



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578399**  
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**Attachment I; ASC OPERATIONAL GUIDELINES**  
**Adopted April 2010**

**1) ALL Sub-Committees:**

- a) Provide electronic version of guidelines to the ASC.
- b) Bring forward to the ASC any proposed changes to guidelines, preferably by the month of April each year, allowing changes to be processed at the ASC, archives to be updated, and copies be made available by the time ASC elections take place in the month of June.

**2) Non-Fundraising Sub-Committee Chairpersons (H&I, PI, OUTREACH):**

- a) Bring forward budget (February and July) that includes necessary funds to pay rent for sub committee meeting space.
- b) Upon approval of budget at the ASC, and using ASC meeting minutes as proof of approval, communicates with ASC Treasurer what the amount of monies to be paid is, and to whom payment must be made.

**3) Literature Chairperson:**

- a) Apply any NAWS account credits to the build up of our literature reserve.  
**Note:** Maintaining a predetermined reserve of literature is already called for in Section VIII (I) (2) (a) of our ASC guidelines. The intent of this procedure is to use up any credits we have before spending funds coming in from group donations.
- b) Maintain a monthly stock of no less than 2(two) STARTER KIT and LITERATURE PACKET for new groups. Contents of these includes a number of IPs. The literature servants, when filling out the KIT and the PACKET, will take care to not duplicate literature items in the KIT and in the PACKET.

**4) Treasurer:**

Provide electronic version of monthly report to the ASC Secretary.

**Note:** Attachment D of our guidelines already calls for a treasurer's report to be provided to the Secretary within 7 days of the ASC. The intent of this procedure is to incorporate the treasury report into the combined reports, also to safeguard the records electronically in more than one place. It becomes the Secretary's responsibility to back up files on a disc in addition to filing hardcopies provided at the ASC.

**5) Learning Days (step by step):**

- a) Decision is made to hold a Learning Day, and “Planners” are assigned. Budgeted funds are then held in treasury.
- b) At the following month ASC meeting, the ASC is presented with proposed budget for the theme Learning Day being planned.
- c) Dispensing of funds for this event should not carry over into the next budget cycle.

**6) ASC Admin., Subcommittees and Groups - Insurance, Calendar of Events:**

Provide calendar of events by January ASC. Information required:

- Date or projected date of event
- Complete address
- How many people are expected to attend?
- Type of event: If it includes some kind of sporting activity, please specify, and the RSC insurance liaison can help determine if a “rider” will be necessary and if there could be additional costs.

**7) ASC Secretary**

- a) Will maintain a monthly stock of no less than 2(two) GSR PACKET
- b) Quantity of copies to be made for the monthly ASC documents and forms will be: Number of groups (from attendance sheet) plus 10.
- c) Maintain a log of storage unit key holders that shows: name, address and phone number of trusted servant holding key, term of access to storage per motion at the ASC, when key was given to holder and when it was returned.