



The Richmond Area  
Outreach and Policy Subcommittees  
Present



**“An Overview workshop of the”**

- **2016 Guidelines and Procedures**
  - **Roberts’ Rules of Order**
  - **How to Write Motions**
- **12 Traditions and 12 Concepts**

**When: November 5, 2016**

**Where: 1010 North Thompson Street  
The Health Brigade**

**Time: 2pm to 5pm**

*(Due to this facility’s recent renovations, new paint and furniture please come early because maximum seating capacity is 60. Also, do not bring children that can roam and play in this facility. Elevator is available through front entrance for handicap accessibility. Charging cell phones on the premise is prohibited.)*

All Richmond Area Trusted Servants and GSRs/Alt-GSRs Are Encourage to attend because ***“Experience in Service Comes Slowly Over Time through understanding and application”***.

**Refreshments will be provided**

What do you need to bring with you?

- ✓ A copy of the 2016 RASCNA Guidelines and Procedures.
- ✓ Pen or pencil to take notes and to write questions.

Directions: Traveling on I-95 -North or I-95 South take the West Broad Street exit. Travel passed the Boulevard and makes a left on N. Thompson. Fan Free Clinic is located on the right and parking is behind the building **ONLY**. Your car will be subject to towing if illegally parked in the adjacent parking lot. Traveling on 195 to Broad Street. Make a right on N. Thompson. Fan Free Clinic is located on the right.