

**MACNA CONVENTION PLANNING PANEL
(MACNA CPP)
CONVENTION GUIDELINES**

**OPERATING POLICIES AND
CONTROL PROCEDURES**

Revised: July 10, 2010

This body shall be known as the Midtown Atlanta Convention of Narcotics Anonymous (MACNA), Convention Planning Panel (CPP) and operates as a subcommittee of the Midtown Atlanta Area Service Committee of Narcotics Anonymous.

PURPOSE

To coordinate and conduct the annual Midtown Atlanta Area Convention of Narcotics Anonymous, to carry the message to addicts who still suffer and to provide support for others who are afflicted by this disease. This Convention is held by the Midtown Atlanta Area members of Narcotics Anonymous to bring our membership together in celebration of recovery. Meetings, workshops and activities are scheduled to encourage unity and fellowship among our diverse members. Because this Convention is sponsored by a service subcommittee of Narcotics Anonymous, it should always conform to the Twelve Traditions & Twelve Concepts of NA and reflect our primary purpose.

GENERAL PLANNING

Hosting a convention is a tremendous responsibility that requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, efforts should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of members from the Midtown Area that will work as a panel known as the Convention Planning Panel (CPP). The CPP functions as a subcommittee of the MAASCNA to ensure continuity of effort and service.

CONVENTION PLANNING PANEL MEETINGS

All CPP meetings should take place at a regular scheduled time and place and follow the rules of majority vote as defined by MAASCNA, and most current edition of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and conducting of the convention. Efforts should be made to encourage support and participation from all members.

MAJORITY VOTE AND VOTING PRIVILEGES:

Majority Vote: The CPP shall conduct business by majority vote. According to Robert's Rules of Order, the definition of majority vote is defined as: *A majority vote in these rules means a majority of the votes cast, ignoring blanks, at a legal meeting and a quorum being present.*

Voting Privileges: Voting privileges are extended to the following CPP Members:

- (a) Subcommittee Chairs or the Vice- Chairs as the alternative to the Subcommittee Chair (only one vote per subcommittee)
- (b) CPP Secretary
- (c) CPP Vice-Chair (because of relationship with Subcommittee)
- (d) CPP Treasurer (financial impact)
- (e) CPP Chair (only in the event to break a tie)

It is understood that the CPP shall conduct its business by majority vote and that the voting privileges set forth above shall apply to voting on topics submitted for discussion. In the event a majority vote cannot be reached on a topic, the CPP shall provide a report to the MAASCNA and consult the MAASCNA for further directions.

Any CPP committee officer, either administrative officer or subcommittee chair, who is absent for two (2) consecutive meetings without prior notice to the CPP Chair will be considered as resigned at the roll call of the next regularly scheduled meeting.

Quorum: A quorum consists of 50% plus 1 of the voting participants and 50% of the Administrative Committee.

Special meetings may be called whenever the Planning Panel Chairperson deems necessary. Prior notice of at least (2) days must be given to all panel members for all special meetings. The two (2) day notice may be waived if 50% plus 1 of the voting participants agree to the meeting.

Planning Panel Meetings will be held monthly until four (4) months prior to the Convention, at which time they will take place every two weeks; and at one (1) month prior to the Convention, it will meet every week.

An Agenda for Convention Planning Panel Meetings will be as follows:

- (a) Opening: Begin with a moment of silence asking for members to reflect on their involvement, thinking about who they serve and why, followed with the Serenity Prayer.
- (b) Reading of the Twelve Traditions
- (c) Reading of the Twelve Concepts
- (d) Roll Call
- (e) Read and approve the minutes of the last meeting
- (f) Administrative Reports (Chair and Vice-Chair)
- (g) Treasurer's Report
- (h) Sub-committee Reports (Activities, Hospitality, Hotel, Merchandise, Program, Registration, Arts & Graphics and Serenity Keeper).
- (i) Open Forum
- (j) Old Business
- (k) New Business
- (l) Closing Prayer

ELECTION OF MACNA COVENTION PLANNING PANEL (CPP)

Before the planning process ever begins, an Administrative Committee must be elected to execute the process. All nominees need to submit a service resume to present to the MAASCNA meeting for questioning. An open letter of information and a resume form will be given out at the April & May MAASCNA meetings and included in the minutes for those interested parties. The MAASCNA will nominate the **entire** MACNA CPP Committee as follow; **Administrative Committee:** Chair, Vice-Chair, Secretary and Treasurer, and **MACNA Subcommittee:** Activities, Arts & Graphics, Hospitality, Hotel, Merchandise, Program, Registration and Serenity Keeper. ***Once the nominations and resumes are presented at the MAASCNA Meeting, the nominations are closed.*** The voting should take place in June, or at the next MAASCNA meeting. It is suggested that all members of the convention planning panel have a source of income if they are handling funds.

QUALIFICATIONS OF MACNA CPP ADMINISTRATIVE COMMITTEE

CHAIRPERSON:

- (a) Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- (b) Minimum of five (5) years continuous clean time, demonstrates stability in the local community and administrative skills.
- (c) Willing to give time, energy and resources necessary.
- (d) Ability to exercise patience, tolerance and acceptance.
- (e) Ability to resolve personality conflicts.
- (f) Must have a home group in the Midtown Atlanta Area.
- (g) Past participation on a convention level for one (1) year.
- (h) Recommend past years service as Vice-Chair of MACNA or must have worked on past years Convention Panel either as a Subcommittee Chair or a member of the Administrative Committee of MACNA.

VICE CHAIR:

- (a) Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- (b) Minimum of four (4) years continuous clean time, personable and familiar with the functioning of a convention in order to coordinate the activities of the Subcommittee.
- (c) Willingness to give time, energy and resources necessary.
- (d) Ability to exercise patience, tolerance and acceptance.
- (e) Must have a home group in the Midtown Atlanta Area.
- (f) Past participation on a convention level for one (1) year. Note. This position could be a two (2) year commitment. The first year as Vice-Chair and the second year as Chair, if elected by the MAASCNA.

SECRETARY:

- (a) Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- (b) Minimum of two (2) years continuous clean time.
- (c) Must have a home group in the Midtown Atlanta Area.
- (d) Demonstrates good record keeping and typing skills.
- (e) Willingness to give time, energy and resources necessary.
- (f) Ability to exercise patience, tolerance and acceptance.
- (g) Maintains a list of names, addresses, email addresses and phone numbers of committee members for committee use.

TREASURER and ALTERNATE TREASURER:

- (a) Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- (b) Minimum of five (5) years continuous clean time for Treasurer and four (4) years for the Alternate.
- (c) Must have a home group in the Midtown Atlanta Area.
- (d) Possess either past treasurer experience above the group level or accounting skills.
- (e) Possess accounting experience at a business level.
- (f) Willingness to give time, energy and resources necessary.
- (g) Ability to exercise patience, tolerance and acceptance.
- (h) Active participation in Narcotics Anonymous.

- (i) It is strongly suggested that the treasurer have past experience on a convention level.

RESPONSIBILITIES OF MACNA CPP ADMINISTRATIVE COMMITTEE

The Administrative Committee which consists of Chair, Vice-Chair, Secretary and Treasurer, carries out the will of the overall Planning Committee. It functions as the Executive Committee of the Convention and holds separate, periodic and special Subcommittee meetings as needed. Its function is to ensure that the various subcommittees work together, and to assist the subcommittees which may need extra help.

However, it is not necessary for the Administrative Committee to involve itself directly in the specific workings of each subcommittee. The members of the Administrative Committee will discuss the performance of subcommittees as well as the convention budget and other matters affecting the convention. The results of these discussions are included in reports of the Convention Planning Committee Meetings.

As soon as possible, the Administrative Subcommittee drafts a schedule of meeting dates for the Convention Planning Committee. This schedule is then approved by the Planning Committee as a whole and distributed to all its members. It is advisable to choose a particular day on which meetings will be held, and schedule all meetings on that day through-out the planning period. The Administrative Committee (Chair or Vice-Chair in the Chair's absence, and Treasurer) must attend the regularly scheduled MAASCNA meeting to provide a written report.

ADMINISTRATIVE MEMBERS' RESPONSIBILITIES

CHAIRPERSON:

- (a) Organize subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides direction when deemed necessary.
- (b) Helps resolve personality conflicts.
- (c) Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
- (d) Monitors the flow of funds and overall convention costs and helps organize the subcommittee budgets. Prepares a budget for the Administrative Committee.
- (e) Prevents important decisions from being decided prematurely, in order to foster understanding by the entire planning committee, prior to action.
- (f) Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their judgment.
- (g) Prepares the agenda for the Planning Committee Meetings and Administrative Committee Meetings.
- (h) Votes only to break a tie.
- (i) Chairs the Planning Committee meetings as well as the Convention.
- (j) Insures that all Committee Members are informed of any sudden changes in meeting times and places.
- (k) Is a signer on the Planning Committee's checking account.
- (l) Is the signer of all contracts that involves any portion of the planning process.

VICE-CHAIR:

- (a) Assumes the responsibilities of the Chairperson in the event of his/her absence.
- (b) Assists the Chairperson in the overall coordination.
- (c) Is a signer on the Planning Committee's checking account.
- (d) Oversees and coordinates subcommittee activities to insure that deadlines are met.
- (e) Attends as many subcommittee meetings as possible.

- (f) Works closely with the Chairperson to delegate responsibilities to each subcommittee.
- (g) Authorized co-signer of all contracts that involves any portion of the planning process.

SECRETARY:

- (a) Keeps minutes of all Planning Committee, Administrative Subcommittee Meetings, and Subcommittee Reports.
- (b) Assists the Chairperson in the overall coordination.
- (c) Maintains a list of names, addresses, and phone numbers of each committee member for the committee's use.
- (d) Keeps extra sets of minutes for members who request a complete set. Following the Convention, a complete set will be turned over to the incoming CPP for reference.
- (e) Assists all committee members in mailing and correspondence

TREASURER:

- (a) Assists the Chairperson in opening the Planning Committee's checking account. **PLEASE NOTE:** Chair, Vice-Chair and Treasurer will be the signers on this account. This means that any checks written on this account must be signed by the Planning Committee Treasurer plus the Chair or Vice-Chair. In the event the Treasurer is unable to sign checks, the Chair and Vice-Chair will be authorized to sign. The signature cards and account information are filled out at the Planning Committee Meeting or at the bank when required.
- (b) Shall maintain the checking account.
- (c) Keep accurate records of all income and expenses to be presented at each regularly scheduled Committee Meeting.
- (d) Prepares a typed detailed financial statement to be presented at each regularly scheduled meeting. Included in this statement will be; a list of all checks written and voided, a list of all income and deposits and a list of all expenditures including to whom the payment was made and for what purpose. **A copy of the bank statement must be provided with each treasurer's report.**
- (e) Prepares a final statement within 30 days following the close of the Convention.
- (f) Writes all checks and is responsible for collecting receipts from subcommittees for monies paid out.
- (g) All requests for reimbursements must be accompanied with an expense report to include; receipts, bill copies, purchase orders, etc. In such cases where pre-payment or deposits must be made, disbursement can be made directly to the requesting party, provided:
 - 1) Prior Administrative Committee Approval is obtained **and**,
 - 2) A signed and dated voucher or promissory note is provided by the party indicating the purpose of the expenditure and the projected date when receipts can be provided and/or monies returned to the Treasurer.
- (h) Works with Chair, Vice-Chair and Secretary to prepare a budget for the overall convention. This budget is based on the recommendations of each subcommittee as to the monies they will need to carry out their tasks. When all of the financial needs of the subcommittees and Administrative Committee are listed and totaled, the income should also be outlined and balanced against anticipated expenditures.
- (i) Reviews all subcommittee reports for deviating from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's Report.
- (j) Receives written requests for unexpected expenditures not included in subcommittee's budget or prior to subcommittee's budgets being approved by the Planning Committee. These requests will be paid upon approval of the Administrative Committee.

- (k) Responsible for all monies, including revenue from registrations, merchandise sold, fundraising activities and paying of all bills. Also, advises the Chair on cash supply, income flow and rate of expenditure.
- (l) Authorized co-signer of all contracts that involves any portion of the planning process.

MACNA CPP SUBCOMMITTEES QUALIFICATIONS AND RESPONSIBILITIES

Subcommittee Chairs should have general qualifications as outlined in the qualification section shown below.

Specific service or vocational skills should be considered prior to election or appointment. It should be clearly understood that subcommittees have specific service responsibilities to perform. Any subcommittee chairperson who misses two (2) consecutive regularly scheduled meetings (without contacting the chair) will forfeit their position. This position will then be open for re-election at the next MAASCNA meeting.

QUALIFICATIONS FOR MACNA CPP SUBCOMMITTEE CHAIRS:

- (a) Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- (b) Minimum of four (4) years clean time.
- (c) Must have a home group in the Midtown Area
- (d) Willingness to give the time, energy and resources necessary to perform responsibilities
- (e) Ability to exercise patience, tolerance and acceptance.
- (f) Active participation in Narcotics Anonymous.
- (g) Must attend all CPP meetings
- (h) Past experience on convention level

For the purpose of continuity, subcommittees will elect a Vice-Chair. This could be a two (2) year term with the first year serving as Vice-Chair and the second as chair of the subcommittee, if elected.

Subcommittees are vital to the Convention and individuals should be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are to be concerned for the well-being of the member who is serving. Each subcommittee has only one chairperson who then recruits committee members to serve.

Subcommittee meetings operate according to Robert's Rules of Order **unless** specified otherwise by these Convention Guidelines. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion.

Each Subcommittee Chair should be aware of what responsibility each member has assumed, and makes sure that every task is carried out.

Each Subcommittee maintains accurate records of all activities of the committee as well as all correspondences. Financial reports, including service needs, expenditures and receipts are all included with each Subcommittee Report.

Each subcommittee of the Planning Committee must work together. At the onset, each subcommittee should decide whether or not they will use the services of another subcommittee, or address that particular area of business themselves. Although either way is effective, cooperation is the key that will make it work.

Subcommittees in the service structure of Narcotics Anonymous are not autonomous. They are held accountable to the next level of service. Even though subcommittees should be given trust in performing their responsibilities, their actions are subject to approval by the Planning Committee as a whole.

Each subcommittee should submit three bids for all convention products/materials and vendor services and then make a recommendation. **All contracts require two signatures and will be signed by the Planning Committee Chair and/or Vice-Chair and/or Treasurer.**

SUB-COMMITTEES ARE AS FOLLOWS:

- (a) Activities/Fund-raisers/Entertainment
- (b) Arts and Graphics
- (c) Hospitality
- (d) Hotel
- (e) Merchandise
- (f) Program
- (g) Registration
- (h) Serenity Keepers

ACTIVITIES/FUNDRAISERS/ENTERTAINMENT RESPONSIBILITIES

Responsibility specifically for entertainment is a part of this subcommittee. The subcommittee members select the band or disc jockey for the dances, arrange for a talent show and other type of activities at pre-convention fund-raisers and the Convention. Big name bands are not appropriate because of the expense and the possibility of distracting us from our purpose. It should also be noted that all expenses which can be foreseen should be listed in the budget.

In the spirit of unity, this committee should provide a printed copy of a proposed schedule of events to other areas and other convention committees in the metro Atlanta area, to avoid scheduling conflicts. Once finalized, the final approved schedule should be provided to them, as well as any future changes.

The Chairperson of this Committee should know the Twelve Traditions and Twelve Concepts. This Chairperson should be an energetic person who is willing to work hard, and should be totally trustworthy with regards to money. The Chairperson should also be able to get members involved with activities and deal effectively with people outside the Fellowship in setting up dances, etc. It is also important that receipts and proceeds be turned in promptly and that the Subcommittee works closely with the MACNA CPP Treasurer.

Fundraisers are a necessary part of generating funds to hold a successful convention. This subcommittee plans activities such as dances, picnics, etc. In order to raise money for the Convention, this Subcommittee may hold raffles, sell t-shirts, bumper stickers, etc., at their activities. The service structure of NA is the holding company which gives all representative service committees of NA the right to use the NA logo. Should an abuse of this right occur, it should be brought to the attention of the RSC and the World Service Office. Fundraising within the NA Fellowship should always emphasize caring and sharing in the spirit of NA. Fundraising and utilizing the theme of the Convention, can set the mood to motivate the Fellowship to its final celebration at the Convention.

Although entertainment for the Convention is part of this Subcommittee, a separate budget for entertainment is required. It becomes easy to forecast a monthly budget when activities set up functions in advance.

ARTS AND GRAPHICS RESPONSIBILITIES

The Arts and Graphics Subcommittee is comprised of members who are artistic and energetic. The Chairperson of this Committee should know the Twelve Traditions and Twelve Concepts, and should be totally trustworthy with regards to money. It is also important that receipts be turned in and that the Subcommittee works closely with the MACNA CPP Treasurer. Prior to and during the Convention, this Committee is responsible for designing and/or printing the convention logo, banners, programs, tickets, all flyers, convention posters and directional posters. This also includes designing any items which may contain the convention logo or other artwork such as coffee cups and t-shirts. A variety of designs for each item is presented to the Planning Committee in order to provide a choice of selections. It is necessary for the Arts and Graphics Subcommittee to coordinate its work with the other subcommittees.

Arts and Graphics shall also be responsible for soliciting ideas for the convention theme and logo, presenting all ideas and suggestions to the entire Planning Committee for feedback and approval by majority vote. The Chairperson of this committee develops a budget which includes all printing and other expenses. Once the budget is developed, it will be presented to the Planning Committee for approval.

When designing flyers, this committee should work in conjunction with all CPP subcommittees. Since these flyers are released in Hospitals and Institutions as well as other facilities which cooperate with NA, the flyers should adhere to the Twelve Traditions. Appropriate use of language and artwork is crucial because these flyers, in a sense, represent NA to the public. Therefore, all flyers are to be presented to the CPP for review. **All flyers are to be finalized two months prior to each pre-convention activity.**

HOSPITALITY RESPONSIBILITIES

The Hospitality Subcommittee serves as the Convention Host. They will organize a hugger's sub-committee, greet the members throughout the Convention, provide information regarding transportation within the local area (Marta information), maintain Hospitality Suite(s) and arrange for the coffee service at the facility.

This Committee needs to be made up of members who are outgoing and pleasant. They will often times be the first people with whom attending members come in contact with upon arrival at the Convention.

The Chairperson of this Committee should know the Twelve Traditions and Twelve Concepts. This Chairperson should be an energetic person who is willing to work hard, and should be totally trustworthy with regards to money. It is also important that receipts and proceeds be turned in promptly and that the Subcommittee works closely with the MACNA CPP Treasurer.

This subcommittee plans the menu and sell food/drinks at all pre-convention fundraising events.

When preparing this Committee's budget, it is important to keep in mind that coffee is a major expense at any convention. Care needs to be taken when scheduling coffee service.

The Hospitality Subcommittee is also responsible for the ordering of Planning Committee buttons.

HOTEL COMMITTEE RESPONSIBILITIES

This Subcommittee contacts prospective hotels in order to assemble information which is then used for the purpose of comparison. There is one hotel which stands out from the rest in terms of being easy to work with, good room rates, sufficient banquet rates, adequate meeting facilities, etc.

Beware of open-ended charges by hotels which can be made to the Planning Committee without the Committee's prior knowledge. Consistent and complete discussions about all aspects of the Convention, which could result in unanticipated charges, will prevent them from occurring. Informing the hotel that the Committee is unable to easily pay unexpected charges and that you are willing to exert yourself to make sure there aren't unexpected charges. Hopefully, this will result in the hotel staff double-checking the fees in order to make sure they don't extend services which may be left unpaid. In this way, Convention costs can be dramatically reduced and our credit rating may be protected.

For example, coffee is a big overcharge item. Settle on a fixed amount rather than allowing the hotel to continue refilling pots. Set up an arrangement wherein only one, or two, individuals can order and sign for the coffee and make it clear that the committee will only honor coffee bills that are signed by these individuals. Since negotiations can get a little technical, it is a good idea to use members who have experience working with food and beverages.

A good negotiator, who is willing to ask the hotel these difficult questions, is almost indispensable. Hotels will almost always give a substantial reduction on room rates if they can recoup the revenues on the banquet. If enough rooms are reserved by attending members, hotels will often provide large conference halls for free.

While negotiating prices with hotels, keep in mind that they are competing with other hotels for your business. Try to get as many services as possible for the lowest price, including discounted rooms for the CPP Committee Members and Vice Chairs. Never assume that the first, second, or third price is rock bottom. In early negotiations, make sure that the costs are approved at the committee level. Input from the Group Conscience is the best possible kind of input, and provides a perspective we lack as individuals.

The Hotel Committee works closely with the Program Committee to set up rooms for meetings and workshops. In other words, the hotel needs an accurate schedule of events in order to have the rooms ready for those events. A good hotel will usually help with the scheduling because they know what is possible with their floor plan and staff. It is always wise to try to book a hotel for a weekend when there is no other Fellowship Convention or competing activity taking place.

The Hotel Committee will present the bids to the MACNA CCP. The MACNA CPP with Majority Vote will make the final decision on the election of the Hotel. **The Hotel Committee is not authorized to make any promises or sign any contracts. Also, they are not authorized to negotiate any rooms for their personal advantage and receive any personal hotel reward points.**

MERCHANDISE RESPONSIBILITIES

This Chairperson should be an energetic person who is willing to work hard, and should be totally trustworthy with regards to money. It is also important that receipts and proceeds be turned in promptly and that the Subcommittee works closely with the MACNA CPP Treasurer.

The Merchandise Subcommittee is responsible for purchasing and storing items in a safe place, maintaining a continuous inventory statement and maintaining a set of financial records with receipts. These statements and records should be submitted to and reviewed regularly with the Planning Committee. This is done to assure accountability for all merchandise and funds. A

final inventory statement is provided to the Treasurer within a week after the Convention for inclusion in the Treasurer's Final Report.

The Merchandising Subcommittee is responsible for the acquisition and sale of NA approved literature at the Convention and at all pre-convention fundraising events.

The Chairperson of this subcommittee should be business-minded and have an understanding of the Twelve Traditions and Twelve Concepts, especially with regard to the sale of NA related items. The Merchandising Committee prepares a budget consisting of items to be sold and expenses incurred. Once the items are agreed upon by the Subcommittee, the Merchandising Subcommittee Chairperson presents a list of the items to the Planning Committee for approval. The list includes a statement of actual and marketing costs with the time frame for obtaining the item. This Subcommittee is responsible for the sale of merchandise at the Convention and Fund-raising Activities. Careful consideration should be made in negotiating the purchase price of these items; three different bids are required.

This Committee must communicate with the Hotels/Facilities Subcommittees when planning space and time requirements for a store or booth at the Convention site. They should also keep in mind to include in the Convention Program their hours of operation.

Outside vendors may be allowed to sell their wares at the Convention providing they are given permission by the MACNA CPP Committee and that their wares are acceptable to the Fellowship as a whole. On Sunday morning of the Convention, a special room may be prepared for other ASC and/or RSCs to sell their wares and distribute their Convention Information.

PROGRAM RESPONSIBILITIES

Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Program Committee should therefore be given appropriate attention. It is suggested that members of this committee have a minimum of one (1) year clean time and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

The Program Subcommittee develops, plans for workshops and meetings at the Convention and all pre-convention fundraising events. Also, Members of this subcommittee select speakers, workshop chairpersons, and others to help with the program. They plan a schedule of all events to take place during the Convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded members and spiritual discussions. They submit recommendations for the Saturday night speaker to the Planning Committee for review and final selection.

One of the main problems in scheduling is the event of no-shows. Due to this, a note should be made somewhere in the program or registration package that includes a specific location and times for readers, speakers, workshop chairpersons or anyone involved in the convention program to sign-in. In the event of a no-show, a pool of members should be available from which to select replacements.

The basic qualifications for participation on the program of the Convention is membership in NA, however, Main-Meeting Speakers are required to have a minimum of five (5) years clean time. A Workshop Chair shares his/her personal experience of recovery in NA. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend NA meetings to sustain their recovery. These qualifications assure an NA member gets an NA Convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and service related to NA. It may be important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire

series of related workshops rather than having to choose between two or more workshops they would like to attend.

The program of Nar-Anon often holds meetings and workshops during NA conventions. This is for the convenience of both Fellowships and is an example of cooperation not affiliation. Nar-Anon meetings may be listed separately on the NA Convention Program, or have their own. The Program Subcommittee should be advised of their scheduling requirements as well as any other matters of mutual concern.

This committee will provide an interpreter for the hearing impaired at all main speaker meetings, when possible.

Taping of speakers and workshops allow members who are unable to attend all functions, the opportunity of hearing them at home or to share with others. Written consent must be obtained from the speakers of taped meetings or workshops in advance of actual taping. When contracting with someone to record meetings, it should be clearly understood that the copyrights to the tapes are held by the "MAASCNA".

Whenever funds are available, a speaker's travel expenses may be paid. Sometimes complimentary rooms are provided to Main-Meeting Speakers as a way of deferring the additional expenses. Hotels usually give the convention a certain number of complimentary rooms which can be used for this purpose. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Committee with an idea of available funds for securing speakers. One suggestion is that speakers may be chosen from a pool of members who may already be planning to attend the Convention. They may be willing to waive travel expense and accept room accommodations and a Convention Registration Packet instead.

REGISTRATION RESPONSIBILITIES

The Registration Subcommittee is comprised of members who are energetic. The Chairperson of this Committee should know the Twelve Traditions and Twelve Concepts, and should be totally trustworthy with regards to money. It is also important that receipts be turned in and that the Subcommittee works closely with the MACNA CPP Treasurer.

The Registration Subcommittee is one of the busiest committees of every convention. Although it's most intensive work is completed in the weeks just prior to and during the Convention, its responsibilities begin with the advance planning. Such planning includes drafting flyers and forms (at least six (6) months prior to the Convention date) in order to allow for sufficient time for review by the full Planning Committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.

The first flyer announcing the Convention should be made as soon as the dates are established and a contract or agreement is reached with the facility. In this manner, participants will be given an opportunity to schedule vacations or other arrangements to attend the Convention. The advance flyer can be distributed even though the Convention Registration forms or Convention Fees have not been set. The flyer can be sent to the WSO to be included in the News Line and NA Way. The Committee should also do direct mailing to NA members from the previous convention, treatment facilities and any other source that addresses may be obtained. The MACNA CPP will determine how many registrations will be allotted to the treatment facilities, and at what cost.

When pre-registration and arrival registration information is available, the Registration Committee prepares a finalized flyer. Copies of this flyer and the registration forms should be sent to the RSC & WSO as well as to all members on mailing lists.

Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive.

The finalized flyer, with registration forms, should be sent to the RSC for distribution to all Areas at least five months prior to the Convention, and again at ninety days prior to the Convention. In this way, members can make plans to attend and those who have forgotten or delayed in registering are reminded. Sometimes Convention Planning Committees generate additional activities which were not scheduled when the original Convention Schedule was announced. The final mailing, at ninety days prior to the convention, can be used to announce such changes and additions.

A clear understanding should be reached between the Registration Committee Chairperson, the full MACNA CPP Committee and the MACNA CPP Treasurer on the control procedures for handling registrations and money. The Registration Chair should be assigned the responsibility of tracking and recording registrations from the Post Office Box, weekly. Registration records should be maintained on a daily basis and all monies received should be transferred to the Planning Committee Treasurer prior to each Planning Committee Meeting.

As each registration is received by mail or a direct sale, a record should be made indicating information about the registrant and all the money received. If free registrations are given out as part of promotional activities, the Committee must keep careful records of what is provided and to whom. All registrations, with numbered cash receipts are used for preparing confirmations. All registrations should have numbered receipts. Each member of the Registration Committee who is authorized to accept registration money should turn all monies and forms into the Registration Chair. The Registration Chair will work out of one two-part carbonless receipt book, to provide a receipt when necessary.

The Registration Subcommittee conducts its activities within the scope of the budget authorized by the full MACNA CPP Committee. When funds are needed for expenses, they are obtained from the MACNA CPP Treasurer. Un-deposited cash received by the Registration Committee is not to be used for committee expenses, as it can result in confusion and possible misuse of funds.

The record system developed by this committee should be simple and clearly understood by all members of the committee. The records of all registrations and meals/event sales should be updated at least once a week into the registration database, and then a copy provided to the MACNA CPP Admin Committee. In this way, the MACNA CPP Treasurer can record and provide an indication of the solvency of the Convention.

The completed registration forms should be maintained and attached to the applicable receipt that is given from the MACNA Treasurer. As each mailed registration is received, a Per-convention control number is assigned to each registrant. Most Conventions send a confirmation card to each registrant two to three weeks prior to the convention. The cutoff date for pre-registrations (never less than two (2) weeks prior to the Convention) is included on the Convention Flyer.

The Registration Subcommittee is responsible for preparing a complete registration packet which includes:

- Convention Program
- Name Tag or Badge
- Ticket(s) for meals or other functions
- Souvenir items (phone book, key tags etc)

Any information that another subcommittee may want to include, i.e. Hospitality may want to include information regarding local eating establishments, etc. Activities may want to include information regarding their activities, etc.

In addition, this subcommittee will provide a complete list of registered attendees to other committee chairs upon request. For example, the program chair may need to confirm speaker registration or select speakers from list of register attendees.

SERENITY KEEPER RESPONSIBILITIES

The Serenity Keeper Subcommittee's primary responsibility is to assist with crowd control during any activities regarding the Convention. This includes fund-raisers prior to the Convention and all functions at the Convention.

It is suggested that committee members should be made up of members who have a minimum of one (1) year clean time and have shown stability in their recovery.

The Serenity Keeper Subcommittee is not a police action body. There is no need for any Committee member to intervene on any other member when they choose to act in an unacceptable manner. This Committee should first contact the MACNA CPP Chair and/or Vice-Chair as to the incident taking place and allow the Chair and/or Vice-Chair to take the appropriate actions. Usually this will be in the form of contacting the facility security and/or management.

This Committee should never take any actions toward the members attending the function. We are not police.

This Subcommittee should include in their budget the cost of renting walkie-talkies and/or other forms of communication for the MACNA CPP Committee members and its own committee members.

REMOVAL OF CPP MEMBERS

- (a) Voluntary – Resignation given in writing to the CPP Chair.
- (b) Involuntary – Relapse during term of service or absences pursuant to the attendance policy above.
- (c) Impeachment – In case of malicious misuse of the terms and conditions of the position, and/or generally unethical conduct inconsistent with the role of the CPP member, including a failure to perform duties and responsibilities. Impeachment proceedings may be initiated as follows:
 - 1. Suggestion for impeachment should be presented to the MACNA CPP Chair and should include all relevant information and evidence. The chair will discuss with the MACNA CPP admin committee.
 - 2. Individual will be notified in writing by the CPP Chair within ten (10) days.
 - 3. At the next CPP meeting, the suggestion for impeachment is presented with due cause by the CPP Chair.
 - 4. Individual is given opportunity to respond.
 - 5. Impeachment is called to a vote (by majority vote).

BUDGETS

The importance of making a budget for the Convention Planning Committee and its Subcommittees needs to be emphasized. At this stage of planning, the Administrative Committee and Subcommittees will list as many financial responsibilities as possible. Information for these may be obtained from past Planning Committee minutes, past members who have served on this committee and other committee members. Subcommittee Vice-Chairs will not receive mileage allowance unless he/she is serving in the Chair position.

Travel and mileage expenses and reimbursements will be distributed on a monthly basis. The CPP Treasurer will process the travel and mileage expense request and reimbursements will be distributed at the next regularly scheduled CPP meeting.

TRAVEL POLICY

This travel policy is primarily for the Merchandise and Registration Sub-committees, to sell merchandise and/or solicit registrations out of state and/or outside of local Atlanta, i.e. Macon, Augusta, Albany etc.

- (a) The Merchandise and Registration Chairs or Vice Chairs in their absence shall receive \$250.00 per convention year.
- (b) The Merchandise and Registration Chairs or Vice Chairs in their absence, traveling beyond 50 miles will be reimbursed at a rate of .45 per mile, up to \$35.00 maximum per trip.

The Activities/Fund-raiser/Entertainment Committee sets a budget on all fund-raisers prior to the convention and the activities and entertainment held during the Convention, to include rental of facilities and disc jockey costs etc. As funds are needed for items such as flyers and mailing, a special written request must be made prior to the execution of such. The Arts and Graphics committee projects the cost of printing.

The Arts and Graphics Committee projects a monetary figure for artwork for flyers, programs, banner(s), literature, and other displays and graphics that will be used at the Convention and pre-convention fundraisers.

The Hospitality Committee projects the cost of coffee and snack items to be used at the Convention in the Hospitality Suite and Pre-Convention fundraisers. Also included in their budget is the cost of gift basket for speaker when feasible and buttons for planning committee members.

The Hotels Committee will project attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the Convention (often not until the Convention itself). A reasonable projection of participation is a figure between 40 and 60 percent above the Pre-registration, depending on the efficiency of Fellowship communications. With regards to banquet tickets, prudence and caution should be used when estimating the number of tickets because this is one important area where a committee can fall into the red. Also included are costs for postage and paper.

The Merchandise Committee projects the cost of each item to be sold at the Convention and pre-convention fundraisers. The projected amount of income of each item should be included in this budget.

The Program Committee provides bids and recommendations for tape vendor, postage, paper and other office supplies needed to carry out their tasks. **Note:** If speakers can be obtained from a pool of members who plan to attend the Convention, the expense for travel could be waived.

The Registration Committee projects cost of items to be included in the registration packets such as pens, name badges, etc., and cost of printing, postage for mailing flyers and confirmation cards, other office supplies needed to carry out their tasks.

The Serenity Keeper Committee projects the cost of walkie-talkies and Security Vests or Wrist Bands to be used at the Convention by committee members.

CONTROL PROCEDURES

Control procedures implemented from the Georgia Region Convention will be enforced by all sub-committees handling money – Merchandise, Registration, Activities, and Hospitality (pending approval). The intent of the pre-convention control procedures is to establish protocol and a system of checks and balances for the protection of the convention and all convention fundraising activities.

- A. **BANK ACCOUNTS:** The MACNA Operating bank account shall be the primary account for the accounting of all revenue transactions related to the convention. The signers on this account will be the MACNA CPP Chair, Vice-Chair and Treasurer. While the bank only honors one signature, two authorized signatures must be on each check to be considered as payments.

- B. **CASH BANKS and/or MONEY-ON-HAND:** All money used for the purposes of establishing an opening bank or money-on-hand (e.g. merchandise bank, registration bank, activities bank, hospitality bank) shall be delivered by the MACNA CPP Treasurer, and/or Alternate Treasurer in an envelope with the name of the particular subcommittee, the amount of the bank, time and date of delivery, and signature lines to be executed by the deliverer and the one receiving the envelope after a count verifying the amount of cash delivered in the envelope. The verification shall be made whereby both the deliverer and recipient shall count and verify the amount of cash so delivered. Once verified and signed, the empty envelope will remain with the subcommittee until said funds are returned back to the MACNA CPP Treasurer or Alternate Treasurer. In addition to the envelope, a receipt shall be given to the one receiving the cash bank that indicates the subcommittee receiving the cash bank, the amount of cash received, the date and time of receipt. This receipt shall be maintained by the subcommittee and turned in with the revenues at the end of the particular fundraising activity.

- C. **CASH DROPS/CASH PICK-UPS:** All cash drops and/or cash pick-ups during the fundraising activity shall be handled in the same manner as the cash banks set forth in paragraph B above. Specifically, all additional money transferred during a fundraising activity to a particular subcommittee for the purposes of maintaining a cash bank or money-on-hand previously established by an opening bank process shall be delivered or collected by the MACNA CPP Treasurer and/or Alternate Treasurer in an envelope with the name of the particular subcommittee, the amount of the additional bank funds, time and date of delivery, and signature lines to be executed after a count verifying the amount of cash delivered in the envelope. The verification shall be made whereby both the deliverer and recipient shall count and verify the amount of cash so delivered. In addition to the envelope, a receipt shall be given to the one receiving the cash bank that indicates the subcommittee receiving the cash bank, the amount of cash received, the date and time or receipt. This receipt shall be maintained by the subcommittee and turned in with the revenues at the end of the particular fundraising activity. **With regard to cash pick-ups,** the MACNA CPP Treasurer, and/or Alternate Treasurer shall monitor the amount of cash on hand for each subcommittee during the fundraising event. At any given time a pick-up may be made whereby the MACNA CPP Treasurer and/or Alternate Treasurer shall collect any revenue in excess of the

amount of the opening cash bank. The pick-up shall be made with an envelope that indicates the name of the subcommittee, a verified amount of cash being picked-up (the verification process shall be the same as the verification process for the delivery of cash), signature lines to be executed by those verifying the amount (one signature from the subcommittee and one signature from the MACNA CPP Treasurer and/or Alternate Treasurer). In addition to the envelope, a receipt shall be given to the subcommittee from which the cash is being picked-up that indicates the subcommittee from which the cash is being received, the amount of cash received, the date and time of receipt. This receipt shall be maintained by the subcommittee and turned in with the revenues at the end of the particular fundraising activity.

- D. DEPOSITS:** All revenues raised by fundraising activities shall be deposited into MACNA CPP bank account by the MACNA CPP Treasurer, or MACNA CPP Chair and/or CPP Vice-Chair. All funds collected on-site of a fundraising activity shall be deposited immediately, but under no circumstances no later than within 24 to 48 hours of receipt of said revenues; All off-site revenue collected by respective members of the CPP and turned over to the MACNA CPP Treasurer or Chair shall be deposited immediately upon receipt, but under no circumstances no later than within 24 hours of receipt of said revenues. If revenues collected off-site can not be delivered to the MACNA CPP Treasurer immediately, then said revenues shall be turned in at the next scheduled CPP meeting.
- E. MERCHANDISE:** All merchandise that is to be distributed to subcommittee members for distribution and sale, other than for sale at a CPP fundraising event, shall be controlled as follows: A control sheet shall be made itemizing the specific merchandise to be given to an individual shall be made by the merchandise chair and/or merchandise vice-chair; a count and verification of the itemized merchandise shall be made by the merchandise chair and/or merchandise vice-chair as well as the individual receiving the merchandise; both the merchandise chair and/or merchandise vice-chair and the individual receiving the merchandise shall sign the control sheet; the original signed itemized control sheet shall be maintained by the merchandise committee, but a copy of the itemized list may be given to the individual receiving the merchandise. When the individual who has received the merchandise returns the merchandise and/or turns in the revenues raised by the sale of said merchandise to the merchandise committee, a verification and accounting shall be made by the merchandise committee with the individual returning the merchandise and/or revenue to ensure that all merchandise and revenues corresponding to the sale of the merchandise is accounted for. Both the merchandise committee and the individual turning in the merchandise and/or revenue will re-sign and date the back of the original itemized control sheet and provide the exact number of merchandise being returned as well as the exact amount of revenue raised. Then this original itemized control sheet will be turned over to the MACNA CPP Treasurer, and/or Alternate Treasurer along with any revenue received.

- F. REGISTRATION:** All pre-registrations sold and/or collected should be controlled in the same manner as set forth in the on-site convention control procedures. Additionally, when registrations are either sold or received in the mail, receipts should be provided to the purchaser(s). In addition, registrations given to individuals for distribution and sale shall be controlled in the same manner as the controls established for the distribution of merchandise set forth in paragraph E above. Instead of an itemized list of merchandise, however, the registration control sheet shall include the block of numbered registrations given to the individual.
- G. REGISTRATION DISTRIBUTION AND SALES NON STANDARD:** All registrations that are to be distributed to subcommittee members for distribution and sale, other than for sale at a CPP fundraising event, shall be controlled as follows: A control sheet shall be made itemizing the specific registrations to be given to an individual.; a count and verification of the itemized registrations shall be made by the registration chair and/or registration vice-chair as well as the individual receiving the registrations; both the registration chair and/or registration vice-chair and the individual receiving the registrations shall sign the control sheet; the original signed itemized control sheet shall be maintained by the registration committee but a copy of the itemized list may be given to the individual receiving the registrations. the individual who received the registrations needs to return the registrations and/or revenue to the registration committee, a verification and accounting shall be made by the registration committee with the individual returning the registrations and/or revenue to ensure that all registrations and revenues corresponding to the sale of the registrations is accounted for. Both the registration committee and the individual turning in the registrations and/or revenue will re-sign and date the back of the original itemized control sheet and provide the exact number of registrations being returned as well as the exact amount of revenue raised. Then this original itemized control sheet will be turned over to the CPP Treasurer and/or Alternate Treasurer along with any revenue received.
- H. REGISTRATION/PRE-CONVENTION FUNCTIONS:** Operational hours for the registration committee to solicit registrations should end at midnight for all events prior to the New Years Eve fundraiser. Beginning with the New Years Eve function and leading up to the convention, this time should be extended until 1:00am.
- I. EVENT TICKETS AND RAFFLE TICKETS:** Event and raffle tickets shall be controlled in the same manner as set forth by the on-site convention control procedures. In addition, event tickets and/or raffle tickets given to individuals for distribution and sale shall be controlled in the same manner as the controls established for the distribution of merchandise and registrations set forth in paragraphs E and F above. Instead of an itemized list of merchandise or block of numbered registrations, the Event Ticket Control Sheet and the Raffle Ticked Control Sheet shall include the block of numbered tickets given to the individual.

- J. CASH REGISTERS:** Cash registers will be used for all pre-convention fundraising events. Only the Chair and Vice Chair of the subcommittees who are collecting revenue will be responsible for operating the cash registers during the events. In the event that the Sub-Committee Chair or Vice Chair becoming unavailable, an Admin Committee members should step in.

CONTROL PROCEDURES

MACNA – ON SITE

**Outlined below are the ten areas where control procedures will be necessary:*

1. *Registration*
2. *Banquet*
3. *Merchandise*
4. *Ticketed Activities (i.e., comedy show, fashion show, play etc.)*
5. *Raffle Tickets*
6. *Dances*
7. *Auction*
8. *Outside Vendors*
9. *Rooms*
10. *Hospitality*
11. *Miscellaneous*

1. REGISTRATION

NUMBERING: Number matching is the key to control for the registration committee. There are four (4) main parts to the control system which will all be numbered to match.

- (a) Badges – All pre-registration badges are to be numbered PP1-PP2, P1-P2, etc.; All registration badges for on-site registration are to be numbered sequentially 1-999.
- (b) Envelopes – All envelopes are to be numbered in the manner explained above and badges of the same number are to be placed in the proper envelope.
- (c) On-site registration control sheet – Sheets should be pre-numbered twenty five (25) per page, with additional lines for banquet and newcomer donations.
- (d) Registration forms – Forms shall be filled out by the on-site registrant and shall be numbered (in red ink) by the registration worker to match the control sheet, badge number and envelope. These forms will be kept for auditing purposes and for input into the registration computer.

OPENING REGISTRATION:

- (a) Registration Chair or Vice-Chair or designated person will enter the control room a minimum of thirty (15) minutes prior to the registration desk opening.
- (b) Registration worker requests a bank, registration packages, control sheets, banquet tickets and comedy show tickets.
- (c) Registration worker and control room worker both count the above mentioned items and sign off in the “Registration Out of Control Room” book after entering the results of counts.
- (d) Registration worker takes packages, tickets, control sheets, banks and pre-registration packages to registration desk to open for business.

****DO NOT FORGET A RED PEN****

HOW TO REGISTER:

- (a) Registrant fills out registration form prior to arriving at the registration desk.
- (b) Registration worker checks and processes form.
**If form is for more than one person, form will not be processed. Registrant must fill out new form(s). Return to step one (1). It is noted that multiple banquet and entertainment tickets are allowed on a single form.
- (c) The registration worker numbers the form (in red ink) in the upper right hand corner with the next sequential package number on the registration control sheet. No erasures or changes are allowed to be made by the worker. If an incorrect number is annotated, draw a thin line over incorrect number and re-number the form correctly and initial.
- (d) The control sheet is filled out in red ink, The information required is:
(See sample sheet attached)
 - *Registration Cost
 - *Control number of banquet tickets being purchased
 - *Total amount of cost of banquet tickets
 - *Control number of entertainment tickets being purchased
 - *Total amount of cost of entertainment tickets
 - *Newcomer donation
 - *Circle type of payment: cash or check
 - *Total amount of money received
 - *Initials of registration worker
- (e) The worker gives registrant their package along with any banquet or entertainment tickets purchased and a HUG.
- (f) If the registrant wishes to only purchase tickets or give a newcomer donation, a registration form still must be filled out. The registration worker then does the following:
 - 1) Write the control sheet number in the top right hand corner of the form.
 - 2) The separate ticket sales and newcomer donations are noted in the proper columns at the bottom of the control sheet.
 - 3) Always note the method of payment and total amount received.

NON-STANDARD REGISTRATIONS: There are numerous other possible non-standard registrations which can occur. The following is a list of some of these and the procedures by which they will be handled:

- (a) Registrant wishes to register but either does not have the full amount for registrations or has no money at all:
 - 1) Newcomer/Indigent will be instructed to meet in a designated area and attend the Indigent Workshop conducted by a member of the CPP committee before receiving a package.
 - 2) CPP Committee members will have a pep-rally.
 - 3) CPP Committee members will then fill out a voucher for said individuals and pass out Newcomer/Indigent registration packages.
- (b) Registrant loses his or her badge and wants to replace it:
 - 1) Registrant must prove to the worker with their registration number and name.
 - 2) Committee/Board member checks master forms to cross reference number/name.

- 3) If numbers match, a board member will issue a voucher for the full price of registration. Noting on the voucher the original registration number to be replaced.
 - 4) Registrant will be re-registered and give a new package. The method of payment will be check.
- (c) Registrant loses their banquet ticket and wants to replace it.
- 1) Registrant must provide worker with their registration number, banquet ticket number and name.
 - 2) CPP Chair, Vice Chair and or Treasurer checks master forms to cross reference name and numbers.
 - 3) If numbers match a CPP Chair, Vice-Chair or Treasurer will issue a voucher. (Noting the original numbers) for the full price of the banquet ticket.
 - 4) Registrant will be re-registered by the worker on the bottom of the registration control sheet. The method of payment will be check.

**All banquet ticket numbers will be checked at the entrance of the meal. Any person holding a ticket that was reported as lost or stolen will not be admitted into the banquet.

REGISTRATION ON-SITE CASH PICK-UP PROCEDURES: With the exception of total shut down of the registration area, cash pick-ups are to be handled as follows.

A cash pick-up will only be made to coincide with completion of a pre-numbered registration control form (When the registration number last collected is divisible by twenty-five (25)). Whenever possible a pick-up will be done before a shift change.

- (a) A fresh drawer with a new bank is to be traded for entire contents of the existing cash drawer. (Completed control sheets and numbered registration forms are to be picked up during all cash pick-ups) The CPP member bringing the new drawer should also bring a sequentially numbered registration packages equal to the numbers on the control sheets and a number of banquet and entertainment tickets. These will be given to the registration committee member in charge at the time of the cash pick-up. The registration committee member will log the receipt of the bank, banquet tickets, entertainment tickets, and registration tickets in the "Registration Out Book". (along with their signatures)
- (b) The CPP member making the pick-up along with the registration committee member being relieved will take all items picked up to the control room. At this time, both committee members will count and sign off for funds returned and all other items received in the "Registration Return to Control Room" book.
- (c) All items will be placed in an individual envelope. The envelope needs to be noted with the collection time and total. This envelope should then be placed in the safe.

REGISTRATION CLOSING PROCEDURES: End of the day or during the day registration closing will be conducted the same as the cash pick up procedures with the following exceptions:

- (a) No replacement cash, packages or tickets will be brought in.
- (b) All remaining badges and tickets will be picked up.
- (c) The registration control sheet that is placed in the safe will be the original with a copy retained for when registration re-opens.

PRE REGISTRATION FOR NEXT YEAR CONVENTION: Pre-pre registration sales for next year's convention will be handled similar to on-site registration with the exception of registration packages. Control sheets will be numbered and total amount received and type of payment will be annotated. **Please see the sample sheet included in this package.*

2. **BANQUET:** Before the banquet begins, all control sheets will be checked for any tickets outstanding. A void list will be prepared listing all tickets unaccounted for. All tickets will be checked against the list at the door of the banquet. If a person presents one of these tickets, they will not be allowed into banquet under any circumstances. Upon protest and upon further investigation, if it is determined that the person held a valid ticket, we will either refund the ticket price or allow them admittance into the banquet. This is to be allowed only after verification has been made. At the door all valid banquet tickets will be torn in half (both sides being numbered). The registrant keeps half and the door worker keeps half. There will be a table set up near the entrance with someone selling additional banquet tickets. Cash and ticket pick-up procedures will mimic others mentioned in this form. Under no circumstances are vouchers to be used to admit anyone into banquet.
3. **MERCHANDISE CONTROL:** Merchandise will be controlled on-site by the use of fixed batched quantities of merchandise. All convention wearable will be "batched" by size and type by the dozen. All mugs will be "batched by the case. All different types of merchandise will be kept separate at all times. All pre-convention merchandise will be kept separate and batched in an appropriate manner.

MERCHANDISE "BATCHING" PROCEDURES:

- (a) All merchandise is to be stored in the control room until such time as it is needed in the merchandise room (Exception: if the merchandise room can be locked and controlled, the merchandise can remain in the room)
- (b) Each "batch" will have two control tags attached to it. Each tag notes type, size, color and amount of merchandise, along with space for the time, date and signature of person removing said tag.
- (c) One tag will be taken off of the "batch" at the time it leaves the control room and placed in the safe.
- (d) As each "batch" is needed to be opened for sale in the merchandise room, the time and date will be noted on the remaining control tag and it will be placed in the register.
- (e) At any time there shall be no more than three dozen of each wearable items and two cases of mugs. The remaining batched merchandise will be kept in the control room.

OPENING MERCHANDISE:

- (a) Merchandise worker enters the control room a minimum of thirty (30) minutes prior to the merchandise room opening.
- (b) Merchandise worker requests a bank, merchandise, raffle tickets, etc...
- (c) Merchandise worker and control room worker both count the above mentioned items. Tear off one (1) of the two (2) control tags on the merchandise, sign off on the tag and place in safe.
- (d) Both workers then sign off in the "Merchandise Out of Control" book after entering the results of their counts.
- (e) Merchandise worker then takes all of the above mentioned (signed for) items to the merchandise room and opens for business.

MERCHANDISE REPLENSIHING:

- (a) Merchandise can be replenished at any time the merchandise room is open. The procedure for this is as follows.
 - 1) Merchandise member or other trusted member enters the control room and follows steps (b) – (e) above.
 - 2) This procedure can be further hurried along by the merchandise chair imply by calling in a request for merchandise prior to sending someone to pick it up.

MERCHANDISE CASH PICK-UP PROCEDURE: With the exception of end of day or total shutdowns of the entire merchandise area, cash pickups are to be handled as follows.

- (a) The cash register should generate an "X" report. That report along with most of the excess cash (or larger bills) will be collected by a control member and merchandise member.
- (b) The CPP Treasurer or Alternate Treasurer along with the responsible merchandise member will take all items picked up to the control room. At this time both members will recount and sign off on funds returned in the "Return to Control Room" book. The "X" report will be placed in an envelope noted with the collection time and total and then placed in the safe.

MERCHANDISE CLOSING PROCEDURES:

- (a) The register should generate a "Z" report which will be picked up.
- (b) An inventory will be taken of all merchandise and funds in the merchandise room.
- (c) The "Z" report along with all batch control tags will be placed into an envelope, noting date and time and placed into the safe along with the funds received.

4. **TICKETED TICKETS :**All ticketed activities will be purchased at the registration desk and controlled according to the procedures listed under registration. Only those who have purchased an activity ticket will be allowed into the activity. Under no circumstances are vouchers to be used to admit anyone into any of the ticketed activities. At the door, the valid tickets will be torn in half (both sides being numbered). The registrant keeps half and the door worker keeps half. Procedures for lost or stolen tickets will be conducted the same as those listed under "Banquet Procedures". Ticket sales will be conducted at the door to the char and will follow the procedures listed below.

- (1) Worker will enter control room a minimum of thirty (30) minutes prior to opening for sale.
 - (2) Worker and control room member will count a bank and a specified numbers of tickets for each event and sign off on these numbers in the "Comedy/Raffle Out of Control Room" book.
 - (3) Cash pick-ups and tickets replenishing will mimic those for merchandise. Everyone signs everything, etc.
5. **RAFFLE TICKETS:** Raffle tickets will be controlled through the Control Room. Committee members will sign out raffle tickets from the Control Room and upon selling will return any unsold tickets along with the money received. Both committee member and Control Room worker will sign for "take out" and "return in".
6. **DANCE:** Those with a registration badge or dance ticket will be allowed into the dances. Tickets will only be available for purchase during the event. Tickets will be for sale at a location near the entrance door. It is suggested that the door watchers be rotated hourly to maintain the integrity of the policy that no can be admitted without a badge or ticket.
- (1) Door watchers will take each person ticket as they enter the dance. The ticket should be torn in half, with the door worker retaining half and the dance attendant retaining half. Tickets should be numbered on both sides.
 - (2) Procedures for ticket sellers receiving banks and tickets will mimic those of the comedy show and banquet ticket sales. This also includes cash pick-up procedures.
7. **AUCTION:** It is apparent that no real controls are appropriate or easily implemented for the auction. It is however suggested that a member of the convention planning committee collect the funds at the auction and keep a log of the merchandise auctioned and amount auctioned for. Other than blatant theft, for which no real controls exist, member will receive a bank at the beginning of the auction and the procedure for pick-up outlined elsewhere will be followed.
- **A control sheet can be designed for use during the Auction. See the sample attached.*
8. **OUTSIDE VENDORS:** No real controls are necessary or appropriate for outside vendors. The vendors will present the CPP Treasurer or Alternate Treasurer with funds as agreed upon in their contract and the CPP Treasurer or Chair or Vice Chair will cover any obligations to the vendor as outlined in the contract.
9. **HOTEL ROOM NIGHTS:** Any discounted rooms allotted to the CPP Committee Members, will be paid for at the CPP Committee Member's own expense. Whenever possible the CPP Committee have the option to "sell" the extra room nights to trusted vendors, RSC members, etc... at the normal room price in order not to lose the free rooms.
10. **HOSPITALITY:** Coffee must be signed for and will be delivered according to the schedule. A schedule of approximate times for coffee delivery and amounts will be given to the hotel based on the hotels deadline, prior to the convention. Coffee that is put out and not signed for by one of the authorized persons will not be counted toward the total coffee amount. There will be a receipt book that both the coffee singer and hotel staff will sign anytime coffee is put out. The following people will be authorized to sign for coffee:
- (1) CPP Chair
 - (2) CPP Vice-Chair

- (3) Hospitality Chair
- (4) Hotel Vice-Chair

11. MISCELLANEOUS

CHECKS/CREDIT CARD: Checks/credit cards will be accepted for registration and merchandise for amount of purchase. One form of ID is required prior to check acceptance. No checks will be accepted without proper ID. ***No information from the ID is to be noted on the check or elsewhere.**

- (1) No checks will be cashed for anyone at the convention.
- (2) No post dated checks are to be accepted.

CONTROL ROOM POLICY: If you are not one of the people scheduled to work in the control room, counting money, merchandise, tickets, registration packages or involved in solving convention related problems, you will not be allowed in the control room. The control room is there to assist you with most any problem that can arise during the convention. They know how to reach anyone from the convention, convention center or hotel. Problems are solved in this room and all funds are accounted for in this room. Any other activity will not be permitted. An additional area will be designated for committee use at the convention center. Please do any last minute planning, relaxing, visiting, etc., in this room.

TAPING AUTHORIZATION: All workshop speakers and main speakers will be asked to sign a Release and Authorization Agreement. This is required by our convention policy. Copies of this agreement will need to be provided to each speaker to sign (before beginning to speak) by the Program Committee. All copies of this agreement should be retained and turned into the CPP Chair and/or Vice Chair at the end of the convention. (This applies to those who we asked to speak, not to those who freely volunteer to come to the microphone and share). Those who refuse to sign the agreement will not be allowed to speak.

TEACHING THESE CONTROL PROCEDURES: Anyone who will be working with money related items will be provided a copy of that portion of the control procedures by the chair of the perspective committee. Upon reading and review, any questions should be answered that they may have regarding these procedures. That person will then be asked to sign off that they have read the procedures and will do their best to follow these procedures.

CONTROL PROCEDURES

I HAVE READ AND UNDERSTAND THE CONTROL PROCEDURES FOR THE AREA OF THE CONVENTION THAT I WILL BE WORKING IN. ALL OF MY QUESTIONS HAVE BEEN ANSWERED. I WILL DO MY BEST TO FOLLOW THESE PROCEDURES.

Print Name

Signature

Date

Print Name

Signature

Date

Print Name

Signature

Date

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Date

**MACNA CPP
CONTROL SHEETS**

COMEDY SHOW TICKETS CONTROL SHEET
DAILY INVENTORIES
THURSDAY

<u>DATE</u>	<u>TICKET NUMBERS</u>	<u># OF TICKETS</u>	<u>TIME OUT</u>	<u>REG INITIALS</u>	<u>ADMIN INITIALS</u>
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____

FASHION SHOW TICKETS CONTROL SHEET
DAILY INVENTORIES
THURSDAY

<u>DATE</u>	<u>TICKET NUMBERS</u>	<u># OF TICKETS</u>	<u>TIME OUT</u>	<u>REG INITIALS</u>	<u>ADMIN INITIALS</u>
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					
X/XX/XX					

REGISTRATION PACKAGES CONTROL SHEET
DAILY INVENTORIES
THURSDAY

<u>DATE</u>	<u>ON-SITE NUMBERS</u>	<u># OF PACKAGES</u>	<u>TIME OUT</u>	<u>REG INITIALS</u>	<u>ADMIN INITIALS</u>
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____
X/XX/XX	_____	_____	_____	_____	_____