

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. 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:
419 Main Street, PMB# 370 Huntington Beach, CA 92648
Phone: (415) 750-0328 (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
and chairperson@nicotine-anonymous.org.

Forms can also be mailed for approval to:
Nicotine Anonymous World Services Office
419 Main Street, PMB# 370
Huntington Beach, CA 92648

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.