BC Regional

Convention

Guidelines

BCRSC Vision Statement

All of the efforts of the Narcotics Anonymous British Columbia Regional Service Committee are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

Our vision is that one day:

• Every addict in the region has the chance to experience our message in their own language and culture and find the opportunity for a new way of life;

• NA communities worldwide and the BCRSC work together in a spirit of unity and cooperation to carry our message of recovery;

• Narcotics Anonymous has universal recognition and respect as a viable program of recovery;

• Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

Service Prayer

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

As adapted from the Introduction section in our Basic Text.

Table of Contents

1. **The Purpose & Function of the BCRCNA**

1.1 The purpose of BCRCNA is to bring our fellowship together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members to support the NA areas of the BC Region.

1.2 The BCRCNA Committee is created to achieve efficiency, continuity, accountability, and unity in connection with the putting on of the annual British Columbia Regional Convention. The basic functions of BCRCNA in support of this purpose is to organize and carry out a convention, (in its entirety), in accordance with the 12 Concepts of NA Service and 12 Traditions of NA.

1.3 BCRCNA is a standing committee of the British Columbia Regional Service Committee of Narcotics Anonymous (BCRSCNA).

1.4 Proposed Date. (consideration to be given to the benefits and difficulties of various geographic areas keeping in mind location, accessibility, and conflicting event(s). It is suggested that the convention be held on the last weekend of April.

1.5 In all matters before THE BCRCNA Host Committee, approved NA BCRCNA Guidelines the Twelve Concepts, the Twelve Traditions, will be applied in this order.

1.6 The BCRCNA will be awarded based on the bidding process. An area rotation list will be utilized.

1.6.1 The rotation will be as follows:

1.6.2 Lower Mainland/Fraser Valley

1.6.3 Vancouver Island

1.6.4 Northern British Columbia

1.6.5 South and Central British Columbia

1.6.6 West Kootenays

The rotation would commence again following the last Area on the list.

1.7 Should the Areas within the Region wish to bypass their option to host that year's Convention, the next zone on the rotation would have the option.

1.8 Any new Area would be added to the appropriate geographical zone on the list.

1.9 At least once every two years the convention is held in a larger urban center in the zone on the rotation list.

2. Bid Committee

2.1 Bid committees are the are the primary way to gage area support and put together the actual bid to host the BCRCNA Convention. The qualifications suggested here are meant as a guide to Areas.

2.2 Bid committees do not handle cash nor are funded by the BCRSC

2.3 Bid Committees are an information gathering committee. They are not to enter any signed contracts with any facility or vendor prior to the bid being accepted by the BCRSC.

2.4 Bid Committees will not begin fundraising efforts prior to a bid being accepted by the BCRSC.

2.5 Bid Committees are responsible to their local area service committee.

Bid Committees consist of but are not limited to:

2.6 Bid Committee Chair.

2.6.1 The bid committee chair is responsible for coordinating the bid committee to ensure the bid is complete and no information is missing.

2.6.2 The Bid Chair is normally the person who will be nominated by the local area as the Convention Chair.

2.6.3 See Convention Chair duties.

2.7 Bid Committee Vice-Chair.

2.7.1 The bid committee Vice-chair is responsible for assisting the Bid Chair in coordinating the bid committee. They may also perform other duties as defined by the bid committee.

2.7.2 See Convention Vice-Chair duties.

2.8 Bid Committee Treasurer

2.8.1 The Bid Committee Treasurer is responsible for preparing all financial proposal associated with the local bid.

2.8.2 Ensure all financial information is complete and accurate for the bid.

2.8.3 The Bid Treasurer is normally the person who will be nominated by the local area as the Convention Treasurer.

2.8.4 See Convention Treasurer for other possible duties.

2.9 Bid Committee Hotels/Venue

2.9.1 The Bid Committee Hotels/Venue Chair is responsible initiating RFPs see Addendum A.

2.9.2 Is the point of contact for engagement of possible venues hotels event spaces.

2.9.3 Works closely with the Bid Treasurer in preparing the contracts proposals for the bid including but not limited to: catering, hotel room blocks, venue/event meeting spaces.

2.9.4 See Hotels & Hospitality and refer to Contracts & Negotiations Event Tools. for other possible duties.

3. Bid Procedures

3.1 Bids must be from a seated Area of the BC Region.

3.2 The Area bidding for the BCRCNA must have documented conscience approval from their Area.

3.3 The bid must be accompanied by a "letter of intent" from the area service committee.

3.4 The bid must be accompanied by a short history or summary of N.A. events in that Area.

3.5 The Bid Committee must provide a letter explaining the qualifications of each of the principal committee members along with information on their clean-time and service resume.

3.6 The Bid Committee must provide a written outline explaining all information on the facility where the BC Convention would be held. Including:

3.6.1 Copies of the proposed hotel contract, rooms nights block, and catering

3.6.2 All other contracts, outlining all possible liabilities to the Region.

3.6.3 Proposed expenses such as merchandising, entertainment, travel & accommodation of speakers.

3.6.4 Full financial proposal including surplus, and deficit (best case worst case) scenarios must be attached to the bid. See Addendum G.

3.7 Bids in compliance with the requirements must be submitted for review to the BCRSC twenty-four (24) months prior to the date the Convention is to be held. The bid may be submitted either by RCM or bid committee chairperson, or electronically.

3.8 When preparing bids for the BCRCNA Convention, bid committees should utilize the RFP (Request for Proposal) process when engaging Hotels, see Addendum A, convention or event centres. See addendum A and refer to Contracts & Negotiations Event Tools.

4. Meeting Times and Location

4.1 The principle on which all service meetings must be scheduled is to maximize the ability of individual members to attend these meetings, including out of town members. The responsibility for scheduling the time and place of Service Meetings rests with the Host Committee and its Sub-Committees. Service meetings will only be held in public facilities where any NA member can feel welcome to attend and participate. Committee Meetings WILL NOT take place in private residences for any reason. It is the duty of each subcommittee to seek out meeting spaces that will accommodate their members at no cost wherever possible.

4.2 Taking into consideration the above, the core meeting schedule is as follows:

4.2.1 Once a month up to two months prior to the convention.

4.2.2 Two per month up to one month prior to the convention.

4.2.3 Weekly during the last month prior to the convention.

4.2.4 A notice of a rescheduled meeting is to be posted at the original location of the BCRCNA meeting the RSC and Convention website.

5. Duties & Responsibilities for BCRCNA Administration Officers

The qualifications suggested here are meant as a guide to NA members in selecting trusted servants for the BCRCNA. These guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position.

5.1 Convention Chairperson

5.1.1 Willingness, time and resources to serve.

5.1.2 Commitment to at least 90 days upon the conclusion of the convention.

5.1.3 Minimum 5 years clean time. **(ratified by the BCRSC)**

5.1.4 Minimum of two years of ASC service involvement and two years of RSC involvement.

5.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application.

5.1.6 Presides over all of the activities of the BCRCNA;

5.1.7 Has such authority and performs such duties as may be required by the BCRCNA

5.1.8 May appoint and define the duties of special subcommittees as authorized by the BCRCNA

5.1.9 Attends all BCRCNA meetings

5.2 Convention Vice Chairperson

5.2.1 Willingness, time and resources to serve.

5.2.2 Commitment to at least 90 days upon the conclusion of the convention.

5.2.3 Minimum 4 years clean time.

5.2.4 Minimum of two years of ASC service involvement and one year of RSC involvement.

5.2.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application.

5.3 Convention Treasurer

5.3.1 Willingness, time and resources to serve.

5.3.2 Commitment to at least 90 days upon the conclusion of the convention.

5.3.3 Minimum 5 years clean time. **(ratified by the RSC)**

5.3.4 Minimum of two years of ASC service involvement and one year of RSC involvement.

5.3.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the ASC policies.

5.3.6 Be financially secure, have some bookkeeping experience, be good at managing their personal finances, as well as inspiring the trust of the RSC.

5.3.7 An understanding of RSC policy on managing NA funds and the theft of NA funds.

5.3.8 Attend all BCRCNA committee meetings

5.3.9 Work in conjunction with the Registration point person to determine current and up-to-date registration income

5.3.10 Work in conjunction with the Fundraising and Entertainment point person to determine current and up-to-date fundraising income

5.3.11 Prepare electronic financial reports in advance of all convention committee meetings and all quarterly BCRSC meetings

5.3.12 Such financial reports should contain a (Revenue) section and an (Expenses) section with itemized breakdowns (eg: Excel rows) for easy reference

5.3.13 Register for general liability insurance for the event with the BCRSC Treasurer.

5.3.14 Provide a final post-convention financial report providing the above information

5.3.15 Participate in discussions and decision making at BCRCNA meetings

5.3.16 Manage funds responsibly by tracking all income and expenses and making deposits within 48 hrs. of receiving any monies

5.3.17 Register as a signatory on the BCRCNA bank account and obtain (view-only) online access for bank statements and balance information.

5.3.18 Refer to Money Management Convention & Events Tools as a resource.

5.4 **Convention Secretary**

5.4.1 Minimum of 2 years cleantime

5.4.2 Records and maintains BCRCNA meeting minutes.

5.4.3 Prepares and circulates the open sharing topic list and Contact List.

5.4.4 Maintain files of the BCRCNA meeting minutes and other documents.

5.4.5 Holds and assigns any keys for BCRCNA Storage and postal facilities.

5.4.6 Responsible for BCRCNA photocopying, correspondence, phone vote records and picking up the mail at the post office.

5.4.7 Will maintain an updated copy of the BCRCNA & BCRSC procedural guidelines, which is to be considered the "official" copy.

5.4.8 Is the point person for all email correspondence.

5.4.9 Distributes monthly minutes 1 week following all committee meetings.

5.4.10 Distributes copies of convention minutes to the BCRSC Secretary.

6. Duties and Responsibilities of the BCRCNA Committees

In general, all transactions and activities should be as transparent as possible, inviting participation from others in the fellowship. Though these committees are just a guide convention committees may divide up the work further into multiple committees such as *(entertainment and fundraising as separate committees).*

6.1 Hotels & Hospitality

6.1.1 Willingness, time and resources to serve.

6.1.2 Commitment to at least 90 days upon the conclusion of the convention.

6.1.3 Minimum 2 years clean time.

6.1.4 Minimum of 1 years of ASC service involvement or event involvement/planning.

6.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application.

6.1.6 Is the single point of contact and communication for all contracted facilities.

6.1.7 Works closely with the BCRCNA Treasurer and Chairperson.

6.2 Programming

6.2.1 Willingness, time and resources to serve.

6.2.2 Commitment to at least 90 days upon the conclusion of the convention.

6.2.3 Minimum 2 years clean time.

6.2.4 Minimum of 1 year of ASC service involvement.

6.2.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application.

6.2.6 Selection of topics, Chairperson, times of all meetings held at BCRCNA except for the Marathon Meeting.

6.2.7 Compiles of a pool of members available from which to select replacements.

6.2.8 Will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the Programming Committee. These choices will be submitted to the BCRCNA for approval 120 days prior to the event; and

6.2.9 The final BCRCNA program will be submitted to the BCRCNA meeting for approval 90 days prior to the event.

6.2.10 Speaker guidelines and waiver see Addendum C

6.2.11 Refer to Convention Programming Convention & Events Tools as a resource.

6.3 **Arts & Graphics**

6.3.1 Willingness, time and resources to serve.

6.3.2 Commitment to at least 90 days upon the conclusion of the convention.

6.3.3 Minimum 2 years clean time.

6.3.4 Minimum of 1 year of ASC service involvement.

6.3.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application.

6.3.6 All Banners will be no larger than 4 feet by 5 feet in size and be produced professionally on vinyl.

6.3.7 Artists must sign a release of artwork see Addendum B

6.3.8 Maks sure all graphics follow the Narcotics Anonymous Logo & Styles guidelines and FIPT Bulletin #1

6.4 **Merchandising**

6.4.1 Willingness, time and resources to serve.

6.4.2 Commitment to at least 90 days upon the conclusion of the convention.

6.4.3 Minimum 3 years clean time.

6.4.4 Minimum of 1 year of ASC service involvement.

6.4.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application.

6.4.6 Collects 3 bids for all merchandise production and Art production

6.4.7 Works closely with the BCRCNA Treasurer and Arts and Graphics

6.4.8 Is responsible for the sale of all preconvention and onsite merchandise.

6.4.9 Cash is not the preferred method of collection payment. Utilized cashless point of sale for all merchandise

6.4.10 Reviews and approves all alternative merchandise for sale at the BCRCNA.

6.4.11 Ensures all vendors have a current NAWS vendors license. See Addendum E

6.4.12 Oversees alternative merchandise. See Addendum D

6.4.13 At the close of BCRCNA this Committee will perform a close-out inventory and packing of left over items.

6.5 **Fundraising & Entertainment**

6.5.1 Willingness, time and resources to serve.

6.5.2 Commitment to at least 90 days upon the conclusion of the convention.

6.5.3 Minimum 2 years clean time.

6.5.4 Minimum of 1 year of ASC service involvement.

6.5.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application.

6.5.6 Submits a selection of entertainment to be held at BCRCNA to the full committee for approval.

6.5.7 Cash is not the preferred method of collection payment. Utilized cashless point of sale for all event ticket sales.

6.5.8 Refer to Bulletin #21 The Generation of Funds (fundraising) and the Seventh Tradition in narcotics anonymous.

6.6 **Convention Information**

6.6.1 Willingness, time and resources to serve.

6.6.2 Commitment to at least 90 days upon the conclusion of the convention.

6.6.3 Minimum 2 years clean time.

6.6.4 Minimum of 1 year of ASC service involvement, Public Relations service is an asset.

6.6.5 Use of the Regional PR committee suggested.

6.6.6 An understanding of the Twelve Traditions and Twelve Concepts of NA through application.

6.6.7 Sets up and manages lost & Found

6.6.8 Organizes serenity keepers/greeters

6.6.9 Point of contact for all workshop and meeting chairpersons.

6.6.10 Works closely with programming

6.6.11 Manages the 24-hour marathon meeting and organizing chairpersons for that meeting.

6.6.12 Is the point of contact for all media/press

6.7 **Registration**

6.7.1 Willingness, time and resources to serve.

6.7.2 Commitment to at least 90 days upon the conclusion of the convention.

6.7.3 Minimum 3 years clean time.

6.7.4 Minimum of 1 year of ASC service involvement.

6.7.5 Works closely with the Convention Treasurer.

6.7.6 An understanding of the Twelve Traditions and Twelve Concepts of NA through application.

6.7.7 Coordinates the registration of all event ticket sales.

6.7.8 Preferred method of payments is point of sale methods (POS). The BCRCNA Committee has two 2 POS squares to utilize.

6.7.9 Organizes volunteers for registration and check in at the event.

7. Convention Funds

7.1 All monies accumulated from convention fundraising, registration, contributions, and other Narcotics Anonymous sources, are to be maintained in a convention committee bank account subject to disbursement to and paying BCRCNS obligations.

7.2 Convention Subcommittee will maintain its own operation bank account. All convention proceeds will be processed through the BCRCNA bank account.

7.3 BCRCNA Account signatories will be as follows:

7.3.1 Convention Chairperson

7.3.2 Convention Treasurer

7.3.3 BCRSC Treasurer

7.3.4 Convention Registration or

7.3.5 Any BCRSC Admin member if needed

7.4 As per (BCRCNA Section 16.4.3) six thousand ($6,000.00) Seed fund may be requested upon request and completion of the previous convention.

7.5 Credit unions in BC allow a two-person approval method of sending EFT (electronic funds transfer). It is suggested the Convention committee utilize this resource when choosing a financial institution.

8. Travel

8.1 Individuals eligible for travel are the Convention Chairperson for attendance at the BCRSC quarterly meetings as per (BCRSC Section 9.5.2) and if requested by the BCRSC the Convention Treasurer.

8.2 Travel or accommodation are not eligible for attendance at the BCRCNA Committee meetings.

9. Newcomer Contributions

9.1 Newcomer contribution funds collected shall go to pay for costs associated with registration packages including but not limited to.

9.1.1 Introduction to NA booklet

9.1.2 Name Tag

9.1.3 Program

9.1.4 Any merchandise included in regular package (if available)

9.2 All remaining Newcomer contribution funds shall be used in the general account to offset other convention expenses.

10. **Financial Review**

10.1 Upon completion of the convention event, on the quarter following the convention event, a BCRSC admin officer (not a convention/BCRCNA officer) and an RCM not involved with the convention committee will be selected to conduct a "review engagement with inquiries" with the BCRCNA treasurer. See Addendum F for information defining a "review engagement" versus an "audit engagement."

10.2 The BCRSC admin officer and RCM can volunteer or be appointed via consensus for the review engagement. This selection should be made at the quarterly BCRSC meeting after the convention occurs when the final BCRCNA report has been submitted.

10.3 The selected BCRSC admin officer and RCM will review the financial statements (as they're delivered to the BSRSCNA the quarter following the end of the convention) and decide as to whether the statements are believable or plausible.

10.4 If there is anything about the financial statements that stands out or causes concern, or if the selected BCRSC admin officer and RCM have any specific questions, they can schedule a review briefing with the BCRCNA treasurer to submit inquiries or ask questions.

10.4.1 These questions will not be asked in advance of the scheduled review hearing with the BCRCNA treasurer. (*eg sample questions: "can you provide the receipt for the venue, and the bank statement reflecting the payment or cheque clearance?" "Can you explain what the breakdown of this $x,xxx.xx deposit came from?"*)

10.4.2 This review hearing can be scheduled electronically (eg: *Zoom* or other webcast software) or physically in person, whichever is more convenient for the participating members based on geographical location.

10.4.3 If the BCRCNA treasurer can answer the questions to the reviewers' satisfaction, the selected BCRSC admin officer and RCM can then inform the BCRSC that they conducted a review with inquiries, and they do not believe an audit is required at this time. If the questions are **not** answered to their satisfaction, they may want to recommend an audit to the BCRSC Admin Committee.

11. **Financial Audit**

11.1 Should an audit be recommended by the selected BSRSC Admin Officer and RCM for the review task, they will report this recommendation to the BCRSC Admin Committee as soon as possible. A quarter should not have to elapse for this request.

11.2 Should the BCRSC Admin Committee accept this recommendation, the selected BCRSC Admin Officer and RCM are now considered auditors to conduct an internal audit for this purpose.

11.3 A request for all the documents from the BCRCNA treasurer to the selected BCRSC Admin Officer and RCM shall be fulfilled within one week upon request. Such documents to be provided are:

11.3.1 Receipts for all claims fulfilled (eg: food receipts, vendor receipts)

11.3.2 Bank statements for the period of initial convention sales to conventions end

11.3.3 Signed agreements (eg: venue or vendor)

11.3.4 Registration records (eg: individual sale records) to verify against incoming funds into the bank account

11.3.5 Any other pertinent financial documents relevant to the audit

11.4 These documents can be physically scanned or have pictures taken of, or (.pdf) copies can be provided, so that they can electronically be sent to the auditors.

11.5 **Audit Process**

11.5.1 Subsequent to the document request, the auditors will arrange a date with the BCRCNA treasurer to proceed with the audit, physical or virtual. This date should be arranged within 2 weeks of receiving the documents.

11.5.2 During the audit briefing, with the BCRCNA treasurer present, the auditors will proceed with line-by-line transaction reviews of the bank statement with the registration sales (eg: for incoming funds) to confirm the nature of the settlements. They will also proceed with line-by-line transaction reviews of the bank statement for outgoing funds and verify these transactions against the receipts provided.

11.5.3 The auditors will record any missing information and discrepancies discovered during the comparison of the material provided.

11.5.4 The auditors will provide a signed and scanned audit report to the BCRSC admin committee, with recommendations. If the auditors are separated geographically by too great a distance to jointly sign the same document, they can print a copy of this report and sign it each individually to be scanned-and-emailed to the admin committee. They can also use digital signatures.

11.5.5 Depending on the nature of the findings, if theft or misappropriation is determined to have occurred, the auditors should report this to the BCRSC Admin Committee immediately to determine the next steps for the recovery of funds (see Bulletin #30 – Theft of NA funds.)

12. Surplus BCRCNA Funds

12.1 Surplus Funds and convention seed from the BCRCNA Convention will be returned to the RSC at the regional meeting following the convention.

Addendum A **Request for Facility Proposals**

To: Name of Facility
To: Attention:
Address:

The British Columbia Region of Narcotics Anonymous is interested in receiving a proposal from your property for an event expected to be held in the late Spring dates are somewhat flexible.

Date of Event: Last 2 weekends Friday Saturday & Sunday in April 20_____

Room Nights:
Advance team – Thursday to Sunday 4 Rooms X 3 days = 12

Main Event: - Thursday X 6, Friday X 125, Saturday X 150, Sunday X 6

Meeting Space:
Thursday - Sunday – 1 meeting room for onsite office (horseshoe for 10 people with space for additional chairs)

Friday - 4 PM - Midnight, Saturday 8 AM till midnight, & Sunday 8 AM - 1 PM
Main Room - Accommodate _____ people theatre style
2 Breakout Rooms – Accommodate _____ theatre style each
2 meeting rooms - Accommodate _____ theater style each
1 meeting room – accommodate 25 – 40 Friday 6 PM – Sunday 7 AM
Hospitality Room (1000-1500 Sq Ft)
Merchandise Room - (1000-1500 Sq Ft)

F & B
Saturday Banquet - _____ people (approx 60.00 each)
Sunday Breakfast - _____ people (approx 30.00 each)

Events:
We will have an open mic on Fri, a dance on Sat and a comedy show on Sat.

Feel free to contact me to discuss for clarification. I look forward to hearing from you soon.
All the Best

Hotels & Hospitality Coordinator

Addendum B

BCRCNA Artwork Release
Artwork Release Form

I, _____, do hereby relinquish all rights I may have in any and all designs and/or artwork of whatsoever kind I have presented to anyone associated with the British Columbia Region of Narcotics Anonymous.

I realize that I am giving up all rights I have to copy, duplicate or reproduce any of the above-mentioned designs in any way, shape or form.

Signature _____

Print Name _____

Date _____

Email _____

Phone # _____

Witness Signature _____

Print Name _____

Date _____

Addendum C
SPEAKER COPYRIGHT RELEASE AGREEMENT

This is a Copyright Release agreement between BCRCNA and

Name _____

Address _____

(hereinafter "the MEMBER")

BCRCNA is conducting a convention and has invited the MEMBER to be a speaker or participate in a meeting which BCRCNA intends to record and offer copies of the recording for sale. The proposed recording(s) will contain the personal experiences of the MEMBER as they share their experience, strength and hope in recovery. The MEMBER, in electing to sign this Copyright Release Agreement consents to do so as a means of permitting BCRCNA to share their personal experience, strength and hope in recovery with others through the use of the audio recording that is made. In doing so, the MEMBER helps other addicts and assists the BCRCNA fulfill its part of the overall responsibility to the Fellowship of Narcotics Anonymous to carry the message of recovery and be self-supporting by our own efforts.

The MEMBER receives consideration from this agreement, through the satisfaction of having been able to share their experience, strength and hope and assist CCNA to carry the message of recovery and remain self-supporting.

For this consideration received, the MEMBER hereby transfers all of his or her rights to the audio recording made during the meeting recorded on behalf of BCRCNA. This transfer is made for the purpose of allowing the BCRCNA to utilize the MEMBER's personal recovery in audio recording only. The MEMBER is transferring all of his or her rights to copyright, reissue, or make excerpts from the audio recording or to renew or extend and copyrights thereon. These audio recordings will possibly be allowed for sale at places other than this convention.

The MEMBER agrees to hold CCNA harmless from any liability arising from its use or sale of the recorded audio.

This is the only agreement between BCRCNA and the MEMBER regarding the audio recording. This agreement can only be changed by the written consent of the parties hereto. This agreement binds the MEMBER's heirs and assigns.

Read, understood, and voluntarily signed, on this _____ day of _____, 20____.

Member's Signature _____

Member's Name _____

Witnesses Signature _____

Witnesses Name _____

Addendum D

BCRCNA Alternative Merchandise Store

Who can sell?
BCRCNA provides an alternative merchandise store as an opportunity for regions and areas to typically sell their **leftover NA merchandise**. This store will be held in the merchandise room at pre-approved hours.

We will not accept letters from areas or regions authorizing private vendors to sell merchandise at this store, as that is not its purpose. The sole purpose of the store is to provide areas and regions an opportunity to sell merchandise they produced for an area or regional event and were not able to sell at that time.

You must obtain pre-approval
Those wishing to sell in the BCRCNA alternative store must register by completing this agreement. The agreement must be returned to the BCRCNA committee prior to the day of selling in order to obtain approval to sell in our alternative merchandise store.

BCRCNA Alternative Merchandise Letter of Agreement

(to be completed by an officer of the area or regional NA service body)

_____ _____
Contact Name (person responsible at BCRCNA BCRCNA phone number

_____ _____
Service Body Chairperson's Name Service Body person's Phone Number

Service Body Chairperson must read and complete the following:

I, _____, certify on behalf of (name of area/region)

_____
Area/Region of Narcotics Anonymous that _____ (name of authorized representative) is authorized to sell our area/region's leftover merchandise in the BCRCNA alternative merchandise store. This merchandise shall consist *solely* of leftover merchandise.

This merchandise consists of [please list t-shirts, coffee cups, hats, etc.]
1. _____
2. _____
3. _____
4. _____

_____ _____
Signature of Area/Regional Chairperson Date

_____ **(_____)** _____
Please Print Name and Position Telephone Number

Addendum E

BCRCNA NA Vendor Merchandise Agreement

In respect to Narcotics Anonymous Intellectual Property Trust Bulletin # 3 and 3A USE OF NARCOTICS ANONYMOUS TRADEMARKS BY COMMERCIAL VENDORS.

The vendor's specific intended use is approved by NA World Services. Granting of this approval is done at the sole discretion of BCRCNA.

_____ The vendor agrees to follow the General Rules of Use, laid out by their license.

_____ The vendor agrees to indemnify and defend the British Columbia Region and Convention of Narcotics Anonymous against any claims made because of the vendor's use of any NA Trademark.

Vendor is obliged to provide BCRCNA with a complete written description of all items (e.g. 14KT gold, sterling silver, 100% cotton, etc.) which are proposed for sale at BCRCNA.

_____ The vendor will display their current NA Vendor Permit issued to them at all locations where items bearing NA Trademarks are displayed or sold.

_____ The Vendor agrees to pay _____ % of sales Each day to BCRCNA.

_____ _____
Signature of Vendor Date

_____ **(_____)** _____
Print Name Telephone Number

_____ _____
Signature Merchandise Chairperson Date

_____ **(_____)** _____
Print Name Telephone Number

Addendum F

BCRCNA Audit Team Report

Date of Audit: _____

Audit Team Members:

Name: _____ Service Position: _____

Name: _____ Service Position: _____

Items on hand to conduct Audit: (ie. *Cheque book, bank statements/reconciliation reports)*

1. _____ 2. _____ 3. _____

Opening Convention Bank Balance: $_____ Date: _____

Total Convention Income: $_____

Total Convention Expenses: $_____

Total Convention Closing Revenue: $_____

Concerns Noted:

1.

2.

3.

Recommendations:

1.

2.

3.

_____ _____
Audit chair signature Audit Chair Name

_____ _____
Audit chair signature Audit Chair Name

Addendum G

Projected Revenue				
		Estimated Attendance		
Projected Registrations		**200**	**250**	**300**
Full Package	$			
Early Bird	$			
Pre-Registration	$			
On-Site	$			
Basic Registration	$			
Early Bird	$			
Pre-Registration	$			
On-Site	$			
Total Registration Revenue				
Pre-Merchandise Revenue	$			
On-Site Merchandise Revenue	$			
Total Merchandise Revenue	$			
Entertainment Income	$			
Fundraising	$			
Literature Revenue	$			
Auction Revenue	$			
Member Contributions	$			
Other Revenue	$			
Total Projected Revenue	$			

Addendum G

Projected Expenses				
		Estimated Attendance		
Hotels &Hospitality Expenses		200	250	300
Catering (Dinner/Brunch)	$			
Coffee Service/concession	$			
Room Block Total Cost	$			
Venue Convention Space	$			
Registration Expenses				
Registration Package	$			
Arts &Graphics Expenses				
Banners, art, printing	$			
Convention Information				
PR/FD/Media Supplies	$			
Programming Expenses				
Program	$			
Main Speaker Travel/Accom.	$			
Merchandise Expenses				
Total Projected Expenses				