

Smithville Lake Campout's Guidelines

Revised for approval in 2025

Mission: To continue to hold a campout that is recovery based for all addicts to attend and have fun while sharing experience, strength and hope.

Intent: To make an activity available to all addicts for fun and fellowship.

Guidelines

1. The Smithville Lake Committee Chair and Treasurer applications are to be submitted at Shared Services in June of every year so that the 4 areas can take a vote on the applications.
2. The committee is to meet monthly for planning. (Currently held on the 2nd Friday of every month, located at 1001 Pacific KC, Mo, and starts at 6:30pm.)
3. The Committee will hold an annual event (in addition to the campout) in February or March to generate awareness of the event. It is suggested that the committee decides the date, time, and location of the pre-event well in advance.
4. Proposed Budget \$4,507. (It is likely that this will increase over time as the cost of living rises.)
 - Approximately \$1,968 and \$239 (total \$2,207) to secure the 24 sites on Loop F at Crows Creek Campground to have an exclusive NA camp site and the insurance required by Clay County Parks and Recreation for our event. The purchase of the entire F Loop allows a campout with no fees to camp so the members are only responsible for purchasing the parking passes to get into the campout ground.
 - Approximately \$2,300 to buy merchandise, supplies, food, and auction items for current events and to re-raise funds for future events.
5. After the completion of the event, a summary report will be provided at Shared Services for the four Areas. The prudent reserve will be retained in the Smithville bank account for the following year. Funds in excess of the prudent reserve will be split and donated back to the four areas.
6. All members are to arrive at the camp ground by 3pm on Friday the weekend of the event.

Trusted Servant Clean Time Suggestions, Terms, and Duties

Chair and Alt-Chair

- Suggested clean time requirements
 - Chair - 3 years

- Alt-Chair - 2 years
- Terms
 - Chair - 1 year
 - Alt-Chair - 1 year
- Requirements
 - MUST BE ABLE TO BE ON THE BACK ACCOUNT.
 - Must attend the monthly meetings.
 - Attends Shared Services.
- Duties
 - Chair
 - Arrives 30 minutes early to the monthly committee meeting in order to open the door.
 - Leads the monthly committee meeting.
 - Holds the keys to the meeting hall and the storage locker at The Miracle.
 - Contacts Smithville Lake to get the forms that are required to rent the entire F-Loop, fill them out, and then submit them.
 - Contacts the insurance agent to set up the necessary policy for the event.
 - Ensures all of the supplies are transported to the pre-event and the campsite.
 - Has their name on the bank account.
 - Emails the four Areas and Shared Services the monthly minutes and treasurer's report.
 - Writes a report in order to share at Shared Services.
 - Attends the Shared Service meetings as scheduled to give a report.
 - Contacts the staff at Smithville to give a list of the committee members in order to get them a free parking pass for the weekend.
 - Finds a volunteer to lead the poker run.
 - Teaches an alt-chair how to do all of the duties required.
 - Is the admin on the group chat.
 - Alt-Chair
 - Learn all of the tasks and duties required.
 - Fills in when the chair is absent.

Treasurer and Alt-Treasurer

- Suggested clean time requirements
 - Treasurer - 5 years
 - Alt-Treasurer - 4 years
- Terms

- Treasurer - 2 years
- Alt-Treasurer - 2 years
- Requirements
 - MUST BE ABLE TO BE ON BANK ACCOUNT.
 - Must attend the monthly meetings.
 - Must be on the Smithville Committee email.
 - Attends Shared Services.
- Duties
 - Treasurer
 - Keep track of the money.
 - Writes checks for the campsite rental, insurance, merchandise, food, pre-event space rentals, etc.
 - Makes purchase recommendations based on the money in the account.
 - Provides monthly reports to the committee and provides a biyearly report to Shared Services.
 - Keeps all receipts and keeps track of payments and deposits.
 - Withdraws money to make change at the events.
 - Must file a report with the Missouri Secretary of State every two years (or when requested) to keep in good standing for the EIN for the committee's account.
 - Teaches the Alt-Treasurer all duties
 - Helps keep purchases inline with the previous years spendings.
 - Alt-Treasurer
 - Learns all duties in order to take over for the Treasurer.
 - Steps up in the absence of the Treasurer.
 - Recommended Duties
 - Keeps count of the number of members that attend each event.
 - Keeps an itemized report of the different sources of revenue brought in from all of the events. (Merchandise, entry fee, 7th tradition, activities, raffle, auction, etc.)

Secretary and Alt-Secretary

- Suggested clean time requirements
 - Secretary - 1 year
 - Alt-Secretary - 6 months
- Terms
 - Secretary - 1 year
 - Alt-Secretary - 1 year
- Requirements

- Attends the monthly committee meetings.
- Attends Shared Services.
- Has basic computer skills.
- Knows how to send emails.
- Knows how to upload files to the group chat.
- Has the Monthly minutes typed and submitted to the group for approval within 9 days of the meeting so they can be sent out to the areas.
- Duties
 - Secretary
 - Records the conversations and decisions made in the committee meeting, types them (if not typed at the time.), and submits them to the group for approval. Then once approved, emails the minutes to the Smithville email.
 - Collects any of the submitted reports from the committee and adds them to the minutes or adds them to the email that is sent to the Smithville email.
 - Prints the monthly minutes to bring to the committee meeting so that they can be reviewed. (Suggestion of 10 copies max unless the committee grows)
 - Prints requested documents for the group.
 - Adds and removes members from the group chat with group approval.
 - Will keep track of all minutes, submitted reports, guidelines, inventories, schedules, etc for possible reference later.
 - Teaches the Alt-secretary how to do all tasks.
 - Alt-Secretary
 - Learns all duties of the secretary position in order to take over the following year.
 - Steps up in the absence of the secretary.

Merchandise and Alt-Merchandise

- Suggested clean time requirements
 - Merchandise - 2 years
 - Alt-merchandise - 1 year
- Terms
 - Merchandise - 1 year
 - Alt-merchandise - 1 year
- Requirements
 - Must attend the monthly meetings.

- Has the ability to research or network in order to get quotes on merchandise to bring back to the group.
- Attends Shared Services.
- Duties
 - Merchandise
 - Researches different merchants to get different quotes in order to submit them to the group.
 - Submits quotes by December to get the vote from the group on which merchant to use.
 - Submits a report of the merchandise purchased and then again when merchandise is sold.
 - Is responsible for looking for items to use in the raffle or auction.
 - Is responsible for finding a new banner when the group is in need of one.
 - Stays within the budget voted on by the group when purchasing merchandise.
 - Teaches Alt-Merchandise how to do all tasks required.
 - Alt-Merchandise
 - Learns all of the duties of the merchandise chair in order to take over for the following year.
 - Steps up in the absence of the chair.

Activities and Alt-Activities

- Suggested clean time requirements
 - Activities - 2 years
 - Alt-activities - 1 year
- Terms
 - Activities - 1 year
 - Alt-Activities - 1 year
- Requirements
 - Attends monthly meetings.
 - Attends shared services.
- Duties
 - Activities
 - Helps with keeping track of the committee's inventory in the storage closet.
 - Gets estimates of the cost of the food and supplies needed for the events to be voted on and then goes grocery shopping for the things needed with either the treasurer or the chair.

- When activities supplies (bingo sheets, tye-dye, ect.) run low will get an estimate of the cost in order for the group to vote on so it can be ordered.
- Helps prepare the food.
- Sets up the dining and serving area at the events.
- Sets all activities and finds volunteers to help.
- Cleans up after the events.
- Creates a schedule for the events.
- Sets the banners and signage.
- Recruits members to chair meetings.
- Plans activities for the children.
- Alt-Activites
 - Learns how to do all of the duties of the Activities chair.
 - Fills in for the Activities chair when absent.

Meeting Chairs

- Suggested clean time
 - 90 days
- Duties
 - Arrives 30 minutes early to set up the meeting.
 - Passes out the readings.
 - Directs the meetings.
 - Chooses the topic at the campfire meetings.
 - Introduces the meeting speakers or the person introducing the person that will introduce the speaker.
 - Passes the 7th tradition basket.
 - Gives the money from the 7th tradition to the treasurer at the end of the meeting.
 - Cleans up the meeting area at the end of the meeting.

References from Previous Years

Number of people that attended

2023 Pre-Event	70
2023 Event	105
2024 Pre-Event	88
2024 Event	128
2025 Pre-Event	33
2025 Event	122

Merchandise purchased

	T-Shirts	Hoddies
2024	3 Small, 6 Medium, 10 Large, 12-XL, 10-2XL, 5-3XL, 3-4XL	3 Small, 4 Medium, 6 Large, 6-XL, 8-2XL, 3-3XL, 1-4XI
2025	3 Small, 6 Medium, 10 Large, 12-XL, 10-2XL, 6-3XL, 4-4XL	2 Small, 4 Medium, 6 Large, 6-XL, 8-2XL, 4-3XL, 2-4XL

Every year the sizes sold change due to the change in people who attend.