



# NCCAA Conference Host Committee Guidelines

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## FREE DRAWING COMMITTEE

The Chairperson or Co-Chair are responsible for Free Drawing that is held on Saturday Night after the 8PM Speaker. The committee is responsible for selling additional tickets for the Free Drawing prizes and collect 6 other baskets or free drawing prizes, the baskets or prizes must be donated by local groups or individual AA members as we are not affiliated with any other organization. It may be necessary to attend local group business meetings to get baskets or prizes donated and/or collect the funds to purchase baskets or prizes. Ask groups or members to donate (money, literature, trinkets, coffee cups, Grapevine subscription, etc.) to make theme baskets. The Committee works closely with the NCCAA secretary who oversees the free drawing for NCCAA. NCCAA provides a budget up to \$300.00 for a grand prize. The Free Drawing consists of no more than 6 prizes from the local host committee, and stage plants or flowers. Plants or flowers arrangements from the stage are picked up on Sunday after the main speaker.

The Chairperson and Co-Chair arrange for 10 to 15 volunteers or more as needed. The volunteers generally work a two (2) hour shift- 2 at the table and the rest of the volunteers are roamers to handle the sale of the free drawing tickets during the conference. The volunteer shifts should be 2-hour periods and begin at 2:00 pm on Friday and go on until 8:00 PM on Saturday. Two volunteers are needed throughout Friday and all-day Saturday to sell tickets from the table and to ensure the safety of all the gifts. It is important to remember for the volunteers to walk around and stir up interest in the free drawing tickets. One free ticket is given at registration to all attendees.

Chairperson to provide their schedule of volunteers with names and phone numbers to NCCAA Chairperson and Local Host Committee Chairperson 1 month prior to the conference. Also, contacting all persons scheduled 1 week prior to confirm their attendance.

Duties also include ensuring prizes are locked in the treasury room by 10:00 PM on Friday and then brought back to the table by 9:00 AM on Saturday; ensure tickets are not sold after the Serenity Prayer of any meeting or workshop held in the main hall or marathon meeting rooms to uphold AA traditions. Volunteers will be needed to bring gifts to the stage after the Saturday speaker and help with the Free Drawing ticket pull.

The Chair and/or Co-Chair need to be at the Conference on Friday at Noon to help set up the Conference.

All volunteers should wear the Host Committee Ribbons and be appropriately dressed.

All volunteers for the Free Drawing Committee need to register for the conference – The conference is self-supporting and all need to register to make certain that the conference continues to be self-supporting.