

West Country District



Fundraising, Entertainment and Convention Committee Guidelines

Draft 2020

Statement of Purpose

Committee Aims

Convention Statement of Anonymity

Statement of Policy (WSC CONVENTION COMMITTEE GUIDELINES)

Committee Roles and Responsibilities

Organising an event – considerations

Flyers

Using the C.A. logo

References

STATEMENT OF PURPOSE

The purpose of the West Country Fundraising, Entertainment and Convention Committee (FECC) is to promote enthusiasm and unity within the fellowship of Cocaine Anonymous by organising fundraising and entertainment events, and an annual District convention.

Our primary purpose is, as always, to carry the message to the addict who still suffers.

COMMITTEE AIMS

We aim is to achieve this by:

- Organising events that enthuse our fellowship to carry the message to the addict that still suffers
- Raise funds to support the hosting of an annual West Country District Convention, which will in turn enable us to:
 - Financially support the West Country District to carry the message to the addict that still suffers.

On request, we will also arrange and host events to financially support CAUKs Annual Area Convention.

CONVENTION STATEMENT OF ANONYMITY

Anonymity is one of the most important issues in the structure of Cocaine Anonymous. Therefore, in observance of the Eleventh Tradition of Cocaine Anonymous: “Our public relations policy is based on attraction rather than promotion: we need always maintain personal anonymity at the level of press, radio, television and films.”

We earnestly request that those gathered here honour this condition of anonymity. In keeping with our traditions, we request that no photographic or video recording of the convention be distributed, published, or downloaded in any general public forum including the internet and/or any other electronic communications network. We specifically request that members refrain from posting on any social networking site any convention photos or videos which identify any activity, entity or person as being associated with Cocaine Anonymous. If you should happen to recognise someone here who identifies themselves as an addict, please keep that knowledge strictly to yourself

STATEMENT OF POLICY

In keeping with both the 12 Traditions and the spirit of service work in Cocaine Anonymous (C.A.) it is appropriate for C.A. members involved in service to be careful in their dealings with outside vendors, businesses and/or services. Specifically, quite often what is service work to the C.A. member is business, i.e. money, to the business being dealt with.

Consequently, the business may provide, or at least attempt to provide, certain “perks” i.e. benefits, gifts, etc. to the C.A. member or members responsible for the decision as to who to use or buy from for the particular C.A. event/activity.

What is important here is that the fellowship receives the benefit of impartial decisions based upon what is best for the fellowship. Whenever a decision-maker is the recipient of “outside benefits,” there is always the possibility that his or her judgment may be affected.

Moreover, even when the receipt of such benefits does not, in fact, influence the C.A. member, it nevertheless gives that appearance to others, both inside and outside the fellowship. Such an appearance can only lead to unnecessary controversy and discounts such as travel expenses, free hotel rooms, etc. are standard benefits of doing business with the particular business involved. Such benefits belong to the fellowship of Cocaine Anonymous and, as such, must be treated accordingly i.e. property of C.A. is managed and/or disbursed via the group conscience of the: World Service Conference, World Service Board of Trustee, World Service Office Inc. and the group.

Certainly, none of us would ever knowingly “take” the property of C.A. much less ever want outside businesses to believe that a C.A. member in service could be so influenced. Such action could only lead C.A. to have a tarnished reputation with the business community.

In light of the above, it seems only appropriate that members in service agree with and acknowledge this Statement of Policy.

ROLE	REQUIREMENT	RESPONSIBILITY
Chair Person	<p>2 years continuous sobriety Previous experience on FECC 1-year service at District Level Working knowledge of 12 traditions Strong leadership skills</p> <p>1 event term</p> <p>The chair will not hold a vote in FECC business except in the case of a tied vote*</p>	<p>Schedule, attend and lead all FECC meetings</p> <p>Compile and submit FECC report to DSC within the timeframe requested (1 week prior to district)</p> <p>Attend District Service Committee meetings (DSC) with committee report, treasury report and other district business (i.e. flyer ratification / event planning information)</p> <p>Create agenda for each FECC meeting in a timely manner – share with secretary for circulation to committee</p> <p>Upholds 12 traditions Upholds Statements of Purpose and policy</p> <p>Obtains 3 quotes for any substantial financial costs</p>
Vice Chairperson	<p>1-year continuous sobriety</p> <p>1 event term</p>	<p>Support Chairperson in all aspects of their role</p> <p>In the absence of Chairperson, will be acting chair.</p> <p>In the absence of Chair - Attend District Service Committee meetings (DSC) with committee report, treasury report and other district business (i.e. flyer ratification, event planning information)</p> <p>Obtains 3 quotes for any substantial financial costs</p>
Secretary	<p>6 months continuous sobriety</p> <p>Efficiently skilled in IT and communication.</p> <p>1 event term</p>	<p>Attends all FECC meetings</p> <p>Records minutes of all meetings – including a clear record of conscience decisions</p> <p>Create and maintain a committee contact list</p> <p>Act as admin for a messaging platform – adding / removing committee members as necessary and sharing relevant information</p> <p>Send out agendas, minutes and any appropriate communications to all committee members in a timely manner</p>
Treasurer	<p>2-year continuous sobriety 1-year service at district level</p>	<p>Receives and deposits contributions from all events.</p> <p>Keeps an accurate bookkeeping system. Maintains bank account with cheques requiring two (2) signatures</p>

	<p>Gainfully employed and/or financially solvent</p> <p>1 event term</p>	<p>Gives monthly financial report with a copy of the Committee Bank Statement (account numbers blacked out) Treasury report should contain detailed breakdown of costs and income to aid chair in transparent reporting to DSC</p> <p>Pays all expenses</p> <p>Passes on contributions to DSC via committee chair person</p> <p>Forwards yearly committee reconciliation to the DSC.</p>
<p>Programming Chair</p>	<p>1-year continuous sobriety</p> <p>6 months service at district level</p> <p>Working knowledge of 12 traditions</p> <p>1 event term</p>	<p>Arrange speakers for event</p> <p>Ensure speakers have all relevant information regarding event location, timing and programming and oversee speaker's travel/accommodation</p> <p>Organise event agenda/event programme to be approved by whole committee</p> <p>Introduce speakers at event</p> <p>Make Anonymity and Tradition 10 statements during event</p>
<p>Outreach Chair</p>	<p>6 months continuous sobriety</p> <p>Efficiently skilled in IT and communication.</p> <p>Working knowledge of 12 traditions</p> <p>1 event term</p>	<p>Share flyer widely across fellowship – use appropriate social media platforms</p> <p>Submit request to Area Website to add event to Area Calendar (also ask other area Web servants to add event information to their calendars)</p> <p>Contact other districts and ask them to share flyer / event info with their district</p> <p>Invite Area delegates and Regional Trustees to attend</p> <p>Contact District H&I and PI committees with invitation to attend</p> <p>Contact Area Convention Committee with invitation to attend</p> <p>Contact local treatment services, supported housing and other relevant organisations with details of event and concession Information as agreed by committee</p>
<p>Art work / visuals Chair**</p>	<p>6 months sobriety</p> <p>1 event term</p>	<p>Creates artwork / flyer for event</p> <p>Brings artwork to committee for approval</p> <p>Makes artwork available to Outreach chair</p>
<p>Decorations Chair**</p>	<p>6 months sobriety</p>	<p>Oversees subcommittee for decorations</p>

	1 event term	Makes all decorations for event Manages budget decided by FECC committee
Venue Liaison	6 months sobriety 1 event term Desirable – previous knowledge of negotiating and agreeing contracts	Comes up with a list of venues for each fundraiser or convention for the committee to decide which venue best suits the event Sources quotes from the venues the committee is interested in potentially using Handles the contract and correspondence between the FECC and the venue for each event, liaising with the treasurer to ensure all money owing is paid on time Acts as the sole point of contact for committee communications with venue
Food Chair**	1 year continuous sobriety 1 event term	Oversees subcommittee for food Responsible for planning, sourcing, preparing and serving food and refreshments Responsible for profitable planning of food Responsible for handling money from attendees purchasing food Responsible for handing money to treasurer at event
Serenity Keeper Chair**	3 months sobriety 1 event term	Oversees subcommittee of serenity keepers at event Keeps venue clean and tidy throughout day Ensure venues requirements (i.e. smoking regulations etc) are upheld by attendees Provides information to attendees re facilities, programme and anything else they may need Diffuses any tension in committee business by requesting the committee joins with serenity prayer
Refreshments Chair**	1 year continuous sobriety 1 event term	Oversees subcommittee for refreshments Responsible for planning, sourcing, preparing and serving refreshments Responsible for profitable planning of refreshments Responsible for handling money from attendees purchasing refreshments

		Responsible for handing money to treasurer at event Responsible for appropriate storage of any 'leftover' items
Entertainments Chair	1 year continuous sobriety Previous experience on FECC/District service committee Some knowledge of appropriate technology and equipment 1 event term	Oversees subcommittee for entertainment Responsible for planning, sourcing, and providing sound/light/equipment as necessary Oversees technical provision at event

*In any C.A. business we always aim for substantial unanimity in voting. If this is not achieved – the committee may wish to table to motion for reflection, returning to the decision making after committee members have had opportunity to seek guidance and reflect.

** These voted in committee positions will form and oversee sub committees who will assist with the task in hand. These non-voting members of sub committees need only a willingness to serve. The hope is that members of sub committees will rotate into Committee roles once they meet the requirement.

Organising an event

Our primary purpose is, as always, to carry the message to the addict that still suffers.

As a subcommittee of West Country District, we are directly responsible to those we serve - the groups, via the vested authority of the GSRs in our DSC. This means that we must always remain accountable to the DSC, providing timely and accurate reports, transparent financial records and any other relevant information.

CONSIDERATIONS

What is the event for?

The events organised by this committee may include, but are not limited to:

- District Fundraisers
- District convention Fundraisers
- Area Convention fundraisers

Whatever the intent, this must be explicit from the beginning of the planning process. If the FECC is NOT raising funds directly for West Country District (i.e. if it is organising a convention fundraiser) then this should be made clear in the Chairs initial report to District as well as clearly detailed on the event flyer and any outreach communications.

Fundraising ideas

Tickets – selling tickets prior to an event will assist in hosting costs

Raffles – prizes must only be donated by fellowship member (tradition 7 guides us away from accepting outside contributions)

Merchandise – t shirts, lighters, stickers, etc

Chargeable activities at event – face painting / glitter etc

Food and drinks – the Food and Refreshment Chair will oversee profitable food and drinks sales

Content

The possibilities here are endless! As a committee you can decide what you would like to do. We are all active guardians of our fellowship and a knowledge of the 12 traditions may be useful here.

We must also consider the insurances we have and are by covered by (copies of these can be obtained by contacting the CAUK Area Chair chair@cauk.org.uk) alternatively, we can arrange our own event specific PL insurance

Remember “...we aren’t a glum lot’ Alcoholics Anonymous pg 132

Speakers

Any committee member can bring suggestions of speakers for an event. FECC members might have heard a great share at another event – this can be brought to this committee.

The programming chair will then make contact with proposed speakers and ask them to submit a recent share recording. This recording will be distributed to all committee members. Once all committee members have listened to share recordings, a conscience decision will agree who will speak at the event.

Venue

You might consider:

An easily accessible venue

Public Transport links

Parking

Accessibility for mobility impaired and those with prams/pushchairs

12 Steps and 12 Traditions

As we are carrying the message – it would be advisable to have the 12 steps and 12 traditions available in a prominent place at any event

PI and H&I presence

District events are a great opportunity for other District Subcommittees to complete some outreach work – the subcommittee chairs should be invited to attend with plenty of notice

Area Convention Merchandise/Registration stall

If there is an area Convention imminent, the committee will always welcome the opportunity to perform district outreach, sell their merchandise and registrations – CAUK Convention Chair should be approached and offered this opportunity

Literature table

Depending on the event, the committee might consider having literature for sale. District Literature chair could be approached to assist.

Flyers

Elements of a Successful Flyer:

<p>West Country District Presents</p> <p>WHAT TYPE OF EVENT – district fundraiser / convention fundraiser</p> <p>Day of Week, Month, Date Time</p> <p>Where (*name of church, park, restaurant, etc.) Address, City & Zip</p> <p>Other Pertinent Details, Extras & Graphics</p> <p>Price (if applicable)</p> <p>How to get tickets</p> <p>Contact Info</p> <p>What to bring</p> <p>“We’re Here and We’re Free”™</p> <p>Open source or original art</p> <p>Conference-approved images</p> <p>In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organisation or institution.</p>
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Laying out the flyer and presenting the information in a clear and concise way will make people want to read your flyer. Using coloured paper/pictures or ink can also make your flyer stand out on a literature table.

You can test the completeness of your flyer by having someone not involved with the event take a look at it. If they have questions, chances are that others may have the same questions, so you might be wise to rework the flier to answer them prior to printing and distributing.

The C.A. logo can be anywhere on the flyer and should be included on all printed materials made available to the Fellowship. Please refer to the WSM Statement of Policy (below) regarding the use of the C.A. logo.

We have many creative people within our Fellowship, so ask for their assistance!

Using the C.A. Logo

Either of the Cocaine Anonymous logos must be used in their entirety as shown below. The first official logo includes the inner circle of the logo that contains the artistic “CA”, the outer circle which contains the text “HOPE FAITH COURAGE” or any C.A. WSC approved translation thereof and the registered trademark symbol outside the outer circle. The other official logo includes the inner circle of the logo that contains the artistic text “CA”, the outer circle which contains the text “HOPE FAITH COURAGE” or any C.A. WSC approved translation thereof and the registered trademark symbol. No other text or design element may touch, overlap or show through behind the logo other than a solid colour. The block letters “CA” may only be used alone when they bear no resemblance to the inner circle type style of the official logo.

WSM pg14



“We’re Here and We’re Free” is a registered trademark of Cocaine Anonymous World Services, Inc. and should be presented in all print materials in one of the following manners:

“We’re Here and We’re Free” TM or
“We’re Here and We’re Free” [®]

REFERENCES

WSCCC Guidelines

https://ca.org/content/uploads/2015/07/2016_WSCCC_Guidelines.pdf

WSC Finance Committee Guidelines

<https://ca.org/content/uploads/2015/04/WSC-Finance-Committee-Guidelines.pdf>

Alcoholics Anonymous Big Book

Cocaine Anonymous World Service Manual

<https://ca.org/content/uploads/2015/07/World-Service-Manual.pdf>

PI Members Area

www.PI.ca.org