



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578399**  
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**[www.svgna.com](http://www.svgna.com)**



**SVGNA ASC – GSR PACKET**

**PURPOSE:**

The Fourth Concept of N.A. Service has inspired the need to better educate incoming GSRs. In order to accomplish this, an ad-hoc committee was formed and this packet was created. This packet is to be passed on from GSR to GSR. It is the property of the group you represent and if lost, your group may need to purchase the next one at the cost of \$5.00.

**INDEX OF ENCLOSED DOCUMENTS**

- Introduction to the SVGNA ASC; Duties of the GSR
- GSR Operational Procedures
- Sample ASC Meeting Agenda
- SVGNA Flyer Approval Guidelines
- Sample Group Report Form
- Sample Motion Form
- Sample NAWS Group Registration Form
- Meeting Schedule Change of Information Form
- Sample NAWS Group Update Form
- Copy – Guidelines for SVGNA ASC (December 2005)

**GSR OPERATIONAL PROCEDURES**

I. Responsibilities to the ASC:

- a. GSR Orientation begins at **12:00** p.m.
- b. ASC Meeting begins at **12:30** p.m. Promptness is essential due to time constraints.
- c. Attendance is required for the entire ASC Meeting. If you do not answer the roll call you are considered absent for the entire day. If you are absent for two consecutive months, your Group will be considered inactive and lose it's voting privileges at the ASC.
- d. Collect any flyers of upcoming events, reports of trusted servants, **Group Report Form** and **Literature Order Form**.
- e. Complete Group Report Form.
- f. Turn in ASC Donation to ASC Treasurer.
- g. Turn in Literature Order Form at Literature table. Please note, Literature Sales end at 12:30 p.m. Your order must be submitted prior to the start of the ASC or your order will not be filled until the following month's ASC meeting.

II. Responsibilities to the Group:

- a. To be an active participant of the Group you serve.
- b. To train the newly elected GSR or Alt. GSR concerning the ASC and reporting to the Group.
- c. To take notes at the ASC meeting in order to provide accurate information to your Group.
- d. To bring issues/motions from the ASC meeting to your Group business meeting.
- e. To carry the Group's conscience on tabled motions/issues back to the next ASC.

**Please remember, our First Tradition states:**

**"Our common welfare should come first; personal recovery depends on NA unity"**

**How we treat each other is crucial to our recovery whether in a service or recovery meeting. Inappropriate comments, belittling/shaming of one another and/or aggressive behavior WILL NOT BE TOLERATED!**

Revised 11/29/2015