

ADDENDUM II
WNIR H&I/PI LEARNING DAYS GUIDELINES

Revision 12/14/2007

STATEMENT OF PURPOSE: The purpose of the WNIR H&I/PI Learning Days Subcommittee is to plan, publicize and host a Regional event that promotes interest in and learning about H&I, PI, & Phonline services as described in each subcommittee's Conference Approved Handbooks. The main intention of the event is to place emphasis on the use of these Conference Approved Handbooks in our service efforts. The structure of the event should foster interest in and use of these Handbooks by all participants. A secondary intent is to foster unity and cooperation between our service members and committees, reinforcing that our common goal is carrying the message. All participants shall conduct themselves in a way that exemplifies the principles contained in our Twelve Steps, Twelve Traditions, and Twelve Concepts of service.

HISTORY: The first WNIR H&I Learning Days was held in Wenatchee in November, 1990. The purpose of that event was to distribute and discuss the newly-approved WSC H&I Handbook. The event was held every year thereafter until 2001 when the final event (12th Annual) was held in Tacoma. The first PI Learning Day in the Region was the Western States PI Learning Days in Fife in 1982. WNIR PI Learning Days were held frequently thereafter until 2001. In 2001 a WNIRSC motion combined the two events into the H&I/PI learning Days. The first combined event was held in Seattle in November, 2002.

TIME/PLACE OF EVENT: The Learning Days even shall be held annually on the first Saturday in November. A Friday night "kickoff meeting" shall be held. **The Area hosting the event will be selected at the Fall WNIR All-Subs Day joint H&I/PI session** (see "Elections.")

ACCOUNTABILITY: **This committee is directly accountable to the Washington/Northern Idaho Convention & Events Committee (hereafter referred to as "C&E").** It is also spiritually accountable to the WNIR H&I and PI Subcommittees. **Full accountability to and participation in the C&E Committee and the ALL-SUBS DAY joint session shall be provided by the committee through reporting and attendance by its Chair.** Each quarter at the WNNIR All Subs meeting a joint H&I//PI session shall be held beginning at 12 Noon. The Learning Days Chair shall preside over this session. A detailed report of committee activities and budgeting shall be provided.

THEME: The theme of the event shall be *"Our message is hope and the promise of freedom."*

ELECTIONS: **The Area hosting the event will be selected at the Fall WNIR All-Subs Day Joint H&I/PI session.** The Area bid representative must have the approval of his/her ASC in order to be selected. It is suggested that support from the hosting Area's Activities Committee has been secured, and that an Ad-Hoc Learning Days Committee has been started. A list of suggested facilities and costs should be included with the bid. An "Interim Chair" shall be elected at the Fall WNIR All-Subs Day. The Learning Days Chair shall be elected at the Winter C&E Committee meeting.

OFFICERS: This committee shall consist of the following elected officers:

INTERIM CHAIR: **Elected at November WNIR All Subs Joint Session. This person will act as Chair until the Winter C&E Committee at which time they will attend the C&E Committee to report on committee activities** and run for election as the nominee from these committees. Clean time requirements are as described for the Chair.

CHAIR: **Elected at January C&E Committee,** Chair shall have 2 years continuous clean time and one year subcommittee experience. Regional Subcommittee experience is suggested. **Must be willing to attend** all Learning Days Subcommittee meetings, **all C&E Committee meetings** and All Subs Day joint sessions to provide progress and budgetary reports and answer questions from the body(s), and any other Special meetings as needed. It is recommended but not required that the Chair be a member of the Host Area. **NOTE: Must be willing to attend (5) C&E Committee meetings including the January C&E Committee AFTER the event to provide a final report WITH accounting of all Handbooks and memorabilia sold, remaining inventory and excess funds.**

VICE CHAIR: Shall have one year continuous clean time and 6 months subcommittee experience. Shall assist the Chair in performing his/her duties, and stand in for the Chair in case of absence. **Should be willing to attend all C&E Committee meeting** and All Subs Day meetings with the Chair to represent the committee and assist the Chair.

RECORDING SECRETARY: Shall have 6 months continuous clean time. Takes accurate minutes of all meetings and prints/distributes them within 7 days after the meeting.

OTHER OFFICERS: Other offices, as needed, may be elected by the Learning Days Committee. Remember that this is a Service Event, and not a Convention. The creation of a Service Events format (i.e., topics, work-shops, etc.) and the selection of participants are the heart of the event. It is recommended that decisions on these issues be made by the committee as a whole, and not by any single individual. For this reason, it is not recommended that a separate Programming Committee be created.

VOTING: Voting and discussion is open to all members of the N.A. Fellowship.

WORKSHOP PARTICIPATION: It is recommended that the Chairs and participants be chosen from Speaker Questionnaire's submitted by members of the Fellowship. The questionnaires should be distributed by the Learning Day Committee throughout the Region and surrounding Regions, by making announcements and providing copies to members at each All Subs Day and C&E meeting, and by posting the questionnaire on the RSC (and individual) websites if possible. It is important that these questionnaires be widely distributed so as to be inclusive as possible to members of the Fellowship wishing to offer their experience, strength, and hope.

BUDGET: The Learning Days standing budget is \$2,500. A breakdown of line items in the budget should be submitted for approval at the January C&E meeting. Funding will be in accordance with C&E financial procedures. **Proceeds from Learning Days raffle(s), auction(s), memorabilia, and excess funds are returned to the C&E Committee.** All refreshments, meals, and dances are to be put on and funded by the Host Area. 7th Tradition donations at Friday night kickoff meeting and Saturday night speaker meeting go to the Host Area.

LINE ITEMS:

- A. Literature/Handbooks (Shall have a minimum of ten H&I, ten PI, and ten Phonline Handbooks on hand for sale at the event)
- B. Phone Calls
- C. Copies
- D. Postage
- E. Supplies
- F. Flyers
- G. Facility
- H. Ad Hoc Meeting Rent
- I. T-Shirts
- J. Travel (Admin)
- K. Travel & Lodging – Main Speaker(s) (Optional)
- L. ASL (American Sign Language) Signing for Speaker meetings (Optional)

FINANCIAL PROCEDURES: **All remaining Handbooks and memorabilia (T-shirts, etc.) will be accounted for by the outgoing Learning Days Chair in his/her final report to the January C&E Committee. This inventory report shall be provided to the C&E and the C&E Treasurer, with the remaining inventory turned over to the C&E Treasurer. The Treasurer will count and verify the amounts by consigning the remaining merchandise to the incoming Learning Days Chair.** Handbooks remaining unsold after the event will be given to the Regional H&I and PI Subcommittees at no cost. **At any time, an audit may be required by any member of the C&E Committee. The C&E Treasurer is responsible for reconciling monies submitted and inventory remaining to ensure that memorabilia from past events is fully accounted for.** A specific dollar amount will be agreed upon for all "remaining memorabilia" turned over to the incoming Chair, who will be accountable for this Fellowship property.

WNIR NARCOTICS ANOYMOUS H&I-PI Learning Days Suggested Timeline

Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
All Subs		RSC	All Subs		RSC	All Subs		RSC	All Subs		RSC
1	23	4	5	6	7	8-9		10	11-12		13
14		15									

1. At the November WNIR All Subs H&I PI joint session:
 - A. The Area selection shall be made. The Area bid representative must have the approval of his/her ASC in order to be selected. It is suggested that the support from the Area's Activities Committee has been secured and that an Ad Hoc Learning Days Committee has been started. Bring a list of suggested facilities.
 - B. An Interim Chair shall be elected for the event. The Interim Chair will be accountable to the WNIR H&I & PI Committees.

2. After the Area is selected, the Interim Chair should call an Ad Hoc meeting in early December to:
 - A. Elect a Vice Chair. The Vice Chair should have 1 year clean and 6 months subcommittee experience. Vice Chair will help Chair to perform duties of the office.
 - B. Assign other responsibilities. These may include electing a Recording Secretary, Facility Coordinator, Activities Liaison, Flyer Coordinator, T-Shirt Coordinator, Format/Programming Coordinator, Billeting Coordinator, and a Contact Person responsible for communication with other Regions and NA World Services (NAWS).
 - C. Schedule all Ad Hoc committee meetings wrap-up until the event (1 per month with 2 in October).
 - D. Assign responsibility for generating a flyer with that schedule, to be available for distribution Prior to the next Ad Hoc meeting. Distribute these to the local Areas and mail to other Area H&I Committees. The T-shirt contest may also be announced on this same flyer, with an address for submissions and notation that final design selection will be made at the May All Subs meeting.
 - E. Assign responsibility to notify the Reaching Out and NA Way about the Event. Include City, date, time, and Contact Person (use Area or Regional Post Office Box address or other "anonymous" contact address). Create listing on WSO "NA Events" web site (which then gets printed in the "Calendar" section of the NA Way publication.)
 - F. Contact Western Service Learning Day Chair to ensure no conflict in date/location of our events.

3. Over the next couple of meetings and prior to the February WNIR All Subs joint session:
 - A. Create a preliminary budget. This budget should include expenses for: Facility Rental for the H&I/PI part of the event (Friday night and Saturday day. Try to keep to about \$500); T-shirt estimate, costs of copies, postage, telephone calls, rent for the ad hoc committee meetings.
 - B. Contact other Regions and ask if they are willing to participate in the event. It is important to do this and get support because of this support (in writing) the NAWS may cover some or all of the travel costs (not Hotel) of a NAWS representative to the event. The NAWS representative may or may not be the Main Speaker, but other Regions' support will help reduce costs to the WNIR (if NAWS has the money...)
 - C. Contact NAWS and ask for their support, after talking to other regions.

- D. Generate and distribute preliminary Event flyers. These will announce the date, city, and may have a Preliminary program.
 - E. Make up workshop panel member questionnaire. Include “return by” date of the August WNIR All Subs meeting
4.
 - A. The Learning Days Interim Chair presents the preliminary budget at the January C&E Committee and submits a motion to secure the funds.
 - B. Learning Days Chair is elected by the RSC.
 5. The Learning Days Ad Hoc Chair reports on progress at the February WNIR All Subs joint H&I-PI Session.
 6. Over the next meetings, work on the final event flyer. Also, develop the Event format (how many workshops? How many going on at the same time?) and Program. The Program only needs to have the workshop TOPICS figured out at this point.
 7. The Ad Hoc Chair will distribute the Event flyer at the April RSC, report on any Budget changes make a motion to supplement the budget if necessary and report on Event planning progress.
 8. The Learning Days Ad Hoc Chair reports on progress at the May WNIR All Subs joint H&I-PI session. The WNIR H&I-PI committee will select the T-shirt Logo contest winner. T-shirt quantities will be finalized. Workshop participant questionnaires are now available.
 9. Between the May WNIR All Subs meeting and the July WNIR C&E Committee, finalize any participation by outside organizations (e.g. Washington State Dept. of Corrections). Finalize workshop topics and program (less Workshop panel member names). Finalize Main Speaker and NAWS representative travel/hotel plans.
 10. The Ad Hoc Chair attends the July WNIR C&E Committee to report on any Budget changes, make a motion to supplement the budget if necessary and report on Event planning progress.
 11. The Learning Days Ad Hoc Chair reports on progress at the August WNIR H&I-PI joint session.
 12. After the August WNIR All Subs meeting, the program is finalized. All workshop panel slots have names in them, and workshop panel members are notified. T-shirts are purchased and printed (use a 3 bid elimination process). The Ad Hoc committee coordinates with the Area Activities Committee on keeping meal (lunch and dinner) and dance costs to a minimum. Event is NOT a fundraiser.
 13. Programs are distributed at WNIR RSC and may be mailed out to the Areas or other Regions.
 14. FIRST WEEKEND IN NOVEMBER....IT’S EVENT TIME!!!
 15. Final “wrap up” meeting. Accounting/audit of memorabilia, Handbooks sold and excess funds generated, final report of all committee members.
15. Chair attends January C&E as “Outgoing Chair” to present final report on the event. Report should include rough number of attendees, financial report on memorabilia and handbooks sold, raffle/auction proceeds, excess funds left over from seed money or after event is completed and other financial information. All memorabilia consigned at beginning of term shall be accounted for. All memorabilia left over shall be counted and turned over to the C&E to be given to Incoming Chair. All excess funds shall be turned over to the C&E Committee to be distributed to RSC and NAWS.

ADDENDUM III – LITERATURE STOCKPILE INVENTORY

DESCRIPTION	ITEM	QUANTITY	UNIT PRICE	TOTAL
NA Basic Text (Soft Cover)	EN-1102	10	9.70	97.00
NA White Booklet	EN-1500	100	.63	63.00
NA White Booklet (Spanish)	CS-1500	20	.63	12.60
Institutional Group Guide	EN-2115	3	3.70	11.10
Behind The Walls	EN-1601	50	.63	31.50
H&I Handbook with Tape	EN-2101	3	7.90	23.70
IP #6 Recovery And Relapse	3106	50	.21	10.50
IP #7 Am I An Addict	3107	50	.21	10.50
IP #8 Just For Today	3108	50	.21	10.50
IP #11 Sponsorship	3111	50	.21	10.50
IP #13 Youth and Recovery	3113	50	.21	10.50
IP #17 For Those in Treatment	3117	50	.26	13.00
IP #21 The Loner – Staying Clean	3121	50	.26	13.00
IP #23 Staying Clean on the Outside	3123	50	.21	10.50

TOTAL: 327.90