

SOUTHERN CALIFORNIA REGION
NARATHON SUB-COMMITTEE GUIDELINES

The Narathon committee is responsible for planning the Southern California Region (SCR) Narathon. The Narathon is our one-day annual fundraiser held in the month of September, because it is recovery month.

The event is hosted by the region with the help of the groups or individuals. Groups or individuals are asked to volunteer to be responsible for a specific task to plan and prepare for the Narathon. Each group appoints a group leader to attend the committee meetings and report back to their group. The group leader is then responsible to delegate the task assigned to their group/members.

The Narathon is planned within the guidelines and principles (Steps, Traditions and Concepts of Service) of the Nar-Anon program.

RESOURCES:

- *The Nar-Anon Guide to Local Services*
- *Nar-Anon Event Handbook*

OFFICERS

Chair Vice -Chair Secretary Treasurer

SUGGESTD GROUP LEADERS

Registration	Literature Table	CD Table	Food Tables/Kitchen
Speakers/MC	Publicity/Communication	Flyer	Recording & Sound
Decorations	Program	Paper/Utensils	Coffee, water, drinks
Raffle tickets paper,	Gift Baskets	Greeters	Supplies – (pens, tape, name tags,

RESPONSIBILITIES OF NARATHON COMMITTEE MEMBERS:

CHAIR:

Prepare the agenda

Oversee the Narathon Committee decision on a topic and theme for the event.

Secure Venue. Once the venue is secured, propose September event date to Regional Assembly for vote.

Schedule and chair all planning meetings

Assist with all committee chairs / vice-chair as needed.

Has a copy of the Nar-Anon Event Handbook

VICE-CHAIR

Confirm facility reservation prior to event.

Assistant to the Chair

Be liaison to all group leaders

Obtain Certificate of Insurance from Executive Director at WSO if needed for the venue

SECRETARY:

Work with Chair and Co-Chair to prepare meeting agenda

Keep current roster of all committee members along with their phone numbers, and email addresses to be given to each group leader

Take minutes at all meetings, prepare minutes, email to committee members

TREASURER:

Handles up-front cash for group leaders

Prepares a financial report for the event for the region

GROUP LEADERS/VOLUNTEERS

REGISTRATION:

At least (2) members should be at the registration table at all times - 9:00 a.m. – 3:00 p.m.

Suggested donation is usually \$5.00

Create registration forms for members to sign in

Have signs available with donations suggested \$5.00

Have signs for those writing checks to region treasurer – Make Checks payable to:

Be responsible for selecting members to assist at registration table.

Be responsible for cash box, and for any monies received at the registration table.

Turn in all registration money received to Region Treasurer at the end of the event

DECORATIONS

Usually set up the day/night before the event

Provides tablecloths and main centerpieces for event.

Be responsible for setting up and taking down decorations

LITERATURE TABLE

Responsible for inventory of literature for sale

Purchase literature needed as requested by the committee

Keep a record of literature bought and sold

Make sure prices are available for literature – signs or on table

Bring Containers for Money

Keep a record of funds received and give along with \$ to region treasurer.

SPEAKERS

Contact speakers for event as soon as possible

Participation restricted to members of the Nar-Anon, Narateen or NA program.

**This event is a day of recovery for Nar-Anon members- keep NA speakers to one hour
Confirm arrangements and location prior to conference date if applicable

Keep in touch with speakers during planning of event

Keep a contact list for speakers

Offer brochure “So you have been asked to speak”

Obtain M/C for the event

BASKET TICKETS

Organize committee to assist in selling tickets.

Arrange ticket procedure with Basket committee

Purchase tickets if needed.

Request upfront money from treasurer on the day of event

Give a report of funds collected to region treasurer at close of event

SUPPLIES

Bring supplies to event – pens, pencils, signs, tape, extra paper, etc.

Check with all group leaders for any supplies needed

PUBLICITY/COMMUNICATIONS:

Be responsible for announcing event by phone, emails and meetings.

Send or give announcements or flyers to group leaders

GIFT BASKETS:

Give committee the procedure for basket raffles

Receive raffle baskets – organize tables for baskets

Be available to transport baskets to be raffled if needed.

CD TABLE

Organize members to sell CD's at the CD table at the event

Keep record of sales and give to region treasurer along with \$ collected

Keep a list of anyone who may want to order CD's at a later date

FLYER/PROGRAM

Prepares flyer for the event to be approved by the committee members

Prepares program agenda for the event

GREETERS

Greeters welcome members at the door

Direct members to basket, food tables raffle tickets, literature table etc.

FOOD TABLE/KITCHEN

Sets up and organizes food for potluck

Kitchen is available

RECORDING & SOUND SYSTEM

Speakers

Microphones

Recording system

COFFEE, WATER, DRINKS

Purchase drinks – set up and sale?

For sale or free?

OPPORTUNITY DRAWING

Sells tickets for opportunity drawing

Hold \$ collected for drawing

EVENT CLEAN UP

Make sure the venue is left the way we found it.

**Note – In 2020 the Narathon was held virtually due to the Covid 19 pandemic.

SOUTHERN CALIFORNIA REGION – NARATHON SUB-COMMITTEE

GUIDELINES FOR VIRTUAL MEETINGS

The Narathon committee is responsible for planning the Southern California Region (SCR) Narathon. The Narathon is our one-day annual fundraiser held in the month of September, because it is recovery month.

The event is hosted by the region with the help of the groups or individuals. Groups or individuals are asked to volunteer to be responsible for a specific task to plan and prepare for the Narathon. Each group appoints group leader to attend the committee meetings and report back to their group. The group leader is then responsible to delegate the task assigned to their group/members.

The Narathon is planned within the guidelines and principles (Steps, Traditions and Concepts of Service) of the Nar-Anon program.

RESOURCES:

- *The Nar-Anon Guide to Local Services*
- *Nar-Anon Event Handbook*

VIRTUAL NARATHON EVENT –

Committee meetings and Narathon event are held by SCR Zoom account

Officers

Chair

Prepare agenda, Schedule and chair all planned meetings.
Lead discussion on theme and purpose.
Assist with committee chairs as needed
Review speakers Commitments and timing

Co-Chair

Assistant to the Chair.
Obtain Speaker release forms for video and audio Presentation.
Participant in agenda planning and meeting decisions

Secretary

Work with Chair and Co- chair to prepare meeting agenda and minutes of meeting.
Keep a current roster of all committee members, Phone numbers and email addresses and share with each member.
Take minutes at the meeting, prepare minutes and email to committee members.
Be responsible for announcing event by phone, emails and meetings.

Treasurer

Research ways to accept donations.

Keep tally of donations and pledges.

Give a receipt to donors of larger than normal amounts. \$20.00 and above.

Web Site

Develop a call-in number in order to Form committee meeting.

Develop a virtual program to present the agenda.

Calculate timing needed for Speakers and for questions and answers.

Calculate timing needed for announcements and introductions.

Confirm arrangements and readiness for giving a virtual speaking presentation.

Prepare flyer and program for committee members and participants. Monitor time for each event.

Develop ways to accept donations.

Develop ways to share and sell the speakers shares.

Zoom Host

Host the zoom meeting

Accept participants into Narathon committee meetings

Accept participants into Narathon event

Speakers

Contact speakers as soon as possible for virtual presentation.

Participants restricted to members of Nar-Anon, Narateen or Narcotic Anonymous program.

Keep in touch with speakers during planning event.

Keep a contact list for speakers.

Assist speakers with taking Questions and Answers timing.

MC Host

Share Narathon announcements.

Introduce Speakers