

NFACAA
HOST DISTRICT RESPONSIBILITIES FOR AREA ASSEMBLY

REGISTRATION

Host District _____ DCM name _____

The Registration table should be manned by 2 persons and alternated in 2-hour shifts.

◆ Registration – Friday 6PM to 8:15PM. Materials need to be boxed and placed in the Grapevine Room, Lower Level. A hotel staff member will open the room for you.

◆ Registration - Saturday 8:00AM to 4:30PM – Lower Level. At 4:30 materials are boxed and moved to the hallway by the Ballroom – Upper Level. Re-open Registration after dinner at 7:30PM. Close registration at 8:30PM.

◆ Registration – Sunday 8AM to 9AM. This time slot needs to be manned by non-voting members. At 9AM when the Chair asks the Registrar to call the roll, registration ENDS. Box up materials, tally the attendance sheets and turn the sheets over to the Alt. Chair.

Friday

◆ Registration should begin at 6pm and remain staffed until 8:15 PM that evening. The Alternate Area Chair will provide Assembly Agendas. If you run out of agendas you can have more printed at the service(front) desk of the hotel or see the Alt Chair. At least two people should be there at all times.

Supplies Needed: - All supplies purchased for hosting will be reimbursed

- 1) Before purchasing supplies check materials left from last Assembly
- 2) Name Badges holders (2 1/2 X 3 1/2 size) clear plastic allowing slip in inserts – 300
- 3) White name badge inserts – 200
- 4) Orange badge inserts - 100
- 5) Green name badge inserts - guests - 100
- 6) Legal or letter size lined pads - 4
- 7) Seventh Tradition buckets – 6
- 8) Room signs – Service, Experience, Grapevine, Wisdom, Archives, Courage
- 9) Pens & pencils and Sharpie markers for name badges.
- 10) Video & Script for the GSR workshop
- 11) District Table Numbers. Districts 1 through 33, [except 2,26,29]

Setup:

- The hotel will provide the registration tables. Set out the existing name badges by District if possible.
- Set out the 4 pads and put on the top of them - Officers/Service Coordinators, DCM/Alt. DCM, GSR/Alt. GSR, and Visitors. Suggestion: number the pages for quick Sunday AM tally.
- Put the room signs out by 8:00 AM. The Assembly designates the rooms. See the agenda.
- Room signs need to be picked up after the 4:30 PM Sat. meeting starts. Signs are returned to registration table.
- Have all of the District table numbers out on the tables by 8:15 AM. Please keep A/B Districts together. Place the Service Coordinators sign at a table near the front and the past Delegates sign at a table near the back.

GRAPEVINE ROOM

Host District _____ DCM name _____

- ◆ Staff the Grapevine Room from 8:00 am - 6:00 pm. all times and alternate in 2-hour shifts. We suggest at least 2 people at all times & alternate in 2-hour shifts.
- ◆ Coordinate with the Grapevine Service Coordinator for exact responsibilities in the Grapevine Room.

MEETINGS

Host District _____ DCM name _____

- ◆ Provide someone to facilitate the GSR Orientation Workshop, Saturday 9:00AM. See the Alternate Chair for Video and format script.
- ◆ Provide someone to chair the Traditions workshop. This chair should be someone who is very familiar with the NFAA as well as the Traditions. Current and past trustees, delegates, area officers and DCM's are good choices. The format for these meetings is to go over the Traditions - Jan Meeting 1,2,3 - April Meeting 4,5,6 – July Meeting 7,8,9 - and Oct Meeting 10,11,12.
- ◆ Provide a contact person for any disabled members to assist them.
- ◆ Provide speaker for the Saturday night meetings every July and odd year October meetings.
- ◆ NFAA will provide the following speakers - January even years a GSO speaker, January odd years the S E Trustee, April the Assembly will have a business meeting on Saturday (Preparing for Delegate going to GSO) and on even years the October meeting will be a business meeting (Election year). The Host committees will be notified if there is a special guest invited by NFAA and no speaker is needed.
- ◆ Pass the Seventh Tradition buckets at the Sat. Speakers Meeting, or Sun. Business Meeting. Don't forget the front tables where the officers sit. All money should be counted and turned over to the Treasurer.
- ◆ Check with the Committee Chairs and Service Coordinators to see if they need a note taker for their meeting/workshop. If needed, provide a note taker.
- ◆ Assist the officers or committee chairs in passing out any information at the October Voting Assembly. You need to have 8 non-voting people to distribute and pick up the votes of the Assembly and assist in the process. This is only in October of even years.

Expenses

Expenses incurred to replenish supplies will be reimbursed. Remember we are tax exempt and do not pay sales tax. Please obtain an expense reimbursement form and sales tax exemption certificate from the Alt. Chair or Treasurer.

Hosting an Assembly is meant to be a rewarding experience for the Districts. Try to encourage as many volunteers as necessary even if they can't stay for the entire Assembly. Hosting an Assembly is a great way to meet other members of the fellowship and to encourage support & participation in service work.

Please see the Alternate Area Chair with questions, problems or suggestions. Thank you for your service to the North Florida Assembly.

Revised March 2007 by Alt. Chair