

# Coastal Bend Area of Narcotics Anonymous (CBANA)

## Recovery by the Sea Policy & Procedures

### I. Introduction

This body shall be known as the Recovery by the Sea (RBS) Planning Committee. This committee will be responsible for the organization, planning, and operations of this annual event. The core members (Facilitator and Co-Facilitator) of the RBS executive planning body will be responsible for reporting the progress of all relevant activities concerning the upcoming RBS to the CBANA Area Service Committee (ASC). This guideline will provide direction for the ASC and all committee members. Any deviations shall be brought forward to the ASC for guidance and/or approval.

### II. Purpose

The purpose is to provide a beach front gathering for addicts and their families to come together. This annual event is to provide a spirit of unity and fellowship to celebrate recovery while promoting our primary purpose of carrying a message of recovery to the addict who still suffers. RBS will be held the last full weekend of July each year unless change is adopted by the ASC.

### III. RBS Executive Planning Body

The executive planning body of RBS will contain 2 core members and 6 support positions. Each position will be involved in the primary event process; however, responsibility for the event ultimately rests with the core members. The executive planning core will consist of the Facilitator and Co-Facilitator. The Facilitator shall be for a 1 year term and the Co-Facilitator shall be for a 2 year term. The Co-Facilitator from the previous year will transition into the Facilitator responsibilities for the upcoming RBS year. In the event both positions become vacant, nominations and elections shall be made. Nominations and elections for these positions will be held the following 2 months after the previous RBS has ended. It is suggested that nominations for these positions be made in September and candidates voted in during the October regular ASC session. Any member of the Coastal Bend Area of NA may be nominated for these positions. Candidates should meet policy requirements and qualifications for the position being nominated.

#### Core Members

The core members of the RBS Planning Committee will be the Facilitator and Co-Facilitator of the event. Communication and responsibility for the process of the event ultimately lies with the core members. The RBS Executive Planning Body shall be guided by the core members utilizing CBDM and Robert's Rules of Order for discussion during the planning and development of the event. The ultimate decision for any RBS subcommittee direction will rest with the core members with support positions taken into account. All RBS executive planning body members are responsible to the ASC and the groups CBANA serves.

#### A. RBS Facilitator

The Co-Facilitator from the previous year's RBS is required to transition into the Facilitator position for the upcoming year. If under situations that this position becomes vacated or the candidate is removed from the position through ASC voting, the position will be opened for normal nominations and election to fill the vacancy.

#### Requirements/Qualifications:

- Willing and able to help load/unload and inventory items on Sunday after the event.
- Minimum of 5 years continuous clean time.

- A 1 year position commitment.
- Willing to give time, energy, and resources necessary.
- Responsible for all operational functions of RBS.
- Primary signer on the RBS bank account.
- Organizes and delegates required tasks to specific subcommittees.
- Maintains a working and functioning budget for RBS.
- Prepares agenda and chairs the RBS Planning Committee meetings.
- Reports event progress, relevant problems, and budget at monthly the ASC meeting (Facilitator or Co-Facilitator).
- Advanced planning for RBS registration on the CBANA website as coordinated by the Web Servant.
- Willing and able to practice tolerance, acceptance, patience, and humility.
- Previous similar event experience and active participation in the CBANA fellowship.
- Previous experience serving at the Area level as an officer, subcommittee chairperson or subcommittee member (*this requirement cannot be waived*).
- A continuous history of financial stability due to the high dollar of funds generated by the event.
- Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service as well as familiarity with relevant spiritual principles.
- Open minded to hear all viewpoints. Ability to handle disputes in a spiritual manner.

#### B. RBS Co-Facilitator

The Co-Facilitator is a 2 year commitment. The first year is to provide experience and training for movement into the Facilitator role the following year. Personal involvement in the activities of the subcommittees and their responsibilities provides a learning tool for the success of the event.

#### Requirements/Qualifications:

- Willing and able to help load/unload and inventory items on Sunday after the event.
- Minimum of 5 years continuous clean time.
- A 2 year position commitment.
- Willing to give time, energy, and resources necessary.
- Responsible for assisting in all operational functions of RBS.
- Primary co-signer on the RBS bank account.
- Demonstrates a continuous history of financial stability due to the high dollar of funds generated by the event.
- Assumes the responsibility of vacated subcommittee positions until a replacement is voted in by the RBS executive planning body.
- Ensures all approved expenses are paid in a timely manner.
- Prepares a written report of incoming funds, expenditures, and account balances for the RBS Planning Committee and the ASC.
- Maintains a copy of all deposits, receipts, and the RBS bank account statements for audit.
- Communicates any problems concerning the RBS account or activities to the RBS Facilitator and the ASC in a timely manner – ASAP!
- Active participation in the CBANA fellowship.
- Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service as well as familiarity with relevant spiritual principles.
- Open minded to hear all viewpoints. Willing and able to handle disputes in a spiritual manner.
- Able to delegate responsibilities.

### C. Supporting Subcommittee Positions

All subcommittee chair positions should be nominated/appointed at the first RBS planning meeting. This meeting shall take place in a timely manner following the election of the core members. All RBS planning committee meetings should be opened to members of the CBANA fellowship and NA as a whole. Each candidate seeking a chair position should possess the talents and qualifications to meet the requirements of that position. Each subcommittee is vital to the success of the RBS event and each candidate should have the understanding that a chairperson will be replaced if they are unable to fulfill their service commitment or responsibilities for any reason. Each subcommittee meeting will operate under Robert's Rules of Order to conduct the business as smoothly as possible. Each position of the RBS Planning Committee should be able to delegate responsibilities to volunteer members and ensure that all responsibilities are met per established guidelines.

#### 1. Registration Subcommittee

This subcommittee is responsible for the design and distribution of all registration forms and fliers to promote the RBS event. It is important that each communication be written clearly and easy to understand. The cut-off dates for pre-registration should be communicated on all registration forms. Fliers are designed and produced to aid in providing information to the surrounding areas and regions concerning the RBS event. All subcommittees will be maintained under a budget. Registration packets and all items in the packets should be covered to meet the cost of organization and successful outcome of the event. All registrations and monies received shall be turned over to the Registration Chairperson for record keeping purposes. The bulk of registration activities occur before and at the beginning of the event. It is important to have a pool of responsible volunteers to meet the needs of the Registration Subcommittee.

#### Registration Chairperson:

##### Requirements/Qualifications:

- Willing and able to help load/unload and inventory items on Sunday after the event.
- Minimum of 5 years continuous clean time.
- Active participation in the CBANA fellowship.
- Previous NA event registration experience.
- Willing to give time, energy, and resources necessary.
- Oversees the Registration Subcommittee meetings in a manner that promotes the success of the RBS event.
- Advanced planning and drafting of flyers and registration forms for early registration.
- Provides the RCM(s) with flyers and registration for regional distribution.
- Communicates any problems concerning registration or activities to the Facilitator and/or Co-Facilitator.
- Maintains a database of registrants including tracking all pre-registrations.
- Accountable for all monies generated from registrations until such deposits are received by the core members of the RBS Planning Committee.
- Provides real time documentation via report to the RBS Planning Committee and the ASC.
- Promotes RBS through early registration at outside NA related events as needed.
- Financial stability for the position required for handling money.
- Coordination with the Merchandise Chairperson to ensure that all items ordered for pre-registration and regular registration are available in a timely manner - prior to the RBS event.

- Coordinates the volunteer pool for RBS registration. Ensures the accurate distribution of registrations and merchandise ordered to the appropriate person(s). This will include early bird registrations from the following year.
- Good organizational skills with an attention to detail.
- Familiarity with PayPal account is helpful
- Ability to run a register if available.
- Computer knowledge is helpful to develop spreadsheets and databases.
- Maturity in recovery.
- Cooperation – works well with others.

## 2. Merchandise Subcommittee

This subcommittee is responsible for the design, ordering, purchasing, and storage of CBANA related items to be distributed at the time of the event. Volunteers should have a talent for brainstorming fresh new ideas while being financially responsible to a budget. The subcommittee should collaborate to solicit a minimum of 3 bids from a variety of outside vendors, prioritize purchases, and maintain a running document of financial transactions. All financial transactions and receipts should be available to the RBS Planning Committee and ASC. It is suggested that volunteers possess a business like finesse, with previous event like experience, and working knowledge of the 12 traditions. The subcommittee is responsible for the set up and sale of merchandise at the time of the event.

### Merchandise Chairperson:

#### Requirements/Qualifications

- Willing and able to help load/unload and inventory items on Sunday after the event.
- Minimum of 5 years continuous clean time.
- Active participation in the CBANA fellowship.
- Previous NA event merchandise experience.
- Willing to give time, energy, and resources necessary.
- Sales/business minded by nature helpful.
- Ordering and maintaining updates and balances of ongoing merchandise sales and purchases.
- Attends all RBS Planning Committee meetings and submits a paper report of Merchandise Subcommittee activities, financial activity, and other pertinent information.
- Conducts subcommittee meeting at least monthly to meet deadlines established for the RBS event.
- Promotes an arts and graphics theme to be used in pre-registration and registration merchandise.
- Assures that the fellowship registered trademark is appropriately displayed on all applicable merchandise.
- Solicits a minimum of 3 bids from outside vendors for RBS Planning Committee approval. All purchases must be prior approved by the RBS Planning Committee.
- Cooperates with other subcommittee's to promote fundraisers and provide event information as needed outside of the CBANA fellowship
- Ensures that all RBS merchandise is ordered in a timely fashion, meeting required deadlines, and available for sale or pickup.
- Promotes and fosters training of all volunteers for sales of RBS merchandise.
- Makes arrangements to provide space for ASC approved vendors selling alternative merchandise during the event.
- Provides updates on remaining merchandise following the event to the planning committee and CBANA.
- Prepares a final report at the last planning committee meeting. The report should detail the costs incurred measured against the ending balance of the RBS event. This report is submitted to the planning committee and ASC.
- Responsible for working with Registration Chairperson to coordinate pre-registration shirts prior to the event.
- Ability to brainstorm new fresh ideas for merchandise as well as research items availability and cost.

- Calming spirit with an open mind to hear all viewpoints.
- Ability to delegate responsibilities evenly and effectively.
- Organize all merchandise prior to the event and delivers all merchandise to the event.
- Prepares, organizes, and sets up merchandise tables for sales.
- Returns all unsold and unclaimed merchandise to the Co-Facilitator with a balance report of each item at the last RBS Planning Committee meeting.

### 3. Hospitality Subcommittee

Many times the Hospitality Subcommittee are the first people that NA members see when arriving at the event. They are the smiles and hugs we receive at meetings. Volunteers should be outgoing and pleasant in character. The subcommittee is responsible for establishing what types of refreshments and supplies will be needed to maintain the event. Basic refreshments will be supplied through the RBS budget and maintained through donations restricted through our 7<sup>th</sup> Tradition. Hospitality should involve groups and members from the Coastal Bend Area to assist in providing services during the course of the event to promote unity. All donations and monies received should be monitored and collected per established policies.

#### Hospitality Chairperson:

##### Requirements/Qualifications

- Willing and able to help load/unload and inventory items on Sunday after the event.
- Minimum of 1 year continuous clean time.
- Active participation in CBANA fellowship.
- Willing to give time, energy, and resources necessary.
- Outgoing and personable in demeanor.
- Coordinates available volunteers with required tasks.
- Promotes the event throughout the CBANA fellowship and promotes unity by empowering group activity to help in hospitality.
- Sets up hospitality area and provides smiles and hugs to participants.
- Anticipates space for providing subcommittee approved refreshments and other items at the time of the event.
- Monitors donation collections and notifies the Facilitator, Co-Facilitator, or Merchandise Chairperson to move monies to a safe and secure location to prevent theft.

### 4. Clean-Up Subcommittee

The Clean-Up Subcommittee is usually among the first to arrive and the last to leave. This committee is responsible for our fellowship to leave the RBS location in better shape than when the event began. Cleaning up the RBS event location leaves a positive impression on the surrounding public and serves as an example of the spiritual principle of responsibility. The Clean-Up Subcommittee provides and maintains the cleanliness of the area prior, during, and after the event. Trash and articles collected are removed from the site and transported to an outside waste disposal site. They also maintain other areas which includes restroom items and supplies when needed.

#### Clean-Up Chairperson:

##### Requirements/Qualifications

- Willing and able to help load/unload and inventory items on Sunday after the event.
- Minimum of 1 year continuous clean time.
- Active participation in the CBANA fellowship.
- Willing to give time, energy, and resources necessary.

- Forms a committee and delegates tasks and responsibilities to other volunteers.
- Ensures that trash containers, trash bags, and restroom supplies are available throughout locations during the event.
- Ensure that waste is disposed of appropriately before, during, and after the event
- Ensures that all clean up responsibilities are performed after the event which may include actions not covered under outside vendor obligations.

#### 5. RBS Secretary/Recorder

The secretary helps to provide support to the RBS Planning Committee and subcommittees. They provide electronic and paper documentation of all activities required to host the RBS event. They act as a third pair of eyes and ears to ensure necessary activities are brought forward and acted upon. They may play a role in communication between the various subcommittees and maintain a working contact list for all those involved. Length of clean time is not the primary qualification of this position. Experience, dedication, enthusiasm, and willingness are essential qualities to keep in mind when the position is to be filled.

##### Requirements/Qualifications

- Willing and able to help load/unload and inventory items on Sunday after the event.
- Active participation in the CBANA fellowship.
- Willing to give time, energy, and resources necessary.
- Outgoing and personable in demeanor.
- Records and maintains a running record of the RBS Planning Committee and subcommittee meetings.
- Submits meeting minutes in a timely manner to either the Facilitator or Co-Facilitator for the purpose of communicating activities to the ASC.
- Maintains a working list of names, addresses, telephone numbers, and email addresses of all involved in the RBS process.
- Ensures available copies of relevant minutes for all RBS Planning Committee members.

#### 6. Program Subcommittee

The purpose of this subcommittee is to provide speakers that promote a clear NA message of recovery and make a schedule for the event.

##### Program Chairperson:

##### Requirements/Qualifications

- Willing and able to help load/unload and inventory items on Sunday after the event.
- Minimum of 1 year continuous clean time.
- Previous CBANA service experience
- Active participation in the CBANA fellowship.
- Willing to give time, energy, and resources necessary.
- Hold regularly scheduled program meetings.
- Get three bids from audio recording companies for the upcoming convention.
- Plan all workshops and meetings for the convention.
- Select potential speakers and a schedule for them to speak. Then bring the final selections to the convention committee for final approval.
- Submit to the convention committee the choices of the speakers for each of the main speaker meetings in order of preference of the program subcommittee. The final choice rests solely with the Convention Committee.

- When possible, one registration packet will be provided to each main speaker as a way of deferring travel expenses and to show our gratitude.
- Prepare the written program to be distributed to the attending members.

## IV. Budgets and Money Management

The Recovery by the Sea event is typically planned to generate funds to provide needed services to CBANA, TBRNA, and down to NAWs. All revenues generated are earmarked as NA funds. The Eleventh Concept states “NA funds are to be used to further our primary purpose, and must be maintained responsibly”. The first safeguard in protecting NA funds is the careful consideration of trusted servants tasked with managing those funds. Each committee member or volunteer has a shared responsibility to work together using agreed guidelines approved by the ASC. Guidelines are used to help safeguard NA funds and protect member integrity. Any deviation from this policy and procedure must be agreed upon by the RBS Planning Committee and brought forward to the ASC for approval.

### A. Creating and maintaining budgets for RBS

- Information for establishing budgets can be gathered from the archive of previous RBS events. Members holding past similar positions provide valuable experience when drafting budgets. Budgets created must be truthful and factual to provide a realistic picture of income and expenses which may be incurred during the course of RBS planning.
- All of the subcommittee budgets should be compiled into a single budget. This budget should be perpetually updated and maintained for the duration of planning the event, typically by the RBS Facilitator or Co-Facilitator.
- The compiled budget should be evaluated by the RBS Planning Committee to ensure that all projections are accurate, understood, and the final financial goal of the event is most likely to be achieved. *Ultimately the simple NA message takes priority over the money. (Bill H.)* Providing a simple and clear NA message while using budgeted money in a responsible manner provides an atmosphere of trust and unity among our members.
- The budget should be easily understood by members and available during the RBS Planning Committee meetings and the monthly ASC meetings.
- Core and subcommittee leadership should work in cooperation to ensure that all income and expenses are accurately recorded. Variances to the budget should be discussed by the planning committee to determine if any changes are required to meet the financial goals of the event.
- All budgets, notes, and receipts should be archived for future event planning.

#### 1. Registration Budget

Projecting attendance for the RBS is challenging, particularly if weather is an issue. A reasonable projection of participation adopted by other NA events is a figure between forty (40%) and sixty (60%) above the pre-registrations. This is dependent on the efficiency of the CBANA fellowship to communicate the RBS event.

#### 2. Merchandise Budget

Projecting merchandise budget is a difficult task. The prediction of income received following purchases of merchandise will remain unknown. Previous archives of items purchased and revenues generated should be considered as useful information for possible outcomes.

#### 3. Event Baseline Budget

Projecting baselines for large ticket items should be kept in consideration throughout the planning process. Time must be allowed for funds to regenerate and pay down those large ticket items. Items such as sanitary needs,

generators, trash pickup should be considered. Some services may be provided by the CBANA fellowship, however, these items are provided out of gratitude.

#### 4. Hospitality Budget

Basic refreshment and supplies for the event will be provided out of the RBS budget. Replenishment of those supplies will primarily be provided through donations. It is important for regular pickup of monies collected to be turned over to core members.

#### B. Managing RBS checking accounts

- The bank checking account should have 3 signatures approved to sign off on the account for the event. It is suggested that authorized trusted servants be the RBS Facilitator, Co-Facilitator, and the CBANA ASC Treasurer. This will allow for business to occur in the time(s) when an authorized trusted servant is not available. All checks written will require 2 authorized signatures to be recorded for a transaction to occur.
- In the event that a check is made payable to a core member or the ASC Treasurer on the RBS bank account – the other 2 approved trusted servants must sign off to complete the transaction.
- The Co-Facilitator is responsible for maintaining possession of all check transactions. All bank account statements should go directly to the Facilitator. All RBS Planning Committee members should review transactions recorded to ensure accuracy.
- It is important that checks ordered have a means for documenting the purpose of the checks written and 2 signature lines.
- All checks written must have the recipient or business name recorded in the “Pay to the Order of” field of the check. All checks must have the dollar amount written on the check prior to removal from the ledger. No blank information on the checks written is allowed. This is to help safeguard funds. Information should be recorded on the check and checkbook ledger. All transactions should be promptly recorded into the budget.

#### C. Free Form Monies

Free form monies would include cash, checks, and electronic credits that are outstanding and have not been deposited into the RBS bank account.

- All free form monies shall be deposited within 72 hours of collection. These transactions would include activities that are used to raise funds for the RBS event. This includes, but is not limited to, t-shirt sales, pre-registration, raffle type events, food sales, 7<sup>th</sup> Tradition donations, or member donations.
- All subcommittee activities that generate free form monies in excess of \$100 should be redeposited into the RBS bank account for documentation purposes. Funds may be redistributed as a payout to the subcommittee using the RBS bank account after approval by the RBS Planning Committee. All free form monies should be counted by 2 approved members following policies established for accuracy. Accuracy in both the subcommittee’s ledgers and the RBS bank account should be maintained. Entry dates, amounts, and descriptions should match.
- All subcommittee activities that generate free form monies of \$100 or less may be kept in safe guard for approved earmarked expenses. These expenses should be approved by the subcommittee members. Such funds should be counted by 2 approved members following policies established and documented in the subcommittee budget ledger.
- All event tickets, badges, and pre-packaged material (registration packages) should be considered as free form monies (cash), and should require the application of all required cash handling procedures.



- Any unused or unclaimed tickets, badges, or pre-packaged materials should be retained for the post-event audit. Registrants that failed to pick up those articles shall be contacted for delivery at their expense unless other arrangements were made. Unclaimed materials will be archived for future fund raisers.

#### D. Financial Reporting and Accountability

- All bank account statements shall be censored to prevent loss of sensitive information. Bank account numbers, registrant names, and credit card information will be redacted (blackened) to prevent disclosure.
- A final financial report of the entire event (including any pre-event funds) should be prepared and presented to the RBS Planning Committee for approval then ultimately turned into the ASC for approval. Reports are subsequently placed into archive. Any audits required must be made prior to archive.
- The final decision for the use of generated funds is the responsibility of the ASC and not the property of any RBS committee.

#### E. Financial Responsibilities

- Each subcommittee chairperson who handles funds prior to and during the event should train responsible volunteers to follow the procedure for handling cash and credit sales. Volunteers handling any type of money (cash or credit sales) should always operate in teams of two people. At least one of those volunteers must have 5 or more years clean time per policy.
- The RBS Planning Committee has developed a written agreement for the management of funds, which includes the process of repayment of any funds that go missing as part of a trusted servant's service. This form has been approved by the ASC. All money handlers are required to read, understand, and sign the written agreement for the management of funds. (see Form – Statement of Responsibility Form)

#### F. Auditing of RBS Funds

- If appropriate procedures are developed and applied, the event of an audit is unlikely. When NA funds are misappropriated or stolen, members must decide if policies were not followed and/or policies should be updated or changed. It is important that all members feel free to speak up when in this situation without fear of retribution or other negative actions. Concerns should be brought to the attention of the Facilitator or Co-Facilitator. A review of all ledgers and financial records should be made to identify if misappropriation has occurred. If necessary, a written report may be provided anonymously to the ASC. A copy of this letter should be supplied to the ASC Facilitator and Co-Facilitator for review. Audits of financial records should be made by the RBS Facilitator, RBS Co-Facilitator, ASC Treasurer, and a non-affiliated member of CBANA.
- If evidence of funds suggests that they have been misappropriated. Actions taken shall be guided by the NA World Service Bulletin #30 "Theft of NA Funds."

#### G. PayPal and Similar Accounts

- The new RBS Facilitator and Co-Facilitator are required to contact the Web Servant to change all access codes to the RBS PayPal account each year.
- Under no circumstance should access codes be communicated to any other person other than the ASC Treasurer, RBS Facilitator, RBS Co-Facilitator, and Web Servant.
- Any messages received from PayPal suggesting unauthorized access to the account should be forwarded to the RBS Facilitator immediately.

## V. Topics, Themes, and Speakers for the RBS Event

Themes shall be made to maintain the simple purpose of RBS. Themes should be selected which promote an addict's life in recovery while not emphasizing the horrors of addiction. Proposed themes should be gathered for review and voted on by the RBS Planning Committee. A single clarifying theme should be approved.

Themes should be selected from experiences from recovery which includes, but not limited to, Narcotics Anonymous approved literature, spiritual principles, or freedoms, experiences, and gratitude from active addiction. The theme provides the texture for the event. The selection should be made promptly at the start of planning the event. Information, artwork, and ideas relevant to the theme will be used by the subcommittees as the event progresses.

Speakers selected should support the theme through their experiences in recovery. Speakers should present a clear Narcotics Anonymous message of recovery. Speakers will be provided with registration and merchandise as an expression of gratitude.

It is important that the message carried by speakers at the event is made available to every person seeking recovery. The RBS Executive Planning Body should collect a minimum of three bids for ASL interpretation services. The interpreter will be available at the event to provide ASL interpretation. These services will become part of the RBS budget.

## VI. RBS Kick Off Party

The Thursday prior to RBS will be the annual kickoff party/meeting for the event. It is the responsibility of the Hospitality subcommittee to plan and organize the event in a responsible manner. It is important to reserve a gathering place of sufficient size to accommodate this activity. Basic refreshments may be provided as approved by the ASC.

## VII. Chronological RBS Guideline

### August – 12 months out

1. Outgoing RBS Facilitator reports the event outcomes and the current financials of the event to the ASC.
2. The Co-Facilitator will move into the Facilitator position for the next RBS. Possible nominations are collected at ASC for future consideration.
3. Groups should inform their members that nominations for the new Co-Facilitator should be brought forward to the September ASC.

### September – 11 months out

1. Final written report of financial outcomes of the previous RBS is submitted to the ASC. All information (minutes, receipts, ledgers, etc.) should be turned into ASC for archive. The distribution of revenue should be according to CBANA policy and procedures. Seed money should be provided to the upcoming RBS from those funds. The PayPal's account is left with a positive cash flow to keep the account open. (\$100)
2. A nomination for the newly vacant Co-Facilitator position is announced at ASC.
3. Group Service Representatives should take nominations back to their groups for consideration. Any person interested in the position should come forward. All nominated members must be present at the October ASC meeting for qualifications and elections.

4. All receipts for reimbursement from the previous RBS are to be reconciled and cleared prior to the September ASC meeting - No later. The September ASC will represent the closing of the books for the previous RBS.
5. The RBS financial audit is to be performed by the CBANA Treasurer, RBS Facilitator, RBS Co-Facilitator, and a non-affiliated member by the end of September.

#### October – 10 months out

1. Report of the RBS financial audit is provided to the ASC.
2. The new RBS Co-Facilitator is voted into the position per CBANA Policy.
3. All relevant archived materials held should be made available to the RBS Facilitator and RBS Co-Facilitator.
4. The new RBS Facilitator should reach out to the web-servant to change all pass codes/passwords for the PayPal account. All changes should be made available to the RBS Co-Facilitator and trusted web-servant.
5. The new Facilitator and Co-Facilitator should provide documentation for check signing privileges on the CBANA RBS account using appropriate form(s). The CBANA Check Writing form may be used to gather authorized signatures and information for the banking facility to use. The bank will require their own forms to be filled out and signed. Other needed information may include CBANA minutes, picture of driver's license or ID card, and current work information. It is important to update the account with names of newly elected servants with check writing privileges and remove those servants who no longer have those privileges.
6. The first RBS Planning Committee should happen before the November ASC meeting. Election of subcommittee positions should take place ASAP. Subcommittee chair positions are best served by members at the first RBS Planning Committee. Any positions not filled should be brought back to the groups for interested members. These should be posted on the social media website(s).
7. All members handling money should follow CBANA and RBS policies. Each member handling money should sign the *Statement of Responsibility Form*. A copy of the forms should be held by the Facilitator for archive.
8. Nominations for the RBS theme should be gathered for consideration at the first RBS Planning Committee.
9. All materials stored from the previous RBS should be inventoried. Archived information for experience can be collected if needed.
10. Reminder - Collection of 3 vendors for all merchandise and activities should be sought for consideration.
11. The RBS Planning Committee should take place prior to the next monthly ASC meeting. Minutes are taken. A copy of the meeting minutes is drafted in electronic format and made available for subcommittee members. Copies of all committee meetings are collected for archive.
12. All subcommittee chairpersons should reach out to CBANA for area involvement. The dates, times, and locations of all subcommittee meetings and activities should be posted on social media and available for GSRs to take back to their groups. Fliers may be developed for distribution for subcommittee meetings and RBS related events.
13. The date, time, and location of the November RBS Planning Committee meeting should be posted on social media and available for GSRs to take back to their groups. The November agenda is prepared.

#### November - 9 months out

1. All subcommittee positions should be filled at this time. The Co-Facilitator should take responsibility for vacant positions. All financial budgets for subcommittees should be discussed and requests brought forward at the December RBS Planning Committee for consideration.
2. All subcommittees should be meeting at least once a month for ideas and planning. The chairperson is responsible for providing voice and direction to the RBS Planning Committee through written reports.
3. The theme for the event should be selected. All logo/arts and graphics ideas for design should be developed and considered for support events, registration, and pre-registration merchandise. Relevant artwork should be collected and announced to all group members for participation.

4. Store room inventory is checked against the upcoming needs for RBS. If needed, a list of requested donations/items can be given to CBANA groups for member participation.
5. Speakers should be collected and considered.
6. Early bird on-site registration from the previous RBS event should be collected by the Facilitator and a copy provided to Registration Chairperson.
7. Reach out to CBANA members for donations for specialty items to be auctioned off at the RBS event (i.e. jewelry, hand crafts, wood works, and quilts) to provide sufficient preparation time.
8. Verify that the RBS Facilitator and RBS Co-Facilitator are cleared for signing checks on the CBANA RBS account. Two signatures are required on all checks. The bank should be contacted to ensure the account is open for transactions for those with check writing privileges.
9. Co-Facilitator should provide necessary backup at the guidance of the Facilitator where needed.
10. Coordinates with the Web-Servant for web page design and development on the RBS/CBANA, TBRNA, and NAWS websites.
11. RBS support t-shirts should be ordered, produced, and made available to sell.
12. Phone number, emails, and other contact information should be maintained for the secretary, core members, and subcommittee members.
13. The RBS Planning Committee should take place prior to the next monthly ASC meeting. Minutes are taken. A copy of the meeting minutes is drafted in electronic format and made available for subcommittee members. Copies of all committee meetings and copy of current budget ledgers are collected for archive.
14. PayPal account for pre-registration should be checked. Funds from PayPal should be transferred into the RBS Bank account. A copy of all pre-registration members shall be provided for registration records.
15. Prepare written report for ASC including all relevant happenings as well as an up to date balance of activities of the RBS bank account. The RBS Co-Facilitator should be able to understand all banking transactions. The RBS account should be reconciled through the banking statement and true balance brought current. Contact bank as needed.
16. All subcommittee chairpersons should reach out to CBANA for area involvement. The dates, times, and locations of all subcommittee meetings and activities should be posted on social media and available for GSRs to take back to their groups. Fliers may be developed for distribution for subcommittee meetings and RBS related events.
17. The date, time, and location of the December RBS Planning Committee meeting should be posted on social media and available for GSRs to take back to their groups. The December agenda is prepared.

#### December – 8 months out

1. Announce at ASC to collect items for RBS raffle and at the event raffles/auction items. Information should be taken back to the groups.
2. Begin presale merchandise at area and outside CBANA events as needed. Encourage pre-registration for the event.
3. Continue collecting artwork from area members and announce the deadline for artwork through ASC and social media.
4. Mail event information to all treatment centers and recover houses
5. Start preparation of an itemized list and prices for necessary items for the RBS event.
6. The RBS Planning Committee should take place prior to the next monthly ASC meeting. Minutes are taken. A copy of the meeting minutes is drafted in electronic format and made available for subcommittee members. Copies of all committee meetings and copy of current budget ledgers are collected for archive
7. PayPal account for pre-registration should be checked. Funds from PayPal should be transferred into the RBS Bank account. A copy of all pre-registration members shall be provided for registration records.
8. RBS Facilitator and RBS Co-Facilitator are to ensure that all checks written have been posted to the account and receipts for withdrawals are attached to the ledger. Receipts are matched with all outgoing funds (mandatory).
9. Develop, approve, and distribute RBS registration form. This should be available in hard copy, PDF, and other digital formats to support social media.

10. Fliers and registration information is provided for regional distribution. The ASC RCMs shall email this information to all@tbrna.org.
11. Prepare report to the ASC. All relevant activities as well as an up to date balance and activities of the RBS budget.
12. Minutes taken at RBS Planning Committee. Drafted in electronic format and distributed to all RBS Planning Committee members. Submit a copy of current budget, ledgers, and all committee minutes to archive.
13. All subcommittee chairpersons should reach out to CBANA for area involvement. The dates, times, and locations of all subcommittee meetings and activities should be posted on social media and available for GSRs to take back to their groups. Fliers may be developed for distribution for subcommittee meetings and RBS related events
14. The date, time, and location of the January RBS Planning Committee meeting should be posted on social media and available for GSRs to take back to their groups. The January agenda is prepared.

#### January – 7 months out

1. Prepare list of activities and events the RBS Planning Committee would like to see at the event. Each event and/or activity should be sent out for bids if needed. Remember such events will take money from the budget that will not be re-cooped. Also keep in mind the amount of money that will be out going to put on the event.
2. Scheduled activities of the upcoming RBS should be discussed within a time frame of the event. Space and design of the RBS event should be discussed.
3. Announce at ASC to collect items for RBS raffle and at the event raffles/auction items.
4. Reach out to CBANA members for donations for specialty items to be auctioned off at the RBS event (i.e. jewelry, hand crafts, wood works, and quilts) to provide preparation time.
5. The RBS Planning Committee should take place prior to the next monthly ASC meeting. Minutes are taken. A copy of the meeting minutes is drafted in electronic format and made available for subcommittee members. Copies of all committee meetings and copy of current budget ledgers are collected for archive.
6. PayPal account for pre-registration should be checked. Transfer money from PayPal account into the RBS Bank account. Copy list of all pre-registration members and provide a copy for registration records.
7. RBS Facilitator and RBS Co-Facilitator are to ensure that all checks written have been posted to the account and receipts for withdrawals are attached to the ledger. Receipts are matched with all outgoing funds (mandatory).
8. Prepare report to the ASC. All relevant activities as well as an up to date balance and activities of the RBS budget.
9. Prepare and discuss items in the budget for pre-registration participants. Collect outside bids for all items.
10. Continue collecting artwork from area members and announce the deadline for artwork through ASC and social media.
11. Travel and sell fundraising shirts to meetings and outside events. Help to collect registrations as needed
12. Mail event information to all treatment centers and recovery houses.
13. Obtain a list of CBANA GSRs to contact to verify group participation at the RBS event.
14. Continue to collect bids from 3 outside vendors for Skid-o-Cans, trash cans, and other necessary items.
15. Prepare written report for the ASC of all relevant happenings as well as an up to date balance of activities of the RBS bank account. The RBS Co-Facilitator should be able to understand all banking transactions. The RBS account should be reconciled through the banking statement and true balance brought current. Contact bank as needed.
16. Minutes taken at RBS Planning Committee. Drafted in electronic format and distributed to all RBS Planning Committee members. Collect copy of up to date budget ledgers from the Facilitator for archive.
17. All subcommittee chairpersons should reach out to CBANA for area involvement. The dates, times, and locations of all subcommittee meetings and activities should be posted on social media and available for GSRs to take back to their groups. Fliers may be developed for distribution for subcommittee meetings and RBS related events.
18. The date, time, and location of the February RBS Planning Committee meeting should be posted on social media and available for GSRs to take back to their groups. The February agenda is prepared.

#### February – 6 months out

1. Tent prices and tent size availability should be collected.
2. Develop a running model of the schedule for the RBS events and activities to distribute at the event
3. All artwork is reviewed against the central theme. Artwork selected should be given to merchandise for development.
4. All subcommittees should develop a list of items and prices for purchases to be compared against the budget. Prepare and discuss items in the budget for pre-registration and on-site registration participants. Collect outside bids for all items.
5. All main speakers of the event should be arranged and contacted for participation. Remember newcomer speakers.
6. The RBS Planning Committee should take place prior to the next monthly ASC meeting. Minutes are taken. A copy of the meeting minutes is drafted in electronic format and made available for subcommittee members. Copies of all committee meetings and copy of current budget ledgers are collected for archive.
7. PayPal account for pre-registration should be checked. Funds from PayPal should be transferred into the RBS Bank account. A copy of all pre-registration members shall be provided for registration records.
8. RBS Facilitator and RBS Co-Facilitator are to ensure that all checks written have been posted to the account and receipts for withdrawals are attached to the ledger. Receipts are matched with all outgoing funds (mandatory).
9. Make announcement at ASC to collect items for RBS raffle and at the event raffles/auction items.
10. Continue collecting artwork from area members and announce the deadline for artwork through ASC and social media.
11. Travel and sell fundraising shirts to meetings and outside events. Help to collect registrations as needed
12. Mail event information to all treatment centers and recovery houses.
13. Continue to collect bids from 3 outside vendors for Skid-o-Cans, trash cans, and other necessary items
14. Prepare report for the ASC. All relevant activities as well as an up to date balance and activities of the RBS budget.
15. Minutes taken at RBS Planning Committee. Drafted in electronic format and distributed to all RBS Planning Committee members. Collect copy of up to date budget ledgers from the Facilitator to provide with minutes for archive.
16. All subcommittee chairpersons should reach out to CBANA for area involvement. The dates, times, and locations of all subcommittee meetings and activities should be posted on social media and available for GSRs to take back to their groups. Fliers may be developed for distribution for subcommittee meetings and RBS related events.
17. The date, time, and location of the March RBS Planning Committee meeting should be posted on social media and available for GSRs to take back to their groups. The March agenda is prepared.

#### March – 5 months out

1. All speakers selected have been confirmed to participate at the event.
2. Raffle and auction items are continued to be collected. Specialty items to be donated from CBANA members are confirmed.
3. Order raffle tickets with listing of raffled items.
4. Workshops that support the theme selected for RBS should be discussed.
5. Seek bids for hearing impaired support sought
6. Make announcement at ASC to collect items for RBS raffle and at the event raffles/auction items. Confirm that specialty items from CBANA members as donations are still being worked on.
7. Prepare itemized statement against the budget. Ensure that all items requested fall within the budget without any outside member expenditures. Ensure that the budget is running with a positive balance at all times. Verify that monies from all fund raising activities have been deposited in the RBS bank account.
8. PayPal account for pre-registration should be checked. Funds from PayPal should be transferred into the RBS Bank account. A copy of all pre-registration members shall be provided for registration records.
9. RBS Facilitator and RBS Co-Facilitator are to ensure that all checks written have been posted to the account and receipts for withdrawals are attached to the ledger. Receipts are matched with all outgoing funds (mandatory).
10. Fliers and registration information is provided for regional distribution. The RCMs shall email this information to all@tbrna.org.

11. The RBS Planning Committee should take place prior to the next monthly ASC meeting. Minutes are taken. A copy of the meeting minutes is drafted in electronic format and made available for subcommittee members. Copies of all committee meetings and copy of current budget ledgers are collect for archive.
12. All subcommittee chairpersons should reach out to CBANA for area involvement. The dates, times, and locations of all subcommittee meetings should be posted on social media and available for GSRs to take back to their groups. Fliers may be developed for distribution for subcommittee meetings and RBS related events.
13. The date, time, and location of the April RBS Planning Committee meeting should be posted on social media and available for GSRs to take back to their groups. The April agenda is prepared.

#### April – 4 months out

1. Continue collecting raffle and auction items. Specialty items to be donated from CBANA members are confirmed.
2. The Facilitator should provide each subcommittee chairperson a running balance of the RBS bank account prior to major purchases. The bank account and budget should maintain a positive balance at all times.
3. If the budget does not balance - consider options:
  - Is a fund raiser needed?
  - Can the CBANA groups help?
  - Which subcommittees have gone beyond their budget and what can be cut?
  - What are the wants and the needs?
4. If the budget supports the itemized activities, then consider the needs for the newcomer at the event. Double check all expenditures to ensure nothing is missing.
5. Workshops that support the theme should be selected and qualified speakers discussed.
6. Specialty item materials provided and ordered. (i.e. quilt materials)
7. Services for the deaf and hard of hearing are selected and included in the RBS budget.
8. Skid-o-Cans provider service selected and made part of the RBS budget.
9. Fliers and registration information is provided for regional distribution. The RCMs shall email this information to all@tbrna.org.
10. Contact insurance company for quotes to cover the RBS event.
11. PayPal account for pre-registration should be checked. Funds from PayPal should be transferred into the RBS Bank account. A copy of all pre-registration members shall be provided for registration records.
12. RBS Facilitator and RBS Co-Facilitator are to ensure that all checks written have been posted to the account and receipts for withdrawals are attached to the ledger. Receipts are matched with all outgoing funds (mandatory).
13. Prepare an itemized statement from current balance of RBS bank account to be provided to the ASC. A breakdown of each subcommittee and established budget should be provided. Be sure to reconcile all outstanding checks. Bring ledger of all outgoing monies with receipts to the ASC. Ensure all donations have been deposited and available in the bank account. Submit a copy of all committee activities and bank ledger to archive. Receipts are matched with all outgoing funds (mandatory).
14. All subcommittee chairpersons should reach out to CBANA for area involvement. The dates, times, and locations of all subcommittee meetings and activities should be posted on social media and available for GSRs to take back to their groups. Fliers may be developed for distribution for subcommittee meetings and RBS related events.
15. The date, time, and location of the May RBS Planning Committee meeting should be posted on social media and available for GSRs to take back to their groups. The May agenda is prepared.

#### May – 3 months out

1. Following ASC review, the RBS Planning Committee should follow through on any ASC suggestions.
2. The RBS Planning Committee should ensure that the budget is in the positive flow projecting all large ticket items (tent, Skid-o-Cans, permits, etc.) plus subcommittee ordered expenditures and entertainment costs.
3. Distribution of checks to the appropriate committee chairpersons is made.

4. All members handling money should follow CBANA and RBS policies. Each member handling money should sign the *Statement of Responsibility Form*.
5. Preparation for RBS kickoff party is planned. Gather support for the party through CBANA group's participation. Provide information for what is needed through the ASC, texts blasts, and social media.
6. All permits and insurance for the event are included in the budget.
7. Raffle tickets are being sold at meetings and outside events as needed.
8. The RBS Planning Committee should take place prior to the next monthly ASC meeting. Minutes are taken. A copy of the meeting minutes is drafted in electronic format and made available for subcommittee members. Copies of all committee meetings and copy of current budget ledgers are collect for archive
9. Fliers and registration information is provided for regional distribution. The RCMs shall email this information to [all@tbrna.org](mailto:all@tbrna.org).
10. Contracted-out entertainment is selected and included to the RBS budget.
11. Communicate with the Web-Servant to change from pre-registration price to the regular registration cost on July 1<sup>st</sup>.
12. Lighting and power for the event is verified. Bids for services are selected and included in the budget if needed.
13. PayPal account for pre-registration should be checked. Funds from PayPal should be transferred into the RBS Bank account. A copy of all pre-registration members shall be provided for registration records.
14. Prepare an itemized statement from current balance of RBS bank account to be provided to the ASC. A breakdown of each subcommittee and established budget should be provided. Be sure to reconcile all outstanding checks. Bring ledger of all outgoing monies with receipts to the ASC. Ensure all donations have been deposited and are reflected in the bank account. Receipts are matched with all outgoing funds (mandatory).
15. Minutes taken at RBS Planning Committee. Drafted in electronic format and distributed to all RBS Planning Committee members. Collect copy of up to date budget ledgers from the Facilitator to provide with minutes for archive.
16. All subcommittee chairpersons should reach out to CBANA for area involvement. The dates, times, and locations of all subcommittee meetings and activities should be posted on social media and available for GSRs to take back to their groups. Fliers may be developed for distribution for subcommittee meetings and RBS related events.
17. The date, time, and location of the June RBS Planning Committee meeting should be posted on social media and available for GSRs to take back to their groups. The June agenda is prepared

#### June – 2 months out

1. Pre-registration ends at the end of June. Remind Web-Servant of upcoming changes. All pre-registration merchandise to complete packets has been ordered for delivery by the end of the month.
2. Receipts are brought back to the Facilitator. Each receipt is attached to the corresponding invoice/contract for archive
3. Merchandise that is ready is picked up and securely stored. All pre-registration merchandise is kept together. Merchandise to be sold at RBS is stored separate.
4. Check store room inventory to ensure all items needed at the event are available and in working condition.
5. Registration and Merchandise Chairpersons should ensure that all items are ordered. Present the receipt to the Facilitator or Co-Facilitator. Make copies for personal reference. Be sure items ordered will be available at least by the first week of July. Contact information for the vendors should be included on all items.
6. Prepare ongoing written plan for each subcommittee chairperson's responsibilities to follow prior to and during the event.
7. Registration and Merchandise Chairpersons meet to ensure each pre-registration orders are completed with small overage. Ensure that all items, sizes, and types of merchandise were ordered and purchased according to the chosen design.
8. Work with CBANA groups to plan and support the RBS kickoff party.
9. Request CBANA groups' support to provide hospitality needs during RBS.
10. Send social media blasts to newcomers to help at kickoff party and during the event
11. Ensures Skid-o-Cans will be delivered to the appropriate location with agreed-upon supplies. Verify pick up after event.



12. Prepare an itemized statement from current balance of RBS bank account to be provided to the ASC. A breakdown of each subcommittee and established budget should be provided. Be sure to reconcile all outstanding checks. Bring ledger of all outgoing monies with receipts to the ASC. Ensure all donations have been deposited and available in the bank account. Receipts are matched with all outgoing funds (mandatory).
13. Minutes taken at RBS Planning Committee. Drafted in electronic format and distributed to all RBS Planning Committee members. Collect copy of up to date budget ledgers from the Facilitator to provide with minutes for archive.
14. The date, time, and location of the July RBS Planning Committee meeting should be posted on social media. Make periodic blasts on social media to ensure member participation where needed. Ensure that all subcommittees are reaching out to provide membership man/woman power before, during, and after the event.
15. Order poster with schedule of RBS events taking place. Pocket-size itineraries should be prepared for distribution at the event.
16. Ensure that raffle tickets are being sold at meetings and outside events as needed.

#### July – 30 days out

1. Order a truck and U-Haul for delivery to and from the beach.
2. Organize loading crew. Get people to help move storage and all other items to the event.
3. Finalize all transactions agreed at time of service.
4. Verify insurance and beach permit have been finalized at the beginning of the month.
5. Contact tent rental for finalizing delivery and set up. Tent, chairs, and tables.
6. Inventory all merchandise.
7. Ensure that raffle tickets are being sold at meetings and outside events as needed.
8. Prepare a list of all pre-registrations and early bird registrations from previous RBS.
9. Prepare pre-registration packets and verify orders. Then double check orders against the list. Then triple check that all orders have been accounted for.
10. Contact all speakers to ensure participation.
11. Gather all literature, readings, and key tags.
12. Create set-up crew. Create tear-down crew.
13. Ensure extra pre-registration shirts in all sizes are available.
14. Make final shirt and merchandise order if needed.
15. Contact all members donating specialty artwork. Determine if those items will be brought to the event or will need to be picked up.
16. Ensure groups providing for hospitality area and kickoff event.
17. Make sure location for kickoff event is agreed. Collect 7<sup>th</sup> Tradition at the event.
18. Make sure card readers function at the event. Have cash for transactions available
19. Double check how and when donations will be collected at hospitality and registration for secure storage. Remember to sign the responsibility form.
20. All supplies are purchased including ice, coffee, and water.
21. Good Luck!!