

CHILLOUT ON CHILHOWEE CAMPOUT
SUBCOMMITTEE GUIDELINES
REVISED 03/26/2025

Definition

Chillout on Chilhowee is defined to be an annual recovery event which supports the Chattanooga Area Service Committee of Narcotics Anonymous.

The Chillout Planning Committee is the body which is formed annually to plan the Chillout on Chilhowee event. The Chillout Planning Committee meets at least monthly beginning from January through October, as designated by the Chairperson of the committee. Because Chillout has historically been served by other others out of the area as well as within the service area of CASCNA, meetings may be attended virtually. The Chillout Planning Committee is a standing subcommittee of the Chattanooga Area Service Committee of Narcotics Anonymous (CASCNA) and is subject to the CASCNA Guidelines.

Purpose

The primary purpose of the Chillout on Chilhowee campout is to carry the NA message of recovery.

The purpose of the Chillout Planning Committee is to plan a spiritual event which creates an atmosphere of recovery and fosters unity within the Fellowship of Narcotics Anonymous.

Funds

Overview: The Chillout event should be fully self-supporting. The event does not need a large seed money upfront, but rather, it generates its own funds through its own fundraising efforts during the planning season, and through registrations, t-shirt and merch sales, donations, and the auction at the event.

The committee will need an initial seed money of \$2000 for the following expenses: \$208 to US Forest Service, \$500 for Tent Rental, \$1000 for Shirts, and around \$292 for Food to start with.

During the planning cycle, the committee will organize fundraising events to support itself, especially expenses later in the planning cycle such as t-shirts, additional food, other merchandise, and necessary expenses such as printing fliers or bank fees. It would be beneficial to the Planning Committee to project these expenses so they have a target for their fundraising events.

All funds above cost and seed money from the event will be returned to the Chattanooga Area Service Committee of Narcotics Anonymous after the event is over.

In the event that the Planning Committee does not have the funds to cover every expense going into the campout weekend, the Chair or their designee may request financial assistance from the CASCNA, with the understanding that the Planning Committee will repay the Area from any profits they may generate. After the event is over \$2000 will remain in the Chillhowee bank account as their seed money for the next year. All funds are to be managed in a two-signature banking account. The Planning Committee Chair is responsible for presenting the Chillout bank statement each month (even during months where the committee is inactive) to the CASCNA, which will be sent out to all GSRs by the Area Secretary as they do with all other subcommittee bank statements.

Registration fees, merch sales, etc. should not be going into a private member's bank account. Methods should be adopted that ensure accountability, such as traditional checks deposited to the Chill Out bank account, web payments connected directly to the Chill Out bank account, or cash deposited by the Treasurer. Electronic payment apps can be used as long as they go directly to the Chill Out bank account (recommended to use "the Square"). All cash transactions, including those at onsite registration, will be recorded with receipts to be kept among the Treasurer's records for the current cycle.

Smoking Policy

To protect the health of children and non-smokers, prevent asthma complications, and avoid potentially health hazardous exposure to secondhand smoke or vapors, the Chattanooga Area home groups have created non-smoking areas at the Chilhowee campground. For the purpose of these guidelines, vaping is considered smoking and is included anywhere the term "smoking" is used. The designated **non-smoking areas** are:

- 1) under or upwind of the dining tent canopy,
- 2) in the seating area around Hospitality, and
- 3) in workshop and main speaker seating areas.

The Committee may use signage in these areas to remind smokers/vapers that these are designated non-smoking areas. Committee members have the right and responsibility to educate Chillout participants about these guidelines throughout the event. Workshop chairs shall advise smokers/vapers to go downwind from the seating area to smoke/vape.

All other areas of the weekend venue besides these designated non-smoking areas are open for smoking/vaping, where allowed by the US Forest Service.

Positions of the Committee Elections:

All positions on the Chillout Planning Committee are voted at any Chillout Planning Committee meeting, except for the Chillout Chairperson, which is voted at the CASCNA meeting. All positions are voted by blind ballot and elected on majority vote (more than 50 percent) by all present.

Removal of Committee Positions:

Any member of the committee will be requested to withdraw from their position by the chairperson in the absence of two consecutive meetings without prior notice to the chairperson. Any member who relapses during their term on the committee will constitute automatic withdrawal from their voted position. If the member does not voluntarily withdraw from their position, the chairperson of the committee will request that they withdraw from their elected position, as the clean time requirement will no longer be met. In the above circumstances, removal from the subcommittee is not to punish anyone for non-participation or relapse, but to allow the Committee to fulfill its primary purpose.

Any member who is removed from their elected position from the committee will be encouraged to continue to participate on the committee.

Planning Committee meetings:

Historically, members of the Planning Committee have been a blend of NA members living both locally in the local CASCNA area and NA members in other areas around the country. To accommodate Planning Committee members for whom the drive to a meeting is a hardship, committee members may attend virtually.

Chairperson

The Chairperson conducts the Chillout Planning Committee meeting. The chairperson does not vote on any motions, unless to break a tie vote on the committee.

Clean time Requirement: 4 Years

Duties of the Chairperson:

1. The Chairperson will be a resident of the Chattanooga/Cleveland area and be able to be present in person at the monthly CASCNA meetings.
2. Set date of called Planning Committee meetings at least 7 days in advance to each current member of the Planning Committee.
3. Call to order and chair each Planning Committee meeting, fairly and impartially.
4. Responsible for following through with the responsibilities of any chair position that is vacant.
5. Attend all called Chillout Planning Committee meetings.*
6. Provide a written report at each planning committee meeting.
7. Attend all called Chattanooga Area (CASCNA) meetings.
8. Provide a written report at each CASCNA meeting to include a summary of that which transpires at the Chillout Planning Committee meetings and the most recent bank statement.

Vice Chair

The Vice Chair of Chillout will assist the Chairperson in all duties assigned. The Vice Chair will hold the Chairperson position by default, if the Chairperson cannot follow the responsibilities of the position for any reason (death, relapse, voluntary withdrawal, etc.) The Vice Chair is a voting member of the Chillout Planning Committee, unless acting as Chair in their absence.

Clean time Requirement: 3 years

Duties of the Vice Chair:

1. Assist the Chairperson in following through with the responsibilities of any chair position that is vacant.
2. Hold the position of Chairperson when the chair is not available.
3. Attend all Chillout Planning Committee meetings.*
4. Provide a written report at each planning committee meeting.

Treasurer

The Treasurer procures the funds for Chillout. Any incoming funds and outgoing funds involving the Chillout bank account is managed by the Treasurer. The treasurer is a voting member of the Chillout Planning Committee.

Clean time Requirement: 5 Years

Duties of the Treasurer:

1. Deposit all incoming funds to the Chillout bank account.
2. Manage the checkbook for the Chillout bank account and write all checks for the Chillout account.
3. Provide cash pickups of funds for merchandise and registration as needed during the event and write receipts for all funds taken from the pickups.
4. Ensure that all receipts are kept during the ~~term~~ cycle and can be provided at any time for auditing.
5. Attend all Chillout Planning Committee meetings.*
6. Provide a copy of bank statement with submitted written report at each meeting.
7. Provide a detailed list of transactions of incoming and outgoing funds from the bank account since the previous meeting with each submitted written report.

Programming Chair

The Programming Chair schedules the events for Chillout. Any entertainment or workshop scheduled for the event is provided by the Programming Chair. The Programming Chair is a voting member of the Chillout Planning Committee.

Clean time Requirement: 3 Years

Duties of the Programming Chair:

1. Create a program for the event, which is approved by the committee.
2. Obtain main speakers, workshop speakers, and entertainment for the event. Speakers will be NA members only that have a clear NA message.
3. Workshops will be supported only by currently Fellowship-approved or World Board-approved literature. No other literature or outdated editions of previously approved NA literature will be promoted, sold, or given away at this event.
4. The entire planning committee can support the Programming Chair by reviewing the list of speakers and their recorded CDs, if available. It is suggested to give workshop speakers a theme to provide focus to their message.
5. Make all purchases regarding programming including: copies of programs, airfare for speakers (if necessary), and literature for meetings at the event (key tags, Basic Texts, medallions, readings).
6. Attend all scheduled Chillout Planning Committee meetings.*
7. Provide all receipts for purchases with submitted written report at each meeting to be given to the Treasurer.
8. Create a budget for programming expenditures and keep track of all expenses for programming.
9. Provide a final report of all expenses for the term to be given to the incoming Programming Chair.

Merchandise Chair

The Merchandise Chair procures all items to be sold or resold for Chillout. Any merchandise sold during the event is provided by the Merchandise Chair. The Merchandise Chair is a voting member of the Chillout Planning Committee.

Clean time Requirement: 3 Years

Duties of the Merchandise Chairperson:

1. Obtain all purchases regarding merchandise including: all merchandise sold during Chillout, all merchandise to be sold for Chillout fundraisers and auction items purchased for the event.
2. Be responsible for Chillout merchandise and provide inventory of all items sold and left to sell in all submitted reports.
3. Attend all scheduled Chillout Planning Committee meetings.*
4. Provide all receipts for purchases with submitted written report at each meeting to be given to the Treasurer.
5. Obtain merchandise to be sold by outside vendors (to be approved by the committee). In keeping with the 7th Tradition, all vendors should be paid a fair market price for the product and their service, and donations (to include discounts) cannot be accepted from outside NA.
6. Create a budget for merchandise expenditures and keep track of all expenses for merchandise.
7. Provide a final report of all expenses for the term to be given to the incoming Merchandise Chair.

Logistics Chair

The Logistics Chair provides items needed for Chillout to function. The Logistics Chair is a voting member of the Chillout Planning Committee.

Clean time Requirement: 1 Year

Duties of the Logistics Chair:

1. Obtain all purchases regarding logistics including: signage for workshops, merchandise, banner, chairs, tablecloths, etc. In keeping with the 7th Tradition, all vendors should be paid a fair market price for the product and their service, and donations (to include discounts) cannot be accepted from outside NA.
2. Attend all scheduled Chillout Planning Committee meetings.*
3. Provide as a liaison for the maintenance of the facility and be accountable throughout the event for maintenance issues.
4. Ensure that all chairs and tables are set up for the workshops, speaker meetings, and for scheduled mealtimes.
5. Provide all receipts for purchases with submitted written report at each meeting to be given to the Treasurer.
6. Create a budget for logistics expenditures and keep track of all expenses for logistics.
7. Provide a final report of all expenses for the term to be given to the incoming Logistics Chair.

Registration Chair

The Registration Chair maintains the attendance for Chillout.
The Registration Chair is a voting member of the Chillout Planning Committee.

Clean time Requirement: 3 Years

Duties of the Registration Chair:

1. Creating a mailing list of all Chillout registrations.
2. Send flyers to all registrations from the previous Chillout.
3. Handle all funds at registration during the event.
4. Manage the registration table throughout the event, as scheduled, keeping track of those staying in tent, lodging, number of newcomers registered, and amount of clean time for those registered.
5. Obtain all purchases regarding registration including other items for the registration packet, items needed for pre-registration mailing (stamps, envelopes, flyers). All items selected for the registration packets must be in the spirit of recovery and must be approved by the committee.
6. Attend all scheduled Chillout Planning Committee meetings.*
7. Provide all receipts for purchases with submitted written report at each meeting to be given to the Treasurer.
8. Create a budget for registration expenditures and keep track of all expenses for registration.
9. Provide a final report of all expenses for the term to be given to the incoming Registration Chair.

Culinary Arts

The Culinary Arts Chair is in charge of cooking and cooking area duties for Chillout. The Culinary Arts Chair is a voting member of the Chillout Planning Committee.

Clean time Requirement: 1 Year

Duties of the Culinary Arts Chair:

1. Obtain all food purchases for the Chillout event including: food for all meals for Chillout, coffee, drinks, plates, cups, utensils, etc. In keeping with the 7th Tradition, all vendors should be paid a fair market price for the product and their service, and donations (to include discounts) cannot be accepted from outside NA.
2. Attend all scheduled Chillout Planning Committee meetings.*
3. Provide a menu for all scheduled meals to be approved by the planning committee. Ensure a variety of healthy options are available that include meats and vegetables and water. Consideration should be given to children that could be attending.
4. Ensure that enough help is available to prepare for all meals, and provide cleanup after each meal.
5. Provide all receipts for meal purchases with submitted written report at each meeting to be given to the Treasurer.
6. Create a budget for culinary arts expenditures and keep track of all expenses for culinary arts.
7. Provide a final report of all expenses for the term to be given to the incoming culinary arts chair.

Secretary

The Secretary provides minutes for each Chillout Planning Committee meeting. The Secretary is a voting member of the Chillout Planning Committee.

Clean time Requirement: 1 Year

Duties of Secretary:

1. Obtain all purchases regarding secretarial expenses including minutes, etc.
2. Attend all scheduled Chillout Planning Committee meetings.*
3. Record attendance of all subcommittee chairs to be included in the minutes of each called meeting.
4. Record the minutes of each called meeting to be copied and passed out to all attending subcommittee members before the next called meeting.
5. Provide all receipts for purchases with submitted written report at each meeting to be given to the Treasurer.
6. Provide phone numbers and email addresses for all subcommittee members to be included in the minutes for each meeting.
7. Create a budget for secretarial expenditures and keep track of all expenses for the Secretary.
8. Provide a final report of all expenses for the term to be given to the incoming Secretary.

Activities Chair

Activities Chair provides activities for both campout participants and participating minors during the Chillout event. The Activities Chair is a voting member of the Chillout Planning Committee

Clean time Requirement: 1 Year

Duties of the Activities Chair:

1. Obtain all purchases regarding Activities including: arts & crafts, snacks, movie rentals, etc.
2. Attend all scheduled Chillout Planning Committee meetings.*
3. Provide all receipts for purchases with submitted written report at each meeting to be given to the Treasurer.
4. Create a budget for expenditures and keep track of all expenses for the Activities.
5. Provide a final report of all expenses for the term to be given to the incoming Activities Chair.
6. Obtain a permission slip/medical release form for participating minors provided by the committee as needed.

Serenity Keeper

The Serenity Keepers are to ensure order and facilitate all responsibilities of all attendees and as a point of contact for feedback and resolving issues.

Clean time Requirement: 2 Years

Duties of the Serenity Keeper:

1. Maintain the campground for duration of event.
2. Obtain attendance at facility campground for those camping evening before Chillout event begins.
3. Attend all scheduled Chillout Planning Committee meetings.*
4. Assists in all areas of committee.
5. There may be more than one Serenity Keeper operating as a team but all persons should meet clean time requirements.

Suggested Clean time Requirements for Vice Chair Positions Are:

Treasurer - 4 Years

Registration - 2 Years

Merchandise - 2 Years

Programming - 2 Years

Culinary Arts - 6 months

Logistics - 6 Months

Activities - 6 Months

Secretary – 6 Months

Attendance (*)

Communication between all members of the service body is critical. Attendance at each Chillout Planning Committee for each elected trusted servant on the committee is crucial for the success of the event. If a member of the committee cannot attend a meeting, they should notify the Chillout Chair before the beginning of the called meeting. It is also vital to send a written report to the committee meeting if possible. If it is not possible to send a written report before the meeting, a written report should be given to the Secretary before the Secretary prepares the minutes from the meeting.