



2025-2026 SUBCOMMITTEE GUIDELINES
Santa Cruz Area Narcotics Anonymous
Surf Camp Subcommittee
PO Box 5143, Santa Cruz, California, 95063

I. PURPOSE:

- a. The Santa Cruz Surf Camp Subcommittee (*SURF CAMP*) is responsible for all aspects of the annual SURF CAMP Campout and other SURF CAMP functions.
- b. SURF CAMP's purpose is to provide multi-area surf events to further the Narcotics Anonymous message of recovery. SURF CAMP Guidelines shall serve as a referral source for clarification and/or in the event of any conflict.

II. FUNCTIONS:

- a. SURF CAMP is a subcommittee of the Santa Cruz Area Service Committee (SCASC). Therefore, it is accountable to the SCASC and the larger SCANA fellowship, whereas SCASC Guidelines may be sought to assist with SURF CAMP discussions and possible guidance as needed.
- b. SURF CAMP is responsible for organizing SCANA SURF CAMP events. Registration, entertainment, merchandise, and funds shall remain the responsibility of SURF CAMP.

III. MEMBERSHIP:

- a. Clean-time requirement for committee membership is 24 hours.
- b. A person must attend two consecutive meetings in order to qualify as a voting member. (4th Monday of each month at 7:10pm)
- c. The Chairperson is not an eligible voting member, except in the event of a tie.
- d. To maintain voting membership, a member may not miss two consecutive meetings without contacting SURF CAMP members via SURF CAMP's text distribution list;
- e. To regain voting membership, a member must again attend two consecutive meetings.

IV. BUSINESS MEETING FORMAT:

- a. All meetings will open with the Serenity Prayer, followed by the Twelve Traditions and the Twelve Concepts (one for each month)
- b. The Chairperson will set the agenda for each meeting followed by a motion to approve or change
- c. Voting members in attendance can make additions to the agenda
- d. A count of voting members present will be taken and noted in minutes
- e. Minutes are read prior to our meeting by each member independently followed by a vote of change or approve of them.
- f. A copy of all previous meetings minutes, treasurer's reports and guidelines should be available by the Secretary at each meeting
- g. Reports, if any, from all respective officers
- h. Old and New Business

- i. Open Forum
- j. Close with Third Step Prayer

V. TRUSTED SERVANTS - Elected Positions:

- a. SURF CAMP's elected trusted servants shall consist of the following positions: Chairperson, Vice Chairperson, Secretary, Treasurer, Registration Coordinator, Information Coordinator, Website Coordinator, Merchandise Coordinator, Event Coordinator, and Surf Ambassador.
- b. All trusted servants will be elected by SURF CAMP's voting members.
- c. Trusted servants missing two (2) consecutive meetings without contacting SURF CAMP via text distribution list may be replaced at the third meeting by a majority vote.
- d. All trusted servants must attend monthly SURF CAMP meetings, attend and of service at the SURF CAMP Campout, unless discussed and acknowledged at an appropriate time in advance of the event.
- e. When assuming a trusted servant position, current SURF CAMP Guidelines are to be provided and signed for acknowledgement, clarification, and orientation as needed.

VI. TRUSTED SERVANTS - Not Elected:

- a. Members at Large
 - 1. All committee members not elected to a trusted servant position are eligible to become voting members.
 - 2. Clean-time requirement of 24-hours.

VII. TRUSTED SERVANTS – Qualifications and Duties:

- a. Chairperson:
 - Minimum of two (2) years clean time and suggested previous participation with SURF CAMP.

Duties:

- 1. Prepare *Agenda* for all monthly meetings:
 - Obtain approved *Meeting Minutes* 1 week prior to next meeting
 - Include approved *Meeting Minutes/current Contact List*, any new business
 - Distribute *Agenda* via Google Drive and Text within 1 day of meeting
 - Provide 10 hard copies of current *Agenda/Contact List* at each meeting
- 2. Lead and direct monthly meetings, ensuring they run smoothly:
 - Follow *Business Meeting Format*:
- 3. Attend SCASC meetings every month:
 - 1st Monday of the month at 6:30pm, Vet Hall
 - Prepare /provide a written report to SCANA to include:
 - SURF CAMP updates
 - Financial reports (banking/balance/reconciliation)
 - Donation from Campout (2 months after event)

4. Point of contact to secure/confirm meeting venue:
 - 4th Monday at 7:10pm, MHCAN on Cayuga, or other when needed
5. Confirm requirements are in place prior to and for event(s) as needed:
 - First-Aid and CPR trained members – at least 2
 - Insurance
 - Permits
 - Any Other
6. Maintain and update *Campout Event Checklist*:
 - Confirm completion as needed in enough time prior to event
7. Attend SCANA events and delegates members as needed/available:
 - Unity Day (speaker to attract service with SURF CAMP)
 - Learning Day (provide SURF CAMP information)
8. Reports to Treasurer, with all payments/reimbursements, providing report at following meeting
9. Performs duties in absence of any committee member and/or assigns duties to members within SURF CAMP as needed and available

b. Vice Chairperson:

- Minimum of two (2) years clean time and suggested previous participation with SURF CAMP.

Duties:

1. Performs Chairperson duties in their absence, as needed and available
2. Coordinates scheduled Campout event/activities
3. Prepares *Schedule of Events* flyer for Campout and brings copies to the final meeting prior to event:
 - Time/location of each Campout event
 - Post at each campsite and at bathroom
4. Coordinates, supervises, and/or delegates duties for Campout events:
 - Registration supervision
 - Sponsored campers: Good Samaritans/Clean-up Crew (helpers for campers find campsite, set-up, break down/end of event clean-up, provide garbage bags)
 - Shuttle/Parking
 - Meetings (Friday/Saturday 8pm)
 - Chooses Secretaries for each night
 - 7th Tradition (bucket with scan code/cash) total cash amount and provide to Treasurer at event
 - Surf lessons
 - Dinner (2 rice/ 1 refried beans, 1 tray of vegetarian) / Caterer
 - Award ceremony

5. Supervise and collaborate with Event Coordinator for all special events/activities
6. Co-signs bank account and backup Treasurer
7. Reports to Treasurer with all payments/reimbursements, providing report at meeting following Campout event
8. Suggested attendance at SCASC monthly meetings with Chairperson

c. Secretary:

- Minimum of six (6) months clean time.

Duties:

1. Transcribe *Meeting Minutes* from all SURF CAMP meetings/decisions:
 - Accurately note on the approved *Agenda* for each section, including attendance
 - Upload w/in 2 weeks of next meeting to Google Drive and send copy via text to members for SURF CAMP approval/revisions
 - Finalize and provide to Chairperson within 1 week of next meeting
2. Maintain and have the current versions of the following available at all monthly meetings:
 - SURF CAMP Guidelines
 - SCANA Guidelines
 - *12 Traditions*; and *12 Concepts*
 - Meeting Minutes (current year)
3. Maintains and distributes current *Contact Info Sheet*
 - Provide hard copy at each meeting for updates
 - Upload to Google drive
4. Maintains committee *Contact Info Sheet* via Google Drive email at: scnasurfcamp@gmail.com; provides updated list to Chairperson 1 week prior to monthly meeting.
5. Maintain accurate SURF CAMP records and archives:
 - Electronic (create/save to folder for each year)
 - Any hard copies (save in separate envelope for each year)
 - Pass on all records to a new Secretary or Chairperson upon end of position

d. Treasurer:

- Minimum of two (2) years clean time and financially secure.
- Ability to maintain a checking ledger.

Duties:

1. Maintain SURF CAMP bank account
2. Pay meeting place venue(s) as needed

3. Provide general supervision for all SURF CAMP financials
4. Co-sign all checks and collaborates with Vice Chairperson
5. Keep accurate financial records, including balance sheets and general ledgers
6. Pay all approved expenses (insurance; permit; meeting facility, other reimbursements, etc.)
7. Report monthly financial status for expenses and account balance
8. Point of contact for securing Campout Permit with Manresa State Beach
9. Collaborates with all SURF CAMP members to obtain all payments/reimbursements at least
10. Provides YTD financial report summary at meeting the month after the Campout event, YE at December meeting, and February for SURF CAMP projected budget.

e. Registration Coordinator:

- Minimum of two (2) years clean time

Duties:

1. Maintain and update *Registration Spreadsheet* with all registered participant information and status thereof:
 - Keep updated via Google drive
 - Provide hard copy with report at meeting after reconciling event
2. Coordinate campsites with the assistance of SURF CAMP members before February each year; and secure with venue (6 mos. prior to Campout)
 - Committee members get first choice of campsites to include: extra day for pre-event set up, surf party for committee
 - Pre-Registration: campers can pre-register as a group with 8 people or notate on registration preference of campsite (special needs - including parking, singles, adults only, families, children, etc.) accommodate as reasonably possible.
3. Submit monthly reports detailing status of all registration information.
4. Maintains PO box key and connects with SCASNA Treasurer for mail
5. Collaborates with Info/Web Coordinator regarding online payments and on-site payments with Vice-Chair/Treasurer
6. Assigned to registration table with helper at Campout 2pm to 6pm: (Late check ins to be referred to Registration Coordinator/Campsite #)
 - Check in using *Registration Spreadsheet*
 - Receive on-site payments as needed (with lock box)
 - Hand out prize/food tickets to each registrant
 - Supervise approved members to help – 1 at all times

- Post campsite map and flyer of *Schedule of Events* (1 per campsite and info board at bathroom)
- Keep *Registration Spreadsheet* updated until Campout ends
- 7. Reconcile registration payments/outstanding payments and collaborate with Info/Web Coordinator to finalize current *Registration Spreadsheet*
- 8. Reports to Treasurer, with all registration payments received
- 9. Provide current *Registration Spreadsheet*, uploaded to Google at least 1 week prior to next meeting 1 month after Campout event
- 10. Provide a final report with hard copy of the *Registration Spreadsheet* after Campout event.

f. Information/Website Coordinator:

- Minimum of two (2) years clean time.
- Computer-savvy nerd, kook, or geek and has experience with word press website maintenance.
- Has access to a computer and the internet.
- Has necessary web editing tools.

Duties:

1. Creates flyers and public relations materials, ensuring that the created materials are circulated to SURF CAMP, SCASC, NA Fellowship, and posted on the website through the Website Coordinator.

➤ Campout Flyer ready by May: (any new registration info, parking, events, etc.)

NO CHECK IN ON FRIDAY'S BEFORE 2PM AND CHECK OUT SUNDAY NOON

- ❖ Campout parking info:
- ❖ Merchandise info:
- ❖ Meetings, surf lessons, catered dinner, award ceremony, other events:
- ❖ Pre-registration forms: 8 per site (cost: \$90 over 14, and \$20 14 and under)

○ **CAMPSITE OPTIONS:**

- Group of 8
- OR:
- Preference (singles, adults only, kids, special needs, other) accommodate as reasonably possible.

2. Maintains website, PayPal account, and sets up online registration.

3. Collaborates with Registration Coordinator regarding online registrations and payments.
4. Maintains and responds to SURF CAMP email at scnasurfcamp@gmail.com
5. Maintains SURF CAMP insurance and processes NCRSO requests for insurance covering SURF CAMP events.
7. Acts as the contact for SURF CAMP with an Internet Service Provider (ISP) and/or the PR Web Coordinator in the case of using a santacruzna.org sub domain.
8. Ensures all bills for charges, such as website hosting and domain registration, are paid in a timely manner. Autopay is the current, recommended method.
9. Ensures that the ISP provides sufficient service quality and orders any services as required.
10. Maintains all software and instructions necessary to develop, maintain and otherwise support the website.
11. Maintains basic security provisions to protect website from common assaults.
12. Ensures that the website adheres to the 12 Steps and 12 Traditions of Narcotics Anonymous and carries the message to the newcomer.
13. Coordinates with Information Coordinator to obtain current approved SURF CAMP Campout flyer and add to website. Include all necessary information for registration.
14. Reports to Treasurer, with all registration payments received/outstanding and provides report at meeting following event.

g. Merchandise Coordinator:

- Minimum of two (2) years clean time.

Duties:

1. Coordinates with committee members willing to assist with merchandise duties
2. Completes merchandise purchases with assistance of the treasurer.
3. Orders and maintains inventory of merchandise for sales at the SURF CAMP Campout and other events.
4. Set up table at dinner/award ceremony; include shirts with pre-registration and on-site sales
5. May delegate responsibilities to committee members at various NA functions and events where merchandise may be sold.
6. Two year clean-time requirement to handle NA funds.
7. Holds key to storage locker (if one is currently maintained) and keeps storage locker organized.

8. Reports to Treasurer, with all merchandise expenses and payments received/outstanding.
9. Provides report at meeting following event (total purchased, sold, profit/loss).

h. Event Coordinator:

- Minimum of one (2) year clean time.

Duties:

1. Coordinate events, (excluding Campout)
2. Collaborate with Vice Chairperson for all events/activities.
3. Delegate event/activity duties to SURF CAMP members/volunteers and supervise (train members regarding public relations doing service within Narcotics Anonymous):
 - Meeting field trip(s)
 - Campout Speakers
Main: Out of Town
Opening: Local
 - July BSM – SURF CAMP Sponsored
Main: Out of Town
Opening: Local (3-year clean time requirement per Activities)
 - Donations:
 - Prizes (SWAG)
 - Firewood
 - Thank you, cards (signed by SURF CAMP)
 - Bake/Merch Sale: (BSM, Softball Tournament, etc.) w/ Activities approval
 - Collaborate with Merchandise Coordinator
 - Member participation with baked goods
 - Sets up drawing for newcomer sponsorship at BSM/other events
 - First-Aid and CPR training?
 - Trophy decorating
 - Coordinates event
 - Maintain and/or coordinate enough award/deco supplies
 - Beach clean-up
 - Schedule with Organization
4. Reports to Treasurer with any/all payments/reimbursement received and provides report at meeting following each event/activity.

i. Surf Ambassador:

- Minimum of one (1) year clean time.

Duties:

1. Secures surf instructors for the Campout
2. Provide game plan to volunteer surf instructors prior to the event
3. Confirm supply of equipment needed for surf lessons
 - If purchase needed, bring to meeting
4. Coordinates surf lessons on the day of the event
6. Reports to Treasurer with any reimbursements needed
7. Provide monthly report as needed.

VIII. VOTING PROCEDURES:

- a. Quorum:
 1. Regular business may not be conducted without at least 3 voting members present (30% of voting members).
 2. Policy changes may not be held without 6 voting members in held positions (60% of voting members).
- b. Voting members consist of trusted servants and members at large who have attended 2 or more consecutive meetings.
- c. Votes will be passed by a 2/3 majority vote (greater than 66% of voting members in favor).

IX. ELECTIONS:

- a. Newly elected trusted servants assume office one month after the event.
- b. The elected trusted servants shall serve a 13-month commitment for each year of service, not to exceed two consecutive terms.
- c. Consecutive terms beyond two consecutive terms must be approved by a vote of SURF CAMP.
- d. Elections shall be held one month prior to the SURF CAMP Campout; newly elected members should train at the campout with the current trusted servant.

X. EXPENSES:

- a. Legitimate committee-related expenses (not to exceed \$50.00) incurred by committee members shall be reimbursed upon submission to and approval by the Treasurer.
- b. Expenses greater than \$50.00 must have approval from SURF CAMP prior to spending.

XI. OPERATIONS:

- a. The committee will meet monthly, with additional meetings added as needed in the months preceding the SURF CAMP Campout.
- b. A person must have two years' continuous clean time to handle funds.
- c. At least 2 SURF CAMP members be CPR certified and present at the SURF CAMP Campout event. It is suggested that all committee members become CPR certified prior to this event. Please refer to SOP for CPR certification requirements at the event.

- d. Operational Fund Account in the amount of \$5,000.00 to be used as an operational resource for expenses directly related to SURF CAMP events. This will also include funds for the following years campout deposits as well as any and all miscellaneous expenses including equipment storage and acquisition.
- e. Detailed line-item budget for all income and all expenses of the upcoming fiscal year, to be submitted, along with Committee Operational Guidelines during the first quarter of each year.
- f. All final yearly reports will be due in a timely manner, to be submitted to the SCASC at the December SCASC meeting.
- g. Up to \$500.00 of proceeds of the prior SURF CAMP Campout will be added to the Operational Fund Account to be used for acquiring Surf Camp equipment.

XII. FISCAL POLICY

- a. Fiduciary Procedure:
 - 1. All monies collected will remain in the SURF CAMP account until the final accounting after the yearly Campout event.
 - 2. Donation to ASC will be made within two months after the event.
- b. Misappropriation:
 - 1. Individuals removed from office or determined guilty of misappropriation or theft of funds shall make full restitution of said funds.
 - 2. Should a member who was removed for misappropriation or theft of funds fail to make full and timely restitution of funds, said individual shall be subject to civil liability and criminal prosecution to the fullest extent that the law will allow or prescribe.

XIII. SURF CAMP GOOGLE ACCOUNT USAGE - scnasurfcamp@gmail.com

- a. Password rotation – Annually:
 - 1. At the beginning of every service term, June 1, the Surf Camp Google account password will be rotated by either the Surf Camp Chair or Secretary.
 - 2. The Surf Camp Chair will supply that password to the SCACA Admin committee as soon as the new password is generated.
 - 3. The Google account recovery email address will be set to scnaadm@gmail.com. This is not to be changed for any reason.
 - 4. The Google account recovery phone number can be either the Surf Camp Chair, Secretary, or the Admin SURF CAMP liaison. The recovery phone for the current term will be set at the time of the password rotation.
- b. Members stepping down:
 - 1. If a Surf Camp member steps down from the subcommittee prior to the end of the term, or if requested by the member, the member’s device will be deleted from the Google account.
- c. Google Account Access:
 - 1. Google account access is granted to all of the following duly elected trusted servants of SURF CAMP – Chair, Vice Chair, Secretary, and Treasurer.

- 2. Google account access can be granted to general members that do not hold a Surf Camp service position on SURF CAMP by vote of the subcommittee.
- d. Email Usage.
 - 1. All SURF CAMP members with Google account access can use the Surf Camp Gmail.
 - 2. SURF CAMP Info/Web Coordinator, with Google account access, will be responsible for responding to Surf Camp Gmail.
- e. Sending/Responding to Surf Camp Email
 - 1. Include your service position title ex “In Service, Surf Camp Web Kook”.
 - 2. If not holding an elected service position the subcommittee will designate a unique identifier for use by any general member granted Google Account access.

We, SURF CAMP COMMITTEE MEMBERS, being a duly elected and authorized trusted servant of SURF CAMP, I have read and understand these Guidelines and agree to all stipulations and conditions delineated herein.

Signature _____ (Chair)

Print Name _____

Date _____

Signature _____ (Vice-Chair)

Print Name _____

Date _____

Signature _____ (Secretary)

Print Name _____

Date _____

Signature _____ (Treasurer)

Print Name _____

Date _____

Signature _____ (Registration Coordinator)

Print Name _____

Date _____

Signature _____ (Info/Web Coordinator)

Print Name _____

Date _____

Signature _____ (Merchandise Coordinator)

Print Name _____

Date _____

Signature _____ (Event Coordinator)

Print Name _____

Date _____

Signature _____ (Surf Ambassador)

Print Name _____

Date _____