

# **PROCEDURE FOR PUBLIC OUTREACH PROJECTS**

The World Service Conference has approved the concept of reimbursement to individual members of Nicotine Anonymous, groups, and intergroups for the cost of individual public outreach projects. A maximum value of \$500 per project may be reimbursed from the Nicotine Anonymous World Services Office (NAWSO), after final approval from the Nicotine Anonymous World Services (NAWS) chairperson. Each project request should be completed with a detailed description of the project and identify: point of contact (target audience) for the project, NicA group and/or intergroup associated with this Tradition Five activity, and materials used in the project.

## 1. Request Approval of a Public Outreach Project

- The project coordinator must submit a Project Approval Form to the public outreach coordinator.
- The public outreach coordinator will review and approve the project based on current guidance from the NAWS board, and forward the request to the NAWS chairperson.

A Public Outreach Project Approval consists of the following:

- Public Outreach Project Approval Form (print out, fill in, scan to email or postal) at: [https://nicotine-anonymous.org/files/DOCS\\_Outreach/NicA-Outreach\\_Public\\_Project\\_Approval\\_Form\\_1-18.pdf](https://nicotine-anonymous.org/files/DOCS_Outreach/NicA-Outreach_Public_Project_Approval_Form_1-18.pdf)
- Literature Order Form if needed (print out, fill in, scan to email or postal) at: [https://nicotine-anonymous.org/files/DOCS\\_publications/Literature\\_Order\\_Form\\_1-18.pdf](https://nicotine-anonymous.org/files/DOCS_publications/Literature_Order_Form_1-18.pdf)

Electronic submission is preferred via email, with above forms attached. Alternate forms may be used, as long as they contain the same information. Submit completed form to the public outreach coordinator at: [outreachcoordinator@nicotine-anonymous.org](mailto:outreachcoordinator@nicotine-anonymous.org), or postal mail to: NAWSO, 6333 E. Mockingbird Lane, Suite 147-817, Dallas, TX75214. The office manager will scan the request and send it to the outreach coordinator via email.

## 2. Project Approval

The project must be approved by the public outreach coordinator and the NAWS chairperson. Any request forms received by the office manager at the NAWSO will be forwarded for further processing.

## 3. 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. Reimbursement of expenses can then be made by providing receipts to the office manager, who will coordinate the reimbursement with the treasurer.

If necessary, arrangements can be made for direct-billing by the appropriate vendor to the NAWSO. Please contact the office manager for direct-billing arrangements.