

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
- 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

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, 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.

Nicotine Anonymous World Services (NicA)

1/18

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

Shipping Phone: 469-737-930 Fax: 888-390-5873 Info: 877-TRY-NICA

Email: shipping@nicotine.anonymous.org Internet: www.nicotine-anonymous.org

Name: _____ Email: _____
 Address _____ City: _____ St: _____ Zip: _____ Phone _____
 Card # _____ Type of Card: _____ Name on card: _____ Exp _____

Item #	Item Description	Book Discounts	QTY	Price Each	Total Price
Bk	NICOTINE ANONYMOUS: The Book 5 th Edition	Bk1-10 = \$10.50, 11-49 = \$9.80; 50+ = \$9.20			
BkSp	Nicotina Anónimos: El Libro	Bk1-10 = \$10.50, 11-49 = \$9.80; 50+ = \$9.20			
BKa	Newcomer's Booklet	Bk 1-10=\$4.00; 11-49=\$3.70; 50 += \$3.40			
BKb	Newcomers Package w/booklet, 90 Days, pamphlets	Bk2b = \$10.00, 11-49 = \$9.70; 50+ = \$9.20			
Bk2	Our Path to Freedom 12 Stories of Recovery	Bk2 1-10 = \$5.95, 11-49 = \$5.60; 50+ = \$5.25			
BK2a	Step Study Workbook	Bk2a 1-10 = \$15.00 11-49 = \$14.10			
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 of year.)	Bk5 1-10 = \$15.00, 11-49 = \$14.10; 50+			
CD	Voices of NicA - Inspirations and Affirmations	CD 1-10 = \$4.00; 22-50 = \$3.60; 52+ = \$3.00			
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 (NicA)	PAMPHLET DISCOUNTS P-1 TOP-14			
P-1S	Introducing Nicotine Anonymous (Spanish)	Under 100 pcs. No Discount .25 ea.			
P-2	The Serenity Prayer for Nicotine Users	100-499 pcs. any combination . 23 ea.			
P-2S	The Serenity Prayer for Smokers (Spanish)	500-999 pcs. any combination .21 ea.			
P-3	A Nicotine User's View of the Twelve Steps	Over 1000 pcs. Any combination .19 ea.			
P-4	Tips for Gaining Freedom from Nicotine				
P-5	To the Newcomer & Sponsorship				
P-5S	To the Newcomer & Sponsorship (Spanish)				
P-6	To the Medical Profession				
P-7	Facing the Fatal Attraction				
P-8	Our Promises	SHIPPING & HANDLING			
P-8S	Our Promises (Spanish)	Under 4.01 1.00			
P-9	To the Dipper & Chewer	\$4.01 to \$9.99 2.50			
P-10	Slogans	\$10.00 to \$9.99 6.05			
P-10S	Slogans (Spanish)	\$60.00 to \$120.00 12.30			
P-11	World Services, Intergroup & Me	\$121.00 to \$300.00 16.80			
P-12	Nicotine Anonymous The Program and The Tools	Over \$300 call 469-737-9304			
P-12S	Nicotine Anonymous The Program and The Tools (Spanish)				
P-13	Are You Concerned about Someone who Smokes or Chews				
P-14	How Nicotine Anonymous Works				
P-14S	How Nicotine Anonymous Works(Spanish)				
P-15	Our Policy of Openness: Our Higher Power As We May Each Come to Understand				
P-15S	Our Policy of Openness: Our Higher Power As We May Each Come to Understand (Spanish)				
P-16	Abstinence: What is It?				
B-L	The By-Laws of Nicotine Anonymous				1.00
Cds	Nicotine Anonymous Business Cards - home office info		50		6.00
Cds	Nicotine Anonymous Business Cards – blank for local info				6.00
Dir	Worldwide Meeting Directory				1.00
Psa	Public Service Announcement as an MP3 file	Via email only			FREE
	SubTotal		XXX		XXXXXXX
	Sales Tax (Texas Residents Only) 8.25%		XXX		8.25%
	Shipping & Handling (See Shipping & Handling Chart Center Above)		XXX		XXXXXXXX
St	Meeting Starter Kit (Limit 1 per Individual; 5 per Intergroup.)				FREE
	DONATION (Thanks for supporting NAWS in our effort to help those who still suffer)				XXXXXX
	GRAND TOTAL in US\$				XXXXXX \$

SEVEN MINUTES Order Form

SEVENMINUTES is a quarterly publication of Nicotine Anonymous World Services (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.

	Subscription Rates	U.S.	Canada	Overseas
___ New Subscription				
___ Renewal	1Yr	\$9	\$11	\$14
___ Address Change	2 Yrs	\$17	\$19	\$27
	3 Yrs	\$25	\$27	\$39

Mail To: Name: _____

Address: _____

City _____ St: _____ Zip: _____ Tel: _____

PUBLIC OUTREACH PROJECT APPROVAL FORM

Project Coordinator: _____

Address: _____

Phone: _____ Email Address: _____

Group name/location: _____

Project Name and Description (add page if needed) _____

ESTIMATED PROJECT COST SUMMARY SHEET

Below is a suggested list of possible items a project may plan to buy. For any items not listed here, please attach a page with the same type of information.

ITEM	QTY	UNIT COST	TOTAL COST
Paper			
Business Cards			
Envelopes			
Labels			
Business Card Holders			
Pamphlet Rack			
Display Rack			
Table Cloth			
Literature			
Total			

NAWS Approvals: (Project Coordinator to include date the form submitted)

	Project Coordinator	Outreach Coordinator	Chairperson
Approval			
Date			