



Pinellas County Intergroup Picnic Policies & Procedures 2007 Addendum Form PPP v2.0

2007 Picnic Policies and Procedures Addendum

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:** Reservations for the 2008 picnic were made with the Fort Desoto Park board on April 29, 2007. 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 carrier 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 years 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, they aid in off setting 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 obtainment of 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. 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 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 associate 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. 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 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
Jim Wilson	582-2267	552-1862	Fort Desoto Supe
Waste Management	813-621-3053		Dumpster
Allan LaVigne	385-0384		Park electrician
Freeman Ice	522-8415		Ice

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
De-Caf	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 industrial	1/4	used less due to cold beverages
Trash Bags	size	all	buy more just to be safe donated by groups-more needed
Soda	20 cases	all	donated by groups-more needed
Water	20 cases	all	needed

Additional Items

Item	Supply	Comments
Raffle		
Supplies	3 rolls/aprons	upstairs at CO
Donation	5 clear	
Jars	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

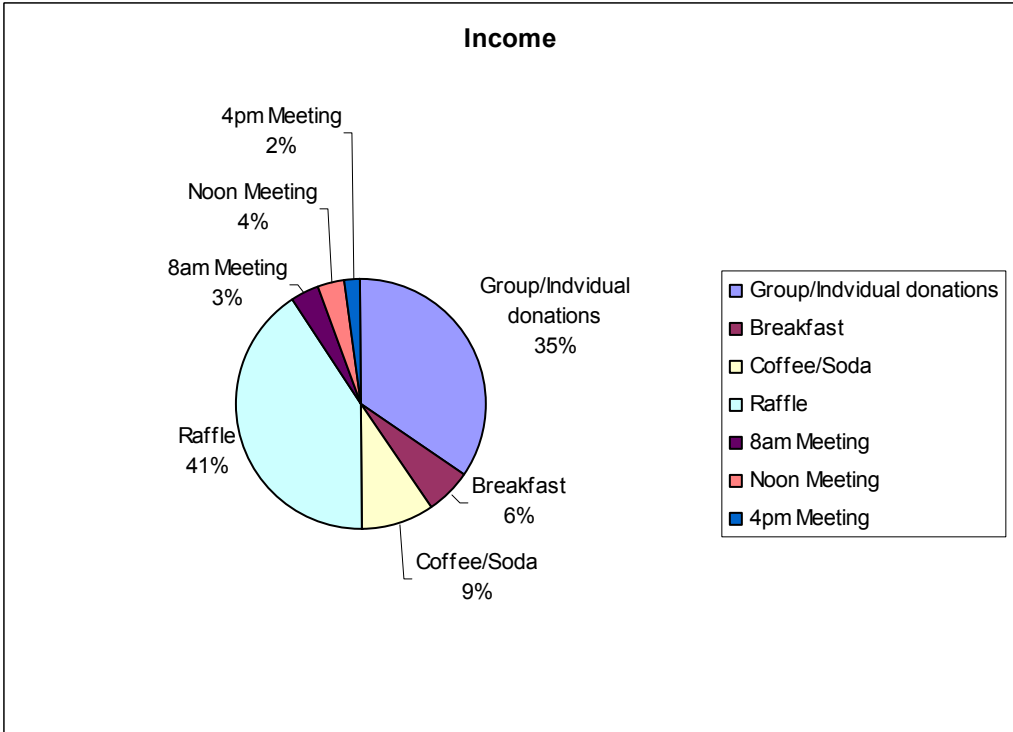
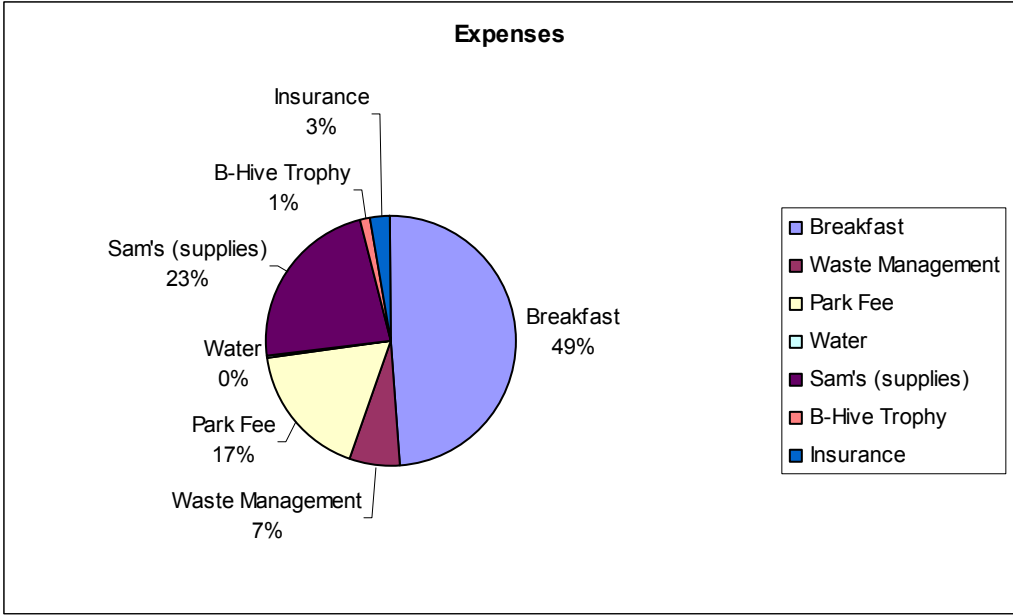
Reports

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.

Expense	Cost
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

Income	Amount
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.