

Ballot Form

Home

Group_____

January Nominations:

Paul S (H&I Chair) yes_____ no_____ abstain_____

January Motions:

1-A – See attached – by PR Subcommittee - 2nd by
Highland Peace –

Y_____ N_____ A_____

1-B - See attached – by PR Subcommittee – 2nd by
Highland Peace –

Y_____ N_____ A_____

The Louisville Area Service Committee of Narcotics Anonymous

Nomination Submission Form

To be turned in at least 15 minutes before the start of the meeting in duplicate: One copy to Area Chair/ASC Executive Subcommittee and one copy to the Policies and Procedures Chair/Committee.

Date: 1/8/17

Position Individual is nominated for: H E I CHAIR

Submitted by (Home Group/Subcommittee): H E I

Nomination: Paul S.

Have you consulted the individual being nominated?

[X] Yes [] No

Does this person meet the position guidelines?

[X] Yes [] No

Has this person completed a service resume?

[X] Yes [] No

The Louisville Area Service Committee of Narcotics Anonymous

NA Service Resume

Position to which nominated: H&I CHAIR

Name: PAUL S. Clean Date: 7/9/12

Address: _____ 10 Digit Phone # (502) 418-8863
LOUISVILLE, KY 40272

Please list all the group, area, regional and world service positions you've held that you consider relevant to the position to which you are nominated. Please include the positions served within the last five years and approximate dates of service for each position.

Position	Date
H&I PANEL MEMBER (LMDC)	2012-2014
H&I PANEL LEADER (LMDC)	2014-PRES
H&I VICE CHAIR	2015-2016
GBR ^{THE} STOPPING	2014-2016

If you have not completed a term or have been removed from a service position in the last five years, please explain.

N/A

What resources do you believe you can bring to the position to which you are nominated?

MY EXPERIENCE, STRENGTH & HOPE FROM THE PAST 4 yrs.

The Louisville Area Service Committee of Narcotics Anonymous

Motion Submission Form

To be turned in 15 minutes before the start of the meeting in duplicate: One copy to Area Chair/Executive Subcommittee and one copy to the Policies and Procedures Chair/Committee.

Motion Number (to be filled out by Area Secretary): _____ Date: 1-8-17

Group or Sub-Committee submitting motion: PR Subcommittee

Is this motion a Policy Change? Yes No

Have you consulted with the committee(s) that this policy will affect? Yes No

Where will it be inserted into our P&P Manual?
PR Budget

What is the current language (if applicable)?

- 1 Helpline - \$250.00
 - 2 Printing of Schedules - \$1500.00
 - 3 Website - \$240.00
 - 4 Operators expenses - \$500
 - 5 Public Relation Learning Day \$400
- total - \$2890

What is the proposed language (or your motion, if not a policy change)?

- 1 Helpline - \$250
 - 2 Printing of Schedules - \$1500.00
 - 3 Website (domain regis every other year, hosting) - \$500
 - 4 Operators expenses \$500
 - 5 Public Relations - \$400
- total - \$3150.00

Reason for change or Intent of motion:

website - domain registration not previously included - change is every other year
Should not exceed \$250.00 more than previous budget.

1-B

multiple pages

The Louisville Area Service Committee of Narcotics Anonymous

Motion Submission Form

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Motion Number (to be filled out by Area Secretary): _____ Date: 1/8/2017

Is this motion a Policy Change? Yes No

Have you consulted with the committee(s) that this policy will affect? Yes No

Where will it be inserted into our P&P Manual?

Public Relations Guidelines

What is the current language (if applicable)?

removed pager or changed to refer to helpline responder throughout; corrected spacing and lettering of headings; sub headings throughout;

What is the proposed language (or your motion, if not a policy change)?

Qualifications removed NAWs from section; adjusted Secretary position to account for Helpline Coordinator position; removed treasurer position; website content - changed to allow current meetings to be added or deleted in real time; removed reference to TWGSS; removed items of importance

Reason for change or Intent of motion:

to reflect current technology and procedures practiced by Area PR. The items of importance are available from the committee and redundant when in the Policy and Procedure.

ADENDUM
FOR
I-B
(6 PAGES)

LOUISVILLE AREA NA

PUBLIC RELATIONS

Sub-committee Guidelines

I. Purpose:

To establish, maintain, and coordinate an effective 24-hour, 7 days a week answering service. Through this service, we form a link between Narcotics Anonymous and the general public seeking help and/or information. The sub-committee will also provide the appropriate referrals in accordance with our 6th tradition: "An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose." Additionally, the sub-committee will be responsible for updating and maintaining printed, phone line, and website meeting schedules. Public relations inform the public about recovery from addiction through the 12 Steps and the 12 Traditions of Narcotics Anonymous. The purpose of the PR sub-committee is to inform the public that NA exists and offers recovery from the disease of addiction.

II. Membership.

Chairperson, Vice-Chairperson, Secretary, Phone line volunteers and other concerned members of NA.

III. Qualifications and Responsibilities.

(For simplicity, wherever clean time is mentioned in these guidelines, it refers to continuous clean time; prior involvement refers to continuous prior involvement unless otherwise noted).

General qualifications for all officers/trusted servants:

- Working knowledge of the 12 Steps and the 12 Traditions of Narcotics Anonymous.

Qualifications and Responsibilities specific to Public Relations trusted servants:

A. Public Relations Chairperson - nominated and elected by ASC

1. Two years' clean time
2. Six months' prior involvement in Public Relations sub-committee
3. Acts as a liaison between the ASC and the Public Relations sub-committee.
4. Assists the helpline coordinator in the establishing Helpline volunteers and maintains the order of call responders in a rotation.
5. Must attend all ASC meetings or see that the sub-committee is represented if the chairperson cannot attend.
6. Must follow up on Public Relations related problems, issues, questions, and concerns.
7. Is responsible for gathering information about meetings, which are listed, on the schedules.

8. Should acquaint self with Louisville Area Policies and Procedures.
9. Maintains voting status.

B. Public Relations Vice Chairperson - nominated and elected by the Public Relations sub-committee.

1. One-year clean time.
2. Three months' prior involvement with Public Relations sub-committee.
3. Fills in for Chairperson when needed.
4. Maintains order in sub-committee meetings.
5. Takes roll call and establishes voting membership.
6. Is responsible for all money transactions.
7. Maintains voting status

C. Public Relations Secretary - nominated and elected by the Public Relations sub-committee.

1. Six months' clean time.
2. Three months' prior involvement with Public Relations sub-committee.
3. Secretarial experience and organizational skills.
4. Records all sub-committee meeting minutes and maintains all sub-committee records.
5. Responsible for all correspondence.
6. Assists the Chair in recording and distributing all lists and schedules.
7. Maintains voting status.

D. Public Relations Call Responder:

1. Six months' clean time.
2. Three months' prior involvement with Public Relations sub-committee.
3. Maintains voting status.

E. Public Relations Schedule Coordinator:

1. One-year clean time.
2. Maintain voting status.
3. Three months' prior involvement with Public Relations sub-committee.

4. Responsible for maintaining an updated meeting list for the Louisville Area and printing up to 4000 copies every quarter as needed.

F. Public Relations Website Coordinator:

1. One-year clean time.
2. Maintain voting status.
3. Willingness and ability to maintain the Louisville Area website.
4. Three months' prior involvement with Public Relations sub-committee.

G. Public Relations volunteers:

1. Any clean addict with the desire to be a part of the Public Relations sub-committee is eligible.
2. Is part of the voting membership, forms group conscience in all business and policy & procedure matters (provided voting status is maintained)
3. Must attend all area Public Relations workshops.

H. Public Relations Helpline Coordinator

1. Six months' clean time.
2. Maintain voting status.
3. Willingness and ability to maintain Louisville Area Helpline.
4. Three months' prior involvement with Public Relations Subcommittee.
5. Manages Helpline for the Public Relations Subcommittee.
6. Maintains and updates call rotation.
7. Makes the online meeting schedule recordings.
8. Maintains and distributes instructions for Helpline.

IV. Agenda for Public Relations Sub-committee meeting:

1. Open with the "WE" version of the serenity prayer.
2. Ask if any new members are present.
3. Establish a voting membership

4. Read purpose (Sec. 1-Louisville Area Public Relations sub-committee guidelines).
5. Review minutes from last meeting.
6. Set topics for discussion.
 - a. Old business.
 - b. New business.
7. Review calls.
8. Q & A.
9. Announcements.
10. Establish meeting time and place.

V. Public Relations Motions and voting procedures:

1. Motions.

- A. May be made and seconded only by members with voting status.

2. Voting.

- A. Voting members of the sub-committee are all Public Relations volunteers present who have participated in one of the last two consecutive meetings.
- B. In the event of a tie, the chairperson may exercise their right to break the tie.

3. A quorum is the simple majority of the voting members present. Once a quorum has been established, it stays throughout the meeting.

VI. Public Relations Annual Budget:

1. Helpline/Voicemail	\$ 250.00
2. Printing of meeting schedules	\$ 1500.00
3. Website (Domain registration every other year, Website hosting fee)	\$ 500.00
4. Operating expenses (postage, copies, IP's, PSAs, Ink, Paper, Rent etc...)	\$ 500.00
5. Public Relations Learning Day (Food, Rent, Flyers, Supplies)	\$ 400.00
ANNUAL TOTAL:	\$ 3150.00

VII. Meeting Schedule Guidelines

(Refer to page 17, #s 6, 7, 8 and 9)

VIII. Website Guidelines

A. Purpose

In keeping with our primary purpose of carrying the NA message to the addicts who still suffer the purpose of the Louisville Area website is to:

1. Provide information about NA to addicts who still suffer.
2. Provide information about Area NA meetings and activities.
3. Provide a means of communication for Professionals and others interested in NA with the Louisville Area.

B. Responsibility/accountability

Maintaining and updating Louisville Area website is responsibility of the Website Coordinator. The Website Coordinator is accountable to the Public Relations Sub-Committee and the Louisville Area Service Committee. The ability to maintain an accurate meeting schedule is dependent on effective communication between the groups. Website Coordinator qualifications are defined in the Louisville Area Public Relations Sub-Committee Guidelines.

C. Domain

The domain names: "nalouisville.net"; "nalouisville.org"; "lascna.org"; "nalouisville.com" and site hosting will be registered under the Louisville Area Service Committee of Narcotics Anonymous (LASCNA) and paid for by the area.

If the need for professional assistance in either maintenance or redesign work on the Louisville Area website is required, a motion should be made to the Louisville Area Service Committee for approval of hiring a "special worker" and covering the expenditure.

D. General Website Guidelines to Follow

1. 12 Traditions of NA
2. 12 Concepts for NA service
3. Louisville Area Policy and Procedure
4. Public Relations Handbook chapter 10, Internet Technology
5. Narcotics Anonymous World Services Fellowship Intellectual Property Trust (FIPT)

E. Website Content

1. Purpose of Website
2. Meeting directory- Updated on a regular basis available online and print formats.
3. Downloadable files including service forms, area minutes and flyers for NA events
4. Contact Information- Helpline Numbers, email and postal address.
5. Link to Kentuckiana Region Website
6. Link to Narcotics Anonymous World Service (NAWS) website
7. No Personal messages, opinions, non-NA flyers or announcements are allowed as they may be confused as being an endorsement or an opinion of NA as a whole.
8. No quotes are to be published from any copyrighted material.
9. No photographs, phone numbers, full names, email addresses or street addresses of individual members should be publicly published.

IX. Additional Subcommittee Guidelines:

“The primary purpose of an NA member is to stay clean, just for today, and carry the message of recovery to the addict who still suffers by working with others.” This is the essence of service in NA and what we are most concerned with in Public Relations work. It is of the utmost importance, when doing Public Relations work, to carry the NA message only. We do this by following the Traditions. We, the Public Relations sub-committee, suggest that everyone working with us study, understand, and follow the essays on the Traditions in the *Basic Text* and *It Works-How and Why*. Experience shows that this is the best way to carry a strong NA message.

12-Step work is not hard. As the *Basic Text* tells us, “even a member with one day clean can carry the message that this program works.” More experienced members can be of great assistance when we are not sure how to handle a call. WE NEVER 12-STEP ALONE!

X. How the Louisville Area Public Relations helpline works:

A person wanting help or information calls the Helpline (502) 569-1769. This number reaches our automated answering service. The person calling has the option of either listening to a recorded list of NA meetings in the Louisville Area or leaving a voice message and then having their call returned by a Helpline volunteer. In the latter case, the caller leaves their name and number on the system; the system then calls the first volunteer in the rotation. If that volunteer does not respond in minutes, the next volunteer in the rotation is called-and so on until a volunteer retrieves the message. The volunteer returns the call, or asks a 12-Step volunteer to return the call if they are unable. The call is returned using the PR helpline process.

Home Group Name

LASCNA Literature Order Form

Column1	Column2	Column3	Column4	Column5	Column6
	Description	Item #	Quantity	Price	Total
Books					
	Basic Text (Hard Cover)	1101		\$11.55	
	Basic Text (Soft Cover)	1102		\$11.55	
	Basic Text (Mini)	1106		\$11.55	
	Basic Text (Lg. Print)	XLP1101		\$15.75	
	It Works: How & Why (Hard Co	1140		\$9.00	
	It Works: How & Why (Soft Cov	1143		\$9.00	
	It Works: How & Why (Mini)	1144		\$9.30	
	JFT Meditation	1112		\$9.00	
	JFT Meditation (Mini)	1113		\$9.30	
	Step Working Guide	1400		\$8.50	
	The Traditions Workbook			\$11.00	
	Sponsorship Book	1130		\$8.25	
	An Introductory Guide to NA	1200		\$2.00	
	Living Clean: The Journey Cont.	1151		\$9.75	
Booklets					
	Twelve Concepts	1164		\$2.05	
	NA White Booklet	1500		\$0.75	
	In Times of Illness	1603		\$3.20	
	The Group Booklet	1600		\$0.95	
	Behind the Walls	1601		\$0.95	
	Fourth Step Guide	3110		\$0.77	
	NA: A Resource in Your Commu	1604		\$0.40	
Small Booklets					
	IP#2 The Group	3102		\$0.31	
	IP #17 For Those in Treatment	3117		\$0.31	
	IP #21 The Loner	3121		\$0.31	
	IP #24 Money Matters: Self-Sup	3124		\$0.53	
Information Pamphlets					
	IP #1 Who, What, How, & Why	3101		\$0.24	
	IP #5 Another Look	3105		\$0.24	
	IP #6 Recovery & Relapse	3106		\$0.24	
	IP #7 Am I an Addict	3107		\$0.24	
	IP #8 Just for Today	3108		\$0.24	
	IP #9 Living the Program	3109		\$0.24	
	IP #11 Sponsorship	3111		\$0.24	
	IP #12 Triangle	3112		\$0.24	
	IP #13 By Young Addicts, For Yo	3113		\$0.31	
	IP #14 One Addict's Experience	3114		\$0.24	
	IP #15 PI & the NA Member	3115		\$0.24	
	IP #16 For the Newcomer	3116		\$0.24	
	IP #19 Self-Acceptance	3119		\$0.24	
	IP #20 H&I and the NA Member	3120		\$0.24	
	IP #22 Welcome to NA	3122		\$0.24	

IP #23 Staying Clean on the Out	3123	\$0.24
IP #26 Accessibility	3126	\$0.24
IP # 27 For the Parents/Guardia	3127	\$0.31
IP #28 Funding NA Services	3128	\$0.35
IP #29 Intro. To NA Meetings	3129	\$0.24
Key tags		
Welcome (White)	4100	0.53
30 Days (Orange)	4101	0.53
60 Days (Green)	4102	0.53
90 Days (Red)	4103	0.53
6 Months (Blue)	4104	0.53
9 Months (Yellow)	4105	0.53
1 Yr. (Moonglow)	4106	0.53
18 Months (Grey)	4107	0.53
Multiple Yrs (Black)	4108	0.53
Medallions		
1 Yr.	4301	\$3.20
2 Yr.	4302	\$3.20
3 Yr.	4303	\$3.20
4 Yr.	4304	\$3.20
5 Yr.	4305	\$3.20
6 Yr.	4306	\$3.20
7 Yr.	4307	\$3.20
8 Yr.	4308	\$3.20
9 Yr.	4309	\$3.20
10 Yr.	4310	\$3.20
Medallions - Write In Any Other Years Needed		
Yr.		\$3.20
Yr.		\$3.20
Yr.		\$3.20
Yr.		\$3.20
Yr.		\$3.20
Service Products		
H&I Handbook	2101	\$9.65
H&I Basics	2101 G	\$0.60
PR Handbook	2102	\$9.85
PR Basics	2102 B	\$1.75
Guide to World Services	2104	\$4.30
Lit. Handbook	2105	\$2.75
Newsletter Handbook	2106	\$2.10
Guide to Phonenumber Services.	2107	\$3.60
Treasurer's Handbook	2109	\$2.10
Group Treasurer's Workbook	2110	\$2.10
Group Treasurer's Record Pad	9001	0.75
A Guide to Local Services	2111	\$7.05
Outreach Resource Info.	2113	\$2.75
Additional Needs Resource Info	2114	\$2.75

Sub-Committee Funds Return Form

Sub-Committee: _____ Date: _____

Sub-Committee Member Returning Funds: _____

Funds Spent (Please Itemize)

Item	Amount	Item cont.	Amount

Total Funds Used: \$ _____

Income (Including Donations)

Source of Income	Amount	Source cont.	Amount

Total Income: \$ _____

Funds Received: \$ _____ Total Amount Returned: \$ _____

Funds Returned to: _____

The Louisville Area Service Committee of Narcotics Anonymous
Funds Request Form

Sub-Committee: _____ Date: _____

Sub-Committee Member Making Request: _____

Requested Budget Amount: \$ _____

Money is to be used for (Please Itemize if Necessary):

Current Budget for Year: \$ _____

Funds Used thus far: \$ _____

Monthly Budget Allotment: \$ _____

Remaining Funds for Year after Request: \$ _____

Funds Allocated by: _____

The Louisville Area Service Committee of Narcotics Anonymous

Motion Submission Form

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Motion Number (to be filled out by Area Secretary): _____ Date: _____

Is this motion a Policy Change? Yes No

Have you consulted with the committee(s) that this policy will affect? Yes No

Where will it be inserted into our P&P Manual?

What is the current language (if applicable)?

What is the proposed language (or your motion, if not a policy change)?

Reason for change or Intent of motion:

The Louisville Area Service Committee of Narcotics Anonymous

Nomination Submission Form

To be turned in at least 15 minutes before the start of the meeting in duplicate: One copy to Area Chair/ASC Executive Subcommittee and one copy to the Policies and Procedures Chair/Committee.

Date: _____

Position Individual is nominated for: _____

Submitted by (Home Group/Subcommittee): _____

Nomination: _____

Have you consulted the individual being nominated?

Yes

No

Does this person meet the position guidelines?

Yes

No

Has this person completed a service resume?

Yes

No