

OREGON AREA SERVICE DOCUMENTS

WHO BRINGS WHAT!

Responsible Person and the Necessary Supplies to be brought to
AWSCs and Assemblies

Alternate Delegate

1. Group Representative Quick Reference Guide
2. *A Guide for New GR's (to be reviewed)*
3. Area Handbook for AWSC members
4. Name Badges

Chairperson

1. Agendas
2. Steps, Traditions & Concepts Banners
3. District Map Banner
4. Ask It Basket (Officer's Table)
5. Copy of key to archives storage lock

Secretary

1. Mail Box
2. Table Baskets which includes:
 - a. Scratch Pads and pens
 - b. Ask it Basket Forms
 - c. Motion Forms and Ballots
 - d. Area Map and Statement to Assembly Attendees
 - e. Table Cards [Ask it Basket and Silent/Listen]

Treasurer

1. Current Mileage amount for ATF Form [Gas Rate]
2. Treasurer's Reports
3. Expense and ATF Mileage Forms
4. Office Supplies [stapler, punch, tape, scissors, staple remover, paperclips]
5. Assembly Registration Supplies [Given to Host District at AWSC meeting]
6. Printer and Laptop

Technology Coordinator

1. Collect Reports to be presented at Assembly and AWSC
2. Power Point Projector
3. Sound System and Laptop
4. Power Cords – including 25' extension cords, power strip, and a 2 to 3 Way converter
5. Supply of AA batteries for Microphone

Host Committee

1. Signage to meeting locations
2. Assembly Registration Supplies [From Treasurer at AWSC meeting]

LIST OF AREA ASSETS

Maintained by Area Chairperson and Treasurer with list of serial numbers.