CHICKEN ROCK GUIDELINES
Amended 2021

Purpose Statement:

The purpose of Chicken Rock is to bring Fellowship, Unity and Service together for fun in District 11 at a Stockton Lake campground, the locals call Chicken Rock.

Section One:

- The Campout is at 01 Mutt Group Campground, Ruark Bluff East, Stockton Lake.
- GPS latitude: 37.5311 longitude: -93.7640
- Campout Reservation is made in September, one year in advance. The program will be developed by the Chairperson, Co-Chairperson/Secretary, Treasurer, Co-Treasurer and approved by a simple majority of the committee members.
- The charge for camping will be determined by the cost of the reservation made through Recreation.gov.

Section Two: Committee

- Officers elected for a 2 year term. Using Co Chair to step into their lead chair positions the following year. To form a mentoring rotation with experience.
- Elected officers by committee: Chairperson, Co-Chairperson, Treasurer
- Each elected officer is to attend all scheduled meetings in person or by Zoom. In the event a member is unable to attend a meeting, the member should notify the Chairperson and send a report ahead of the meeting. If a member misses 2 meetings without a notice and report, the person will no longer be considered a member of the committee and a new member will be elected/appointed.
- Committee members will have a vote.

Section Three: Officers

Chairperson

POC for all Committee members. (with co-chair) organize and find volunteers. Find and take suggestions for both speakers for Friday and Saturday night, majority vote from committee for final selection. Will be MC for both evening meetings and raffle.

- Share responsibilities as listed for Treasurer.
- Flyer - have first draft by March/April. Final draft by June to be approved by committee and ready to disperse. Note: this person will need a computer or online access.
- Create flyer to hand out (suggest black and white) with slogan, anniversary #, dates, place/gps coordinates or directions & contact phone person with #.
    - For Mutton Group Campground GPS latitude: 37.5311 longitude: -93.7640
- Includes check in/check out time.
- Guests are asked in the flyer to bring side dishes for all three meals
- Dogs welcome but MUST be on leash and cleaned up after.

Post on these websites / social media -

- Kansas City Central Office
- Springfield Central Office

- St Louis Central Office
- WAMO website (Cherie in KC)
- District 11 website (District DCM)
- FB private group: Chicken Rock Camp-Out.
- Coordinate who has a Mic and amp for speakers (if available to borrow)
- Coordinate who is bringing the supplies. (Boxes stored with last chair)
- Will also have the itinerary of the weekend.
- Sign-up Bulletin boards (chair and co-chair)
    - Volunteer jobs
    - Program time with meetings that need a Chairperson
    - Tent rotation (2 hours, since this is collecting money suggests 2 years - sign up sheet.)
    - Contact list, to email or mail regular attendees.
- Sobriety Countdown Sheet (total announced before Saturday speaker)
- Slogan
    - In May get slogan ideas by posting on FB Chicken Rock Camp-out (private group) & word of mouth. In June,committee will vote
    - Lead Gratitude meeting Sunday morning.

- Give flyers to GSR's and ask people to start taking them to meetings.
    - Check that flyers have been posted to websites, Central Offices (Springfield. Kansas City) District 11, Area 39

- T-Shirt - design with vendor & committee.
  The design of the t-shirts - In the lettering we use the Three Legacy symbol for all the "O's". Also what date and consecutive anniversary # it is.
    - 2021 - 22nd anniversary
    - Include slogan for this year's Campout, design, date, anniversary
    - Vendor is Creator Designs Inc in Bolivar, previous account under Dadeville AA contact # 417-777-8337/ Contact for 2021 - Stephanie
    - Draft must be in by 7/15, committee vote
    - Order must be in by 7/31 call in advance to check sales date and cost has not changed. Minimum order of 50 t-shirts. Sales price is doubled i.e. cost $5.00 / sell for $10.00
    - Ask for special t-shirt orders above size XXXL and up.
    - 7 Color selection
    - Size order; 1 in each color MED,
    - 2 in each color LG,
    - 3 in each color XL,
    - 1 in each color XXL
- Pre-order - hoodies are ordered and prepaid. Put in the same order as t-shirts for discount

Saturday Dinner (we supply the meat dish)

- Order food 2 weeks before Campout.
    - Use Woods discount # 417-579-3747
- Estimate 100 people 4 oz of meat per person
    - Ham does better than turkey (1 pan each)
    - 2 dozen rolls (suggested)

- 1 side dish (suggested green beans)

Co-Chairperson/Secretary

Take notes and minutes of the meetings. Help the Chairperson find volunteers and assist where needed. Should have means to go online, to send updates to the Committee and minutes.

- Be the host for speakers - contact ahead to make sure they have flyers and directions. If they are camping reserve spots, either camper or tent Reserve campsite for speakers with signs:
- Ask for 1 volunteer to manage the fire pit both nights.
- Ask volunteers to sign up for serving food
- Ask volunteers to sign up for 2 hour shifts in tent
- Make sure coffee is going at all times, find volunteer to help when not there
- Find volunteer to grill the hotdogs
- Make sure everything for the meeting chair volunteers is put together in a box and let all volunteers who sign up knows where to find it in the tent (under a table)
- Share responsibilities as listed for Chairperson.

Treasurer

- Create a budget, bring it to District 11 business meeting, in June, for approval. Form is in Appendix A
- Record expenses & income (from each t-shirt, donation, raffle).
- POC for reimbursements for money spent before the Campout (t-shirt, supplies)
- POC at event for Tent. Should have 3 cans for donations; t-shirts, raffle, donations. Will have periodical cash pick up during the day and evening by 6pm on Friday, 3pm Saturday.
- District treasurer will give the Committee Treasurer the working balance by the July meeting to buy the supplies, t-shirts, food.
- Payment or reimbursement done through Committee Treasurer.
- Pick up t-shirt order
- Pick up Saturday food order at Woods in Stockton (or find volunteer, Navarra has done this in the past)

Make reservations for campground -

- You will need online access to make the reservation for the campground. Get with the District Treasurer in person when you make the reservations and they will make payment online.
- Make a reservation to get a Thur, Fri, Sat (checkout Sunday) booking.
- Reservations book up fast. Start trying for the 2nd weekend in September. Sometimes it helps to book from a Monday and checkout on Sunday.
    - Max out the people attending 80
    - RV 13 electrical sites
    - Tent 50
- 2021 prices for a 6 day reservation was $1200. (estimating cost after modified $600-$760)
    - $100 for first 2 days, $200 for day 3 & 4, $300 for day 5 & 6.

- Modifications to the dates cannot be made for 6 months, then edit to the real dates needed.
    - These prices and rules might change from year to year.
    - Thur, Friday, Saturday (double check checkout is Sunday).
    - After modification, there will be a Reimbursement to the District's account.
        - District Treasurer should be notified so they can check the account.
        - Receipt turned into District Treasurer for their records.
        - Give the cost of the following year to the Treasurer

Funds for 2022 reservation will be taken out of donations from 2021 proceeds. The rest will be handed over to district treasurer for CR 2022

District 11 has an account at https://www.recreation.gov/

- Email used and can be updated with Committee chairperson
    - aadistrict11secretary@gmail.com
    - PW:

Reservation is made for Ruark Bluff East (favorited). Site:for Mutton group campground. Reservable availability is released 1 year in advance.

- **The week of Chicken Rock you will need to make contact with Ruark Bluff East Host by Wednesday (off on Thursday), to show ID and get the Gate Lock combo.**
    - They will also ask how many passes you want. Estimated 30.
    - Then give it to the Chairperson
    - Ruark East host booth # (417) 637-5303

Section Four:

Food

- Friday Dinner - Chili potluck (30-40 count, we don't supply any food)
- Saturday Lunch - Chili hotdogs, supply the hotdogs (hotdogs & buns have been donated in the past)
    - 40 count hotdogs & buns
    - Grilling them in preferred / find volunteer who will cook them and must be ready by noon
- Coffee, starts Friday morning and runs till Sunday afternoon. Co-chair will help with and find volunteers.
- Saturday leftover chili & hot dogs. (40 count)
- Saturday Dinner, we supply the meat dish. (100 count)
- Guests are asked in the flyer to bring side dishes for all three meals.
- Remind guests to bring their own breakfast and water to drink. We don't supply those things.

- Suggest 6 volunteers to help serve the food for all meals. There are people there who like to help, Co-chair to recruit at the Campout and point to the sign up board that is the tent. (Al-Anon loves to help and has every year).

Set-up/Clean-up

Set up - 9 am Friday morning
Clean up - Noon on Sunday
Chair and co-chair will look for volunteers to help with both. Person who reserves site will get gate lock # from a Reservation person by Thursday.

- Will open the gate for crew Friday 9am: set up unpack supplies, start coffee, set up a Raffle booth by the covered pavilion.
- Arrange tables in a U, coffee set up worked well by the center post.
- Clean up is Sunday 12pm. Announcements at Sunday morning meeting to please clean up the campsites and try to be out by 12pm.
- Have the crew walk the campsite for garbage, do not leave till the last guest is gone. Person who reserves the site will lock the gate.

Hospitality

Volunteer greeter,will be part of set up crew and be at site at 9am Friday,Greet campers that are coming in,and answer any questions. Also direct them to the tent for raffle tickets, t shirts, sobriety countdown sheet, volunteer board, sign big book, etc. (other than speakers there are NO Reservations.)

- With chair and co-chair help maintain the Men & Women bathroom with TP, hand sanitizers, spray, no smoking sign in both. Hand soap at the washing station by tables.

Skit

Find a “family friendly” skit (no cursing) and find volunteers to act it out on Saturday.

- 2019 - Drop the Rock skit
- 2020 - 12th Step skit

Raffle

Spread the word for the need of donations, collect to bring to the Campout or encourage them to come.

- Find 4 volunteers to collect and pass out during the raffle.
    - Raffle is random, winners do not pick items…
    - 1 person Spin and draw-out tickets to hand to the Announcer - Chairperson
    - 2 people to bring items from tent to hand to announcer.
    - 2 people to bring items to the winners in the crowd.
    -

Chair / co-chair

- Make sure to have meeting supplies in a box to be put in tent
- Help unpack and set up. See if there was anything forgotten.
- Have Yellow Coffee Pot direction signs out -
    - front of entry from both directions
    - Cane Hill & Y intersection from both directions
    - Hwy 39 & Y (Ken’s Cafe) from both directions
- Sunday before packing count the supplies left over.

        - Have the count ready for the Wrap-up meeting so the committee can project what is needed the following year. Then it can be added to the next budget.
    - Appendix A and B - pre-camp supply list, post-camp supply list
        - Compare what was left or donated to last years check out list for budget.
        - During clean-up, count what is left. Report to Wrap-up meeting.
        - Update post-supply list for following year.
    - Things to bring from home:
        - Leaf blower
        - Broom
        - Nozzle for hose to clean off pavilion
        - Bell for meeting

Tent Volunteers (tshirts, collection of donations & raffle)

- Sign-up bulletin board for 2 hours shifts
- Big Book - everyone signs for the newest newcomer
- T-shirts, Raffle tickets, Donations
- Cover tables in the evening so nothing gets wet from the morning dew.

District Committee meetings;
January - Committee elect
May - Budget in for approval - see Appendix A
July - Disperse funds to Committee Treasurer
November - Report to D11 and turn in income with a balance sheet.

Committee team meeting;
June - July - meet to go over all outstanding details; approval of flyers, t-shirts, hoodie, supplies.
Flyers need to be posted & distributed..
August - Volunteer meeting for set up & clean up crew, go over tent,volunteer time slots. Meet to see if there are any last minute details, problem solve.
Check websites for posts and make sure flyers are out. T-shirt pick up.
September - Campout, book reservation for following year (with the funds collected from this year).
October - Committee Wrap up meeting.

- Chairperson
    - Successes and problem solving for next year
- Financial report - Treasurer
    - Income from donations, raffle, t-shirts
    - Outstanding bills?
    - Income to turn over to District
- Reservation - what is the cost and date for the following year
- Co-Chairperson/Secretary - take minutes
    - Update Appendix A, B for the following year.
    - Data collected from treasurer, reservation, supply members.

Appendix

A. Budget form

Beginning balance			1900.00
Expenses	campground	760.00	Actual ($600)
	t-shirts (7.80 ea x 50)	390.00	
	food Friday	50.00	
	food Saturday	400.00	
	supplies, coffee etc	300.00	
		1900.00	
Income From 2020	Camping - ask for donations	no one turned away	since it hasn't been free for 3 years.
	Donations	$813.00	
	t-shirts	$780.00	
	Raffle	$330.00	
		1923.00	

B. Supply List

Items	Need	On Hand	Purchase
Paper Towels	12	4	
Napkins	1000	2.5 pk @ 500 ct = 1000	
Foam cups 8.5 oz	100	5 pk @ 45 ct = 225	
Foam cups 12 oz	use up	2.5 pk @ 28 ct = 70	
Foam cups 16 oz	use up	1 pk @ 60 ct = 60	
Plastic cups 16 oz	100	2 pk @ 100 ct = 200	
Paper plates 16”	300	2.5 pk @ 85 ct = 212	
Foam bowls 20 oz	300	5 pk @ 30 ct = 150	
Paper bowls		30ish	

plastic forks	300	300ish	
plastic spoons	300		
plastic knife	100		
TP		18 rolls	
Trash bags 36 gal		2 pk @10 ct = 20	
Trash bags bathrooms	donation of grocery bags 12		
Femine products; tampons, pads	Donation of a few products		
Picnic table covers (green)	7	3	
Hand wash soap bottle	2	4	
Hand soap refill	1	1	
Hand sanitizer	9	2	
Gloves for servers	30		
Fly Bomb - pavilion before setup.	1		

- One time purchase suggestions:
  - Split faucet connection, with a short hose (ask for a used donation) - so hand washing can be done at the bathroom and water can run to the pavilion to wash dishes.
  - Inventory on coins, if budget allows.

Sobriety coins- inventory				
24 Hour - 0	7-1	17-0	27-1	37-0
3 months- 0	8-1	18-0	28-0	38-0
6 months- 0	9-1	19-1	29-1	39-0
9 months- 0	10-0	20-0	30-0	40-0
1 year-0	11-2	21-0	31-1	
2 year-0	12-1	22-1 wood	32-1	
3 year-0	13-0	23-0	33-1	

4 year- 2	14-0	24-0	34-1	
5 year-1	15-0	25-3	35-0	
6 year-0	16-1	26-0	36-0	