

Application: Reduced Cost Literature for Events or Professional Outreach

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. 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)
 A Program of Recovery (#130)
 Introducing OA to Health Care Professionals (#753)

Compulsive Overeating: An Inside View (#320)
 About OA (#751)
 To the Teen (#280)
 To the Teen Questionnaire (#756)

EVENT INFORMATION

Name of Event _____

Dates _____ Expected Attendance _____

Item #	Item Name	Quantity	To be completed by WSO Cost
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
Alternate Item _____		_____	_____
		Subtotal	_____
		Shipping	_____
		Total Cost	_____

Contact Person's Signature _____ Date _____

"As a trustee, I approve this use of the reduced-cost literature fund and agree that all orders will be:
 [] prepaid before processing or shipping, or [] charged directly to my region budget."

Trustee's Signature _____ Date _____

Board Reference Manual, Section IV, Part B-16 – Reduced Cost Literature

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

PROCEDURE:

1. The Service Body/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 will provide their billing information to the WSO controller..*
7. The WSO ships the order to the designated location.
8. The WSO requires a minimum of 30 days notification to guarantee timely delivery.