

APPROVED 6/30/02

**GUIDELINES
THE GREEN MOUNTAIN AREA
BACK TO BASICS CAMPOUT SUBCOMMITTEE**

Section 1: Name.

- 1.1 The name of the committee shall be called **The Back to Basics Campout Subcommittee**

Section 2: Structure & Function.

2.1 The function of the Committee shall be to organize, plan, implement and oversee the annual Back to Basics Campout on behalf of The Green Mt. Area Service Committee of Narcotics Anonymous.

2.2 The structure of the Committee shall consist of the following members and trusted servants:

A. Chairperson: The Chairperson shall perform the following duties and responsibilities of the Committee.

1. Schedules all meetings of the Committee
2. Presides over the monthly Committee meetings, and acts as parliamentarian.
3. Coordinates and assures the usual activities and functions of the Committee.
4. Is a cosigner of the BTB Campout Checking Account.
5. Coordinates the activities of the Sanitation Contractor, and orders the equipment delivery and pickup.
6. Secures the reservation of the Camp for the following year.
7. Contacts the camp owners and Fire officials for a burn permit for campfires.

Because of the responsibilities of the Chairperson the following qualifications are recommended:

- A minimum of 3 years of continuous abstinence from all drugs.
- Service experience as an Area Committee Trusted Servant, or Subcommittee Chair or Vice-Chair, or some relevant service experience.
- A working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.

B. Vice-Chairperson: The Vice-Chairperson shall perform the following duties and responsibilities of the Committee.

1. Fulfills the Duties and responsibilities of the Chairperson in their absence.
2. Coordinates the Publication of the Campout Flier with the first printing to be available for distribution by February 1, each year.
3. Is a cosigner of the BTB Campout Checking account

Because of the responsibilities of the Vice-Chairperson the following qualifications are recommended:

2.2 B (contd.)

- A minimum of 3 years of continuous abstinence from all drugs.
- Service experience as an Area Committee Trusted Servant, or Subcommittee Chair or Vice-Chair, or some relevant service experience.
- A working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.

C. Secretary: The Secretary shall perform the following duties and responsibilities of the Committee.

1. Records the proceedings of all BTB Committee meetings, and distributes accurate minutes to all committee members prior to the start of the following regularly scheduled meeting.
2. Is the keeper of the archives of the Back To Basics Campout Subcommittee.
3. Coordinates the ordering of the t-shirts with the Registration Coordinator, and the printer.
4. Coordinates the ordering of materials to be included in registration packages.

Because of the responsibilities of the Secretary the following qualifications are recommended:

- A minimum of 1 year of continuous abstinence from all drugs.
- Service experience as a Group or Area Trusted Servant
- A working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.

D. Treasurer: The Treasurer shall perform the following duties and responsibilities of the Committee.

1. Account for all fundflow of the Committee.
2. Maintains all current financial records of the Committee.
3. Answers any financial questions posed to the committee from any GMA Group or member.
4. Disburses payment for all necessary and usual expenses incurred by the activities of the current BTB Subcommittee in a reasonable & prudent manner.
5. Maintains an accurate balance of the BTB checking account
6. Assures the coordination of Fundflow Policy as stated in The Green Mountain Area Committee Guidelines, as it pertains to the BTB Campout.
7. Is a signer of the BTB checking account.
8. Shall, at the end of the campout, pay the Post Office box rent for the following year.
9. Shall hand over the checking account archives, and checkbook in a timely manner once all expenses have been paid, and the fundflow to area is completed.

Because of the responsibilities of the Treasurer, the following qualifications are recommended.

- A minimum of 3 years of continuous abstinence from all drugs.
- Service experience as an Area Committee Trusted Servant, or Subcommittee Chair or Vice-Chair, or some relevant service experience.

2.2 D (contd)

- A working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
- Familiarity with simple accounting methods, and the ability to balance a checkbook is **highly** recommended.
- IS a responsible productive member of society and gainfully employed.

E. Food/ Kitchen Coordinator (formerly known as the Kitchen Chair): The Food/Kitchen Coordinator shall have the following duties and responsibilities.

1. Attend all BTB Subcommittee Meetings.
 2. Implement the ordering and delivery of all food and necessary equipment to the campout.
 3. Hand over all receipts, bills & invoices to the Treasurer for payment.
 4. Coordinates all volunteers designated for cooking and serving activities.
 5. Coordinates kitchen & dining area cleanup.
- 6. 1 year clean time*

2.2 F.

Registration Coordinator: The Registration Coordinator shall have the following duties and responsibilities of the subcommittee

1. Attends all BTB subcommittee meetings
2. Keeps a key to the BTB Post Office Box and retrieves the mail weekly.
3. Tracks and records all incoming registrations and pre-registrations, as well as assigning registration numbers to all registered members, and to provide notification to preregistrants.
4. Coordinates a mailing to all names listed as preregistrants from the previous BTB Campout.
5. Schedules the manning of the registration table at the campout, using the suggested registration guidelines in section 3 of the campout guidelines.
6. Forwards all funds received from registrations to the BTB Campout Treasurer for deposit into the BTB Campout Checking Account.

The Registration Coordinator may hold another position in the Subcommittee.

3. General.

A. Registration. Registration to the Campout will be implemented by a group of volunteers or assignees known as the Registration Committee, by the following methods.

1. Preregistration.

Any individual can pre-register for the campout by mail or by hand delivery to any BTB Campout Committee Member the appropriate amount of funds in the form of a check, Money Order or Cash. Postmarked on or before the cutoff date stated on the flier.

2. Late or walk-in registration.

Any individual may register after the cutoff date or on the day of the campout in the same way as listed in part 1, although the cost will be higher.

3. Anyone 12 years of age or older shall be considered an adult by the committee for registration purposes.

4. The Registration Committee shall record all registrants on a Registration list, and assign each registration a number, as it is received. Anyone wishing to receive a flier for the following year shall be recorded for inclusion on the mailing list.

5. Preordering of t-shirts will also be accepted during pre-registration. Cost of shirts ordered and sizes desired, must be included with the registration order form. Shirts ordered during pre-registration will be held at the registration table, and distributed from that location.

6. The registration Committee shall determine the hours of operation of the Registration table during the Campout.

7. It is recommended that there be a minimum of 3 Committee members at the registration table at all times. It is also recommended that there be at least 2 Committee members with a minimum of 2 years clean time.

8 The funds collected from the registrations and t-shirt sales are to be handed over to the Treasurer for deposit into the BTB Checking account. A small amount of cash shall be kept on hand at the registration table to facilitate making change for cash transactions.

9. personal checks received after pre-registration shall be verified for identification, and shall be only for the amount owed to the Committee.

3B Safety. Safety of all participants is of the utmost importance.

1. All safety concerns should be brought to the committee's attention immediately, so that any unsafe conditions or activities can be corrected.
2. Full cooperation with the rules and regulations of the facility, as well as with local safety & law enforcement officials will be practiced at all times.
3. An open parking area in front of the lodge is to be cordoned off and kept open for access by emergency vehicles only!
4. Open fires shall be on or in a metal container, and only when permitted by the camp owners and the Fire Dept. NO bonfires on the ground.
5. The Committee shall have a first aid kit available in the Kitchen for minor injuries.
6. Any camper causing malicious damage to property will be told to leave immediately.
7. Any camper performing any unsafe or dangerous activity will be given a warning to stop the activity. If the activity continues, the person will be told to leave the property.
8. The possession or use of drugs or any other illegal substance will not be tolerated and will be grounds for removal from the property.
9. All pets must be leashed or tied to a fixed object at all times. Dogs are not allowed at meetings or in the Lodge.

C. Administration:

As Trusted Servants of the Green Mountain Area Service Committee, the BTB Campout Subcommittee is given the responsibility of programming, planning, and overseeing the campout, and is given the responsibility of completing all necessary arrangements to implement all aspects of the annual Back To Basics Campout.

All Campout decisions made by the committee on behalf of the GMA shall be made at a monthly BTB Subcommittee Meeting prior to the Campout or at any special campout meeting called for by the Subcommittee Chairperson.

The Chairperson shall notify all known members of the Subcommittee of any special meeting at least one week prior to the meeting.

Committee meetings shall be held during the campout as becomes necessary. All members attending the campout shall be notified.