

**Bucks County Area  
Narcotics Anonymous**

**Convention Committee  
Policy**

**January 2016**

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## I Formation of Convention Committee

- The Chairperson will be elected at the Bucks County Area Service Committee (BCASC) meeting. The first meeting to form the committee will be held immediately following the next ASC meeting. The Bucks County area groups are invited to send two representatives, one convention representative and one alternate convention representative. Voting privileges are only extended to the Bucks County Area Group Convention Representatives (BCA Group Convention Reps) during the formation of the committee. The Bucks County area groups set the clean time requirements for their respective representatives; the suggestion is one year. After all positions are filled, the Administrative Committee (See Section II for members) are also extended voting privileges. The Chairperson can only vote in the event of a tie. All nominees for positions must be present for nominations, qualifications and elections. Clean time is not suggested, it is required to run for a position. Quorum will be established at the beginning of each meeting.
- To establish quorum, two-thirds majority of active voting members must be present for any type of voting to occur. If a quorum is not established, the committee will handle any business that does not require voting. A description of all committee positions, duties, and qualifications are documented in this policy. The committee that is elected will hold their positions until the convention is completed and all financial reports are submitted to the BCASC. It is important to understand that a complete financial report must be submitted by the Chairperson, and Treasurer. Any member of the Administrative Committee, BCA Group Convention Reps, or Sub-Committee Chairperson may not hold more than one position, and that position for more than two consecutive terms. Any elected member of the committee that misses two consecutive meetings without an excused absence will forfeit their position. Nomination and elections of a vacant position will be held at the following convention committee meeting. In the event a BCA Group Convention Rep misses two consecutive meetings, the Chairperson will contact and inform that group of the issue.
- **Removal from Office:** In circumstances other than absence, removal from office will require a two-thirds majority vote of the administrative committee to decide if the motion is in order.
- If the motion is found to be in order, it will be presented to the convention committee voting members requiring a two-thirds majority.
- All convention Committee meetings should take place at a regularly scheduled time and place. The times and dates of all scheduled meetings will be voted on by the BCA Group Convention Reps, at the first convention meeting. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. An effort should be made to encourage participation from all members of the committee.

## II Convention Committee Members and Qualifications

- The convention committee consists of an Administrative Committee, BCA Group Convention Reps, and Sub-committee chairpersons. Qualifications are as follows:

<b>BCASC Convention Committee Members</b>	
<b>Position</b>	<b>Clean Time (Years)</b>
<b>Administrative Committee</b>	
Chairperson	5
Co-Chairperson	5
Secretary	2
Treasurer	5 (including a source of income)
Co-Treasurer	5 (including a source of income)
Hotel Liaison	3
Fund Raising (Event Coordinator)	4 (including a source of income)
Merchandise	3 (including a source of income)
Registration	3 (including a source of income)
<b>BCA Group Convention Representative</b>	
Group Representative	Established by groups (see <b>Note</b> )
Alternate Group Representative	1
<b>Sub-Committee Chairpersons (See Note 2)</b>	
Convention Information	2
Arts and Graphics	2
Hospitality	2
Security	2
Program	4

**Note:** 1) BCA Group Convention Reps qualifications are set by their respective home groups. The Convention Committee recommends 1 year clean, a Narcotics Anonymous (NA) Sponsor and prior NA service, and should also base their lives and recovery on the principles of Narcotics Anonymous.  
2) The clean time requirements for Co-Chairperson of a Sub-Committee is one year less than Chairperson.

- The Administrative Committee and Sub-Committee Chairperson must have an NA sponsor and an NA home group, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA, and some prior Convention Committee experience would be helpful. All positions that handle money must have a source of income.

### **III Convention Committee Member Duties**

- Duties for the Administrative Committee, BCA Group Convention Reps and Chairpersons are as follows:
- Administrative Committee
  - The Administrative Committee carries out (administers) the conscience of the convention committee. Its function is to support sub-committees and facilitate communication between them. They may hold separate meetings as necessary.
  - The members of the Administrative Committee discuss the performance of each sub-committee, as well as the convention budget, and other matters that affect the convention. The results of these discussions will be included in the Chairperson's written report to the Convention Committee.

- Comments and suggestions from the BCASC are included in the Chairpersons report at the beginning of each Convention Committee meeting. The responsibilities of the Administrative Committee are as follows:
- **Chairperson:**
  - Leadership qualities and administrative skills
  - Organizes convention committee meetings. Stays informed of the activities of each subcommittee, attends each event, and provides help when needed.
  - Helps resolve personality conflicts.
  - Provides guidance and support to the subcommittees. Only major issues need to be brought to the Convention Committee meetings.
  - Prepares the agenda for Convention Committee and Administrative Committee meetings.
  - Votes only to break a tie.
  - Attends all BCASC meetings and reports Convention Committee status.
  - Convention Committee status reports to the BCASC should include: updated Convention Committee Treasurer's report, financials, past and up-coming events, open positions, and area participation (complete list of group reps who participated in the last convention committee meeting).
  - Responsible to submit a complete financial report to the BCASC at the conclusion of the convention.
  - Is one of the signers on the checking account
- **Co-Chairperson:**
  - Leadership qualities and administrative
  - Acts as a chairperson for any sub-committee if the chairperson or co-chairperson is unavailable or not yet elected.
  - Attends subcommittee meetings, as needed, in order to insure they receive the necessary guidance
  - Reports to the BCASC meetings in the event the chairperson is unavailable to attend.
  - Is a signer on the checking account.
  - Co-chairperson is responsible for collecting hotel deposit slips and receipts in the absence of the Treasurer and Co-Treasurer during the convention.
  - Along with the Hotel Liaison and through the duration of the convention, is physically present to respond to and deal with any hotel issues that arise.
- **Secretary:**
  - Service experience, access to a computer, and good typing and administrative skills
  - Takes accurate minutes of all sub-committee meetings and collects subcommittee reports.
  - Distributes minutes to committee members and area secretary. Minutes should be distributed no later than two (2) weeks after convention committee meetings. Maintains a contact list of committee members for committee use.
  - After the convention, the Secretary will provide the BCASC with a complete set of meeting minutes for the archive file.

○ D. **Treasurer:**

- Custodian of Bucks County Area Convention Committee (BCACC) Funds.
- Co-signer of the BCACC account. The signatures required for the account and checks are any two of the five signatures which are the Convention Treasurer, Convention Co-Chairperson, BCACC Chairperson, BCASC Treasurer, and co-Treasurer. BCACC Treasurer and co-Treasurer cannot be co-signers on the same check.
- Works within the Administrative Committee to establish a budget for the convention beginning with the seed fund provided from the previous convention's profits
- Writes all checks and is responsible for collecting receipts to account for all subcommittee expenses. Checks will not be written without a check requisition request form (See Attachment 1) and no checks may be pre-signed.
- Treasurer is to collect all deposit slips and/or funds from all sub-committee chairs at each committee meeting and is responsible for matching slips with bank statements.
- Responsible for all money, pays all bills, and advises chairperson on cash supply, income flow, and rate of expenditures.
- Reviews subcommittees reports for deviations from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
- Responsible for preparing and submitting updated financial reports at each convention meeting and to submit a complete financial report to the Chairperson at the conclusion of the convention
- All requests for reimbursements must be accompanied by receipts and purchase orders.
- The Treasurer will use a triple carbon receipt book during the convention to be turned in as part of the final report.
- During the convention the Treasurer and Co-Treasurer will be responsible for collecting all money from subcommittees on an hourly basis and giving each subcommittee a receipt for the money collected. The money collected will be deposited immediately in the Hotel safe, lock box, or the bank. The Treasurer will pay the Hotel bill by check at the conclusion of the convention. Within 24-hours following the convention, all monies must be deposited in the convention committee bank account.
- A quarterly review of all financial records will be made by the BCASC and a written report will be submitted to the BSASC meeting.

- **E. Co- Treasurer:**
  - The duties and requirements for the position are the same as the Treasurer.
  - BCACC Treasurer and co-Treasurer cannot be co-signers on the same check.
- **BCA Group Convention Representatives:**
  - Must be nominated and elected by a BCA Group
  - Is a voting member of the Program Subcommittee and the Convention Committee.
  - Cannot hold any other position, within the Program Committee, other than Secretary.
  - Reports to the Home Group on the progress of the convention.
  - Makes nominations for speakers and chairpersons for the convention.
- **Alternate BCA Group Convention Representatives:**
  - Are participants on the Convention Committee and Program Subcommittee. They have the same responsibility as the BCA Group Convention Representative in the absence of that representative.
- **Sub-Committees:**
  - All subcommittees are to submit a complete and detailed final report at the conclusion of the convention prior to the next scheduled BCASC meeting. All subcommittee responsibilities continue at the conclusion of the convention and until all final reports are submitted to the BCASC by the Convention Chairperson.
- **Hotel Liaison:**
  - Acts as liaison between the convention committee and the hotel.
  - Works with the Registration Subcommittee to project attendance figures to determine amount of meeting space, hotel rooms, banquet and breakfasts which will be needed.
  - Submit for approval any catering proposals such as coffee, banquet, brunch, breakfast.
  - Establish an arrangement so that only the Chairperson, Co-Chairperson, or Hotel Liaison will have authority to sign for services during the convention, except for coffee
  - Have all contracts reviewed by an attorney and signed by the BCASC Chairperson.
  - During convention will be responsible to maintain communication with the hotel Friday or Saturday night and will be coordinate with Convention Co-Chairperson.
- **Event Coordinator:**
  - At the first meeting, the subcommittee elects a treasurer to maintain funds generated by this subcommittee. The treasurer's requirements are: Three (3) years clean, a source of income, and accounting skills.
  - Subcommittee plans and carries out all pre-convention and convention activities (see attachment 2).

- The Event Treasurer will deposit all funds in the convention account or turn over to the Convention Treasurer by the next working day. A deposit slip must be given to the Convention Treasurer at the next convention meeting.
- Responsible for all entertainment events prior to and at the convention that have been approved by the Convention Committee (see attachment 2).
- Prepares and submits a budget of all fund raising activities to the convention treasurer within 60 days of the formation of this subcommittee. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near. This should also include entertainment events at the convention.
- Flyers for the events should be distributed at the ASC.
- **Merchandising:**
  - Prepare and submit a budget of all proposed merchandise to the Convention Committee and Treasurer within 60 days of the formation of this subcommittee. This budget must include pre-convention and convention merchandise. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near or as pre-convention merchandising needs change.
  - Responsible for purchasing and ordering merchandise per Purchasing Policy (attachment 2). **\*\*\* Art work must be approved the Convention Committee. \*\*\* Three (3) competitive bids must be obtained. \*\*\***
  - As a guideline, based on previous experience, the initial order for pre-convention merchandise should not exceed a quantity of 100 (i.e., in total). When pre-convention merchandise inventory drops below 10%, reorder as needed.
  - Pricing for merchandise submitted to the Convention Committee for approval.
  - Must attend events to sell pre-convention merchandise.
  - Storage of all merchandise will be the responsibility of the Merchandising Chair. Inventory, Sales, and Returns will be documented and the appropriate form and/or receipt issued (See attachments).
  - All money will be deposited in the convention checking account or turned over to the Convention Treasurer by the next convention meeting.
  - Maintain a continuous inventory of items on hand and sold..
  - The guidelines for merchandise during convention. Store hours at the convention should be as long as possible. All outside vendors should be reviewed by the Merchandise Subcommittee and approved by the Convention Committee.
    - During the convention deposits will be picked up on a schedule established by the Treasurer or Co-Chair. Receipts will be given for all funds collected.
    - Physical inventory will be the responsibility of the Merchandise Chair.
    - Spot inventory must be done on a daily basis (see attachment 3b).
    - Cash registers with captured tape receipts and/or other comparable technologies are mandatory.
    - Either Chair or Co-Chair must be in store to oversee operation.
    - Only damaged merchandise can be discounted.
  - The guidelines for merchandise after the convention.
    - An inventory will be done by the Convention Chair and Merchandise Chair at the hotel.
    - Merchandise sales receipts are to be turned over to the Convention Treasurer, and a final merchandising report, containing the final inventory, will be submitted to the Convention Chair within one (1) week following the convention. Convention deposit slips will also be submitted at this time.



- Convention merchandise pricing will remain in effect until 60 days after the convention at which point the merchandise may be offered at a discounted price. All money collected from sales will be deposited in the BCASC account.
- **Registration:**
  - Committee is responsible for obtaining a Post Office Box to be used during each convention.
  - Will coordinate with Arts/Graphic Committee to create convention registration forms
  - The committee will be responsible for picking up all mail weekly at the P.O. Box and distributing to all other committees when needed.
  - All money received by registration will be turned over to the Convention Treasurer as soon as possible. Receipts will be issued by the Treasurer at the next convention committee meeting.
  - Maintain log records of registrations, banquet, brunch and event tickets sales. The quantities will be reported at each Committee Meetings. This log will also be kept current at the convention.
  - A three copy receipt book will be used by committee, receipt #1 mailed to registrant, #2 given to treasurer with each deposit slip at each convention meetings, #3 to be retained in the book for registration committee records.
  - The registration committee is responsible for preparing a complete registration packet with input from the other subcommittee.
  - Cash registers with captured tape receipts and/or other comparable technologies are mandatory for use at the convention.
  - Responsible for appointing and overseeing cashiers and registration volunteers during the convention.
  - During the convention, money and all second part receipts will be turned over to the Treasurer as per the agreed upon schedule.
  - The committee will inventory all packages at the close of registration
  - The Registration Chairperson will prepare a final report which will include a complete breakdown of all registrations, event tickets sold, and all items that were given away. In order to maintain accountability all serialized tickets and merchandise, must be returned along with the report to the Convention Chair prior to the next scheduled BCASC meeting.
- **Convention Information:**

- This committee is to inform the fellowship of our event by sending out flyers to The RSCs, RSOs, and the WSO which would include getting the information in the News line and NA Way, and On-line Web.
  - Should also work closely with the other subcommittees.
  - The Chairperson of the committee should have their phone number on the flyer to provide information.
- **Arts & Graphics:**
    - This committee is responsible for designing the logo for the convention and the convention merchandise, with the approval of the Convention Committee.
    - This committee is also responsible for making the convention and directional posters used at the convention; in addition to making the banner or having the banner made for the convention.
- **Hospitality:**
    - Responsible for planning and operating the Hospitality room at the convention.
    - Works with registration committee to provide local transportation, tourist, dining and other information pertinent to the local community.
    - Responsible for setting up banquet room including clean time count down gifts, center pieces, and all decoration needed.
- **Security:**
    - Keeps order in facilities where convention and dances are held.
    - Assists fund-raising at dances and during convention.
    - Responsible for collecting tickets at all events during the convention (i.e., brunch, banquet, dance, etc.).
    - Works with Hotel security to police convention attendees in the lobbies and hallways of the Hotel/Convention Center.
    - Will have walkie-talkies for communication purposes (see attachment 2).
- **Program:**
    - This Subcommittee is made up of a Chair, Co-Chair, Secretary, and all Home Group Convention Reps. The Chair and Co-Chair can not hold any other positions on the Convention Committee.
    - Hold monthly meetings up to two months prior to the convention and weekly thereafter.
    - Responsible for:
      - Selecting topics and times of all meetings including Marathon and Workshops.

- Selecting Speakers and Chairperson for all meetings, except Marathon. Traditionally, if they desire, it is suggested that the BCASC Chair chair the opening meeting, the BCACC Chair chair the banquet meeting, and the Program Chair chair the breakfast meeting.
- Selecting readers for the main meetings mention above.
- Organizes the clean time count down.
- Works closely with the Registration Subcommittee Chair in preparing the convention packet program. After the final approval of this Subcommittee, the Registration Subcommittee is responsible for the cost and printing of the program.
- Procures a Taping Company for the convention using the three bid process. The awarded contract will be reviewed by an attorney and signed by the BCASC Chair. (See attachment No.2)

#### **IV. MOTIONS**

- Motions can be made by the following Convention Committee Members:
  - BCA Group Representatives,
  - Sub-Committee Chairs, for motions on business pertaining to that Sub-Committee, and
  - Administrative Committee Members on business pertaining to that position.
- A BCA Group Representative or Alternate in the absence of the Group Representative is the only member who can second a motion. Only one second is required and recorded. If the motion is amended, only the original second can second the amended motion.
- Motions from a Sub-Committee do not need a second if they represent the conscience of that committee.
- Motions to amend this Policy shall be tabled and brought to the BCASC by the Convention Committee Chair for approval. A two-thirds majority vote of the
- existing quorum shall be required to change, add, or delete information from this existing policy.
- A ledger of all motions passed or failed will be maintained by the Convention Secretary.
- Parliamentary Authority shall be in accordance to the BCASC Policy section XV. Chart of Motions. The BCASC Chair should maintain a copy of this policy.

## **V. Asset Allocation**

- The convention checking account shall remain open for the duration of two (2) area service committees at the conclusion of the convention to finalize all outstanding business.
- The convention checking account will then be closed and all funds transferred to the Bucks County Area checking account.
- A seed fund of up to ten thousand dollars (\$10,000) shall be established until such time as the next convention committee account is opened.
- All funds remaining in excess of ten thousand dollars (\$10,000) shall be dispersed at the discretion of the Bucks County Area.
- Convention merchandise shall remain the responsibility of the convention committee merchandise chair until such time as the convention committee is dissolved.
- In the event of dissolution, the Bucks County Area Unity subcommittee shall assume responsibility for convention merchandise.

## **VI. ATTACHMENTS**

- No.1 Check Requisition Form
- No.2 Purchasing Policy Including Forms
- No.3 Inventory Policy Including Forms 3a, 3b and 3c
- No.4 Guide line for tickets

• **BUCKS COUNTY AREA CONVENTION of N.A.**

• **CHECK REQUISITION FORM (Attachment No.1)**

- **DATE** \_\_\_\_\_ **CHECK**  
**#** \_\_\_\_\_
  
- **COMMITTEE** \_\_\_\_\_ **CHAIRPERSON**  
\_\_\_\_\_
  
- **CHECK PAYABLE TO:** \_\_\_\_\_ **AMT.**  
**\$** \_\_\_\_\_
  
- **APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_ **RECEIPT**  
**REC'D** \_\_\_\_\_
  
- \_\_\_\_\_  
\_\_\_\_\_

• **BUCKS COUNTY AREA CONVENTION of N.A.**

• **CHECK REQUISITION FORM (Attachment No. 1)**

- **DATE** \_\_\_\_\_ **CHECK**  
**#** \_\_\_\_\_
  
- **COMMITTEE** \_\_\_\_\_ **CHAIRPERSON**  
\_\_\_\_\_
  
- **CHECK PAYABLE TO:** \_\_\_\_\_ **AMT.**  
**\$** \_\_\_\_\_
  
- **APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_ **RECEIPT**  
**REC'D** \_\_\_\_\_
  
- \_\_\_\_\_  
\_\_\_\_\_

- **BCACCNA**

- **Purchasing Policy (Attachment No.2)**

- There are three kinds of purchases, 1) purchase orders for merchandise, 2) contracts for services such as hotels, taping, DJs, entertainment, and 3) petty cash for supplies and incidentals usually under \$150.00. Any purchase over \$300.00 requires three bids and must be presented to the Convention Committee for approval (see attached Three Bid Form).
- All Contracts must be approved by the Convention Committee, and signed-off by the Convention Chair.
- In addition, hotel contracts must be reviewed by an attorney.
- The Bid Form requires entering the subcommittees name, type of purchase, items, quantity, price per item, and total for each item. All charges such as shipping, screens, and taxes should also be listed. The supplier's name, address, and phone number are kept confidential until after the award. After the vendor selection is made by the Convention Committee, the vendor's proposal along with the Bid Form is turned over to the Treasurer and a Purchase Order will be issued to the vendor.
- Purchase order book is to be a triplicate pre-printed form with one copy going to the supplier, the second copy to be kept on file by the requesting subcommittee to be matched-up with the invoice and the third staying in the book to become part of the permanent record.
- If the bids are for a Contract, after the award, the Treasurer will arrange for the attorney review and when completed will have the Convention Chair sign. The contract will then be returned to the appropriate Subcommittee Chair.
- A check requisition is necessary for any cash used by a subcommittee for any expenses.
- Receipts are required for the amount of cash to be reimbursed. The requisition form should be filled out and the purpose for the money should be included. Each subcommittee requesting additional funding will be required to submit all receipts whose total adds up to their last requisition (i.e., a fund raising event). This will maintain accountability within the subcommittee.

**BCACCNA THREE BID FORM**

Part of Attachment No. 2

Sub-Committee \_\_\_\_\_

Type of Purchase \_\_\_\_\_

ITEM	Quantity	Price Per Item	Total for Vendor "A"	Total for Vendor "B"	Total for Vendor "C"

Include all charges such as Shipping & handling, Taxes, Screens, Etc.



- **BCACCNA**

- **Inventory Policy Attachment No.3**

- The guidelines for inventory control of merchandise prior to the convention are:
    - Physical inventory upon delivery of merchandise.
    - Inventory log book.
    - Receipts for money received and merchandise both in and out.
    - Spot inventory
  - Physical inventory must be recorded and an inventory form (form 3a) and filled out by the designated committee member upon delivery. The invoice must then be compared to see if there are any discrepancies. If there are any discrepancies they must be brought to the attention of the vendor.
  - The inventory log book will maintain merchandise being given out for sale, money received, merchandise returned, and overall inventory.
  - The receipt book is to be a triplicate pre-numbered book to maintain accountability. When any money is turned in, a receipt will be issued. When merchandise is given out or returned a inventory control receipt will be given out and signed by both *parties* of the transaction. All these receipts will be logged into the inventory control log to help maintain control of the flow of merchandise and money.
  - A member of the Administrative Committee will be responsible to make a spot inventory on a regular basis to see if all merchandise is accounted for. A spot inventory (form 3b) will be filled out at each count.
- **Any person, who is selling merchandise and comes up short through actions of their own, will be responsible for the merchandise or equivalent monetary value. Persons handling merchandise should be a member of that subcommittee.**

**BUCKS COUNTY AREA CONVENTION of N.A.**  
**PHYSICAL INVENTORY CONTROL Part of Attachm 3a**

<u>DATE</u>	<u>COUNTER</u>		
<u>VENDOR</u>	<u>P. O.#</u>	<u>INV. #</u>	
<u>QTY. INV.</u>	<u>QTY. REC.</u>	<u>DESCRIPTION</u>	

**BUCKS COUNTY AREA CONVENTION of N.A.**  
**PHYSICAL INVENTORY CONTROL Part of Attachm 3a**

<u>DATE</u>	<u>COUNTER</u>		
<u>VENDOR</u>	<u>P. O.#</u>	<u>INV. #</u>	
<u>QTY. INV.</u>	<u>QTY. REC.</u>	<u>DESCRIPTION</u>	

**BUCKS COUNTY AREA CONVENTION of N.A.**  
**PHYSICAL INVENTORY CONTROL Part of Attachm 3a**

<u>DATE</u>	<u>COUNTER</u>		
<u>VENDOR</u>	<u>P. O.#</u>	<u>INV. #</u>	
<u>QTY. INV.</u>	<u>QTY. REC.</u>	<u>DESCRIPTION</u>	

**BUCKS COUNTY AREA CONVENTION of N.A.**

**SPOT INVENTORY CONTROL / FINAL INVENTORY Part of Attach** 3b

**DATE** \_\_\_\_\_ **COUNTER** \_\_\_\_\_

**QTY.** \_\_\_\_\_ **DESCRIPTION** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUCKS COUNTY AREA CONVENTION of N.A.**

**SPOT INVENTORY CONTROL / FINAL INVENTORY Part of Attach** 3b

**DATE** \_\_\_\_\_ **COUNTER** \_\_\_\_\_

**QTY.** \_\_\_\_\_ **DESCRIPTION** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUCKS COUNTY AREA CONVENTION of N.A.**

**SPOT INVENTORY CONTROL / FINAL INVENTORY Part of Attach** 3b

**DATE** \_\_\_\_\_ **COUNTER** \_\_\_\_\_

**QTY.** \_\_\_\_\_ **DESCRIPTION** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUCKS COUNTY AREA CONVENTION of N.A.**

**SPOT INVENTORY CONTROL / FINAL INVENTORY Part of Attach** 3b

**DATE** \_\_\_\_\_ **COUNTER** \_\_\_\_\_

**QTY.** \_\_\_\_\_ **DESCRIPTION** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUCKS COUNTY AREA CONVENTION of N.A.**  
**MERCHANDISE REQUEST FORM Part of Attachment 3c**

<b><u>Person Requesting</u></b>	<b><u>Qty.</u></b>	<b><u>Description</u></b>

**Issued By** \_\_\_\_\_ **Requester Signature** \_\_\_\_\_

**BUCKS COUNTY AREA CONVENTION of N.A.**  
**MERCHANDISE REQUEST FORM Part of Attachment 3c**

<b><u>Person Requesting</u></b>	<b><u>Qty.</u></b>	<b><u>Description</u></b>

**Issued By** \_\_\_\_\_ **Requester Signature** \_\_\_\_\_

**BUCKS COUNTY AREA CONVENTION of N.A.**  
**MERCHANDISE REQUEST FORM Part of Attachment 3c**

<b><u>Person Requesting</u></b>	<b><u>Qty.</u></b>	<b><u>Description</u></b>

**Issued By** \_\_\_\_\_ **Requester Signature** \_\_\_\_\_

- **BCACCNA**

- **Serialized tickets Policy Attachment No.4**

- All Tickets sold for events shall be serialized sequentially in a professional manner. A
- quantity will be printed for each event and sold in sequence. Tickets left over will be returned to
- the Treasure along with sales receipts after the event. The following is an example for Sub-
- Committees to follow:
  - **Fund raising Example** for projected 200 in attendance.
    - Tickets for event number one would be numbered 0001 through 0200, tickets for
  - event number two would be numbered 0201 through 0400, tickets for event number three
  - would be numbered 0401 through 0600 etc. Tickets for convention events will be the
  - responsibility of Registration.
  - **Registration; Example** for projected 300 in attendance.
    - Tickets for registrations would be numbered 0001 through 0300. Tickets for
  - banquet would be numbered 0301 through 0600. Tickets for breakfast would be
  - numbered 0601 through 0900. Tickets for event number one would be numbered 0901
  - through 1200. Tickets for event number two would be numbered 1201 through 1500, etc.

- **The above are examples only**