

LDC PROCESS REVIEW

PROCEDURAL GUIDELINES

A. Event Materials Usage Guidelines

This guideline applies to the structure, contents and maintenance of Al-Anon/Alateen events items storage.

1. The Connecticut Area Al-Anon/Alateen Family Groups retains ownership of all materials purchased or made for Area events (e.g. Assembly, Workshop, Convention, Al-Anon participation in AA events).
2. At least once each year a complete physical inventory will be performed and the inventory list corrected where necessary.
3. All materials will be inventoried and stored by type (i.e. Plates, napkins, foam core boards, etc.)
4. All materials will be packed and stored in a manner to minimize damage or deterioration. (Things that can be damaged by water will be stored in plastic containers.)
5. The inventory list will be updated whenever materials are taken out of or returned to storage so there is a good listing of what is on hand in storage.
6. Each event committee will designate an individual to be responsible for ensuring that all materials needed for the event are signed out prior to the event and returned and signed in within a reasonable time after the event (normally within two weeks before and after).
7. A volunteer assistant in charge of storage will work with the web master to maintain a complete inventory listing on the member's page of the web site.

B. Event Materials Checkout and Checkin Guidelines: (Consignments)

This guideline applies to removal and return of stored materials for use at Al-Anon/Alateen and AA (with Al-Anon participation) events.

1. The event committee is responsible for determining what materials will be drawn from available stored items, as well as proper usage and return.
2. The person designated by the event committee signs out the materials needed for the event, per the list supplied by the event committee members, and updates the inventory list to reflect what is being taken.
3. The designated person is responsible for ensuring that all materials not consumed by the event are returned in a timely manner, normally within 2 weeks unless special arrangements are made with the office manager, and signing those materials back into inventory with an accurate count of what is returned.
4. The designated person, together with the office manager/assistant manager will ensure that all materials returned are stored back in their proper locations.

C. Event Materials Inventory Control Guidelines

This guideline applies to the ongoing maintenance of the storage inventory to ensure that it correctly reflects what and how much is available for use by Al-Anon/Alateen Area approved events.

1. Each type of material will be stored, either in covered plastic bins or in a manner consistent with its nature to minimize the possibility of water damage.
2. Each storage "container" will be numbered and located in an assigned location in the storage area.
3. The content type and counts of each "container" will be listed on a list attached to the container and in a sign out log book located in the office area.
4. The person signing materials out and in will update the sheet attached to the container and the sign out/in log sheet in the office.
5. The volunteer assistant in charge of storage and the web master will update the on line inventory list as needed.