

NoCAC GUIDELINES

Here at NoCAC we can let our feelings flow--maybe you'll give a cheer, laugh, or even a warm hug--just be yourself! We wish to present you with a beautiful, loving weekend. Show you care for one another and the weekend will be the best ever!

1. The minimum age required for attending NoCAC is 12 years.
2. All Alateen functions will be held in one area of the hotel. All other areas are off limits, except where specified.
3. Under no circumstances are Alateens or Sponsors permitted to leave the designated hotel area during the conference. In case of an emergency, notify a NoCAC Committee Member.
4. For the benefit of everyone attending the conference, you will be expected to attend all Alateen functions. This includes meetings, workshops, the banquet and dance, and talent show.
5. Radios and tape players will only be allowed in rooms--and at reasonable volume levels. They will not be allowed in hallways or the lobby.
6. Appropriate dress will be left up to your own good taste. There will be a banquet and dance, a dress-up occasion.
7. Possession of drugs or alcohol is strictly forbidden.
8. All Alateens must check with their Sponsors and be in their rooms by 1:00 a.m. Absolutely no exceptions!
9. No boys will be allowed to visit girls' rooms or vice versa. This applies to Sponsors as well.
10. Absolutely no changing assigned rooms!!!
11. Under no circumstances is anyone allowed to place outside calls from room phones.
12. No one may damage or deface hotel property. YOU will be held financially responsible for all repairs.
13. The Hospitality Room is everyone's to enjoy. Please treat it with respect.
14. Sponsors will be assigned to Alateens to uphold the Guidelines of the conference. Sponsors should be respected and obeyed at all times. Sponsors are also expected to observe all NoCAC Guidelines.
15. Anyone who deems it necessary to break or offend these guidelines will be asked to leave the conference--**AT THEIR OWN EXPENSE!**

Dear NoCAC Alateens:

The NoCAC Committee is considered a Standing Committee of NCWSA and will be noted so In the revised Bylaws to be presented at Assembly in February. There are several advantages to being a Standing Committee under NCWSA, many of which we already receive. The benefits are:

- 1) NoCAC will have their insurance paid for by NCWSA.
- 2) We can use their bulk mail permit to mail our fliers.
- 3) Our fliers for fund-raisers can be mailed out by NCWSA with the Alateen Express.
- 4) We can use their Nonprofit Tax ID Number which keeps NoCAC a nonprofit organization under California Law so we won't have to pay taxes (new).

Therefore, we have been working with Northern California World Service Representatives to set some additional guidelines for NoCAC. These new guidelines will become effective with new NoCAC Committee for 1989.

The new guidelines will allow NCWSA to have sufficient oversight, yet maintain the autonomy of NoCAC as an Alateen Conference. They are as follows:

- There will be three checking accounts opened for the NoCAC conference. One will be an operating fund, the second will be a scholarship account and the third will be an interest bearing checking account (Registration account), to be used for the deposit of all monies collected for registration at NoCAC. The Operating account is to be used for the day-to-day business transactions which are necessary to put on NoCAC. The Registration account will be used to pay the hotel bill. This has occurred throughout NoCAC's history.
 - a) The Operating Fund Account will have four eligible signers on the account and require two signatures on each check written. The eligible signers are: The Al-Anon Sponsor, the Al-Anon Co-Sponsor, the NoCAC Chairperson and the NoCAC Treasurer. The new part of this guideline is one signature must be the Sponsor or Co-Sponsor and the other must be the NoCAC Chairperson or NoCAC Treasurer.
 - b) The Registration account will also have four eligible signers on the account and require two signatures on each check written. The new part of this guideline is that the eligible signers are: the NoCAC Chairperson, the NCWSA Chairperson, the NoCAC Treasurer and the NCWSA Treasurer. One signature must be an NCWSA Officer and one must be a NoCAC Committee Officer.
- The NoCAC Treasurer will provide an annual accounting and NCWSA will have the right to audit NoCAC's books.

If you have any concerns, questions or objections to these changes, you should submit them in writing to either your NoCAC Chairman, NoCAC Sponsor or the NCWSA Alateen Coordinator. If you wish, you can mail them directly name and address deleted no later than December 15, or we will assume the changes to be in effect with the new NoCAC Committee for 1989.

The NoCAC Committee gives its full approval and support to these changes.

Love in Alateen & Al-Anon Service,

name deleted.
NoCAC Chairperson

name deleted.
NoCAC Committee
Program & Printing

name deleted.
NoCAC Sponsor

name deleted
NoCAC Co-Sponsor

name deleted.
NCWSA Alateen Coordinator

COMMITTEE GUIDELINES

ALATEEN CONFERENCE CHAIRMAN

PHONE _____

ALATEEN CONFERENCE CO-CHAIRMAN

PHONE _____

Basic Duties of Chairperson:

1. Select Committee as follows:

Security, So. Calif. Liaison and two Registration people are optional positions. You can also combine Literature with Decorations and Raffle, if you like. Photography is not necessary unless you plan a slide show.

a)	Co-Chairperson

Phone: _____	_____

b) Hospitality	_____
Phone: _____	_____

c) Decorations & Raffles	_____
Phone: _____	_____

e) Literature/Photography	_____
Phone: _____	_____

f) Activities	_____
Phone: _____	_____

CHAIRPERSON - Cont'd

- g) Program/Printing _____
Phone: _____

- h) Girls Registration _____
Phone: _____

- i) Boys Registration _____
Phone: _____

- j) Secretary-Corresponding _____
Phone: _____

- k) Secretary-Recording Phone: _____
Phone: _____

- l) Security _____
Phone: _____

- m) Treasurer _____
Phone: _____

- n) So. California Liaison _____
Phone: _____

CHAIRMAN - Cont'd

Chairperson and Co-Chairperson share the remaining duties.

2. Coordinate and cooperate with Al-Anon as follows:

a) Al-Anon NoCAC Sponsor _____

Phone: _____

b) Al-Anon NoCAC Co-Sponsor _____

Phone: _____

c) Northern California World Service Assembly Alateen Coordinator _____

Phone: _____

3. Assist in selection of subcommittees.
4. Prepare agendas for committee meetings.
5. Lead all committee meetings.
6. Attend all World Service Committee Meetings (Expenses will more than likely be reimbursed by NCWSA, but has to be okayed at the Assembly in February)
7. Assure communication within the committee.
 - a) Check on telephone conference calling.
 - b) Assure that jobs are being done in a timely manner.
8. Generate morale and enthusiasm.

CO-CHAIRPERSON acts as Chairperson in the absence of the chairperson as well as:

1. Carry out responsibilities, as necessary.
2. Assist the Chairperson, wherever possible.
3. Be familiar with all current happenings of Conference.
4. Receives all monies and deposits and turns deposit slips in to NoCAC Treasurer.
5. Understands that full name address and telephone number will be published on registration forms.

CHAIRPERSON - Cont'd

PRECEDING CONFERENCE DUTIES:

1. Obtain excess supplies from past Conference Chairperson.
2. Distribute supplies to appropriate Committee Chairpersons.
3. Site Selection and Evaluation:
 - a) Bring Site Evaluation Forms to committee meetings
 - b) February deadlines:
 - 1) Site selection (see form attached)
 - 2) Theme of Conference
 - 3) Fliers, complete packet (guidelines attached)
4. Fundraising Activities:
 - a) Coordinate all activities with committee
 - b) Consider areas for fund-raisers
 - 1) Advance lists of suitable locations
 - 2) Costs
 - 3) Restrictions (availability/time limits)
 - 4) Contacts in locations
 - c) Prepare and maintain schedules
 - d) Maintain list of speakers
 - e) Arrange for hospitality
 - f) Check insurance requirements
5. Advance order for Conference
 - a) Buttons
 - 1) Order 6 weeks prior to conference
 - 2) Due 3 weeks prior to conference
 - b) Ribbons
 - 1) Order 6 weeks prior to conference
 - 2) Due 3 weeks prior to conference
 - c) T-shirts
 - 1) Order 8 weeks prior to conference
 - 2) Due 2 weeks prior to conference

CHAIRPERSON - Cont'd

- d) Coffee mugs (to consider)
 - 1) Order 8 weeks prior to conference
 - 2) Due 2 weeks prior to conference

- e) Programs
 - 1) Print-ready copy to printer 4 weeks prior to conference
 - 2) Due 2 weeks prior to conference.

DURING CONFERENCE ACTIVITIES

1. Be available to assist Committee Chairpersons.
2. Inform Committee Chairperson where locked storage is and locking arrangements with facility.
3. Keep notes on: Good things; problems and how solved; and ideas for next year.

POST CONFERENCE DUTIES:

1. Help Treasurer with financial report within 3 weeks after conference.
2. Attend exchange meeting prior to next year's committee selection. Invite NCWSA Alateen Coordinator and NCWSA Liaison to meet with new Chairperson and Co-Chairperson.

COMMITTEE GUIDELINES

TREASURER _____

PHONE _____

- 1. Open three bank accounts as follows:
(NOTE: Use NCWSA Nonprofit Number to open these accounts. They can be obtained from the NCWSA Treasurer.)

Operating Fund Account:

This account should have all money collected through the year except the registration money. Four signatures should be on the signature card (see titles below). Two signatures are required for each check. One must be a Sponsor and the other an Alateen.

Scholarship Fund Account:

This account behaves as operating fund, except no checks are written monies are swept into operating fund at end of NoCAC Committee Discretion.

Names & Title of Position

_____	NoCAC Sponsor
_____	NoCAC Co-Sponsor
_____	NoCAC Treasurer
_____	NoCAC Chairperson

Registration Account:

This account should be an interest-bearing checking account. This account also requires two signatures. It is to be used only for registration moneys collected. One signature must be an NCWSA person and the other a NoCAC Committee person. See titles shown below of who must sign on the signature card. This account is primarily used to pay for the hotel expenses during NoCAC weekend. This means you will have to keep in touch with the NCWSA Treasurer when NoCAC gets close to be sure he/she knows when to be at the hotel to sign the checks, if they do not attend NoCAC. Either the NCWSA Chairperson or Treasurer must be present to sign.

Names & Title of Position

_____	NCWSA Chairman
_____	NCWSA Treasurer
_____	NoCAC Treasurer
_____	NoCAC Chairperson

NOTE: MAKE A DUPLICATE COPY OF ALL DEPOSIT SLIPS WHENEVER MAKING A DEPOSIT.

TREASURER (Cont 'd)

2. Meet with NCWSA Treasurer to find out how to set up your General Ledger so you accounts are consistent with NCWSA Accounts.
3. Maintain a General Ledger. Report the following at each Committee Meeting
 - a) Operating Funds balance, Scholarship fund balance and Registration Fund Balance, if Registration has started.
 - b) Income
 - c) Expenditures
 - d) Financial projections
4. Send a copy of your General Ledger to the NCWSA Treasurer on a quarterly basis.
5. Fund-raiser Income
 - a) Collect, organize and deposit all money from fund-raisers.
 - b) Provide sufficient change fund for fund-raisers and Conference.
 - c) Collect money frequently, so it does not stack up in collection basket. (This may be done by Sponsors or other designated Committee Member.)
 - d) Deposit funds into checking account.
6. All expenses to be reimbursed should go on either the Office Expense Report form or the NoCAC Conference and Travel Expense forms (copies attached).
Most of NoCAC's expenses will appear on the Office Expense form. Only mileage goes on the Travel form. In order for a NoCAC Committee member to be paid for expenses) they must submit the proper expense form with receipts attached. **NO FORM OR RECEIPT--NO MONEY BACK!!** In the case of phone expense, copy your bill and highlight NoCAC calls.
7. At year end, (December 31) after all income and expenses have been recorded in the General Ledger, send copy of General Ledger, deposit slips, canceled checks, reimbursement forms, and bank statements to the NCWSA Treasurer. Your ending bank balance should agree with the General Ledger balance.

COMMITTEE GUIDELINES

BOYS REGISTRATION

PHONE _____

1. Receives registration forms from Co-Chair for all male registrants.
2. Send T-shirt orders, marked paid to Co-Sponsor so they can bring to meeting when packets are made up and labeled. T-shirts can be inserted into packets prior to conference.
3. Send Talent Show registration forms to Activities Chairperson.
4. Keeps a complete record of registration sheets. A box with an index card for each registrant can be helpful as a cross-index.
5. Receives BASH Registrations (or any other advance ticket sales to fund-raisers).
6. Receives all Conference Registrations with checks attached.
7. Prepares cross-reference list of all Conference registrants as follows:
 - a) Male sponsors, age group preference
 - b) Male participants grouped by age
 - c) Alphabetical list of all male registrants (by last name), leaving a line or space for the room number (to be inserted later).
8. Assign Sponsors to Alateens. Try to room them close to the Alateens' rooms.
9. Prepare Registration Packets as much as possible, prior to conference.
 - a) Buttons with names made (ordered by Program/Printing Chairperson).
 - b) Programs inserted (ordered by Program/Printing Chairperson).
 - c) Name on outside of envelope (show whether Sponsor or Alateen, Age and Gender.) The entire Committee will help with this project at a Committee meeting.
 - d) Ribbons inserted, as determined (ordered by Program/Printing).
 - e) In Sponsor packets, a list of those Alateens they are sponsoring and the Alateen's room number (done at conference after room numbers are ascertained).
 - f) Room keys to be inserted at Conference.
10. Prepare a rooming list for hotel, in advance of conference.
 - a) Group Alateens by age and gender; group Sponsors and room with someone from a different area.
 - b) Group Alateen with someone from a different area.
1. Arrange for help to man Registration table at Conference.

COMMITTEE GUIDELINES

GIRLS REGISTRATION

PHONE _____

1. Receives registration forms from Co-Chair all female registrants.
2. Send T-shirt orders, marked paid to Co-Sponsor so they can bring to meeting when packets are made up and labeled. T-shirts can be inserted into packets prior to conference.
3. Send Talent Show registration forms to Activities Chairperson.
4. Keeps a complete record of registration sheets. A box with an index card for each registrant can be helpful as a cross-index.
5. Receives BASH Registrations (or any other advance ticket sales to fund-raisers).
6. Receives all Conference Registrations with from Co-Chair.
7. Prepares cross-reference list of all Conference registrants as follows:
 - a) Female sponsors, age group preference
 - b) Female participants grouped by age
 - c) Alphabetical list of all female registrants (by last name), leaving a line or space for the room number (to be inserted later).
8. Assign Sponsors to Alateens. Try to room them close to the Alateens' rooms.
9. Prepare Registration Packets as much as possible, prior to conference.
 - a) Buttons with names made (ordered by Program/Printing Chairperson).
 - b) Programs inserted (ordered by Program/Printing Chairperson).
 - c) Name on outside of envelope (show whether Sponsor or Alateen, Age and Gender.) The entire Committee will help with this project at a Committee meeting.
 - d) Ribbons inserted, as determined (ordered by Program/Printing).
 - e) In Sponsor packets, a list of those Alateens they are sponsoring and the Alateen '5 room number (done at conference after room numbers are ascertained).
 - f) Room keys to be inserted at Conference.
10. Prepare a rooming list for hotel, in advance of conference.
 - a) Group Alateens by age and gender; group Sponsors and room with someone from a different area.
 - b) Group Alateen with someone from a different area.
11. Arrange for help to man Registration table at Conference.

COMMITTEE GUIDELINES

PROGRAM AND PRINTING

PHONE _____

1. Select and organize a subcommittee:

Name

Address

Phone

2. Coordinate schedules and speakers for fund-raisers and conference with Corresponding Secretary, Activities, and Literature Chairpersons
3. Contact and confirm Speakers for all fund-raisers.
4. Contact and confirm Speakers and Workshop Leaders for conference. Let Speakers and Workshop Leaders know what the topic is.
5. Arrange for printing of NoCAC Registration packet and send to Corresponding Secretary at a date to be determined _____
6. Order buttons at least six weeks prior to conference. Purchase label tape for buttons. Set up date to label buttons with Committee at a meeting as soon as registration has been completed. Coordinate with Boys and Girls Registration Chairpersons.
7. Order ribbons for Committee, Speakers, Sponsors, Subcommittee and Participants for delivery at least 3 weeks prior to conference.
8. Compile Program at least three weeks prior to conference.
9. Send photocopy of final program to Alateen Coordinator and Recording Technician two weeks prior to conferences (sooner, if possible). See Program Guidelines, attached.

CHECKLIST FOR CONFERENCE PROGRAM

1. Color
2. Cover: Northern California Alateen Conference (NoCAC)

Theme:
Dates of Conference:
Name of Convention Center or Hotel
Address of Center of Hotel

3. Inside:
Theme:
Program in Full

Workshops:
Times:
Meeting Title:
Room of Workshop Meetings
Chairperson, Name and City

Friday Night; Saturday A.M.; Saturday Banquet; Sunday Spiritual:

Time:
Meeting Title:
Room of Meeting:
Chairperson Name and City
Readers: 12 Steps - Name and City
 Traditions - Name and City
Speakers: Name and City

4. Back of Cover

NoCAC Committee:
 Position First Name, Last Initial, City Message from
 NoCAC Alateen Chairperson (Optional)

5. Deadlines:

Compile program at least 3 weeks (or as soon as registration closes) prior to conference.

Send photocopy of program to Alateen Coordinator and to Recording Technician for conference no later than 2 weeks prior to conference.

6. Suggestions for printing:

See Do's and Don'ts on Flier Checklist

COMMITTEE GUIDELINES

RECORDING SECRETARY PHONE

1. Select and organize a subcommittee:

Name

Address

Phone

2. Maintain Committee and Subcommittee mailing lists.
- a) Distribute to all Committee and Subcommittee members
 - b) Distribute to Al-Anon Sponsor and Co-sponsor
3. Take minutes of every Committee meeting.
4. Mail all minutes, intra-committee and subcommittee correspondence in a timely manner (no later than one week following the meeting).
5. Keep complete, accurate file of all minutes and correspondence for term of committee.
6. Mail reminder notices (postcards) of all meetings and fund-raisers to committee and subcommittee members.
7. Assist Corresponding Secretary, when possible, especially in the following areas:
- a) Mailing of fliers for fund-raisers.
 - b) Mailing of registration forms for conference.
 - c) Maintaining meeting/Group Representative/District Representative lists.

COMMITTEE GUIDELINES

CORRESPONDING SECRETARY PHONE

1. Select and organize a subcommittee:

Name

Address

Phone

2. Prepare fund-raiser fliers and get to Program Chairperson in a timely manner for printing.
3. When printed fliers are returned, mail out at least two weeks prior to fund-raiser.
4. Mail fliers, using mailing lists/labels provided by Northern California Alateen Coordinator or Northern California Corresponding Secretary.
5. Correspond with Group Representatives, District Representatives and meetings to promote publicity and enthusiasm. Work closely with Northern California Alateen Coordinator.
6. Mail Registration forms. Work with Northern California Alateen Coordinator. and 12-Stepper Editor. He will give you info required for using bulk mail permit. Also see that Registration Chairperson and other Committee members have a supply of registration forms.
7. Have confirming postcards for conference printed and send to Registration Chairperson two weeks prior to deadline for conference registration.
8. Copy all required packet information such as Guidelines and Sponsors Information Sheets and deliver to Registration Chairperson for packets two weeks prior to conference.
9. Purchase packets for Registration Chairperson and delivers to them two weeks prior to conference.

COMMITTEE GUIDELINES

ACTIVITIES _____

Phone _____

1. Select and organize a subcommittee:

Name

Address

Phone

2. Maintain Speaker list of available speakers.

3. Maintain Workshop Leaders list.

4. Maintain list of suitable locations for fund-raisers and conferences.

- a) Costs involved
- b) Restrictions, i.e., availability/time limits
- c) Lists of contacts in said locations

5. Scheduling: Coordinate with Corresponding Secretary for knowledge of conflicting Alateen/Al-Anon and AA events, as well as major events in the area.

Example: NCWSA Conferences

6. Coordinate all insurance, including actual insurance, as well as coverage, any time required for fund-raisers and conferences.

7. Coordinate taping of Speaker meetings and conference.

8. Provide copies of OPENING, STEPS, TRADITIONS AND CLOSING to Chairperson of the meetings for:

- Fund-raisers
- Friday Night Kickoff
- Saturday Morning
- Saturday Banquet
- Sunday Spiritual

9. Organize and MC Talent Show on Friday Night at Conference.

COMMITTEE GUIDELINES

LITERATURE & PHOTOGRAPHY _____

PHONE _____

1. Select and organize a subcommittee:

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Maintain literature library at every fund-raiser and at conferences, including:
 - a) Alateen books and ADATs
 - b) Alateen pamphlets
 - c) Al-Anon material (i.e., transition)
3. Arrange for literature table to be manned during all conferences and fund-raisers.
4. Arrange for change from Treasurer for sale of literature; keep records of all money received; and turns moneys collected on sale of literature in to Treasurer at end of each function. DON'T FORGET TO CHARGE SALES TAX. USE TAX RATE FOR COUNTY LITERATURE IS BEING SOLD IN.
5. Purchase slide film, take pictures, and develop slides for all fund-raisers and conferences (some Committee meetings, also). These will be made into a slide show for the Conference by you.
6. Prior to conference, arrange for rental of slide projector and screen to be used at NoCAC for slide show entertainment.
7. Put slide show to music and present/MC at conference.

COMMITTEE GUIDELINES

HOSPITALITY _____

PHONE _____

1. Select and organize a subcommittee:

<u>Name</u>	<u>Address</u>	<u>Phone</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Acquire and bring to all functions:

_____ cups
_____ paper plates
_____ plastic silverware
_____ napkins
_____ coffee
_____ sugar
_____ creamer
_____ tea
_____ coffee urns (if necessary)

2. Coordinate food (within committee & subcommittees)
3. Organize cleanup crews (subcommittee and volunteers)
4. Remind Committee members that if there is a pot luck at the fund-raiser, they must bring a hot dish so there is plenty of food.
5. Sets up Hospitality Room at conference and/or coordinates with hotel. Keeps Hospitality Room supplied for entire conference.
6. Works closely with Decorations & Raffle Chairperson.

COMMITTEE GUIDELINES

DECORATIONS & RAFFLE _____

PHONE _____

1. Select and organize a subcommittee:

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Decorate for all activities, where required.
3. Obtain raffle tickets and raffle prizes for fund-raisers and hold raffle.
4. Turn moneys collected from raffles in to Treasurer in a timely manner.
5. First Aid knowledge and maintain First Aid Kit and keep available at all functions.
6. Make up signs for Workshop rooms at conference, showing topic, and chairperson. Supply tape for sticking outside of doors.
7. Make up a welcome banner, a registration sign, and sign for Hospitality Room for conference.
8. Assist Hospitality Chairperson at all functions, where required.
9. Order flowers for NoCAC--corsages and boutonnieres for committee, subcommittee, speakers and table arrangement for head table or any other flowers the committee should decide to order.

COMMITTEE GUIDELINES

SECURTY (Optional) _____

PHONE _____

1. Select and organize a subcommittee:

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Organize sponsors and subcommittee to patrol halls during banquet meeting when remainder of committee must attend banquet. Set up a schedule for same.
3. At conference, be available (along with Subcommittee members) as a Check-In/Check-Out person to Alateens during conference, should they need to leave meetings for other than restroom.
4. Keep a list of all Alateens who have left meetings, their room number, destination, and return time. Give Alateens a return time, if the situation warrants.
5. At curfew, give list of those Alateens who are in their rooms ahead of schedule to the Chairman/Co-Chairman so that these Alateens can be monitored, if ill, etc.
6. Collect lost badges or room keys turned in or found. Return room keys to Registration Chairperson. Give badges to another Committee member to announce at next meeting, or close of present meeting.