

Appendix 7 – Grapevine Guidelines

The District 16 Grapevine Chairperson should be familiar with the Grapevine Workbook, the Grapevine website and other Grapevine resources available from New York. District 16 Grapevine reports will contain the most current information on the Grapevine magazine including subscription cost increases and updates of new Grapevine books, e-books, audio books, cds and service items available such as the AA Preamble. District 16 Grapevine reports should also update the District on any new Grapevine media that carries the AA message such as YouTube and podcasts.

Guidelines for Grapevine Materials and Sales District 16

1. The Grapevine material will be held at the Literature Center and will have a volunteer from Grapevine present during Literature Center hours. They will maintain a float for making change.

Ex: A \$20 float for making change 2 x \$5

2 x \$2

4 x \$1

8 x \$.25

2. Grapevine materials will be sold according to the Area 86 price list. The Area currently provides a 10% discount to District 16 when purchasing materials which helps to keep the Grapevine self-supporting.

3. Grapevine replacement materials will be ordered only through the Area 86 Grapevine Chairperson, as this has been proven the most cost-efficient method.

4. The Grapevine Chairperson will provide an accurate report of the sales/expenses and bank balance at the monthly District meetings.

5. The Grapevine Chairperson will keep all receipts, invoices, cheque carbons and sales receipt books for at least 5 years, along with monthly bank statements of all transactions.

6. The Grapevine Chairperson will make monthly deposits and will ensure a sufficient balance is in the account to cover any overdraft charges.

7. An annual inventory will be performed by the Grapevine Chairperson and another trusted servant.

8. The District 16 Grapevine Chairperson will submit receipts to the District 16 treasurer to be reimbursed for grapevine materials that have been purchased by District 16 subcommittee chairpersons (eg. Corrections, Treatment and Cooperation with the Professional Community).

9. Cheques that are written for the District 16 Grapevine account require two signatures from the District 16 Grapevine Chairperson, DCM, Alternate DCM or Treasurer.