

PROCEDURE FOR
SPECIAL PUBLIC OUTREACH PROJECTS
(NFA-SPOP's)

In order to coordinate Special Public Outreach Projects within the North Florida Area, and ensure that all Special Public Outreach Projects stay within the Traditions of AI-Anon Family Groups, the NFA has designated the following Procedures for "Special Public Outreach Projects" within the various Districts.

Please, present proposals to the NFA within these Procedures:

1. The District Representative will gather all information and present five copies of the NFA-SPOP's Proposal to the NFA Chairperson at least 2 months before implementation. Each NFA-SPOP Proposal must be signed by both the DR and AISL for that District.
2. The NFA-SPOP Proposal must include: A written summary of the project, copies of all necessary contracts and documentation, a detailed budget of necessary funds and a complete time line with specific beginning and ending dates.
3. The NFA-SPOP Proposal must include a donation covering the cost of the project.
4. The NFA Officers will confer and approve or reject the proposal within 30 days of receipt.
5. If approved, the check will be deposited into the NFA Account, designated as NFA-SPOP (including a number and the year) in the line item of the NFA Budget. (e.g. NFA-SPOP-#01-2008). The approved NFA-SPOP Proposal will become an official North Florida Area Special Outreach Project.
6. If rejected, the check will be returned to the District with a statement explaining why it was rejected.
7. All approved NFA-SPOP's will be administered by the North Florida Area, a 501(c)(3) educational organization. As such all NFA-SPOP's must comply with Procedures and restrictions Federal Income Tax rules.
8. All contracts for approved NFA-SPOP's will be signed by the NFA Officers, and maintained in the records of the NFA. Contracts should state " North Florida Area" as the responsible party.
9. Each District must agree to participate in an approved NFA-SPOP within these Procedures of the NFA. Districts are not authorized to make any changes or to bind NFA in any contracts outside of these Procedures.
10. Districts must secure and contribute all funding for NFA-SPOP Proposed projects. No project will be approved without appropriate monetary contribution attached.
11. Each District will be asked to give a brief written and verbal report of their Districts' approved NFA-SPOP at the following AWSC Meeting and Assembly.

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revised 03 30 2008 per recommendation of AWSC Spring 2008

submitted and approved at the Spring 2008 Assembly, then posted on the NFA website

According to our Traditions, Districts may continue to pursue local Public Outreach Projects for which they are solely responsible. These Procedures are to apply to all Special Public Outreach Projects administered and approved by the NFA Officers.

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revised 03 30 2008 per recommendation of AWSC Spring 2008
to be submitted for approval at the Fall 2008 AWSC, then posted on the NFA website