

## Area 61 Special Project Guidelines

- Any special project being proposed must benefit Area 61.
- Special projects must be requested by a Committee, Task or Thought Force, Officer or Coordinator.
- Any Al-Anon member's request that has been refused to be presented by a Coordinator can be submitted to the Area Chairperson who will present it to the AWSC
- The special project must be presented to the AWSC in writing using the Area 61 Special Projects Request form. This form must be submitted to the Area Chairperson.
- The AWSC will review and vote on all special project requests at the next scheduled AWSC meeting.
- If approval is needed before the next scheduled AWSC meeting, the Chair will send completed requests to all AWSC members via email. Members will vote by email. 2/3 of all eligible AWSC members must participate in the vote for it to be valid. If enough members do not vote, the request will be denied.
- A simple majority of those voting will be required for approval of the Special Project.
- Literature needed for a special project should be ordered through the LDC or Literature Coordinator.
- Members conducting the special project can request the Area Treasurer directly pay for any large expenses identified in the request form. This is done so individual members do not have to pay for items out of their own pocket and wait for reimbursement.
- All expenses needing reimbursement should be itemized on the Area 61 expense form and submitted to the Area Treasurer.
- Progress and feedback on a special project must be reported at the next AWSC following completion of the project.

# Area 61 Special Project Request Form

Requested by: \_\_\_\_\_  
(Committee, Task or Thought Force, Officer, Coordinator)

Date Requested: \_\_\_\_\_

1. Project background and description:

2. Purpose of project:

3. Who will benefit from the project:

4. Details:

5. Estimated expenses:

Submit the completed form to the Area Chairperson. Complete and submit the Special Project Expense form when seeking reimbursement for expenses.

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To be completed by Area Chairperson after presented to the AWSC.

Date: \_\_\_\_\_

Approved

Denied