

# Guidelines Of The Green Mountain Area Back To Basics camp Out Subcommittee

## Section 1: Name

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

## Section 2: Structure and Function

2.1 The function of the Committee shall be to organize, plan, implement and oversee the annual Back to Basics On behalf of the Green Mountain 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:

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 on the BTB Campout checking account.
5. Secures the reservation of the Camp for the following year.(deposit)
6. Contacts the camp owners and Fire officials for a burn permit for campfires.
7. Is the keeper of the archives of the BTB campout sub committee and files the archives by the year after the campout
8. Delegates who will hold P.O.Box key and who will check regularly (suggested that someone close to P.O. Box volunteers if possible)
9. Delegates who will holds the 3rd storage unit key.

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

1. A minimum of 3 years of continuous abstinence from all drugs
2. Service experience as an Area Trusted Servant, or group Trusted servant.
3. 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:.

1. Fulfills the duties and responsibilities of the Chairperson in their absence
2. Coordinates the publication of the Campout flyer with the first printing to be available for distribution by March each year
3. Is a co-signer of the BTB Camp Out checking account
4. Coordinates the ordering of the t-shirts with the registration Coordinator

Because of the responsibilities of the Vice-Chair, the following qualifications are

recommended:

1. A minimum of 3 years of continuous abstinence from all drugs
2. A service experience as Area Committee Trusted Servant or Sub Committee Chair or Vice Chair or some relevant service experience
3. A working knowledge of the 12 Steps and 12 Traditions of N.A.

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

1. Records the proceedings of all the BTB Committee meetings and distributes accurate minutes to all committee members prior to the start of the following regularly scheduled meeting
2. Reach out to ABCD Regional Treasurer to get a copy of our insurance binder by July.
3. Helps out at the Registration table, and with other duties as needed while at the Campout

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

1. A minimum of 1 year of continuous abstinence from all drugs
2. Has the willingness to learn the service structure
3. A working Knowledge of the 12 Steps and 12 Traditions

**D. Treasurer:** The treasurer shall perform the following duties and responsibilities:

1. Account for all fund flow of the committee
2. Is a signer of the BTB checking account
3. Maintains all current financial records of the committee and reports an accurate balance of the BTB checking account
4. Disburses payment for all necessary and usual expenses incurred by the current BTB subcommittee in a reasonable and prudent manner
5. Assures the coordination of fund flow policy as stated in the GMA ASC guidelines, as it pertains to the BTB campout
6. Shall hand over the checking account archives and check book in a timely manner once all expenses have been paid and the fund flow to area is completed
7. Archives will be transferred to incoming Treasurer or current Chair

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

1. A minimum of 3 years of continuous abstinence from all drugs
2. Service experience as an Area Trusted Servant or Group Trusted Servant
3. A working knowledge of the 12 Steps and 12 Traditions of N.A.
4. Familiarity with simple accounting methods and the ability to balance the account is highly recommended
5. Is a responsible productive member of society

**E. Kitchen Coordinator(s):** The Kitchen Coordinator(s) shall have the following duties and responsibilities:

1. Attend all BTB Subcommittee meetings
2. Coordinates the ordering and delivery of all food and supplies for kitchen operations
3. Submits orders/menu to campout committee for approval prior to ordering
4. Hand over all receipts, bills and invoices to the treasurer for payment
5. Coordinates all volunteers for cooking and serving food at the campoutCoordinates kitchen and dining areas clean up
6. Orders all items for the S'mores social

Because of the responsibilities of the Kitchen Coordinator(s),the following qualification are recommended:

1. A minimum of 2 years of continuous abstinence from all drugs (Kitchen Coordinator 1)
2. A minimum os 1 year of continuous abstinence from all drugs (kitchen Coordinator 2)

**F. Registration Chair:** The Registration Chair shall have the following duties and responsibilities:

1. Attends all BTB Subcommittee meetings
2. Tracks and records all incoming registrations and pre registrations and pre Registrations on provided spreadsheet
3. Coordinates the mass email to all names listed as registrants from the previous BTB Campout - from aforementioned spreadsheet
4. Coordinates with the Treasurer to choose and order Registration giveaway by May.
5. Schedules the manning of the registration table at the campout.( Coordinate with Registrations coordinators or use guidelines in Section 3 of guidelines )
6. Forwards all funds received from Registration to the Treasurer at the end of each day at the Campout

Because of the responsibilities of the Registration Chair, the following qualifications are recommended:

1. Minimum of 2 years continuous abstinence from all drugs
2. A working knowledge of the 12 Steps and 12 Traditions
3. Willingness to learn position

**G. Registrations Coordinators:** Registration Coordinators shall support the Registration Chair with any and all duties. Suggested Clean time of 1 year.

**H. Facilities Chair:** The Facilities Chair shall have the following duties and responsibilities:

1. Contact the Dumpster Company to set up dropoff and pickup times.
2. Contact Porta-Potty Company to set up drop off and pickup times
3. Make contact with caretaker for Boys Camp

4. Contacts Bob Davenport about field rental at least twice prior to the Campout.
5. Arrive at Facility as early as possible Wednesday night/Thursday morning
6. Make contact with caretaker upon arrival and tour facility
7. Coordinates removal of dock from the lake, and putting the dock back into the lake as needed.
8. Holds 2nd storage unit key and coordinates transport of all BTB items from storage unit to the facility
9. Tape off all No Parking and handicap parking with signs and yellow tape. Post all our direction signs around facility and road leading to facility
10. Coordinate hanging of banners in lodge
11. Coordinate set up of Registration tent/table
12. Coordinates the maintenance of bathroom cleaning and stacking throughout the weekend
13. Coordinates changing of all trashes throughout the weekend
14. Helps clean facility at the end of the Campout ie:taking down registration,signs and tape
15. Coordinates bringing the items back to storage unit

Because of the responsibilities of the Facilities Chair, the following qualifications are recommended:

1. Minimum of 1 year continuous abstinence from all drugs
2. Working knowledge of the 12 Steps and 12 Traditions
3. Willingness to learn position

**I. Activities Chair:** Activities Chair shall have the following duties and responsibilities:

1. Decides what activities to be held at campout
2. Gathers all required materials for activities (\$400 budget)
3. Creates schedule of events after committee sets times for speakers
4. Brings schedule of events to be voted on by committee
5. Prints out schedule of events to be put with registration giveaway at registration
6. Arrives at facility on Thursday morning
7. Coordinates with Facilities Coordinator for set up of direction signs
8. Coordinates all the events of the campout and runs them
9. Coordinates clean up of campout activities upon completion of each event
10. Organizes Clean Time countdown
11. Organizes P.A. System throughout Campout

Because of the responsibilities of the Activities Chair the following qualifications are recommended:

1. Minimum of 2 years continuous abstinence from all drugs
2. Working knowledge of the 12 Steps and 12 Traditions
3. Willingness to learn position

## Section 3: Registration

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

1. Preregistration: Any individual can pre-register for the Campout by mail or by Venmo/email, the appropriate amount of funds in the form of a check, money order or cash. Checks must be post dated by the pre-register cut off date on the Flyer.
2. Any individual may register after the cut-off date or at the Campout in the same ways as pre-registration, although cost may be higher.
3. Registrants aged 12+ shall be considered an adult by the committee for registration purposes
4. The Registration Committee shall record all registrants on a registration list , assigning each registrant a number as registrations are received, email registrant to let them know they are registered and what number they are
5. Ordering of T-shirts will be accepted during pre-registration. Each registrant wanting a shirt, or other items if available, must include the size, amount of shirts and total cost in their pre registration. All merchandise is to be held and distributed at the Registration tent at the campout.
6. Registration and the Committee will determine the hours of operation for registration at the campout
7. It is suggested that there be 2 committee members at the registration table at all times. It is suggested that at least 1 of those members have at least 2 years clean time and the ability to count money and give change, while being responsible with campout funds
8. The funds collected from the registrations and merchandise sales are to be handed over to the Treasurer at the close of Registration each day, to be deposited into the BTB bank account. A small amount of cash shall be kept on hand at the Registration table to facilitate making change for cash transactions

## **Section 4. Safety:**

**A. 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 local and state law enforcement officials will be adhered to 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. No fires are permitted on the ground in any circumstance. The designated fire-pit can be used, or a metal fire pit, at least 4 inches off the ground, will be permitted
5. The committee shall have a first aid kit available in the kitchen for minor injuries.
6. Any camper causing malicious damage to the property will be given a warning to stop the activity. If the activity continues, they will be told to leave the property

7. The possession or use of drugs or any illegal substances will not be tolerated and will be grounds for removal from the property
8. All pets must be leashed and controlled at all times. Dogs are not allowed at meetings or in the lodge
9. All Back to basics Sub Committee members shall be considered Serenity Keepers

## **Section 5. Administration:**

As Trusted servants of the Green Mountain Area Service Committee, the BTB Camp Out SubCommittee is given the responsibility of programming, planning and overseeing the camp out, and given the responsibility of completing all necessary arrangements to implement all aspects of the annual Back to Basics Campout

All Camp Out 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 if the subcommittee of any special meetings at least one week prior to the meeting.

Committee meetings shall be held during the campout as necessary. All members attending the campout shall be notified of the times for these meetings.