

Distribution of Outreach & Step Study Material Process

The Midwest Region of Nar-Anon is very fortunate to have received a generous donation from Alligare, LLC in the amount of \$2500. The donor made this gift as an honorarium for a member of a Midwest Region Nar-Anon Family Group. The honoree suggested that the donation be used to purchase Outreach Packets and Step Study materials to those groups requesting them.

A committee was set up to develop a process for Groups to use in requesting these materials and/or funds to purchase these materials. Following is the process that was agreed to by the Committee:

- Each active group in the Midwest Region as of September 19, 2015 that requests it, will be reimbursed \$55.00 to purchase Outreach and/or Step Study materials or the materials may be purchased for them. A listing of Conference Approved Literature that can be purchased under this process is shown in the attachment entitled: '*Outreach and Step Study Literature*'
- Groups can obtain the Outreach and Step Study materials by using one of the following methods or a combination of the two.
 - Assembly Distribution – (Only for Groups that are attending the Midwest Region Assembly on October 24, 2015 in Addison, IL) In order to save on shipping costs, the Region will place an order for those groups participating and distribute the materials at the Assembly.
 - Groups should place their order through the Region's Treasurer.
 - Rod Seemann – email: rod@nar-anon.org
 - Order information should be filled out on the '*Outreach and Step Study Literature*' document and in the Treasurer's hands no later than October 2, 2015.
 - Shipping costs will be prorated to the individual groups based on their material costs as a percentage of the total materials ordered by the Treasurer. Shipping costs cannot be calculated until the total order is placed. The Treasurer will let each participating group know their group's shipping cost after the order has been placed. Depending on how many groups participate, shipping costs are estimated to be between 12-18% of a group's total material costs ordered.
 - Groups will be expected to reimburse the Region for any additional costs above the \$55.00 during or before the Assembly.
 - Individual Group Orders – For those groups wishing to wait and order their materials at a later time. (Groups in the same general geographic area may want to consider going together when placing an order so shipping costs can be minimized.)

- Each group participating is responsible for ordering and paying for their own materials.
- Upon receiving an electronic copy of the group's order, the Treasurer will reimburse the group for the cost of the approved materials ordered plus shipping up to a maximum of \$55.00. Groups must supply the Treasurer a name to put on the reimbursement check and an address where the check should be sent. (An electronic copy of each order is normally sent to the email address included on the order.)
- The tracking of these funds will be performed on a separate accounting form and included in the monthly report. The balance will be shown on the Treasurer's Report each month but not the individual transactions.
- Groups will be allowed to order these materials until September 30, 2016. This will allow groups to wait until after '*Nar-Anon 36 (Steps 1-12)*' are approved and published.
- Although unlikely, any total cost above the \$2500 will be taken out of the 'Outreach' budget. Any money left over in this fund after the process is complete, will be used as determined by the GSRs at a later date.