

# ~~ UNITY DAY GUIDELINES ~~

## PURPOSE

The purpose of the Unity Day Event shall be an annual picnic, full day event or weekend convention for unification of the Fellowship of the Southwest Florida Areas of Narcotics Anonymous.

## MEMBERSHIP

The Unity Day Event shall consist of (but not limited to) representation of the (4) areas of the Southwest Florida fellowship of Narcotics Anonymous; Sunset Coast, Gulf Coast, Peace River and Shark Coast.

## UNITY DAY EVENT COMMITTEE

1) The purpose of the Event Committee is to coordinate and conduct the annual Unity Day Event of the Southwest Florida Areas of Narcotics Anonymous.

2) The Event Committee consists of (but not limited to) representation of the (4) areas of the Southwest Florida fellowship of Narcotics Anonymous; Sunset Coast, Gulf Coast, Peace River and Shark Coast. The Event Committee meetings are open to anyone and an effort should be made to encourage support including participation from all members.

3) FUNDING for the Unity Day Event shall be requested as the same amounts from all participating areas. Those funds will be deposited into a bank account maintained by the treasurer (Treasurer and Chairperson to be signers on the account) and held accountable to the Event Committee and the participating areas. All proceeds from the Unity Day event shall be divided equally among the participating areas along with the financial report of all money transactions.

4) The first task of the Event Committee shall be ELECTIONS representing the (4) areas of the Southwest Florida fellowship of Narcotics Anonymous; Sunset Coast, Gulf Coast, Peace River and Shark Coast. The Event Committee shall elect an Event Chair, Vice Chair, Secretary, Treasurer, Arts and Graphics, Fundraising, Site Selection and participating area representation (PAR).

### Chairperson

- Must have (4) four years minimum clean time and prior committee experience.
- Presides at all Event Committee meetings.

- Prepares an agenda.
- Insures that committee members are informed of any sudden changes in meeting times or places.
- Is cosigner on Event Committee bank account.
- Only votes in case of a tie.
- Insurers an updated event report is submitted to all supporting areas.

#### **Vice-Chairperson**

- Must have (3) three years minimum clean time and prior committee experience.
- Will assume the responsibilities of the Chairperson in the event of their absence.
- Assists the Chairperson in overall coordination.
- Cosigner on the Host Committee bank account.

#### **Secretary**

- Must have (1) one year minimum clean time.
- Shall maintain and distribute minutes of all Event Committee meetings to Host Committee and Board of Directors President.
- Shall maintain files of all Host Committee and Subcommittee minutes.
- Shall maintain archives.

#### **Treasurer**

- Shall maintain the Host Committee bank account.
- Keeps records of all income and expenditures.
- Assists in preparation of budget for the Unity Day Event.
- Is responsible for the payment of all Event Committee expenses.
- Will be responsible for the collection and deposit of Event funds received.
- Prepares a financial statement at the end of the Unity Day Event to be given by the Chairperson to each PAR for all of the supporting areas.

#### **COLLECTION AND HANDLING OF FUNDS**

- ONLY committee member with a minimum of (2) two years clean time shall handle money including but not limited to donations, merchandise, raffles and auctions.
- The Chair, Vice Chair and Treasurer shall be responsible for all monies collected by the committee as a whole and shall be accountable for those monies to all the supporting areas.
- Check requests shall be required for all money disbursements made and receipts shall be required for accountability.
- All proceeds from the Unity Day event shall be divided equally among the participating areas along with the financial report of all money transactions.

#### **Arts and Graphics**

- Responsible for all designs at the convention, including the themes for the Event and is responsible for designing T-shirts, coffee cups and other merchandise logos.
- This subcommittee should present a variety of designs to the full Event Committee for a vote. No artwork shall depict drugs or drug paraphernalia. All material must be kept within our Twelve Traditions and must be voted on by the entire Event Committee.
- Is responsible for creating all flyers and posting to social media.

#### **Fundraising**

- Must have 2 years minimum clean time and prior experience.
- This subcommittee is responsible for fund-raisers and entertainment during the event. **We never, under any circumstances, accept monetary contributions or gifts from any outside source.** In NA, whenever we need to “raise funds”, we do so from our own membership. The purpose is to raise funds and at the same time have fun. To do this we should try to keep down expenses. Elaborate and expensive decorations are not necessary for our members to have a good time. We have a good time being among each other in a festive place.
- Raffles or an Auction as a means of fundraising should be limited to NA recovery items never use items purchased from retail stores outside of the scope of NA and recovery or cash.

### **Site Selection**

- Whoever is chosen as the Site Selection Chair, it is advisable that the individual have prior event experience for the type of Unity Day event being planned (example: convention experience for a convention)
- Will find available options for the scheduled event and act as a liaison between the site and the Event Committee.

### **PAR (participating area representation)**

- Each of the 4 (four) participating areas should have representation, to be the liaison between the Unity Day committee and their respective areas.
- PAR is a voting member of the Unity Day committee and shall report to their respective ASC.
- Each area may also have a Vice PAR to insure representation.

I <sup>(Besh)</sup> Elizabeth Fleeman have  
received check # 1126 for the  
amount of \$ 600.00  
from the Shark Coast Area of Narcotics Anonymous. I will  
provide receipts for all money spent. In the event that not all  
money is spent I will return it to the Shark Coast Area of  
Narcotics Anonymous. \* Gratitude Dinner \*



Recipient



Treasure

Date: 11/10

Shark Coast Area

### GSR Report Form

Group Name: Sunday night Cerenity  
Meeting Place: \_\_\_\_\_

Date & Time: ~~SAT~~ SUN 6:30 am/pm to 7:30 am/pm  
Date & Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
GSR: \_\_\_\_\_ Alt. GSR \_\_\_\_\_

Average Attendance: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Approximate Number of Newcomers (1) \_\_\_\_\_ (2) \_\_\_\_\_

Group Conscience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Situations / Changes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments / Planned Events: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Literature Order:	\$	<u>89.09</u>	
Monies donated for Area functions	\$	<del>_____</del>	
ASC Contribution:	\$	<del>1.01</del>	
Total monies turned in:	\$	<u>89.10</u>	<input checked="" type="checkbox"/>

Name: Sarah K  
Address: 608 Shamrock Blvd  
Phone #: 941-210-1531  
Email: \_\_\_\_\_



Date: 11/10/24

Shark Coast Area

GSR Report Form

Group Name: TUESDAY/THURSDAY @ 6:30

Meeting Place: ST. MARKS

Date & Time: \_\_\_\_\_ 6:30 am/pm to 7:30 am/pm

Date & Time: \_\_\_\_\_ 6:30 am/pm to 7:30 am/pm

GSR: MILES Alt. GSR \_\_\_\_\_

Average Attendance: (1) 20 (2) 1

Approximate Number of Newcomers (1) 10 (2) 1

Group Conscience: TO CARRY THE MESSAGE

Situations / Changes: \_\_\_\_\_

Comments / Planned Events: \_\_\_\_\_

Literature Order: \$ 70.40

Monies donated for Area functions \$ \_\_\_\_\_

ASC Contribution: \$ 126.60

Total monies turned in: \$ ~~237~~ 247

Name: MILES S

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Date: 11/9/24

Shark Coast Area

### GSR Report Form

Group Name: SPAD  
Meeting Place: DOR SAVIOR LUTHERAN  
2705 N. TAMiami TRAIL, NOCOMIS

Date & Time: SAT 10 am/pm to 11 am/pm  
Date & Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
GSR: DANNY H Alt. GSR DAVE C  
Average Attendance: (1) 15 (2) \_\_\_\_\_  
Approximate Number of Newcomers (1) 1 (2) \_\_\_\_\_  
Group Conscience: NONE

Situations / Changes: NONE

Comments / Planned Events: TBD

Literature Order:	\$	<u>    </u>	
Monies donated for Area functions	\$	<u>    </u>	
ASC Contribution:	\$	<u>24</u>	
Total monies turned in:	\$	<u>24</u>	<input checked="" type="checkbox"/>

Name: DAVE CADWELL  
Address: 4132 VIA PIEDRA CIRCLE SARASOTA  
Phone #: 505-217-5377  
Email: CADWELDAVE10@GMAIL.COM

Date: 11-10-24

Shark Coast Area

### GSR Report Form

Group Name: Escape To Reality  
Meeting Place: Patriots Park

Date & Time: 7:30 thur 7:30 am/pm to 8:30 am/pm  
Date & Time: Sat 7:30 am/pm to 8:30 am/pm  
GSR: Steve W. Alt. GSR \_\_\_\_\_  
Average Attendance: (1) 8 (2) 8  
Approximate Number of Newcomers (1) \_\_\_\_\_ (2) \_\_\_\_\_  
Group Conscience: —

Situations / Changes: we moved

Comments / Planned Events: —

Literature Order:	\$	<u>29.60</u>	
Monies donated for Area functions	\$	_____	
ASC Contribution:	\$	<u>90.40</u>	
Total monies turned in:	\$	<u>120.00</u>	<input checked="" type="checkbox"/>

Name: Steve Whitaker  
Address: \_\_\_\_\_  
Phone #: 941-549-1700  
Email: \_\_\_\_\_



# GSR REPORT FORM

DATE: **10 NOVEMBER 2024**

**SHARK COAST AREA**

Group Name: **MONDAY NIGHT MIRACLES**

Meeting place: **New Hope Baptist Church – 2100 Englewood Rd, Englewood Fl**

Date & Time: **Monday 7pm to 8pm**

GSR: **Robert L** ALT GSR: **open**

Average Attendance: **30**

Approx number Newcomers: **01**

Group Conscience: **Tradition 5 – Carrying the message to the addict who still suffers.**

Situations / Changes: **Literature meeting reading from the Basic Text.**

Comments/Planned events: **Future plans for Speaker meeting. More to be revealed.**

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Literature Order:                      \$\$ \_\_\_\_\_

Monies Donated for area functions:     \$\$ \_\_\_\_\_

ASC Contribution:                      \$\$ 89 – \_\_\_\_\_

Total Monies turned in:                  \$\$ 89 – \_\_\_\_\_

  
[✓] **Treasurer**

**Name / Phone/ Email:** Robert L / 941-223-5670 / Robert@GrimReaperPest.com

Date: 11/10/24

Shark Coast Area

### GSR Report Form

Group Name: No Matter What Club  
Meeting Place: St Marks Church  
VENICE, FL

Date & Time: MON 11 am/pm to 12 am/pm

Date & Time: FRI 11 am/pm to 12 am/pm

GSR: Charlie B Alt. GSR \_\_\_\_\_

Average Attendance: (1) 4-8 (2) 4-8

Approximate Number of Newcomers (1) 0-2 (2) 0-2

Group Conscience: Carry the NA message to  
the Newcomer

Situations / Changes: \_\_\_\_\_  
\_\_\_\_\_

Comments / Planned Events: \_\_\_\_\_  
\_\_\_\_\_

Literature Order:	\$	<u>—</u>	
Monies donated for Area functions	\$	<u>—</u>	
ASC Contribution:	\$	<u>70—</u>	
Total monies turned in:	\$	<u>70—</u>	<input checked="" type="checkbox"/>

Name: Charlie B  
Address: FL  
Phone #: 941 769 2758  
Email: blueorson@gmail.com

Date: 11/19/24

Shark Coast Area

### GSR Report Form

Group Name: Shamrocking in Recovery

Meeting Place: Shamrock Park

Date & Time: Sundays 10 am/pm to 11 am/pm

Date & Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

GSR: Doug Alt. GSR \_\_\_\_\_

Average Attendance: (1) 15 (2) \_\_\_\_\_

Approximate Number of Newcomers (1) 1 (2) \_\_\_\_\_

Group Conscience: \_\_\_\_\_

Situations / Changes: \_\_\_\_\_

Comments / Planned Events: \_\_\_\_\_

Literature Order: \$ \_\_\_\_\_

Monies donated for Area functions \$ \_\_\_\_\_

ASC Contribution: \$ 84

Total monies turned in: \$ 84

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Date: 11-10-24

Shark Coast Area

### GSR Report Form

Group Name: I can't we can  
Meeting Place: Patriots Park

Date & Time: 11-10-24 6:30 <sup>to 7:30</sup> am/pm to \_\_\_\_\_ am/pm  
Date & Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

GSR: Justin Alt. GSR \_\_\_\_\_

Average Attendance: (1) \_\_\_\_\_ (2) \_\_\_\_\_

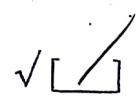
Approximate Number of Newcomers (1) \_\_\_\_\_ (2) \_\_\_\_\_

Group Conscience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Situations / Changes: none  
\_\_\_\_\_  
\_\_\_\_\_

Comments / Planned Events: none  
\_\_\_\_\_  
\_\_\_\_\_

Literature Order: \$ 0  
Monies donated for Area functions \$ 0  
ASC Contribution: \$ 0  
Total monies turned in: \$ \_\_\_\_\_



Name: Justin  
Address: \_\_\_\_\_  
Phone #: 941-548-8307  
Email: \_\_\_\_\_

Date: 11-10-21

Shark Coast Area

### GSR Report Form

Group Name: Friday Night Lights  
Meeting Place: Venice Church of Nazarene

Date & Time: Friday 8:00 am/pm to 9:00 am/pm  
Date & Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
GSR: Wayne C Alt. GSR \_\_\_\_\_

Average Attendance: (1) 27 (2) \_\_\_\_\_  
Approximate Number of Newcomers (1) 5 (2) \_\_\_\_\_  
Group Conscience: To Carry The Message

Situations / Changes: \_\_\_\_\_

Comments / Planned Events: \_\_\_\_\_

Literature Order: \_\_\_\_\_ \$ 32.80  
Monies donated for Area functions \_\_\_\_\_ \$ \_\_\_\_\_  
ASC Contribution: \_\_\_\_\_ \$ 36.20  
Total monies turned in: \_\_\_\_\_ \$ 69.00

Name: Wayne C  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_



RESOURCE COORDINATOR REPORT FORM

H&I HELPLINE NEWSLETTER PUBLIC INFORMATION

WEBSERVANT RACK COORDINATOR

Date: 11/10/24 Name: Besh

When & Where November Area Attendance: \_\_\_\_\_

OLD BUSINESS: Gratitude Dinner Planning

NEW BUSINESS:

\* Flyers for Gratitude Dinner: Saturday <sup>December</sup> 2024  
3:30pm - 7:30pm  
Speakers @ 5pm @ New Hope

\* Requesting \$600 for turkey's + supplies (and donation to church)

\* Dish sign-up sheet going around. Please give back to me before area is over!

SITUATION / CHANGE:

N/A

MONTHLY EXPENSES:

\$300/month

RESOURCE COORDINATOR REPORT FORM

H&I HELPLINE NEWSLETTER PUBLIC INFORMATION

WEBSERVANT RACK COORDINATOR

Date: 11/10/2024 Name: Sarah K

When & Where \_\_\_\_\_ Attendance: \_\_\_\_\_

OLD BUSINESS:

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~~\_\_\_\_\_~~

NEW BUSINESS:

a peace river member got a call from our  
Sharkcoast helpline - will reach out to Steve  
in Region to figure it out (steve@r59@atnon.com)

\* We had 2 calls this month \*

SITUATION / CHANGE:

\_\_\_\_\_

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

MONTHLY EXPENSES:

\_\_\_\_\_

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