

## PROCEDURE FOR PUBLIC OUTREACH APPROVAL ( from World Services)

The World Services Officers have approved the concept of reimbursing intergroups, groups and individuals for the cost of individual public outreach projects up to a ceiling of \$500.00 per project. There are three aspects to this process as follows:

### 1. Project

- Each project must be identified by name.
- A Public Outreach Project Approval form must be filled out and signed by the requesting individual for each project. The form must be submitted to the Public Outreach Coordinator and Chairperson. Required forms can be obtained from the World Services Office:  
6333 East Mockingbird Lane, Suite 147-817 Dallas, TX 75214 Phone: (469)-737-9304  
(877-try-NicA) or online at: <http://nicotine-anonymous.org/outreach.asp>
- A Public Outreach Literature Request Form must be filled out and signed if our literature is to be used for the project. This form needs to be included with the overall Public Outreach Project Approval form.

Electronic submission is allowed by using Excel documents available online at:  
<http://nicotine-anonymous.org/outreach.asp> Email forms to  
[outreachcoordinator@nicotine-anonymous.org](mailto:outreachcoordinator@nicotine-anonymous.org) and [chairperson@nicotine-anonymous.org](mailto:chairperson@nicotine-anonymous.org).  
Forms can also be mailed for approval to:

Nicotine Anonymous World Services Office  
6333 East Mockingbird Lane, Suite 147-817 Dallas, TX 75214

2. Approval The project must be approved by the Public Outreach Coordinator and the Chairperson of Nicotine Anonymous. Request forms are then forwarded by the chairperson to the World Services Office for further processing.
3. Arrangements for reimbursement of expenses If you will be requesting reimbursement for expenses, it is advisable to contact the Outreach Coordinator for pre-approval before beginning your project. Expenses can then be reimbursed after they are incurred by turning in receipts to World Services for reimbursement, accompanied by a copy of the approved Project Approval form. If necessary, arrangements can be made for direct-billing by the appropriate vendor to World Services Office.

# Nicotine Anonymous World Services

6333 E. Mockingbird Ln., #147-817 Dallas, TX 75214 USA

Shipping Phone: 469-737-9304 Fax: 888-390-5873

Email: [info@nicotine.anonymous.org](mailto:info@nicotine.anonymous.org) Internet: [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org)

For Fast Service use website store or this form with a credit card and fax to 888-390-5873

Or mail check or money order (US funds only payable to NAWSO)

Mail to: \_\_\_\_\_ Date: \_\_\_\_\_  
 Intergroup/Grp Name: (if applicable) \_\_\_\_\_ Grp: \_\_\_\_\_  
 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address or PO Box: \_\_\_\_\_ Business \_\_\_\_\_ Residence \_\_\_\_\_ City: \_\_\_\_\_  
 \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Ph#: \_\_\_\_\_ CREDIT CARD (CK ONE)  
 \_\_\_\_\_ MASTERCARD VISA AMERICAN EXPRESS DISCOVER CARD  
 Name on card \_\_\_\_\_ Signature \_\_\_\_\_  
 Card# \_\_\_\_\_ Exp Date \_\_\_\_\_  
 Billing address \_\_\_\_\_

Item #	Item Description	Book Discounts	QTY	Price Each	Total Price
Bk	NICOTINE ANONYMOUS: The Book Fourth Edition	Bk1-10 = \$10.50, 11-49 = \$9.80; 50+ = \$9.20			
BKa	Newcomer's Booklet (available 12-1-12)	Bk 1-10=\$4.00; 11-49=\$3.70; 50 += \$3.40			
Bk2	Our Path to Freedom 12 Stories of Recovery	Bk2 1-10 = \$5.95, 11-49 = \$5.60; 50+ = \$5.25			
Bk3	90 Days, 90 Ways	Bk3 1-10 = \$5.95, 11-49 = \$5.60; 50+ = \$5.25			
Bk4	Nicotine Anonymous 12 Traditions	Bk4 1-10 = \$2.50, 11-49 = \$2.00; 50+ = \$1.50			
Bk5	A Year of Miracles (A meditation for every day.)	Bk5 1-10 = \$15.00, 11-49 = \$14.10; 50+ = \$13.20			
CD	Voices of NicA - Inspirations and Affirmations - CD	CD 1-10 = \$3.99; 11-49 = \$3.59; 50+ = \$2.99			
CD	The Book & Our Path to Freedom on tape.	Boxed Set of 4 Tapes = \$20.00			

**Braille:** THE BOOK & Pamphlets are also available from the Braille Institute 800-272-4553 – Ask for supervisor or Order Desk.

P-1	Introducing Nicotine Anonymous	PAMPHLET DISCOUNTS P-1 TO P-14			
P-2	The Serenity Prayer for Nicotine Users	Under 100 pcs. No Discount .25 ea.			
P-2S	The Serenity Prayer for Smokers (Spanish)	100-499 pcs. Any Combination .23 ea.			
P-3	A Nicotine User's View of the Twelve Steps	500-999 pcs. Any Combination .21 ea.			
P-4	Tips for Gaining Freedom from Nicotine	Over 1000 pcs. Any Combination .19 ea.			
P-5	To the Newcomer & Sponsorship				
P-6	To the Medical Profession				
P-7	Facing the Fatal Attraction				
P-8	Our Promises	<b>SHIPPING&amp;HANDLING</b>			
P-9	To the Dipper & Chewer	If order subtotal: Then postage is:			
P-10	Slogans	Under \$3.01 1.00			
P-11	What do NAWS and Intergroup Services do for me	\$3.01 to \$9.99 2.50			
P-12	Nicotine Anonymous The Program and The Tools	\$10.00 to 39.99 5.95			
P-13	Are You Concerned about Someone who Smokes or Chews	\$40.00 & Over \$5.95 + 5% of total			
P-14	How Nicotine Anonymous Works				
B-L	The By-Laws of Nicotine Anonymous				1.00
Cds	Nicotine Anonymous Business Cards		100		5.00
Dir	Worldwide Meeting Directory				1.00
Psa	Public Service Announcement as an MP3 file	Via email only			FREE
	<b>SubTotal</b>		XXX		XXXXXXXX
	Sales Tax (Texas Residents Only) 8.25%		XXX		8.25%
	Shipping & Handling (See Shipping & Handling Chart Above)		XXX		XXXXXXXX
StK	Meeting Starter Kit (Limit 1 per Individual; 5 per Intergroup.)				FREE
Min	Steven Minutes-order form below – add amount here				
	DONATION (Thanks for supporting NAWS in our effort to help those who still suffer)				XXXXXXXX
	<b>GRAND TOTAL in US\$</b>				XXXXXXXX \$

SEVENMINUTES Order Form		CHECK OUT OUR NEW LOW MULTI-YEAR RATES!!!		
SEVENMINUTES is a quarterly publication of NAWS news, articles, and letters – “a meeting on a page.” Your subscription will get you four issues plus the regular updated Worldwide Meeting Schedule. You will also help SEVENMINUTES continue as the network among groups around the world.				
<input type="checkbox"/> New Subscription	<b>Subscription Rates</b>	<b>U.S.</b>	<b>Canada</b>	<b>Overseas</b>
<input type="checkbox"/> Renewal	1Yr	\$9	\$11	\$14
<input type="checkbox"/> Address Change	2 Yrs	\$17	\$19	\$27
	3 Yrs	\$25	\$27	\$39
Mail To: Name:	_____			
Address:	_____			
City	St:	Zip:	Tel:	
_____	_____	_____	_____	

# Nicotine Anonymous World Services

6333 East Mockingbird Lane, Suite 147-817 Dallas, TX USA 75214 TEL: 469-737-9304 E MAIL: info@nicotine-anonymous.org

INTERNET: [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org)

YOU MAY EMAIL FORMS TO: outreachcoordinator@nicotine-anonymous.org

## PUBLIC OUTREACH PROJECT APPROVAL

Originator:

Intergroup/Group Name Group #:

Address

City: \_\_\_\_\_ St Zip Code

Email Address: Phone Signature:

ALL

ESTIMATED PROJECT COST SUMMARY SHEET			
ITEM		COST	COMMENTS
LITERATURE PER ATTACHED FORM			
POSTAGE			
LABELS			
TYPING			
FOLDING, STUFFING LABOR			
OTHER COSTS:			
BUSINESS CARD HOLDERS			
<b>TOTAL</b>			

APPROVALS		
PROJECT COORDINATOR		DATE
OUTREACH COORDINATOR		DATE
CHAIRPERSON		DATE rev 03-20-13

PROJECTS MUST BE COMPLETED IN WRITING AND SIGNED. THREE LEVELS OF APPROVAL ARE REQUIRED: PROJECT COORDINATOR, OUTREACH COORDINATOR AND CHAIRPERSON. NOTE: SEQUENTIAL EMAIL APPROVALS ARE ACCEPTABLE.