

STRAIGHT

February Team 1 News

TEAM RESPONSIBILITIES

Team responsibilities are attached. Please note that we now have two Fridays, a Saturday, and some mid-week responsibilities.

WE NOW HAVE RESPONSIBILITY FOR COVERING THE PHONES ON TUESDAY WEDNESDAY AND THURSDAY EVENINGS FROM 5:00-6:30 PM DURING OUR ASSIGNED WEEK. Obviously you are not expected to be in Marietta to cover the phones yourself. If you are assigned the mid-week phone coverage you are responsible to arrange for a local parent to cover it for us.

Review the list for your assignments. If you are not going to be there on your assigned day ***YOU MUST ARRANGE FOR A SUBSTITUTE.***

If you have responsibility for bringing food, drinks, or utensils you are also responsible for working at the food table, country store, and clean up of trash etc.. All money collected must be put in an envelope, properly labeled with the date and source of the money and put in the mail slot between the third and fourth offices in the staff office area.

Responsibilities for the raffle include obtaining the gifts and selling tickets. The gifts should have a value ranging from \$5 to \$20 and there should be at least 3 gifts.

All money collected must be put in an envelope, dated, properly labeled and dropped in the mail slot between the third and fourth office as above.

The instructions for phone duty are at the receptionist's desk. If you do not know how to use the phone, then get someone to show you before you start the duty. It is also a good idea to get your runner to read you the rules and responsibilities for the runners.

POPS AND SPEAKING ENGAGEMENTS

Until a POP's coordinator is assigned, POP's may be put in an envelope labeled POP's and mail them to Ms. [Last Name] Rosemary [Last Name] is responsible for coordination of speaking engagements. Please forward all information to these parents.

PARENT PAPER WORK

The schedule for parent paper work is attached. If you can not be available on your assigned day, please contact someone to take your place. On your assigned day you should call the building to let the staff know where you can be reached.

HOST HOME DOOR PRIZE

The host home door prize event is continuing to be a big success. We are still planning to have the event at least once per month. With the added responsibilities that Stokes has taken on as Booster Club President, he is no longer able to coordinate the Host Home Door Prize. We are looking for someone to volunteer to help us in this project. If you have not taken on a team responsibility yet please give this your consideration.

FEBRUARY FUND RAISER

The supplemental fund raiser for January/February is either a raffle for a trip to Curacao which includes round trip air fair from Atlanta, lodging for 5 nights and 6 days, and \$350.00 spending money. The drawing will be held in March and you will be responsible for the sales of 15 books at \$2.00 per ticket or \$300.00 total sales over a two month period - Or, candy sales - You are responsible for sales of \$150.00 each month for each team member or \$300.00 total sales over a two month period. Since the play did not raise quite as much money as hoped, we are responsible for \$170.00 in the month of February. This additional money can be made up from either candy or raffle ticket sales. Whichever you choose, you need to send in \$85.00 per person by the 15th and 29th of February.

WEEKLY REPORTS

We are all ***R-E-Q-U-I-R-E-D*** to make a report each Wednesday of various activities and accomplishments (or lack there of) for the previous week.

You must call your cluster captain before 9:00 PM even if you do not have anything to report. The cluster captains must contact the team captain before 10:00 PM and the team captain must contact the Booster Club president or vice president before 10:30 PM.

The report shall include the following:

MONEY COLLECTED FOR FUND RAISERS

This includes all money, gifts or other item that you have collected and have turned in (or will turn in) during the current week. Goals are established each month and usually there are weekly or bi-weekly checkpoints.

SPEAKING ENGAGEMENTS

Each parent is required to arrange for 10 speaking engagements and also to give 10 speaking engagements prior to graduation. The number of speaking engagements arranged and/or given shall be reported through the chain of command. The information concerning the speaking engagement must be reported to the speaking engagement coordinator (Rosemary [Last Name]). A form is available and should be forwarded with the following information:

- Name of Engagement:
- Address:
- Contact Name:
- Phone Number:
- Approximate number of people:
- Client needed:
- Person doing Engagement:

OPEN MEETING GUESTS

Provide names and titles of persons that you have invited to attend a Friday night open meeting.

PARENT OUTREACH PROGRAM

Each parent is required to have 5 POP's per month. A POP is a 12th step activity of personally communicating with someone about STRAIGHT, what it has done for you, and how it can help others. The goal is to build up a network of people who know about STRAIGHT. Only the number of POP's need to be reported on Wednesdays. A POP team contact sheet must be filled out and sent to the POP coordinator.

MEETINGS ATTENDED

All recovery or support meetings that you attended in the past week should be reported. There is not a specific goal to be obtained but statistics are being accumulated by STRAIGHT.

MISCELLANEOUS

Provide any updates on previous fund raising responsibilities which you did not complete.