

ADDENDUM II A
WNIR H&I / PI & PR LEARNING DAYS GUIDELINES
Revision 11-4-2009, Approved by C&E, October 2010

STATEMENT OF PURPOSE: The purpose of the WNIR H&I / PI & PR Learning Days Subcommittee is to plan, publicize and host a Regional event that promotes interest in and learning about PR Services (H&I, PI, and Phonenumber) as described in our World Service Conference (WSC) Approved Handbooks. The main intention of the event is to place emphasis on the use of these WSC Approved Handbooks in all our service efforts. The structure of the event should foster interest in and use of these Handbooks by all participants. A secondary intent is to foster unity and cooperation between our service members and committees, reinforcing that our common goal is carrying the message. All participants shall conduct themselves in a way that exemplifies the principles contained in our Twelve Steps, Twelve Traditions, and Twelve Concepts of service.

HISTORY: The first WNIR H&I Learning Days was held in Wenatchee in November, 1990. The purpose of that event was to distribute and discuss the newly-approved WSC H&I Handbook. The event was held every year thereafter until 2001 when the final event (12th Annual) was held in Tacoma. The first PI Learning Day in the Region was the Western States PI Learning Days in Fife in 1982. WNIR PI Learning Days were held frequently thereafter until 2001. In 2001 a WNIRSC motion combined the two events into the H&I/PI learning Days. The first combined event was held in Seattle in November, 2002.

TIME/PLACE OF EVENT: The Learning Days even shall be held annually on the first Saturday in November. A Friday night “kickoff meeting” shall be held. The Area hosting the event will be selected at the Fall WNIR All-Subs Day joint H&I/PI session (see “Elections.”)

ACCOUNTABILITY:

- A. This committee is directly accountable to the Washington/Northern Idaho H&I, PI and/or PR Subcommittees. Full accountability to and participation in the All-Subcommittees (hereafter referred to as “ALL-SUBS”) joint session shall be provided by the committee through reporting and attendance by its Chair. Each quarter at the WNIR All-Subs meeting a joint H&I/PI session shall be held beginning at 10 AM. The Learning Days Chair shall preside over this session. A detailed report of committee activities, programming and budgeting shall be provided.
- B. This committee is financially accountable to the Washington/Northern Idaho Convention & Events Committee (hereafter referred to as “C&E”). Full financial accountability shall be provided by this committee through reporting by the chair (48 hours in advance of meeting) to C&E Spring, Summer, and Fall meetings, and by attendance of the Chair for budget approval and election at the C&E Winter meeting. Attendance by Chair at a final C&E Winter meeting after the event to review all financial results and turn in any excess merchandise is also mandatory.

THEME: The theme of the event shall be *“Our message is hope and the promise of freedom.”*

ELECTIONS: The Area hosting the event will be selected at the Fall WNIR All-Subs Day Joint H&I/PI session. The Area bid representative must have the approval of his/her ASC in order to be selected. It is suggested that support from the hosting Area’s Activities Committee has been secured, and that an Ad-Hoc Learning Days Committee has been started. A list of suggested facilities and costs should be included with the bid. An “Interim Chair” shall be elected at the Fall WNIR All-Subs Day. The Learning Days Chair shall be elected at the Winter C&E Committee meeting.

OFFICERS: This committee shall consist of the following elected officers:

INTERIM CHAIR: Elected at Fall WNIR All-Subs Joint Session. This person will act as Chair until the Winter C&E Committee at which time they will attend the C&E Committee to report on committee activities and run for election as the nominee from these committees. Clean time requirements are as described for the Chair.

CHAIR: Elected at Winter C&E Committee, Chair shall have 2 years continuous clean time and one year subcommittee experience. Regional Subcommittee experience is suggested. Must be willing to attend:

- A. All Learning Days Subcommittee meetings.
- B. Every All-Subs Day joint sessions to provide progress and budgetary reports and answer questions from the body.
- C. (2) C&E meetings - Winter before event to submit proposed budget and stand for election and Winter after the event to review all financial results and turn in any excess merchandise.
- D. Any other Special meetings as needed.

It is recommended but not required that the Chair be a member of the Host Area. NOTE: Must be willing to attend (2) regional meetings including the Winter All-Subs and Winter C&E Committee **AFTER** the event to provide a final report with accounting of all Handbooks and memorabilia sold, remaining inventory and excess funds.

VICE CHAIR: Shall have one year continuous clean time and 6 months subcommittee experience. Shall assist the Chair in performing his/her duties, and stand in for the Chair in case of absence. Should be willing to attend every WNIR All-Subs meeting and attend (2) Winter C&E meetings with the Chair to represent the committee and assist the Chair.

RECORDING SECRETARY: Shall have 6 months continuous clean time. Takes accurate minutes of all meetings and prints/distributes them within 7 days after the meeting.

OTHER OFFICERS: Other offices, as needed, may be elected by the Learning Days Committee. Remember that this is a Service Event, and not a Convention. The creation of a Service Events format (i.e., topics, work-shops, etc.) and the selection of participants are the heart of the event. It is recommended that decisions on these issues be made by the committee as a whole, and not by any single individual. For this reason, it is not recommended that a separate Programming Committee be created.

VOTING: Voting and discussion is open to all members of the N.A. Fellowship.

WORKSHOP PARTICIPATION: It is recommended that the Chairs and participants be chosen from Speaker Questionnaire's submitted by members of the Fellowship. The questionnaires should be distributed by the Learning Day Committee throughout the Region and surrounding Regions, by making announcements and providing copies to members at each All-Subs Day and C&E meeting, and by posting the questionnaire on the RSC (and individual) websites if possible. It is important that these questionnaires be widely distributed so as to be inclusive as possible to members of the Fellowship wishing to offer their experience, strength, and hope.

BUDGET: The Learning Days standing budget is \$2,500. A breakdown of line items in the budget should be submitted for approval at the January C&E meeting. Funding will be in accordance with C&E financial procedures. Proceeds from Learning Days raffle(s), auction(s), memorabilia, and excess funds are returned to the C&E Committee. All refreshments, meals, and dances are to be put on and funded by the Host Area. 7th Tradition donations at Friday night kickoff meeting and Saturday night speaker meeting go to the Host Area.

LINE ITEMS:

- A. Literature/Handbooks (Shall have a minimum of ten H&I, ten PR, and ten Phonline Handbooks on hand for sale at the event).
- B. Phone Calls
- C. Copies
- D. Postage
- E. Supplies
- F. Flyers
- G. Facility
- H. Ad Hoc Meeting Rent
- I. T-Shirts
- J. Travel (Admin)
- K. Travel & Lodging – Main Speaker(s) (Optional)
- L. ASL (American Sign Language) Signing for Speaker meetings (Optional)

FINANCIAL PROCEDURES: All remaining Handbooks and memorabilia (T-shirts, etc.) will be accounted for by the outgoing Learning Days Chair in his/her final report to the Winter C&E Committee. This inventory report shall be provided to the C&E and the C&E Treasurer, with the remaining inventory turned over to the C&E Treasurer. The Treasurer will count and verify the amounts by consigning the remaining merchandise to the incoming Learning Days Chair. Handbooks remaining unsold after the event will be given to the Regional H&I and PI Subcommittees at no cost. At any time, an audit may be required by any member of the C&E Committee. The C&E Treasurer is responsible for reconciling monies submitted and inventory remaining to ensure that memorabilia from past events is fully accounted for. A specific dollar amount will be agreed upon for all “remaining memorabilia” turned over to the incoming Chair, who will be accountable for this Fellowship property.

WNIR NARCOTICS ANONYMOUS H&I / PI & PR Learning Days Suggested Timeline (with task numbers)

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
<u>FALL</u> All-Subs C&E			<u>WINTER</u> All-Subs C&E			<u>SPRING</u> All-Subs C&E			<u>SUMMER</u> All-Subs C&E		
1	2 & 3	18	4 & 5	6	18	7 & 8	9	18	10 & 11	12	18
13 & 14	15	16	17								

1. At the Fall WNIR All-Subs H&I PI joint session:
 - A. The Area selection shall be made. The Area bid representative must have the approval of his/her ASC in order to be selected. It is suggested that the support from the Area’s Activities Committee has been secured and that an Ad Hoc Learning Days Committee has been started. Bring a list of suggested facilities.
 - B. An Interim Chair shall be elected for the event. The Interim Chair will be accountable to the WNIR H&I & PI Committees.
2. After the Area is selected, the Interim Chair should call an Ad Hoc meeting in November to:
 - A. Elect a Vice Chair. The Vice Chair should have 1 year clean and 6 months subcommittee experience. Vice Chair will help Chair to perform duties of the office.
 - B. Assign other responsibilities. These may include electing a Recording Secretary, Facility Coordinator, Activities Liaison, Flyer Coordinator, T-Shirt Coordinator, Format/Programming Coordinator, Billeting Coordinator, and a Contact Person responsible for communication with other Regions and NA World Services (NAWS).
 - C. Schedule all Ad Hoc committee meetings wrap-up until the event (1 per month with 2 in October).
 - D. Assign responsibility for generating a flyer with that schedule, to be available for distribution prior to the next Ad Hoc meeting. Distribute these to the local Areas and mail to other Area H&I Committees. The T-shirt contest may also be announced on this same flyer, with an address for submissions and notation that final design selection will be made at the April All-Subs meeting.
 - E. Assign responsibility to notify the Reaching Out and NA Way about the Event. Include City, date, time, and Contact Person (use Area or Regional Post Office Box address or other “anonymous” contact address). Create listing on WSO “NA Events” web site (which then gets printed in the “Calendar” section of the NA Way publication.)

- F. Contact Western Service Learning Day Chair to ensure no conflict in date/location of our events.
3. Over the next couple of meetings and prior to the Winter C&E and WNIR All-Subs joint sessions:
 - A. Create a preliminary budget. This budget should include expenses for: Facility Rental for the H&I/PI part of the event (Friday night and Saturday day. Try to keep to about \$500); T-shirt estimate, costs of copies, postage, telephone calls, rent for the ad hoc committee meetings.
 - B. Contact other Regions and ask if they are willing to participate in the event. It is important to do this and get support because of this support (in writing) the NAWS may cover some or all of the travel costs (not Hotel) of a NAWS representative to the event. The NAWS representative may or may not be the Main Speaker, but other Regions' support will help reduce costs to the WNIR (if NAWS has the money...)
 - C. Contact NAWS and ask for their support, after talking to other regions.
 - D. Generate and distribute preliminary Event flyers. These will announce the date, city, and may have a Preliminary program.
 - E. Make up workshop panel member questionnaire. Include "return by" date of the Summer WNIR All-Subs meeting
 4. The Learning Days Interim Chair reports on progress at the Winter All-Subs joint H&I-PI Session.
 5. The Learning Days Interim Chair presents the preliminary budget at the Winter C&E Committee and submits a motion to secure the funds. Learning Days Chair is elected at the Winter C&E Committee.
 6. Over the next meetings, work on the final event flyer. Also, develop the event format (how many workshops? How many going on at the same time?) and Program. The Program only needs to have the workshop TOPICS figured out at this point. Revise Workshop Participant Questionnaires as needed.
 7.
 - A. Chair will distribute the Event flyer at the Spring RSC.
 - B. Chair reports on progress at the Spring WNIR All-Subs joint H&I-PI session.
 - C. The WNIR H&I-PI committee will select the T-shirt Logo contest winner. T-shirt quantities will be finalized.
 - D. Workshop Participant Questionnaires are now available.
 8. Chair sends report to Spring C&E on any budget changes, make a motion to supplement the budget if necessary and report on any financial transactions or issues. . If increase is necessary the Chair or Vice Chair is required to attend the C&E meeting to answer all questions related to increase.
 9. Between the Spring and Summer All-Subs meetings, finalize any participation by outside organizations (e.g. Washington State Dept. of Corrections). Finalize workshop topics and program (less workshop panel member names). Finalize Main Speaker and NAWS representative travel/hotel plans.
 10. Chair reports on progress at the Summer WNIR H&I-PI joint session. Flyers are distributed at Summer RSC and All-Subs and may be mailed out to the Areas or other Regions. Speakers need approval by the C&E Committee in September via email vote. Chair needs to send C&E Chair the list of speakers for approval by the C&E Committee.
 11. Chair sends a report to the Summer C&E to report on any budget changes, make a motion to supplement the budget if necessary and report on any financial transactions or issues. If increase is necessary the Chair or Vice Chair is required to attend the C&E meeting to answer all questions related to increase.

12. After the Summer All-Subs meeting, the program is finalized. All workshop panel slots have names in them and workshop panel members are notified. T-shirts are finalized and bid selected (use 3 bid process). Committee coordinates with Area Activities Committee requesting they keep meals (lunch and dinner) and dance costs to a minimum.
13. Chair reports on progress at the Fall WNIR H&I-PI joint session. Programs are distributed at RSC and All-Subs and may be mailed out to the Areas or other Regions.
14. Chair sends a report to the Fall C&E Committee to report on any budget changes, make a motion to supplement the budget if necessary and report on any financial transactions or issues. If increase is necessary the Chair or Vice Chair is required to attend the C&E meeting to answer all questions related to increase.
15. FIRST WEEKEND IN NOVEMBER.....IT'S EVENT TIME!!!
16. Final "wrap up" committee meeting. Accounting/audit of memorabilia, Handbooks sold and excess funds generated, final report of all committee members.
17. Chair attends Winter All-Subs and Winter C&E as "Outgoing Chair" to present final report on the event. Report should include rough number of attendees, financial report on memorabilia and handbooks sold, raffle/auction proceeds, excess funds left over from seed money or after event is completed and other financial information. All memorabilia consigned at beginning of term shall be accounted for. All memorabilia left over shall be counted and turned over to the C&E to be given to Incoming Chair. All excess funds shall be turned over to the C&E Committee to be distributed to RSC and NAWS.
18. Have an H&I/PI Learning Day Sub-Committee meeting reporting on progress and needs of all committee coordinators.

ADDENDUM II B – POTENTIAL PARTICIPANT QUESTIONNAIRE

Dear N.A. Member,

If you or someone you know would be willing to share your/their service experience with us at the WNIR H&I/PI Learning Day - (insert date of event), please complete and send the attached Potential Participant Application. These need to be received by July (insert year) but the sooner the better!

Guidelines for participants are:

Workshop Chair: 6 months clean time

Workshop Participant: 2 years clean time

Main Speakers: 5 years clean time

We are also seeking submissions of tapes from potential Main Speakers. Got a great tape or CD you'd like us to hear? Got one of you, your sponsor or a service mentor that you'd like to have considered for a main meeting? Then please send it in! Tapes and CD's need to be received by (insert date). All submissions become the property of WNIR Learning Day committee.

Please distribute these flyers and questionnaire's as widely as possible; your help in this matter is essential to the success of the event.

If you have any questions or wish to discuss anything in this questionnaire, please do not hesitate to contact us at:

insert email and/or telephone contact for event

We look forward to seeing you at our event!

WNIR H&I - PI - PR LEARNING DAY Potential Participant Application

The goal of the WNIR H&I -PI - PR Learning Day is sharing information about N.A. services. A Learning Day Workshop Speaker Participant is expected to foster unity and interest.

Event Date: _____

Location: _____

Your name:

Address:

Phone number:

Email Address (if available):

Clean Date:

Do you have a sponsor?

Past service experience (limit to last 3-4 positions please):

Current service position(s):

Have you spoken on a service workshop in the past, and if so what was the topic?

What topics do feel you are most suited to sharing on?

- A. H&I Basics
- B. PI Basics
- C. Phonenumber Basics / New Phonenumber Technologies
- D. PR Concepts
- E. Gathering Support / The Benefits of Service
- F. Implementing the PR Concept
- G. Orientation / Do's and Don'ts

Do you agree that it is important to carry a clear NA message of recovery as a speaker at this event? YES NO

How familiar are you with current WSC approved literature for service committees?

H&I Handbook VERY I'VE READ IT HAVEN'T READ IT
Phonenumber Handbook VERY I'VE READ IT HAVEN'T READ IT

How familiar are you with the PR Handbook?

VERY HAVE READ IT WHAT'S A PR HANDBOOK?

Please fill out and return by (insert date needed) to:

INSERT RETURN CONTACT INFO