

***SUN CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS (SCASCNA)***

**Policy, Procedure and Guidelines
Appendix**

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Vocabulary for SCASCNA Guidelines:

SCASCNA -	Sun City Area Service Committee Narcotics Anonymous
GSR -	Group Service Representative
WSO -	World Service Office
CRNA-	Carolina Region Narcotics Anonymous
CAR -	Conference Agenda Report
RCM -	Regional Committee Member
PR -	Public Relations
H&I -	Hospitals and Institutions
PP&G -	Policy, Procedure & Guidelines
SE -	Special Events
WT -	Web Team

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I. Voting Percentages Utilized at the Area Service Committee

1. To conduct business:

A simple majority, or 51% quorum of area groups that are voting members, is required (Page 4)

2. To change SCANA Policy, Procedures and Guidelines

A two-thirds, or 66% quorum of area groups that are active participants with voting rights, is required (Page 4)

3. To be elected an ASC Officer and/or ASC Sub-Committee Chairperson

A simple majority of 51% is required (Page 7)

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II. Sub-Committee Guidelines

Hospitals and Institutions

The purpose of the Sun City H&I Sub-committee of Narcotics Anonymous is to carry the NA message of recovery to addicts that do not have full access to regular NA meetings

H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

1. Function – To Carry the NA message of recovery by:
 - a) Providing literature, speakers and panel members to facilities
 - b) Conducting two (2) learning days or workshops per year
 - c) Performing any other activities that benefit the H&I subcommittee in this area
2. Sub-committee Membership
 - a) Any NA member may become a fully participating H&I member upon attendance of their first Sub-committee meeting
 - b) Suggesting that all Sub-committee members attend at least one yearly learning day or workshop to be re-oriented (required yearly)
3. Guidelines for Trusted Servants
 - a) Chairperson Qualifications (elected by ASC {Area Service Committee})
 - i. Minimum of two (2) years clean
 - ii. Serves a one-year term
 - b) Chairperson Responsibilities
 - i. Facilitates and maintains order in monthly Sub-committee meetings
 - ii. Prepares an agenda for each Sub-committee meeting
 - iii. Ensures that the Traditions and Policies are upheld
 - iv. Maintains communication of H&I Sub-committee business to ASC providing monthly report
 - v. Attends the Regional H&I Meetings presenting report of activities to Subcommittee
 - vi. Provides drafts of correspondence to facilities served by Sub-committee
 - vii. Maintains meeting referral information to region (Carolina Regional Meeting Directory)

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II. Sub-Committee Guidelines (Continued)

Hospitals and Institutions (Continued)

4. Vice-Chair Qualifications (elected by the H&I Sub-committee)
 - a) Minimum of two (2) years clean
 - b) Serves a one-year term (automatically nominated for Chairperson after one (1) year as Vice Chair). The transition is assumed, but is not automatic, it is subject to the approval of the ASC body and requires a nomination.

5. Vice-Chair Responsibilities
 - a) Helps the Chairperson facilitate and maintain order in monthly Sub-committee meetings
 - b) Serves as the Chairperson in case of his/her absence or if the Chairperson position becomes vacant, serves as Chairperson until a new Chair is elected by the ASC
 - c) Ensures that the Traditions and Policies are upheld
 - d) May have additional responsibilities as deemed necessary

6. Secretary - Qualifications and Responsibilities (elected by H&I Sub-committee)
 - a) Minimum of six (6) months clean
 - b) Serves a one-year term
 - c) Takes an accurate set of minutes at each Sub-committee meeting and makes them available to members as needed and maintains an ongoing file with all previous month's minutes
 - d) Keeps a current list of members who have been oriented to include their name, phone number, clean date, date oriented and which facility or facilities they wish to serve
 - e) May have other responsibilities as deemed necessary

7. Panel Coordinator - Qualifications and Responsibilities
 - a) Minimum of two (2) years clean
 - b) Serves a six-month term
 - c) Responsibilities:
 - i. To see that the meetings/presentations are conducted in accordance with policies and guidelines of the H&I Sub-committee and the facility
 - ii. Acts as the contact between the Sub-committee and that specific facility
 - iii. Agrees to attend meetings, alongside the H&I chairperson, with facility coordinator(s) when necessary to discuss changes, issues or to simply maintain open communication with that facility

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II. Sub-Committee Guidelines (Continued)

Hospitals and Institutions (Continued)

8. Panel Leader – Qualifications and Responsibilities

- a) Minimum of two (2) years clean for jails, prisons and psychiatric facilities
- b) Minimum of one (1) year clean time for treatment centers
- c) Serves a one month term

9. Panel Member – Qualifications and Responsibilities

- a) Minimum of one (1) year clean for psychiatric facilities
- b) Minimum of six (6) months clean for all treatment centers, jails and prisons
- c) Responsibilities:
 - i. Adheres to the facilities rules as well as H&I policies/guidelines
 - ii. Agrees to inform the Panel Coordinator when unable to fulfill their commitment
 - iii. Will keep in mind that he/she may be seen as a representative of NA and agrees to conduct themselves responsibly
 - iv. Must be oriented

10. Guests – Qualifications and Responsibilities

- a) Must be approved by the Panel Coordinator
- b) Must have a minimum of 3 months clean
- c) Unable to share while present at facility
- d) Must adhere to the facilities' rules as well as H&I policies and guidelines
- e) Agrees to always keep in mind that he/she may be seen as a representative of NA and should conduct themselves responsibly

11. Removal of Trusted Servants

- a) Relapse – a relapse during a term will be considered immediate involuntary resignation
- b) Missing Sub-committee meetings – after missing 2 consecutive Sub-committee meetings, the trusted servant will be contacted and if a third (3rd) meeting is missed, it will be considered an automatic resignation (this applies to the Chairperson, Vice-Chair, Secretary and Panel Coordinators)
- c) Failure to meet stated responsibilities may result in dismissal as determined by the members of the H&I Sub-committee
- d) Any concerns regarding the Chairperson's performance should be taken to the Area Service Committee

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II. Sub-Committee Guidelines (Continued)

Hospitals and Institutions (Continued)

12. Sub-committee Meetings

- a) Meetings will be held once a month and will last approximately one (1) hour, the date and time will be whatever is agreed upon by the Sub-committee
- b) The Chair will conduct the monthly meetings. In the absence of the Chairperson, the Vice-Chair or Secretary will conduct the meeting using the following format:
 - i. Serenity Prayer
 - ii. 12 Traditions
 - iii. 12 Concepts
 - iv. Minutes from previous month
 - v. Old business (anything carried over from previous month)
 - vi. New Business (anything new, concerns, motions, etc.)
 - vii. Establish date, time and location of next meeting
 - viii. Close meeting
 - ix. Voting – Simple majority of those in attendance

13. Funding / Budget

H&I has a \$150.00 Operating account to support their needs. Upon expenditures, a request for reimbursement of their operation account is made at the SCASCNA.

Literature

I. Definition and Purpose of the Subcommittee

The primary purpose of the Subcommittee is to carry the Narcotics Anonymous message of recovery in written form to addicts in our area. The Subcommittee will maintain an adequate supply of Narcotics Anonymous (NA) literature and have it available at the monthly Sun City Area Service Committee (SCASC) meeting.

This committee will be responsible for placing an initial literature order to create an inventory that will be sold to the Home Groups, Subcommittees, and Members of the Sun City Area of Narcotics Anonymous (SCANA) at each Area meeting. After all sales are closed the money collected from literature sales will be given to the Area Treasurer to be deposited. These funds will be set aside for the purpose of purchasing literature to replenish the inventory. The Area will cover the shipping costs for each monthly order up to \$200.

The Literature subcommittee participates in carrying the message of recovery through printed material. The committee does this by participating in the development, review and input, along with approval of current and new NA Literature seeking to become conference approved. The subcommittee makes recommendations to the Area Service Committee based upon conclusions reached during these processes.

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II. Sub-Committee Guidelines (Continued)

Literature (Continued)

II. Functions of the Subcommittee

- A) The Literature Subcommittee will maintain and distribute an inventory of NA literature at all SCASC meetings sufficient to supply the needs of all NA groups and subcommittees in the area attending regular monthly meetings. The amount of the inventory will be evaluated and adjusted by the Subcommittee.
- B) The Subcommittee will be self-sustaining, and will use the funds from the monthly sales of literature to replenish the inventory of NA literature.
- C) Upon request, the Subcommittee will distribute a welcome package to new groups, donated by the SCASC, consisting of the items listed in the SCASCNA Policy, Procedure and Guidelines, Section C: New Area Groups, Lines 2a and 2b.
- D) The Subcommittee elects members to fulfill the needs of the Subcommittee.
- E) The Literature Subcommittee pricing guidelines will be consistent with the NAWs pricing costs. Items will not be up-charged.

III. Elected Trusted Servant Positions

The elected positions of the Subcommittee shall consist of a Chairperson, Vice Chairperson, and any other position the Subcommittee deems necessary. Any member of the Subcommittee that will be distributing literature must have a minimum of 1-year clean time.

A) Chairperson

- 1. Clean time requirement is 2 years.
- 2. Chairperson position is a One-Year Term.
- 3. Chairperson will be a signatory on the SCASC Bank Account to facilitate payment of literature orders.
- 4. The Literature Subcommittee is directly responsible to the SCASC through the Literature Chairperson.
- 5. Must attend all Subcommittee and SCASC meetings.
- 6. Must have organizational skills to maintain inventory.
- 7. Must have accurate record keeping skills.
- 8. Must have reliable transportation and be able to transport literature in excess of 50 lbs.
- 9. Must have a computer and knowledge of a spreadsheet program.

B) Vice Chairperson

- 1. Clean time requirement is 2 years.
- 2. Vice Chairperson position is a Two-Year Term (1 year as Vice Chairperson, 1 year as Chairperson).
- 3. Should be familiar with the literature supply. The Vice Chairperson assumes the duties of the Chairperson if the Chairperson is unable to serve, or until a new Chairperson is elected.
- 4. Should attend all Literature Subcommittee and SCASC meetings.
- 5. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.

IV. Procedures for Inventory Management

- A) The Literature Subcommittee shall maintain a literature inventory sufficient to meet the needs of the Home Groups, Subcommittees, and Members of the SCANA.

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II. Sub-Committee Guidelines (Continued)

Literature (Continued)

- B) Physical inventory shall be taken quarterly and upon the election of the new Subcommittee Chairperson in December and reported to the SCASC. Both incoming and outgoing Chairpersons shall be present at the December inventory.
- C) Inventory will be stored in a locked container.

V. Procedures for Accepting and Filling Orders

- A) An order is placed by filling out the literature order form at the monthly SCASC meeting no later than 15 minutes prior to the start of the meeting. Orders can also be emailed to the Literature Chairperson by Thursday at 5pm prior to the Area Service meeting.
- B) Order forms will be a 3-part form to allow a copy for the Subcommittee, the Area Treasurer, and the Purchaser (which will serve as the Purchaser's receipt).
- C) Order forms must be filled out completely and accurately in order to process the order.
- D) Order accuracy must be confirmed by the Subcommittee before the order is filled. Any discrepancies must be corrected before the order is completed.
- E) Payment for literature is due upon receipt in the form of cash, check, money order or CashApp.
- F) Special Orders will require a prepayment made at the SCASC meeting and will be delivered at the following SCASC meeting.

VI. Financial Procedures

- A) Open an Area Account using the Area's EIN for use exclusively by the subcommittee.
- B) All funds received & disbursed will be made through the bank account.
- C) Signer – Require two for any check: Area Facilitator, Area Treasurer, Subcommittee Chairperson
- D) ATM Card will be held by Subcommittee Chairperson.
- E) Bank Statement will be reconciled by the Subcommittee Vice-Chairperson monthly and presented to the Area with the Subcommittee Report.
- F) Receipts are required for all disbursements.
- G) All signatory changes (additions and deletions) resulting from elections, or removal of office, are to be completed within 1 month of taking office.
- H) If two different officers live at the same residence, then only one may be a signer on a checking account.
- I) No funds shall be maintained in personal bank accounts.
- J) In order to enroll in Cash App, the subcommittee will be assigned an email address from the Web Team. This allows the subcommittee to take non-cash payments.

Policy, Procedure and Guidelines

1. Purpose and Function

- a) Receives and considers any input referred by the Area Service Committee (ASC) that affects the policy of the ASC and upon deliberation gives recommendations and motions to the area.

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II. Sub-Committee Guidelines (Continued)

Policy, Procedure and Guidelines (Continued)

1. Purpose and Function (Continued)

- b) Provides responses to any issues regarding violation of NA traditions, NA concepts and/or the Sun City Area of NA Policy, Procedures and Guidelines violations.
- c) When a debate on an issue becomes too lengthy on the area floor, the ASC Facilitator has the right to forward this issue to the PPG subcommittee to investigate and suggest guidelines pertaining to policy and/ or traditions.
- d) The PP&G subcommittee will have a bi-yearly review and input of the Area's PP&G for updates, adjustments and changes.

2. Meeting Time & Location

The monthly PP&G committee meeting is held on the second Tuesday of each month at 10:30 am at 1147 Robert M. Grissom Parkway, Myrtle Beach, SC 29577. The monthly PP&G committee meeting will also be held virtually as needed.

3. Qualifications and Duties of Elected Officers

a) **Chairperson Qualifications**

- i. Two years clean time;
- ii. Living Recovery by application of the twelve steps, twelve traditions and twelve concepts of NA;
- iii. Must have the time and resources available to fulfill the responsibilities of the position;
- iv. One year prior experience serving at the Sun City Area Service level;
- v. Willingness to serve;
- vi. Has an NA Sponsor and an NA Home Group.

b) **Chairperson Duties**

- i. Facilitates subcommittee meetings once a month.
- ii. Submits written and oral reports to the ASC meeting each month
- iii. Follows meeting format
- iv. Assists with Policy and Guidelines information during Area Services
- v. Reads duties and requirements for open positions
- vi. Keeps record of attendance at sub-committee meetings;
- vii. Keeps ledger of all motions passed or failed at ASC

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II. Sub-Committee Guidelines (Continued)

Policy, Procedure and Guidelines (Continued)

3. Qualifications and Duties of Elected Officers (Continued)

- viii. Attends the Regional PP&G Meetings when required presenting report of activities to the sub-committee.
- ix. Must attend the ASC meeting monthly and stay for the entire meeting.

c) Co-Chairperson Qualifications

- i. One-year clean time
- ii. Living Recovery by application of the twelve steps, twelve traditions and twelve concepts of NA
- iii. Must have the time and resources available to fulfill the responsibilities of the position
- iv. Two-year commitment, one year as Co-Chair and one as Chair. The transition is assumed but is not automatic; it is subject to the approval of the ASC body and requires a recommendation.
- v. Willingness to serve
- vi. Has an NA Sponsor and NA Home Group

d) Co-Chair Duties

Assumes Chairperson duties in their absence.

e) Secretary Qualifications

- i. One-year clean time ii) Willingness to Serve
- ii. Must have the time and resources available to fulfill the responsibilities of the position
- iii. Has an NA sponsor and an NA home group

f) Secretary Duties

- i. Keeps records of all sub-committee meetings;
- ii. Types updated policies & keeps PPG updated to contain all proposals passed.

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II. Sub-Committee Guidelines (Continued)

Public Relations Sub-Committee

Submitted by the PR Subcommittee of Sun City NA December 20, 2011

1. Mission Statement

We the Sun City Area Public Relations Subcommittee do hereby state our intent to carry out our primary purpose as stated in the basic text of Narcotics Anonymous (to carry the message to the addict who still suffers), we pledge to follow the policies and guidelines as set forth by the sun City Area Service Committee, and this, the Public Relations Subcommittee. We also pledge to retain as individual members of the Public Relations subcommittee, a sense of honesty, integrity, and commitment given to us by the Twelve Steps of Narcotics Anonymous.

Furthermore, we pledge to follow the dictates of the Twelve Concepts of Service as adopted by the Sun City Area Service Committee in setting up and maintaining this said committee. Most importantly, we pledge to follow the Twelve Traditions in all our committee activities, to preserve the integrity of the fellowship of Narcotics Anonymous.

2. Purpose

The primary purpose of this subcommittee is to inform addicts and others in the community at large of the availability of recovery from drug addiction through Narcotics Anonymous. The general purpose of the P.R. Subcommittee is to inform the public, inside and outside the fellowship, that Narcotics Anonymous exists and offers recovery from addiction. The P.R. Subcommittee also provides information about how and where to find Narcotics Anonymous meetings. All Public Relations information activities will be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

3. Function and Responsibilities

- a) To open and maintain lines of communications between NA and the public.
- b) To respond to all requests for information in a timely and effective manner, and to ensure that all requests are handled at the appropriate level of service.
- c) Coordination between the Public Relations and Hospitals and Institutions Subcommittees is important to all, in carrying the NA message effectively and avoiding duplication of efforts.
- d) To maintain and coordinate the phone line as directed by the Sun City Area of Narcotics Anonymous.
- e) To maintain the Sun City website as directed by the Sun City Area of Narcotics Anonymous.
- f) To carry out the purpose of the Sun City Area Service Committee, and to be directly responsible to the Sun City ASC and all the homegroups of the Sun City Area.

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II. Sub-Committee Guidelines (Continued)

Public Relations Sub-Committee (Continued)

3. Function and Responsibilities (Continued)

- g) Refer to the Guide to Public Information Handbook when doing all projects, as well as a archives of the World Service P.R. Committee and the Carolina Region.
- h) Refer to the Policy for the Sun City Area Service Committee of Narcotics Anonymous and follow their lead as directed.
- i) Refer to the Official Website Guidelines for the Sun City Area Narcotics Anonymous and follow their lead as directed
- j) To encourage groups to submit current group update forms to the Sun City Area PR Subcommittee on a regular basis.
- k) To participate in the annual event known as Carolina Assembly Weekend in conjunction with the Carolina Region H&I Subcommittee.
- l) To coordinate and maintain Public Service Announcements to the media. Following the guidelines established in the Guide to Public Information, PSA's for local newspaper, television, and radio will be handled directly by the Sun City Area Public Relations Subcommittee.
- m) The Public Relations Subcommittee should develop, produce, and distribute area meeting lists to home groups and to the H&I Subcommittee as needed.
- n) To regularly make info available to appropriate professionals via info packets and presentations in order that they may direct addicts to our meetings. To develop, organize, and implement various projects according to the approved Guide to P.I. Handbook (i.e. poster drives, event information booths, etc.)

4. Procedures

a) Regular Meetings

This committee will meet regularly at a designated time and place that will be well publicized throughout the Sun City Area of Narcotics Anonymous. All NA members are encouraged to attend.

b) Special Meetings

The Chairperson may call special meetings. The purpose, the place and the time shall be stated in a call. Except in cases of emergency, or as approved during a Regular PR Subcommittee meeting, at least seven (7) day notice will be given.

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II. Sub-Committee Guidelines (Continued)

Public Relations Sub-Committee (Continued)

c) Members

All meetings are open to interested members of NA, with special encouragement to all Homegroup Liaisons, GSR's and Subcommittee Chairpersons to attend. Any NA member may become a fully participating PR Subcommittee member upon attendance of their first subcommittee meeting.

5. Qualifications and Duties of Elected Officers

a) Chairperson Qualifications

- i. Two years continuous clean time;
- ii. Previous service experience at the Area level or within the PR Subcommittee;
- iii. Ability to organize and give the committee direction and incentive;
- iv. Willingness to give the time and resources necessary to fulfill the position;
- v. A working knowledge of the Twelve Traditions and Twelve Concepts of NA.

b) Chairperson Duties

- i. The Sun City Area of Narcotics Anonymous (ASC) elects the Chairperson for a one (1) year term;
- ii. Attend all ASC meetings;
- iii. Chairs PR Subcommittee meetings;
- iv. To fulfill the responsibilities of all open positions within the PR Subcommittee;
- v. Try to attend the four (4) Regional PR meetings;
- vi. Keep the ASC informed of all PR activities, events and needs by submitting a written report at every ASC meeting;
- vii. Develop and stylize sub-committee policies, as needed, in accordance with the Guide to Public Relations Handbook, Guide to Phonelines, Guide to Local Service, Website Guidelines and Sun City Area Policy
- viii. Maintain open communication with the H&I chairperson.

c) Vice Chair Qualifications

- i. One year continuous clean time
- ii. Previous service experience at area level or in the PR Subcommittee.
- iii. Ability to assume responsibilities in the Chairperson's absence.
- iv. Willingness to give the time and resources necessary to fill the position.
- v. A working knowledge of the Twelve Traditions and Twelve Concepts of NA.

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II. Sub-Committee Guidelines (Continued)

Public Relations Sub-Committee (Continued)

5. Qualifications and Duties of Elected Officers (Continued)

d) Vice Chair Duties

The Sun City Area Public Relations Subcommittee elects the Vice-Chairperson for a one year term.

- i. Vice Chair is to work closely with and assist the Chairperson in carrying out the duties of the PR Subcommittee and;
- ii. To carry out the responsibilities delegated by the Chairperson, the subcommittee and/or the ASC.

e) Secretary

The Sun City Area PR Subcommittee elects the Secretary for one (1) year term.

f) Secretary Qualifications and Responsibilities

- i. Records minutes of each meeting.
- ii. Helps handle correspondence as requested by the Chairperson of the PR Subcommittee.
- iii. Six months continuous clean time.
- iv. Willingness to give the time and resources necessary to fulfill the position.
- v. Ability to develop written material in a clear and concise manner.

6. Policies and Accountability

- a) This Committee is responsible to the Sun City Area Service Committee and all the home groups in the Sun City Area.
- b) The meetings of the committee may be conducted at the discretion of the Chairperson, with or without parliamentary procedures, as long as the meetings run in an orderly manner and each member is given equal opportunity to speak.
- c) The Sun City Area PR Subcommittee has elected to use conscientious based decision making as their voting process.

7. Discussion Limits

- a) Anyone in attendance at a Sun City Area PR Committee meeting has a voice on the floor.

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II. Sub-Committee Guidelines (Continued)

Public Relations Sub-Committee (Continued)

- b) Anyone in attendance at a Sun City Area PR Committee meeting can ask for the redress of a topic during new business.

8. Quorum

A group conscience is the spiritual principle by which all decisions will be made in the Committee. Once consensus has been reached. We will all work together to achieve this goal.

9. Reports

All reports included in the minutes are to be typed or computer generated and hand-written reports will be summarized at the discretion of the Secretary.

10. Meeting Format

- a) Open with the "We" version of the Serenity Prayer
- b) Read service prayer
- c) Read the Twelve Traditions
- d) Read the Twelve Concepts
- e) Report on projects from last month
- f) Report on projects for coming month
- g) Open discussion on upcoming projects
- h) Concerns and shared solutions forum
- i) Set time and place of next meeting

11. Removal of Officers

- a) Loss of abstinence;
- b) Non-fulfillment of duties of the position;
- c) Absence of two consecutive or any three ASC meetings within one service term without prior notification to the ASC Chairperson;
- d) See Sun City Area Policy for further information on the "removal of officer" process.

12. Project Groups

- a) Project groups will be formed to accomplish certain tasks.
- b) The PR Subcommittee must review final projects completed by the project group.
- c) Project groups will dissolve when the project is complete.

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II. Sub-Committee Guidelines (Continued)

Public Relations Sub-Committee (Continued)

13. Responsibilities of Committee Members

- a) All Public Relations Committee members need to be thoroughly familiar with the NA program and be able to provide accurate information about the NA fellowship.
- b) All Public Relations Committee members need to be thoroughly familiar with the Guide to Public Information, particularly when they are working on a project that is covered in the handbook.

14. Funding

- a) The Sun City Area Service Committee funds PR Sub-committee travel expenses and learning day expenses. Any requests for funds must be requested in writing from the ASC prior to event.
- b) Area allots up to \$170.00 per month for literature, printing and other expenses (to be determined). The PR Subcommittee chair is responsible for compiling the order, getting the check from the treasurer and mailing the order form. The Subcommittee Chairperson on an "as needed basis" will request any other monies needed to fulfill the subcommittee's purpose.

Special Events Sub-Committee

1. Definition and Purpose

The Sun City Area Special Events subcommittee (hereafter referred to as the Subcommittee) is a volunteer group representing the fellowship of Narcotics Anonymous, which is dedicated to providing the Sun City Area with recovery-oriented events, activities, and merchandise while fostering a broader sense of unity for its members. All funds generated through the Subcommittee belong to the SCASCNA.

As a Subcommittee of the Sun City Area Service Committee NA (SCASCNA) we will maintain effective communication and cooperation with the SCASCNA. Subcommittee meetings are open to all members of the NA Fellowship.

In all its proceedings this Subcommittee will adhere to The Twelve Traditions, Twelve Concepts of Service of NA and the resources of A Guide to Local Services.

2. Sub-committee Functions

- a) Holds regularly scheduled monthly meetings
- b) Communicates and disburses all information to and from volunteers
- c) Prints and copies fliers, etc.
- d) Distributes Activities (Special Events) fliers to all groups via SCASCNA meetings

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II. Sub-Committee Guidelines (Continued) - Special Events Sub-Committee

- e) Provides representation and participation in the SCASCNA
- f) Coordinates the development of new events at the area level
- g) Assists, if possible, other NA service bodies upon their request
- h) Elects and/or appoints members to fulfill the needs of the Subcommittee
- i) In an atmosphere of celebrating recovery, provides functions for the fellowship to have fun while fostering a broader sense of unity for its members
- j) Carries the NA message to the addict who still suffers
- k) Maintains an archive of all minutes.
Coordinates the "SCNA Unity Day" and Camp Out(s) when scheduled.

3. Elected Positions

The elected positions of the Subcommittee will consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer. All positions, except for the Chairperson, who is elected by the SCASCNA, are elected by the Subcommittee.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next SCASCNA meeting where a new Chairperson will be elected or appointed.

4. Definition and Purpose of Members

A member is defined as an NA Member who is present at the Subcommittee meetings and identifies himself or herself as a member of the Subcommittee.

5. Qualifications and Duties of Elected Committee members

The Chairperson is elected by the SCASCNA to fulfill the SCASCNA requirements of a Subcommittee Chairperson.

6. Qualifications of Chairperson

- a) Minimum of 2 years continuous clean time
- b) One-year commitment
- c) Time and resources available to do the job
- d) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- e) An understanding of the SCASCNA Policy, Procedures and Guidelines
- f) Ability to demonstrate responsibility in their personal finances
- g) Has an NA Sponsor and NA Home Group
- h) Has the willingness to serve

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II. Sub-Committee Guidelines (Continued) - Special Events Sub-Committee

7. Duties of Special Events Chairperson

- a) Submits verbal and written reports at ASC meeting each month. This will include a report of an event, along with a financial statement balance, that reflects the itemized expenditures and income (donations or suggested cost)
- b) All area events that will request seed money funding from the Area (above Special Events operating budget) and/or require the expenditures of Area funds (except ASC reimbursement of Special Events operating budget) must be requested from the ASC two months prior to the event with a budget not to exceed itemized costs to the ASC for approval
- c) Returns funds (above operating budget) to the area after an event has been hosted and bills have been paid
- d) Attends all ASC meetings or arranges for representation of the committee to attend
- e) Is responsible for the solicitation, implementation and coordination of activities for the Sun City Area fellowship
- f) Coordinates Unity Day Event with World Services Unity Event when applicable
- g) Coordinates Camp Out(s) when scheduled
- h) Facilitates subcommittee meeting once a month
- i) Prepares an agenda for and maintains order at each subcommittee meeting
Maintains and keeps inventory of all SCASCNA SE equipment and supplies that are stored in the ASC rented storage unit. Access to the unit is under lock and key with the SE Chair and ASC Facilitator having keys.

8. Vice-Chairperson Qualifications (elected by the Sub-Committee)

- a) One-year continuous clean time
- b) Two-year recommended commitment (one year as Alt Chair and one year as Chair SE). The transition is assumed but is not automatic and is subject to the approval of the ASC body. A nomination is required to fill the Chairperson commitment
- c) Ability to demonstrate responsibility in their personal finances
- d) Has an NA Sponsor and NA Home Group
- e) Has the willingness to serve

9. Vice-Chairperson Duties

- a) In the case of Chairperson's absence, or if the Chairperson position becomes vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the SCASCNA.
- b) Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
- c) Responds to all inquiries from members relating to policy and procedure.
- d) Attends individual group consciences where applicable and appropriate (i.e. when a group will be hosting an event).

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II. Subcommittee Guidelines (Continued) - Special Events Sub-Committee (Continued)

10. Secretary Qualifications and Responsibilities - Suggested clean time requirement is one year

- a) Records minutes of all meetings of the Subcommittee and maintains archives of prior meeting minutes and related materials.
- b) Copies and distributes minutes from Subcommittee meetings.
- c) Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
- d) Keeps records of all venues used for events including rules and regulations, price and contact information.

11. Treasurer Qualifications and Responsibilities - Suggested clean time requirement of one year

- a) Maintain a simple set of accounting books for the Subcommittee
- b) Reconciles the balance sheet of funds for each event

12. Voting Participants and Procedures

- a) Those addicts who have been defined as members of this Subcommittee are eligible to vote on matters concerning Special Events activities occurring within the SCASCNA.
- b) All voting matters will be decided by a simple majority vote.

13. Management of Funds

- a) Two Subcommittee members will count all funds acquired at any Special Events' Subcommittee function and/or event.
- b) One subcommittee member responsible for counting funds must be an elected member
- c) A receipt must accompany all expenditures.
- d) All funds shall be forwarded to the Treasurer of SCASCNA by the next SCASCNA meeting.
- e) An itemized accounting statement for all functions/events shall be provided for review at each SCASCNA monthly meeting.
- f) All area events that will request seed money funding from the Area (above Special Events operating budget) and or require the expenditures of Area funds (except ASC reimbursement of Special Events operating budget) must be requested from the ASC two months prior to the event with a budget not to exceed itemized cost to the ASC for approval.
- g) Special Events has a three-hundred-dollar (\$300) operating budget which facilitates the need for upfront expenditures in support of Sun City Area Special Events activities. Funds from the activity will be used to reimburse the Special Events operating budget.

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II. Sub-Committee Guidelines (Continued)

Special Events Sub-Committee (Continued)

- h) Unless otherwise noted in our SCASCNA PPG, Special Events Guidelines or directed by the Area Service Committee of Sun City Area of NA, Special Event activities (dances, baseball games, bowling, cookouts, campouts, golfing, etc.) should be self-supporting. This is achieved in numerous ways while planning an event. We work together to ensure that the overall cost of the event is covered whether it's by members bringing food while getting together or with a recommended donation or ticket sale for each member attending an event that has an overall cost associated with it. At the same time, we recognize that not every NA member is financially able to donate or purchase a ticket. We achieve the ability to be inclusive with everyone attending (no addict turned away) by offsetting the cost of those who can't afford to pay with events having a donation basket at the door of the event, and or ensuring that cost in support of those who cannot afford to pay are part of the overall cost of the event and is reflected in the cost of each ticket sold and or suggested donation for the event and or fundraising and or asking the area for a donation of funds.
- i) Special Events Camp Out(s) - SE is directed by the ASC to reserve and prepay the camp grounds and pavilion for the following camp out, as scheduled, utilizing funds generated from the current camp out. The cost will be reflected in the "Itemized Expense" of the financial report given by the SE Chair at the following ASC meeting.
- j) Funds generated by Special Events are to be held in the ASC Treasury for thirteen (13) months after the event to be used to fund only ASC expenses.

Website Committee

Fliers

All fliers must be reviewed and approved by the Subcommittee prior to distribution.

Sun City Area Committee Web Site Website www.suncityna.org

Official Website guidelines for The Sun City Area Narcotics Anonymous

Submitted by the PR Subcommittee of Sun City NA December 19, 2009

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Website Guidelines for www.suncityna.org

Official Website guidelines for The Sun City Area Narcotics Anonymous Submitted by the PR Subcommittee of Sun City NA December 19, 2009

Domain

The official web site for the Sun City Area Narcotics Anonymous shall have the domain name of www.suncityna.org and shall be the sole official internet presence for our area. The domain name and site hosting will be registered under the area name, and paid for by the area. No names of trusted servants will be listed as owner, administrative or technical contacts, as the domain registration records are viewable by the public.

Purpose

In keeping with our primary purpose of carrying the NA message to all addicts who still suffer, the purpose of this site is to be a resource for:

a. Newcomers and those that think they might have a problem with drugs; b. Professionals, including Government officials, Medical & Health Care Professionals, Counselors, Social Workers, Business Leaders, and clergy members; c. Members of Narcotics Anonymous and recovering addicts and; d. Other non-members of NA who have an interest in our fellowship

Principal Basis

The governing principals and guidelines for the Sun City Area website and these website guidelines are listed below in order of importance:

The Twelve Traditions

The Twelve Concepts

Narcotics Anonymous World *Services* Fellowship Intellectual Property Trust (FIPT).

The Sun City Area Service Committee Guidelines

The World *Service* Organization Paper titled "PR and the World Wide Web"

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II. Sub-Committee Guidelines – Website Committee (Continued)

Traditions Eleven & Twelve

Security Overview

Maintaining personal anonymity is the primary concern in developing the Sun City site, and will be the overriding consideration in all content that will be allowed on the site.

Moderation

Whenever ANY content is added to the site by GSR's or Subcommittee Chairs, webservants will be notified immediately of the content change via email. Any content that possibly violates tradition twelve will be blocked until reviewed by the PR Subcommittee, and the individual posting the content will be notified of this action via email.

Pictures

With the exception of design graphics used in the site layout, no images whatsoever will be allowed on the site without the approval of the PR Subcommittee.

Email

For security reasons, all trusted servant email accounts (user@suncityna.org) will be set up on an offsite email provider, with access *via* that provider's webmail. The individual email account records will contain no information (name, personal email address, etc.) whatsoever. Webservants will have the ability to create accounts and reset passwords, but will not be able to retrieve the account password or view the accounts emails. When a new trusted servant replaces the old, the account password will be reset, and a temporary password will be provided to the new servant.

Any emails sent to a trusted servant via the email response forms (located on various pages) will be sent directly to the servant's email account. These emails or email addresses will not be stored anywhere on the site or in a database on the web host server.

No personal email addresses will be allowed to be viewable on the website - offending content will be immediately removed, and the content poster will be notified of the action. Temporary user@suncityna.org addresses may be set up as available for special event or ad-hoc subcommittee use as needed.

It will be the responsibility of all Homegroups and Subcommittee chairpersons to notify the PR Subcommittee of any changes in contact persons and email addresses to be forwarded to.

Cookies

Cookies are files that are given to Web Browsers by Web sites to track user preferences and to "shortcut" future visits to Web pages. When a user views a Web page, the server has the option of receiving a "Cookie" that was previously placed on the user's Browser. The server may also "give the Browser a Cookie", to be returned by that Browser the next time that the user visits the Web site. Cookies are always stored on the visitor's computer.

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II. Sub-Committee Guidelines (Continued)

Website Committee (Continued)

The Sun City site is configured so that any anonymous visitor to the site may view the site entirely without the use of cookies.

The use of cookies is required for anyone that logs on to the site (webservants and trusted servants) for the following purpose:

*To allow the site software to distinguish individual visitors if more than one registered user or servant is signed in

*To allow the registered user or servant to have their local computer "remember" login information as a convenience. The Sun City site will not automatically log personal data nor do we link information automatically logged by other means with personal data about specific individuals. The site will not use cookies to store personal data nor will it link non-personal information stored in cookies with personal data about specific individuals. The Sun City PR Subcommittee will not report any information whatsoever to any third party interests.

Trusted Servants

Trusted servants have their suncityna.org email addresses listed on the website. For that reason, it is particularly important that their name is never used on the site. Any reference to a trusted servant will be only by title (e.g. H&I Chair) and never by name.

Trusted servants are held to the same anonymity standards as anyone else using the site. The content they post is subject to these guidelines, and they may be locked from posting content to this site for repeatedly violating these guidelines.

Anniversaries and Events

Every member of the Sun City Area has the right to protect their own anonymity in a manner that they choose. The policy on posting anniversaries and events that pertain to particular individuals is described under tradition four (below).

Tradition Seven

The Sun City Area Narcotics Anonymous website (www.suncityna.org) web site shall be wholly owned and operated by and in the name of Sun City Area Narcotics Anonymous, at the Sun City Area mailing address. No other individual or organization (except within the confines of the FIPT) shall have or make any claims to ownership whatsoever, for any reason. This is included but not limited to:

Web Site Server hosts Ill Domain registration authorities

Web designers, developers or engineers

Any domain, hosting, software development fees (for services not provided my individuals that are not members of the Sun City Area) are to be paid by the Sun City Area in accordance with tradition seven.

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II. Sub-Committee Guidelines – Website Committee (Continued)

Website Committee (Continued)

Software to maintain the site

There is no need for special software to design, implement, or administer the website. Any individual with internet access, any web browser, and the proper administrative permissions can administer any aspect of the website, therefore no software purchase is required.

Software used to create the site

All website pages, scripts, and software not written by members of the PR subcommittee consist of Open-Source software freely available to the public. A description of the Open-Source Software concept is available at http://en.wikipedia.org/wiki/Open-source_software. A complete listing of all Open Source software used on the site will be furnished to anyone upon request to the PR Subcommittee.

External Links

Links from the Sun City site to other websites are provided only as follow: III Links to official NA websites III Links to sites that provide free services to all users, and that enhance the usability of the Sun City website.

Any links to external service providers will have a disclaimer stating NA's non- affiliation with that provider. The linked content may feature the logos of the provider; the Sun City site will not provide any logos or endorsements whatsoever in the area site content.

Tradition Four - The Sun City Area website will feature pages for each individual homegroup. Each homegroup page will feature only content that is submitted and approved by that homegroup, including page blurbs, meeting dates and formats, and anniversary celebrations and homegroup events. In other words, this information is added to the site much in the same way that it is relayed to the ASC and other homegroups via the group's GSR. In addition, individual homegroups will be able to submit their own news items for inclusion in the "News" section of the site. All content submitted to the site by the individual homegroups is subject to these website guidelines, as spelled out by tradition four.

Personal Anonymity

Every member of Narcotics Anonymous has the right to protect their own anonymity in a manner that they choose. One addict might be comfortable identifying himself with his first name in an open NA meeting, yet be appalled at the thought of having their first name appear on a public website. Other addicts might be disappointed at not having their anniversary listed on the site.

The decision whether or not to use names or list anniversaries for individual addicts is not for the ASC or PR Subcommittee to make.

In the case of the information listed on the Sun City Area website, it is the responsibility of the homegroups to determine the wishes of their individual members. In the case of anniversaries, there are three options available:

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II. Sub-Committee Guidelines – Website Committee (Continued)

To list the first name of the member at their request

To list only that there is an anniversary celebration and not list the member's name

To not list the anniversary celebration at all.

No web servants will override the decision of the member or homegroup, provided that the member's anonymity is blatantly violated contrary to these guidelines and tradition twelve (e.g. if the member's first AND last name is listed).

It will be the responsibility of all Homegroups to notify the PR Subcommittee of any anniversaries to be included in the Meeting Calendar.

Tradition Eight

At some time in the future, there might be a need for professional assistance in either maintenance or redesign work on the Sun City NA site. Any expenditure will be made as provided by in the Sun City ASC guidelines.

Subcommittees

Just as with homegroups, each Sun City Area Subcommittee will have its own web page and its content will be under direct control of the subcommittee. In accordance with tradition twelve and these guidelines, personal anonymity must be preserved at all cost.

It will be the responsibility of all Subcommittees to notify the PR Subcommittee of any content to be included on that subcommittee's page.

Website Oversight

The Sun City Area website (www.suncityna.org) is developed and maintained by the area's PR Subcommittee on behalf of the Sun City Area Service Committee. The individuals primarily responsible for the site will be the two Web servants.

Qualifications for web servants:

Minimum two years continuous abstinence from all drugs.

Must have or acquire the technical knowledge to maintain the content of the site.

Must be an active member of the Sun City PR Subcommittee

One-year commitment.

Trusted web servants may appoint, as needed, assistants with necessary technical skills to assist in site maintenance and oversight, and who would perform their duties under the direct supervision of the trusted web servants.

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II. Sub-Committee Guidelines – Website Committee (Continued)

Qualifications for web servant assistants:

- Minimum one-year continuous abstinence from all drugs.
- Must have or acquire the technical knowledge to maintain the content of the site.
- Must be an active member of the Sun City PR Subcommittee
- Commitment (by task or term) to be determined by the trusted web servant.

In addition to these positions, the Sun City ASC Chairperson would assume the role of a special administrator, who would hold in his/her possession all passwords required to effectively administer the site (domain name passwords, web hosting & database passwords, and website administrator passwords.) For security reasons, these primary passwords will be changed any time a new ASC Chairperson or trusted web servant takes office.

Errors and Rectifications

The Sun City Area Service Committee and PR Subcommittee have made their best efforts to assure that the area website will be compliant with these guidelines. Any errors that are discovered will be corrected as soon as possible after they are reported. Any errors or content that violates the twelve traditions will be corrected immediately by either correcting the errors or taking the site off-line if the errors cannot immediately be corrected.

Every effort has been made to make the area website as secure as possible. Currently, there is no such thing as "bulletproof" security; as new security methods arise, so do the efforts by some individuals to circumvent them. So, every effort will be made by the PR Subcommittee to maintain the site's security at the highest levels within our means.

The highest and best security that the Sun City Area can offer is the vigilance of our members. Many eyes can spot things that may be overlooked by two. This site belongs to all members, and all are invited to participate in its use, content, and oversight.

Attachment A- Privacy Policy

Our privacy policy covers The Sun City Area Narcotics Anonymous and its Web site. We are committed to protecting the anonymity of all users of this website.

At no time will we ever request your real name - in areas where it is possible to reveal your name, specific instructions will be provided on how not to do so.

You can access our Web site home page and browse our site without disclosing your personal data. The Sun City site is configured so that any anonymous visitor to the site may view the site entirely without the use of cookies. Cookies are used for those that register to post on our Recovery Forum for the purpose of user convenience and for the site software to distinguish between users. We do not use cookies to store personal data nor do we link non-personal information stored in cookies with personal data about specific individuals. No third-party or tracking cookies are used.

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II. Sub-Committee Guidelines - Website Committee (Continued)

Links from the Sun City site to other websites are provided only as follow:
Links to official NA websites

* Links to sites that provide free services to all users and that enhance the usability of the Sun City website.

Any links to external service providers will have a disclaimer stating NA's non-affiliation with that provider. The linked content may feature the logos of the provider; the Sun City site will not provide any logos or endorsements whatsoever in the area site content.

Sun City NA cannot, however, be responsible for maintaining visitor privacy and/or anonymity on outside websites linked to from the Sun City website, including websites published by other Narcotics Anonymous service bodies. Visitors are urged to familiarize themselves with the privacy policies of those websites.

We do not give visitors to our Web site the option of using a secure transmission method to send us their personal data.

We have implemented security policies, rules and technical measures to protect the limited personal data that we have under our control from:

- *Unauthorized access
- *Improper use or disclosure
- *Unauthorized modification
- *Unlawful destruction or accidental loss

All our volunteers and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our visitors' personal data.

There are no national laws or self-regulatory schemes applicable to our web site or organization, nor are there any global or regional regulatory or self-regulatory schemes applicable to our web site or organization. We are committed to maintaining the provisions of this privacy policy in strict adherence to the anonymity traditions of our fellowship.

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III. Sun City Area of Narcotics Anonymous History

The New Day Home Group of Narcotics Anonymous started having meetings around 1978 at St. Philip's Lutheran Church on 62nd Avenue in Myrtle Beach South Carolina where it still meets today.

Jude and Andy A., as founding members along with a few others, started the group while attending AA.

During an AA Convention on October 10, 1981 while sharing under the bleachers of Myrtle Beach High School, members of New Day, Clean and Green, along with two other home groups voted to form the Carolina Regional Service Committee.

On February 19, 1983 the "First Carolina Area" was formed as an Area of the Carolina Region. The New Day Home Group was a member.

In September 1983, "Serenity Fest" area convention was hosted by the First Carolina Area.

On April 5, 1986, the Sun City Area of Narcotics Anonymous attended their first Carolina Regional Service Committee as a newly formed area of the Carolina Region of Narcotics Anonymous.

The gift of recovery in Narcotics Anonymous has been in Myrtle Beach, SC for over 40 Years.

The Sun City Area of Narcotics Anonymous was formed as part of the First Carolina Area of the Carolina Region in April 1986 and has been an active Area of the Carolina Region of Narcotics Anonymous for the past 34 years.