Procedural Guide

Macomb County Area

H&I Blue Book Banquet

The following is intended as a guide to assist the Blue Book Banquet committee in effectively and fairly overseeing and producing H&I’s annual Blue Book Banquet.

1. The Committee – the BBB Committee is a committee of Macomb H&I. Its officers will be elected from Macomb H&I members at the September business meeting of the H&I committee and will consist of a Chair, Co-Chair, Treasurer and Secretary. These are the only committee members, but any NA member is welcome to attend BBB planning meetings and make suggestions.
	1. Clean time qualifications – Officers will have a minimum of 2 years clean. The Treasurer must have a visible means of support.
	2. Term limits – In order to promote rotation of service, members will be limited to two consecutive terms in any BBB officer position.
2. Venue – The first order of BBB business will be to choose a hall or facility at which to have the annual BBB. The choice will be based on accessibility, price and quality. Any member of NA can make a proposal for a venue. The BBB committee members will make the final decision about where to have each year’s event.
3. Date – BBB is held in February of each year, generally on a Wednesday in February. The BBB Committee will chose a date for the event.
4. Tickets – Tickets will be purchased from a printer chosen by the Chair and Treasurer of the BBB Committee. Money to print the tickets may be “fronted” by BBB members, who will be reimbursed by ticket sales upon presentation of a valid receipt.

The BBB is intended to be a small and intimate fundraiser to purchase book for H&I institutions in Macomb County Area only, and should not exceed 300 tickets without changing these guidelines.

The price of the BBB ticket will be decided by the BBB Committee each year based on the cost of the venue, the price of the book and the number of facilities served by Macomb County H&I.

Tickets are handled by the BBB treasurer. Tickets will be sold only by BBB committee members and H&I Coordinators and must be paid for with cash or check (no credit). Checks can be made out to either Blue Book Banquet or Annual Blue Book Banquet. Any BBB member who takes tickets for resale will be responsible for the full amount of the tickets they take.

If tickets are to be sold at the MACNA Convention, BBB Chair and Treasurer must attend the MACNA Convention subcommittee meeting and request permission to sell tickets at the MACNA Convention.

1. Speaker – The speaker will be chosen from speaker tapes or personal knowledge. Speakers will have five years or more of clean time. No BBB money will be spent to bring in or house speakers, although individual NA members may choose to assist the speaker with travel, food or housing. The speaker will be provided with one complementary meal at the BBB banquet itself. The front table at the banquet will be set aside for the speaker’s associates.
2. Money – The BBB will have a bank account, which will have the BBB Treasurer and Area Treasurer only as signers on the account. When the BBB Treasurer reaches amounts totaling $1,000, then he/she will deposit said funds into the BBB bank account. Money that is collected will be paid to vendors in increments. The BBB treasurer will also attempt to make payments to vendors each time the total reaches $1,000 after said funds are deposited into the BBB account. In this way, a minimal amount of money will be on hand at any one time.

A final accounting of the number of books purchased, money collected and money paid to vendors, with receipts, will be given to the Macomb Area during the month following the banquet.

1. Books – All books purchased by BBB will be distributed by the H&I subcommittee.
2. Reservation of tables – Other than the speaker’s table, no tables will be reserved by the BBB committee. However, anyone can arrive when the doors open and reserve a table for their associates. The rule is, “first come first served.”
3. DJ Costs – In general, the DJ provides a service to the BBB as a way of assisting the fundraiser as a “gift of love.” Therefore, payment to a DJ will be kept to a minimum. The DJ will be paid no more than $150 (and usually closer to $100), and will receive one free meal ticket.
	1. All similar vendors will be compensated in the same way and will be expected to offer their services mainly as a “gift of love” to NA and H&I.
4. 50/50 Raffle – Fundraiser
	1. Lottery tickets will be sold at the event only and will be overseen by the Treasurer. Tickets will be from a numbered roll and care will be taken to ensure that the number of tickets sold corresponds to the amount of money received. The beginning and end ticket numbers from the roll will be recorded by the Treasurer to promote accountability.
	2. Ticket sellers will peddle tickets on the banquet floor, during the event. Each seller will take no more than $50 worth of tickets at a time to sell on the banquet floor, and will return with some combination of cash and/or tickets equal to what they took. Each ticket seller will be responsible for the full amount of the tickets they took to sell and will pay the H&I committee for any missing tickets or cash.
	3. One prize will be offered, which will be 1/2 of the money collected from ticket sales.