

*G.O.A.S.C.N.A. December 8, 2013*

Next Area Service meeting:

**Englewood Community Center 6125 La Costa Drive  
Orlando, FL Beginning at 1:00  
P.M. January 12, 2013**

G.S.R. Orientation begins at 12:30 p.m.



# GOASCNA Agenda

January 12th, 2014

\*Literature Distribution (12:30-1:00)\*

\*GSR Orientation (12:30-1:00)\*

## Call to Order (1:00)

- Moment of silence followed by the Serenity Prayer
- Readings: GOASCNA Purpose, 12 Traditions, 12 Concepts & Service Worker's Prayer
- Roll call
- Recognition of new Groups/GSRs

## Reports

- Chair Report -
- Treasurer's Report -
- Secretary's Report -
- Literature Distributor Report -
- Parliamentarian -
- RCM -
- Adhoc reports- Helpline Policy, Area Finances, Activity
- Subcommittee Reports:
  - Web Page- N/A (Vacant)
  - Unidos
  - PR
  - H & I
  - Helpline
  - Activities- N/A (Vacant)
  - COU

## Break (15 Minutes)

## Sharing Session-Open Floor (2:30- 3:00)

- Open For Topics
- Group Reports

## Old Business

- Proposal # 1312001P: To accept the updated Helpline Policy Changes suggested by the Adhoc Purpose: To better serve the area by having a clear and concise policy. →TTG

## Nominations & Elections:

Alt. Secretary, Alt. Treasurer, Alt. Literature Distributor, PR Vice-Chair, Web Page Chair, Web Page Vice-Chair, Activities Chair, Activities Vice-Chair, Parliamentarian II

## New Business

- New Proposals
- 2 GSRs to do Orientation next month

## Announcements and Close

## Goascna Attendance

Groups	13-Jun	13-Jul	Aug. 13	Sep. 13	Oct. 13	Nov. 13	Dec. 8
A Train to Somewhere	present	Absent	Present	Present	Present	Present	Present
Believing in Miracles	Present	Present	Present	Present	Present	Present	Present
Breakfast club						New	Present
Changing Through the Steps	Present	Present	Present	Present	Present	Present	Present
Circle of Hope	Present	Present	Present	Present	Present	Present	Present
Eastside Recovery	Present	Present	Present	Present	Present	Present	Present
Eatonville group	Present	absent	late	absent	late	Present	absent
Friday Night Live	Present	absent	late	absent	Present	absent	absent
Give it Up	late	absent	Present	Present	Present	Present	Present
HOW to Live	absent	Present	Present	absent	Present	absent	absent
Just For Today	Present	Present	Present	Present	Present	Present	Present
Kissimmee Connections	Present	Present	Present	absent	absent	Present	absent
Learning to Live	Present	Present	Present	Present	Present	Present	Present
Living the Steps	Present	Present	Present	Present	late	Present	Present
Man Up in Recovery	absent	Present	absent	Present	Present	absent	Present
Miracles at Noon	Present	Present	Present	Present	Present	Present	Present
Miracles of Faith	absent	absent	Present	Present	Present	Present	Present
NA in the APK				Present	Present	Present	absent
Na, The Only Game in Town						Present	Present

No Matter What	Present	Present	Present	absent	absent	Present	Present
Practicing Principles	Present	Present	Present	Present	Present	Present	Present
R.A.W. Ready and Willing	Present	Present	Present	Present	Present	Present	Present
Real Deal		new	absent	absent	absent	absent	absent
Recovery at Work in Carver Shores	Present	late	absent	late	Present	Present	absent
Recoverfor the soul	Present	absent	absent	Present	Present	Present	absent
Recovery Matters	Present	Present	Present	late	Present	Present	Present
Recovery on Campus	present	Absent	Present	present	Present	Present	Present absent
Solo Por Hoy	absent	Present	Present	absent	Present	Present	absent
Steppin Into Freedom	present	Absent	Present	Present	Present	Present	Present
Still Workin On It	present	Present	Present	Present	Present	absent	absent
Un Nuevo Amanecer	present	Present	Present	Present	absent	Present	Present
We Too Recover	present	Absent	late	Present	Present	Present	Present
Total on roll/Present	32/24	32/18	32/25	33/23	33/25	35/27	35/26

<b>Admin/Sub Committee</b>	13-Jun	13-Jul	13-Aug	13-Sep	13-Oct	13-Nov	13-Dec
<b>Chair</b>	present	present	present	present	present	present	present
<b>Vice Chair</b>	present	present	present	present	present	present	present
<b>Secretary</b>	present	present	present	present	present	present	present
<b>Alt Secretary</b>	vacant	vacant	vacant	vacant	vacant	vacant	vacant
<b>Treasurer</b>	present	present	present	present	present	present	present
<b>Alt Treasury</b>	present	late	vacant	vacant	vacant	vacant	vacant
<b>RCM 1</b>	present	present	present	present	present	present	present
<b>RCM 2</b>	vacant	vacant	present	late	late	present	absent
<b>Lit Distributor</b>	present	present	present	present	present	excused	present
<b>Alt Lit Distributor</b>	present	late	vacant	vacant	vacant	vacant	vacant
<b>Activities</b>	vacant	vacant	vacant	vacant	vacant	vacant	vacant
<b>Alt Activities</b>	vacant	vacant	vacant	vacant	vacant	vacant	vacant
<b>C.O.U</b>	vacant	vacant	vacant	present	present	present	present



## GOASCNA MINUTES

December 8, 2013 Location: Englewood Community Center 6125 La Costa Dr.,  
Orlando, FL

**Opened Meeting:** 1:00 pm; (Serenity prayer, G.O.A.S.C.N.A. Purpose, NA Traditions, NA Concepts, Service Worker's Prayer)

**Roll Call:** (32 Groups on roll) 22 Groups present

**New Group Recognition: One Message; One Promise**

**New GSR Recognition:** Ricky B( The Breakfast Club)

### Admin Reports

- Chair Report-attached
- Treasury Report - attached
- Secretary's Report -
- Literature distributor report-attached
- Parliamentarian
- RCM-attached
- Helpline Adhoc

### Subcommittee Report

- Unidos- attached
- PR- attached
- H&I- attached
- Helpline- attached
- Celebration of Unity

Break 15 mins.

### **Sharing Session-Open Floor**

- Traditions workbook (Possible Adhoc for a tradition workbook workshop)
- Alternate treasury
- Lit order form
- Central Florida Meeting list

Annual Celebration ( Cindy is Adhoc Chair for Annual Celebration)

### **Old Business: 3:40pm**

1. Unidos Fundraising Chair **Proposal:** To accept Unidos 2014 annual budget

**Purpose:** Meet policy requirements

**Vote Results:** Assent-10 yellow-1 orange-2 Red-1 Validate block:  
12 green; **NO SUPPORT**

2. Proposal # 1310001Maker: Practicing Principles

**Co-Author:** Just For Today

**Proposal:** To make a proposal to the RCM to change the location of the RSC bi-monthly meeting to one recurring centrally located location instead of moving to a different location for every RSC.

**Purpose:** This would reduce the cost incurred by allowing negotiations for better discounts from venues.

**Vote Results:** **NO SUPPORT**

**3. Proposal# 1310002 Maker: Still Working On It Co-Author: Practicing Principles**

**Proposal:** To increase GOASCNA prudent reserve by \$1003.75 making it 2x subcommittee monthly operating budget vs. the current 1x subcommittee budget.

**Purpose:** To maintain enough funds to operate when donations do not cover our expenses and avoid not having enough funds to support our subcommittee needs.

**Vote Results:** **No Support**

**4. Proposal # 1311003Maker: Recovery Matters Co-Author: Recovery at Work in Carver Shores**



**Proposal:** To remove the Central Florida area from the GOASCNA meeting list.

**Purpose:** To allow the Central Florida area the autonomy they desire.

**Background:** The CFANA was put on our meeting list to enable them to get started and make it easier for addicts to find meetings. The CFANA has their own meeting list now.(GOA meetings are not on their meeting list) To continue to have them on the GOA meeting list would indicate that this area is different than all the other areas neighboring our area. It would also deny the CFA of their right and responsibility to stand on their own.

**Vote Results:** **No Support**

**Elections:** (following Robert's Rules of Order); none

**Open positions;** Alt. Secretary, PR Vice-Chair, Web Page Chair & Vice-Chair, Activities Chair, Activities Vice-Chair, FRCNA SupportMembers

### New Business

1. Proposal # 1312001P

Maker: Greg G

Supporter: Mike B

**Proposal:** To accept the updated Helpline Policy Changes suggested by the Adhoc

**Purpose:** To better serve the area by having a clear and concise policy.

Vote Results: TTG

2. Proposal # 1312002P

Maker: Greg G

Supporter: Cindy C

Proposal: To change Literature Distributor requirements, duties, and responsibilities. Responsible for maintaining the GOASCNA literature quick order form to change I. General Committee Guidelines B ASC Minutes 2. Will include current Greater Orlando Area Quick Order Form to will include current literature form from RSO.

Purpose: To simplify the duties so we can start using Florida Region literature Form.

Vote Results: **NO SUPPORT**

Announcements and Close



## GOASCNA Chair Report

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**ASC Date:** 12/8/2013

Welcome to all new and returning Greater Orlando Area Members. We're glad you're here.... Keep coming back we need you!

We are still in need of trusted servants here at ASC and we need your help to fill them. I cannot stress enough, the importance of learning how to do some of these positions so that the transition is smooth. We are already half way through this term and there is not much time left to train.

Our taxes are finished and will be mailed out tomorrow.

The CAR report is available for free download or one can be purchased from the RSO. These are very important issues that your groups will be asked to vote on at the upcoming GSR assembly in March. Get involved, ask questions and become informed. There will be several CAR workshops in the Florida Region to discuss and obtain more information regarding the proposals that will be voted on.

Our job here is to free the groups from having to do these services themselves so they can focus on carrying the message to the addict who still suffers. Help us help you by finding qualified members to fill our vacant positions.

Thank you for your continued service and support.

**In Loving Service,**

Ben L., Chair

Anne H., Vice Chair

## GOASCNA TREASURER'S REPORT

AREA MEETING DATE:

12/08/13

### DEPOSITS

Date Received	Check #		Literature Order	Area Donation	Total Received
12/08/13	536710	A Train To Somewhere	\$ 58.79	\$ 46.93	\$ 105.72
12/08/13	1196	Believing in Miracles	\$ 166.48	\$ 59.52	\$ 226.00
12/08/13	517336	Changing Through the Steps		\$ 200.00	\$ 200.00
12/08/13	683397	Circle of Hope		\$ 88.00	\$ 88.00
12/08/13	6489224	Eastside Recovery	\$ 69.01	\$ 93.90	\$ 162.91
12/08/13		Eatonville Group			\$ -
12/08/13		Friday Night Live			\$ -
12/08/13		Give It Up- May			\$ -
12/08/13		How to Live			\$ -
12/08/13		Just For Today			\$ -
12/08/13		Kissimmee Connection			\$ -
12/08/13	760232	Learning To Live	\$ 20.45	\$ 72.65	\$ 93.10
12/08/13	9092327	Living the Steps		\$ 90.75	\$ 90.75
12/08/13		Man Up In Recovery			\$ -
12/08/13	5996312	Miracle at Noon		\$ 50.00	\$ 50.00
12/08/13		Miracles of Faith			\$ -
12/08/13		NA in the APK			\$ -
12/08/13		NA The Only Game in Town			\$ -
12/08/13		New Beginnings			\$ -
12/08/13	1748	No Matter What		\$ 10.00	\$ 10.00
12/08/13	127948	One Message One Promise	\$ 12.35		\$ 12.35
12/08/13		Practicing Principles			\$ -
12/08/13		R.A.W. in Carver Shores			\$ -
12/08/13		R.A.W. Ready and Willing			\$ -
12/08/13		Rainbow Recovery			\$ -
12/08/13	1080	Ready And Willing		\$ 47.75	\$ 47.75
12/08/13		Real Deal			\$ -
12/08/13		Recovery at Pleasant Hill			\$ -
12/08/13		Recovery for the Soul			\$ -
12/08/13		Recovery in the White House			\$ -
12/08/13	9090923	Recovery Matters		\$ 57.05	\$ 57.05
12/08/13	1012	Recovery on Campus		\$ 40.72	\$ 40.72
12/08/13	968279	Solo Por Hoy	\$ 34.24	\$ 34.48	\$ 68.72
12/08/13		Stepping into Freedom			\$ -
12/08/13		Stepping into Serenity			\$ -
12/08/13	6579	Still Working on It- Novembers \$\$		\$ 365.67	\$ 365.67
12/08/13	103	Sunday Skool	\$ 6.86	\$ 41.74	\$ 48.60
12/08/13	PAYPAL	The NA Way		\$ 135.00	\$ 135.00
12/08/13		The Primary Purpose Group			\$ -
12/08/13		Un Nuevo Amanecer			\$ -
12/08/13	3350	United We Stand		\$ 100.00	\$ 100.00
12/08/13	683965	Women Too Recover		\$ 100.00	\$ 100.00
<b>TOTAL HOMEGROUP DEPOSITS:</b>			<b>\$ 368.18</b>	<b>\$ 1,634.16</b>	<b>\$ 2,002.34</b>

Date	Check #	Name:	Literature Order	Amount	Total Received
12/08/13		Paypal Fees - The NA Way		\$ (4.21)	\$ (4.21)
12/08/13					\$ -
12/08/13					\$ -
12/08/13					\$ -
12/08/13					\$ -
12/08/13					\$ -
12/08/13					\$ -
<b>TOTAL OTHER DEPOSITS:</b>			<b>\$ -</b>	<b>\$ (4.21)</b>	<b>\$ (4.21)</b>

<b>TOTAL DEPOSITS (HOMEGROUPS AND OTHER):</b>			<b>\$ 368.18</b>	<b>\$ 1,629.95</b>	<b>\$ 1,998.13</b>
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## GOASCNA TREASURER'S REPORT

**AREA MEETING DATE:**

**12/08/13**

### EXPENSES

Date	Check #	Payee	Committee	Expense Type	Withdrawal Amount
12/08/13		FLORIDA REGIONAL SERVICE COMMITTEE	FRSC	DONATION	\$ -
12/08/13		N.A.W.S.	NAWS	DONATION	\$ -
12/08/13	2337	FLORIDA REGIONAL SERVICE OFFICE	H & I	LITERATURE	\$ 299.46
12/08/13	2337	FLORIDA REGIONAL SERVICE OFFICE	HELPLINE	LITERATURE	\$ -
12/08/13	2337	FLORIDA REGIONAL SERVICE OFFICE	PR	LITERATURE	\$ -
12/08/13	2337	FLORIDA REGIONAL SERVICE OFFICE	LITERATURE	LITERATURE	\$ 277.94
12/08/13	2337	FLORIDA REGIONAL SERVICE OFFICE	LITERATURE	LESS DISCOUNT	\$ (16.03)
12/08/13	2337	FLORIDA REGIONAL SERVICE OFFICE	LITERATURE	SHIPPING	\$ 24.62
12/08/13	2338	YELLOW PAGES- Nov/Dec Bills	PR	YP	\$ 239.38
12/08/13		FLORIDA REGIONAL SERVICE OFFICE	ADMIN	COPIES - MINUTES	\$ -
12/08/13	2339	THE PRESENTATION GROUP	ADMIN	COPIES MTG LIST INV # 6818	\$ 83.07
12/08/13	2340	PUBLIC STORAGE	ADMIN	PUBLIC STORAGE	\$ 57.51
12/08/13	2341	METRO PCS	HELPLINE	METRO PCS	\$ 115.00
12/08/13	2342	ONEBOX	HELPLINE	CALL ROUTING	\$ 152.00
12/08/13	2343	FIRST CHRISTIAN CHURCH OF ORLANDO	HELPLINE	RENT	\$ 15.00
12/08/13	2344	FIRST CHRISTIAN CHURCH OF ORLANDO	H&I	RENT	\$ 20.00
12/08/13	2345	BRIAN JOHNSON	ADMIN	COPIES FOR AREA MINUTES	\$ 26.96
12/08/13	2346	GREG GOSSETT	ADMIN	GSR ORIENTATION	\$ 7.68
12/08/13	2347	MARYANNA CREE	ADMIN	TAXES YEAR END MAY 2013	\$ 100.00
12/08/13	2348	JENNIFER HENDRIX-TOBERT	ADMIN	RCM TRAVEL ONE NIGHT 1/2	\$ 100.57
12/08/13		WELLS FARGO MONTHLY SERVICE FEE	ADMIN	CHECKING ACCT FEE	\$ 10.00
12/08/13					
12/08/13	NOTE	CITY OF ORLANDO	ADMIN	PREPAID THROUGH DEC . 2013	
<b>TOTAL EXPENSES</b>					<b>\$ 1,513.16</b>

### RECAP OF GOASCNA FINANCIAL ACTIVITIES

Total Current Month's Deposits (All Group Literature Orders & Area Donations)	\$ 1,998.13
Less Total Current Month's Paid Expenses	\$ (1,513.16)
Balance of Current Month's Activities	<u>\$ 484.97</u>
Checkbook Balance Before ASC	\$ 2,819.70
Balance of Current Month's Activities (from above)	\$ 484.97
Total Checkbook Balance After ASC	<u>\$ 3,304.67</u>
Less Operating Prudent Reserve	\$ (3,292.75)
Less Groups' Literature Orders (see total literature deposits on page 1)	\$ (368.18)
Less Monies put aside for rent (Reserve until paid)	\$ (490.00)
Less Monetary Proposal Approved at ASC (Reserve until paid)	\$ 0.00
Remaining Monies Above / (Below) Prudent Reserve (including Reserved Monies)	<u>\$ (846.26)</u>
FRSC Donation (75% of Monies Above Prudent Reserve)	75% \$ 0.00
NAWS Donation (25% of Monies Above Prudent Reserve)	25% \$ 0.00
	<u>\$ 0.00</u>

### TREASURER'S COMMENTS

Hello GOASCNA,

To all new and returning Trusted Servants and visitors - WELCOME!!!

GSR's ~ Please remember to fill out a GROUP REPORT form with your check. You may use one check or money order for both your donation and literature order. Remember to put your group name on the check or money order and the literature order.

Please do not staple your check to your reports. If you need any help please ask.

Subcommittee chairs and vice-chairs: please remit your check requests for rent reimbursements/payments each month.

Should you have questions, please feel free to contact me.

ILS,  
Elycia

December 10, 2013  
Literature Distributor Report

This month's literature

Total Cost of Literature for November was 573.80

Total Cost of Literature for December is 585.99

Note. Literature back order: Na the only game in town 1- Living Clean. Will buy second Spanish starter kit when are funds are better.

**ON HAND INVENTORY**

Per Policy

2 English Starter Kits:

1 Spanish Starter Kits

DVD of the little white booklet in ASL

Note: Did not order 2<sup>nd</sup> Spanish starter kit. I am get help with Spanish language.

Overage that we are not able to return to RSO in Spanish

**23 Spanish Medallions**

3 One yr	2 Seventeen yrs
3 Two yr	3 Nineteen yrs
2 eighteen yr	2 Twenty yrs
1 Ten yr	1 Twelve
2 Fifteen yr	1 Thirteen
3 Sixteen	3 Eleven yrs

15 IP # 14 Oye Para que es la Septima Tradicion? DISCONTINUED

5 Mantenernos con los propios recursos: principio y practica: DISCONTINUED

Guiade los servicios locales

Overage in English

**11 Medallions**

2 Infinity	1 Twenty eight yrs
2 Eleven yr	1 twenty nine yrs
1 Eighteen yr	2 Thirty yrs
2 Twenty one yr	
7 Disruptive and Violent Behavior Booklets	
5 Principles and Leadership in NA Service	

In loving Service

Greg G

## **Helpline Ad-hoc**

Hi family,

Attached is the updated Helpline policy. It will be put into a proposal to be voted on.

At this time I am asking the chair to dispan this Ad-hoc.

Thank you for allowing me to serve.

Greg G

## VIIIIX. Helpline

The Helpline Subcommittee uses WSC approved A Guide to Phonenumber Service Handbook as its guidelines. Exceptions to those guidelines are below:

### **Trusted Servants: (excluding cell phone carriers)**

#### **Election/Vacancy:**

- A. Sub-committee trusted servants, with the exception of the Chair/Vice-Chair, are elected by a simple majority vote at the Sub-committee Meeting. (Members acquire the ability to vote after attending two consecutive Sub-committee meetings).
- B. In the case of a sudden vacancy, for any reason, the position will be filled by election vote at the following business meeting.
- C. Relapse: In a case a trusted servant should relapse, the office in question shall be automatically vacated.
- D. Attendance: Trusted servants must attend monthly sub-committee meetings. Two consecutive unexcused absences of a sub-committee meeting by a trusted servant will result in that trusted servant's position being automatically vacated.
- E. Absence: If a trusted servant is absent and unable to perform the duties associated with their position, it is their responsibility to find another trusted servant to perform said duties during their absence.
- F. To fill upcoming vacancies, elections will be held one month prior to the end of a year-long service commitment. This is to facilitate the incoming trusted servant's transition into that service position.

**Sub-committee Meetings:** Subcommittee meetings shall be held no less than once monthly at a time and place designated by the membership.

**Purpose:** To facilitate the operation of and maintain a functional Helpline for the Greater Orlando Area of Narcotics Anonymous.

**Members:** Voting members must be members of the Helpline Sub-committee who have attended at least two consecutive sub-committee meetings. ~~Should a sub-committee member have attained the ability to vote, but misses a single sub-committee meeting, they shall retain the ability to vote at the following sub-committee meeting.~~ Should a member miss two consecutive sub-committee meetings, their voting privileges are revoked. Voting privileges will be restored once the member has once again attended two consecutive sub-committee meetings.

**Recruitment:** All subcommittee members are encouraged to recruit new cell phone carriers

~~**Amendments:** In the event the group does not have a specific guideline pertaining to an issue in question, the group will default back to the guidelines specified in the Guide to Local Service.~~

**Quorum:** A quorum shall be met by three active sub-committee members with the ability to vote.

### **Elected Positions**

Chairperson

1. Duties
  - a. See GOASCNA procedural guidelines Subcommittee Chairperson Guidelines.
  - b. Chair subcommittee meeting.
  - c. Responsible to arrange the time, location and agenda for all subcommittee meetings
  - d. Responsible to give orientation to cell phone carriers as needed.



## Vice Chairperson

1. Duties
2. See GOASCNA procedural guidelines Subcommittee Vice Chairperson Guidelines.
3. Assist the Chairperson as necessary
4. Perform the duties of the Chairperson in his/her absence.
5. Responsible to give orientation to cell phone carriers as needed.

## Sub-committee Appointed Positions:

### Secretary

2. Requirements
  - a. Minimum of six months continuous abstinence from all drugs
  - b. ~~Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts~~
  - c. Willingness and desire to serve
3. Duties
  - a. RTo chair all subcommittee meetings & record the minutes of all Helpline Sub-committee meetings and activities. In the event of secretary's absence, duty falls on vice chair or chair respectively
  - b. Attend all Helpline Sub-committee meetings and functions
  - c. ~~Notify all cell phone carriers & subcommittee members of the approaching subcommittee meeting approx. 5 days before meeting is to be held.~~
  - d. **Send** all subcommittee meeting minutes to the Helpline Chair **and subcommittee members** prior to area service meeting.
  - e. Update all phone numbers for 12 step volunteers, **Community Resource Phone List** and ASC/Sub-committee members' phone numbers quarterly.
  - f. **Responsible to give orientation to cell phone carriers as needed.**
  - g. **Responsible to update the master carrier binder quarterly.**

### Cell phone Coordinator

1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. **Six months prior Helpline Subcommittee experience and a minimum of two months experience as a Helpline cell phone carrier.**
2. Duties
  - a. Collect, distribute and rotate Helpline cell phones
  - b. ~~Recruit new cell phone carriers~~
  - b. Organize all cell phone carrier shifts by keeping and maintaining a rotation schedule for all shifts
  - c. **Responsible to give orientation to cell phone carriers as needed.**
  - d. Maintain contact with all cell phone carriers. ~~and distribute pertinent updates for cell phone carrier notebooks~~
  - e. **Distribute pertinent updates for cell phone carrier notebooks**
  - f. Monitor backup cell phone regularly to effectively determine if there are any problems with the cell phone or the cell phone carriers.
  - g. Attend all Helpline Sub-committee meetings and functions

### Cell phone Carriers (English and Spanish)

1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs

- b. Has a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts & ~~Do's & Don'ts of Helpline~~
  - c. Willingness and desire to serve
  - d. Attend a minimum of one subcommittee meeting before carrying a helpline cell phone, or receive an orientation from two of the four admin members of the Helpline Subcommittee.
2. Duties
- a. ~~Answer each phone call when cell phone rings~~ Responsible for answering calls when possible.
  - b. Follow the ~~Do's & Don'ts~~ guidelines when talking to Helpline callers when taking calls.
  - c. Keep all pertinent materials readily available (i.e. cell phone carrier notebooks, meeting lists, etc.)
  - d. Update ~~their~~ cell phone carrier books when applicable and keep flyers of upcoming NA events
  - e. Notify cell phone coordinator or another member of the Helpline Sub-committee immediately if a cell phone is not functioning properly or if unable to fulfill duties.

#### Back-up Cell Phone Carriers (English and Spanish):

- 1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Attend helpline subcommittee meetings whenever possible
- 2. Duties
  - a. ~~Answer each phone call when cell phone rings~~ Responsible for answering calls when possible.
  - b. To listen & respond to all ~~messages & voicemails~~ when they arrive.
  - c. To be responsible for informing the cell phone coordinator, vice chair or chair when a volunteer is neglecting their duties
  - d. Follow the do's & don't guidelines when talking to Helpline callers
  - e. Keep all pertinent materials readily available cell phone carrier notebooks, meeting lists, etc.
  - f. Update ~~their~~ cell phone carrier books when applicable and keep flyers of upcoming NA events

#### Twelve Step Volunteers

- 1. Requirements
  - a. Minimum of **two years** continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. ~~To have a~~ Working knowledge of the Do's & Don'ts of helpline
- 2. Duties
  - a. Receive the callers' information from the cell phone carrier and contact caller in a timely fashion. Handle the callers' needs to the best of their ability keeping in mind our primary purpose as well as the principals of the 12 Steps, 12 Traditions and 12 Concepts.

#### Spanish Community Coordinator

- 1. Requirements
  - a. Minimum of one continuous abstinence from all drugs
  - b. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. **Six months prior Helpline Subcommittee experience and a minimum of two months experience as a Helpline cell phone carrier.**
  - e. **Fluent in Spanish and English**
- 2. Duties
  - a. Collect, distribute and rotate Helpline cell phone(s) within the Spanish community

- ~~b. Recruit cell phone carriers within the Spanish community~~
- b. Organize all cell phone carrier shifts by keeping and maintaining a rotation schedule for all shifts within the Spanish community
- c. Responsible to give orientation to cell phone carriers as needed
- d. Maintain contact with all cell phone carriers within the Spanish community. ~~and distribute pertinent updates for cell phone carrier notebooks~~
- e. Distribute pertinent updates for cell phone carrier notebooks within the Spanish community.
- f. Attend all Helpline Sub-committee meetings and functions
- ~~g. Will maintain a Bilingual message and cell phone~~

## DO'S AND DON'TS

### **DO:**

1. DO ALWAYS USE \*67 BEFORE RETURNING A CALL.
2. DO MAKE 12 STEP VOLUNTEER CALLS GENDER SPECIFIC WHEN USING THE 12 STEP LIST.
3. DO ALWAYS HAVE THE NECESSARY MATERIALS (MEETING LIST/CARRIER BOOK) CLOSE TO YOU IN ORDER TO AVOID DELAY AND CONFUSION WHEN RECEIVING / RETURNING A CALL.
4. DO FIND OUT WHAT THE CALLER NEEDS. (“My name is \_\_\_\_\_, what can I help you with today?”)
5. DO, IF YOU ARE RETURNING A CALL, BE CERTAIN THAT THE PERSON REQUESTING HELP IS ON THE LINE BEFORE IDENTIFYING YOURSELF AS AN ADDICT OR MENTIONING NARCOTICS ANONYMOUS.
6. DO REMEMBER TO BE HELPFUL AND POLITE TO ALL CALLERS.
7. DO USE THE CURRENT COMMUNITY RESOURCE LIST WHEN GIVING OUT INFORMATION.
8. DO CONTACT A HELPLINE ADMIN MEMBER IF PROBLEMS ARISE.
9. DO CONTACT A HELPLINE ADMIN MEMBER IF YOU ARE TAKING MEDICATION THAT MAY IMPAIR YOUR ABILITY TO TAKE CALLS EFFECTIVELY
10. DO REFER CALLERS TO ORLANDONA.ORG WEBSITE, AND PROFESSIONALS TO THE “Information For Professionals” LINK LISTED ON THE RIGHT HAND SIDE OF THE HOMEPAGE UNDER “GREATER ORLANDO AREA” SECTION.

### **DON'T:**

1. DON'T ARGUE WITH PEOPLE WHO'S VIEWS OF ADDICTION DIFFER FROM YOURS OR THOSE OF N.A. IF THE CALLER DOES NOT WANT TO STOP USING, DO NOT TRY TO PERSUADE HIM/HER TO STOP.
2. DON'T TRY TO HANDLE CALLS THAT YOU ARE NOT QUALIFIED TO ANSWER. DO NOT GIVE MEDICAL ADVICE OR DISCUSS MEDICATION.
3. DON'T LEAVE MESSAGES.
4. DON'T GIVE OUT OTHER PEOPLES' NAMES OR TELEPHONE NUMBERS. TELL CALLER YOU WILL HAVE SOMEONE CALL THEM BACK.
5. DON'T ANSWER QUESTIONS ABOUT WHO WAS AT AN N.A. MEETING (I.E., TO POLICE OFFICERS, PROBATION OFFICERS, OR SIGNIFICANT OTHERS). HOWEVER, GENERAL INFORMATION MAY BE GIVEN (I.E., SIZE OF MEETING, OPEN MEETINGS, ETC.)
6. DON'T GLORIFY ACTIVE ADDICTION BY TELLING WAR STORIES.
7. DON'T GIVE EXCESSIVE DETAILS WHEN SHARING YOUR EXPERIENCE, STRENGTH AND HOPE.



# ASC Report

## Hospitals and Institutions

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**ASC Date:** 12/8/2013

**Meeting Date:** 11/19/2013 7:00 PM

**Members Present:** 20

**Location:** First Christian Church of Orlando

Opened the meeting with a moment of silence followed by the Serenity Prayer. The 12 Traditions and H&I Purpose were read.

### **General Report**

Currently, H&I is taking 21 presentations into 15 facilities. H&I has 12 openings in these facilities for future presentations. We need your support!

### **Elections**

We had one member attend orientation last month! Yay!

### **Concerns or Needs**

One member raised a question about whether or not she could give phone numbers out to other women while she is in a facility which was not clarified at the meeting. Please help.

### **Upcoming Events**

None

**In Loving Service,**

Lisa R., Chair



# ASC Report

## Public Relations

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**ASC Date:** 12/8/2013

**Meeting Date:** 11/22/2013 7:00 PM

**Members Present:** 3

**Location:** SWOI, 881 N. Hwy 17-92, Longwood 32750

Opened the meeting with a moment of silence followed by the Serenity Prayer, 7th Concept and 11th Tradition

### **General Report**

**Discussions:** We did an overview of what has been done at subcommittee for the two new members that attended.

We discussed what needs to be included, costs of each package and cost effective methods to get them to schools. We will be contacting School Boards directly to get their feedback and insight on their needs/concerns and input before proceeding and if we can hand deliver to each School Board for them to disperse, thus saving us money. Our estimated total cost of project for all three counties is a minimum of \$1000.00 which is currently not available. Our stated subcommittee budget for project is only \$400.00. We will continue to get everything ready for the mail-out, knowing God is involved to help us provide the means to get it done.

We had a response from only 3 homegroups concerning Pull Tab Sheet project. Please ensure members who have a willingness have the needed information thus allowing them the opportunity to serve. Thank you.

**Elections:** None. **Vice Chair position OPEN.**

**Concerns or Needs:** Project Coordinators, Presenters, Project Helpers and Vice Chair - GSRs, please announce at your home groups.

**Upcoming Events:** Next meeting at SWOI, 881 N. Hwy 17-92, Longwood 32750 December 21st at 7:00 pm.

**In Loving Service,**

James W., Chair



**ASC Date:** 12/8/2013

**Meeting Date:** 12/8/2013 12:30 AM

### GREATER ORLANDO AREA

#### R.C.M. REPORT

**December 7, 2013**

Greetings from Your RCM team!

First to answer some questions posed on our area floor:

**Non Profit Status-**The IRS is still running behind 18 months getting the determination letters out but an RSO Boardmember said that they are making progress and are hopeful we will receive the determination soon.

**The Statewide Meeting List and state wide helpline.** Information from fellowship development: is our latest project and will most likely be staffed with members who have volunteered for this project via the Volunteer Form. These members will be contacted in the next week or two.

**Question posed by FRCNA committee:** Would the active convention committees and the area consider combining our resources with FRCNA to have better support and a stronger feeling of unity for our upcoming conventions? FRCNA will be in Orlando over the next few convention cycles and will need local support from members in our area.

FRCNA committee also has monies budgeted for a area fundraiser and has volunteered to assist in putting on a activity for the GSR assembly to be held in March at Shingle Creek. More discussion will need to happen on this topic today as we are the host area for the Assembly.

## Regional Highlights and FYI's

The Florida region welcomed Trinidad and Tobago Area to our region. They were represented and excited to be a part of our region! Fellowship Development and the Human Recourses Panel are working together to staff and continue to communicate information from our active workgroups which are Behind the Walls, Statewide meeting list, Disaster Plan, Bridging theGap projects. We have been invited to The Health Addiction Summit on Feb. 27th to March 1st in Orlando so the fellowship development team has secured the booth and will need a



local addict to volunteer to work at the booth with Ramon R., our FD PR leader. We currently have 16 Areas using BMLT totaling 519 home groups with 993 meetings.

Four Areas are not using BMLT. Space Coast, Big Bend, Treasure Coast and Bermuda. Saturday afternoons

Roundtable topic discussions were pre-empted to hold a tradition workbook workshop. The format was very interactive and our findings and suggestions will be submitted.

### Next FRSC

**Sheraton Four Points**  
**316 West Tennessee Street**  
**Tallahassee FL 32301**

[850-422-0071](tel:850-422-0071)

**Please do not make reservations at this time (12/7/13) as The contract will not be finalized until next week.**

The room rate (if we meet our room block) will be \$99.00 per night and a credit card or a deposit will be required. There is no mention of mandatory one room night unless a Credit Card is NOT used.

Currently the cut-off date is January 02, 2014. Parking is complimentary.

## Old Business

None

## New Proposals

### **#01-11-13 Maker: Fellowship Development**

Proposal: To clarify in the Guide to Florida Regional Service (GFRS) the responsibilities and accountability related to the Bahamas and Bermuda Workshop Travel Group within the scope of current HRP and Fellowship Development guidelines. This should be considered housekeeping for implementing Proposal #01-03-13 in which the responsibilities and a single point of accountability should be clearly defined per Concept 5 along with the authority necessary to fulfill the responsibilities assigned as per Concept 3.

**Strawpole taken on the floor tables this proposal to The Guide.**

### **#02-11-13 Maker: FRC, Inc. Second: RSO**

Proposal: Accept FRC, Inc. by-laws and policy as revised and submitted.

Intent: To have a current policy and by-laws from which to operate.

**Back to Groups for return vote. (see FRC Report in minutes for Policy and By-Laws)**





### **#03-11-13 Maker: First Coast Area, Second: RSO**

Proposal: To allow/permit the ECCNA to include the Florida Region on their website.

Intent: To approve the presents of our region on their website stating we accept their donation of Basic

Texts for our jails and prisons in our region.

**Strawpole amendment> Leave things the way they are. Passed with consensus.**

### **#04-11-13 Maker: FRC seconded by RSO**

Proposal: To approve the FRC Budget for 2013-1014

Intent: To adhere to our guidelines.

**Back to Groups for return vote. (see attached FRC Budget at end of minutes)**

## **Elections**

RSO Board nominates Mitch S., 2nd by Palm Coast Area

no other nominations, motion to close nominations seconded

Mitch gave qualifications

**paper ballots, Mitch S. ELECTED**

## **Open Positions**

**The following positions are open:**

2 HRP - 8 years clean time

IT Resource Coordinator - 6 years clean

**GSR Assembly -March 15, 2014**

**Rosen Shingle Creek**

**9939 Universal Blvd**

**Orlando FL 32819**

**In love and unity for our fellowship,**

**Jeni HT**



RCM1



# ASC Report Webpage

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**ASC Date:** 12/8/2013

**Meeting Date:** 11/14/2013 6:30 PM

**Members Present:** 4

**Location:** First Christian Church of Orlando - 2565 E. Kaley Ave. Orlando, FL 32806

Opened the meeting with a moment of silence followed by the Serenity Prayer. The 4th Tradition was read.

## **General Report**

Webpage has begun meeting again in this new location. As of now, it looks to be a viable option for the meeting of our subcommittee. We will update the area on this change so it will get onto the meeting list.

We discussed how we have been received "kicked-back" emails from various subscribers. This happens when someone receives our email and marks it as "spam". When this happens, Jack has been removing their email address from the service. To help in this process, Jack has switched our email SMTP server to Amazon from Froghost as this was creating some of the problem.

We received a calendar request from the Central Florida area in regards to meeting change. Typically a flyer is created or announcement is made at ASC instead of using the calendar request. We also discussed adding an "announcement" link that groups could send out meeting updates or other announcements. We discussed the pros & cons of having this new feature be moderated or unmoderated.

Due to some budget discussions, we went through Webpage's budget and started revising some of our line items. It looks as though we may have some modifications to our domain & hosting services budget amounts.

We discussed updating the SSP (service structure proposal) page on our website. Eric volunteered to update this page. We talked about pointing visitor to the CAR report for more information.

## **Elections**

None

## **Concerns or Needs**

Webpage does not have a chair or vice-chair and is always in need of subcommittee support.

## **Upcoming Events**

Our next meeting will be the 12th of December at 6:30pm

**In Loving Service,**

JT, Webpage Secretary



®

# GOASCNA GROUP REPORT

DATE: \_\_\_\_\_.

GROUP\_NAME: \_\_\_\_\_.

LOCATION OF MEETING: \_\_\_\_\_

\_\_\_\_\_.

TYPE OF MEETING: \_\_\_\_\_.

AVERAGE ATTENDANCE: \_\_\_\_\_ NEWCOMERS: \_\_\_\_\_.

DONATION TO AREA: \$ \_\_\_\_\_ LITERATURE: \$ \_\_\_\_\_.

BUSINESS MEETING HELD: \_\_\_\_\_

GROUP POSITIONS OPEN: \_\_\_\_\_

\_\_\_\_\_.

PROBLEMS OR SITUATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G.S.R. : \_\_\_\_\_

ALTERNATE G.S.R. : \_\_\_\_\_

**Greater Orlando Area of Narcotics Anonymous  
Literature Quick-Order Form**

Description	Item #	Quantity	Price	Total
<b>Hard Cover Books</b>				
Basic Text English, Hard Cover 6th ed	EN-1101		\$ 11.00	\$ -
It Works How and Why, Hard Cover	EN-1140		\$ 8.10	\$ -
Living Clean: The Journey Continues	EN-1150		\$ 8.75	\$ -
<b>Soft Cover Books</b>				
Just For Today, soft cover	EN-1112		\$ 8.10	\$ -
NA Step Working Guide	EN-1400		\$ 7.70	\$ -
<b>Pamphlets</b>				
Who, What, How & Why	EN-3101		\$ 0.22	\$ -
Another Look	EN-3105		\$ 0.22	\$ -
Recovery, Relapse	EN-3106		\$ 0.22	\$ -
Am I an Addict?	EN-3107		\$ 0.22	\$ -
Just For Today	EN-3108		\$ 0.22	\$ -
Living the Program	EN-3109		\$ 0.22	\$ -
Sponsorship	EN-3111		\$ 0.22	\$ -
Triangle of Self-Obsession	EN-3112		\$ 0.22	\$ -
One Addict's Experience	EN-3114		\$ 0.22	\$ -
PI and the NA Member	EN-3115		\$ 0.22	\$ -
For the Newcomer	EN-3116		\$ 0.22	\$ -
Self-Acceptance	EN-3119		\$ 0.22	\$ -
H&I and the NA Member	EN-3120		\$ 0.22	\$ -
Welcome to NA	EN-3122		\$ 0.22	\$ -
Staying Clean on the Outside	EN-3123		\$ 0.22	\$ -
Money Matters Self -Support in NA #24 (New)	EN-3124		\$ 0.48	\$ -
Accessibility For Those w/Additional Needs	EN-3126		\$ 0.22	\$ -
Funding NA Services #28 (New)	EN-3128		\$ 0.32	\$ -
Introduction To NA Meetings	EN-2201		\$ 0.22	\$ -
Group Business Meetings	EN-2202		\$ 0.22	\$ -
Group Trusted Servants: Roles and Responsibilities	EN-2203		\$ 0.22	\$ -
Disruptive and Violent Behavior	EN-2204		\$ 0.22	\$ -
<b>Booklets</b>				
Twelve Concepts for NA Service	EN-1164		\$ 1.85	\$ -
Introductory Guide to NA	EN-1200		\$ 1.80	\$ -
White Booklet	EN-1500		\$ 0.67	\$ -
White Booklet for H&I, no staples	EN-1500H&I		\$ 0.67	\$ -
White Booklet, large print	LG-1500		\$ 0.67	\$ -
The Group Booklet	EN-1600		\$ 0.85	\$ -
Behind the Walls	EN-1601		\$ 0.85	\$ -
Behind the Walls for H&I, no staples	EN-1601H&I		\$ 0.85	\$ -
In Times of Illness (NEW)	EN-1603		\$ 2.95	\$ -
NA – A Resource in your community	EN-1604		\$ 0.35	\$ -
Information about NA	EN-1604A		\$ 0.26	\$ -
The Group IP	EN-3102		\$ 0.28	\$ -
Working Step Four in NA	EN-3110		\$ 0.70	\$ -
By Young Addicts for Young Addicts	EN-3113		\$ 0.28	\$ -
For Those in Treatment	EN-3117		\$ 0.28	\$ -
The Loner	EN-3121		\$ 0.28	\$ -
For The Parents...Of Young People	EN-3127		\$ 0.28	\$ -
NA Groups and Medication	EN-2205		\$ 0.28	\$ -
Principles & Leadership in NA Service	EN-2206		\$ 0.28	\$ -
Social Media & Our Guiding Principles	EN-2207		\$ 0.26	\$ -
<b>Total Column 1</b>				\$ -

Description	Item #	Quantity	Price	Total
<b>Keytags</b>				
Welcome	EN-4100		\$ 0.48	\$ -
30 Days	EN-4101		\$ 0.48	\$ -
60 Days	EN-4102		\$ 0.48	\$ -
90 Days	EN-4103		\$ 0.48	\$ -
6 Months	EN-4104		\$ 0.48	\$ -
9 Months	EN-4105		\$ 0.48	\$ -
1 Year	EN-4106		\$ 0.48	\$ -
18 Months	EN-4107		\$ 0.48	\$ -
Multiple Years	EN-4108		\$ 0.48	\$ -
<b>Bronze Medallions</b>				
<b>Year(s)</b>				
1 year	EN-4301		\$ 2.90	\$ -
18 Months	EN-4300		\$ 2.90	\$ -
2 years	EN-4302		\$ 2.90	\$ -
	EN-43		\$ 2.90	\$ -
	EN-43		\$ 2.90	\$ -
	EN-43		\$ 2.90	\$ -
	EN-43		\$ 2.90	\$ -
	EN-43		\$ 2.90	\$ -
	EN-43		\$ 2.90	\$ -
	EN-43		\$ 2.90	\$ -
	EN-43		\$ 2.90	\$ -
	EN-43		\$ 2.90	\$ -
<b>Total Column 2</b>				\$ -

<b>Total Column 1</b>		\$ -
<b>Total Column 2</b>		\$ -
<b>Totals from other pages</b>		\$ -
<b>Subtotal</b>		\$ -

<b>Grand Total</b>		\$ -
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<b>GROUP NAME</b>	

<b>NAME OF PERSON PICKING UP ORDER</b>	

<b>DATE</b>	

**GOASCNA QUICK ORDER FORM - PAGE 2**

DESCRIPTION	ITEM #	QUANTITY	PRICE	TOTAL	
<b>BOOKS</b>					
Basic Text, English, soft cover - 6th Edition	EN-1102		\$11.00	\$ -	
Basic Text, Large Print	LG-1101		\$15.00	\$ -	
Basic Text, soft cover pocket-sized version - 6th Edition	EN-1106		\$11.00	\$ -	
Just For Today, soft cover - pocket-sized version	EN-1113		\$8.40	\$ -	
Sponsorship Book, soft cover	EN-1130		\$7.40	\$ -	
It Works, soft cover	EN-1143		\$7.60	\$ -	
It Works, hardcover - pocket-sized version	EN-1144		\$8.40	\$ -	
It Works, large print	LG-1139		\$11.60	\$ -	
Living Clean: The Journey Continues, Softcover	EN-1151		\$8.75	\$ -	
<b>SERVICE HANDBOOKS &amp; GUIDES</b>			<b>Book subtotal -&gt;</b>	<b>\$ -</b>	
H&I Handbook (with Audio CD)	EN-2101		\$8.75	\$ -	
H&I Basics	EN-2101G		\$0.55	\$ -	
Public Relations Handbook	EN-2102		\$8.95	\$ -	
PR Basics	EN-2102B		\$1.60	\$ -	
A Guide to World Service	EN-2104		\$3.90	\$ -	
Literature Committee Handbook	EN-2105		\$2.50	\$ -	
Handbook for NA Newsletters	EN-2106		\$1.90	\$ -	
A Guide to Phoneline Service	EN-2107		\$3.25	\$ -	
Treasurer's Handbook	EN-2109		\$1.90	\$ -	
Group Treasurer's Workbook	EN-2110		\$1.90	\$ -	
A Guide to Local Service	EN-2111		\$6.40	\$ -	
Outreach Resource Information	EN-2113		\$2.50	\$ -	
Additional Needs Resource Information	EN-2114		\$2.50	\$ -	
Institutional Group Guide	EN-2115		\$3.90	\$ -	
Planning Basics	EN-2116		\$1.85	\$ -	
<b>ACCESSORIES</b>			<b>HandBook subtotal -&gt;</b>	<b>\$ -</b>	
Group Treasurer's Record Pad	EN-9001		\$0.68	\$ -	
Literature Rack (Wire, 8 Pocket)	EN-9053		\$19.00	\$ -	
Literature Rack (Wire, 16 Pocket)	EN-9054		\$25.00	\$ -	
Literature Rack (Wire, 20 Pocket)	EN-9055		\$35.00	\$ -	
NA Wallet Cards – 500 (Overdose/Jail)	EN-9060		\$6.40	\$ -	
NA Wallet Cards – 500 (Recovery is Possible)	EN-9061		\$6.40	\$ -	
NA Wallet Cards – 500 (3rd Step)	EN-9062		\$6.40	\$ -	
NA Wallet Cards – 500 (Serenity Prayer)	EN-9063		\$6.40	\$ -	
NA Wallet Cards – 100 (Mixed)	EN-9064		\$2.50	\$ -	
NA Wallet Group Reading Cards - (Bundle of 15)	EN-9127		\$2.40	\$ -	
Poster Set	EN-9070		\$9.10	\$ -	
"My Gratitude Speaks" Poster	EN-9071		\$1.30	\$ -	
Serenity Prayer Poster	EN-9072		\$1.30	\$ -	
Twelve Steps Poster	EN-9073		\$3.00	\$ -	
Twelve Traditions Poster	EN-9074		\$3.00	\$ -	
Third Step Prayer Poster	EN-9075		\$1.30	\$ -	
Just For Today Poster	EN-9076		\$1.30	\$ -	
PR Folder	ZPR001005		\$0.53	\$ -	
Group Reading Cards	EN-9130		\$4.20	\$ -	
Basic Journal - (Gift Edition Basic Text design)	EN-9400		\$18.90	\$ -	
NA Medallion Journal Black	EN-9401		\$15.75	\$ -	
NA Medallion Journal Terra Cotta	EN-9402		\$15.75	\$ -	
"Basic" Mug - dark blue	EN-9415		\$5.80	\$ -	
Medallion Holder Keychain Gold	EN-6090		\$12.60	\$ -	
Medallion Holder Keychain Silver	EN-6091		\$12.60	\$ -	
Medallion Holder Necklace Gold	EN-6095		\$12.60	\$ -	
Medallion Holder Necklace Silver	EN-6096		\$12.60	\$ -	
PR Tote Bag	ZPRTOTEBAG		\$2.08	\$ -	
<b>MEDALLIONS</b>			<b>Accessories Subtotal</b>	<b>\$ -</b>	
<b>Fill in year needed then quantity</b>					
DESCRIPTION	YEARS	ITEM #	QUANTITY	PRICE	TOTAL
Bi-Plate		EN-53		\$12.36	\$ -
Bi-Plate		EN-53		\$12.36	\$ -
			<b>Medallions subtotal -&gt;</b>	<b>\$ -</b>	
			<b>PAGE 2 TOTAL</b>	<b>\$ -</b>	

\*\*NOTE: THIS FORM IS INTENDED ONLY FOR USE IN THE GREATER ORLANDO AREA\*\*

**GOASCNA QUICK ORDER FORM - PAGE 3**

<b>SPANISH BOOKS AND BOOKLETS</b>					
DESCRIPTION	ITEM #	QUANTITY	PRICE	TOTAL	
Basic Text, soft cover	CS-1102		\$ 11.00	\$ -	
Just For Today, soft cover	CS-1112		\$ 8.10	\$ -	
Sponsorship Book, soft cover	CS-1130		\$ 7.40	\$ -	
It Works, hardcover	CS-1140		\$ 8.10	\$ -	
Step Working Guide	CS-1400		\$ 7.70	\$ -	
Introductory Guide to NA	CS-1200		\$ 1.80	\$ -	
White Booklet	CS-1500		\$ 0.67	\$ -	
The Group Booklet	CS-1600		\$ 0.85	\$ -	
Behind the Walls	CS-1601		\$ 0.85	\$ -	
In Times of Illness	CS-1603		\$ 0.81	\$ -	
Working Step Four in NA #10	CS-3110		\$ 0.70	\$ -	
NA – A Resource in Your Community	CS-1604		\$ 0.35	\$ -	
Information About NA	CS-1604A		\$ 0.26	\$ -	
Twelve Concepts for NA Service	CS-1164		\$ 1.85	\$ -	
The Group IP #2	CS-3102		\$ 0.28	\$ -	
For Those in Treatment #17	CS-3117		\$ 0.28	\$ -	
The Loner #21	CS-3121		\$ 0.28	\$ -	
Self Support #25	CS-3125		\$ 0.48	\$ -	
A Guide To World Service	CS-2104		\$ 3.90	\$ -	
A Guide To Local Service	CS-2111		\$ 6.40	\$ -	
<b>SPANISH PAMPHLETS</b>		<b>Books subtotal -&gt;</b>		<b>\$ -</b>	
IP DESCRIPTION & NUMBER (#)	ITEM #	QUANTITY	PRICE	TOTAL	
Who, What, How & Why # 1	CS-3101		\$ 0.22	\$ -	
Another Look # 5	CS-3105		\$ 0.22	\$ -	
Recovery, Relapse # 6	CS-3106		\$ 0.22	\$ -	
Am I an Addict? # 7	CS-3107		\$ 0.22	\$ -	
Just For Today # 8	CS-3108		\$ 0.22	\$ -	
Living the Program # 9	CS-3109		\$ 0.22	\$ -	
Sponsorship #11	CS-3111		\$ 0.22	\$ -	
Triangle of Self-Obsession # 12	CS-3112		\$ 0.22	\$ -	
By Young Addicts For Young Addicts #13	CS-3113		\$ 0.28	\$ -	
One Addict's Experience # 14	CS-3114		\$ 0.22	\$ -	
PI and the NA Member # 15	CS-3115		\$ 0.22	\$ -	
For the Newcomer #16	CS-3116		\$ 0.22	\$ -	
Self-Acceptance # 19	CS-3119		\$ 0.22	\$ -	
H&I and the NA Member # 20	CS-3120		\$ 0.22	\$ -	
Welcome to NA # 22	CS-3122		\$ 0.22	\$ -	
Staying Clean on the Outside # 23	CS-3123		\$ 0.22	\$ -	
Money Matters Self -Support in NA #24	CS-3124		\$ 0.48	\$ -	
Accessibility For Those W / Additional Needs #26	CS-3126		\$ 0.22	\$ -	
For The Parents...Of Young People #27	CS-3127		\$ 0.28	\$ -	
Funding NA Services #28	CS-3128		\$ 0.32	\$ -	
<b>SPANISH KEY TAGS</b>		<b>Pamphlets subtotal -&gt;</b>		<b>\$ -</b>	
DESCRIPTION	ITEM #	QUANTITY	PRICE	TOTAL	
Welcome – White	CS-4100		\$ 0.48	\$ -	
30 Days – Orange	CS-4101		\$ 0.48	\$ -	
60 Days – Green	CS-4102		\$ 0.48	\$ -	
90 Days – Red	CS-4103		\$ 0.48	\$ -	
6 Months – Blue	CS-4104		\$ 0.48	\$ -	
9 Months – Yellow	CS-4105		\$ 0.48	\$ -	
1 Year – Moonglow	CS-4106		\$ 0.48	\$ -	
18 Months – Grey	CS-4107		\$ 0.48	\$ -	
Multiple Years – Black	CS-4108		\$ 0.48	\$ -	
<b>SPANISH MEDALLIONS</b>		<b>Keytags subtotal -&gt;</b>		<b>\$ -</b>	
DESCRIPTION	YEARS	ITEM #	QUANTITY	PRICE	TOTAL
<b>Fill in year needed example- Bronze (10 year) or =&gt; EN-4310 for example</b>					
Bronze		CS-43		\$ 2.90	\$ -
Bronze		CS-43		\$ 2.90	\$ -
Bronze		CS-43		\$ 2.90	\$ -
Bronze		CS-43		\$ 2.90	\$ -
<b>SPANISH POSTERS &amp; READING CARDS</b>		<b>Key Tags subtotal -&gt;</b>		<b>\$ -</b>	
DESCRIPTION	ITEM #	QUANTITY	PRICE	TOTAL	
6 Poster Set	CS-9070		\$ 9.10	\$ -	
"My Gratitude Speaks" Poster	CS-9071		\$ 1.30	\$ -	
Serenity Prayer Poster	CS-9072		\$ 1.30	\$ -	
Twelve Steps Poster	CS-9073		\$ 3.00	\$ -	
Twelve Traditions Poster	CS-9074		\$ 3.00	\$ -	
Third Step Prayer Poster	CS-9075		\$ 1.30	\$ -	
Just For Today Poster	CS-9076		\$ 1.30	\$ -	
Group Reading Cards	CS-9130		\$ 4.20	\$ -	
		<b>Posters subtotal -&gt;</b>		<b>\$ -</b>	
		<b>PAGE 3 TOTAL:</b>		<b>\$ -</b>	

**GOASCNA QUICK ORDER FORM - PAGE 4**

NON DISCOUNTABLE ITEMS SHEET				
BOOKS AND CD ROMS				
DESCRIPTION	ITEM #	QUANTITY	PRICE*	TOTAL
CD ROM - It Works ( not audio )	EN-8910		\$ 19.80	\$ -
CD ROM - Step Working Guide ( not audio )	EN-8911		\$ 19.80	\$ -
CD ROM - Just For Today ( not audio )	EN-8912		\$ 19.80	\$ -
Southern Exposure FL History Book - soft cover	HISTORY		\$ 5.00	\$ -
Basic Text, Gift Edition	EN-1107		\$ 25.00	\$ -
Miracles Happen, Hardcover	EN-1120		\$ 26.20	\$ -
Miracles Happen, Softcover & Audio CD	EN-1121		\$ 10.00	\$ -
Just For Today, Gift Edition	EN-1114		\$ 15.75	\$ -
It Works, Gift Edition	EN-1142		\$ 15.75	\$ -
Sponsorship Book, Gift Edition	EN-1131		\$ 19.00	\$ -
Starter Kit	EN-9020		\$ 6.10	\$ -
			<b>Books/CD ROM subtotal -&gt;</b>	<b>\$ -</b>
SPECIALTY ITEMS		QUANTITY		
Leather Flip Photo Album Black			\$ 12.00	\$ -
Leather Zippered CD Holder Variety of Brown			\$ 12.00	\$ -
Leather Key Tag Medallion Holder Variety of Brown or Black			\$ 8.00	\$ -
JIMMY K LOGO BLANKET			\$ 50.00	\$ -
FLAMELESS 6"VANILLA SENTED(with Jimmy K Logo)			\$ 16.00	\$ -
FLAMELESS 4" VANILLA SENTED(with Jimmy K Logo)			\$ 12.00	\$ -
Teddy Bear(with Jimmy K Logo)			\$ 15.95	\$ -
Spinner(with Jimmy K Logo)			\$ 14.95	\$ -
Floral Stained Glass Serenty Prayer			\$ 52.50	\$ -
NA Cotton Chenille Pillow			\$ 25.00	\$ -
			<b>Specialty Items subtotals-&gt;</b>	<b>\$ -</b>
VIDEO AND AUDIO TAPE LITERATURE		QUANTITY		
Just for Today Video tape (special order)	EN-8000		\$ 55.10	\$ -
Basic Text Audio CD Set (4)	EN-8811		\$ 9.70	\$ -
It Works Audio CD	EN-8821		\$ 17.90	\$ -
Step Working Guide - Audio CD's ( 6-cd set )	EN-8830		\$ 22.70	\$ -
NA Audio Archive Sampler on CD	EN-8950		\$ 15.75	\$ -
			<b>Video/Tape subtotal -&gt;</b>	<b>\$ -</b>
MEETING LISTS OR FLYERS				
DESCRIPTION		QUANTITY	PRICE*	
<b>Get Your Meeting List or flyers Copied</b>				
Single Side Black & white 8 1/2 x 11 ( email your meeting list)			\$ 0.08	\$ -
Double Sided Black & white 8 1/2 x 11 ( email your meeting list)			\$ 0.16	\$ -
Single Side Full Color 8 1/2 x 11 ( email your meeting list)			\$ 0.36	\$ -
Double Sided Full Color 8 1/2 x 11 ( email your meeting list)			\$ 0.72	\$ -
			<b>Meeting List or Flyers subtotal -&gt;</b>	<b>\$ -</b>
MEDALLIONS				
DESCRIPTION	YEARS	ITEM #	QUANTITY	PRICE*
<b>Fill in year needed example- Color (10 year) or =&gt;</b>		<b>Blue 10 for example</b>		
Purple		P-		\$ 21.30
Purple		P-		\$ 21.30
Blue		B-		\$ 21.30
Blue		B-		\$ 21.30
Burgandy		BU-		\$ 21.30
Burgandy		BU-		\$ 21.30
Green		G-		\$ 21.30
Pink		P-		\$ 21.30
Pink		P-		\$ 21.30
Black		BL-		\$ 21.30
Black		BL-		\$ 21.30
			<b>Subtotal for Medallions -&gt;</b>	<b>\$ -</b>
<b>PAGE 4 TOTALS :</b>				<b>NON-DISCOUNTABLE TOTAL *</b>
				<b>\$ -</b>

\*\*NOTE: THIS FORM IS INTENDED ONLY FOR USE IN THE GREATER ORLANDO AREA\*\*