

October

- AASC Chair and Treasurer to give final reports of the previous years activities and financial records.

New AAS Committee Begins

- The new AASC Chairperson is elected by the OASC and will assume duties in OASC new business.
- Guidelines, timeline, and all records of previous committee business including Art Work and Theme ideas are handed over to the new AASC Chairperson by the OASC.
- Set a time and place for the November organizational meeting for the AASC.
- Make fliers for the November organizational meeting and distribute them throughout the Ozark Area and get a copy of the flier to the OASC Secretary.
- Work with previous AASC Chair for the up coming November Chili Cook Off.
- Will close the Art Work and Theme contest for the High on Life Picnic.

November

- AASC Chairperson to hold organizational meeting.
- Hand out and review AASC guidelines.
- Hand out and review AASC timeline.
- Nominate and elect the following AASC positions:
 - A.) Treasurer (5 Years Clean)
 - B.) Vice Chair (2 Years Clean)
 - C.) Secretary (1 Year Clean)
 - D.) Registration (2 Years Clean)

E.) Entertainment (2 Years Clean)

F.) Hospitality (2 Years Clean)

G.) Hug Patrol (1 Year Clean)

- Vote on artwork and theme for the up coming High on Life Picnic.
- Secure site for the High on Life Picnic.
- AASC Chair will reserve 4 rooms for speakers and 4 newcomer campsites for the High on Life Picnic.
- Vice Chair chooses a speaker for committee approval for the upcoming activity.
- Compile a list of activities for the up coming activity in December.
- Entertainment Chair should find and choose entertainment for upcoming activity.
- **Host the November Chili Cook Off.**

- **Merchandise should begin working on the following:**
 - Compile a list of desired merchandise to be offered on the pre-registration flier as well as for sale before and during the High on Life Picnic.
 - Contact local vendors for pricing information for all desired merchandise.
 - Contact AASC desired and approved outside vendors for the High on Life Picnic.

- **Registration should begin working on the following:**
 - Design a flier for the High on Life Picnic.

- **Hospitality should begin working on the following:**
 - Plan a menu and compile a list of all needed supplies for the December activity.

- **Entertainment should begin working on the following:**
 - Secure a DJ or Band for the upcoming New Year's Eve activity with the AASC approval.
 - Start Collecting Narcotics Anonymous related Items for raffle and/or auction items for the upcoming activity.
- **Hug Patrol should help with Hospitality for the upcoming December activity.**

December

- AASC should meet in the 1st two weeks of the month.
- Finalize and approve everything for the upcoming New Years Eve Dance
- AASC to approve the following:
 - Registration flier for the High On Life Picnic.
 - Merchandise prices for the High On Life Picnic.
- Secure vendors for all High On Life Picnic merchandise.
- Begin production of items that will be sold before the High On Life Picnic.
- Begin printing of the High On Life Picnic flier.
- Begin reviewing speaker tapes for the High On Life Picnic.
- **Host the Annual New Years Eve Dance.**

January

- Host AASC meeting.
- Continue to review speaker tapes for the High On Life Picnic.
- Hug Patrol to begin designing a T-shirt for the High On Life Picnic and getting prices. Will need to have ready for approval at the April AASC meeting.
- Call to arrange and get prices on pop wagon, pop and ice for the High On Life Picnic.
- Entertainment should begin getting quotes for DJ's and Bands for the High On Life Picnic for AASC approval at the March meeting.
- Gather ideas for other types of entertainment and activities to offer at the High On Life Picnic for the AASC to approve in March.
- Send registration fliers and desired merchandise to the Regional Committee meeting with AASC approval.
- Update on all received pre-registrations.

February

- Host AASC meeting.
- Continue to review speaker tapes for approval at the March meeting.
- Gather ideas for workshops from the Groups in the Ozark Area (4 total workshops)
- Update on all received pre-registrations.

March

- Host AASC meeting 1st two weeks of the month.

- Begin getting quotes for the banner for the High On Life Picnic. Will need by May.
- AASC to plan upcoming OASC Birthday party.
- Registration to design and print a flier for the May OASC Birthday party.

- Distribute fliers for the May activity at the March OASC meeting.
- AASC to approve the following:
 - Speaker for the upcoming May activity.
 - 4 speakers and workshop topics for the High On Life Picnic.
 - DJ and/or band ideas and prices.
 - Other entertainment and/or activities.
- Compile a list of registrations from the previous High On Life Picnic and get a mailing list and cost ready for AASC approval in April.
- Update on all received pre-registrations.
- AASC Vice Chair will confirm all speakers for the High On Life Picnic and make travel arrangements.

April

- Host the AASC meeting.
- Send registration fliers and desired merchandise to the Regional Committee meeting with AASC approval.
- Hospitality should start planning a menu and compiling a list of supplies needed for the May activity.
- Entertainment should secure a DJ or Band for the upcoming OASC Birthday

party with AASC approval.

- Merchandise should start collecting NA related items for raffle or auction for the upcoming activity.
- Hug Patrol should help Hospitality for the upcoming May activity.
- **AASC should approve the following:**
 - Hug Patrol design and shirt style quantity and price.
 - Mailing list and postage costs for registrations for the Picnic.
 - All final decisions for the OASC Birthday Party.
- Registration to mail out registrations from the generated mailing list with AASC approval.
- Review merchandise inventory and reorder if needed with AASC approval.
- Update on all received pre-registrations.
- Distribute fliers for the May activity at the April OASC meeting.

May

- Host the AASC meeting 1st two weeks of the month.
- Host OASC Birthday party.
- AASC to approve design and cost of banner for the High On Life Picnic.
- Compile a list of all merchandise and totals that will be ordered for sales at the picnic with final approval from the AASC.
- Plan a menu for the High On Life Picnic, including donuts for both Saturday and Sunday and get prices for approval at the June AASC meeting.
- Register for World Unity Day link up, if one is available.
- Secure a place for the July activity.

- Design and print a flier for World Unity Day and distribute fliers at the June OASC meeting.
- Begin designing Programs and name tags for the High On Life Picnic for approval at the June AASC meeting.
- Get quotes for printing and laminating the programs and name tags for approval at the June AASC meeting.
- Review merchandise inventory and reorder if needed with AASC approval.
- Update on all received pre-registrations.

June

- Host AASC meeting in the 1st week of the month.
- Begin production of the banner for the High on Life Picnic.
- Begin production of all merchandise including coffee mugs that will be offered for sale at the High on Life Picnic. Allow at least 6 weeks of production time.
- **Hug Patrol should begin work on the following:**
 - Compiling a list of people and the sizes of T-Shirts needed for the High on Life Picnic Hug Patrol.
 - Begin the production of Hug Patrol T-Shirts.
 - AASC Vice Chair to reconfirm with all speakers for the High on Life Picnic.
 - AASC Vice Chair will reconfirm all speaker's travel arrangements.
 - AASC Chair to contact the site of High on Life Picnic and check to see how things are going.
 - **AASC Treasurer should begin compiling a list of people to operate the cash register and handle money at the High on Life Picnic.**
 - AASC to approve the following:
 - Approve prices for the AASC approved menu for the High on Life Picnic.

- Approve Program and Name Tag design and pricing for all printing cost and order production.
- Approve all people to operate and handle money at the High on Life Picnic.
- AASC to design and approve a format and the readings that will be used for main speaker meetings, workshops, and early bird meetings.
- Begin the printing of the Programs, Name Tags, and Meeting Formats for the High on Life Picnic.
- **Hospitality should begin the following:**
 - Plan a menu and compile a list of all needed supplies for the July, World Unity Day, Link Up with AASC approval.
 - Make arrangements for the pick up and delivery of food for the High on Life Picnic, including Doughnuts for Saturday and Sunday.
 - If a pop wagon is needed for the High on Life Picnic get prices and arrange for delivery on Friday morning of the picnic.
- **Entertainment should begin working on the following:**
 - Secure a DJ or Band for the upcoming, July, World Unity Day, Link Up with the AASC approval.
 - Reconfirm all hired/contracted entertainment for the High on Life Picnic.
 - Start collecting Narcotics Anonymous related items for raffle and/or auction items for the upcoming activity.
- **Registration should begin working on the following:**
 - Compile a list of all pre-paid merchandise for the High on Life Picnic.
 - Compile a List of all people pre-registered for the picnic.
 - Compile a list of people to work at the Registration table for the picnic.
- **Hug Patrol should help with Hospitality for the upcoming July, World Unity Day, Link Up.**
- Finalize all AASC approved decisions for the July, World Unity Day, Link Up.
- Update on all received pre-registrations.

July

- **Host World Unity Day, Link Up.**
- Host the AASC meeting the day of the World Unity Day, Link Up and meet again the week of the High on Life Picnic.
- Have all merchandise for the picnic picked up by the 2nd week of the month. The AASC Chair and Merchandise Chair will be responsible for picking up and inspecting all final merchandise orders.
- The AASC Chair and Vice Chair will be responsible for picking up and inspecting the banner.
- Hospitality will finalize arrangements for the pick up of food and doughnuts for the High on Life Picnic.
- The AASC Vice chair will make arrangements if any speakers need to be picked up at an airport.
- The AASC Hug Patrol Chair will reconfirm all people for the Hug Patrol and make any necessary adjustments.
- The AASC Treasurer will reconfirm all people that will be operating the register and handling money for the High on Life Picnic and will also be responsible for getting start up change.
- The AASC Chair and Treasurer will be responsible for finalizing all payments of rooms, new comer campsites, pop, ice, entertainment, etc... used during the High on Life Picnic.
- **Host the High on Life Picnic.**

August

- Host AASC meeting in the 1st two weeks of the month.
- AASC Chair will report all activity from the High on Life Picnic to the OASC.
- AASC Chair will open the Art Work and Theme contest for the next year's High on Life Picnic and pass out fliers to the groups for this at the OASC meeting.
- AASC Treasurer will give a report of all financial activity from the High on Life Picnic to the OASC.
- AASC Treasurer will issue a check to the OASC for any and all proceeds over the \$1200.00 that the AASC is budgeted for the year.
- Secure a place for November OASC Chili Cook Off.

- **Hospitality should begin working on the following:**

- Plan a menu and compile a list of all needed supplies for the November activity.

- **Entertainment should begin working on the following:**

- Secure a DJ or Band for the upcoming OASC, November, Chili Cook Off with the AASC approval.

- Start collecting Narcotics Anonymous related items for raffle and/or auction items for the upcoming activity.

- **Hug Patrol should help with Hospitality for the upcoming November activity.**

September

- Host AASC meeting in the 1st two weeks of the month.

- AASC will pick and entertainment for the November, Chili Cook Off.

