

ORIENTATION FOR AREA SERVICE GSR/Alt-GSR/Reporting Home group Member

The purpose, of the Outreach Subcommittee is...to offer support to new or existing meetings or groups and orientate new GSRs as stated in the current RASCNA Guidelines and Procedures. This supports our Tradition #1 — "Our common welfare should come first; personal recovery depends on NA unity"; Tradition #5 — "Each group has but one primary purpose - to carry the message to the addict who still suffers"; and Concept #2 - "The final responsibility and authority for NA services rests with the NA groups"

So, **Did You Remember**

BEFORE AREA MEETING

- To get yourself a 1 1/2 - 2 inch notebook so you can carry all necessary documents for Area service organized and readily available to you — Previous month's Area minutes; Current RASCNA Guidelines and Procedures; A Guide to Local Services in Narcotics Anonymity; Motion forms; GSR Report form; Literature Order Form, Writing paper, etc?
- To review the previous month's area minutes in your home group business meeting so members can be informed on all issues.
- Obtain and bring your group's conscious on all motions sent back to home groups, questions from your home groups, motions from the home group, and nominations for Area trusted servants?
- Purchase and address **only** one money order to the RASCNA that equals the total of your group's area donation and literature order?
- Complete your GSR Report before you arrive at Area
 - o Ensures your calculations will be correct for the literature order and donation to area. Also, it will carry your home group conscious.
 - o So you may have a copy ready to present to area so that it may be included in the minutes and read on the Area floor.
- Bring last month's Area Service minutes with you.
 - o How else will you know if all old and new business issues have been addressed on the Area floor?
- Bring a copy of the current RASCNA's Guidelines and Procedures.
 - o How else will you know whether the business of Area is being conducted properly, and learn how to apply area's guidelines and procedures?
- Contact the Outreach Subcommittee between 3:30pm - 4:00pm
 - o New GSR/Alt GSR for brief orientation
 - o Get assistance with completing literature order forms, GSR Reports, questions answered.

DURING THE AREA MEETING

- Should arrive between 3:30pm - 4:00pm so you can turn in your orders since RASCNA begins promptly at 4 pm.

Give your literature order and money order to the Treasurer before 4pm.

- o The Literature Subcommittee needs time to fill your order.
- o The Treasurer needs time to account for all monies received.
- Pick - up an Agenda for today's meeting before 4 pm
 - o How else will you know what is the order of business for today?
 - o You may also check your current RASCNA Guidelines and Procedures for an agenda.
- Answer the Roll Call from the Secretary
 - o Remember this is how the "count for votes" for motions and elections are established.
 - o Review **Voting on Motions** and **How Voting is Conducted** in your current RASCNA Guidelines and Procedures and also see "Sample Rules of Order. Plus, "A Guide to Local Services in Narcotics Anonymous" as well.
- Sign-in on the Attendance Roster
 - o How else will you be mailed a copy of the minutes from Area Service?
- Pick – up new meeting schedules from the PR Subcommittee
 - o The unified meeting schedule is updated each month.
 - o How else will you have the most current meeting schedule for your home group literature table?
 - o Provide changes in your group's meeting times and locations to the phone line and public relations subcommittee.
- Collect flyers from Subcommittees and home groups announcing upcoming events
 - o How else will you have knowledge and copies of upcoming events for your home group members and visitors?
- Area Service does not end until 7pm
 - o Need your vote on money matter issues at 6:45pm

AFTER AREA SERVICE

Pick-up your literature order after the area meeting

- o Did you check to see if you received everything that was ordered before you leave? Help put up chairs, tables and clean-up so we can keep our valuable meeting space.