

# Application: Reduced Cost Literature for Events

**Contact Name** \_\_\_\_\_  
 Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Shipping Name** \_\_\_\_\_  
 Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Billing Name** \_\_\_\_\_  
 Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Please note: Service bodies may order a total of three items plus the *Courier*—OA’s newsletter for the professional community. For each item, indicate a quantity of no more than 25 percent of the expected attendance at the event. Include an alternate item (to be chosen by the WSO) should a requested item be unavailable. Depending on the expected audience, appropriate literature may include

- |  |  |
|--|--|
| Membership Survey Report (#102)                    | Compulsive Overeating: An Inside View (#320) |
| OA Is Not a Diet Club (#111)                       | OA Cares (#260)                              |
| A Program of Recovery (#130)                       | About OA (#751)                              |
| Introducing OA to Health Care Professionals (#753) | To the Teen (#280)                           |
|  | To the Teen Questionnaire (#756)             |

## EVENT INFORMATION

Name of Event \_\_\_\_\_

Dates \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Item Name	Quantity	To be completed by WSO Cost
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
<i>Courier</i> (#752)	_____	_____
Alternate Item _____	_____	_____
	Subtotal	_____
	Shipping	_____
	<b>Total Cost</b>	_____

Contact Person’s Signature \_\_\_\_\_ Date \_\_\_\_\_

“As a trustee, I approve this use of the reduced-cost literature fund and agree that the WSO will charge my region budget the full amount until the requesting service body pays the WSO.”

Trustee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Board Reference Manual, Section IV – Finances, Part B-17 – Reduced Cost Literature**

Intergroup PI/Professional Outreach Committees may purchase literature through members of the Board of Trustees at a reduced cost when hosting health fairs/professional exhibits. The reduced cost shall be calculated to be the higher of either: a) The actual cost of the literature, or b) 50 percent of the retail price. Literature shall be shipped and the actual cost of shipping shall be added to the order.

### **PROCEDURE:**

1. The intergroup PI/Professional Outreach Committee makes the request to its region trustee using the Reduced Cost Literature application.
2. The trustee verifies the event (when, where, how many attendees expected) and decides upon a reasonable amount of literature. Experience has shown that only 3 to 4 different literature items should be distributed in amounts up to 25 percent of projected attendees.
3. The trustee and the intergroup's PI/Professional Outreach Committee together choose the literature. Recommended pieces are the *Courier* newsletter for professionals, also available on the OA Web site for download and copying, and no more than three pamphlets. Because of inventory cycles, an alternate pamphlet may be chosen in the event WSO does not have enough stock of a selected item.
4. The trustee contacts the World Service Office (WSO) controller to obtain pricing and availability information for the chosen literature.
5. Once the trustee approves the intergroup PI/Professional Outreach Committee's request for literature (because of budget constraints, trustee approval is not guaranteed), the trustee places the order with the WSO. Only the trustee may place the order; the motion specifically states that the request must come through a board member.
6. The intergroup PI/Professional Outreach Committee supplies the intergroup's billing contact to the WSO controller. Unless the committee pays with a credit card, the controller charges the region budget until other payment is received.
7. The WSO ships the order to the designated location.
8. The WSO requires a minimum of 30 days notification to guarantee timely delivery.