

This copy of the JFT
Area policy is just to
be looked over before
we send it back to
Groups for approval!

Let me know if
there are any changes!

Thanks,
Flo

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

Overview and purpose:

Born out of a growing need for Area unity and following our first Tradition, which states, "Our common welfare should come first, personal recovery depends on NA unity." The Just for Today Area service committee, JFTASC, was created to support and develop unified NA service. In short, to fulfill our fellowship's primary purpose, the individual NA groups, which hold daily and weekly meetings throughout the area, join together to create a structure which develops, coordinates and maintains services on behalf of NA as a whole.

The primary purpose of the JFTASC is to support and serve the individual autonomous groups, group activities and common group needs. The final responsibility and authority for JFTASC activity rests with these autonomous groups; because the groups have created the service structure, they have the final authority over all of its affairs. Therefore, it is extremely important that area groups take an active role in the JFTASC.

Our fellowship's service boards and committees exist to help groups share their experience with one another, provide tools which help groups function better, attract new members to group recovery meetings and carry the NA message further than any single group could carry it alone. We may recall what we could not do alone, we can do together.

Whenever a group has a specific situation or need, which it has been unable to handle on its own; it can come to the JFTASC for help. These situations are almost limitless in scope. We have learned that we can accomplish much when we work together. Most importantly, the JFTASC provides a means for your voice to be heard in NA through the service structure, worldwide.

TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is one ultimate authority – a loving God as he may express himself in our group conscience: our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous, except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever ~~non~~ non-professional, but our service centers may employ special workers.

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

9. NA as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

TWELVE CONCEPTS OFN.A.

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates and maintains service on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Typical ASC Meeting Outline:

- The chair calls the meeting to order and the meeting generally proceeds as follows:
- Serenity Prayer/ Service Prayer
- Reading of the 12 Traditions, 12 Concepts of Service
- Read and discuss Service Concept coinciding with current month
- Roll call for Area Officers, GSR's & Sub-committee chairs
- Approval of minutes (last meeting)

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

- Reports by GSR's, Area Officers, Sub-committee chairs & Ad Hoc committee chairs: Monthly progress reports including budgetary information, event planning and attendance, services provided by ~~Public Information~~ Public Relations, scheduling, ect. Are presented both verbally and in transcripts.
- OLD BUSINESS: Tabled motions and continuing debate carried over from previous JFTASC meetings are reopened here.
- NEW BUSINESS: New motions, discussion and debate is conducted here
- Closing

ARTICLE I

The name of this committee shall be the Just For Today Area Service Committee of Narcotics Anonymous. (JFTASC).

ARTICLE II

Service Area:

The service Area of this ASC shall include, but not limited to, the following communities in Kansas: ~~Burlington~~ Chanute, Coffeyville Emporia, Independence, ~~Ottawa~~ Parsons, ~~Pittsburg~~, ~~Ft Scott~~, Girard lola and Yates Center.

ARTICLE III

Purpose:

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the Just For Today Area a(as defined above), to support the needs of these groups. The term Narcotics Anonymous shall be defined as stated in the approval service manual of Narcotics Anonymous.

ARTICLE IIII

Participants:

Section 1:

This committee shall have 3 Area NA members, GSR'S or Alternates and Area Trusted Servants.

- a. Any Area NA member may request the floor and make motions.
- b. GSR's may request the floor, make motions and are the only participants who can second a motion. The GSR's, Alternate GSR or Group appointed representative are the only voting members of the ASC, with each group represented getting (1) vote, this applies to all motions being sent back to groups.
- c. Area Trusted Servants may request the floor and make motions. The Chairperson votes only to break ties.
- d. GSR's will be restricted from seconding motions that originated within the GSR's own home group or those offered by the Alternate GSR of the same home group.

Section 2:

- a. An NA group shall not be eligible to vote after the absence of its representative from three consecutive meetings of the ASC and shall not be counted in the quorum. This includes written representation.

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

- b. Reinstatement of any group so removed shall occur upon attendance of its representative at a meeting of the ASC.
- c. All groups currently listed in the JFT Area receive the minutes of the ASC business meeting.

Article V

Meetings:

- a. The regular meeting of the ASC shall be held on the second Sunday of each month at 1pm, unless otherwise ordered by the ASC. These meetings will ~~rotate to a different location alphabetically by group name, every three months,~~ are to be held in Yates Center, Ks. unless otherwise specified.
- b. Special meetings may be called by the Chairperson of the ASC, and shall be called upon written request of three or more members of the ASC. The purpose of the meeting shall be stated in the written request. No business other than that which is stated will be conducted at special meetings. At least fourteen (14 days) notice of Special meeting will be given to GSR's, alternates & officers.
- c. Quorum: 3 Groups of the voting participants shall constitute a quorum of the ASC.
- d. When a quorum does not exist, only financial housekeeping shall be conducted.
- e. ASC meetings shall adhere to Seventh Tradition by monetary reimbursement to the facility where ASC is held. The amount shall be decided by the ASC and the facility.
- f. Abstentions count as a non-vote in the event that non-voters area majority of a vote. That motion will be returned to the groups for further discussion/clarifications

Article VI

Elections:

Section 1: Guidelines for election of ASC officers:

- a. Nominations for all positions will be open for a minimum of one month after vacancy arises. Nominations can be opened prior to the position being opened in accordance with Article 6, Section 2.
- b. Each nomination must be seconded by a GSR, Alternate GSR or Area Chair holder.
- c. Newly elected officers shall assume the duties of their office at the next regular meeting of the ASC.
- d. In the event that only one person has been nominated for a position at the time of the election, the nominee must be elected by 2/3 majority of the voting participants.
- e. Nominees for contested positions will be elected by a simple majority vote of eligible voters present.

Section 2: The election process:

- a. The officers of the ASC shall be Chairperson, Vice-Chairperson, Secretary, Treasurer, Regional Committee Member (RCM), Alternate Regional Committee Member, ~~Public Information (PI)~~ Public Relations Subcommittee Chair (PR), Hospitals and Institutions Subcommittee Chair (H&I), Activities Subcommittee Chair, Outreach Subcommittee Chair, Literature Subcommittee Chair and Post Office Box Chair.

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

- b. The ASC Officers and Subcommittee chairs shall be elected to serve one-year terms. The term of the officer shall begin at the start of the regular meeting following the ASC at which they were elected. An interim election or the filling of a vacancy does not constitute a regular term.
- c. No officer will be eligible for more than two (2) consecutive terms in the same office.
- d. An election to fill a vacancy in an office or chairperson position shall occur within two regular meetings after the vacancy arises. ~~Nominations will open at the notice of the vacancy and the qualifications of said nominee to be taken back to the groups for group conscience with elections held at the next regularly scheduled ASC meeting.~~
 - 1. In the case of a vacancy in the office of Chairperson of the ASC, the Vice-Chairperson shall assume the duties of Chairperson for the duration of the previous Chairperson's term.
 - 2. In the case of vacancy in the offices of RCM, the RCM Alternate shall assume the duties of RCM for the remainder of previous RCM's term.
 - 3. In case of vacancy in the office of a Sub-committee Chairperson, the Vice-Chairperson of the ASC shall assume the duties of the Sub-Committee Chairperson until a new Sub-Committee Chairperson is elected. In the event there is no Vice Chairperson the Area Chairperson will assume the duties until a new Sub-Committee Chairperson is elected.

Section 3: Nominations:

- a. Any member of the area may nominate a qualified individual for an ASC position.
- b. All nominations must be seconded by an area GSR or Alt. GSR or designated representative.
- c. The nominees will be present at election meetings of ASC unless the Chairperson is notified of an emergency absence.

Article VII

Removal or Resignation Process:

Section 1: Any Area Service member may be removed from their position for noncompliance. A 2/3 vote is required for removal. Noncompliance includes, but is not limited to:

- a. Loss of abstinence.
- b. Non-fulfillment of the duties of their position as stated in Article 9, excluding GSRs.
- c. Absence of two (2) consecutive regular meetings of the ASC without contacting an officer of the executive committee of the ASC for the reason of absence.

Section 2: An officer or Chairperson of this committee may resign by providing written notice to the Chairperson, at which time nominations will be opened and the election process will be in force.

Article VIII

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

Qualifications of ASC Service Positions: All members of the ASC are expected to have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

Section 1: Chairperson:

- a. At least two years of continuous clean time.
- b. Preferred: Previous ASC service position experience, in order to be familiar with the ASC meeting process.

Section 2: Vice-Chairperson:

- a. At least one (1) year continuous clean time.
- b. Preferred: Previous service experience.

Section 3: Secretary:

- a. At least one (1) year continuous clean time.
- b. Suggested skills:
 1. Organizational skills
 2. Note taking skills
 3. Typing or legible handwriting

Section 4: Treasurer:

- a. At least three (3) years continuous clean time
- b. Preferred: Previous service experience
- c. Familiarity of financial accounting procedures
- d. Financially responsible

Section 5: Regional Committee Member (RCM):

- a. At least three (3) years continuous clean time
- b. Preferred: previous experience as Alternate RCM
- c. Preferred: Previous experience as a GSR

Section 6: Alternate RCM:

- a. At least two (2) years continuous clean time
- b. Preferred: Previous service experience at ASC
- c. Preferred: Previous experience as a GSR

Section 7: Subcommittee Chairperson:

Note: All Subcommittee Chairpersons are encouraged to attend and participate in the Mid America Regional Service Committee of Narcotics Anonymous, MARSCNA, in their respective subcommittees.

- a. Hospitals & Institutions (H&I)
 1. At least two (2) years of continuous clean time

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

2. Preferred: Previous experience with H&I Subcommittee
- b. ~~Public Information (PI)~~Public Relations (PR)
 1. At least two (2) years of continuous clean time
 2. Preferred: Previous experience with PI-PR Subcommittee
- c. Activities
 1. At least 18 months continuous clean time
 2. Preferred: Previous experience with Activities Subcommittee
- d. Literature
 1. At least one (1) year of continuous clean time
 2. Preferred: Previous experience with Literature Subcommittee
- e. Outreach
 1. At least two (2) years of continuous clean time
 2. Preferred: Previous experience with Outreach Subcommittee

Article IX

Duties of Officers and Chairpersons

Section 1: It is the duty of the Chairperson of this committee:

- a. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- b. To announce in proper sequence the business that comes before the committee provided that quorum is present.
- c. To recognize members entitled to the floor.
- d. To state and put to vote all questions that legitimately come before the committee as motions, or that otherwise arise in the course of proceedings (except questions that relate to the Chairperson). To announce the results of each vote and to regulate a motion "out of order" if it is deemed so.
- e. To protect the committee from obvious, frivolous or abstract motions by refusing to recognize them.
- f. To follow the parliamentary process as stated in Article XII.
- g. To expedite committee business in every way, compatible with the rights of the members.
- h. To decide all questions of order, subject to appeal; unless when in doubt, the Chairperson prefers to submit such questions to the committee for decision.
- i. To declare the meeting adjournment when the committee so votes, when applicable, or in the event of an emergency affecting the safety or sanity of the committee.
- j. To arrange the agenda for each ASC prior to the meeting.
- k. To conduct the meeting with impartiality and fairness.
- l. To appoint all Ad Hoc Committee Chairpersons.
- m. To call emergency meetings of the ASC in accordance with Article V.
- n. To assume the duties of the RCM in the absence or vacancy of the Alternate RCM and RCM until one is elected.

Section 2: It is the duty of the Vice-Chairperson:

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

- a. To serve as Chairperson in his or her absence.
~~Be sure the meeting facility is reserved monthly on the proper dates and that the doors are open.~~ (moved to Treasurer's duties)
- b. In the event the Chairperson is unable to finish his or her term,, to automatically become Chairperson for the duration of that term.
- c. To contact groups that was not represented at the current ASC if they have been deleted from the voting quorum, and to find out the status of the group meeting and/or lack of participation in cooperation with the Outreach Subcommittee.
- d. In the event that an Area Subcommittee Chairperson is unable to finish his or her term, to automatically become the Subcommittee chair for the duration of the term or until a new Subcommittee Chair is elected.

Section 3: It is the duty of the ASC Secretary:

- a. To act as Chairperson in the absences of the Chairperson, Vice-Chairperson and the RCM.
- b. To keep records of all proceedings of the ASC.
- c. To type, or have typed and distributed copies of the minutes of the ASC to each officer, GSRs and Subcommittee and Ad Hoc Chairs.
- d. To keep all committee reports on file.
- e. To maintain a current list of GSRs and ASC officers.
- f. To make Area minutes and order forms available to Area members.
- g. To have Area, ~~Regional and World Guidelines, WSC Rules of Order~~ Standing Rules and minutes with any amendments to these documents, properly recorded and on hand at every meeting of the ASC.
- h. To notify GSRs and Trusted Servants of special meetings of the ASC, as directed by the ASC.
- i. To distribute the minutes no later than two (2) weeks following each ASC meeting.
- j. To report and provide receipts of all expenses incurred in the performance of the Secretary's duty.
- k. To provide the RCM with the current list of Trusted Servants of the JFTASC.
- l. To collect and record all group, RCM, standing Subcommittee and Ad Hoc committee reports for the purpose of including them in the current month's ASC minutes.
- m. At the completion of the Secretary's term, to turn over to the Chairperson all files exceeding one (1) year to be added to the Area Archives.
- ~~n. To maintain the ASC printer and pass it on to new when elected.~~

Section 4: It is the duty of the Treasurer of the ASC:

- a. To be the steward of the ASC's funds.
- b. To be a co-signer of the ASC bank account.
- c. Be sure the meeting facility is reserved monthly on the proper dates and that the doors are open.
- d. To make and distribute a report of receipts and disbursements at each ASC meeting.
- e. To report the itemized expenses and income of the previous month's ASC.
- f. To disburse funds in accordance with ASC decisions when funds are available, including monthly area housekeeping expenses.
- g. To advise the Area about revenue needs at each regular ASC.

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

- h. To keep and maintain all bank and financial records in good order during his or her term and to deliver them to the next treasurer at the end of his or her term. If no Treasurer has been elected at that time the treasurer is to deliver them to the ASC Secretary. This delivery also pertains to resignation or removal from the Treasurer position.
- i. To maintain the prudent reserve of the ASC of ~~\$150.00~~ \$300.00 and disburse to the Secretary funds as needed.

Section 5: It is the duty of the Regional Committee Member of the Just For Today Area:

- a. To serve as Chairperson in the absence of the Chairperson and Vice-Chairperson.
- b. To represent the ASC, and carry the Area Conscience at each Mid America Regional Service Committee (RSC) meeting.
- c. To summarize pertinent information from RSC report at the following ASC meeting.
- d. To abide by the Mid America RSC guidelines.
- e. To participate in special meetings called by the Chairperson of the RSC.
- f. To hold workshops, as directed by the ASC, on topics of special interest.
- g. To make available all correspondence, such as fellowship report, MAN, Regional minutes, Regional meeting lists, letters and agendas as requested by ASC members.
- h. In conjunction with the Treasurer of the ASC, order the C.A.R. reports in January or as soon as they become available for the groups of the ASC, as needed.

Section 6: It is the duty of the Alternate Regional Committee Member:

- a. To serve as RCM in his or her absence.
- b. To attend all Mid America RSC meetings.
- c. To attend all ASC meetings.
- d. In the event that the RCM is unable to complete his or her term, to become RCM for the duration of the term, following a vote by the JFT Area.

Section 7: It is the duty of the ASC Subcommittee Chairperson:

- a. To attend their subcommittee meetings of the ASC.
- b. To attend the entire ASC meeting and report to the ASC the Subcommittee business and status and be available to answer questions asked by members of the ASC.
- c. To attend as many Mid America RSC Subcommittee meetings as possible and report back to the ASC the activities of these meetings.
- d. To turn into the Area Secretary a written report of the business and activities, as well as any financial needs of these meetings.
- e. To appoint an alternate to attend ASC/RSC Subcommittee meetings if they are unable to attend.
- f. To follow the respective Subcommittee guidelines.

Article X

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

Standing Subcommittees

Section 1: The ASC may establish subcommittees as needed to perform certain duties. Standing subcommittees shall be formed upon approval by voting members of the ASC.

Subcommittees include, but are not limited to:

- a. Hospitals & Institutions (H&I)
- b. ~~Public Information~~ Public Relations (PR)
- c. ~~Phone Line~~
- d. Literature Supply
- e. Activities
- f. Outreach
- g. ~~Meeting Lists~~
- h. Ad Hoc Committees

Upon inception of these standing subcommittees, a Chairperson will be elected by the voting members of the ASC. Subsequent officers of each standing subcommittee will be elected by the Subcommittee members.

Section 2: All standing Subcommittees of the ASC shall create and adopt guidelines, consistent with the current Area guidelines and the principles of N.A.'s Twelve Traditions ~~and rules contained in the current edition of the WSO's Rules of Order, as well as any special rules.~~ In the event of a conflict between Subcommittee and ASC guidelines, the ASC guidelines will be used.

Section 3: The guidelines of each standing subcommittee shall be subject to approval and review by the members of the ASC.

Section 4: All Subcommittee Chairpersons are encouraged to attend corresponding RSC subcommittee meetings and report pertinent information of Regional Subcommittees to the ASC and the Area Subcommittees in the way of a written report.

Section 5: All subcommittees will hold regular subcommittee meetings at some point prior to ASC meeting as needed.

Article XI

Ad Hoc Committees:

The Chairperson of the ASC shall have the authority to appoint an Ad Hoc Committee Chairperson for such special purposes as deemed necessary to fulfill specific functions. The purpose and duration for the existence of any Ad Hoc Committee **be specifically designated by the chairperson at the time of appointment.** At the completion and report of the specific function, the said Ad Hoc Committee will be dissolved. The report will be turned into the Area Secretary at each regular ASC meetings as to the status of the business of the Ad Hoc Committee, to be included in that months minutes. Each Ad Hoc Committee will comply with the guidelines of the ASC.

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

Article XII

Guidelines for Reports to the ASC:

Section 1: ~~Group Service Representative (GSR)~~ Regional Committee Member shall report:

- a. A written report summarizing the business from the previous RSC to include motions, information pertinent to the ASC and groups (i.e. CAR reports and results, newsletters, flyers, ect.).
- b. Report of financial expenditures requiring Area reimbursement and provide receipts to the ASC Treasurer.
- c. To turn in this report and other pertinent information as stated above to the ASC Secretary for that month's minutes.

Section 2: Subcommittee Chairs shall report:

- a. A written report to be submitted to the ASC Secretary with the Chairperson's address, telephone and last name if willing.
- b. All Subcommittee expenses, receipts or donations to the Area and financial status of committee for that month's minutes.
- c. Report financial expenditures requiring Area reimbursement and provide receipts to the ASC Treasurer.
- d. Communication with Regional Subcommittee Chairs and RSC Subcommittee meetings.

Section 3: Ad Hoc Chairs shall report the same as the above Subcommittee Chairs.

Article XIII

Parliamentary Process:

The Just for Today Area Service Committee shall apply the current ASC guidelines, the principles of N.A.'s Twelve Traditions, the rules contained in the current edition of the Guide to Local Services and the Twelve Concepts to expedite the business of the Committee.

Article XIV

Amendments of Guidelines:

Section 1:

Amendments to these guidelines must be submitted in writing prior to their consideration in the form of a motion. Amendments must be submitted to the groups of the ASC for consideration at their Group Conscience/business meeting. To approve a Guideline change it must have 2/3 majority vote in favor of the change to pass.

- a. If there is no quorum, then the motions will be tabled until the next ASC meeting with a quorum present.

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

- b. The ASC ~~monthly~~ meetings will be held ~~on a 3-month rotating basis throughout our area~~ on a monthly basis in a location, as decided by this body.
- ~~c. Homegroups are not expected to provide meals at the ASC, however if they choose to donations for food will be gathered and given to the host group.~~

Section 2: Funding Guidelines:

- a. The ASC shall maintain a prudent reserve of ~~\$150.00~~ \$300.00 (June 2016).
- b. The ASC shall provide funds for the following, if funds are available:
 - 1. Secretary monthly expenses – as needed up to \$45.00/provide receipts.
 - 2. Literature – 2 Group starter kits, including “A Guide to Local Service”, shall be kept on hand - up to \$100.00.
 - 3. Two motel rooms for RSC and Service Assembly – up to \$150.00/ per event if funds are available.
- c. All requests for funds in excess of \$100.00, excluding housekeeping expenses: 1)ASC Rent; 2) Website & 3) Annual M.O.M. campout, unless previously approved must be sent back to groups for approval.
- d. ASC Treasurer will have a minimum of two signatures on all checks for the checking account. All checks are not to be signed unless fully made out to the payee.
- e. **All persons entrusted with JFTASC funds must sign a Financial Accountability Statement prior to receipt of funds.** See Article XV, Section 4, A copy will be provided to the Secretary for ASC Records.

Section 3: Voting Guidelines:

- a. A quorum of the Just For Today ASC shall be recognized as 2/3 of all GSRs of listed groups with current voting privileges, as recognized by regular attendance. Upon reaching quorum, the regular business may be conducted as described in Article V. If no quorum is present, only financial housekeeping business may be conducted.
- b. GSRs or Alternate GSRs are the only voting members of the ASC on all external business.
 - ie: External being any business from Groups, Region or World.
 - le: ~~External~~ Internal being any business involving the ASC body.

Section 4: Financial Accountability Statement:

JUST FOR TODAY AREA SERVICE COMMITTEE POLICY

JUST FOR TODAY AREA OF NARCOTICS ANONYMOUS

Financial Accountability Statement

Anyone entrusted with handling JFTASC funds will be held accountable. If JFTASC funds are found to be missing an investigation will be held by the JFTASC. If you are found to have misappropriated or stolen JFTASC funds, your trusted servant position will be forfeited and JFTASC reserves the right to have you PROSECUTED.

I, the undersigned, have read and understand the above accountability statement and my signature acknowledges my consent to adhere to the same.

NAME _____ DATE _____

CHAIR PERSON _____ DATE _____