

AFG Area 9 – Florida North Procedures

Special Public Outreach Project (SPOP)

Introduction

The Special Public Outreach Project (SPOP) process was created to assist Districts in participating in local events that are open to non-profit organizations if that District has not created a non-profit of its own.

The process allows a District, that has not created non-profit status of their own, to bring an idea to the Area for a public outreach project that the Area is qualified to participate in. That District will manage all aspects of the project, such as volunteer and financial requirements.

There are specific prohibitions in the organization of a 501(c)3 Non Profit that include:

- Not using the corporation as a pass-through
- Not using the corporation to access tax-free status unless funds are used directly from the corporation
- Not using the corporation to do business other than that explicitly stated in the Articles of Incorporation.

Since the Area Corporation (NFA AFG, Inc.) was created to carry out Area business, the Area must decide to take on the actual project that is proposed by the District.

Procedures

In order to coordinate Special Public Outreach Projects (SPOP) within the Florida North Area and ensure that all such projects stay within the Traditions of Al-Anon Family Groups, the Area has designated the following Procedures for use within the various Districts that do not hold a non-profit status of their own.

1. Districts will present their SPOP request to the Area 9 Officers in accordance with these guidelines. Each SPOP Proposal must be signed by both the District Representative (DR) and District Information Services Liaison (DISL) for that District. Proposals can be submitted by email or regular postal service.
2. The SPOP Proposal must include:
 - a. A written summary of the project
 - b. Copies of all necessary contracts and documentation
 - c. A detailed budget of necessary funds
 - d. A complete timeline with specific beginning and ending dates
3. The Area 9 Officers will confer and approve or reject the proposal within sixty (60) days of receipt.
4. If approved, a check, money order or electronic transfer of funds will be provided by the requesting district in the full amount of the entire SPOP.

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5. No project will move forward without appropriate monetary contribution.
 6. If rejected, a statement explaining why it was rejected will be provided.
 7. If approved by the Area 9 Officers, and funds received, the SPOP will then be administered by the Board of Directors, NFA AFG, Inc.
 8. All approved SPOP proposals will be administered by NFA AFG, Inc. a 501(c)(3) non-profit organization. As such, the SPOP must comply with procedures and restrictions and rules associated with the Florida Department of Revenue and the IRS.
 9. All contracts for the approved SPOP will be signed by the Area 9 Board of Directors Chairperson, and maintained in the records of NFA AFG, Inc. Contracts should state "NFA AFG, Inc." as the responsible party, and use the official NFA AFG, Inc. address.
 10. Because SPOP is an Area project, the Area can provide an Insurance rider through the Area Liability Insurance provider.
 11. Districts are not authorized to make any changes, including verbally binding NFA AFG, Inc. in any contracts outside of these Procedures.
 12. In addition to the initial summary required for submission, the requesting District will be asked to give a brief written and verbal report of their Districts' approved NFA-SPOP at the following AWSC Meeting and Assembly.
 13. According to our Traditions, Districts are encouraged to continue to pursue local public outreach projects for which they are solely responsible. These procedures apply to all Special Public Outreach Projects (SPOP) approved and administered by the AFG Area 9 Officers.
 14. Approval of an SPOP is valid for that event only. The District is not authorized to take this approval and apply it to another project.

*These procedures were updated and presented at the January 2023 AWSC meeting.