

Procedure for Public Outreach Approval

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.

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 online (nicotine-anonymous.org/outreach.php), or from the World Services Office:
419 Main Street, PMB# 370 Huntington Beach, CA 92648
Phone: (415) 750-0328 (877-try-NicA)

Literature

- 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 Public Outreach Project Approval form.
- The form must be submitted to the Public Outreach Coordinator and Chairperson. Required forms can be obtained online (nicotine-anonymous.org/outreach.php), or from the World Services Office:
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Phone: (415) 750-0328 (877-try-NicA)

Approval Process

- Email submission of all forms is allowed by using Excel documents available online at nicotine-anonymous.org/outreach.php.
- 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.

Arrangements for Reimbursement

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

419 Main Street, PMB #370 Huntington Beach, CA 92648 USA

TEL: 866-536-4539 E MAIL: info@nicotine-anonymous.org INTERNET: 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 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.

ESTIMATED PROJECT COST SUMMARY SHEET

ITEM		COST	COMMENTS
LITERATURE PER ATTACHED FORM			
POSTAGE			
LABELS			
TYPING			
FOLDING, STUFFING LABOR			
OTHER COSTS:			
BUSINESS CARD HOLDERS			
TOTAL			

APPROVALS

PROJECT COORDINATOR _____ DATE _____
 OUTREACH COORDINATOR _____ DATE _____
 CHAIRPERSON _____ DATE _____

rev 10-15-05

Nicotine Anonymous World Services

419 Main Street, PMB #370 Huntington Beach, CA 92648 USA

Shipping 714-536-4539 Email: info@nicotine-anonymous.org Internet: www.nicotine-anonymous.org

For faster service use this form with a credit card and fax to: 714-536-4539

OR mail check or money order (US\$ Funds, only, payable to "NAWS") or credit card information to the address above

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 _____

NEW!

ITEM#	ITEM DESCRIPTION	BOOK DISCOUNTS	QTY	Price Each	Total Price
Bk	NICOTINE ANONYMOUS: The Book Fourth Edition	Bk 1-10 = \$9.50, 11-49 = \$8.80; 50+ = \$8.20			
Bk2	Our Path to Freedom 12 Stories of Recovery	Bk2 1-10 = \$4.95, 11-49 = \$4.60; 50+ = \$4.25			
Bk3	90 Days, 90 Ways	Bk3 1-10 = \$4.95, 11-49 = \$4.60; 50+ = \$4.25			
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=\$14.00,11-49 = \$13.10; 50+=\$12.20			
Tape	The Book & Our Path to Freedom on tape.	Boxed Set of 4 Tapes = \$20.00		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	.20 ea.		
P-2S	The Serenity Prayer for Smokers(Spanish)	100-499 pcs. Any Combination	.18 ea.		
P-3	A Nicotine User's View of the Twelve Steps	500-999 pcs. Any Combination	.16 ea.		
P-4	Tips for Gaining Freedom from Nicotine	over 1000 pcs. Any Combination	.14 ea.		
P-5	To the Newcomer & Sponsorship				
P-6	To the Medical Profession				
P-7	Facing the Fatal Attraction	SHIPPING & HANDLING			
P-8	Our Promises	If order subtotal is:	Then postage is:		
P-9	To the Dipper & Chewer	under \$2.01	1.00		
P-10	Slogans	\$2.01 to \$4.99	1.50		
P-11	What do NAWS and Intergroup Services do for me	\$5.00 to \$29.99	6.00		
P-12	Nicotine Anonymous The Program and The Tools	\$30.00 & Over	\$6.00 + 5% of total		
P-13	Are You Concerned about Someone Who Smokes or Chew				
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
	SubTotal			XXX	XXXXXXX
	Sales Tax (California Residents Only) 7.75% times SubTotal			XXX	7.75%
	Shipping & Handling (See Shipping & Handling Chart Above)			XXX	XXXXXXX
StK	Meeting Starter Kit (Limit 1 per Individual; 5 per Intergroup.)				FREE
7-Min	SEVEN MINUTES Subscription Complete Order Form Below				
	DONATION (Thanks for supporting NAWS in our effort to help those who still suffer)				XXXXXXXX
	GRAND TOTAL in US\$				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 regularly updated Worldwide Meeting Schedule. You will also help SEVENMINUTES continue as the network among groups around the world.

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

Mail To: Name: _____
 Address: _____
 City: _____ St: _____ Zip: _____ Tel: _____

If form is older than 6 months, write to us for an updated one or visit our website to download a new version. Rev. 11/01/08

VISIT
OUR
ONLINE
STORE