



## Reduced Cost Literature for Events or Professional Outreach APPLICATION

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

**PLEASE NOTE:** In an effort to “keep it simple” when ordering literature for professional exhibits and outreach efforts by service bodies, the WSO has created the Professional Presentation Folder. The folder is pre-collated with the following literature items:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Cover letter to the professional</li> <li><i>The Courier</i></li> <li><i>Introducing OA to the Healthcare Professional</i></li> </ul> | <ul style="list-style-type: none"> <li><i>Compulsive Overeating—An Inside View</i></li> <li><i>Member Survey Report</i></li> </ul> |
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A service body may choose to customize the folder to a more targeted group of professionals by adding other pertinent literature items. Some of the more popular items are:

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|--|--|
| <ul style="list-style-type: none"> <li><i>To the Teen (#280)</i></li> <li><i>To the Teen Questionnaire (#756)</i></li> <li><i>About OA (751)</i></li> <li><i>To the Man Who Wants to Stop</i></li> <li><i>Compulsive Overeating, Welcome (#290)</i></li> </ul> | <ul style="list-style-type: none"> <li><i>OA Members Come in All Sizes (#110)</i></li> <li><i>Black OA Members Share Their Experience, Strength and Hope (#285)</i></li> <li><i>OA Cares (#260)</i></li> </ul> |
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**EVENT INFORMATION OR PROFESSIONAL OUTREACH PROJECT**

Name of Event or Project \_\_\_\_\_

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

Item Name	Quantity	To be completed by WSO Cost
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
<i>The Courier (#752)</i> _____	_____	_____
Alternate item _____	_____	_____
_____	Subtotal	_____
<b>CONTACT PERSON'S SIGNATURE</b> _____	Shipping	_____
_____	<b>Total Cost</b>	_____
<b>DATE</b> _____		

“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-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 hosting health fairs/professional exhibits or 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 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 service body PI/ Professional Outreach Committee supplies their billing contact information 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.