



Pinellas County Intergroup Picnic Policies & Procedures Form PPP v2.0

Background

Many changes took place in the planning of the 2007 picnic. It is my hope that this document will capture those changes and aid future picnic chairs in the planning and execution of the event.

Communications and Special Information:

- 1. Securing the Picnic Area:** The picnic is always the last Sunday in April. The chair person needs to arrange for the next year's event the day of the picnic by going to the office or mail a letter the Monday following the picnic to the Park board requesting the pavilion for the next year.
- 2. Informed Consent and Deposit:** The park board now requires any group over 50 to apply for a Special Events permit. The cost to IG was \$375. We are required to submit the application along with our tax exempt documents to the Park as soon as possible. The 2007 contact person was Monte Alfonso. Further details on this are available at the Pinellas County Park website:
http://www.pinellascounty.org/park/special_event_permits.htm
- 3. Insurance:** In addition, we are required to obtain insurance for the day's event. Our previous provider has been Lancaster Insurance and our contact is Faye (461-3704). She has historically arranged the policy and courier of the documents to Fort Desoto. The associated cost for 2007 was \$56.02. Contact CO manager Paul for acquisition of the policy. This policy needs to reach Fort Desoto by the end of March.
- 4. Announcements:** The picnic chair should make monthly announcements at IG to keep the body informed.
- 5. Trash Removal:** Beginning this year, the park has asked that IG be responsible for the removal of the garbage generated. Jim Wilson, who is the head Park Ranger at Fort Desoto, suggests a 4 to 5 yard dumpster. For this year's event, we went with a 4 yard and it was a close call. We used Waste Management, they usually do not do single day rentals of small dumpsters; however, I worked with Bryan Smith, who was able to make a special rental arrangement. The cost for drop off and removal was \$140.00. Their contact number is 813-621-3053.
- 6. Electrical Requirements:** Pavilion 4 contains an electrical sub-panel that was donated by IG in 1990 to meet our power requirements for the day's activities.
 - a. **Note:** Jim Wilson is our contact person for Fort Desoto. Notify him in advance to have the park electrician, Allan, assist with the electrical component. 727-582-2267

- b. **Extension boxes:** Cliff Smith has the extension boxes used for the coffee. He can be reached at 521-3151 or 458-8166.

Publicity

1. **Flyer design:** Have a flyer designed and sent to the website and P&S for circulation no later than the end of January. Also utilize the P&S and Picnic Report to solicit volunteers. Past chairs have printed 500 to 3000 copies for distribution. I think that we printed around 1250 for the 2007 event.
2. **Street signs:** Unfortunately our signs disappeared, so you will have to make new signs to guide people around the park. The signs have to be made so that they can be staked in the ground. The symbol of the circle and triangle are allowed on the signs, but the use of AA is not permitted.

Chairman's responsibilities:

Refer to the SC for full detail or the P&P in this booklet

Monetary Needs

1. **Seed money:** Seed money is critical to the planning and executing of the picnic. My advice is to begin pushing this as early as possible. Keep in mind though that we don't want to step on the toes of the Anniversary dinner. All seed money should be directed through CO. The CO Manager will print self-addressed envelopes to be distributed at IG meetings.
2. **Donations:** Individual and group donations are crucial, as they aid in offsetting the many costs associated with the picnic. Many groups take pride in helping and I found that persistent pleas for funds and recognition of those groups who supplied monies bolstered donations. The sooner this message is presented, the better.
3. **Expenses:** Good record keeping is essential. Make sure to save all receipts, I recommend photo copying them as well. I used my personal credit card to obtain supplies and then later was reimbursed by CO. If that option is not available, the CO Manager can allocate funds for obtaining supplies.

Other Info/Changes

1. **Publicity/Signs:** For the 2007 picnic, there were no associated printing costs as I used a personal printer for the majority of the copies. I elected to use black and white fliers so this was possible.
2. **Coffee:** We obtained coffee pots from David H. 360-4754 and I believe a few others were borrowed from various groups. It is suggested that a minimum of 6 pots run to ensure there is enough

- coffee. Be sure to have clear donation containers around the station. We purchased round beverage coolers and they are upstairs at CO.
- 3. Soda:** A big change occurred for the 2007 event. We did away with the Coke trailer due to cost and potential appearance of AA affiliation with Coca-Cola. This decision was met with some opposition and as a result, IG furnished water and soda—groups throughout the county donated most. We found that with the option for cold beverages, we used less coffee. In fact, half of the coffee supplies purchased went unused. At the 2007 event, we did not have anyone hand out the water/soda and many people took advantage and the soda and water ran out quickly. I suggest for the 2008 event that a committee member distribute the cold beverages.
 - 4. Ice:** With the elimination of the Coke truck, we also eliminated the need to rent an ice box. A friend in the program loaned his large coolers and I was fortunate to have ice donated to me by friends that manage a convenience store so there was no associated cost. Previous chairs have used Freeman Ice (522-8415) but a lot of waste occurs because of their minimum purchase requirements.
 - 5. Raffle:** The raffle was our primary money maker. We had groups create baskets, I sought out free registrations, etc. for various AA event chairs, and CO donated books for the raffle. Our raffle brought in \$1713. Previous chairs have had cash and 50/50 prizes.
 - 6. Meetings:** We had an 8am, noon, and 4pm meeting. Historically, the pm meeting has not had a large attendance and some proposed the elimination of this meeting for the 2008 event. The choice is yours, but I tend to agree and it will help with expediting the clean up process.

Operations:

- 1. Banner:** Contest for the best banner usually judged before the noon meeting. This year we had the SC president, secretary, and picnic chair judge. The winner received a trophy. We used B-Hive trophies and I suggest that we use them again as they did a fabulous job and they already have our logo on file.
- 2. Breakfast:** Roger A. (867-3850) has been doing the breakfast for many years now. He obtains all the supplies and is reimbursed for the cost by CO. Be sure to have clear donation containers at both ends of the table.
 - a.** Katherine from 2250 (564-6542) ran the server line
 - b.** In order to get the breakfast ready, the crew **MUST** get in the park around 5am. We are **NOT** permitted to open the gates. It is crucial that Jim Wilson be contacted in advance for early entrance into the park.
- 3. InterGroup Safety Table:** Upstairs at CO, there is a tent and banners. We brought pamphlets and other AA material but people did not seem interested. Use your discretion, but Where & When copies are all that I would bring.

4. Adult Games: None provided—most groups bring their own and nobody complained that IG did not provide adult activities.

Contact List

All numbers listed were working as of April 2007.

| Name | Phone | Cell | Notes |
|------------------|--------------|-------------|------------------------|
| Central Office | 530-0415 | | |
| Cliff Smith | 521-3151 | 458-8166 | Electrical Outlets |
| B-Hive | 442-7163 | | Trophy |
| Roger A | 867-3850 | | Breakfast |
| David H | 360-4754 | | Coffee Pots |
| Jennifer D | 586-7527 | 804-8158 | 2007 Chair |
| Stacy T | 804-7871 | | 2006 Chair |
| Jim Wilson | 582-2267 | 552-1862 | Fort Desoto Supervisor |
| Waste Management | 813-621-3053 | | Dumpster |
| Allan LaVigne | 385-0384 | | Park electrician |
| Freeman Ice | 522-8415 | | Ice |
| Katherine | 564-6542 | | Serving Line |

Supplies

There were many excess supplies after the 2007 picnic. All have been stored upstairs at CO. It is possible that the Gratitude dinner will utilize these items.

Roger does most, if not all, of the shopping for the breakfast. For the 2007 picnic, I purchased many duplicate items. I recommend speaking with Roger directly before shopping to avoid duplication.

Shopping List

| Item | Purchased | Used | Comments |
|--------------|------------------|-------------|---------------------------------|
| Coffee | 10 cans | 5 | used less due to cold beverages |
| Decaf coffee | 5 cans | 2 1/2 | used less due to cold beverages |
| Sugar | 5 cases | 3 | used less due to cold beverages |
| Creamer | 5 cases | 3 | used less due to cold beverages |
| Sweet & Low | 2 boxes | 1 | used less due to cold beverages |
| Splenda | 1 box | 1/4 | used less due to cold beverages |
| Trash Bags | industrial size | all | buy more just to be safe |
| Soda | 20 cases | all | donated by groups-more needed |
| Water | 20 cases | all | donated by groups-more needed |

Additional Items

| Item | Supply | Comments |
|-----------------|--------------------|------------------------------------|
| Raffle Supplies | 3 rolls/aprons | upstairs at CO |
| Donation Jars | 5 clear containers | upstairs at CO |
| Ash Trays | 20 small | Styrofoam bowls with aluminum foil |
| Garden Hoses | 2 long hoses | upstairs at CO |
| Tables | 3 long tables | upstairs at CO |

| | | |
|---------------|-----------|-------------------------|
| Igloo Coolers | 6 large | upstairs at CO |
| First Aid Box | 1 box | upstairs at CO |
| Sun Screen | 3 bottles | may need more |
| Signs | 5 to 6 | need new signs for 2008 |

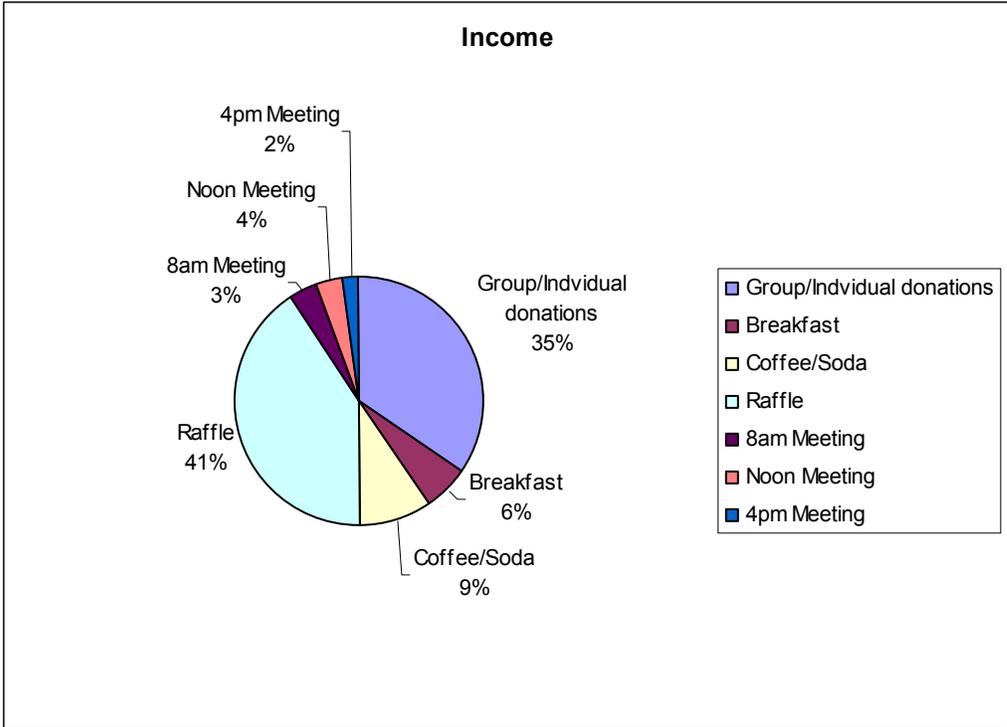
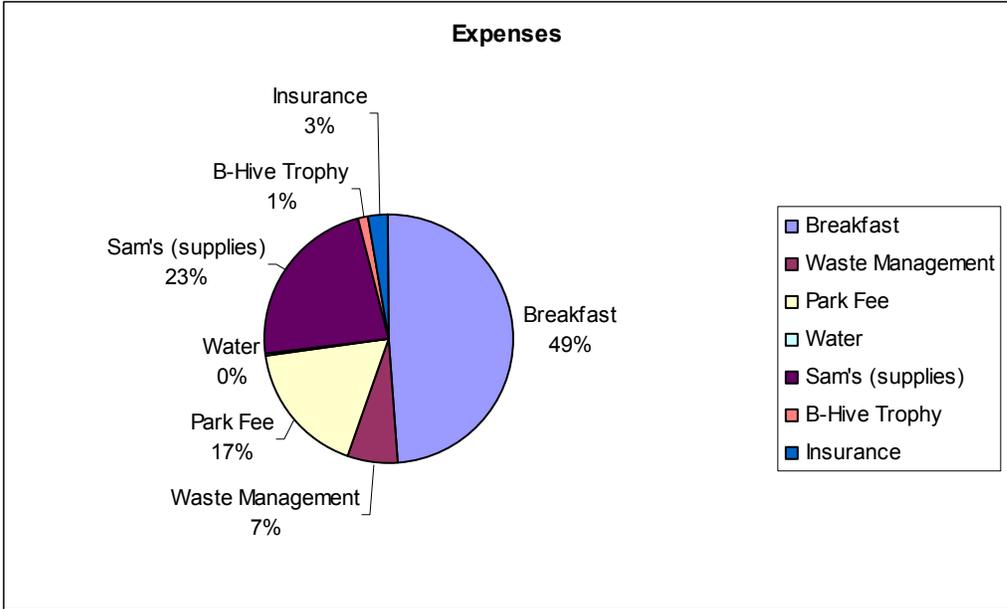
Reports

The chair person is responsible for all reporting, including income/expense analysis. Below is a sample of the final report on the financial I submitted to IG.

| <u>Expense</u> | <u>Cost</u> |
|------------------|-------------------|
| Breakfast | \$1,048.00 |
| Waste Management | \$140.00 |
| Park Fee | \$375.00 |
| Water | \$9.96 |
| Sam's (supplies) | \$495.21 |
| B-Hive Trophy | \$27.18 |
| Insurance | \$56.02 |
| Total | \$2,151.37 |

| <u>Income</u> | <u>Amount</u> |
|----------------------------|-------------------|
| Group/Individual donations | \$1,434.62 |
| Breakfast | \$253.89 |
| Coffee/Soda | \$373.83 |
| Raffle | \$1,713.00 |
| 8am Meeting | \$140.00 |
| Noon Meeting | \$155.00 |
| 4pm Meeting | \$81.15 |
| Total | \$4,151.49 |

| | |
|-------------------|-------------------|
| NET PROFIT | \$2,000.12 |
|-------------------|-------------------|



Final Thoughts

I know that at first glance, this can all seem overwhelming—it was for me. I assure you that I will help in any way I can, just call me. Also, the people who help have been doing this for many years and they are a great resource for questions and concerns.