiction of our primary purpose to allow anyone to serve who cannot stay clean.

CRCNA accepts no monies from outside sources. Members without money are not turned away. CRCNA has a resale sales tax exemption license only, renewable annually in November. All purchases of non-resaleable materials, equipment, services, and the like are subject to sales tax as specified by law. Likewise, all sales by CRCNA of equipment, supplies, services, merchandise, entry fees, and the like are subject to payment of sales taxes as specified by law. CRCNA uses the financial tracking and recording mechanism as set within this document. A Seventh Tradition is not passed at any convention workshop or meeting.

All purchasing – whether for CRCNA use or for resale – of equipment, supplies, services, or other work products – shall, whenever practical, utilize a process which employs written bid specifications, and which requires at least three bidders and results in a written contract. Seed money for CRCNA is \$5000.00. Four signatures are required to be on the CRCNA checking account. Two of the four signatures must appear on every check written.

According to N.A. Intellectual Property Trust, the name "Narcotics Anonymous" and the symbols (N. A. with or without the double circles and/or the diamond in a circle) can be used on flyers, merchandise, etc. An "R" in a circle for a registered trademark, however, must accompany them. The exterior of any mailing or correspondence, with or without a return address, uses only the CRCNA abbreviation, not the N.A. logo or the words "Narcotics Anonymous", to protect personal anonymity.

General requirements of the CRCNA administrative committee members and the subcommittee Chairs are an active commitment to service, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of Narcotics Anonymous, the ability to exercise patience and tolerance, and active participation in the N.A. Fellowship. Must have a willingness to ask for help.

\* Rotation through the Areas. (Actual rotation schedule would be determined by CRSC, probably alphabetical)

\* Bid process – RCM's will receive a bid packet in January at the CRSC meeting. Any bids need to be turned in at the July Regional Assembly where they will be voted on. In the event that no bids are submitted, the convention location will default to the rotation process. (Bid Packet will be Addendum A at the end of this document)

**OVERVIEW OF C.R.C.N.A. ADMINISTRATIVE COMMITTEE**

- The CRCNA administrative committee will consist of a Chair, Vice Chair, Treasurer and Secretary.
- Election to these positions requires a CRSC vote at the November, or subsequent, CRSC.
- An addict seeking any of these positions shall be present at the November, or subsequent, CRSC to qualify.
- Suggested clean time is a minimum of 5 years.
- Terms for these offices end with the conclusion of all business for the CRCNA to which she/he is elected (at the January CRSC meeting following that CRCNA).
- Vice Chair position will roll over to Chair for the next CRCNA if approved by the CRSC vote of confidence confirmed at the November RSC.
- The CRCNA Administrative Committee (Chair, Vice Chair, Secretary and Treasurer) will attend every CRCNA meeting.
- The CRCNA Chair, Vice Chair, and Treasurer will attend every CRSC.
- The CRCNA administrative committee will meet with, and independent of, the rest of CRCNA members if necessary.
- The CRCNA administrative committee submits to the CRSC in May (for CRSC approval) proposed budgets for the administrative committee, each CRCNA subcommittee and the convention in general.
- The CRCNA administrative committee submits to the CRSC no later than July (for CRSC approval) the workshop and marathon meeting topics.
- CRCNA and CRSC do NOT accept monetary contributions from any outside source. However, payment for banquet/breakfast tickets by a treatment center/hospital is necessary, as those items would otherwise come out of fellowship pockets. In other words, while we cannot accept registration or other monies from these outside sources, we can accept money from the members themselves that these organizations bring to CRCNA.
- Any and all outside services provided for and/or to the entire CRCNA Committee will have written contracts with receipts for CRCNA Treasurer.

## **JOB DESCRIPTION FOR C.R.C.N.A ADMINISTRATIVE CHAIR**

The CRCNA Chair guides the planning of, oversees the execution of, and summarizes the final report(s) of, CRCNA. This elected trusted servant is responsible for coordination (through experience) of all CRCNA activities and communication (through sharing) of any needs or problems both within the CRCNA committee and onward to the CRSC.

### **TASKS:**

- Is responsible for CRCNA correspondence and maintaining CRCNA files.
- Sets the agenda and shall preside over all general CRCNA meetings, including any CRCNA meetings held at the CRSC.
- Opens the meeting at the appropriate time.
- Recognizes members and observers who are entitled to the floor.
- States and puts to vote all legitimate motions and announces the results of each vote.
- Enforces the rules relating to debate, order and decorum within the CRCNA committee.
- Votes only in the case of a tie.
- Co-signs the CRCNA bank account.
- Oversees the dissemination of convention information through electronic and printed media (flyers, NA Way magazine, web site).
- Create a timeline for all subcommittee responsibilities/tasks.
- Submits a written report at each CRSC and Regional Assembly meeting and is financially responsible to the CRSC during his/her term as CRCNA Chair.
- Submits a written report of all CRCNA activities at each CRSC and completes a final written summary and final CRCNA report to the CRSC.
- Coordinates all CRCNA subcommittees, especially the Program, Registration, and Merchandising Subcommittees. This coordination requires the ability to attend meetings of these subcommittees and to work with the Vice Chair to ensure that all parts of CRCNA are progressing smoothly and effectively. The CRCNA Chair assists these subcommittees in setting timelines and meeting deadlines.
- Works with CRCNA Treasurer to establish and supervise an overall CRCNA budget using approved forms for tracking income, expenses, and taxes.
- Chairs the convention and handles all final negotiations along with the CRCNA Treasurer.
- At the end of term, receives a "post conference" report from the hotel and updates Addendum A "Bid Process" history

**JOB DESCRIPTION FOR C.R.C.N.A. ADMINISTRATIVE VICE CHAIR**

The CRCNA Vice Chair works under the direction of the Chair, performing all duties necessary for successful completion of all CRCNA activities and events. This elected trusted servant is available to other CRCNA administrative committee members and to subcommittees as a resource by sharing of experience, strength and hope.

**TASKS:**

- Serves as Chair in the absence of the Chair.
- Co-signs the CRCNA bank account.
- In conjunction with the Chair, coordinates all CRCNA subcommittees. This coordination requires the ability to attend meetings of these subcommittees and to work with the Chair to ensure that all parts of CRCNA are progressing smoothly and effectively. The CRCNA Vice Chair assists these subcommittees in setting timelines and meeting deadlines.
- Submits a written report at each CRCNA meeting.
- Submits a written report at each CRSC and Regional Assembly meeting.
- Advises Chair on rules of order.

## **JOB DESCRIPTION FOR C.R.C.N.A. ADMINISTRATIVE TREASURER**

The CRCNA Treasurer is the guardian of CRCNA funds, both income and expenditures. This elected trusted servant is responsible for financial accounting and accountability of CRCNA, not only to the CRCNA committee but also to the CRSC.

### **TASKS:**

- Works with the CRCNA Administrative Committee and each subcommittee to prepare an effective proposed budget (due to the CRSC in May).
  - Keeps all records of transactions through an approved financial system.
  - Keeps track of income, expenditures, taxes collected and expended plus any other financial information necessary to conduct CRCNA business as directed (process, pathway and forms) by the CRSC.
  - The Treasurer or another appointed Administrative Committee member should attend each fundraising event. That Administrative Committee member will deposit the money from the event on the next official business day unless prior approval is given.
  - Keeps an accurate and separate record of Newcomer donations.
  - Writes specifications, conducts bidding, and recommends the award of the contract for rental of cash registers for the convention
  - Co-signs the CRCNA bank account, deposits all revenues in a timely manner, and balances the bank account with records at least once per month.
  - Disburses CRCNA funds as directed by CRCNA.
  - Prepares and distributes to all CRCNA members the appropriate financial forms for income/expenditure tracking, bringing a supply of these forms to each CRCNA meeting.
  - Makes disbursements as approved by CRCNA and only if accompanied by completed, correct forms to which receipts have been attached.
  - Provides a copy of the CRCNA bank account bank statement (as often as they are received) in all Treasurers' reports.
  - Keeps a careful and thorough record of all contributions and expenditures, providing this information and accounting in writing at each CRSC and submits a final written CRCNA financial report which is included in the end CRCNA report from the Chair to the CRSC.
  - Prior to the convention, the Treasurer will obtain 3 locked bank bags. On Sunday, following the close of the Convention, the Treasurer and at least one other Administrative Committee member will make the deposit.
  - Submits a written report at each CRSC and Regional Assembly meeting.
  - Keeps a careful and thorough record of all contributions and expenditures, providing this information and accounting in writing as directed to the CRSC for the purpose of tax filing and completion of the legal financial responsibilities of CRCNA.
  - Forwards all receipts to the CRCNA Chair at the close of CRCNA and, in the case of an IRS audit, has financial records of CRCNA up-to-date.
  - Verifies that the post office box and storage shed bills get paid each year.
  - As it is the intent of the individual addict to provide the means for newcomers to participate as fully registered participants of CRCNA, the Newcomer Fund will be tracked separately and accounted for in the following manner:
    - 1) All donations in this convention cycle will be applied to the registration of newcomers.
    - 2) If at the end of the cycle there is money left in the newcomer fund, it will be spent to purchase literature to be given away to newcomers during the next convention cycle.
- CRCNA defines a newcomer as a member of our fellowship with 90 days or less clean time.

## **JOB DESCRIPTION FOR C.R.C.N.A. ADMINISTRATIVE SECRETARY**

The CRCNA Secretary is responsible for producing, obtaining and maintaining the written records of the proceedings of the CRCNA committee. This elected trusted servant functions as an information resource to all concerning CRCNA.

### **TASKS:**

- With the CRCNA Administrative Committee, gathers information from the previous CRCNA final report to inventory and reproduce a relevant packet for each Administrative Committee member and each Subcommittee Chair for the upcoming CRCNA.
- Keeps accurate minutes of each CRCNA general meeting and maintains the current (and past) CRCNA archives.
- Types and distributes copies of these minutes to each CRCNA Administrative Committee member, to each Subcommittee Chair, to the CRSC no later than 10 days following a CRCNA meeting, and maintains a copy in the CRCNA archives.
- Keeps on file all CRCNA committee and subcommittee reports.
- Furnishes administrative committee members and subcommittee chairs with whatever documents (with the exception of the financial forms to be gotten from the Treasurer) that are required for performance of their duties.
- Keeps on hand at each CRCNA meeting a list with phone numbers of administrative committee members, the subcommittee meetings and Chairs, providing a current list to the CRSC Secretary for CRSC minutes (note: telephone numbers will not be posted on the CRCNA web site).
- Assembles a final written report along with the CRCNA Chair to the CRSC of all CRCNA activities, finances and meetings.
- Submits all current (and any future) CRCNA records, information and archives to the CRSC when finished.
- Attend any CRSC meeting only in the event that neither the CRCNA Chair nor the Vice Chair can attend.
- The Secretary or another Administrative Committee member checks CRCNA P.O. Box on a weekly basis (twice a week in the last months before the convention), distributing items as necessary to appropriate subcommittee Chairs; items of question are given to CRCNA Chair.
- CRCNA mailing address is PO Box 1437, Denver, CO 80203. However, CRCNA mail can be forwarded if deemed necessary by CRCNA Administrative Committee.
- Will route promptly any inquiry received concerning CRCNA information to the appropriate committee or service body.

**JOB DESCRIPTION FOR C.R.C.N.A. LIAISON**

**TASKS:**

**General:**

- Attends every CRCNA Committee meeting with written report.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

**Specific:**

- Attend every CRCNA committee as a voting member representing their Area's conscience.

## **JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE: HOTEL & HOSPITALITY**

### **TASKS:**

#### **General:**

- ***Suggested clean time 2 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

#### **Specific:**

- Gets input about banquet/breakfast menus and prices.
- Handles ALL the details on coffee, locations and process of re-supply.
- Negotiates room rates, makes sure meeting and workshop room dimensions are adequate, checks for complimentary rooms (to be used for out-of-town main speakers).
- Watches out for open-ended charges, especially coffee.
- Proposed hotel contract due by February.
- Spends the necessary time talking to the hotel before and during the convention to keep all charges in line.
- Sets up a walk-through the hotel for the entire CRCNA committee to determine specifics about meeting rooms and locations before the contract is finalized and again one month before the CRCNA convention.
- A final walk-through/rehearsal occurs on the night before the convention begins.
- Is responsible along with CRCNA Chair for working with the hotel staff during the convention to keep down confusion.
- Obtain from hotel room registration information needed for CRCNA registration form.
- Plans for, provides supplies and refreshments, and manages/ maintains a recovery-oriented, non-fiscal Hospitality Room at the convention site. Fellowship sponsored time slots can be set. Establishes with CRCNA Committee the menus and prices of convention banquet.

#### **APPROVAL NEEDS:**

- Banquet and breakfast options, costs to Fellowship and menus are approved by the CRCNA Committee and reported by the CRCNA chair to the CRSC at the April CRSC meeting.

#### **RELATIONSHIPS:**

- Works with the Program and Fundraising & Entertainment Subcommittees to establish a functional schedule for workshops, activities and other events.
- Works with the Registration, Merchandise and H & I Subcommittees to coordinate space and/or tables at the convention.

## **JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE: PROGRAM**

### **TASKS:**

#### **General:**

- ***Suggested clean time 4 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March at the CRSC.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

#### **Specific:**

- Plans all workshops and meetings at the convention, keeping within the theme of the convention and in keeping with our spiritual principles.
- Attempts a balance of workshops for newcomers, service-oriented members allowing for spiritual discussions.
- Schedules the workshops so they do not overlap; allowing for ease of attendance choice if following a series of related topics.
- Taking into account historical considerations and the nature of all groups currently active in the Colorado Region, generate a topic list (Marathon meetings and/or Workshops) that is sensitive to those special interests and additional needs currently comprising the fellowship of the Colorado Region of Narcotics Anonymous. (Approved April 2006)
- Formulates a list of topics (gathered by a subcommittee-approved method) first and then, matches speakers to the topics.
- Selects all speakers, chairpersons and (if they desire) all readers involving addicts from all parts of the region.
- Selects workshop participants in a way that attempts to balance among all the Service Areas in the Colorado Region (but not exclusive to the Colorado Region), so that each Service Area has an equitable opportunity to actively participate in the workshop program.
- Main speakers should be chosen as soon as possible.
- If financially able, CRCNA pays for travel (lodging is through hotel-awarded complimentary rooms) and convention registration with (Sat) banquet and (Sun) breakfast costs for the Friday night, Saturday night and Sunday morning main speakers.
- Air travel for the main speakers (if from out-of state) is arranged to get the lowest fares possible.
- Contacts in writing and confirms all speakers twice before the convention, and follows-up with thank you letters after the convention is over.
- Schedules all events to take place within the convention.
- Prepares the written program for printing.
- Arranges for the taping of speakers, and gets all speakers to sign release forms. (The eighth tradition allows us to hire a special worker to tape for us. We may, or may not, retain all rights to the tapes produced, depending upon the decision of the CRCNA Committee, the Program Subcommittee, and the arrangements with the person/company doing the taping).
- Chairs are selected for all marathon meetings, if possible, keeping in mind the needs of our smoking and nonsmoking members.
- Marathon meetings generally run from 3:00 PM the first day of the convention until 10:00 AM on the morning of the final day.
- Taping and all other outside services will have written contracts with receipts for CRCNA Treasurer.

#### **APPROVAL NEEDS:**

- Main speakers need CRCNA Committee approval.
- CRCNA program content/topics (along with marathon meetings topics) are approved in late May or early June by the entire CRCNA Committee, and are taken to the July CRSC by the CRCNA Chair for CRSC approval.

## **SUBCOMMITTEE: PROGRAM (cont.)**

### **RELATIONSHIPS:**

- This is a regional convention, and care is taken to involve members from all over Colorado. Speaker or workshop participants reflect their experience of RECOVERY in N.A. and are members who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N. A. meetings to sustain their recovery. These qualifications assure that N. A. members will get an N. A. convention. The best speakers for conventions are those who address recovery as if their lives depend on it as well as the lives of their listeners. Some specific suggestions would include that speakers at main meetings (Friday Kick-Off, Saturday Banquet and Sunday Morning) have at least 5 years clean, and Friday Night Kick-Off speaker should be from Colorado. No member of any convention subcommittee shall speak at any CRCNA meeting.
- Works with the Printing & Display Subcommittee to prepare flyers to solicit speakers and to prepare the final printed Program for CRCNA.
- Works with the Registration, Convention Information and Fundraising & Entertainment Subcommittees to distribute flyers soliciting speaker tapes for review.

### **SOME HISTORICAL CONSIDERATIONS:**

For the majority of CRCNA's held thus far, the following patterns have been used:

Friday Kick-Off meeting is to be chaired by CRCNA Program Committee Chair with readers being members of the Program Committee or their designees.

Readings for Friday night and Saturday night to be traditional NA readings: Who, What, Why, etc.

### **Saturday Banquet:**

- Chaired by CRCNA Chair with readers being as follows:
- Host/Hotel & Hospitality Chair; Printing & Display Chair;
- Merchandise: Chair; CRCNA Treasurer, and CRCNA Secretary.
- Clean Time Count Down - Chair of CRSC.
- Roll Call of States – RD.

### **Sunday Breakfast:**

- Chaired by CRCNA Vice Chair with readers being as follows:
- Fundraising & Entertainment Chair, Convention Info/H&I Chair, Program Chair, Registration Chair, plus one other reader.
- Readings can be from any piece of conference approved NA literature – reader's choice.

**JOB DESCRIPTION FOR C.R.C.N.A SUBCOMMITTEE: PRINTING & DISPLAY**

**TASKS:**

**General:**

- ***Suggested clean time 2 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in.
- Requests disbursements and brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

**Specific:**

- Comes up with the convention logo and theme by March CRCNA meeting for final CRCNA Committee approval at March CRSC.
- Possible logos/themes are developed by contest or by contacting graphic artists or by soliciting entries from the fellowship.
- Approved logo with theme, artwork, dates and place need to be in photographic and screening-ready form. All entries become property of CRCNA.
- Designs flyers, registration forms, the convention banner, signs and displays to be used at the convention.
- Arranges for printing of CRCNA program and tickets for banquets, dances, and so forth.
- Printing and all other outside services will have written contracts with receipts for CRCNA Treasurer.
- CRCNA programs need to be small, pocket-sized is best
- The NA logo is a registered trademark and, any time it is used, the ® symbol must be included.
- All printed information from CRCNA must be in keeping with our spiritual principles and be in good taste.

**APPROVAL NEEDS:**

- CRCNA logo and theme need approval of the entire CRCNA Committee at the CRCNA meeting at the March RSC.
- CRCNA registration forms and program format need approval of entire CRCNA Committee.

**RELATIONSHIPS:**

- Works with Program, Registration, Convention Information, and Merchandise so these subcommittees have what is needed.
- Works with all Subcommittees to produce attractive, noticeable signage as requested.

**JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE:  
FUNDRAISING & ENTERTAINMENT**

**TASKS:**

**General:**

- *Suggested clean time 5 years* (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

**Specific:**

- Raises funds that are used to reduce the overall cost of the convention package to our members.
- Arranges venues, times and types of appropriate fundraisers for CRCNA. These functions should be announced by flyer a minimum of one month prior to the event and should not conflict with any area or regional event if possible.
- Works with the Treasurer to have a written contract for ALL services needed: venues, bands/DJ's: food, etc.
- Requests disbursements for fundraisers, accounting for these funds on the approved financial forms with receipts.
- Collects revenues from the fundraisers, accounting and submitting these funds on the approved financial forms to the CRCNA Administrative Committee member who was assigned to that event.
- Keeps careful watch over incoming funds to prevent losses and accounting errors.
- Ensures flyers and a schedule of all events are distributed to the fellowship in a timely manner.
- Flyers need to be approved by a CRCNA Administrative Committee member before flyers are printed.
- Selects bands or disc jockeys for pre-convention events. Provides committee with estimated costs.
- All convention entertainment must be approved by CRCNA committee.
- Books the convention entertainment as soon as possible.
- Oversees group/area events that are intended to be a part of CRCNA celebration.
- Prepares alternative locations/times for outdoor events in case of inclement weather.
- Has sufficient members to handle any site clean-up, arranging to keep events in accordance with our spiritual principles while we are out in the community.
- CRCNA has a resale sales tax exemption license only.

**APPROVAL NEEDS:**

- ALL CRCNA fundraising events, entertainment, and convention entertainment need approval of the CRCNA Committee; costs of each event with anticipated revenue generated need to be clearly spelled out, reported at each CRCNA meeting, and included in the Subcommittee's budget. After each event, an accurate and final financial report is given to the CRCNA Committee.
- Flyers need to be approved by a CRCNA Administrative Committee member before flyers are printed.

**RELATIONSHIPS:**

- Works closely with the Program and Hotel & Hospitality Subcommittees to coordinate entertainment activities at the convention.
- May work with the Printing & Display Subcommittee in preparation of all the flyers and events that are scheduled through this Subcommittee.
- Works with the Registration and Merchandise Subcommittees to accommodate their needs.

**JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE: MERCHANDISING**

**TASKS:**

**General:**

- ***Suggested clean time 5 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- CRCNA has a resale sales tax exemption license only.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

**Specific:**

- Efforts of this committee are based strictly on the need to generate funds to ensure the success of CRCNA.
- Gets bids (at least 3 per item) for clothing, T-shirts, sweatshirts, mugs, etc.
- Polls CRCNA Committee members and the fellowship at large for ideas of items desired.
- Purchased items for resale and all outside other services will have written contracts with receipts for CRCNA Treasurer.
- CRCNA will not sell merchandise on consignment.
- Has sufficiently trained members to distribute and sell CRCNA merchandise items at CRCNA events and at any other regional or area event (where allowed).
- Care must be taken to plan these pre-convention sales as experience has shown the pre-convention sales of the same merchandise in the region may lead to decreased sales at the convention.
- Efforts should be made (along with registration flyers) to get some merchandise (i.e., mugs and T-shirts) to the NA World Convention, WSC, and to any other NA sponsored event as approved by the CRCNA Committee and Merchandise Subcommittee. Addicts taking these items will sign a contract for numbers and types of items plus their costs with the Merchandise Committee. Monies then received will be funneled back through the CRCNA Treasurer.
- Efforts to get favorable financial terms and delayed payment until after the convention are very helpful.
- Merchandise delivery dates should be no later than 2 weeks prior to the convention.
- Maintain a CRCNA merchandise shop during the convention with sufficiently trained members.
- An Alternative Merchandise Session will be scheduled on the Sunday of the convention in order to provide an opportunity for ONLY NA groups, committees, areas, and regions to recoup the costs of producing merchandise previously offered for sale and left over from past events, activities, and programs. Such entities must sign off on their responsibility for full adherence to any operating statutes (permits, licenses, etc.) or tax laws of the State of Colorado – holding all other CRCNA-related entities harmless – and must apply for space on forms approved by CRCNA. CRCNA reserves the right to limit or deny space.
- Provides double copy receipts from cash registers for all merchandise transactions - one copy for the member and the other for CRCNA records.
- Is responsible for storage of all items in a secure place when CRCNA convention store is closed.
- Is responsible for the acquisition and sale of NA Conference approved literature and other NA items selected for sale at the convention with CRCNA Committee approval.
- Establishes a clear-cut, fiscally sound method with CRCNA Treasurer for ensuring accurate records of and receipts for monetary transactions before, during and after the convention.
- At the end of the convention passes all remaining merchandise, which has been itemized and accounted for onto the next CRCNA Administrative Committee at the November RSC.
- Only one assigned person to be working the cash register at a time.
- Money pick-ups will be made as often as necessary.

**SUBCOMMITTEE: MERCHANDISING (cont.)**

- At the time of a pick up a total is run on register and initialed by operator. The Treasurer leaves new bank in register for next operator to start.
- Chair or Vice Chair and Treasurer and Subcommittee Chair transport money pick ups to a designated, secured area to be counted, receipted and signed off. The Treasurer fills out deposit slip for each pick up. The deposit slip and money are to be put in locked bank bags and then put in hotel vault.

**APPROVAL NEEDS:**

- The entire CRCNA Committee approves all saleable items, types of items for sale, costs to CRCNA and costs to the Fellowship.

**RELATIONSHIPS:**

- Works very closely with the CRCNA Treasurer to ensure financial success by using approved forms, following approved methods of payment, item tax assessing, accounting and collecting. Financial records need to be accurate and up-to-date at all times.
- Works closely with the Program and Hotel & Hospitality Subcommittees to coordinate CRCNA convention store hours to be most effective.
- Works very closely with the Printing & Display Subcommittee to finalize camera-ready artwork that is suitable and works for cups, T-shirts, signs, any other printing, screening, or embroidering.
- Works with the Fundraising & Entertainment Subcommittee to sell approved items at all pre-convention events.

## **JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE: REGISTRATION**

### **TASKS:**

#### **General:**

- ***Suggested clean time 5 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

#### **Specific:**

- Obtains a mailing list from previous CRCNA.
- Prepares a current, computerized mailing list for current and future use.
- Prepares a registration flyer, having compared and evaluated previous formats, taking care to include all information that might be needed by the Program, Marathon Meetings and Entertainment Subcommittees plus the hotel.
- Sets costs of pre- and regular convention registration. These costs are approved by the CRCNA Committee and are included in the registration flyer.
- Sets, with CRCNA Committee approval, the cut-off dates for pre-registration prices. (Usually, cut-off time for pre-registration is one month to two weeks prior to the convention).
- Establishes clear deadlines/agendas for registration packet inclusions, buttons made, packets stuffed, etc.
- Operates effectively with sufficient addicts at the registration table for CRCNA fundraiser events and at the convention.
- At the time of a pick up a total is run on register initialed by operator. The Treasurer leaves new bank in register for next operator to start.
- Chair or Vice Chair and Treasurer and Subcommittee Chair transport money pick ups to a designated secured area to be counted, receipted and signed off. The Treasurer fills out a deposit slip for each pick up. Deposit slips and money are to be put in locked bank bags and then put in hotel vault.
- Keeps a careful watch over in-coming monies at all times by developing accurate methods with trained volunteers.
- Maintains the registration table hours at the convention so as to ensure registration of all addicts who attend.
- Establishes a clear-cut, fiscally sound method (with CRCNA Treasurer) for ensuring records of and receipts for monetary transactions before, during and after the convention.
- Double copy receipts from cash register are used for all convention site registration transactions.
- One copy for member and the other for CRCNA records.
- Establishes with CRCNA Chair the cut-off times for banquet and breakfast ticket sales, having established through the CRCNA Committee (with the Hotels & Hospitality Subcommittee) the meal prices and ranges for adults/children and registration costs
- Prepares for the Saturday main meeting the convention statistics: number in attendance, years of clean time, distance traveled by attendees and any other items of interest such as number of states represented, etc.
- All outside services (i.e. laminator rental) will have written contracts with receipts for CRCNA Treasurer.
- As it is the intent of the individual addict to provide the means for newcomers to participate as fully registered participants of CRCNA, the Newcomer Fund will be tracked separately and accounted for in the following manner:
  - 1) All donations in this convention cycle will be applied to the registration of newcomers.
  - 2) If at the end of the cycle there is money left in the newcomer fund, it will be spent to purchase literature to be given away to newcomers during the next convention cycle.

CRCNA defines a newcomer as a member of our fellowship with 90 days or less clean time.

**SUBCOMMITTEE: REGISTRATION (cont.)**

**APPROVAL NEEDS:**

- The CRCNA Committee approves costs of both CRCNA pre-registration and registration.
- The CRCNA Committee approves date of pre-registration end.
- The CRCNA Committee, before the annual CRCNA Kick-Off Fundraiser, approves registration flyer format.
- The CRCNA Committee approves registration packet contents.

**RELATIONSHIPS:**

- Works with the Printing & Display Subcommittee to prepare a registration flyer by April.
- Works with the H & I Subcommittee for "registering" all non-paying attendees for record accuracy.
- Works with the Convention Information Subcommittee to attract addicts to attend and for distribution of registration flyers to the regional fellowship, other areas and regions, WSC, and the NA World Convention. A mailing need to go out at least 4 months prior to the convention.
- Works with the Fundraising & Entertainment Subcommittee to register attendees at CRCNA events starting with the Kick-Off fundraiser.
- Works with the Hotel & Hospitality Subcommittee to include banquet and breakfast costs as well as hotel information on the registration flyer.
- Check with Merchandise to see if they have needs for printing on the registration flyer.

**JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE:  
CONVENTION INFORMATION & CRCNA WEB SITE**

**TASKS:**

**General:**

- ***Suggested clean time 5 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget with knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

**Specific:**

- Inform N.A. members about CRCNA through registration flyers, web postings, etc.
- Is available at the convention at all times for questions. Prepares an approved press packet and letter for non-NA people attending the convention.
- Contacts the "NA Way" with the dates and location of the convention as soon as they are available.
- Contacts the WSO for lists of other regions and areas for mailing flyers as soon as they are ready, keeping this list up to date. Paper flyers must be mailed to surrounding regions.
- Gets flyers to the World Convention and WSC along with any other NA region/area conventions as possible.
- If there are needs for outside services, there will be written contracts with receipts for CRCNA Treasurer.
- Write and test code on Internet Explorer and Netscape to insure pages are readable and functional.
- Process requests for reciprocal links in a timely manner, removing time dated links after the events have passed.
- The site must be maintained and updated on a regular basis from begin to end of the CRCNA cycle.
- Notify the Colorado fellowship of all CRCNA activities and meetings.
- Publish a printable registration form for downloading by fellowship members.
- Inform the NA fellowship of the upcoming convention via the Internet and email.
- Publish activity flyers on the web site according to the guidelines for the Fundraising & Entertainment Subcommittee.
- Respond to and forward all CRCNA related email to concerned parties.
- Remember our web site may be the first and only contact the fellowship outside of Colorado and the public in general has with our convention. Please use standards of good taste and ease of accessibility in all aspects of web design.

**APPROVAL NEEDS:**

- Press packet and all letters or information mailed on behalf of CRCNA needs CRCNA Committee approval.

**RELATIONSHIPS:**

- Works with Registration Subcommittee to distribute and/or mail CRCNA registration packets. Works to attract addicts to attend the convention and distributes registration flyers to the regional fellowship, other areas and regions, WSC, and the NA World Convention. First e-mailings need to go out at least 4 months prior to the convention and the second e-mailings go out 2 months before the convention.
- Works with the Hotel & Hospitality Subcommittee to distribute information ensuring that all information is up-to-date and accurate.

**JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE:  
HOSPITALS & INSTITUTIONS**

**TASKS:**

**General:**

- ***Suggested clean time 2 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

**Specific:**

- Tracks all non-paying attendees as a method of assuring necessary funds for holding CRCNA remain available.
- Attracts NA members, taking care not to promote CRCNA.
- Generates a list of H & I facilities near to the location of CRCNA to contact, asking area H & I subcommittees to help.
- Gets the convention message (by phone or correspondence) to residents, patients and clients of hospital and institutions through the directors or contact personnel at the facility.
- First contact is in May-June.
- An information letter about NA and CRCNA should be drafted, typed, printed and sent out to these institutions in July.
- A second letter with more specific information (including a tentative program schedule) about CRCNA should go out at the end of August, followed by September phone contacts with the help of area H & I members.
- Plan and staff an H & I table adjacent to the registration table at the convention.
- Works with Registration Subcommittee to distribute and/or mail CRCNA registration packets.
- Distributes registration flyers to the regional fellowship, other areas and regions, WSC, and the NA World Convention. Mailings need to go out as voted on by the subcommittee.
- Work with CRCNA Treasurer around funding of H & I and non-paying attendees.
- The H & I table needs a large noticeable sign and addicts available to welcome the newcomers.
- Keep a sign-in book so careful records are kept of H & I attendees and also use this log in method to record the numbers of institutions that participated.

**Addendum A**  
**CRCNA Hotel Bid Process Guidelines**

1. General Bid Information

- Bidding is open to all Areas in the Colorado Region
- Those Areas interested in hosting CRCNA should include in their bid a "group conscience" statement which includes why the Area desires to host the convention and how hosting the convention will help the Area to carry the message of recovery.
- An Area is eligible to host the convention only once in any three-year period. However, if less than three Areas submit bids in a given year; this requirement is waived for that year only.
- For an Area to be eligible to host the convention. A member of the Area must be willing to assume the position of Hotel and Hospitality Subcommittee Chair should that Area's bid be awarded.
- An Areas bid should include a commitment from its members, that they are willing to serve on the Subcommittees and will assist with set up, tear down, and any prep work needed.
- An Area is eligible to host the convention provided that there is at least one Hotel in the Area, which has enough rooms, meeting areas, and eating facilities to accommodate an attendance figure based upon the average attendance from the previous two years convention figures. The bid should include a letter of intent (from each Hotel that the Area has approached) stating that the Hotel can accommodate such a convention.

2. Bid Procedure Timeline

- A bid procedure packet will be distributed to all Areas at the **January CRSC meeting** for the following year's CRCNA. The packet will include the "Hotel Search Fact Sheet," one of which must be completed and submitted for each Hotel under consideration.
- Bids must be submitted at the **July CRSC meeting** for the following year's CRCNA.
- The winning bid for the following year's CRCNA will be awarded in **October** at the current **CRCNA**.

**REQUEST FOR PROPOSAL**  
**HOTEL & CONVENTION CENTER,**  
(Colorado Regional Convention of Narcotics Anonymous)

Name of Event: Colorado Regional Convention of Narcotics Anonymous

Preferred Date: Any Thursday through Sunday in October

# of Attendees: 800 Peak Saturday

# of Peak Hotel Rooms: 200+ in total room block; Peak Saturday (see history)

Convention Needs: 3,000sf Secured Merchandise Sales  
Registration Area (Friday & Saturday)  
Secured Staff Office  
General Session for up to 500 on Friday Night, theater style  
General Session for up to 800 on Saturday Night (includes up to 250 in rounds for banquet dinner prior, theater for rest)  
General Session for up to 500 on Sunday Morning (includes up to 250 in rounds for breakfast prior)  
Hospitality Room open non-stop Friday afternoon through Sunday morning with basic water and cleaning provisions.  
NOTE: Ideally separated from guest rooms.  
Marathon Meeting Room for up to 75 (flow) open non-stop Friday afternoon through Sunday Morning.

Breakout Sessions: Meeting space for up to 100 theater each in up to 5 rooms, throughout Saturday day.

Move In: Thursday prior

Move Out: Sunday afternoon (some late check-outs needed)

Special Needs: Attendees are huge coffee drinkers, sweet eaters, late night room service; 40% smokers: 25% single, 60% double occupancy. At least 6 comp rooms for speakers from room block (3 speakers, 2 nights)

Contact: CRCNA  
PO BOX 1437  
Denver, CO 80201  
crcna@nacolorado.org

**REQUEST FOR PROPOSAL**  
**HOTEL & CONVENTION CENTER,**  
(Colorado Regional Convention of Narcotics Anonymous)

(cont.)

History:

CRCNA XXI – Radisson Hotel Longmont/Boulder CO [ October 26-28 2007 ]

Room Block: 310, pickup 288 – peak 168 (Saturday) – RATE \$79

Total F&B: \$6170 w/ service charge – (190 dinner SAT, 170 breakfast SUN)

Total Conference Registrations: 747

Direct Bill Reference: Pat Smith (accounting) - 303-774-7339

CRCNA XX – Sheraton Steamboat Springs, CO [ October 6-8 2006 ]

Room Block: 250, pickup 510 – peak 235 (Saturday) – RATE \$89

Total F&B: \$7262 w/ service charge – (160 dinner SAT, 135 breakfast SUN)

Total Conference Registrations: 616

Direct Bill Reference: Sandra Montieth (accounting) – 970-871-6526

CRCNA XIX – Pueblo Ramada Inn & Pueblo Convention Center [ October 21-23 2005 ]

Hotel Rate \$55, sold hotel out.

Total Conference Registrations: 605

Hotel changed management in 2006 – no follow up info available

CRCNA XVIII – Vail Marriott, CO [ Oct 8-10 2004 ]

Total Conference Registrations: 506

# Addendum B: CRCNA Hotel Search Fact Sheet

## Colorado Regional Convention of Narcotics Anonymous

**Name of Facility:** \_\_\_\_\_

**Sales Representative:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Convention Needs:**

- 1. Sleeping rooms available (2 nights, avg 120 rooms/night) \_\_\_\_\_
- 2. Banquet Attendance Capacity \_\_\_\_\_
- 3. Available Dates in October \_\_\_\_\_

**Hotel Information:**

**A. General Information**

- 1. Available Rooms (Total Hotel Capacity) \_\_\_\_\_
- 2. Conference Space (total square ftg & meeting rooms) \_\_\_\_\_
- 3. Audio Support (in house AV? Installed PA?) \_\_\_\_\_
- 4. Recreational Facilities
  - a. Pool (yes/no & hours) \_\_\_\_\_
  - b. Hot Tub (yes/no & hours) \_\_\_\_\_
  - c. Additional (yes/no, list in General Notes) \_\_\_\_\_
- 5. Hotels nearby for spillover? (yes/no, list in General Notes) \_\_\_\_\_
- 6. Is there a US Bank nearby (yes/no, distance) \_\_\_\_\_
- 7. Safe Deposit Box available at hotel? (yes/no, fee) \_\_\_\_\_
- 8. Deposit required for event? (yes/no, amount) \_\_\_\_\_

**B. Rooms**

- 1. Available Rates:
  - a. Single: \_\_\_\_\_
  - b. Double: \_\_\_\_\_
  - c. Triple: \_\_\_\_\_
  - d. Quad: \_\_\_\_\_
- 2. Max per room permitted (total, fee/person after..) \_\_\_\_\_
- 3. Check In / Check Out times: \_\_\_\_\_

**C. Food & Beverage (Price quotes MUST include Tax & Gratuity)**

- 1. Saturday Night Banquet (Price per person, 250 max) \_\_\_\_\_
  - a. Plate Choices (beef, chicken, etc) \_\_\_\_\_
- 2. Sunday Morning Buffet (Price per person, 125 max) \_\_\_\_\_
- 3. Food Services on property (kiosks, hotel businesses) \_\_\_\_\_
- 4. Food Services in vicinity (mall, restaurants?) \_\_\_\_\_
- 5. Coffee Needs:
  - a. Price per gallon (minimum for quote, max 200) \_\_\_\_\_
  - b. Replenish Commitment (yes/no) \_\_\_\_\_

**D. Meeting Room Needs (Furnished at no charge contingent on room bookings)**

1. 24-Hour Marathon Meeting Room (Friday afternoon to Sunday Morning)
  - a. Non-Smoking Capacity – 40 people minimum (yes/no) \_\_\_\_\_
2. Workshops
  - a. Friday, 3 rooms minimum at 60 ppl per room (yes/no) \_\_\_\_\_
  - b. Saturday 3 rooms minimum at 60 ppl per room (yes/no) \_\_\_\_\_
3. Merchandise Room
  - a. Secured (yes/no) \_\_\_\_\_
  - b. Total Square Footage \_\_\_\_\_
  - c. Phone Line Access, min 2 (yes/no, fee per line) \_\_\_\_\_
4. Hospitality Suite (24-hour flow, Friday afternoon to Sunday morning)
  - a. Room Fee or Minimum reservations needed \_\_\_\_\_
  - b. Microwaves, 2 minimum (yes/no) \_\_\_\_\_
  - c. Chafing Dishes, 4 minimum (yes/no) \_\_\_\_\_
  - d. Large Trash Cans, 2 minimum (yes/no) \_\_\_\_\_
  - e. 6' Serving Tables, 2 minimum (yes/no) \_\_\_\_\_
5. General Session Commitment INCLUDES Stage, Podium, Audio
  - a. Friday Night, 300 Theater (yes/no) \_\_\_\_\_
  - b. Saturday Night, 15-20 rounds (banquet) + 400 theater (yes/no) \_\_\_\_\_
  - c. Sunday Morning, 10-15 rounds (buffet) + 200 theater (yes/no) \_\_\_\_\_
6. Dance / Live Entertainment Space
  - a. Location / Room Name \_\_\_\_\_
  - b. Total Square Footage \_\_\_\_\_
  - c. Dance Floor (yes/no, fee if applicable) \_\_\_\_\_
  - d. Curfew \_\_\_\_\_
7. Registration
  - a. Booth or Room? \_\_\_\_\_
  - b. Secured? \_\_\_\_\_
  - c. Requires 2x AC, 2x Multi-Strips (yes/no) \_\_\_\_\_

8. Misc.

- a. Room Turn Fee (total per turn/ per room) \_\_\_\_\_
- b. Manager on Duty for entire event (yes/no, hours) \_\_\_\_\_
- c. Will CRCNA be the ONLY group on site? (yes/no) \_\_\_\_\_
- d. Pipe / Drape Fee for GS (per foot, or total fee) \_\_\_\_\_
- e. Maximum Stage Size (total, fee if applicable) \_\_\_\_\_

**Comments DIRECTLY related to conference and/or meeting space  
(restrictions, benefits):**

**E. Miscellaneous needs**

- 1. Parking
  - a. Valet available (yes/no, fee) \_\_\_\_\_
  - b. Free & adequate space available (yes/no, total) \_\_\_\_\_
  - c. Parking Costs (if applicable) \_\_\_\_\_
- 2. Local Attractions
  - a. Complimentary/Discount Passes Available (yes/no) \_\_\_\_\_
  - b. Bus/Transportation Available (yes/no, fee) \_\_\_\_\_
- 3. Airport Access
  - a. Distance from hotel \_\_\_\_\_
  - b. Shuttle Available (yes/no, fee) \_\_\_\_\_

**General Notes:**

**Thank you for your time and attention! The Colorado Regional Service Committee will be reviewing bids at its July Committee Meeting. Contracts will be awarded at the current CRCNA in October. For questions or comments, please navigate to [www.nacolorado.org](http://www.nacolorado.org)**

## **Addendum C** **CRCNA Broadcast Email Policy**

The 'Broadcast' mailing list is designed primarily to inform those persons on the mailing list of events and announcements directly pertaining to the upcoming Colorado Regional Convention of Narcotics Anonymous. For questions concerning this guideline – please contact the CRCNA Committee Chair or the Convention Information/Webmaster Chair via the website at <http://nacolorado.org/crcna/> and clicking on the 'contact us' button.

### **1. Introduction**

The list is moderated, which means the Convention Information/Webmaster (CIW) Chair Subcommittee designee selectively enters all entries to an assigned database. CRCNA Chair and Vice Chair has access to add, modify, or delete entries. Broadcasting events or announcements are available to CRCNA Committee Chair, Vice Chair, and Convention Information/Webmaster Chairpersons only.

Control of the use of distribution lists is necessary because:

- excessive and extravagant use could impose heavy strains on network and filestore resources, etc;
- inappropriate use will cause a negative reaction from those who receive the mail;
- CRCNA CIW Privacy Policy (see below) forbids excessive use or unofficial use of this list.

### **2. Allowable Use**

#### **2.1 Communications/Letters/Circulars/Announcements/News**

There will be a requirement that all Broadcasts should be of interest to a majority (over 51%) of recipients who have opted to be informed of events, announcements, important news (cancellations), and changes to the CRCNA Primary

Event, or sub-events. The Broadcasts will be of substance, and a direct reflection on the professional representation of the CRCNA Committee as a whole.

The messages can be generated ONLY by:

- The CRCNA Committee Chairperson
- The CRCNA Committee Vice Chairperson on the Chairperson's Behalf
- THE CRNCA Convention Information/Webmaster Subcommittee Chairperson

PDF (Adobe Acrobat) files are the preferred attachment form for all Official Convention Information flyers, announcements, bulletins, etc. (see Sec 3 for disallowed attachments). Links to the CRCNA Main Webpage are allowed and suggested in order to keep the overall message within a reasonable size when more detailed information is required.

#### **2.2 Other Categories**

No other categories will be acceptable use of the Broadcast List or functions.

### **3. Disallowed Use**

The following will not be allowed:

- Messages containing subjective attachments that may contain harmful viruses (e.g. Word Documents, Spreadsheets, Executables, and Archives) or formatted text (e.g. HTML format mail.) that references offsite (non-inclusive) data.
- Personal items: e.g. for sale, advertising, births, messages, farewells, etc.
- Items initiated by individual committee members of a non-general nature.
- Repeat reminders of a message already circulated.
- "Thank you" messages from a previous email.
- Excessively long messages (more than say 40-50 lines).
- Anything prohibited by the Narcotics Anonymous Traditions (e.g. Commercial sales, endorsements, etc.)

Addendum C (cont)

4. Mechanism for Distribution

Access to the distribution lists will be restricted (see Privacy Policy below). Distribution will only be available through the CRCNA email system provided by the Regional Colorado Narcotics Anonymous web server. The

CRCNA Committee Chairperson and/or CIW Sub-committee Chair appoint access to this server. All Broadcasts will be a representation of the CRCNA Committee as a whole.

5. Privacy Policy

The CRCNA Committee will under no circumstance solicit, distribute, or make public the Broadcast Email List for any reason. Access to the List will remain restricted except to those detailed in Section 1 of this document and ONLY per the allowed use as described in Section 2 of this document. Deviation from this policy may result in disciplinary action by the CRCNA Committee and/or Civil or Federal action depending on the severity of the deviation.

6. Collection

From time to time, or per event, the CRCNA Committee or CIW Subcommittee will collect emails to add to the current Broadcast list. Other Subcommittees or regions may submit email addresses to the CRCNA Committee or CIW Subcommittee. IT IS HIGHLY SUGGESTED that any forms passed around for such a purpose specifically detail the reason for the collection and indicate that at any time removal of an address can be accomplished by a simple reply email asking for such removal.

7. Removal

At any time the recipient of the Broadcast can ask to be removed from the Broadcast List by replying to the Broadcast and stating that request. A simple "please remove" will suffice. Under no circumstance will a reply email be sent to that recipient stating the action has been taken. In this sense, 'no news is good news' will be the standing rule and is most likely expected by the recipient.

8. Changes

Changes to this guideline can be submitted to the CRCNA Committee at any time, and can be amended or updated by the CRCNA Committee at any time without notice.

For questions concerning this guideline – please contact the CRCNA Committee Chair or the Convention

Information/Webmaster Chair via the website at <http://nacolorado.org/crcna/> and clicking on the 'contact us' button.

**Addendum D**  
**CRCNA Newcomer Fund**

As it is the intent of the individual addict to provide the means for newcomers to participate as fully registered participants of CRCNA, the Newcomer Fund will be tracked separately and accounted for in the following manner:

- 1) All donations in this convention cycle will be applied to the registration of newcomers.
- 2) If at the end of the cycle there is money left in the newcomer fund, it will be spent to purchase literature to be given away to newcomers during the next convention cycle.

CRCNA defines a newcomer as a member of our fellowship with 90 days or less clean time.