



## C R S C M I N U T E S 19 SEPTEMBER 2010

### I ROLL CALL

<b>A Administrative Committee Officers</b>		
CRSC Chair	Alan H	vacant
CRSC Vice Chair		
Secretary	Susan Mc	
Treasurer	Alan S	
Web Servant	Michael H	
RD	Brenda E	
CNAC	Chuck C	
<b>B CRCNA XXIV</b>		
Chair	Tiffany S	
Vice Chair	Steve K	
Treasurer	Santana M	
<b>C Subcommittee Chairs</b>		
Budget		vacant
PI	Tawni C	
H&I	Dawn H	
PR	Linda L	
Literature	Anna H.	
<b>D Ad-hoc</b>		
Guideline Revision	Chuck C	
WSDL	Mac M	
<b>E RCM's</b>		
Boulder	Aaron F	
	Katlin B	
Bringing Freedom East	Richard R	
	Jared D	
Mile High	Patty H	
	Ron T	
Mountain High	John W	
Mountains West	Keith K	
Off the Wall	Shawn H	
	Jim M	
Serenity Unlimited	Michael H	

### II MINUTES APPROVED

### III REPORTS

#### A. Chair, Alan H.

Greetings and salutations,

I hope today finds you all well. First things first, on behalf of myself and I'm sure the other members of this committee, a heartfelt thank you to the CRCNA committee and all who supported them, for a wonderful convention. I personally am grateful to them for allowing me to participate, and it will be something I shall remember for the rest of my life. Again thank you for your hard work.

As for the business at hand, as the convention had consumed most of our time and thoughts over the months, other than some communication with the secretary and treasurer, I've not had any other responsibilities to attend to. So onward and upward!

In loving service  
Alan H. chair

**B. Treasurer, Alan S.**

Since the close of the last CRSCNA meeting on July 18, 2010, donations of \$858.57 have been received by mail from two Areas (Boulder and Pikes Peak) and one Group (True Blue) for a total year-to-date income of \$12,493.82. It should be noted that almost exactly one-half of the income received so far this year (49.9%) was received from CRCNA XXIII. The current and Year-to-Date donations are listed individually on the accompanying pages. There was a single expenditure made during this report period beyond the \$1,853.18 approved at the July 18 meeting and reflected in the minutes. That expenditure was a check for \$500, unanimously approved via email by the Administration Committee and drawn to Alan H. as an advance for expenses for this Regional Assembly. The result of the activity noted above is a current ("opening") cash balance of \$10,067.47. After the application of budgetary considerations, the unencumbered ("available") funds balance is \$2,074.88. The CRSCNA checkbook and the latest bank statement have been reconciled with no variance.

Respectfully Submitted - with thanks for letting me be of service.

Alan S. – CRSCNA Treasurer

**CRSCNA TREASURER'S REPORT - SEPTEMBER 19, 2010**

July 18, 2010 to September 18, 2010

	<u>CURRENT REPORT PERIOD</u>	<u>CURRENT YEAR YO DATE (2010)</u>
OPENING BALANCE - January 1, 2010		\$4,190.86
OPENING BALANCE - July 18, 2010	\$11,562.08	
<b>INCOME:</b>		
<i>Area Donations</i>		
Boulder Area	\$487.66	\$2,696.08
Bringing Freedom East Area	50.00	50.00
Mile High Area	50.00	\$1,551.68
Mountain High Area	50.00	50.00
Mountain West Area	50.00	50.00
Off The Wall Area	50.00	\$500.00
Pikes Peak Area	\$300.00	\$750.00
Serenity Unlimited Area	50.00	50.00
Southern Area	50.00	50.00
<i>Group Donations</i>		
Al Hane Jr. NA Group	50.00	\$114.51
Crossing Group	50.00	\$30.50
Golden Group	50.00	\$31.41
Keep It Serenely Simple Group	50.00	\$20.50
Northern Lights Group	50.00	\$39.74
True Blue Group	\$101.11	\$444.48
(An Anonymous Group)	50.00	\$25.00
<i>Other Income</i>		
CRSCNA XXIII Donation	50.00	\$6,731.39
(An Anonymous Addict)	50.00	\$50.00
<b>TOTAL INCOME</b>	<b>\$858.57</b>	<b>\$12,493.82</b>

<b>EXPENDITURES:</b>		<u>Checks</u>	
Prior Report Period YTD Expenditures			\$1,261.03
Denver Inncr City Parish - Rent - CRSC Mtg.	\$50.00	387	\$50.00
Dawn H - Reimbursement - 11&1 Librarian	\$307.54	382	\$307.54
Joceli C - Reimbursement - PJ Librarian	\$207.00	383	\$207.00
Chuck C - Reimbursement - RDA/WCS	\$183.77	384	\$183.77
Michael H - Advance - PR Website Subscriptn	\$468.00	385	\$468.00
NA World Services - Donation	\$536.87	386	\$536.87
Alan Hohlh - Advance - Regional Assembly	\$500.00	387	\$500.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,353.18</b>		<b>\$6,617.21</b>

ENDING BALANCE - September 18, 2010      \$10,067.47      \$10,067.47

OPENING BALANCE - September 19, 2010      \$10,067.47      \$10,067.47

Encumbered (Budget Balances) Funds - Sept. 19, 2010      \$7,092.55

Unencumbered (Available) Funds - Sept. 19, 2010      \$2,974.88

**BANK ACCOUNT CHECKBOOK RECONCILIATION as of September 18, 2010**

	Balance - Local Bank Statement Date - August 31, 2010	\$9,451.71
Adjustments to Bank Statement Date as of September 18, 2010		\$632.76
Outstanding Deposits	\$600.00	Adjusted Bank Balance
Outstanding Checks & Charges	\$60.00	\$10,084.47
Net Adjustment	\$632.76	Checkbook Balance
		<b>VARIANCE:</b>
		\$0.00

Alan S - CRSCNA Treasurer - September 19, 2010

### C. Website, Michael H.

The regional website has been running smoothly since the April 17<sup>th</sup> Assembly. The printable version of the Regional Meeting list was last updated July 12. I am submitting the receipt for prior payment of \$468 for the online meeting service.

I have had a number of contacts indicating that the Mountains West Area's online meeting 'Into thin Air' is no longer active. I have also been told that the website for that area, [www.namwest.org](http://www.namwest.org), is no longer under the area's control or ability to update. I will be removing that meeting from the regional meeting database and removing any links to that website. I will be attempting to contact the owner of that site and the hosting service to see if we can get it taken down.

I am seeking input for a potential update to the layout our regional website. This effort will attempt to improve the usefulness and appearance of the site to current NA members, addicts seeking help, and professionals seeking information about NA in the Colorado Region. I have received some examples and will be compiling these along with the results of a survey over the next few months. A mockup proposed new site or two will be produced for review. I am also asking for input from people able to contribute material and development work for an updated or new website. Please email all suggestions, examples, and offers to assist to [nacolorado@nacolorado.org](mailto:nacolorado@nacolorado.org). The survey is on the Regional Service Committee page, [www.nacolorado.org/rsc.php](http://www.nacolorado.org/rsc.php) or at [www.nacolorado.org/region/CRNA\\_Website\\_Survey.doc](http://www.nacolorado.org/region/CRNA_Website_Survey.doc). *[Please see Appendix A]*

I have done a little work in reviewing NAWS web contact position's database update capabilities to see if it could help in maintaining consistency between the na.org, regional, and area meeting lists. There is still a good bit of detail to review and a determination of how it could interact with the regional meeting database. I plan to have this review completed in the next few months.

Usage statistics for [www.nacolorado.org](http://www.nacolorado.org) including regional, convention, and all hosted area websites

Month	Unique Visitors	Number of Visits
September 2009	2616	4373
October 2009	2878	4829
November 2009	2505	4067
December 2009	2321	4003
January 2010	2536	4081
February 2010	2444	3936
March 2010	2716	4222
April 2010	2597	4135
May 2010	2627	4253
June 2010	2721	4532
July 2010	2837	4440
August 2010	2924	4467
Prior 12 month total	31722	51338
Daily Average	87	141
September 2010 (to 9/18)	1941	2806

Thank you for allowing me to serve,

Mike H. - CRSCNA Website Chair

- D. **CNAC, Chuck C**
- E. **RD, Brenda E**
- F. **RDA, Chuck C**

## G. CRCNA XXIV, Santana S

2:35 PM  
09/18/10  
Accrual Basis

**Colorado Regional Convention of Narcotics Anonymous**  
**Profit & Loss**  
January 16 through September 18, 2010

	<u>Jan 16 - Sep 18, 10</u>
<b>Income</b>	
01 - Interest Income	0.50
02 - Total Pre-Registration	
02.1 - Early Bird Registration	1,110.00
02.2 - Pre-Convention Registration	2,885.00
02.4 - Online Early Bird Registrations	825.00
02.5 - Online Pre-Conv Registrations	810.00
02.6 - Online Full Priced Registration	70.00
<b>Total 02 - Total Pre-Registration</b>	<b>5,700.00</b>
03 - Registration Merchandise Sales	
03.1 - By Mail	405.00
03.2 - At Events	540.00
03.4 - On-Site	15.00
03.5 - Online Sales	1,065.00
03 - Registration Merchandise Sales - Other	15.00
<b>Total 03 - Registration Merchandise Sales</b>	<b>2,040.00</b>
05 - For The Newcomer	
05.1 - Newcomer Donations	642.00
<b>Total 05 - For The Newcomer</b>	<b>642.00</b>
06 - Merchandise	
06.1 - Pre-Convention Sales	
06.1.1 - Sponsor/Sponsee Breakfast	804.00
06.1.2 - PPANA - Spaghetti Dinner	36.00
06.1.6 - Unity Day (Unity Day Merch Sales)	270.00
06.1.7 - Spades Tournament (Spades Tournament)	75.00
06.1.8 - Poker Run	57.00
06.1.9 - Unknown Meetings / Events	180.00
<b>Total 06.1 - Pre-Convention Sales</b>	<b>1,422.00</b>
<b>Total 06 - Merchandise</b>	<b>1,422.00</b>
07 - Fundraising & Entertainment	
07.5 - Pre-Convention Admissions	
07.5.1 - Sponsor/Sponsee Breakfast	1,799.00
07.5.10 - Poker Run	630.00
07.5.2 - PPANA - Spaghetti Dinner	834.00
07.5.5 - OTW - Barn Dance/Pig Roast	1,525.00
07.5.6 - Spades Tournament	307.00
07.5.7 - Terminally Weird Picnic	441.00
<b>Total 07.5 - Pre-Convention Admissions</b>	<b>5,536.00</b>
07.6 - Pre-Convention Prizes/Drawings	
07.6.1 - Sponsor/Sponsee Breakfast	516.00
07.6.10 - Poker Run	38.00
07.6.2 - PPANA Spaghetti Dinner	69.00
07.6.5 - OTW - Barn Dance/Pig Roast	100.00
07.6.6 - Spades Tournament Drawing	31.00
07.6.7 - Quilt Drawing	155.00
07.6.8 - Terminally Weird Picnic	30.00
<b>Total 07.6 - Pre-Convention Prizes/Drawings</b>	<b>939.00</b>
07.7 - Pre-Convention Concession Sales (Pre-Convention Concessions)	
07.7.1 - Concessions-Spades Tournament	456.87
07.7.2 - Concessions-Spaghetti Dinner	106.49
07.7.3 - Ducks-Terminally Weird Picnic	239.11
07.7.5 - Concessions-Poker Run	23.75
<b>Total 07.7 - Pre-Convention Concession Sales (Pre-Convention Concessio...</b>	<b>826.22</b>
<b>Total 07 - Fundraising &amp; Entertainment</b>	<b>7,301.22</b>

## H. Budget, Alan S

In order to present this report to the CRSC and the Regional Assembly, there needs to be a recitation of the history of the Budget Subcommittee.

The Budget Subcommittee was established as a result of the report of the Ad Hoc Budget Committee which had been appointed by the chair of the CRSC in November of 2007. That ad hoc group included the CRSC Chair, the CRSC Treasurer (chair of the ad hoc committee), the RD and Web Servant, the RDA (a former CRSC Treasurer), the Chair of the Public Information Subcommittee and an additional former CRSC Treasurer – not all of whom attended all of the meetings of the committee. This Ad Hoc Committee submitted its report and recommendations to the CRSC. The recommendations were adopted in whole - *as they now appear in the latest published version of the CRSC Guidelines* - by the CRSC in May 2008 and by the Regional Assembly in July of 2008. At the prior (April 2008) Regional Assembly, the elections for Regional officers were held and, among others, a Vice Chair and Treasurer of the CRSC were elected. By virtue of the approval of the proposal to establish the Budget Subcommittee as a standing committee of the CRSC, these two officers were also to serve, respectively, as the Chair and Vice Chair of the Budget Subcommittee.

The Guidelines called for the Budget process to begin in September 2008 with a call for program and funding ideas to be solicited from the members of the Colorado fellowship-at-large and, thence, to follow a schedule – as shown in the Budget guidelines - which required input, reviews and recommendations throughout the CRSC committee structure. As far as can be determined from the records and minutes of the CRSC and Regional Assembly meetings for the period beginning with July 2008 and through April 2010, the organization of the Budget Subcommittee and the implementation of its role were never begun.

At the July 2010 CRSC Meeting, in an attempt to organize the Budget Subcommittee in the absence of a Regional Vice Chair - who would have served as the Chair of the Budget Subcommittee – I, as CRSC Treasurer and, therefore, Vice Chair of the Subcommittee, was directed to take over the temporary task of chairing the Budget Subcommittee. Two volunteers, Shawn H. (RCM – OTW) and Ron T. (RCM – Mile High), were appointed at that meeting to serve on the Subcommittee. There were no volunteers for the remaining RCM position on the Subcommittee. Orientation and training of the two appointed RCMs was begun and the Subcommittee prepared to recruit other volunteer members (one RCM and two non-CRSC-affiliated members of the fellowship) in order to fulfill its role.

In the interim leading to this meeting today, I was informed that a proposal had been made to the CRSC in July of 2009 and approved by the Regional Assembly in September of 2009 which - among other provisions - eliminated the Budget Subcommittee and replaced the then current Budget guidelines. The minutes of these meeting were researched and this was found to be true. (See the next page for an extract from those minutes.)

This, then, is the final report of the CRSC Budget Subcommittee which has been eliminated and is now disbanded.

Alan S. – Acting Chair

### **EXTRACT: COLORADO REGIONAL ASSEMBLY OF NARCOTICS ANONYMOUS MINUTES - Sterling, CO - September 19, 2009**

#### **Proposal #4: Passed with 8 reservations and 2 stand asides**

Use the September assembly, where GSRs are present, as the primary budget review meeting for the proposed annual budget. Proposed budgets will submitted in a three tier priority system. This is driven by the reality that CRSC funding comes from 7th Tradition donations and CRCNA. CRCNA proceeds have varied widely from \$10,000 to a negative fund flow.

**Tier 1** proposals will be funded if CRSC must rely on 7th tradition only for the year. For example years when CRCNA did not make money, we could fund only critical need items.

**Tier 2** proposals will be funded if the CRSC income is tight. Years when CRCNA makes a modest profit. These are items the RSC has given moderate priority.

**Tier 3** proposals will be funded by the CRSC in years when CRCNA was financially successful. These would be the fully funded budget for the CRSC

**Steps and Schedule:**

1. CRSC Admin and PR Subcommittee (combining H&I, PI and Outreach) will prepare the tier 1, 2, & 3 proposals for the September Assembly. Anyone (ASCs and GSRs) can bring a budget recommendation to the September assembly.

2. An agenda item for budget input and discussion will be added to the September assembly.

3. After discussion the assembly members will accept/modify the budget proposals.

4. The funded tier will be determined by the income of CRCNA, this information will be made available by the November RSC.

The annual budget will be finalized at the November CRSC meeting making budget available for activities beginning in January.

**Intent:**

To create a process resulting in an annual budget based on the priorities set by the GSRs, then funded to the extent of available revenues.

**This proposal would eliminate the need for a Budget Subcommittee** freeing trusted servants to provide direct services.

Guidelines have not been develop, and should not be, until we have tried this a while and have worked out details

Maker: Carlos G.

**Questions and discussion:**

\*Verified **this is intended to replace the current budget guidelines.** The written guidelines will not be done until we have more experience with the process.

**NOTE:** **Bold underlined** emphasis added to the above is not on the original document.

**CRSCNA FISCAL YEAR 2010 BUDGET REPORT**  
**September 19, 2010**

	<u>BUDGETED</u> <u>AMOUNTS</u>	<u>SPENT</u> <u>YEAR-TO-DATE</u>	<u>BALANCES</u> <u>AVAILABLE</u>
<b><u>ADMINISTRATION</u></b>			
CRSC Meeting Rent	\$ 250.00	\$ 200.00	\$ 50.00
Regional Assembly Expenses	\$ 1,000.00	\$ 971.00	\$ 29.00
Regional Post Office Box Rental	\$ 76.00	\$ -	\$ 76.00
Regional Storage Shed Rental	\$ 720.00	\$ -	\$ 720.00
Regional Delegate Team Travel	\$ 1,470.00	\$ 1,335.37	\$ 134.63
Rocky Mountain Zonal Forum Expenses	\$ 500.00	\$ -	\$ 500.00
Incorporation Costs	\$ 1,000.00	\$ -	\$ 1,000.00
Support for Areas & Groups	\$ 500.00	\$ 163.72	\$ 336.28
Office Supplies & Expenses	\$ 200.00	\$ 108.01	\$ 91.99
Administration Contingency Fund*	\$ 200.00	\$ -	\$ 200.00
<b>Administration Total</b>	<b>\$ 5,916.00</b>	<b>\$ 2,778.10</b>	<b>\$ 3,137.90</b>
<b><u>PUBLIC RELATIONS</u></b>			
Administration	\$ 356.93	\$ -	\$ 356.93
Public Information	\$ 3,570.00	\$ 207.10	\$ 3,363.00
Hospitals & Institutions	\$ 570.00	\$ 307.54	\$ 262.46
Website	\$ 573.00	\$ 468.00	\$ 105.00
Outreach & Fellowship Development	\$ 588.00	\$ -	\$ 588.00
Public Relations Contingency Fund**	\$ 200.00	\$ 19.70	\$ 180.30
<b>Public Relations Total</b>	<b>\$ 5,856.93</b>	<b>\$ 1,002.24</b>	<b>\$ 4,854.69</b>
<b>TOTAL</b>	<b>\$ 11,772.93</b>	<b>\$ 3,780.34</b>	<b>\$ 7,992.59</b>

**\*Administration Contingency Expenditures**

Administration Contingency Total \$ -

**\*\*Public Relations Contingency Expenditures**

Terry C - Reimburse for '09 publications order \$ 19.70  
 Public Relations Contingency Total \$ 19.70

**NOTE:** Current year NAWs donations (\$2,836.87) are not included in the Budgeted Amounts, Spent Year-to-Date or Contingency Expenditures listed above but are reflected in the Treasurer's Report.

Ann K. - CRSCNA Treasurer - September 15, 2010



## I. PI, Tawni C

Regional PI met in August and September. As Regional PI chair I also attended the PR subcommittee Meeting in August and September.

Due to the lack of response to the questionnaire for the Professional Symposium we have decided to not move ahead with the symposium. Because of our inability to get any responses we have shifted our focus to finding ways to build those relationships one at a time and ask the professionals to opt in to receiving information from us. We are creating a standard form for professionals to fill out when any area PI committees come into contact with professionals as well as hopefully getting a "For the Professionals" tab on the website and we want to add that questionnaire to that tab. Also many professional associations hold their own conferences and we will work on attending those conferences so as to start developing those relationships. We would like to return the budgeted funds of \$3213.00 back into unencumbered funds. We would like to thank the region for being willing to fund this type of event and hope that once those relationships are built a Professional Symposium may be a viable project for PI in the future.

We have been working on our workshop for CRCNA and are very excited about our fun workshop. Our workshop will be in a game format so I would like to ask for \$350.00 to be shifted from the symposium funds being returned to purchase CRCNA merchandise for game prizes. This would still leave \$2863.00 to return to unencumbered funds. Our hope is to get addicts in our region excited and pumped up about PI in Colorado.

We have worked on our budget for 2011 and are excited to work on having a booth at the Colorado State Fair 2011 which has 500,000 people go through each year. Also we will work on attending professional associations conferences to get the exposure without the major expenses of holding our own. The following is the proposed PI budget:

<u>CRSC Public Information Subcommittee Budget for 2011</u>			
LINE ITEM	TIER 1	TIER 2	TIER 3
<b>PUBLIC INFORMATION (PI):</b>			
1. MEETING SPACE	\$ 120.00	\$120.00	\$ 240.00
2. LITERATURE	\$ 150.00	\$ 250.00	\$ 350.00
3. PRINTNG	\$ 120.00	\$ 250.00	\$ 250.00
4. POSTAGE	\$ 100.00	\$ 300.00	\$ 500.00
5. BOOTH DISPLAY CONSTRUCT	\$ 100.00	\$ 100.00	\$ 100.00
6. CO STATE FAIR 2011			
Booth/Electric/Insurance	\$ 438.00	\$ 438.00	\$ 438.00
Literature	\$ 250.00	\$ 350.00	\$ 450.00
7. PROFESSIONAL CONFERENCES			
Fees/Participation	\$ 400.00	\$ 600.00	\$ 800.00
Literature	\$ 200.00	\$ 300.00	\$ 400.00
8. TRAVEL	\$ 100.00	\$ 150.00	\$ 200.00
<b>PI TOTAL</b>	<b>\$ 1978.00</b>	<b>\$2858.00</b>	<b>\$ 3728.00</b>

We are working on writing our Regional PI subcommittee internal guidelines as well. We also discussed PSA's to share with all of Colorado.

Our meeting attendance is still fairly small. We would love to see more people there to get involved with PI. We are in **desperate need** of a **Vice chair** and I am excited to say that we now have a secretary

I would like to point out that I noticed. Of all the Colorado NA websites, areas and region there is only one that has a tab on the Home page that says "Professionals". I personally believe that it is a very important tab for PI efforts.

I would ask the RCM's to please encourage your Area PI chairs or anyone else from your area that is interested to attend our Regional PI meeting as it is an exciting time for PI in our region and as stated in our **Regional guidelines**:

**“The purpose of the PI subcommittee is to provide a forum for Area PI Subcommittees to share their experience, strength and hope in order to better inform the public about NA and to promote the growth and strength of all PI efforts within the Colorado Region”**

Our next subcommittee meeting will be held:

**October 9, 2010 1:00 -3:00**

**AT: Englewood Public Library  
1000 Englewood Pkwy.  
Englewood, CO 80111**

**My contact information is: [tawnicorc@gmail.com](mailto:tawnicorc@gmail.com) 303-994-7348**

In Loving Service,  
Tawni C.

## **J. PR, Linda L**

PR met together in Castle Rock, individually, and virtually since my last report.

For once this will be a short report:

~ Worked on our suggestions for CRSC Guidelines Revision Adhoc and sent them to Chuck C., Adhoc Chair...

~ Worked on 3 Tiered Budget presented here today

~ Are continuing to do our individual Subcommittee projects while developing our internal Guidelines for each subcommittee

~ A group of addicts met to start work on a Fellowship Development and Outreach focus on August 29<sup>th</sup>. Mile High and Pikes Peak addicts met together, discussing items such as strong Home Groups in various Areas adopting smaller or detached Home Groups for the purpose of support and sharing ESH, inquiries to Area as to needs, and generally beginning to initialize directs for this group. More will be revealed... Their next meeting will be Oct 3<sup>rd</sup> at 11am – contact me after Monday (9/20/10) for location.

Please note PR and every one of the Subcommittees is looking for addicts to join them in completing their projects..... any addict may join us regardless of clean time, previous service or whatever..... if you are willing, we will find a task or three for you to help us with..... become a member of one of these Subcommittees today! See me or Tawni for PI or Dawn for H&I or Steven for FedDev/O.....

Our next meeting of PR will be **SUNDAY, OCTOBER 10, 2010 @ noon – 2:30p @ the P S Miller Library in Castle Rock**

Submitted loving service,

Linda L.

PR Coordinator

Email = [MLL312@COMCAST.NET](mailto:MLL312@COMCAST.NET)

(H) 719-390-7484

(C) 720-244-4291

**FINAL VERSION PRESENTED TO CRSC ON 9/19/2010**  
**PUBLIC RELATIONS (PR) COST CENTER - PROPOSED 2011 BUDGET**

<u>LINE ITEM</u>	<u>TIER 1.</u>	<u>TIER 2.</u>	<u>TIER 3.</u>
<b>PR ADMINISTRATIVE:</b>	\$ 200.00	\$ 450.00	\$ 500.00
<b>PUBLIC INFORMATION (PI):</b>	\$ 1978.00	\$ 2978.00	\$ 3728.00
<b>HOSPITALS and INSTITUTIONS (H &amp; I):</b>	\$ 520.00	\$ 720.00	\$ 970.00
<b>WEBSITE (WEB):</b>	\$ 468.00	\$ 568.00	\$ 568.00
<b>OUTREACH (OR) AND FELLOWSHIP DEVELOPMENT (FD):</b>	\$ 432.00	\$ 594.00	\$ 788.00
<b>PR TOTALS</b>	<b>\$ 3598.00</b>	<b>\$ 5310.00</b>	<b>\$ 6554.00</b>

Rev 9/11/10

<u>LINE ITEM</u>	<u>TIER 1.</u>	<u>TIER 2.</u>	<u>TIER 3.</u>
<b>PR ADMINISTRATIVE:</b>			
1. PRINTING	\$ 100.00	\$ 200.00	\$ 200.00
2. TRAVEL	\$ 50.00	\$ 150.00	\$ 200.00
3. MEETING SPACE	\$ 50.00	\$ 100.00	\$ 100.00
<b>ADMIN TOTAL</b>	<b>\$ 200.00</b>	<b>\$ 450.00</b>	<b>\$ 500.00</b>

Rev 9/10/10

<u>LINE ITEM</u>	<u>TIER 1.</u>	<u>TIER 2.</u>	<u>TIER 3.</u>
<b>PUBLIC INFORMATION (PI):</b>			
1. MEETING SPACE	\$ 120.00	\$ 120.00	\$ 240.00
2. LITERATURE	\$ 150.00	\$ 250.00	\$ 350.00
3. PRINTNG	\$ 120.00	\$ 250.00	\$ 250.00
4. POSTAGE	\$ 100.00	\$ 300.00	\$ 500.00
5. BOOTH DISPLAY CONSTRUCT	\$ 100.00	\$ 100.00	\$ 100.00
6. CO STATE FAIR 2011			
Booth/Electric/Insurance	\$ 438.00	\$ 438.00	\$ 438.00
Literature	\$ 250.00	\$ 350.00	\$ 450.00
7. PROFESSIONAL CONFERENCES			
Fees/Participation	\$ 400.00	\$ 600.00	\$ 800.00
Literature	\$ 200.00	\$ 300.00	\$ 400.00
8. TRAVEL	\$ 100.00	\$ 150.00	\$ 200.00
<b>PI TOTAL</b>	<b>\$ 1978.00</b>	<b>\$ 2978.00</b>	<b>\$ 3728.00</b>

Rev 9/11/10

LINE ITEM	TIER 1.	TIER 2.	TIER 3.
<b>HOSPITALS and INSTITUTIONS (H &amp; I):</b>			
1.LITERATURE	\$ 250.00	\$ 300.00	\$ 400.00
2. PRINT	\$ 50.00	\$ 100.00	
3.TRAVEL	\$ 100.00	\$ 150.00	\$ 200.00
4. MEETING SPACE	\$ 120.00	\$ 120.00	\$120.00
4.PACKET DEVELOPMENTS	\$ 50.00	100.00	\$ 150.00
<b>H&amp;I TOTAL</b>	<b>\$ 520.00</b>	<b>\$ 720.00</b>	<b>\$ 970.00</b>

Rev 9/10/10

**WEBSITE (WEB):**

1. WEB (host, domain, etc.) **\$ 0.00 Host pd until 2012 and Domain pd until 2014**
  2. PRINTING (copies, etc.) \$ 100.00 (Note: This line item would not appear in Tier 1.)
  3. VIRTUAL MTG WEBSITE \$ 468.00
- WEB TOTAL \$ 568.00**

NOTE: For this subcommittee of PR there may be a one time cost of about \$ 500.00 for software for web servant to be able to use system. Future updates may also necessary.

**NOTE:** The budget for this committee does vary yearly as the web-hosting bill only comes due every several years. Only additions and/or increases will be incurred.

LINE ITEM	TIER 1.	TIER 2.	TIER 3.
<b>OUTREACH (OR) – TO COLORADO LOCATION <u>NOT</u> SERVED BY AN ASC:</b>			
<b>FELLOWSHIP DEVELOPMENT (FD) – TO AID ASC's AND GROUP CARRY THE MESSAGE:</b>			
1. LITERATURE	\$ 200.00	\$ 250.00	\$ 300.00
2. PRINTING (posters, flyers, mtgs lists)	\$ 100.00	\$ 150.00	\$ 200.00
3. POSTAGE	\$ 22.00	\$ 44.00	\$ 88.00
4. TRAVEL	\$ 110.00	\$ 150.00	\$ 200.00

Rev 9/10/10

**K. H&I, Dawn H**

**The** H&I regional subcommittee last met September 11, 2010 in Northglenn, Colorado at the Huron Street Anythink Library. The following areas were present; Pikes Peak and Mile High with a report from Mountain's High.

**Budget:** We discussed the upcoming budget proposal and agreed and voted on the following, literature, \$300, packet development, \$50, printing, \$50, travel, \$100.00, and meeting space, \$120.00., for a total of \$670.00 for the year. This budget if passed today will fall under tier 2. Literature we take into DOC, hand out to areas that are struggling with H&I, and use for packets that may be needed for PR events. In making up packets we will need materials to construct those packets and if any major printing is to be done we will have the resources. Travel allowance is for gas only and since we are self supporting, we will need monies for our rent at the meeting places we use. I am asking for a \$50.00 disbursement for gas today, which is within our budget. This disbursement will be for Terry C. for her travel to DOC facilities throughout the state.

**DOC:** Terry C. and H&I members from the Pikes Peak area met with the staff at Arkansas Valley in Crowley, Co last month. We have so few H&I members, that to carry in a message of recovery to those addicts who are suffering is next to impossible. We have agreed with this facility to participate in a pilot program that began last Monday, 9-13. There will be a meeting the 2<sup>nd</sup> and 4<sup>th</sup> Monday from 7 pm to 9 pm for the months of September and October and then at least once a month thereafter depending on the level of commitment to support the meeting. It is our hope that the addicts within the facility will push to have meetings on their own during the times that we are not there. In regard to applications for DOC clearance, we now have to have a new one filled out each year with either Terry C. or Tracey T. cosigning. There was some confusion with this process and has since been rectified. If there are any questions regarding this, please attend the H&I regional subcommittee meeting, or send a report to me. We are unaware of what is happening in your areas unless notified.

**Mile High** and Pikes Peak areas are doing well with a good level of commitment and support. It was really nice to receive a report from Mountains High area H&I chair and they are doing well with what they have. We seem to continue to run into obstacles in going up there each time we set a date, but will continue to be in contact and our next tentative date for a presentation is March 5<sup>th</sup>, 2011.

A couple of other items are the need for a vice chair and secretary for our committee, that we are in the process of searching for a new meeting location for 2011, and our excitement for the H&I slot at CRCNA. I am still trying to line up chairs for a brief blurb on their area H&I that will happen directly before the play. Mile High, Pikes Peak, and Mountains High are the only areas that have given me notice about wanting to participate. I will be on vacation for the next two weeks but will be back in Colorado on Saturday, 10-02 and can be reached that week. I also will try one more time to contact the other areas.

**Our** next meeting will be the second Saturday in November, the 13<sup>th</sup> at the Anythink library once again, and which will be our last meeting there. We are looking for another location because they will begin to charge \$25.an hour for the use of the room we use. Also we have decided to try virtual meetings on the off months and I will be speaking with the Web Servant chair about this in the immediate future Happy in service....Dawn H.

## L. Guideline Revision, Chuck C

### M. WSLD, Mac M

On November 21st following the CRSC Meeting at 3:30pm we will have a kick off meeting for WSLD.

If you are wondering what WSLD is please go to: [www.wslid.org](http://www.wslid.org)

Below is the information that is posted on the Region calendar. **[please see Appendix A]**

Unfortunately I did not get this notice out prior to several ASC Meetings, if you would, please pass this along to any one that might be interested.

Hope to see you there.

Please feel free to call me if you have any questions.

ILS,

Mac

CRSC-WSLD Ad-hoc Chair

720 328 1119

Event Date: November 21, 2010

starting at: 3:30 PM and ending at: 5:00 PM

Location:Denver Inner City Parish

1212 Mariposa St  
Denver

Western Service Learning Days is coming to Colorado in 2012.

WSDL is Service Conference dedicated to all aspects of NA Public Relations.

We are looking for people to form this committee. Knowledge of PR is not a requirement.

What we are looking for is experience as Treasurer, Secretary, Web-site, Graphics, Hotels and an overall enthusiasm to help host this event that has not been in Colorado since 1989.

#### **N. Boulder RCM's , Aaron F and Katlin B**

As the RCM and RCM II, we submit the following report. In loving service, Aaron F. and Katlin B.

Boulder area consists of 21 groups hosting 28 meetings weekly.

Public information - Needs support to maintain literature racks. Looking into changing format of area meeting schedule, specifically taking out hard to read maps. Next meeting Nov 30th 630pm at So Fresh, So Clean location

Hospitals and Institutions - Men and women needed for Boulder County and Adams County jail meetings. Sunday meeting at Longmont United Hospital when there are patients interested in an NA meeting. Boulder chairperson Leonard H. can be contacted if interested in joining phone list. Next meeting Jan 8, 2011 YWCA 630pm

Phone line - Always looking for support. Clean time requirement of 6 months with a clear NA message of recovery.

Activities - Tri-area New Year's Bash slated in Longmont at The Plaza Hotel (old Radisson, same place as last year's). LIMITED tickets avail now \$20 a piece for banquet and dance. \$7 for just dance at the door. Meeting in between (free). See attached flyer for details. Next meeting Nov 30th after So Fresh, So Clean.

CRCNA - elections for new CRCNA liason at next area meeting.

Web - in process of redesigning Boulder Area website...stay tuned

Newer meetings in area:

Meditation meeting Sun 5:30pm at same location as Barrel Full of Recovery in Gunbarrel. 45 minutes continuous meditation...

Men's Meeting - Sat 10am Kalmia and 28th St. Boulder

**O. Bringing Freedom East, Rich R**

9/19/10

RCM report

3 groups are struggling with attendance. Part of this is BFE, eh? We have activities around the area and had our first area picnic in OTIS, CO, Around 37 people attended.

We are working on possibly starting a meeting in Akron, CO.

We are working on some H&I outreach in jails in the area.

We take meetings into Sterling Correctional Facility. They have a meeting run by inmates, started by inmates. It is weekly. Volunteers have to attend, another group is in the prison since NA can only cover H&I once a month. We go in once a month to take NA in.

In Service

Rich R

RCM

BFE

**P. Mile High RCM, Patty H**

All but one Subcommittee Chair position are filled, H & I continues to get requests to hold meetings at new facilities and are cautious of taking on no more than they can handle.

Open positions:                   Phoneline Subcommittee Chair

Upcoming activities (posted online)

- ◆ October 30, 2010 – Freakers Ball – 1212 Mariposa, Denver, CO 7:00 pm to midnight
- ◆ December 31, 2010 – New Year's Eve Dance - Longmont

Currently we have 56 groups with 112 meetings a week – there are 6 meetings from other areas listed on the meeting list.

The MHASC will be conducting Area Inventory at our November ASC meeting.

The NAYC (NA Youth Committee) Ad Hoc committee has been disbanded.

The MHASC is still researching liability insurance coverage and costs. The coverage would be for area events and possibly umbrella for meetings. We would like input from any other areas that may be faced with the same situation. Please contact Dennis C. (MHASC Chair 720-373-6045) or Mac (720-375-0896) to discuss further.

I received the pamphlet in regards to the service system workshop, made copies for distribution to our area GSR's and announced the brief presentation that would be given today.

In closing, I think it would helpful if the RCM's are provided, at least a week in advance, an outline or agenda of events that are to take place at our assemblies.

In loving Service - Patty H  
[Phudson22898@gmail.com](mailto:Phudson22898@gmail.com)  
 303.994.1984

- Q. Mountain High RCM, John W**
- R. Mountains West RCM, Keith K**
- S. Off The Wall RCM's, Shawn H, Jim M**
- T. Serenity Unlimited RCM, Michael H**

**III OLD BUSINESS**

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- A RD, RDA Term Motion – Failed
- B Motion to send RD, RDA to a Service System Project Workshop – Failed *[Appendix B]*

**IV ELECTIONS**

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- A Brenda is our new RD; Chuck is new RDA.

**V NEW BUSINESS**

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- A CNAC Proposal passed *[Appendix C]*



- B WSLD Proposal passed *[Appendix D]*
- C Advance Funds Requests
  - 1. Regional PI CRCNA Workshop *[Appendix E]*
  - 2. WSLD Travel *[Appendix F]*
- D Expenditure Vouchers
  - 1. Rocky Mtn Zonal Forum Rent *[Appendix G]*
  - 2. H&I Travel *[Appendix H]*

## **VI CLOSING TREASURER REPORT**

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### CLOSING TREASURER'S REPORT

Opening Cash Balance: \$10,067.47

Income:

Donation from Off The Wall Area - \$500.00

Disbursements:

Travel Expenses -Hospitals & Institutions	\$50.00
Reimbursement - Space Rental, Rocky Mountain <b>Zonal Forum</b>	61.91
Advance - Public Information Workshop Expenses	350.00
Advance - World Service Learning Days (Fresno, CA) Expenses	<u>300.00</u>
	\$761.91

Interim Cash Balance: \$9,805.56

Encumbered Funds: \$7,530.68

Interim Unencumbered Funds: \$2,274.88

NA World Services - Donation: \$1,000.00

Ending Cash Balance: \$8,805.56

Encumbered Funds: \$7,530.68

Unencumbered Funds: \$1,274.88

## **VII ADJOURNED 5:18 PM**

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## **VIII NEXT MEETING NOV. 21<sup>ST</sup>, 1212 MARIPOSA STREET, DENVER**

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## Appendix A

### **Colorado Region of Narcotics Anonymous Regional Website Survey**

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The Colorado Region of Narcotics Anonymous is looking for input on how to improve our regional website. The current website is located at [www.nacolorado.org](http://www.nacolorado.org). We would like to know how you think this site could be improved to better serve three categories of users; current NA members, addicts seeking help, and professionals seeking information about Narcotics Anonymous in Colorado. Please restrict input to the Regional website as individual areas are responsible for the content and look of their area specific sites. There is no plan to include any sort of chat room or social networking service into the regional website. You can email surveys to [nacolorado@nacolorado.org](mailto:nacolorado@nacolorado.org). The survey can be found at [www.nacolorado.org/region/CRCN Website Survey.doc](http://www.nacolorado.org/region/CRCN_Website_Survey.doc).

- 1) What do you use the website for?
- 2) What do you like about the current website?
- 3) What parts of the current website do not function correctly?
- 4) What do you not like about the current website?
- 5) What content is missing from our website?
- 6) What should be removed from our website?
- 7) What is the single most critical item needing change on our website?
- 8) What specific suggestions can you make for improving our website? *Please be as specific as possible and include examples wherever possible. Links to specific web pages, screen shots, or mockups you have made would be very useful. Vague suggestions such as 'more user friendly' or 'easier to read' are not helpful.*

We will also be seeking content contributions and development work from NA members once we compile the survey results and determine what needs to be done. If you would be available to contribute to the textual content or website layout development of an updated regional website then please include your contact information below.

Name Phone Email

List your web development skills or the area you could write content for:

Appendix B



CRSC PROPOSAL FORM

Date: 9-19-10

Proposal: TO SEND THE RD & RDA TO A SERVICE SYSTEM PROJECT WORKSHOP...

AIRFARE - \$600.00

HOTEL - \$200.00

FOOD - \$100.00

Intent: TO BRING BACK MORE CURRENT INFORMATION ABOUT THE SERVICE SYSTEM.

Maker: BRENDA E.

Tradition, concept or spiritual Principle on which it is based: 8<sup>th</sup> CONCEPT  
OUR SERVICE STRUCTURE DEPENDS ON THE INTEGRITY AND EFFECTIVENESS OF OUR COMMUNICATIONS

Disposition:

Consensus Yes 1 No 1  
Blocked Yes 1 No 0  
Abstain? Yes 0 No 0

*motion failed*

blocked based on: with concept (JANUARY USE OF 1, 2012)

CRSCNA -- PO BOX 1437 -- Denver, CO 80201 e-mail: [nacolorado@nacolorado.org](mailto:nacolorado@nacolorado.org)

**Appendix C**



*Motion Carried*

**CRSC PROPOSAL FORM**

**Proposal:** To implement a three phase negotiating process which supports the  
fundamental requirements of the hotel or contract.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Intent:** To create a reoccurring and consistent mechanism for developing  
contracts, utilizing the experience of members who have come before us, and fulfilling a  
stated purpose of CNAC Inc.

\_\_\_\_\_

**Maker:** CNAC Inc. Committee

**Tradition, Concept or Spiritual Principle on which proposal is based:** \_\_\_\_\_  
Concepts three, Concept five

\_\_\_\_\_

**Disposition:**

Consensus Yes  No

Blocked Yes  No

Block based on \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

*Standasides Ø*

Appendix D



CRSC PROPOSAL FORM

Date: 9/17/10

Proposal: ASKING FOR \$300 FOR TRAVEL COSTS TO BRAND FOR WSLP BILL REPRESENTATION FROM COLORADO REGION NEEDS TO BE PROVIDED AT EVENT TO SUBMIT BILL

Intent: HELP WITH COSTS

Maker: AMC M

Tradition, concept or spiritual Principle on which it is based:

Tradition Ops - Unity  
Spiritual Principles of #5 II  
Worthy... Statement moral conduct; Service as a need under goal

Disposition:

Consensus Yes  No   
Blocked Yes  No   
Stand aside Yes   
blocked based on:

motion passed

**Appendix E**

CRSCNA TRFAS.IRFR

**CRSCNA – ADVANCE FUNDS REQUEST**

*Please use ink and print legibly. Retain 1 copy; forward 1 copy to CRSCNA Secretary with your proposal.*

I request that an advance-of-funds check be drawn to pay for the designated and/or proposed and approved materials, equipment, services or other expenses listed here which can not be purchased by other methods:

Items:	Amount
Regional PFI CRSCNA Workshop	350.00
TOTAL	350.00

Is this an approved Budget expenditure?  Yes  No (If "Yes," Budget Group and Item)

Detail / Line Name: \_\_\_\_\_

Print name, address and telephone number of the person this check should be made payable to:

Tawoni Corcoran  
 618 Eaton Circle  
 Superior CO 80027  
 Telephone 303-994-7345

Mail?  
 Give to Requester  
 for hand delivery?

**I acknowledge and accept the following terms:**

- (1) I accept full responsibility for the custody of these funds.
- (2) Funds may not be used for any purposes other than those requested above.
- (3) This purchase is subject to all CRSCNA purchasing policies and procedures, including conflict of interest, competitive bids or comparative price quotes; and
- (4) **Following these expenditures, a completed CRSCNA Expenditure Voucher - with a copy of this Advance Funds Request and detailed, formal receipts from the vendors - must be submitted along with any unspent funds.**

Date I expect to be able to make a final settlement with receipts: November CRSC

Requester's Printed Full Name: Tawoni Corcoran Signature: [Signature] Date: 9-19-10

**CRSCNA SECRETARY'S USE ONLY**  
 CRSCNA vote/can and date: [Signature] 9/19/10

**TREASURER'S USE ONLY** Check # 390 Dated \_\_\_\_\_ Posted \_\_\_\_\_

Reconciliation / Return of Advance:

Expenditure Voucher Received: \_\_\_\_\_ Date: \_\_\_\_\_

"Paid" Receipts Attached: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Unexpended Funds Returned: \_\_\_\_\_ Amount \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

AMN (Rev. 02/2010)

# Appendix F

CRSCNA TREASURER

## CRSCNA - ADVANCE FUNDS REQUEST

*Please use ink and print legibly. Return 1 copy forward 1 copy to CRSCNA Secretary with your Proposal.*

I request that an advance of funds check be drawn to pay for the budgeted under proposed and approved materials, equipment, services or other expenses listed here which can not be purchased by other methods:

Items: <u>AIRFARE TO F.R. 29.10</u>	Amount: <u>200.00</u>
<u>HOTEL</u>	<u>100.00</u>
(If more space is needed, use the rest of the reverse to continue. End here.)	<b>TOTAL</b> <u>300.00</u>

Is this an approved Budget expenditure? Yes  (No)  If "Yes," Budget Group and Item

Detail / Line Name: WELD BLD SUBMITTAL TRAVEL

Print name, address and telephone number of the person this check should be made payable to: HAROLD W. McAVELLA

Address: PO BOX 407  
CADDOCK, CO 80101

Telephone: 720 320 1119

Give to Requester for hand delivery?

- Acknowledge and accept the following terms:**
- (1) I accept full responsibility for the custody of these funds;
  - (2) Funds may not be used for any purposes other than those requested above;
  - (3) This purchase is subject to all CRSCNA purchasing policies and procedures, including conflict of interest, competitive bids or comparative price quotes; and
  - (4) **Following these expenditures, a completed CRSCNA Expenditure Voucher - with a copy of this Advance Funds Request and detailed, formal receipts from the vendors - must be submitted along with any unspent funds.**

Date I expect to be able to make a final settlement with receipts: MULTI-PURPOSE CASE

Requester's Name: H. W. McAVELLA Signature: [Signature] Date: 9/19/10

**CRSCNA SECRETARY'S USE ONLY**  
CRSCNA verification and date:

**TREASURER'S USE ONLY** Check # 291 Dated \_\_\_\_\_ Posted \_\_\_\_\_

**Reconciliation / Return of Advance:**

Expenditure Voucher Received: _____	Date: _____
"Paid" Receipts Attached: _____	Amount: \$ _____
Unexpended Funds Returned: _____	Amount: \$ _____
<b>TOTAL: \$ _____</b>	

CRSCNA Form 1-23-10

**Appendix G**

CRSCNA TREASURER

**CRSCNA - EXPENDITURE VOUCHER**

Please use ink and print legibly. Attach 1 copy forward 1 copy to CRSCNA Secretary with your Proposal.

**DO NOT USE THIS FORM TO REQUEST ADVANCE FUNDS.**

Advances require that you submit a completed CRSCNA - ADVANCE FUNDING REQUEST form to the CRSCNA Secretary with your Proposal.

I request that a check be drawn for the materials, equipment, services or other expenses described on the attached order, invoice or receipt and/or general narrative or proposal.

Type of Items / Purpose: Rent for Rack Mt. Zonal Forum Pro-Tax Amount: 61.00  
Sales Tax (if any): .91  
TOTAL: 61.91

Is this an approved Budget expenditure?  Yes  No if "Yes," Budget Group and Item

Detail / Line Name: Chuck Corcoran

Print name, address and telephone number of the vendor / person this check should be made payable to: 618 Easton Cir. Superior, CO 80027

Mail?  Give to Requester for hand delivery?  Telephone 303-994-2670

Is this an exact price or an estimated cost? \_\_\_\_\_

Above items purchased by bid or multiple price quotes? Yes No Not Applicable  
(If "Yes," item number in your files)

*Receipt*

Is this a reimbursement? Yes No (If "Yes," attach original receipt and invoice and date due you)

If this is a deposit, state the balance & date due: \$ \_\_\_\_\_

Requester's Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**CRSCNA SECRETARY'S USE ONLY**  
CRSCNA vendor or use case: Richard [Signature] 9/19/10

**TREASURER'S USE ONLY**  
Check # 389 Dated \_\_\_\_\_ Posted \_\_\_\_\_

ANSI Z39.5-2002



**Appendix H**

CRSCNA TREASURER

**CRSCNA - EXPENDITURE VOUCHER**

*Please use ink and print legibly. Retain 1 copy; forward 1 copy to CRSCNA Secretary with your Proposal.*

**DO NOT USE THIS FORM TO REQUEST ADVANCE FUNDS.**

*Advances require that you submit a completed CRSCNA - ADVANCE FUNDS REQUEST form to the CRSCNA Secretary with your Proposal.*

I request that a check be drawn for the materials, equipment, services or other expenses described on the **attached** order, invoice or receipt and/or general narrative or proposal.

Type of Items / Purpose: H&I travel Pre-Tax Amount: 50.-  
 Sales Tax (if any): -  
**TOTAL: 50.-**

Is this an approved Budget expenditure?  Yes No If "Yes," Budget Group and Item

Detail / Line Name: H&I travel - 150. TRAVEL

Print name, address and telephone number of the vendor / person this check should be made payable to:  
Dawn Herman  
1762 Rhyolite St  
Loveland, CO 80537  
 Telephone 970-663-1951

Mail?   
 Give to Requester for hand delivery?

Is this an exact price or an estimated cost? exact price

Above items purchased by bid or multiple price quotes? Yes No  Not Applicable  
*(If "Yes," keep records in your files.)*

Is this a reimbursement? Yes  No *(If "Yes," attach original receipt and circle amount due you.)*

If this is a deposit, state the balance & date due: \$ \_\_\_\_\_

Dawn Herman Dawn Herman Date 9.19.2010  
 Requester's Print of Full Name Signature

**CRSCNA SECRETARY'S USE ONLY**  
 CRSCNA selection and date: [Signature] 9/19/10

**TREASURER'S USE ONLY**  
 Check # 388 Dated \_\_\_\_\_ Posted \_\_\_\_\_