

**PROCEDURE
FOR
SPECIAL PUBLIC OUTREACH PROJECTS

SPOP**

In order to coordinate Special Public Outreach Projects (SPOP) within the Florida North and ensure that all Special Public Outreach Projects stay within the Traditions of Al-Anon Family Groups, the Area has designated the following Procedures for “Special Public Outreach Projects” within the various Districts.

Please, present proposals to the Area within these Procedures:

- 1.** The District Representative will gather all information and present one copy of the SPOP Proposal to the Area Chairperson with as much notice as possible. Each SPOP Proposal must be signed by both the DR and AISL for that District. Projects can be submitted by email.
- 2.** The SPOP Proposal must include: A written summary of the project, copies of all necessary contracts and documentation, a detailed budget of necessary funds and a complete time line with specific beginning and ending dates.
- 3.** The SPOP Proposal must include a donation covering the cost of the project if money will be necessary from the Area Treasurer to complete the contract.
- 4.** The Area Officers will confer and approve or reject the proposal within 5 days of receipt.
- 5.** If approved, the check will be deposited into the NFA AFG, Inc. account, designated as SPOP (including a number and the year) in the line item of the NFA AFG, Inc. Budget. (e.g. NFA-SPOP-#01-2008). The approved SPOP Proposal will become an official AFG Area 9 Special Outreach Project.
- 6.** If rejected, the check will be returned to the District with a statement explaining why it was rejected.
- 7.** All approved SPOP proposals will be administered by NFA AFG, Inc. a 501(c)(3) educational organization. As such, all SPOPs must comply with procedures and restrictions and rules associated with the Florida Department of Revenue and the IRS.
- 8.** All contracts for approved SPOPs will be signed by an Area Officer, and maintained in the records of NFA AFG, Inc. Contracts should state “NFA AFG, Inc” as the responsible party, and use the official NFA AFG, Inc. address. Because SPOP is an Area project, the Area can provide an Insurance rider through the Area Liability Insurance provider.
- 9.** Each District must agree to participate in an approved SPOP within these Procedures of AFG Area 9. Districts are not authorized to make any changes or to bind NFA AFG, Inc in any contracts outside of these Procedures.

10. Districts must secure and contribute all funding for SPOP Proposals. No project will be approved without appropriate monetary contribution attached.

11. Each District will be asked to give a brief written and verbal report of their Districts' approved NFA-SPOP at the following AWSC Meeting and Assembly.

12. Depending on the particular SPOP, the District may use the attached Form for expedited preview.

According to our Traditions, Districts may continue to pursue local Public Outreach Projects for which they are solely responsible. These Procedures are to apply to all Special Public Outreach Projects approved and administered by the AFG Area 9 Officers.

*These procedures were approved by Assembly during Panel 46 and were updated for clarity on February 21, 2018