

COLORADO REGIONAL CONVENTION OF
NARCOTICS ANONYMOUS (CRCNA)
GUIDELINES

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INTRODUCTION

COLORADO REGIONAL CONVENTION OF NARCOTICS ANONYMOUS (CRCNA)

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 "CRSCNA") and is responsible and accountable to the Colorado Fellowship of Narcotics Anonymous and has legal, financial and insurance responsibility to the Colorado Narcotics Anonymous Convention, Inc., (CNAC), through its Board.

The purpose of CRCNA is to sponsor conventions held by members of Colorado NA 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 NA activities / events only.

Each CRCNA will maintain the basic theme of "UNITY". CRCNA is held annually in October or November. 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, renewable annually in November. CRCNA also has a sales tax use exemption. If a vendor requires proof, the CRCNA committee should reach out to CNAC; CNAC must work with the vendor on behalf of the committee member(s), to set up a tax exemption. All purchases of non-resalable materials, equipment, services, and the like are subject to sales tax as specified by law. 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.

All purchasing – 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 bids and results in a written contract. Seed money for CRCNA is \$15,000.00. Four signatures are required to be on the CRCNA checking account. Two of the four signers need to approve the check being written, and approval should be noted in an email for documentation.

According to NA Intellectual Property Trust, the name "Narcotics Anonymous" and the symbols (NA 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 NA 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 of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous and the 12 Concepts of Service of Narcotics Anonymous, the ability to exercise patience and tolerance, and active participation in the NA Fellowship. Must have a willingness to ask for help.

Subcommittee chairs will be voted on by the administrative committee and liaisons. As each Subcommittee chair is elected they will then be included in the voting.

Voting on the theme and logo contest will be administrative committee, Subcommittee chairs and liaisons. Contest winners shall be required to sign the CRCNA Theme and Logo Release Form (see ADDENDUM A) prior to use by the CRCNA Committee.

OVERVIEW OF CRCNA ADMINISTRATIVE COMMITTEE

- The CRCNA administrative committee will consist of a Chair, Vice Chair, Treasurer, Assistant Treasurer and Secretary. Election to these positions requires a CRSCNA vote at the September assembly or subsequent CRSCNA. An addict seeking any of these positions shall be present to qualify. Suggested clean time is a minimum of 5 years for Chair and Treasurer, 4 years for Vice-Chair and Assistant Treasurer and 2 years for Secretary.
- Terms for these offices usually end with the conclusion of all business for the CRCNA to which she/he is elected (at the January CRSCNA meeting following that CRCNA).
- Vice Chair position will roll over to Chair for the next CRCNA if approved by the CRSCNA vote of confidence confirmed at the November CRSCNA.
- The CRCNA Administrative Committee (Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer) will attend every CRCNA meeting. The CRCNA Chair, Vice Chair, and Treasurer will attend every CRSCNA.
- The CRCNA administrative committee will meet with any CRCNA members if necessary.
- The CRCNA administrative committee submits to the CRSCNA in March (for CRSCNA approval) proposed budgets for the administrative committee, each CRCNA Subcommittee and the convention in general.
- The CRCNA administrative committee submits to the CRSCNA no later than July (for CRSCNA approval) the workshop and marathon meeting topics.
- CRCNA and CRSCNA 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.
- A committee member can only have two unexcused absences then they are considered resigned.

JOB DESCRIPTION FOR CRCNA 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 of all CRCNA activities and communication of any needs or problems both within the CRCNA committee and onward to the CRSCNA.

TASKS

- Is responsible for CRCNA correspondence and maintaining CRCNA files. See ADDENDUM B: CRCNA Broadcast Email Policy.
- Sets the agenda and shall preside over all general CRCNA meetings.
- Opens the meeting at the scheduled time and facilitates discussion of any proposals on the floor.
- 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).

- Creation of a timeline for all Subcommittee responsibilities/tasks.
- Submits a written report of all CRCNA activities at each CRSCNA and completes a final written summary and final CRCNA report to the CRSCNA.
- Coordinates all CRCNA Subcommittees. This coordination requires the ability to attend meetings of Subcommittees and to work with the Vice Chair to ensure that all parts of CRCNA are progressing smoothly and effectively.
- 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 with the CRCNA Treasurer and the CNAC Board.
- Is a member of the CNAC Board and will fulfill any CNAC requirements.

JOB DESCRIPTION FOR CRCNA ADMINISTRATIVE VICE CHAIR

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

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 with setting timelines and meeting deadlines.
- Submits a written report at each CRCNA meeting.
- Submits a written report at each CRSCNA and Regional Assembly meeting.
- Advises Chair on business meeting process.
- Assemble and facilitate a small group of addicts to move, set up, and monitor the Archive display at CRCNA a minimum of every 5 years.
- Assist the Regional Vice Chair in updating the instructions as to space requirements, packing and storage if a needed change is discovered during CRCNA display.

JOB DESCRIPTION FOR CRCNA ADMINISTRATIVE TREASURER

The CRCNA Treasurer is in charge of CRCNA funds, income and expenditures. This elected trusted servant is responsible for financial accounting of CRCNA, not only to the CRCNA committee but also to the CRSCNA.

TASKS

- Works with the CRCNA Administrative Committee and each Subcommittee to prepare an effective proposed budget due to the CRSCNA in March.
- Keeps all records of transactions through a financial system approved by the CRCNA committee.

- Keeps track of income, expenditures, taxes collected and expended plus any other financial information necessary to conduct CRCNA business as directed by the CRSCNA.
- The Treasurer or another appointed Administrative Committee member should attend each event that generates cash. That Administrative Committee member will deposit the money from the event in a timely manner.
- Co-signs the CRCNA bank account, deposits all revenues within 5 business days, and reconciles 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. These forms should be available electronically to the committee at all times.
- Makes disbursements as approved by CRCNA and only if accompanied by completed, correct forms to which receipts have been attached. These forms and receipts may be provided electronically.
- Provides a copy of the CRCNA bank statement (as often as they are received) and makes them available upon request.
- Keeps a careful and thorough record of all contributions and expenditures. Provides this information in writing at each CRSCNA and submits a final written CRCNA financial report which is included in the end CRCNA report from the Chair to the CRSCNA.
- Prior to the convention, the Treasurer will obtain 3 locked bank bags. Throughout or following the close of the Convention, the Treasurer and at least one other Administrative Committee member will make the deposit in a timely manner.
- Submits a comprehensive written report (including but not limited to Profit/Loss Statement reconciliation of the checking account), at each CRSCNA and Regional Assembly meeting.
- Keeps a careful and thorough record of all CRCNA funds, providing this information in writing as directed to the CNAC for the purpose of tax filing and completion of the legal financial responsibilities of CRCNA. CNAC is responsible for the filing the taxes (Federal, State and local jurisdictions), CRCNA provides the monies due.
- Forwards all receipts to the CRCNA Chair at the close of CRCNA and in the case of an IRS audit, have financial records of CRCNA up to date.
- At the end of outgoing Treasurer's term all passwords should be changed by the new incoming Treasurer for financial systems.
- Uses ADDENDUM C: Purchasing Information and ADDENDUM D: Advanced Funds Request, to conduct CRCNA business.
- Is a member of the CNAC board and fulfills any CNAC requirements.
- Works with Registration in tracking newcomer funds. See ADDENDUM E: CRCNA Newcomer Fund
- Should have access to computer and spreadsheet software.

JOB DESCRIPTION FOR CRCNA ADMINISTRATIVE ASSISTANT TREASURER

The CRCNA Assistant Treasurer works under the direction of the Treasurer, performing all duties necessary for successful completion of CRCNA activities and events. This elected trusted servant is available to other CRCNA administrative committee members and to Subcommittees as a resource.

TASKS

- Servers as Treasurer in the absence of the Treasurer.

- Submits a written report at each CRCNA meeting.
- Attends each event that generates cash to assist Treasurer in money handling and recording.
- Assists at CRCNA as a 2nd money counter.
- Assists in making deposits throughout the convention.
- During the CRCNA cycle will assist Treasurer at least once with reports and reconciliation.
- Will obtain two cash registers for CRCNA.
- Will be responsible for all credit card readers distribution and return at end of convention.
- Should have access to computer and spreadsheet software

JOB DESCRIPTION FOR CRCNA ADMINISTRATIVE SECRETARY

The CRCNA Secretary is responsible for obtaining, producing 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

- Gathers information from the previous CRCNA final report to inventory and produce 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 CRCNA archives.
- Types and distributes copies of these minutes to each CRCNA Administrative Committee member, to each Subcommittee Chair, to the CRSCNA 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 e-mail and phone numbers of administrative committee members, the Subcommittee chairs, providing a current list to the CRSCNA Secretary for CRSCNA minutes (note: telephone numbers will not be posted on the CRCNA web site). Provide contact list to all CRCNA members having this list updated at each meeting.
- Assembles a final written report along with the CRCNA Chair to the CRSCNA of all CRCNA activities, finances and meetings.
- Submits all current (and any future) CRCNA records, information and archives to the CRSCNA when finished.
- Attend any CRSCNA 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, distributing items as necessary to appropriate Subcommittee Chairs; items of question are given to the 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.

JOB DESCRIPTION FOR CRCNA LIAISON

TASKS

- Clean time requirements are determined by the representative Areas.
- Attends every CRCNA Committee meeting with written report as a voting member representing their Area's conscience.
- 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.
- Coordinates Area Feedback following CRCNA. See ADDENDUM F: RCM Feedback Sheet.

GENERAL TASKS FOR SUBCOMMITTEE CHAIRS

Election to these positions require CRCNA Administrative Committee, Liaison and Subcommittee vote after the September General Assembly but before the CRCNA convention of the previous year so that new Subcommittee chairs can get involved and gain an understanding of the responsibilities of the position.

- 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 at the 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.
- Questions on process and procedure are referred to the CRCNA Administrative Committee.

JOB DESCRIPTION FOR CRCNA HOTEL AND HOSPITALITY SUBCOMMITTEE

TASKS

- Suggested clean time is 5 years.
- 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) with CNAC.
- Watches out for open-ended charges, especially coffee with CNAC.
- Coordinate all Hotel Contract activities with CNAC. 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 walkthrough of the hotel/conference center that includes meeting space and WIFI to hold the August CRCNA planning meeting.
- Sets up with the hotel a secure meeting space with WIFI to hold the final committee meeting the Thursday

evening of CRCNA weekend.

- 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.
- Establishes with CRCNA Committee the menus and prices of convention banquet.
- Ensures adequate connections are provided for Sunday DOC facilities. DOC Facilities need a dedicated private connection only used by DOC. The Sunday morning meeting needs a second connection made available for addicts to attend virtually.
- Secure 3 separate AV bids for comparison.
- Banners are to be hung up with hotel staff at convention.
- 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.

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 CRSCNA at the July CRSCNA meeting.

RELATIONSHIPS

- Works with the Program and Convention 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.
- Works with CNAC on all contract related issues.

JOB DESCRIPTION FOR CRCNA PROGRAM SUBCOMMITTEE

TASKS

- Suggested clean time 5 years.
- 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 according to current regional meeting list, (Marathon meetings and/or Workshops) that is sensitive to those special interests and additional needs (ex. LGBTQ+, Spanish, Young) currently comprising the fellowship of the Colorado Region of Narcotics Anonymous.
- 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. Also makes sure formats and readings are in designated workshop and marathon meeting rooms.
- 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.
- All speaker tapes should be received by May CRCNA meeting and main Speakers chosen by June CRCNA

meeting. 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 Programs related 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).
- 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 CRSCNA by the CRCNA Chair and Program Chair for CRSCNA approval.
- Any specific requests (DOC training, plays, etc.) to be included in the CRCNA program need to be received by the June CRCNA meeting. The CRCNA committee will do their best to provide space for these events assuming they do not incur additional expenses.

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 NA and are members, who base their recovery on powerlessness over addiction, identify themselves as addicts and attend NA meetings to sustain their recovery. These qualifications ensure that NA members will get an NA 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 10 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 and Display Subcommittee to prepare flyers to solicit speakers and to prepare the final printed Program for CRCNA.
- Works with the Registration, Convention Information and Convention Entertainment Subcommittees to distribute flyers soliciting speaker tapes for review.
- Works with Regional Service Committees (PR, PI, H&I and RD) to set up service workshops.
- Works with Regional Web Servant to update Marathon Meeting sign-up.

SOME HISTORICAL CONSIDERATIONS

For the majority of CRCNAs held thus far, the following patterns have been used:

- Friday Kick-Off Meeting:
 - 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: for example: Who is an Addict, What is the NA Program, Why are We Here, How it Works, the 12 Traditions of NA, We Do Recover and Just for Today.
- Saturday Banquet:
 - Chaired by CRCNA Chair with readers being as follows: Host/Hotel & Hospitality Chair; Printing & Display Chair; Merchandise: Chair; CRCNA Treasurer, and Assistant Treasurer, and CRCNA Secretary.
 - Clean Time Countdown - Chair of CRSCNA and Chair of CNAC.
 - Roll Call of States – RD and RDA.
- Sunday Breakfast:
 - Chaired by CRCNA Vice Chair
 - CRCNA H&I Chair and regional H&I Subcommittee chair should announce facilities to be online at the meeting.
 - Readers are to be assigned to DOC facilities using traditional NA readings.
 - In the event there are not enough DOC facilities to fulfill readings, subcommittee chairs for the following year’s CRCNA may fill in with a reading of their choice from approved NA literature.

JOB DESCRIPTION FOR CRCNA PRINTING AND DISPLAY SUBCOMMITTEE

TASKS

- Suggested clean time 5 years.
- Once elected must prepare flyers for logo contest.
- 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 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.
- Should have access to computer and Graphic Design Software.
- Coordinate and facilitate an Eternity Member Wall to be displayed during CRCNA.

APPROVAL NEEDS

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

RELATIONSHIPS

- Works with Program, Registration, Convention Information, and Merchandise so these Subcommittees have flyers and signs as needed.

JOB DESCRIPTION FOR CRCNA CONVENTION ENTERTAINMENT SUBCOMMITTEE

TASKS

- Suggested clean time 5 years.
- Arranges venues, times for CRCNA kickoff event. 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 CNAC Board for contracts over \$1,000 and CRCNA Treasurer for all other contracts to have a written contract for all services needed e.g. venues, bands/DJs, food, etc. See ADDENDUM G: CRCNA Income Report Convention Entertainment
- Requests disbursements for fundraisers, accounting for these funds on the approved financial forms with receipts.
- Collects revenues from the fundraisers, accounting for 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.
- 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 cleanup, arranging to keep events in accordance with our spiritual principles while we are out in the community.

APPROVAL NEEDS

- The CRCNA kickoff event, 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 Chair or Vice Chair 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 and 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.
- Works with Web chair and Liaisons to distribute flyers and announce events.

JOB DESCRIPTION FOR CRCNA MERCHANDISING SUBCOMMITTEE

TASKS

- Suggested clean time 5 years.
- Efforts of this committee are based strictly on the need to generate funds to ensure the success of CRCNA.
- Gets 3 bids for on-site 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 other outside 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. See ADDENDUM H: CRCNA Income Report Merchandise.
- 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. 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.
- 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 hotel vault.
- Makes attempt to secure jewelry contract and other outside vendors.
- Makes attempt to have literature available for sale at convention.

APPROVAL NEEDS

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

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 and 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 Convention Entertainment Subcommittee to sell approved items at all pre-convention events.

JOB DESCRIPTION FOR CRCNA REGISTRATION SUBCOMMITTEE

TASKS

- Suggested clean time 5 years.
- Maintains an e-mail list to pass on to the following year's registration chair.
- Work with Printing and Display to prepare a registration flyer, having compared and evaluated previous formats, taking care to include all information that might be needed by the Program, Convention 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.
- CRCNA Committee should discuss and vote on use of onsite day passes or not.
- Cost of onsite day pass registrations should be at least half of the full registration price.
- 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). Will try to coordinate cut-off dates with Convention Entertainment events.
- Establishes clear deadlines/agendas for registration packet.
- 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.
- CRCNA Chair, Vice Chair, Treasurer or 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 bank bags and then put in hotel vault.
- Keeps a careful watch over incoming 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. See ADDENDUM I: CRCNA Income Transmittal Registration.
- 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 Hotel and Hospitality Subcommittee Chair the cut-off times for banquet and breakfast ticket sales.
- 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.
- Work with Treasurer in tracking newcomer funds. See ADDENDUM E: CRCNA Newcomer Fund.

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 Hospitals and Institutions 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, NAWS, and the NA World Convention. A mailing needs to go out at least 4 months prior to the convention.
- Works with the Convention Entertainment Subcommittee to register attendees at CRCNA events starting with the Kick-Off fundraiser.
- Works with the Hotel and 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 CRCNA CONVENTION INFORMATION AND WEB SITE SUBCOMMITTEE

TASKS

- Suggested clean time 5 years.
- Inform NA 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.
- The website must be maintained and updated on a regular basis from beginning to end of the CRCNA cycle.
- Contacts the "NA Way" with the dates and location of the convention as soon as they are available.
- Contacts NAWS for lists of other regions and areas for mailing flyers as soon as they are ready, keeping this list up to date.
- 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 currently popular web interfaces to ensure pages are readable and functional.
- Administer, update and maintain CRCNA registration, merchandise and banquet pre-sales through use of currently popular e-commerce webstore plugin, service, or application.
- Administer, update and maintain webstore from registration opening date until two days before CRCNA, or as otherwise directed by the CRCNA committee.
- Report store registration sales on a weekly basis to the Registration Subcommittee.
- Report store merchandise sales on a weekly basis to the Merchandise Subcommittee.
- Enable and manage collection of clean dates for each registration purchased through the webstore.

- Administer online signups for marathon meetings and hospitality room (if applicable) when directed by the Programs Subcommittee and Hotel and Hospitality Subcommittee.
- Notify the Colorado fellowship of all CRCNA activities and meetings using the CRCNA website and Regional calendar.
- Publish a printable registration form for downloading by fellowship members.
- Inform the NA fellowship of the upcoming convention via the Internet, email, and social media pages.
- Publish activity flyers on the website according to the guidelines for the Convention Entertainment Subcommittee.
- Respond to and forward all CRCNA related emails 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, broadcast emails, 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, NAWS, 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 and Hospitality Subcommittee to distribute information ensuring that all information is up-to-date and accurate.
- Works with Print and Display Subcommittee to receive and publish convention fliers, printable registration form and Convention Entertainment event fliers.

JOB DESCRIPTION FOR CRCNA HOSPITALS AND INSTITUTIONS SUBCOMMITTEE TASKS

- Suggested clean time 5 years.
- Tracks all non-paying attendees as a method of assuring necessary funds for holding CRCNA remain available.
- Generates a list of H&I facilities 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.
- 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, NAWS, and the NA World Convention. Mailings need to go out as voted on by the Subcommittee.
- 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 login method to record the numbers of institutions that participated.
- CRCNA H&I Subcommittee chair and Regional H&I Subcommittee chair will announce facilities attending by phone at Sunday morning meeting.

APPROVAL NEEDS

- The CRCNA Committee approves any additional registration packet contents.

RELATIONSHIPS

- Works with Registration Committee to coordinate number of H&I registration packets and contents.
- Works with Programs Committee to plan and facilitate an H&I workshop.

ADDENDUM A: CRCNA Theme and Logo Release Form

CRCNA THEME AND LOGO RELEASE FORM

I, _____, hereby release all ownership rights to my theme and logo submissions (jointly referred to herein as the "Logo") to the Colorado Regional Convention of Narcotics Anonymous ("CRCNA"). I understand that relinquishment of these ownership rights means:

1. I no longer have any right, title or interest in or claim to the Logo.
2. I may not in any way, without the permission of CRCNA, publish or otherwise use the Logo.
3. CRCNA owns all rights to the Logo and may use the Logo for any upcoming convention(s), or in any other setting.
4. CRCNA has the right to reproduce the Logo for any use without my permission.

Signature: _____

Printed Name: _____

Date: _____

ADDENDUM B: 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 CRCNA website.

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 have 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 inappropriate use will cause a negative reaction from those who receive the mail.

2. Allowable Use

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 below 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.

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.)

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 Subcommittee 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.

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 CRCNA website.

ADDENDUM C: CRCNA Purchasing Information

CRCNA PURCHASING INFORMATION

Please use ink and print legibly

Subcommittee - Retain one copy; attach one copy to each Expenditure Voucher form submitted. Information provided here is related to an Expenditure Voucher submitted in the amount shown and to the payee noted:

Date: _____ \$: _____ Payee: _____

Formal, written competitive bidding is not required for purchase of a single item or service estimated at \$250 or less or for a group of two or more similar or similar purpose items, the total cost of which is estimated at \$500 or less. In such instances, three comparative price quotes will be sufficient (telephone quotes are acceptable). The Subcommittee must maintain a written record of all such quotes including the potential vendors' names, locations, telephone numbers and, where practical, contact persons, as well as the list of items to be purchased and the quoted prices.

Persons involved in purchasing of any sort are cautioned to avoid conflict of interest and the appearance of such conflict of interest. Questions of applicability and appropriateness should be directed to the Administrative Committee.

Emergency purchases by cash: Approval by at least one member of the Administrative Committee is required in order to purchase any services or materials from cash received at an event. Approved expenditures must be reported on an Expenditure Voucher, with detailed receipts attached.

Purchases that exceed the limits above (\$250.01+ or \$500.01+) are subject to competitive bidding. At least three written bids are required in response to written bid specifications for the products or services to be provided, resulting in a written contract. A "No Bid," which is signed, dated and submitted by a legitimate potential vendor may count as one of the three bids. All bids received must be kept in the Subcommittee's files and must be forwarded to the CRCNA archives at the end of CRCNA.

CRCNA has a Colorado Resale Sales Tax Exemption License. Sales tax should not be paid on items that are to be resold. **CRCNA's Resale Sales Tax Exempt number is 27- 41880-0000.** For those vendors who may require it, the **CNAC dba CRCNA FEIN is 27-2105051.**

CRCNA also has a sales tax use exemption. If a vendor requires proof, the CRCNA committee should reach out to CNAC; CNAC must work with the vendor on behalf of the committee member(s), to set up a tax exemption.

This Expenditure Voucher is the result of: _____ Comparative Price Quotes

_____ Competitive Written Bids

NOTE: Reimbursements are subject to the policies and procedures above. Bids or quotes were received from the following in the amounts indicated:

_____	\$ _____
_____	\$ _____
_____	\$ _____

(If more than three received, continue list on reverse)

Is this purchase from the lowest bidder? If not, why not?

ADDENDUM D: Advanced Funds Request Treasurer

CRCNA - ADVANCE FUNDS REQUEST

Please use ink and print legibly - 2 copies. Subcommittee- Retain 1 copy; forward 1 copy to CRCNA Treasurer.

The _____ Subcommittee requests that a check be drawn as indicated below to pay for the budgeted materials, equipment or services listed and which can not be purchased or obtained by other purchasing methods:

Items: _____ TOTAL: \$ _____

Name, address and telephone number
of the person to whom this check
should be made payable _____

Telephone _____

As Subcommittee Chairperson, 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 CRCNA purchasing policies and procedures, including those related to competitive bids or comparative price quotes; and (4) Following the purchase, a completed CRCNA Expenditure Voucher form with a copy of this Advance Funds Request form, a completed CRCNA Purchasing Information sheet and a detailed receipt from the vendor, signed and marked "Paid," must be submitted along with any funds remaining or not paid out.

Printed Full Name Signature Date: _____

Mail? _____
Give to Subcommittee for hand delivery? _____

TREASURER'S USE ONLY-
Check # _____ Dated _____ Posted _____ Reconciliation of
Advance:
Expenditure Voucher & Purchasing Information Received: _____ Date: _____
"Paid" Receipt Attached: _____ Amount: \$ _____
Unexpended Funds Returned: _____ Amount: \$ _____
Total Accounted For: \$ _____
CRCNA SECRETARY'S USE ONLY-
If not in budget, CRCNA vote/action and date: _____

ADDENDUM E: 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:

- All donations in this convention cycle will be applied to the registration of newcomers.
- 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 at the next convention.
- CRCNA defines a newcomer as a member of our fellowship with 90 days or less clean time.

ADDENDUM F: RCM Feedback Sheet

In the past we have tried to receive information from each area about how they felt about different events and meetings at CRCNA. Please take the time to ask some members from your area what they thought of this past CRCNA and let us know what was enjoyed and what could be improved upon. Thank you for your input.

What did members in your area feel was most successful?

Which areas could we improve upon?

General _____

Hotel & Hospitality _____

Programs _____

Print & Display _____

Convention Entertainment _____

Merchandise _____

Registration _____

Convention Information & Website _____

Hospitals & Institutions _____

These forms will be passed along to Subcommittee Chairs for the upcoming CRCNA so that they can take this information into advisement.

ADDENDUM G: CRCNA Income Report Convention Entertainment

CRCNA INCOME REPORT – CONVENTION ENTERTAINMENT

Please use ink and print legibly—2 or 3 copies. Registration Subcommittee Member: Retain a receipted copy for your records, forward 2 copies to Administration or 1 copy if directly to Treasurer. Administration: Retain a receipted copy when forwarding 1 copy to Treasurer.

Today's Date:	Date of Activity:	Event Name:
Event Sponsor:		Est. # Attendance:
Event Location Details		
City/Town:	County:	State:
TOTAL AMOUNT RECEIVED:		\$

TRANSMITTAL OF FUNDS (TOTAL AMOUNT RECEIVED):

Subcommittee Representative:

Printed Full Name Signature

To Admin Committee Representative:

Printed Full Name Signature

To CRCNA Treasurer:

Printed Full Name Signature

INCOME RECAP					
Income Description	Credit to Line Item	CASH	CHECKS	CHARGES	TOTALS
Admissions					
Participation Fees					
Merchandise					
Meals					
Food & Beverages					
Donations					

Raffle Tickets					
Auction					
Newcomer Fund					
Commissions*:					
Other*					
TOTALS		\$	\$	\$	\$

*Detailed Explanation:

TREASURER'S USE ONLY:					
Date Posted:		Date Checks/Cash Deposited:		Date Charges Processed:	

ADDENDUM H: CRCNA Income Report Merchandise

CRCNA INCOME REPORT – MERCHANDISE

Please use ink and print legibly—2 or 3 copies. Registration Subcommittee Member: Retain a receipted copy for your records, forward 2 copies to Administration or 1 copy if directly to Treasurer. Administration: Retain a receipted copy when forwarding 1 copy to Treasurer.

Today's Date:	Date of Activity:	Event Name:
Event Sponsor:		Est. # Attendance:
Event Location Details		
City/Town:	County:	State:
TOTAL AMOUNT RECEIVED:		\$

TRANSMITTAL OF FUNDS (TOTAL AMOUNT RECEIVED):

Subcommittee Representative:

_____ Printed Full Name Signature

To Admin Committee Representative:

_____ Printed Full Name Signature

To CRCNA Treasurer:

_____ Printed Full Name Signature

INCOME RECAP					
Income Description	Line Item	CASH	CHECKS	CHARGES	TOTALS

ADDENDUM I: Income Transmittal Registration

CRCNA INCOME TRANSMITTAL – REGISTRATION

Today's Date:	Date of Activity:	Event Name:
Event Sponsor:		Est. # Attendance:
Event Location Details		
City/Town:	County:	State:
TOTAL AMOUNT RECEIVED:		\$

TRANSMITTAL OF FUNDS (TOTAL AMOUNT RECEIVED):

Subcommittee Representative:

Printed Full Name Signature

To Admin Committee Representative:

Printed Full Name Signature

To CRCNA Treasurer:

Printed Full Name Signature

INCOME RECAP				
Income Description (line item):	CASH	CHECKS	CHARGES	TOTALS
Registration:				
Early Bird (02.1)				
Pre-Registration (02.2)				
Full Priced Registration (02.3)				
Meals:				
Banquet Dinners (08.1)				
Breakfast (08.2)				
Dessert (08.3)				

Merchandise (03.2)				
Newcomer Donation (05.1)				
TOTALS	\$	\$	\$	\$

TREASURER'S USE ONLY:

Date Posted:		Date Checks/Cash Deposited:		Date Charges Processed:	
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