

**SAN FERNANDO VALLEY COCAINE  
ANONYMOUS  
AREA SERVICE  
COMMITTEE  
SERVICE MANUAL**

Revision 6, September 11, 2023



*OUR SECOND TRADITION*

“For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.”

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## THE TWELVE STEPS OF COCAINE ANONYMOUS

1. We admitted we were powerless over cocaine and all other mind-altering substances — that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory, and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

*The Twelve Steps are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise.'*

## THE TWELVE TRADITIONS OF COCAINE ANONYMOUS

1. Our common welfare should come first; personal recovery depends upon C.A. unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.
4. Each group should be autonomous, except in matters affecting other groups or C.A. as a whole.
5. Each group has but one primary purpose — to carry its message to the addict who still suffers.
6. A C.A. group ought never endorse, finance or lend the C.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every C.A. group ought to be fully self-supporting, declining outside contributions.
8. Cocaine Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. C.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Cocaine Anonymous has no opinion on outside issues; hence the C.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

*The Twelve Traditions are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Traditions does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Traditions in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise.*

## THE TWELVE CONCEPTS

1. The final responsibility and the ultimate authority for C.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The C.A. Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference — excepting for any change in the Twelve Traditions — the actual voice and the effective conscience for our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups, the Conference, the World Service Board of Trustees and its Service Corporation, staffs, and committees, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional “Right of Decision.”
4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our World Service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
6. On behalf of C.A. as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the World Service Board of Cocaine Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Cocaine Anonymous. It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the C.A. purse for its final effectiveness.
8. The Trustees of the World Service Board act in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of custodial oversight which they exercise through their ability to elect all Directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.
10. Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined, whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.

11. While the Trustees hold final responsibility for C.A.'s world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious C.A.re and concern.

12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the C.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power, that the sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

*The Twelve Concepts are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Concepts does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Concepts in connection with program and activities, which are patterned after A.A. but which address other problems, does not imply otherwise.*

## STATEMENT OF POLICY

Who may use the name “COCAINE ANONYMOUS,” the block letters “CA”, the official COCAINE ANONYMOUS LOGO\* (hereinafter “logo”), future variations of the logo, the book titles “A QUIET PEACE”, “HOPE, FAITH & COURAGE II”, “HOPE, FAITH & COURAGE: STORIES FROM THE FELLOWSHIP OF COCAINE ANONYMOUS,” and the motto “WE’RE HERE AND WE’RE FREE”:

- A. A Cocaine Anonymous “Group” as defined herein, for its function of organizing and operating a regularly scheduled C.A. meeting. A C.A. Group may not use the name, letters or logo for any other purpose (including without limitation, dances, conventions, memorabilia, or fund-raising events) without the prior written consent of its Area/District Chairperson after a vote taken by the Area/District Service Committee.
- B. A C.A. District/Area has the ability to delegate the use of the C.A. name and/or logo on memorabilia. Proper discussion at the Area/District service committee meeting shall be part of the process.
- C. Cocaine Anonymous World Service Office, Inc. (a California corporation) and Cocaine Anonymous World Services, Inc. (a California corporation).
- D. To avoid implied affiliation, when referencing the name Cocaine Anonymous, the block letter CA, the official Cocaine Anonymous logo (hereinafter logo), future variations of the logo, and the motto We’re Here and We’re Free®, on publications such as flyers, newsletters, directories, the following disclaimer should be used: “In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution.”
- E. Any media (printed, electronic, or otherwise) to be made available by the group, district, or area, to the fellowship, shall have prior approval from the respective service body.
- F. The service body granting the use of the C.A. logo shall be responsible for ensuring that the proper C.A. logo, with applicable trademarks as shown below, is used on printed materials and memorabilia.
- G. Although not officially adopted, when using the green color traditionally used by CAWSO Inc., the Pantone # is 3292 and the Calibrated CMYK values be used.
- H. When incorporating no individual or entity may use the name “Cocaine Anonymous” alone or within the corporation name for incorporation purposes.

No other individual or entity may use the name “COCAINE ANONYMOUS”, the block letters “C.A.,” the official COCAINE ANONYMOUS LOGO\* (hereinafter “logo”), future variations of the logo, the book title “HOPE, FAITH & COURAGE: STORIES FROM THE FELLOWSHIP OF COCAINE ANONYMOUS, HOPE, FAITH & COURAGE VOLUME II: Stories and Literature from the Fellowship of Cocaine Anonymous, and/or the motto “WE’RE HERE AND WE’RE FREE” without the written permission of the Cocaine Anonymous World Service Board of Trustees.

Cocaine Anonymous groups, meetings and service committees should only use, display, distribute or sell the following literature and materials: the WSC Approved Literature set forth in the Appendix, the books “ALCOHOLICS ANONYMOUS,” “TWELVE STEPS AND TWELVE TRADITIONS,” and “The A.A.



Service Manual, combined with the 12 Concepts For World Service,” and Cocaine Anonymous World Service, Region, Area, District and group/ meeting approved flyers, meeting directories and other materials displaying the C.A. logo as described above.

Either of the Cocaine Anonymous logos must be used in their entirety as shown below. The first official logo includes the inner circle of the logo that contains the artistic “C.A.”, the outer circle which contains the text “HOPE FAITH COURAGE” or any C.A. WSC approved translation thereof and the registered trademark symbol outside the outer circle. The other official logo includes the inner circle of the logo that contains the artistic text “C.A.”, the outer circle which contains the text “HOPE FAITH COURAGE” or any C.A. WSC approved translation thereof and the registered trademark symbol. No other text or design element may touch, overlap or show through behind the logo other than a solid color. The block letters “C.A.” may only be used alone when they bear no resemblance to the inner circle type style of the official logo.

TO: AREA SERVICE COMMITTEE AND AREA SERVICE BOARD, FROM: SFVCA STRUCTURE AND BYLAWS COMMITTEE

- The SFVCA Service Manual is a manual of procedures, guidelines and role definitions. It is intended to provide trusted servants with a clear definition of service roles (job descriptions) and their related guidelines and procedures.
- The SFVCA Service Manual and the C.A. World Service Manual do not supersede the SFVCA Bylaws, the C.A. 12 Steps, C.A. 12 Traditions, C.A. 12 Concepts, current C.A. World Service Conference approved guidelines for Group accreditation, or local, state, and federal laws.
- The Corporation (San Fernando Valley C.A. Central Office) shall follow all federal, state, county and city health regulations and guidelines.
- The Area Service Committee’s duly elected Area Service Board is the effective voice and conscience of the Area Service Committee when acting as the SFVCA Board of Directors.
- The service manual can, and should, grow as the SFVCA fellowship grows.

The SFVCA Service Manual was written utilizing the SFVCA Bylaws, The 12 Traditions, The 12 Concepts, the Cocaine Anonymous World Service Manual, Cocaine Anonymous World Service Conference approved literature, and from the SFVCA group conscience.

Nearly all of what is in print in the SFVCA Service Manual can be found in the above-mentioned literature, or in the SFVCA corporate archives as a vote by the group conscience of the Area Service Committee (GSRs, Standing Committee Chairs, and Delegates), or the Area Service Board.

Those items that were not found in print are what the SFVCA Area has recognized as items that needed to be put into print as part of the Service Manual.

This SFVCA Service Manual was ratified by the Area Service Committee (GSRs, Standing Committee Chairs, and Delegates) in September 2023 as reflected in the ASC minutes.

About Footnotes:  
These are the definitions for the footnotes in the Service Manual:  
Adapted means that the wording contained the acronym AA and was changed to C.A.  
Excerpted — means that the wording is a quote from a portion of a sentence or paragraph.

## **PREFACE**

This is the trusted servant Service Manual of the San Fernando Valley Cocaine Anonymous Area Service Committee.

The SFVCA Service Manual is not a rulebook; it is a handbook of service role definitions and simple guidelines. This manual covers procedures and duties for those recovering from cocaine and all other mind-altering substances that have the time, ability, and choose to be of service to the Ninth Tradition formed Area Service Committee. Certain C.A. World Service guidelines apply to Area level service work, in addition to various local, state and federal legal obligations. The guidelines in this Service Manual are a compilation of our experience and successes in creating a service organization that has made the message of Cocaine Anonymous' 12 Step recovery available to the practicing addict that doesn't understand or doesn't know that there is a solution to living without cocaine and all other mind-altering substances.

Our Area service organization is a source of unity for the C.A. Fellowship. Here is a place where we can each readily unify around one goal — maintaining a service organization that provides the needed public outreach to still suffering addicts and their families in our community that a Group, or an individual, may not have the means or ability to implement, as well as providing support of our local C.A. Group's common needs. The Area Service Committee service structure includes public service committees and fellowship service committees.

One of the most important principles contained in every C.A. Service Manual is the definition of service roles and duties. Without definitions, our service roles would have no boundaries. No one would know exactly what his or her service duties are, or what procedures to use to carry them out successfully. This manual provides some of those definitions and provides our Area Service Committee structure.

In some instances, the SFVCA Bylaws will contain more specific definitions and guidelines than this manual and should be referred to when necessary or appropriate. This Service Manual does not supersede the SFVCA Bylaws, The 12 Steps, The 12 Traditions, or any local, state, or federal laws.

Over the years, we, in Cocaine Anonymous, have learned that the same basic principles for being of service at the World level apply in exactly the same manner for being of service not only at the Area level, but also at the Group level, so you will find principles in this manual that can also be helpful at the Group level.

Well-structured service helps us learn to define our service role responsibilities so that each of us may rightly relate to the other as a worker among workers and a friend among friends. We then see the benefit of learning to define our roles in our daily lives, whatever the role may be at the moment; husband, wife, son, daughter, employee, employer, church member, recovering addict, trusted servant, etc. This relating rightly to ourselves, to the Higher Power of our own understanding, and to other human beings is the essence of the “emotional sobriety” referred to in Step 10 and Step 12 of the 12 Steps and 12 Traditions.

We have learned that with a proper definition of their roles in the lives of others, recovering addicts will relate rightly to those around them and be that much closer to becoming happily and usefully whole.

In practicing Step 12 through being of service, at any level, we have been given the opportunity to learn to

relate rightly not just to each other but to ourselves ~~own-selves~~. We cheerfully accept our obligation in the part of Step 12 that says “. We tried to carry this message to other addicts”. We have found being of service to be a valuable teacher. We hope the same for you.

Excerpted from the Introduction to “Twelve Concepts for World Service” © A.A. World Services, Inc.

## **INTRODUCTION**

As a Fellowship, we do unanimously agree that to effectively carry our message of Cocaine Anonymous’s 12 Step recovery to all who have the desire to recover from addiction to cocaine and all other mind-altering substances, there must necessarily be a well-structured service organization with effective leadership:

This is where Tradition 9 and Concept 9 come in —Tradition 9 states “C.A., as such ought never be organized; but we may create service boards or committees directly responsible to those they serve” and Concept 9 states “Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.”

Ninth Tradition service boards and committees require organization and leadership. In order for Cocaine Anonymous’s lifesaving message of 12 Step recovery to successfully reach the still suffering addict, community outreach services and support services to the local Groups must be organized. These services must be guided not only by group conscience but by carefully chosen leaders. These leaders are trusted servants. We count on them to help us carry out our grateful hope that, as many as may need it will receive the opportunity to hear the message of Cocaine Anonymous’s 12 Step recovery.

The need for well-structured services and effective leadership is not always easily understood until we realize that there are many opportunities for Cocaine Anonymous to carry the lifesaving message of 12 Step recovery into places that aren’t always accessible to a Group or an individual. The excerpts on the following pages are adapted from the AA service literature, C.A. trusted servants at the World Service level use it as a guide, much as the C.A. individual uses the AA Big Book and the 12 Steps and 12 Traditions as a guide to recovery.

Hopefully the following excerpts will provide some basic understanding regarding both the need to create well-structured Area services that will ensure successful outreach to the still-suffering addict and our community. Equally important is the necessity of defining the delegated operational authority required to ensure effective leadership at all levels of service. (Concept 10)

## **SERVICE**

<sup>1</sup> “Our Twelfth Step — Carrying the message — is the basic service that C.A.’s Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, C.A. is more than a set of principles; it is a society of cocaine addicts *in action*. We must carry the message, else we ourselves can wither and those who haven’t been given the truth will die.†

<sup>1</sup> Adapted from “The Language of The Heart” by Bill W. © AA Grapevine, Inc.

## **LEADERSHIP**

<sup>2</sup> Therefore, some traditional and practical principle has to be devised which at all levels *will continuously balance the right relation between ultimate authority and delegated responsibility*. How, then, are we going to accomplish this?

There are three possible attitudes that we might take toward such a state of affairs. We could, for instance, throw away all corporate charters, bylaws, job definitions, and the like. This would leave it entirely to each group of trusted servants to figure out what its authority and responsibility really is. But such an absence of any chartered structure would be absurd; nothing but anarchy could result. Then of course we could take the opposite tack. Refusing to give our leadership any worthwhile discretion at all, we could add to our present Charters great numbers of rules, regulations, and bylaws that would attempt to cover every conceivable action or contingency. That would be altogether too much red tape — more than we C.A.'s could stand.

The right C.A. solution for this problem is to be found, however, in the latter part of Tradition Two, which provides for “trusted servants” This really means that we ought to trust our responsible leaders *to decide, within the understood framework of their duties, how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises*. This sort of leadership discretion should be the essence of “*The Right of Decision*,” and I am certain that we need not have the slightest fear of granting this indispensable privilege at nearly every level of service.

## **STRUCTURE**

<sup>3</sup>...we really do have a business to conduct as well as a cooperative spiritual enterprise to foster. Therefore, a reasonable amount of discipline and direction is a necessity. Those who cannot or will not see this are not well suited for [organized service] work.

<sup>2</sup>Adapted from Concept 3 © Alcoholics Anonymous World Services, Inc.

<sup>3</sup>Adapted from Concept 11 © Alcoholics Anonymous World Services, Inc.

## **FOREWORD**

The SFVCA service structure was created under the Ninth Tradition. It is an incorporated non-profit organization. We generate revenue to provide outreach services to our community and support services to our local Groups. There are other specific details in the SFVCA Bylaws regarding sobriety requirements and the responsibilities and duties of Area trusted servants and committees. In some cases, money is being handled, or a particular service committee is dealing with a business or an institution such as a jail, a hospital, or a treatment center. In other cases, the Area service structure is carrying out the will of the Fellowship as a whole as voiced by their Group Service Representatives. For these reasons much of what is contained in the SFVCA Bylaws and this Service Manual is direction rather than suggestion. The Bylaws and the Service Manual are based on The 12 Traditions, The 12 Concepts, certain C.A. World Service Manual guidelines, etc., and the Area Service Committee's approved guidelines as reflected by vote or group conscience agreement, as well as certain local, state, and federal legal requirements.

The incorporated Area service structure is not connected to the personal program of recovery, in the sense that one need not volunteer for an Area level service commitment. At the Group level it may be very

rewarding to accept the commitment of GSR (Group Service Representative) and participate in the Area Service Committee as the Group's voice and conscience at the Area level. There are many commitments at the Group level that are just as personally rewarding as Area level commitments. And of course, there are the ultimately rewarding gifts of sponsorship and working with newcomers.

Area level service is an extension of 12<sup>th</sup> Step work that is often able to reach beyond the scope of an individual, or a single Group. A recovering addict's personal 12<sup>th</sup> Step work and service commitments at the Group level, are equally as important as the community outreach services, fellowship-wide activities, and the Group support that the Area's Standing Committees provide. But for many of us Area service work offers an extra opportunity to give back by reaching out and carrying the message of Cocaine Anonymous's 12 Step recovery to places where it otherwise might not be heard.

Those of us that have the time and desire to be of service at the Area level are grateful for the service examples of those that came before us.

### **A HISTORICAL NOTE**

On June 12, 1983 Gilbert M., Jonathan S., and Raymond G. filed Articles of Incorporation in the State of California for a new nonprofit organization based in Los Angeles, California called Cocaine Anonymous.

Article 2 of this filing stated that it was a nonprofit public benefit corporation and that it was not organized for the private gain of any person. It was organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

It was stated that "The specific purposes for which this corporation is organized are to educate and rehabilitate drug addicts, specifically those with cocaine and related drug problems"

On June 18, 1984, the Articles of Incorporation were endorsed as filed by the then California Secretary of State March Fong Eu.

On April 28, 1986 San Fernando Valley C.A. Central Office was incorporated in the State of California

### **DEFINITION OF A COCAINE ANONYMOUS "GROUP "**

(From the Cocaine Anonymous World Service Manual, 2022)

A meeting is when two or more people gather together to share their experience, strength and hope with each other.

A meeting may call itself a C.A. Group when:

1. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.
2. It is fully self-supporting.
3. Its primary purpose is to help addicts recover through the Twelve Steps of C.A.
4. It has no outside affiliations.
5. It has no opinion on outside issues.

6. Its public relations policy is based on attraction rather promotion

## **THE C.A. GROUP**

The basic unit in C.A. is the local Group which is autonomous except in matters affecting other Groups or C.A. as a whole. The Group has but one primary purpose, which is to help others to recover through the Twelve suggested Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery the Twelve Traditions are our guide to Group unity, growth and discipline. Its members maintain their personal anonymity at the level of press, radio, television and films.

The importance of the Group, what it constitutes and its functions cannot be stressed enough. Maintenance of our recovery depends on the sharing of our experiences, strength and hope with each other, thus helping us to identify and understand the nature of our disease.

Most addicts in C.A. achieve and sustain their recovery as a result of their participation in the activities of the Group. The Group is the heart of Cocaine Anonymous and it is vital to the new member. It is equally important to those who have achieved recovery as a result of the program. They may continue to participate and receive assistance from the Group.

The Group's total responsibility is perhaps best expressed by the First Tradition:

***“Our common welfare should come first; personal recovery depends upon C.A. unity.”***

Most meetings follow a more or less set format, although distinctive variations have developed. It is our experience that many meetings begin or end with some form of prayer. While each C.A. group is autonomous, and adopts its own format, C.A. as such never endorses, opposes or affiliates, expressed or implied, with any sect, denomination, politics, organization or institution. A leader describes the C.A. program briefly for the benefit of the newcomers, and then turns the meeting over to a speaker or to participate. Sometime during the meeting, there is usually a period of C.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments, contributions to the District, Area, and World Service Office as per the 7th Tradition.

Those attending meetings are reminded that any opinions or interpretations they may hear are solely those of the speaker or participant involved. All members are free to interpret the recovery program in their own terms, but no one can speak for the local Group or C.A. as a whole.

## **THE C.A. HOME GROUP**

A Home Group may be defined as a meeting a member regularly attends. The Home Group provides an opportunity to begin to be of service. Experience shows a Home Group is one of the vital components to continuous sobriety. In a Home Group members can participate in the business meeting and are able to cast their vote as a part of the group conscience.

## **MEETING/GROUP TYPES**

OPEN: Attended by C.A. members, their families, friends and other interested people.

CLOSED: Attendance is limited to C.A. members and those with a desire to stop using

cocaine and all other mind-altering substances.

### **MEETING/GROUP STYLES:**

**STEP STUDY:** Study and discuss the Twelve Steps with the Group.

**BOOK STUDY:** Study and discuss with the Group any of these books: A Quiet Peace; C.A. Step Companion Guide, Hope, Faith & Courage Stories from the Fellowship of Cocaine Anonymous (the “C.A. Story Book”). Hope, Faith & Courage Volume II Stories and Literature from the Fellowship of Cocaine Anonymous; Alcoholics Anonymous (the “Big Book”), Twelve Steps and Twelve Traditions (the “12 and 12”) and The A.A. Service Manual, combined with the 12 Concepts For World Service”.

**PARTICIPATION:** Participants discuss their experience, strength and hope with the meeting/group one member at a time.

**SPEAKER:** One or more C.A. members share their personal experience, strength and hope with the meeting/group at length.

**H&I MEETINGS:** H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H&I committee. H&I meetings are basically beginner’s meetings, with the chairperson of each meeting providing the speakers. They are not usually listed in the area or world directory; and they do not observe the 7th Tradition. Certain facilities may require H&I participants to be subject to sobriety requirements, dress and conduct codes.

#### **ONLINE MEETINGS:**

Email meetings – These are email based and run 24 hours a day, 7days a week.

Voice meetings – These are voice only, voice over internet protocol meetings and are similar in format to face to face meetings.

### **TO NEW C.A. GROUPS**

From the C.A. World Services Meeting Starter Kit

When a group decides to become a part of the Cocaine Anonymous fellowship, the use of C.A. materials constitutes the group’s acceptance and agreement with the following:

The name “Cocaine Anonymous”, the block letters “CA” and the “C.A.” logo are the property of Cocaine Anonymous World Services, Inc., a corporation incorporated under the laws of the State of California. Permission to use the name “Cocaine Anonymous”, the block letters “CA” and the “C.A.” logo is hereby granted in accordance with the **STATEMENT OF POLICY** as set for in the current **Cocaine Anonymous World Service Manual**.

The group agrees to adhere to the **DEFINITION OF A COCAINE ANONYMOUS “GROUP”** as set forth in the current **Cocaine Anonymous World Service Manual**.



The group agrees to uphold the spirit of the **TWELVE TRADITIONS** as set forth in the current **Cocaine Anonymous World Service Manual**.

The group agrees that the final arbiter of questions regarding interpretation of the Traditions, principles, or policies of Cocaine Anonymous is the Board of Trustees of **Cocaine Anonymous World Services, Inc.**

### **GROUP SERVICE REPRESENTATIVE'S RESPONSIBILITIES**

The GSR is the C.A. Group's link to the Area Service Committee (ASC). The Area Service Committee is comprised of one GSR from each C.A. meeting in the SFVCA Area, Area World Service Delegates, Area Standing Committee Chairs and the Area Service Board.

The GSR is trusted to carry the Group's conscience to the Area Service Committee meeting and to vote on the Group's behalf.

As such the GSR should be a responsible member of the Group who regularly attends that Group's meeting. This should be a one (1) year commitment with six (6) month recommended sobriety.

The Group Service Representative responsibilities can be found in the SFVCA Bylaws, SFVCA Area Service Manual and in the C.A. World Service Manual.

Some suggested responsibilities of a GSR are:

- To report any changes in the meeting format, date, time or type [ in-person, hybrid or online] to the Board Recording Secretary.
- At the beginning of their commitment new GSRs should attend the GSR workshop scheduled ½ hour prior to the Area Service Committee meeting.
- Call for a vote to donate to the Area one week prior to the Area Service Committee meeting and obtain the donation from the Group's treasurer.
- Bring any and all other donations, such as Hospitals and Institutions, area events, etc., to the Area Service Committee Meeting.
- Attend each Area Service Committee meeting, either in person or online, bring their SFVCA Area Service Manual, take notes on the information given there and prepare a short report for their meeting.
- It is suggested the GSR report be given every week. They should draw attention to upcoming special events, and a Hospitals and Institutions pitch should be made prior to the H&I meeting. H&I meets the 1st Monday of each month.
- Determine if Chips, Literature, and Directories need to be purchased at the Area Service Committee meeting.

- Collect articles, sobriety birthdays, and other submissions for the Newsletter and forward these to the Newsletter Committee at the Area Service Committee meeting or via email.
- See that the Group also selects a willing alternate to serve in the GSR's absence and notify the alternate to attend the Area Service Committee meeting when needed. It is suggested that the alternate GSR attend the Area Service Committee meetings with the GSR to familiarize themselves with the duties and responsibilities of a GSR.
- Provide the Area Accreditation Committee with any changes in the time, location, or format of the meeting.
- Alert the Secretary if the GSR requires that a group conscience be taken or if additional time is needed for the current GSR report.
- Consider giving your GSR report just before the break or when the 7<sup>th</sup> Tradition is being collected, rather than at the end of the meeting. This may guarantee the attention of more members and detract less from the flow of the meeting.

THE AREA SERVICE COMMITTEE MEETING IS CURRENTLY HELD ON THE 2nd MONDAY OF EACH MONTH AT 14646 Sherman Way, Van Nuys, CA 91405.

## **SUGGESTED FORMAT FOR GSR REPORT**

### **SERVICE**

- Hospitals and Institutions
- Hotline
- Commitments that are open

### **FELLOWSHIP**

- Conventions
- Dances
- Events
- New meetings
- Announce only a few important items — the ones happening in the next few weeks or this month.
- If too numerous to mention all, refer the Group to the literature table or SFVCA.org for upcoming events and show them a sample of the flyer for an event or meeting, etc.

### **SUGGESTIONS**

- Keep it brief.
- Use the GSR as a reference for your report; the GSR report provided by the Area Service Committee is not intended to be read in its entirety to a meeting.

- Ask another member of the group to elaborate. i.e., ask someone to briefly pitch their new event. This gets the Group involved in your report.
- Get the group involved:
  - *“How many people here have a phone shift?”*
  - *“How many people have 90 days?” You can speak on a panel!”*
  - *“Is an event committee member here that would like to talk about their event?”*
  - *You can personalize this GSR report with your own experience from a panel and/or event.*
- Help facilitate voting procedures using Robert’s Rules of Order during the meeting.
- Thank the Group for their attention and remind them that all of the information can be found at SFVCA.org.

# **AREA SERVICE BOARD OF DIRECTORS DESCRIPTIONS AND DUTIES**

## **AREA CHAIR**

- At least 2 years of continuous sobriety and 1 year of active service in San Fernando Valley Cocaine Anonymous. This is a two-year commitment.
- A working knowledge of The 12 Traditions, The 12 Concepts of World Service, SFVCA Area Bylaws, SFVCA Area Service Manual and Robert's Rules of Order.
- Per the Area Bylaws, preside over the Area Service Committee and Area Service Board meetings and any other duly called meetings.
- Per Robert's Rules of Order, set the agenda for the Area Service Committee and Area Service Board meetings and any other duly called meetings. The Chair should be open to all suggestions for agenda items.
- Assign, delegate, and manage the Corporation as outlined in the Area Bylaws.
- Keep an accurate Service Notebook that includes:
  - A copy of the Area's tax preparation contacts
  - A copy of all Chair reports, information, etc., that have been submitted at either the Area Service Committee or Area Service Board meetings.
    - A copy of current and previous year Area Service Committee and Area Service Board minutes
    - A copy of all reports Categorized by Standing Committee
    - The current SFVCA Bylaws
    - The current SFVCA Service Manual
    - The current C.A. World Service Manual
- The Area Chair shall ensure that the SFVCA Corporate Seal is readily available and securely stored in the Central Office or in the Central Office Archives.
- The SFVCA Bylaws contain other specific details regarding the qualifications, duties, and responsibilities of the SFVCA Area Chair.

## **WRITTEN REPORTS**

### **1. MONTHLY:**

- The Area Service Board Chairperson is the acting president and General Manager of the Corporation as well as Chairperson of the Area Service Committee. Because the Area Chair oversees all Corporation and Area Service Committee activities, the Chair should always have a report to present at

both the Area Service Committee and Area Service Board meetings. With the exception of some housekeeping activities all pertinent Area Service Board decisions, delegation of duties, and activities of the Corporation should be reported. Reports should also include:

- Any and all executive decisions the Area Chair makes that are other than housekeeping.
- Any decisions made or actions taken by the Board of Directors outside of regular monthly business meetings.
- Any current Area Chair activities and/or the progress of any special projects.

## 2. QUARTERLY:

- At the Area Service Committee meeting regarding the status of tax documentation.

## 3. TAXES:

- The Area Chair is required to confirm by submission of written report to the Area Service Committee that the following mandatory federal and state tax reporting requirements have been met:

1. The SFVCA Area Treasurer must prepare a year-end (December 31<sup>st</sup>) Income Statement and Balance Sheet due to the CPA by February 28th every year. It must be prepared by March 30th at the latest.

2. The Chips and Literature Chair must maintain and produce all sales receipts and totals for literature sold to meetings or individuals, to the Treasurer by December 31<sup>st</sup> for processing by January 31<sup>st</sup> of every year.

The SFVCA Bylaws may contain other specific details regarding the qualifications, duties, and responsibilities of the SFVCA Area Chair.

## AREA VICE CHAIR

- At least 1 year of continuous sobriety and 6 months of active service in Cocaine Anonymous.
- This is a two-year commitment.
- Attend the Area Service Committee and Area Service Board meetings and any other duly called meetings. The Vice Chair presides in the Chair's absence.
- A working knowledge of The 12 Traditions, The 12 Concepts of World Service, SFVCA Area Bylaws, SFVCA Area Service Manual and Robert's Rules of Order.
- Per the Area Bylaws, the Area Vice Chair is the ex officio Vice Chair of the H&I Policy Council, and as such attends the quarterly H&I Policy Council meeting.

- At all times oversee the location of the current master copy of the Service Notebook and provide the At Large Director with the most current revision. Service Notebooks may contain information relevant to the service commitment.

Update the Board, Committee Chairs, and H&I Board on the area Trusted Servants contact list.

- Collect and maintain records of the following, either in paper (Service Notebook) or digital format:
  - A copy of the current year's Area Service Committee and Area Service Board minutes
  - The current SFVCA Bylaws
  - The current SFVCA Service Manual
  - The current C.A. World Service Manual
  - The current SFVCA H&I Guidelines Manual

## WRITTEN REPORTS

### 1. MONTHLY:

- At the Area Service Committee and Area Service Board meetings regarding the current progress of any Area Vice Chair special projects or assignments.
- At the Area Service Committee and Area Service Board meetings regarding any relevant business information concerning Area policy, finances, or the standing of the Corporation, and any decisions made, or actions taken outside of regular monthly business meetings.
- To the Area Chair regarding any potential Area Service Board member or Standing Committee Chair attendance problems by referring to the roll call in the ASB and ASC minutes.

### 2. QUARTERLY:

- A report from the last H&I Policy Council meeting.

The SFVCA Bylaws may contain other specific details regarding the qualifications, duties, and responsibilities of the SFVCA Area Vice Chair.

## **AREA RECORDING SECRETARY**

- At least 1 year of continuous sobriety and 6 months of active service in Cocaine Anonymous. This is a one-year commitment.
- The Area Recording Secretary is the secretary of the Corporation and is the custodian of all corporate records.
- Attend the Area Service Committee and Area Service Board meetings and any other duly called meetings.

- Record all pertinent and relevant actions, motions, discussions, decisions, and resolutions into the corporate minutes in a clear and concise manner.
- Post final draft minutes to digital messaging application within 7 days after ASB, ASC or other duly called meetings.
- A working knowledge of The 12 Traditions, The 12 Concepts of World Service, SFVCA Area Bylaws, SFVCA Area Service Manual and Robert's Rules of Order.
- Inform Director at Large, Directories, Internet Chairs and GSRs on meeting changes.
- If there is no Central Office, then at the end of the calendar year (more often if necessary) move corporate minutes (including attendance), tax records, financial statements and all other corporate documents to the Central Office Archives location. Any time files are moved, a written report submitted to the Area Service Board is required for the corporate records.
  - Collect and maintain records of the following, either in paper (Service Notebook) or digital format:
    - A copy of current and previous year Area Service Committee and Area Service Board minutes
    - The current SFVCA Bylaws
    - The current SFVCA Service Manual
    - The current C.A. World Service Manual
- Each month at the Area Service Committee and Area Service Board meetings remind all trusted servants and committee chairs that reports must be submitted either in print or digital format.
- The SFVCA Bylaws may contain other specific details regarding the qualifications, duties, and responsibilities of the SFVCA Area Secretary.

## WRITTEN REPORTS

### 1. MONTHLY:

- When necessary, at either or both the Area Service Committee and Area Service Board meetings regarding the current progress of any Area Recording Secretary special projects or assignments.
- At the Area Service Committee and Area Service Board meetings regarding any relevant information concerning the Corporation or the SFVCA corporate archives.
- Any decisions made or actions taken outside of regular monthly business meetings.

The SFVCA Bylaws may contain other specific details regarding the qualifications, duties, and responsibilities of the SFVCA Area Secretary.

# AREA TREASURER

- At least 3 years of continuous sobriety and 1 year of active service in Cocaine Anonymous. Prior bookkeeping and or accounting experience preferred, but not required. This is a two-year commitment.
- Attend the Area Service Committee and Area Service Board meetings and any other duly called meetings.
- A working knowledge of The 12 Traditions, The 12 Concepts of World Service, SFVCA Area Bylaws, SFVCA Area Service Manual and Robert's Rules of Order.
- The SFVCA Bylaws may contain other specific details regarding the qualifications, duties, and responsibilities of the SFVCA Area Treasurer.
- The Area Treasurer shall ensure that all checks written from SFVCA Area funds shall have a clearly understandable memo entered into the memo description portion of the checkbook as well as the area bookkeeping system. This memo shall explain clearly the reason for the payout. All checks written to pay any expenses must be signed by the Treasurer and either the Chair or Vice-Chair.
  - Collect and maintain records of the following, either in paper (Service Notebook) or digital format:
    - The current SFVCA Bylaws
    - The current SFVCA Service Manual
    - The current C.A. World Service Manual
- Treasurer duties including, but not limited to:
  - Maintaining SFVCA bank accounts (both checking and savings) and all documents related to financial transactions and obligations.
  - Payments made by autopay
  - Payments made by invoice
  - Receives and deposits contributions from meetings and special events
  - Keeps an accurate bookkeeping system
  - Submitting filings with regulatory agencies in a timely manner (e.g., State and Local taxes, non-profit corporation forms). To protect the Area's non-profit status yearly filings are required. It is recommended that these filings be done by an independent accountant.
  - Passes on contributions to World Service

## **From the SFVCA Bylaws Financial Operations Section**

Receipts: No monies are to be paid out without first submitting a legal receipt, purchase order, invoice, or check request for goods or services so the Corporation may maintain records to satisfy any governmental reporting agencies.

Revenues: All checks shall be made out to "San Fernando Valley C.A. Central Office". There are to be no pre-dated or post-dated checks accepted. Also, all checks should be imprinted with the name, address, and telephone number of the person writing the check. All checks and cash collected by the Treasurer should be deposited within 72 hours and in no event later than 5 business days.



- Tax ID numbers
- Tax preparer contact telephone numbers

### WRITTEN REPORTS

- Any decisions made or actions taken outside of regular monthly business meetings.

These reports should be submitted at the Area Service Committee and/or Area Service Board meetings.

### PRUDENT RESERVE AND OPERATING EXPENSE FUNDS

- The Prudent Reserve fund formula is based on the formula found in the C.A. World Service approved pamphlet entitled The 7<sup>th</sup> Tradition. The Prudent Reserve consists of two months' worth of operating expenses set aside in the event donations and other revenues fall short of meeting the Area's expenses.
- The formula for determining the Area's current monthly Operating Expense account budget equals a one-month average of the previous year's total expenses and budgets plus any upcoming previously non-budgeted expenses factored in.
- The Area also keeps an amount equal to the next month's expenses in the Operating Expense account so that the Area is not one month "behind" in the event the current month's revenues don't arrive in time to pay current bills. This prevents borrowing a partial amount from the Prudent Reserve each month. The correct procedure is to only utilize the Prudent Reserve in the case of a true financial emergency.

### TAXES

- The SFVCA Area Treasurer must prepare a year-end (December 31<sup>st</sup>) Income Statement and Balance Sheet due to the CPA by February 28<sup>th</sup> every year. It must be prepared by March 30<sup>th</sup> at the latest.
- The Chips and Literature Chair must maintain and produce all sales receipts and totals for literature sold to meetings or individuals, to the Treasurer by December 31<sup>st</sup> for processing by January 31<sup>st</sup> of every year.

The SFVCA Bylaws may contain other specific details regarding the qualifications, duties, and responsibilities of the SFVCA Area Treasurer.

## **AT LARGE DIRECTOR**

- At least 1 year of continuous sobriety and 6 months of active service in Cocaine Anonymous.
- This is a one-year commitment.

Attend the Area Service Committee, Area Service Board meetings and any other duly called meetings.

- A working knowledge of The 12 Traditions, The 12 Concepts of World Service, SFVCA Area Bylaws, SFVCA Area Service Manual and Robert's Rules of Order.
- Collect and maintain records of the following, either in paper (Service Notebook) or digital format:
  - A current Meeting Zones map
  - A current record of active meetings in the SFVCA Area
  - Current year GSR attendance sheets
  - The current SFVCA Bylaws
  - The current SFVCA Service Manual
  - The current C.A. World Service Manual
- Track GSR attendance and report to the Area Service Board any attendance issues.
- Maintain and update GSR report as needed.
- Submit a copy of the previous month's GSR attendance sheets to the Area Recording Secretary for the corporate archives.
- Maintain a current master copy of the Area Service Notebook
- Conduct an orientation meeting for new GSRs at 7pm immediately preceding the Area Service Committee meeting. At the time of GSR orientation the At Large Director shall provide a GSR Notebook, review the GSR Responsibilities and Suggested Format for GSR Report. Each new GSR should be made aware that they are required to attend and remain for the entire Area Service Committee meeting.

The GSR Notebook contains the following items:

- GSR Responsibilities page
  - Suggested Format for GSR Report
  - The current SFVCA Bylaws
  - The current SFVCA Service Manual
  - The current C.A. World Service Manual
- Create and/or maintain the Meeting Zone map.

## ACCREDITATION

Assign one World Service Delegate to each meeting zone for the purpose of accrediting meetings that are in compliance with the C.A. World Service criteria for a Cocaine Anonymous Group as outlined in the C.A. World Service Manual. If possible, each World Service Delegate should be assigned to the zone closest to his or her home. The number of World Service Delegates determines the number of meeting zones, i.e., 3 Delegates = 3 geographical meeting zones, etc.

Accreditation ensures that a meeting listed in our directory as a Cocaine Anonymous meeting is truly a C.A. Group with no outside affiliation and that its primary purpose is to carry the message of recovery as outlined in the 12 Steps and 12 Traditions of Cocaine Anonymous.

If a meeting has not been represented at the Area Service Committee meeting, twice in a row, the Director

at Large shall assign the Accreditation Representative to go to that meeting to discuss representation.

- Report to the Directory, Internet, Hotline and Public Information Committee Chairs any meeting time/location or format changes.
- Create a monthly GSR report, submit electronically to the Board and Internet Chair and print and distribute copies at the ASC meeting.
- The SFVCA Bylaws may contain other specific details regarding the qualifications, duties, and responsibilities of the SFVCA At Large Director.

#### WRITTEN REPORTS

##### MONTHLY:

- At the Area Service Committee meeting the Director at Large should report any new C.A. group meetings that have been accredited per C.A. World Service Manual guidelines. The report should also include information regarding C.A. Group meetings not represented as of the last Area Service Committee meeting, and what World Service Delegate has been assigned to visit that meeting.
- Any decisions made or actions taken outside of regular monthly business meetings.

The SFVCA Bylaws may contain other specific details regarding the qualifications, duties, and responsibilities of the SFVCA Area Director at Large.

## **SFVCA COMMITTEES**

*The SFVCA Bylaws in Article II Corporate Management: Section F. — Standing Committees contains other specific details regarding Area Standing Committees.*

If a conflict should arise between the SFVCA Service Manual and the SFVCA Area Bylaws, the conflict shall be resolved in favor of the Area Bylaws, as the SFVCA Service Manual does not supersede the SFVCA Area Bylaws.

All Service Notebooks published by the SFVCA Area Service Committee are property of the Fellowship and must be returned to the Area Service Board upon rotating out of a service commitment. The Area Service Board will provide GSRs, Standing Committee Chairs, World Service Delegates, Board members, and any others as necessary, with a Service Notebook. The Area Service Board is responsible for the formation of Area Standing Committees; the Standing Committees are directly responsible to the Area Service Board.

The SFVCA Area Service Committee provides community outreach services primarily through the H&I, Public Information, Internet, Directory, and Hotline Standing Committees. Other committees provide support for the local C.A. Groups, and still others provide support for the Area Service Committee.

Community outreach services in the past have included outreach to local schools and colleges, public service announcements on the radio, television and in the local papers, attendance at Health Fairs, billboards, posters at various hospitals and institutions with our logo, phone number, Internet address and the slogan “We’re Here and We’re Free®”.

One of our longest running services is the Hotline. The Hotline is our connection to addicts that need someone to talk to. The C.A. hotline also connects us to individuals and family members with questions about C.A.

The following sections describe current operational procedures and duties for Area Standing Committees, their chairpersons and members. As previously mentioned, the SFVCA Bylaws may contain other specific details regarding Area Standing Committees.

### **REPORTS**

Standing Committee or Ad Hoc Committee reports shall be submitted in writing by that committee’s chair. Reports should be typed on San Fernando Valley C.A. letterhead and posted to the area’s digital workspace by no later than Sunday, 4pm, prior to the next calendared ASB or ASC meeting. Since we are self-supporting by our own contributions, the Area pays for the cost of report copies if needed.

### **VOTING**

Each Committee carries only one vote. Only the Committee Chair or Vice Chair that has been ratified per the SFVCA Bylaws by the Area Service Committee may cast a committee’s vote. The H&I Liaison also carries one vote. Votes may not be proxies; a voting member must be present to vote.

# **FINANCIAL PROCEDURES**

As outlined in the San Fernando Valley Cocaine Anonymous Bylaws the stated purpose for any fundraising event shall be to establish sufficient funds for both the Prudent Reserve and Operating Expense funds.

The factors for calculating these funds shall include the previous year's monthly average funding of all Standing Committee Budgets, regularly scheduled annual events, committee's budgets, and all other operating expenses.

Annually, committee budgets are created by each committee chair and submitted to the Finance Chair no later than the December ASB meeting. The Finance Chair should ensure that the budget template and budget records are available to all committee Chairs and Vice-chairs by the November ASB meeting. The Finance Committee reviews these budgets in preparation for approval at the January ASB meeting.

ASC approval of an event does not imply that the ASB will approve the funds to implement the event.

Surplus monies (if any after meeting Prudent Reserve and Operating Expense account amounts, and any pending expenses factored in) shall be donated to World Services.

Ratification of an event or outreach service simply means that the Area Service Committee believes this would be beneficial for the Area fellowship. Per the SFVCA Bylaws, approval for expenditures of any type resides with the Area Service Board. The Area Service Board shall take into consideration both the Area's Prudent Reserve and Operating Expenses funds, as previously defined in this manual, before approving funds.

Anytime that a committee handles money, that committee must include a minimum of Chair, Vice Chair, and Treasurer. A contact telephone number must be made available to the Area Service Board at the time of any funds requests. There will be no exceptions.

All fundraising expenses and income must be accounted for, utilizing accepted General Accounting Principles. Payouts require a dated machine printed receipt or dated signed receipt and/or invoice from the vendor or service provider. There will be no exceptions.

Budget proposals for annual events shall be submitted to the Area Service Board at least 6 Area Service Board meetings prior to the last Area Service Committee meeting before the event. Budget proposals for events that are not on the annual calendar shall be submitted at least 3 Area Service Board meetings prior to the last Area Service Committee meeting before the event.

Three (3) bids are the minimum acceptable number of bids for awarding contracts to Service Providers, Vendors, etc. The three-bid procedure also applies for the contracting/purchasing of any and all other services, goods, etc., as shall be deemed necessary for an event including but not limited to: tee shirt printing, DJs, electric generators, PA speaker systems, bands, phone services, copy machines, etc. There shall be no exceptions.

1. When setting up a bank account it is suggested that a local bank be used so that it is accessible to the Group, District, and Area or Standing/Sub-committee signatories.
2. Two of the three signatories should be required for any drafts, payments, transactions or reimbursements.
3. These two signatories should both have full access to the bank accounts, including online access in order to ensure complete transparency and dual accountability.
4. It is suggested that an additional member of the service committee has view only access to the on-line bank account as a means of ensuring robust checks and balances are undertaken.
5. Online ONLY bank accounts are not recommended due to the limitations they present regarding making cash deposits or withdrawals.
6. When Treasurers rotate it is essential that the bank account signatories are updated immediately, and outgoing servants removed from the account. In addition, any PIN numbers, access codes, and addresses should also be changed within 3 business days of the rotation of trusted servants.

(Adapted from CAWSO 2021 Financial Guidelines for Groups, Districts, Areas and Sub/Standing Committees of Cocaine Anonymous)

## EXPENSES

San Fernando Valley Cocaine Anonymous is self-supporting through its own contributions. No member is required to pay for service committee expenses that conform to the stated approval of the Area Service Board. In order to prevent confusion, a member must first submit a budget request before the Area Service Board will approve any personal expenses.

All committees that require an annual budget i.e., Special Events, Public Information, Internet, etc., shall submit budgets for approval by the Area Service Board. Ad hoc committees are free to submit budgets for approval by the Area Service Board at any time through their respective Standing Committee.

### **Handling and Managing Cash**

(Adapted from CAWSO 2021 Financial Guidelines for Groups, Districts, Areas and Sub/Standing Committees of Cocaine Anonymous)

1. Always count cash donations during or at the end of the meeting of the service body.
2. Make and retain a record of all cash donations received. Always have another member of the service committee recount for verification and then counter sign the cash record.
3. It is suggested that a check or the Area's debit card be used to pay a business/vendor if an online option is not available. In the event a business/vendor will only accept a cash payment, a written receipt of the charges and payment must be received and retained with the financial records of the service body.
4. No member or trusted servant should ever leave a meeting with a cash donation that has not been counted, recorded, and counter signed.

5. Ensure that all cash donations received are deposited in the bank account at the earliest opportunity.
6. A receipt should be obtained for all deposits and retained with the financial records of the service committee.
7. No member should co-mingle C.A. funds with personal funds, hence a C.A. member should not deposit C.A. funds into their own personal bank account with the intention of transferring the C.A. funds at a later date by means of a check or online transaction.
8. In the event that closing cash balances do not reconcile to the recorded value, then an ad-hoc group should be convened to attempt to determine the source of the inaccuracy:
  - a. An ad-hoc group of this sort is tasked to support its trusted servants and not investigate them. At the Group level, this may be officers from the Group Service Committee; at District and Area level the ad-hoc group may be composed of the Treasurer, the Chair, Vice-Chair, Chair of a Standing/Subcommittees and/or a Delegate.
  - b. In the event the discrepancy cannot be accounted for, it should be openly reported to the service body and recorded in their minutes. This should include the investigations that were undertaken to identify how the discrepancy arose.

# **COMMITTEE MEMBERSHIP PROCEDURES, DESCRIPTIONS AND DUTIES**

To prevent misunderstanding and avoid controversy on the ASC floor, SFVCA Area Service Committee trusted servants should familiarize themselves with The 12 Traditions, the 12 Concepts, the SFVCA Area Bylaws, the SFVCA Service Manual, and Robert's Rules of Order.

To prevent confusion during all committee meetings it is strongly suggested that Committee Chairs be familiar with Robert's Rules of Order.

A Table of Motions can be found at the back of this manual.

All Standing Committee Chairpersons and Vice-Chairs should have a minimum of 9 months of sobriety.

It has been traditionally suggested that Standing Committee Treasurers should have at least 9 months of sobriety, be gainfully employed, and/or financially stable. Ad Hoc committees adhere to the same procedures and requirements of Area Standing Committees.

Any member of the fellowship with any length of sobriety may participate as a member of a Standing Committee with the exception of the Accreditation Committee whose members are World Service Delegates and the DAL, but any C.A. individual may attend an Accreditation Committee meeting.

A committee member cannot be asked to leave a business meeting as long as the member is adhering to Robert's Rules of Order and not disrupting the meeting or obstructing the conduction of the business at hand.

All committee Chairs must submit documents and give notice to the Board Chair of any changes to account information or credentials, including opening new accounts with vendors, on social media, or otherwise. Any new accounts that require a fee must first be approved by the Board.

Credentials used to create accounts for the purposes of SFVCA area business should not be linked to individual accounts, nor use a username associated with an individual member.



## **ACCREDITATION COMMITTEE NO VOTE**

The Accreditation Committee is chaired by the At Large Director who, as an Area Service Board member, does not have a vote at the Area Service Committee (ASC) meeting. The committee is comprised of the SFVCA World Service Delegates acting as SFVCA accreditation representatives. See *Section 3 World Service Delegates* for details on accreditation procedures.

- On behalf of the Area Accreditation Committee, the World Service Delegates should ensure the At Large Director is provided with current C.A. World Service Manuals each year. The cost of these manuals, and any other GSR Notebook materials, should be included in the Area's administrative annual budget.
- The SFVCA Bylaws, and Section 3 of this manual, contain more specific details on the duties and responsibilities for SFVCA World Service Delegates when acting as Accreditation Committee members.

## **ADVISORY BOARD 1 VOTE**

- The Advisory Chair is a member with a very familiar working knowledge of The 12 Traditions, the Area bylaws and The 12 Concepts.
- The Advisory Chair should make an effort to recruit members with Area service experience for the Advisory Board.
- The Advisory Board serves to bring a neutral and prudent voice in times of serious concern or misunderstanding.
- The Advisory Board Chair is a de facto voting member of the Area Structure and Bylaws Standing Committee.

## **ARCHIVES CHAIR 1 VOTE**

- Maintain the corporate archives in an accessible order.
- Keep available a current inventory report of items left over from events i.e., sodas, bottled water, tee shirts, miscellaneous memorabilia, etc.
- Works with special event committees and the Special Events Chair to ensure all items are returned clean and in good working condition.

## **CHIPS AND LITERATURE COMMITTEE 1 VOTE**

- Submit a monthly sales and sales tax update to the Area Treasurer along with a report to the Area Service Committee.
- Maintain and produce all sales receipts and totals for literature sold to meetings or individuals, to the Treasurer by June 30<sup>th</sup> for processing by July 31<sup>st</sup> of every year.
- Procuring as needed, to keep a sufficient inventory on hand, C.A. approved literature from C.A. World Services and other authorized vendors.
- The SFVCA Bylaws contain other specific details on the qualifications, duties, and responsibilities for the SFVCA Chips and Literature Committee.

## **DIRECTORY COMMITTEE 1 VOTE**

- The Directory Committee ensures that the SFVCA Area Meeting Directory is updated as needed and that a sufficient number of current copies is printed and made available to the Fellowship.
- The Directory Chair may also call upon the Accreditation Committee to assist in checking the Area for “dark” meetings or meetings that have changed.

## **FINANCE COMMITTEE 1 VOTE**

- The Finance Committee shall review annual budgets submitted by Standing Committees and annual event committees.
- The Finance Committee shall also review budget proposals for newly proposed Area services or fundraising activities to ensure that each budget is complete and correct before it is submitted to the Area Service Board of Directors.
- The Finance Committee does not approve or disapprove budgets. The discretion to approve or disapprove budgets resides with the group conscience of the SFVCA Area Service Board of Directors. Finance Committee recommendations to the Area Service Board shall be presented in writing at the Area Service Board meeting.
- The Finance Committee shall keep the Area’s Prudent Reserve and Operating Expense funds, and any newly pending expenses in mind (as defined in Section 1 Area Treasurer Description and Duties) when making recommendations to the Area Service Board.
- The Finance Committee shall submit a report at each Area Service Board meeting of any newly

proposed budgets or profit and loss statements that have been submitted to the Finance Committee. All budgets shall be considered.

## **HOSPITALS AND INSTITUTIONS COMMITTEE 1 VOTE**

- The H&I member with the title of H&I Liaison represents the H&I Committee at the Area business meetings. The H&I Liaison is elected specifically for the purpose of carrying and casting the H&I Committee's vote at the ASC. The H&I Representative reflects the group conscience of the H&I Committee
- The SFVCA Hospitals and Institutions Committee Guidelines and the SFVCA Bylaws contain other specific details on the structure, qualifications, duties, and responsibilities for the SFVCA H&I Committee.
- The H&I Policy Council should meet at least once per quarter to discuss relevant issues regarding H&I and to maintain ongoing communication between both the H&I Committee and the Area Service Board.

## **HOTLINE COMMITTEE 1 VOTE**

- It shall be the duty of the Hotline Standing Committee to maintain at all times a viable telephone resource for the addict seeking help or a member needing to speak to someone while feeling vulnerable in their sobriety.
- The Hotline Chair and Vice Chair shall ensure that all volunteers are informed in writing, that because by law cocaine is considered a controlled substance, picking up a caller and taking them to a meeting could result in being considered by the authorities as transporting a controlled substance if the passenger has cocaine, crack, etc., in her/his possession. It is strongly recommended that a caller wanting to attend a meeting of Cocaine Anonymous be directed to meet the Hotline volunteer at a C.A. meeting instead. Hotline volunteers shall be informed that the decision to pick up a caller is the sole responsibility of the volunteer.

## **INTERNET COMMITTEE 1 VOTE**

- The SFVCA Internet Committee was formed in 2000. Its main objective is the creation and maintenance of an internet presence for San Fernando Valley Cocaine Anonymous. The information posted shall be informative and beneficial to anyone requiring local information regarding Cocaine Anonymous meetings, Area services, events, etc.
- The web servant shall maintain the SFVCA.org website.
- The web servant shall maintain email addresses to be made available for SFVCA use.
- The Internet Committee should reference the World Service Conference Information Technology Committee Workbook and Guidelines.  
The World Service Conference Information Technology Committee Workbook and Guidelines

may be updated from time to time.

## **NEWSLETTER COMMITTEE 1 VOTE**

- The Newsletter Chair is also the Editor-in-Chief of the SFVCA Fellowship's newsletter, "I Can't We Can". As the Editor-in-Chief, the Newsletter Chair may recruit any member of the Fellowship with any length of sobriety to help with the duties of publishing the SFVCA Newsletter.
- The Newsletter is to be published at least once per quarter and more often if participation warrants.
- The completed Newsletter must be approved by both the PSR Trustee and the SFVCA Board of Directors before it is printed.
- The Editor is responsible for the presentation of the newsletter and obtaining a signed release form for all submissions.

## **PUBLIC INFORMATION COMMITTEE 1 VOTE**

In all public relations, C.A.'s sole objective is to help the still-suffering addict. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the addict, and to those who may be interested in their problem, our own experience as individuals and as a fellowship in learning to live without cocaine and all other mind-altering substances.

- We believe that our experience should be made available freely to all that express sincere interest. We believe further that all efforts in this field should always reflect our gratitude for the gift of sobriety and our awareness that many outside C.A. are equally concerned with the serious problem of addiction.
- The Public Information Committee develops, initiates, and plans the method of communication of our message of recovery to the public, which is presented to the Area Service Committee and the Area Service Board for approval.

In the absence of a Cooperation with Professional Communities (CPC) Chair, the PI Chair shall assume the responsibilities of the CPC Committee Chair until filled.

The Public Information Chair is an ex officio member of the newsletter, hotline, internet, directories, and any other committee which disseminates information which may be viewed by the public. This is to ensure that all information made available to the public is consistent and uniform, no matter what means are used to communicate.

## **STRUCTURE AND BYLAWS COMMITTEE 1 VOTE**

- This committee functions in the identical manner as the World Service Structure and Bylaws committee. The function of the SFVCA Structure and Bylaws Committee is to formulate bylaws, guidelines and the structure by which the SFVCA can operate; day-to-day, with regard to all other Corporate activities.

- The SFVCA Structure and Bylaws Committee is responsible for the creation and maintenance of the SFVCA Service Manual and the SFVCA Bylaws.

## **SPECIAL EVENTS COMMITTEE 1 VOTE**

- The Special Events Committee Chair is responsible for overseeing all Area approved fundraising activities and other events.
- The Special Events Committee Chair is responsible for recruiting members of the Fellowship to chair fundraisers and events and make an effort to ensure that all Ad Hoc Committee Chairs meet minimum sobriety requirements.
- Ad-Hoc Committee Chairs are de facto members of the Special Events Committee, and therefore, responsible to the Special Events Standing Committee Chair.
- The Special Events Committee Chair shall maintain and furnish a list of currently active Ad Hoc Committees including contact telephone numbers, and any other relevant Ad Hoc Committee information as requested by the Area Service Board.
- The Special Events Committee Chair will advise all potential users of the C.A. logo that the C.A. logo may only be used by permission as outlined in the C.A. World Service Manual. In accordance with the group conscience of C.A. as a whole worldwide, it is illegal to use the name “Cocaine Anonymous,” the block letters “C.A.” and the “C.A.” logo without the prior written consent of the Area Chairperson. The logo belongs to the C.A. Fellowship as a whole, and as a whole has decided, through our C.A. World Service Conference Delegates, that prior permission must be granted for use of the C.A. logo.
- There is also the matter of insurance liability. An event that has not been approved by the SFVCA Area Service Board of Directors as a matter of corporate record may cause the event organizers to personally assume all liability in case of accidents, etc. Only authorized use of the C.A. logo extends insurance coverage to an event. Annual events are not automatically insured unless the SFVCA Area Service Board of Directors has approved the current event.

By virtue of definition, the Special Events Committee chair is an ex-officio member of all ad hoc special event committees, and as such carries no vote and may not hold an officer position on any ad hoc special event committee.

## **UNITY COMMITTEE 1 VOTE**

- Our First Tradition states: “Our common welfare should come first; personal recovery depends upon C.A. unity.”
- The SFVCA Unity Committee promotes C.A. unity not just through fellowship-wide events, but also

through communication of the message that as a 12 Step Fellowship we are united in agreement to the following:

1. There is a solution in the 12 Steps.
  2. There is direction for the Groups in The 12 Traditions.
  3. The Concepts are the guidelines for our organized service work.
- The role of the Unity Committee includes the equally important task of creating methods of enhancing communication and outreach between the Area's Groups.
  - The Unity Committee also serves to bring a neutral and prudent voice in times of serious concern or misunderstanding within a Group, or the Fellowship as a whole.
  - The Unity Committee Chair should have a solid working knowledge of: The Twelve Steps, The Twelve Tradition and the Twelve Concepts of Cocaine Anonymous.
  - The Unity Committee will host a Celebrate Around the World (CATW) event on the 1<sup>st</sup> Saturday in March as suggested in the World Service Conference Unity Committee Guidelines and Duties to promote enthusiasm and unity within the Fellowship of Cocaine Anonymous and financially support the Fellowship's effort to send World Service Delegates to the World Service Conference

## **COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) COMMITTEE**

Responsible for a unique brand of 12 Step work by carrying the message of recovery to professionals, who in their line of work, may have some sort of supervisory capacity over or direct contact with individuals who may have a cocaine problem. The committee informs the professional community about C.A.: what we are, where we are and what we can and cannot do to help the addict who still suffers. The committee attempts to establish communication between C.A. members and the professional community to find productive methods of cooperation, not affiliation, within the C.A. Tradition.

In the absence of a Cooperation with Professional Communities (CPC) Chair, the PI Chair shall assume the responsibilities of the CPC Committee Chair until filled.

# **WORLD SERVICE DELEGATES**

The SFVCA Bylaws contain other specific details regarding the qualifications, duties, and responsibilities of SFVCA World Service Delegates and their Alternates. The C.A. World Service Manual contains more specific details regarding the duties and responsibilities of the World Service Delegate as an Area trusted servant and as a voting member at C.A. World Service Conference.

## **REPORTS**

With the possible exception of reports regarding special assignments or projects by an individual Delegate, all Delegate reports, information, etc., shall be presented to the ASC or ASB as a report by one Delegate.

The World Service Delegates shall submit written reports to the Area immediately after receiving the Delegate mailing from C.A. World Services. Every SFVCA WS Delegate and Alternate should read the approved minutes that are enclosed with each Delegate mailing in order to stay current with World Service updates, and ensure that any reports submitted to the C.A. World Service Board of Trustees or to the C.A. World Service Office regarding SFVCA, correctly reflects current events, policies, issues, etc., within the SFVCA.

## **VOTING (AREA LEVEL)**

Each World Service Delegate and Alternate Delegate carry one vote at SFVCA ASC meetings.

## **DESCRIPTION AND DUTIES**

- Conference Delegates are required to have a working knowledge of The Twelve Steps, The Twelve Traditions, The Twelve Concepts of World Service and the World Services Conference Charter (from the WSM).
- All WS Delegates shall understand what a C.A. World Service Conference referral is and should be able to explain it to any member of the Fellowship. Any member of Cocaine Anonymous may submit genuine concerns/issues in writing to the C.A. World Service Conference as a referral for consideration by the Conference. Referrals can be submitted online at [ca.org](http://ca.org).
- Attend meetings in their zone as assigned by the At Large Director for the purpose of accrediting meetings. Accreditation ensures that a meeting listed in our directory as a Cocaine Anonymous meeting is truly a C.A. Group with no outside affiliation and that its primary purpose is to carry the message of recovery as outlined in the 12 Steps of Cocaine Anonymous.
- Encourage a Group's involvement at the Area level through visits and support.
- Attend meetings in their zone to aid groups with understanding and adherence to the Traditions and C.A. World Service Manual criteria for a C.A. Group. Should the Group, after a group conscience, not wish to follow the 12 Traditions and the C.A. World Service Manual criteria for a C.A. Group, the Group will simply be removed from the SFVCA meeting schedule. A Group is autonomous and cannot be forced to comply with C.A. World Service Manual criteria.

- It is strongly suggested that WS Delegates not dilute the Area's voting voice and conscience by also carrying a vote as a GSR and/or a Standing Committee Chair.
- Delegates are a knowledgeable source of the Traditions, Concepts, and Area Bylaws. It is strongly suggested that every World Service Delegate and Alternate Delegate participate in an Area Standing Committee of their own interest. It is also suggested that, if possible, World Service Delegates try to serve on separate committees.
- The SFVCA Bylaws contain other specific details regarding the qualifications, duties, and responsibilities of the World Service Delegates.



# ROBERT RULES OF ORDER MOTION CHART

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

**Main Motions:**

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority

§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority
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**Incidental Motions:**

No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	<del>Yes</del> No	No	No	No	None

**Motions that bring a question again before the assembly**

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

§ indicates the section from Robert's Rules.

# **SFVCA SPECIAL EVENT GUIDELINES**

We encourage members to bring ideas and concepts for special events to the Area! In the interest of facilitating this process and avoiding confusion, we offer these guidelines.

## **Putting on an SFVCA Special Event**

All contracts that bind the Area to a financial arrangement must be approved by the Board and signed by the Area Board Chair or Vice-Chair and Area Treasurer.

Permits that reserve dates and times only (without any financial obligation) may be signed by the ad hoc Special Events Committee Chair or their designee.

A copy of all signed permits shall be furnished to the Area Special Events Committee Chair and Area Board.

In the production of Area events, the 12 Traditions of C.A. should always be considered and followed. Outside/for profit vendors may be contracted by the event but shall never conduct non-event business at an Area event.

## **Forming an ad-hoc Special Event Committee**

Area Service Committee approval is required for all Area events. Notice of intent to produce a standing Area event, or a concept for a new event, should be presented to the Board and Area Special Events Chair prior to the first official committee meeting. All event committees are to have event approval and should have a Chair, Vice-Chair, Secretary and Treasurer prior to submitting a budget.

All committees are required to keep minutes of business meetings. The Area Special Events Chair shall be advised of and receive minutes of all committee meetings. A Committee Contact/Responsibility Sheet shall also be kept current with the Special Events Chair.

Once the event has been approved, notice shall be given to the Area/Board of the event's committee meetings so that the Fellowship may be advised via the GSR report that an event committee is meeting. This will encourage new people to become involved in events.

## **Submitting Your Budget**

Budget proposals for annual events shall be submitted to the Area Service Board at least 6 Area Service Board meetings prior to the last Area Service Committee meeting before the event.

Budget proposals for events that are not on the annual calendar shall be submitted at least 3 Area Service Board meetings prior to the last Area Service Committee meeting before the event.

Three (3) bids are the minimum acceptable number of bids for awarding contracts to Service Providers, Vendors, etc. The three-bid procedure also applies for the contracting/purchasing of any and all other services, goods, etc., as shall be deemed necessary for an event including but not limited to, tee shirt printing, DJs, electric generators, PA speaker systems, bands, phone services, copy machines, etc.

An event budget must be submitted to and approved by the Finance Chair before being approved by the Board. The budget shall be reviewed by the Finance Chair and submitted by the Finance Chair to the Board within 30 days of receiving the budget.

Event budget and profit and loss templates are available at [www.sfvca.org](http://www.sfvca.org). In the case of annual events, a copy of the prior year's budget should be requested from the Area Special Events Chair or the Finance Chair.

The Area Special Events Chair and Area Finance Chair should be consulted for guidance in preparing the budget. It is suggested that the Finance Chair or Area Special Events Chair be invited to attend a committee planning meeting prior to submitting the budget to the Area Service Board for approval.

It is the responsibility of the Finance Chair to provide each Board member and the Area Special Events Chair with a copy of all budgets to be approved.

Financial guidelines are contained in the C.A. World Service Manual, the SFVCA Service Manual and Bylaws and the WSFC Financial Guidelines for Groups, etc., of Cocaine Anonymous.

### **Revenue and Expense procedures**

Any monies received by an event committee shall be turned over to the Area Treasurer as soon as practicable. The Area Treasurer will distribute all expense funds as per the event budget.

Event treasurers are responsible for a full and complete financial accounting of an event. Any financially binding contract must be approved by the Area Board, signed by the Area Board Chair or Vice-Chair and Area Treasurer.

Event chairs and treasurers are responsible for all revenue taken in and shall provide a complete and detailed accounting of all revenue, broken down by category and dollar amount.

For full event accounting, a dated receipt must be submitted for any expenses or services. All receipts should be submitted to the Finance Chair with the completed P&L statement within 30 days of the completion of the event. All remaining monies should be turned over to the Area Treasurer within 30 days of completion.

The Finance Chair shall review and analyze the P&L statement and report to the Board their review of the event and any recommendations.

### **Adapted from SFVCA Bylaws Financial Operations Section**

**Receipts:** No monies are to be paid out without first submitting a legal receipt, purchase order, invoice, or check request for goods or services so the Corporation may maintain records to satisfy any governmental reporting agencies.

**Revenues:** All checks shall be made out to "San Fernando Valley CA Central Office". There are to be no pre-dated or post-dated checks accepted...All checks and cash given to the Treasurer should be deposited within 72 hours and in no event later than 5 business days.

### **Submitting Fliers and Tickets for Area Approval**

All media must contain the C.A. logo and the following World Service Conference disclaimer: "In the Spirit

of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution.”

Whenever C.A. events are held virtually, add the following statement to the Tradition Six disclaimer: “Cocaine Anonymous as a whole does not endorse and is not affiliated with any companies and/or services offered on the site. Any links to external websites or services are only provided as a convenience to our members.”

You may also add: Cocaine Anonymous is not responsible for theft, injury, damage, or loss of property. (This refers to C.A. as a whole)

Any media (printed, electronic or otherwise) must be approved by the Area Service Board prior to printing or distribution.

Event committees are encouraged to distribute approved event media to other Areas within the Pacific South Region. The region has a social media group that can be utilized for this. Ask a World Service Delegate for assistance with this.

### **Committee Meetings & Minutes**

Notice of Committee meetings should be made available to the Board in time for it to be noted in the GSR Report and posted on our website.

Copies of committee meeting minutes should be made available to the Area Special Events Chair and to the Recording Secretary of the Board (for archives). If there are no Area Special Events Chair minutes should be sent to the Board Chair.

### **Memorabilia:**

All memorabilia designs need to be brought to the Area Board for approval in advance of placing an order.

Wherever possible, pre-event sales are encouraged, either as a fundraiser or included as an option in or part of the registration package.

If a committee has not decided on the type and quantity of memorabilia items at the time of budget submission, they may leave that line-item figure blank and note that they will be returning to the Area with an addendum to the budget.

Memorabilia should be paid for with an Area check. Checks may be requested from the Area Treasurer at either the monthly Area Service Committee Meeting or the Area Service Board meeting.

Leftover memorabilia belongs to the Area, not the event, and should be given to the Archives Chair after the event. The disposition of these items should be discussed with the Board at least 30 days prior to the event. The discounting of event merchandise at the end of or after an event is discouraged in order to support the event’s financial integrity.

Opportunities exist to sell leftover items at other Area/Regional memorabilia fairs, the World Service Conference, and future SFVCA events.

Per our accountant, accurate records must be kept regarding the sales of all memorabilia items. These forms are available from the Area Special Events Chair. All event committees must comply with these procedures in order to sell memorabilia. These records must be turned in with monies and as part of the P&L Statement.

### **Items from the Archives:**

The Area maintains storage of event items for use by event committees, which may include but are not limited to:

- Coffee Pots
- Coolers
- Camp Stoves and BBQs
- Igloo cold beverage dispensers
- Cups, Plates, Napkins, Utensils
- Table Coverings
- Serving bases
- Corrugated Recycling Bins and Trash cans with Liners
- Event signage
- Volleyball and Other Sports Equipment

Please do not wait until the last minute. When items are needed for an event, the event's committee chair will contact the Archives Chair no less than 30 days prior to the event to make arrangements to receive, transport and return items. The Archives Chair will provide a list of available items to the event committee. The committee will make note of what items they wish to borrow/use and in what quantity and make arrangements with the Archives Chair directly to retrieve and return items.

**It is expected that all non-disposable items borrowed from the archives will be returned cleaned and in good working order in a timely manner.** We understand that accidents happen and that items don't last forever. Please inform the Archives Chair if items are damaged.

# SFVCA EVENT MEMORABILIA TALLY SHEET

Date: \_\_\_\_\_

Event: \_\_\_\_\_

\_\_\_\_\_

Total Beginning # of items:

## ITEMS:

Beginning Inventory \_\_\_\_\_ /# \_\_\_\_\_ of \_\_\_\_\_ Sold at  
\$ \_\_\_\_\_ = \$ \_\_\_\_\_ Ending Inventory \_\_\_\_\_ pieces

Beginning Inventory \_\_\_\_\_ /# \_\_\_\_\_ of \_\_\_\_\_ Sold at  
\$ \_\_\_\_\_ = \$ \_\_\_\_\_ Ending Inventory \_\_\_\_\_ pieces

Beginning Inventory \_\_\_\_\_ /# \_\_\_\_\_ of \_\_\_\_\_ Sold at  
\$ \_\_\_\_\_ = \$ \_\_\_\_\_ Ending Inventory \_\_\_\_\_ pieces

Beginning Inventory \_\_\_\_\_ /# \_\_\_\_\_ of \_\_\_\_\_ Sold at  
\$ \_\_\_\_\_ = \$ \_\_\_\_\_ Ending Inventory \_\_\_\_\_ pieces

Beginning Inventory \_\_\_\_\_ /# \_\_\_\_\_ of \_\_\_\_\_ Sold at  
\$ \_\_\_\_\_ = \$ \_\_\_\_\_ Ending Inventory \_\_\_\_\_ pieces

Beginning Inventory \_\_\_\_\_ /# \_\_\_\_\_ of \_\_\_\_\_ Sold at  
\$ \_\_\_\_\_ = \$ \_\_\_\_\_ Ending Inventory \_\_\_\_\_ pieces

Beginning Inventory \_\_\_\_\_ /# \_\_\_\_\_ of \_\_\_\_\_ Sold at  
\$ \_\_\_\_\_ = \$ \_\_\_\_\_ Ending Inventory \_\_\_\_\_ pieces

Beginning Inventory \_\_\_\_\_ /# \_\_\_\_\_ of \_\_\_\_\_ Sold at  
\$ \_\_\_\_\_ = \$ \_\_\_\_\_ Ending Inventory \_\_\_\_\_ pieces

Beginning Inventory \_\_\_\_\_ /# \_\_\_\_\_ of \_\_\_\_\_ Sold at  
\$ \_\_\_\_\_ = \$ \_\_\_\_\_ Ending Inventory \_\_\_\_\_ pieces

TOTAL Daily Sales \$ \_\_\_\_\_ Items Returned: Total Left Over = \_\_\_\_\_ pieces

## Inventory Returned to Area:

Total Pieces \_\_\_\_\_ Returned By \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

Logged into Archives by: \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_




Location:  
Address  
City, St

Date: \_\_\_\_\_  
Budget Submittal Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Budget Approval  
Required:

	Ev. Chair: (Name & Phone)	Ev. Treasurer: (Name & Phone)	
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**Event Description:**

(Describe the event here including activities, entertainment, revenue items, etc.)

**Break Even Analysis:**

	Description	Unit Price
1	Event Tickets	
2	Avg. \$ of other revenue ( <i>memorabilia, etc.</i> ) expected per attendee.	

**Minimum Attendees Required for Current Budget:**

**Event Funding Request** (*Balance of expenses to be paid out of pre-event sales.*)

<b>FINANCE CHAIR</b>	
<b>Comments:</b>	

Finance Chair  
Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Board Approval**

Date: \_\_\_\_\_ Vote: \_\_\_\_\_

# BUDGET DETAIL

PROJECTED REVENUE				
	Description	Item Price	Proj. Sales	Proj. Income
1				
2				
3				
4				
5				
6				
7				
8				
9	50/50 Raffle (Sales x 1/2)			

**Total Projected Revenue**

PROJECTED EXPENSE				
	Description	Unit Cost	Quant.	Subtotal
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Total Projected Expense**

**Total Projected Profit / Loss**

**Event Title**

Date:	
Time:	
Location:	

	<i>Projected on Budget Form</i>	<b>Event Profit and Loss</b>
<b>Revenue:</b>	\$0.00	#VALUE!
<b>Expense:</b>	\$0.00	<b>\$0.00</b>
<b>Profit (Loss):</b>	\$0.00	#VALUE!

Ev. Chair:		Ev. Treasurer:	
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**REVENUE COLLECTED**

	Description	Item Price	Sales	Income
1	(Possible Revenue lines based on each event)			#VALUE!
2	Food			#VALUE!
3	Raffle			#VALUE!
4	Ticket sales			#VALUE!
5	Cash donation			#VALUE!
6	Silent auction			#VALUE!
7	PayPal			#VALUE!
8	Stripe			#VALUE!
<b>Total Revenue</b>				<b>#VALUE!</b>

**EXPENSE INCURRED**

	Description	Unit Cost	Quant.	Subtotal
1	(Possible Expense Lines based on each event)			\$0.00
2	Ticket Sales			\$0.00
3	Ticket Printing			\$0.00
4	Tickets for drawing			\$0.00
5	Gift card			\$0.00
6	Gift Baskets			\$0.00
7	Food			\$0.00
8	Supplies			\$0.00
9				\$0.00
18				\$0.00
19				\$0.00
20				\$0.00
<b>Total Expense</b>				<b>\$0.00</b>

