

# **Frolic In the Woods Committee Policy**

## **Esperanza Area of Narcotics Anonymous**

The Esperanza Area Frolic in the Woods Subcommittee will hold an annual Frolic in the Woods every October on the first full weekend of the month.

### **Purpose**

Frolic in the Woods is held to bring our Fellowship together in the spirit of recovery. Meetings and other activities are scheduled to encourage unity and fellowship among our members. The annual Frolic in the Woods is managed in such a way as to accomplish four goals.

- Provide a suitable celebration of recovery.
- Provide the addict the chance to experience our message and find the opportunity for a new way of life.
- Be financially responsible.
- Minimize the expense of those attending Frolic in the Woods. Because groups in the Esperanza Area of Narcotics Anonymous sponsor Frolic in the Woods they should always conform to the NA principles and reflect our primary purpose.

### **Frolic in the Woods Committee**

The Frolic in the Woods Committee is made up of members who are involved in the primary process. Membership in the Frolic in the Woods Committee is open to all members of the Fellowship. The committee consists of an Administrative Committee, Subcommittee Chairpersons, and attending members. Elections will be held two months following the Election of the Frolic in the Woods Chairperson by ASC. Requirements and qualifications for trusted servant positions are as follows:

- Chairperson-two years clean
- Vice Chairperson-two years clean
- Secretary-one year clean
- Treasurer-two years clean
- Policy Chairperson-one year clean

### **Subcommittee Chairperson/Guidelines**

- Arts & Graphics - two years clean
- Registration - two years clean

- Frolic In The Woods Information - two years clean (done by committee)
- Merchandising - two years clean
- Programming - two years clean (done by committee)
- Serenity Keepers - one year clean
- Event Coordinator - two years clean

#### **Other Requirements and Qualifications**

- Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- Willingness to give the time and resources necessary for the commitment.
- Ability to exercise patience and tolerance.
- Active participation in the local NA Fellowship.
- Financial stability for positions requiring handling of money.

## **Frolic in the Woods Committee Meetings**

All Frolic in the Woods Committee meetings should take place at a regularly scheduled time and location and follow the current edition of Robert’s Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of Frolic in the Woods. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible.

The Frolic in the Woods Committee Chairperson presides over all Frolic in the Woods Committee meetings. In the event that the Chairperson cannot attend, the Vice Chair will preside over the meeting.

All subcommittees may elect to hold separate meetings prior to the Frolic in the Woods Committee meetings. The subcommittee chairpersons must submit written reports, recommendations, and other details about their areas of responsibility.

Frolic in the Woods Committee meetings are scheduled monthly until two months prior to Frolic in the Woods at which time they are held every two weeks. Frolic in the Woods Committee meetings will last no longer than two hours. Each subcommittee chairperson or representative will give a report that is no longer than ten minutes. An agenda or format should be prepared prior to meetings. Many Frolic in the Woods committees use the agenda shown below:

- Opening – a moment of silence asking for all members to reflect on their involvement and on who they serve and why, followed by the Serenity Prayer, the Twelve Traditions, and Twelve Concepts.
- Read and approve the minutes of the last meeting.

- Open floor – to bring to the floor agenda items not covered in any other area.
- Chairperson’s report – review progress to date and relay recent information.
- Treasurer’s report – update on expenses and new balance.
- Subcommittee reports – reports include goals and progress of each committee.
- Old business carried over from the last meeting.
  - Elections.
  - New business to be undertaken before the next meeting.
  - Close with the Serenity Prayer.

Elections of officers should be based upon qualifications and experience. A description of Administrative Committee members and subcommittee chairpersons duties are presented in the guidelines. Voting privileges are extended to each member of the Frolic in the Woods Committee. Any member who holds an office or participates on a regular basis at the Frolic in the Woods Committee meetings is considered a member. Regular attendance is defined as being present for two consecutive committee meetings. Prior Frolic in the Woods experience is defined as the planning and execution of a Frolic in the Woods.

## Finances

The Frolic in the Woods Committee is responsible for one of the largest sums of money managed by any subcommittee. Accountability, prudence, and integrity are of the utmost importance when handling Frolic in the Woods funds. All subcommittee members are expected to adhere to the following guidelines when handling money.

- 1) It is suggested that members have at least two years clean time to handle NA funds.
- 2) A check request must be submitted to obtain any funds.
- 3) The Frolic in the Woods Chair, Vice Chair, or Treasurer must sign all check requests.
- 4) Receipts are required for all transactions that involve Frolic in the Woods funds.
- 5) Receipts and an event financial report are due at the next scheduled meeting.
- 6) Receipts and ‘returned cash’ total should equal the amount of the check received.
- 7) The Frolic in the Woods Treasurer should give a receipt for all cash money received.
- 8) Petty cash will be provided to the Merchandise Chairperson and the Registration Chairperson as determined by the Frolic in the Woods Committee. Receipts for reimbursement must be submitted to the Frolic in the Woods Committee.

- 9) All money and checks, if accepted, received from registration and merchandise should be turned over to the Frolic in the Woods Treasurer bi-weekly, as scheduled by the Frolic in the Woods Treasurer and the Registration and Merchandise Chairperson.
- 10) The Frolic in The Woods Treasurer should make deposits within forty-eight hours to avoid members having outstanding checks for long periods of time.
- 11) All money should be given to and counted by the Frolic in the Woods Treasurer before the beginning of the monthly Frolic in the Woods Committee meeting in order to submit an updated Treasurer's report.
- 12) Each subcommittee chairperson is responsible for all payments, receipts, invoices, and correspondence for all financial transactions conducted by their subcommittee.
- 13) All money should be counted by at least two subcommittee members before being recorded.
- 14) Avoid having large amounts of cash during Frolic in the Woods.
- 15) The Frolic in the Woods Treasurer should make pick-ups every two hours.
- 16) At pick-up two subcommittee members should count the money.
- 17) Money should be deposited in the Frolic In The Woods bank account or locked in a safe location after each pickup and at the end of each day.
- 18) A complete financial report is due at the second ASC meeting following the end of Frolic in the Woods.
- 19) Begins with a seed of \$1200.00.
- 20) Frolic in the Woods also utilized funds generated as Early bird Registration as additional seed money.

## **Administrative Committee**

- 1) The Frolic in the Woods Committee Chairperson is elected by EANA and carries out the conscience of the overall committee. The remaining Administrative Committee members are elected by the Frolic in the Woods Committee.
- 2) The Chair, Vice Chair, Secretary, Treasurer, and Policy function as the Administrative Committee of Frolic in the Woods and hold separate, periodic, and special subcommittee meetings.
- 3) A function of the Administrative Committee is to ensure that the various subcommittees work together and to assist those that may need additional help. It is not necessary for the Administrative Committee to involve itself directly in the specific workings of each subcommittee.
- 4) The members of the Administrative Committee discuss the performance of the subcommittees as well as the budget and other matters that affect Frolic in the Woods.

The results of these discussions are included in reports at the Frolic in the Woods Committee meetings.

- 5) The Administrative Committee drafts a schedule of meeting dates for the Frolic in the Woods Committee. This schedule is then approved by the Frolic in the Woods Committee and distributed to all members. It is advisable to choose a particular night/day on which meetings will be held and schedule all meetings on that night/day throughout the duration of the planning period.
- 6) The Administrative Committee also makes monthly reports to EANA. Comments and suggestions from EANA are included in the Chairperson's report at the beginning of each Frolic in the Woods Committee meeting.

## **Responsibilities and Qualifications of the Administrative Committee Chairperson**

- 1) Two years clean, prior Frolic in the Woods experience or Activities experience, and administration abilities.
- 2) Secure meeting location.
- 3) Organize committee and delegate major tasks to specific subcommittees.
- 4) Stay informed of each subcommittee's activities and provide help when needed.
- 5) Help to resolve conflicts.
- 6) Keep activities within the principles of the Twelve Traditions and in accordance with the purpose of the Frolic in the Woods.
- 7) Prepare a budget for the Administrative Committee.
- 8) Monitor the fund flow, overall Frolic in the Woods costs, and help organize the subcommittee budgets.
- 9) Co-signer on checks.
- 10) Prevent important questions from being decided prematurely to foster understanding by the entire committee prior to action.
- 11) Allow the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
- 12) Prepare the agenda for the Frolic in the Woods Committee and Administrative Committee meetings.
- 13) Vote only to break a tie.
- 14) Chair the Frolic in the Woods Committee meetings.
- 15) Must attend all EANA meetings and give updated reports.

## **Vice Chairperson**

- 1) Two years clean, prior Frolic in the Woods experience Or Activities experience, and administration abilities.
- 2) Act as Chairperson if the Chairperson is unavailable.
- 3) Coordinate subcommittees and attend subcommittee meetings in order to ensure that they get the necessary support to do a good job.
- 4) Work closely with the Chairperson to delegate responsibilities to subcommittee chairpersons.
- 5) Assume the responsibilities of any subcommittee that does not have a chairperson.
- 6) Is a co-signer on checks

## **Secretary**

- 1) One year clean, service experience, and good typing skills.
- 2) Keep minutes of all Frolic in the Woods Committee meetings and subcommittee reports.
- 3) Maintain a list of names, addresses, and phone numbers of committee members.
- 4) Ensure that accurate minutes are distributed to the Administrative Committee and subcommittee chairpersons first. Any extra copies are given to members.
- 5) Is not a signer on the checking account.

## **Treasurer**

- 1) Two years clean, accounting skills, service experience with Frolic in the Woods or other large scale NA activity, and accessibility to other committee members, especially the Registration Subcommittee.
- 2) Prepare a budget for Frolic in the Woods.
- 3) Keep records of all contributions and expenditures. Save all receipts. Maintain a separate, detailed report of all monies received from each subcommittee.
- 4) Deposit all money received into the Frolic In The Woods bank account and notify the Committee Chairperson within forty-eight hours.
- 5) Review subcommittee reports for any changes from the approved budget so they can be documented. This information should be included in the Treasurer's report.
- 6) Submit a complete Treasurer's report within two months of Frolic in the Woods to the sponsoring groups of the service committee.
- 7) Make out checks with the Frolic in the Woods Chairperson's approval.
- 8) Adhere to financial requirements.

- 9) Is a cosigner on the checking account.

## **Policy**

- 1) Two years clean.
- 2) Write policy for the Frolic in the Woods.
- 3) Keep Frolic in the Woods policy updated.

## **Subcommittee General Duties and Responsibilities**

Nominated or appointed by Frolic in the Woods Committee members, the subcommittee chairpersons should have general qualifications as listed in the requirements section. Specific service or vocational experience should be considered prior to election or appointment. It should clearly be understood that the subcommittees have specific responsibilities to perform.

Subcommittees are vital to the Frolic in the Woods and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement due to our concern for the member and the service responsibility. Each subcommittee has only one chairperson who then recruits committee members.

Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meeting runs smoothly and that business is conducted in an orderly fashion. Each subcommittee chairperson should be aware of what responsibility each member has assumed and make sure that every task assigned is carried out.

Subcommittees maintain accurate records of their activities, an inventory, and all correspondence. Financial reports, including needs, expenditures, and receipts are to be included with each subcommittee report. The subcommittees of the Frolic in the Woods Committee work together. At the onset, each subcommittee should decide whether or not it will use the services of another committee or address that particular area of business itself. Although either way is effective remember-cooperation and consideration are the keys that will make it work.

## **Requirements for Subcommittee Chairpersons**

- Prior experience planning and executing a Frolic in the Woods.
- Prior experience planning and executing an Area or Group activity.
- Area involvement as a subcommittee chairperson, or other positions that demonstrate leadership qualities.
- Outside business experience.
- Leadership skills.

- Experience in fulfilling prior service positions.
- Experience in budgeting and finance.

## **Arts and Graphics Design**

### **Purpose**

Work closely with all other subcommittees to provide promotional material needed for events before and during Frolic in the Woods.

### **Responsibilities**

- 1) Design and print banners, tickets, flyers, Frolic in the Woods posters, and directional posters.
- 2) Coordinate with the Committee in a timely manner to provide flyers and tickets for the upcoming event.
- 3) Work closely with the Merchandise Chairperson to design coffee cups, T-shirts, or other merchandise.
- 4) Present a variety of designs for each item to the full Frolic in the Woods Committee to provide a number of choices.
- 5) Work in conjunction with all committee chairpersons to provide expertise and assistance when needed.
- 6) When designing flyers remember that they are released into hospitals, institutions, and other facilities. Appropriate use of language and lithography is crucial since these flyers represent NA to the public.
- 7) Subcommittees and the Frolic in the Woods Committee must give approval before flyers are made.

## **Frolic in the Woods Information Subcommittee - done by committee**

### **Purpose**

Provide information about Frolic in the Woods to the NA Fellowship and certain agencies outside the Fellowship. Members chosen to serve on this subcommittee should have a good understanding of the Twelve Traditions, especially as they apply to public relations.

### **Information Responsibilities**

- 1) Provide a description of the planned event including date, location, contact person, costs, and other pertinent information.
- 2) All information must be up to date and accurate.



- 3) If necessary, prepare and distribute flyers, programs, and a map of the area.

### **Distribution Responsibilities**

The distribution list includes:

- 1) GSRs from EANA.
- 2) EANA Newsletter.
- 3) RCMs throughout the Tejas Bluebonnet Region.
- 4) World Services for publication in the NA Way and the internet calendar.
- 5) Local treatment facilities.
- 6) Other regions or distribution areas that might be considered.

### **Before, During and Frolic in the Woods**

- 1) Develop and maintain a distribution list.
- 2) Prepare information for distribution as it becomes available.
- 3) Distribute information as it becomes available.
- 4) Provide distribution list to new Frolic in the Woods Committee Chairperson.

## **Merchandising Subcommittee**

### **Purpose**

Provide recovery-related merchandise for sale. The merchandising effort should be based strictly on the need to generate funds to ensure the success of the event. Any funds generated from an NA Frolic in the Woods should be used to further enhance our Fellowship.

### **Responsibilities**

- 1) Be fairly business-minded and have a good understanding of the Twelve Traditions, especially regarding the sale of NA-related items.
- 2) It is suggested that subcommittee members handling money have at least two years clean time.
- 3) Careful consideration should be made in negotiating the purchase price of items selected for sale.
- 4) Submit three different bids to the Frolic in the Woods Committee for review.
- 5) All items selected by the Merchandising Subcommittee should be purchased outright by the Frolic in the Woods Committee.

- 6) Items selected for sale should be sold at venues or locations that are predetermined by the Frolic in the Woods Committee, for example at NA meetings or events.
- 7) The Merchandising Subcommittee is responsible for the sale of all merchandise.
- 8) The Merchandising Chairperson should keep accurate records of sales and inventory throughout the sales period.
- 9) A duplicate merchandise record system should be maintained and supplied to the Frolic in the Woods Committee Chairperson, Frolic in the Woods Treasurer via email with a Microsoft Excel Spreadsheet attachment prior to the Frolic in the Woods Committee Meeting.

### **Responsibilities During and After Frolic in the Woods**

- 1) Communicate with the Park and Committee for the provision of space at the Frolic in the Woods site.
- 2) Assure proper scheduling with the facility management.
- 3) Store all items in a secure place, deliver all receipts promptly to the Frolic in the Woods Treasurer, and maintain an accurate list of all items in inventory.
- 4) No longer than one week from the closing date of the Frolic in the Woods deliver a final statement of remaining inventory to the Frolic in the Woods Treasurer.
- 5) To assure accountability for all merchandise and expenditures, submit a statement of the remaining inventory, a complete set of records showing all merchandise ordered, expenditures, and sales to the Frolic in the Woods Treasurer.

### **Important Points about Alternate Merchandise**

On occasion there will be committee representatives from other NA Frolic in the Woods or similar activities (i.e. state, regional, and world) at a Frolic in the Woods. Many times other committees would like to sell items from a previous or upcoming NA event. This should be allowed as long as it does not conflict with regular Frolic in the Woods merchandise sales. Alternate merchandise is usually sold on the last day of the Frolic in the Woods. This not only simplifies the situation for the sponsoring committee, but also allows Frolic in the Woodseers the opportunity to purchase items from these committees at one time and in one place.

The sponsoring committee should give some type of advance notification of a committee's intent to be present to sell. This allows the committee ample time to plan for the provision of space and scheduling of the sale so as not to interfere with the Frolic in the Woods program. It is important that the committee be reasonably sure that such sales will benefit the Fellowship. Other NA licensed vendors may be contacted to enhance merchandising and funding of the Frolic in the Woods.

# **Programming/Done By Committee**

## **Purpose**

Provide speakers that promote a clear NA message of recovery. Without a good program the trouble and expense of putting on Frolic in the Woods isn't justified.

## **Responsibilities**

- 1) Plan all the meetings for Frolic in the Woods.
- 2) Select potential speakers, Meeting chairpersons, and others to help with Frolic in the Woods program.
- 3) Submit to the Frolic in the Woods Committee the choices of speakers for each of the main speaker meetings in order of preference of the Program Subcommittee.
- 4) Schedule events that take place during Frolic in the Woods in conjunction with Merchandising, and Registration Subcommittees.
- 5) Prepare the written program to be distributed to the attending members.

## **Potential Speakers and Program Participants**

- 1) The basic qualification for participation on the program of an NA Frolic in the Woods is membership in NA.
- 2) Speakers who base their recovery on powerlessness over addiction, identify themselves as addicts, attend NA meetings to sustain their recovery, and incorporate the Twelve Steps and Twelve Traditions assure an NA message is given at an NA Frolic In The Woods.
- 3) Keep in touch with speakers as Frolic in the Woods draws near and assist them in any way possible to ensure their attendance.

## **Main Speakers**

- 1) Main speakers should have a minimum of five years clean time.
- 2) Shares his/her personal experience of recovery in NA.
- 3) Has an NA sponsor who has an NA sponsor.
- 4) Lives the program and the Twelve Steps of Narcotics Anonymous.

## **No-Shows**

One of the main problems in scheduling is the event of no-shows (people who don't call when they can't attend). The recommended procedure for speakers, chairpersons, readers, or anyone else involved in the program is to note somewhere on the program or the registration package

that a check-in table will be set up. Include the specific location and times for the check-in table so all program participants can sign in thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show the Program Subcommittee should have a pool of members available from which to select replacements.

## **Registration Subcommittee**

### **Purpose**

To greet Frolic in the Woods attendees and to ensure the smooth, prompt, orderly, and hospitable distribution of the registration packages. The organization and planning by this committee is very important.

### **Responsibilities**

The Registration Subcommittee is one of the busiest committees of every Frolic in the Woods. Although it's most important work is completed in the weeks just prior to and during Frolic in the Woods, its responsibilities begin with the advance planning and drafting of the flyers and registration forms. This must be done well in advance (at least six months prior to Frolic In The Woods date) in order to allow sufficient time for review by the full committee. The mailing schedule for the flyers and pre-registration forms should also be established at this time.

- 1) Coordinate with the Arts and Graphics Subcommittee to develop flyers and the registration form.
- 2) Give a copy of the completed flyer and registration form to the Frolic in the Woods Information Subcommittee for distribution to Area, Region, and the World Service Office.
- 3) The Registration Chairperson, Frolic in the Woods Committee Chairperson, Frolic in the Woods Treasurer and the full committee should have a clear understanding of the handling of registration and monies.
- 4) The Frolic in the Woods Chairperson, Vice Chairperson, and/or Registration Chairperson will pick up registration forms from the P.O. Box at least once a week up to 30 days prior to Frolic In The Woods. After that point the P.O. Box should be checked twice a week.
- 5) Registrations received either by mail or by direct sale should be maintained in a log with information about the registrant and all monies received.
- 6) If free registrations are given out as part of promotional activities a careful record must be kept of what is provided and to whom.
- 7) Transfer registration form records and all monies to the Frolic in the Woods Committee Treasurer prior to the full Frolic in the Woods Committee meetings.
- 8) Conduct activities within the scope of the budget authorized by the full committee.

- 9) When funds are needed for expenses they are obtained from the Frolic in the Woods Treasurer.
- 10) Cash received by the Registration Subcommittee should not be used for expenses as it can result in confusion and possible misuse of funds.

### **Responsibilities before Frolic in the Woods**

The record system should be simple and clearly understood by all members of the committee.

- 1) Records of all registrations should be updated at least once a week to keep the full committee aware of the financial status. This record system can be used to verify the Committee Treasurer's record and provide an indication of the solvency of Frolic in the Woods.
- 2) A duplicate registration record system should be maintained and supplied to the Frolic in the Woods Committee Chairperson, Frolic in the Woods Treasurer via email with a Microsoft Excel Spreadsheet attachment prior to the Frolic in the Woods Committee Meeting.
- 3) The registration log should be numbered and the registrants should be in alphabetical order.
- 4) The registration log should contain all information on the registrants including their purchases.
- 5) Prepare a complete package for the registrants. The package may include:
  - \*Frolic In The Woods Program
  - \*Marathon Meeting List
  - \*Name Tag or Badge
  - \*Souvenir Items (NA Phone Books, Pads, Pens, Magnets, etc.).

### **Responsibilities during Frolic in the Woods**

- 1) At least two tables should be set up in a designated registration area and manned by at least two subcommittee members during registration hours.
- 2) Subcommittee members manning the registration tables should have a list of all registered attendees.
- 3) All registration packages handed out, including newcomer packages, should be recorded.
- 4) All unclaimed registration packages not picked up by 6pm on Saturday will be forfeited.
- 5) New registrations during Frolic in the Woods should be handled by a Frolic in the Woods Committee member.

- 6) Monies for new registrations should be counted by the Registration Chairperson, the Treasurer, and/or the Frolic in the Woods Committee Chairperson every two hours.

## **Serenity Keepers Subcommittee**

### **Purpose**

Help maintain the atmosphere of recovery in the Park and/or Frolic in the Woods center during Frolic in the Woods.

### **Requirements**

- 1) Serenity Keepers should have ninety days clean at the time of the Frolic in the Woods.  
Responsibilities
- 2) Provide support to all other subcommittees.
- 3) Respectfully convey to all Frolic in the Woods attendees that we represent NA to the public and should follow the Park's and/or Frolic in the Woods center's rules.
- 4) Assist Frolic in the Woods attendees with directions to events, and meetings.
- 5) Liaison with Park/Frolic in the Woods center security in case their services are needed.
- 6) Coordinate work schedules so that a Serenity Keeper is available at all times during Frolic in the Woods.
- 7) Treat all Frolic in the Woods attendees with courtesy.
- 8) Be part of the welcoming committee (give hugs).
- 9) In the event that the press and/or local TV comes to Frolic in the Woods direct them to Frolic in the Woods Information. Do not grant them an interview.
- 10) Serenity Keepers are not the NA police.

## **Event Coordinator Subcommittee**

### **Purpose**

Plan and organize the events which take place during Frolic in the Woods at Garner State Park. Activities such as the Saturday morning breakfast, Duck Race and the Saturday Night Talent/No Talent Show.

### **Event Responsibilities**

- 1) Provide entertainment for our members at a minimal cost to raise funds during Frolic in the Woods.

- 2) Attend all events for support, collect any funds generated and turn them over to the Frolic in the Woods Treasurer.
- 3) Secure the DJ, for the Saturday Night Talent/No Talent show, locate the necessary equipment for the event, i.e. lights, sound equipment.
- 4) Recruit subcommittee members to assist with the collection of monies through the sale of raffle tickets, etc. It's suggested that anyone handling money have at least two years clean time.
- 5) Have posters and flyers printed by the Arts and Graphics Subcommittee and distribute them at least one month prior to the event.
- 6) Arrange the entertainment for Frolic in the Woods. There are many activities that the subcommittee can put on besides dances. Some of these include:
  - comedy show
  - tug-of-war
  - face painting
  - volleyball
  - many other games or contests.
- 7) Take into consideration the Program Committee when planning events.
- 8) Times for each event should be included in the Frolic in the Woods program.
- 9) Facilitate the auction.