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ADDENDUM “C”
CALIFORNIA MID-STATE REGIONAL SPONSORED
SERVICE LEARNING DAYS GUIDELINES

These Guidelines refer to the Area - level, Regional learning days sponsored by the California Mid-State Regional Service Committee. The total budget for these learning days must be approved each cycle by the CMSRSC in its unified budget. Remember, these are learning days, not miniature unity days.

I. Scheduling

- A. Dates will be reserved six (6) months in advance by coming to the CMSRC meeting and requesting approval for a learning day in the area.
- B. Care should be taken to avoid scheduling a learning day when any nearby area in the region or a neighboring region has a unity day or convention scheduled.
- C. Learning Days will not be scheduled during the CMSRCNA, World Convention or CMSRSC meeting.
- D. Only one learning day will be scheduled in any month.
- E. For planning purposes we will split the region into two (2) districts: northern and southern:
 - i. Northern: CS CSS, SVG, CVN, and Gold Country
 - ii. Southern: CCNA, KT & Foothill
- F. Only one learning day per year will be planned for each district

II. Planning and Implementation

- A. There will not be any registration fee for any regional-sponsored learning day. Areas are encouraged, but not required, to hold supporting events to help pay for the learning day and generate income to return the seed fund to the CMSRSC. Some of the supporting events that have been held are dinners, soda, raffles or auctions of NA-related items, recovery meeting with 7th Tradition collected to help pay for the learning day and other associated events. If an area wants to sell merchandise specific to this learning day, it will have to be approved by their *Area*.

- 39 B. All leaning days shall be a cooperative effort between PI and H&I committee (and Phone
40 lines if the area has a separate Phonenumber committee) at the Area level with a balance of
41 workshops divided between the committees.
42 C. These learning days are intended to be single-day events.
43 D. Only one workshop should be scheduled at a time, preferably alternating between PI and
44 H&I and Phonenumber topics.
45 E. All aspects of planning and implementing the event are the responsibility of the area hosting
46 the learning day. Regional PI and H&I leadership will be available to advise and assist the
47 area planning.
48 F. Selection of topics and speakers are the decision of the area hosting the event. Care should
49 be taken to select speakers with current or previous experience with PI, Phone lines, or H&I
50 in Narcotics Anonymous and knowledgeable about the topic or their workshop. It is
51 suggested that these members be active in the area of service about which they are speaking.
52 G. Areas may want to get assistance from the area's activities committee for help in planning
53 any associated events, but it should be made clear this is a regional-sponsored event
54 associated with the learning day and not an area activity.
55 H. Although areas are completely responsible for planning and implementing their learning day,
56 they should remember there is a wealth of experience at the regional level and in surrounding
57 areas.
58 I. Areas may want to refer to the Public Relations Handbook or the H&I Handbook for some
59 additional ideas about planning the learning day.
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61 III. **Flyers**

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63 A. Flyers should be distributed as soon as possible, but at least 3 months in advance at the
64 CMSRSC meeting. Additional copies should be distributed at the ASC in the hosting area
65 and surrounding area or by distribution through the RCM's at the CMSRSC.
66 B. Flyers should include:
67 i. NA Logo with registered trademark, phone line number with area code and contact
68 person.
69 ii. Directions and/or map so members from outside the area can locate the facility.
70 iii. Address including city or town where the learning day will be held.
71 iv. Recognition that this is a regional-sponsored area-level service learning day.
72 v. Clear indication that there is not a fee for the learning day.
73 vi. The date and time of the event.
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75 IV. **Finances**

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77 A. A proposed budget shall be brought to the CMSRSC for approval.
78 B. Upon approval, each area will be given up to \$500.00 seed money.
79 C. If an area also receives seed money from its own area for this event, then the costs and
80 income will be shared between the area and their region based on a percentage equal to the
81 percentage each part contributed. For example: If the region provides \$500.00 seed funds
82 and the area budgets \$250.00, any expenses and revenues would be divided 1/3 to the area
83 and 2/3 to the region.

- 84 D. Each are will be given up to \$500.00 in seed funds to plan and implement the learning day.
85 The money should be returned to the region to fund additional learning days. The check for
86 the returned funds should be made out the CMSRSC and noted that it is returning seed funds
87 and applied to the CMSRSC budget.
- 88 E. If the event makes more than the \$500.00 seed funds given to the area, the committee
89 organizing the event will turn the funds over to their ASC.
- 90 F. Each Area will provide a detailed financial report indicating all expenses and all income
91 amounts and sources. A detailed report of the planning process including problems and
92 successes in producing the event will be provided. A copy of the flyer and program should
93 be included as well.
- 94 G. If an Area sells area merchandise or conducts an area fund-raising event at this event, those
95 proceeds should not be considered part of the income from the learning day or associated
96 events. The income belongs completely to the Area.
- 97 H. Attendance at the learning day is included on the travel budget for Regional PI and H&I RIC.
98 Travel for their participation should not be included in the learning day budget, but should be
99 paid from the RIC's line-item for administrative travel.
- 100 I. If an Area does not recover all of the seed funds, that is OK. We do not expect these events
101 to make money, but want to recover seed funds so we can plan additional events.
- 102
- 103 J. Approved expenses are:
- 104
- 105 i. Rent for the facility
- 106 ii. Insurance for the event (The event up to 500 people will be covered as a meeting
107 by regional insurance)
- 108 iii. Copies for flyers, registration material, programs and handouts for material
109 covered at the workshop.
- 110 iv. Mileage (at approved CMSRSC rate) for speakers traveling within California.
- 111 v. Food and Beverages.
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114 Adopted: 21 July 2001

115 Updated: 15 October 2016

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