

Susquehanna Area Special Events
Guidelines
January 09

The "SASE" mission is to organize and put on activities for the recovering addict in a safe clean environments conducive for recovery. By doing so we hope to promote Fellowship in our area while having fun.

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- Chairperson
- Vice-Chair
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Executive Body

Chairperson The Chairperson is elected by SASC

Requirements:

- A) Two years consecutive clean time
- B) Commit to one year of service
- C) Working Knowledge of NA service

Duties:

- A) Attend bi-monthly RSEC
- B) Attend ASC monthly meetings and prepare written report for ASC
- C) Preside over SASE committee meetings
- D) Review treasurer's report for accuracy

Vice Chair

Requirements:

- A) Suggested clean time of one year
- B) Commit to two vP.N of <:P.rvic.e (one a.<; vice one as chair)

D) Demonstrates knowledge of basic mathematical skills and ability to keep an accurate accounting system

Duties:

- A) Oversees all monetary transactions of SASE
- B) Prepares an Event worksheet for each event and brings copies to the next SASE meeting
- C) Uses a receipt book for all cash payments made
- D) Responsible for management of the cash box and bringing it to all events
- E) Must count all monies in presence of Chair or vice-chair
- D) Responsible for paying recurring expenses

Flyer Coordinator

Requirements:

- A) Suggested clean time of six months
- B) Must commit to one year of service
- C) Ability to creatively design flyers

Duties:

- A) Creates flyers and has copies printed and given to Chairperson as soon as completed for distribution
- B) Maintains an accurate calendar of upcoming events and plans development of flyers accordingly
- C) All flyers must be proof read by at least one person on the

POLICY

Attendance:

- A) All position holders must attend all SASE meetings
- B) Unexcused absence at two consecutive meetings will be interpreted as a resignation
- C) Additional meetings must be approved by the committee

Voting

- A) All committee members must attend 2 consecutive meetings in order to vote on issues decided by the committee
- B) Unexcused absence at 2 consecutive meetings forfeit's a

raffles or similar raffl.es in suport ofNA events

15) the cash box retains a prudent reserve of \$50 for making change at events

16) SASE will keep a budget of \$600 for expenses of putting on events, this budget is to include printing flyers, printing tickets, rent for event locations, refreshments, and Djs and other venue's

17) All money exceeding \$3000 will be donated to Susquehanna Area Services

18) Receipts must be presented for **all** expenses and reimbursements of funds . Rescripts must be presented in a timely fashion (30 days)

19) All money collected at any SASE event will be documented and deposited, all money donated to SASE will be documented and deposited.

a. All money collected and donated will be reported and submitted to ASC on the month that reflects said money in the SASE bank statement.

b. Bank statements will be available for review at ASC meetings for accountability.

20) Flyers for events must be distributed at lest 2 months in advance prior to events

21) To have an internal audit every 6 months of bookkeeping that will be reported to ASC

22) Any person selling tickets, handling money or assets of the SASE must sign an accountability statement