



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578551**  
**Modesto, CA 95357**

**[www.svgna.org](http://www.svgna.org)**



Date: July 16, 2020  
To: SVGNA Members  
Re: Process to order literature during the current crisis

Greetings to All,

In order to fulfill literature orders during the current COVID-19 health crisis, the following literature ordering process has been proposed:

- 1) Go to: [https://www.svgna.org/asc/forms/Area\\_Literature\\_Form\\_Updated\\_02-14-19.pdf](https://www.svgna.org/asc/forms/Area_Literature_Form_Updated_02-14-19.pdf)
- 2) Download Literature Order Form to your computer. OR, complete printed order form, take a picture and send it in. OR, send your literature order item number and description with money calculations as an email to [Literature@svgna.org](mailto:Literature@svgna.org)
- 3) Complete Literature Order Form, SAVE to your computer. *Please Verify Addition is Correct.*
- 4) Email as an attachment to: [Literature@svgna.org](mailto:Literature@svgna.org)
- 5) Print copy of Literature Order Form to verify your order is complete when picking up.
- 6) Please try to bring EXACT money for amount of literature order total.

**Please Note: NO LITERATURE ORDERS will be filled on-site.**  
**This time block is ONLY to pick-up pre-ordered literature orders.**

When your literature order is processed, you will be provided an appointment time to minimize the number of people at the Redwoods Room and reduce our wait time. Please do your best to arrive at your scheduled time and not linger after your order is picked-up.

We have a strict maximum of sixteen (16) people present at one time. This number includes the trusted servants fulfilling your literature order.

Social distancing is REQUIRED and masks are encouraged.

You may also utilize this block of time to forward your Group or personal contributions to the SVGNA ASC Treasurer.

Any questions or problems, please contact me directly at 209.450.6772.

Yours in service, for the SVGNA Admin Body,

Clif Givens  
209.450.6772  
Chairman SVGNA ASC  
[chair@svgna.org](mailto:chair@svgna.org)