

Literature Supply Policy

(April 2013)

1. No Committee Member will reprint literature for any reason.
2. Literature Supply Committee (LSC) may not release literature until the end of Area Service Conference (ASC).
3. At the LSC meetings, you must attend two meetings to vote.
4. No Volunteer may fill their own groups order
5. Committee will have inventory of all on -hand literature..
6. Only the LSC will be allowed to make purchases for for the area.
7. Literature will be purchased only from Narcotics Anonymous World (NAW) or Greater Philadelphia Regional Service Office (GPRSO).
8. The LSC will be allowed to increase prices based on cost increases.
9. All money will be handled and dispersed through the area checking account.
10. The LSC will only accept neat, legible and completed order forms.
11. Only current order forms will be accepted.
12. A member of the LSC or the Area Vice Chair must check and approve all order forms.
13. To complete your group's back order, LSC will only accept the original copy of the unfilled literature form that was given by Literature Supply Committee.
14. At no time is any member of LSC, including Chair and Vice Chair, permitted to accept any money from anyone for their literature order. All money is handled by the SJAC Treasurer.
15. No refunds will be given. A credit for an equal exchange, approved by the LSC Chair or Vice Chair will be issued.