

Motion 19-047
To Policy

GSR Orientation Packet

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GSR Welcome

If you are a new GSR and have found this packet, please give yourself a break and read it!

Welcome new GSR! We know.. There's probably a lot of other ways you'd rather spend your Sunday afternoon. But you volunteered (or were volunteered) to be your home group's Group Service Representative and now get to join your fellow addicts in service! Relax, it's not as bad as you may think! And, with the right attitude, it could, possibly, just maybe, be an amazing opportunity to learn more about Narcotics Anonymous while strengthening the foundation of your own recovery.

So your job is to bring your group's 7th Tradition donation to Area and pick up your literature order, right? Yep, that's a part of it. But that's *definitely* not the extent of it! It says in our Basic Text that "Our survival is directly related to the survival of the group and the Fellowship." So as the GSR, you have a very important role to play! You are the liaison between your home group and the rest of Narcotics Anonymous. It's your job to bring any of your home group's news, motions, upcoming events, announcements, and general feelings to Area and to carry back any of this same info from other groups at Area as well as anything else that came from the Regional or World level. Ok, breathe. It's a big deal, it really is! But in this handy packet you're holding in your (now possibly shaking) hands we've done our best to provide you with tons of reference material and guides to help you along the way. We've even provided a note-taking template sheet to help you keep track of all the information that will be whizzing around your head at your next Area meeting. Your wonderful Area will also be providing you with a GSR Coordinator and it is their job to help guide you and answer any questions you may have along the way. And you have us, your NA family and all of your predecessors right here to help you as well! So fear not, newbie, we've got your back.

Now, turn the page and let's get crackin!

GSR Responsibilities at the Homegroup

“The GSR is the formal line of communication whose purpose it is to represent the group’s conscience in matters affecting other groups or NA as a whole.” - IP #2

The Group

We’re about to get all up in your business at home. Well, your Homegroup, at least. You’re a Trusted Servant now, ya bigshot. It’s your job to facilitate your Homegroup’s business meeting (or delegate someone else to, like the Secretary). We’ve provided a homegroup business meeting format page in the back of this packet to help whomever is facilitating to stay on track and not miss anything. Whether or not you use the template we’ve provided is up to you. So let’s go through what responsibilities facilitating a business meeting entail... Below we’ve listed them for easy reference as well as any related suggestions or reference materials.

- The business portion of your Homegroup meeting is generally held directly before or after the actual meeting. It is also usually held at the last meeting before the next Area.
- Filling in your Homegroup on what happened at the last Area. If you haven’t already done this, now is the time! We’ll go over this more in-depth later in section 4.
- Open Forum – A time for any member to bring up and ideas or concerns for discussion.
- Going over any upcoming anniversaries you have coming up within your Homegroup. ****Make sure you have any necessary medallions and cards!**
- Reports from any of your positions within the group. (Secretary, Treasurer, Literature, etc)
- Voting on any motions that have come from Area/Region/World. This is how our voices are heard!
- We suggest taking notes in some fashion because even though we’re sure you’re a big smarty pants like we are, we’ve discovered, through our own experience, that our brains can’t always be trusted and that it’s good to have a back-up. And, as a GSR, it is your responsibility to bring your group’s conscience, not just its vote to Area.
- Getting a Literature order. If you don’t have a Literature Position you may have to do the “Lit” order yourself. Instructions on how to do that are in section 8.
- 7th Tradition money. This money will most likely have been handled by your Treasurer, what they will give you is what needs to be carried to Area to cover the total needed for your Lit order and what is to go on to Area/Region after your homegroup has paid for its responsibilities (rent, supplies, etc). The treasurer may give you cash, money order, or (if you have a really fancy homegroup) a check. ****Money orders or checks (as long as they’re not personal checks) are preferred by the Area Treasurer but cash is fine, too!**

Don’t worry, you’ll get the hang of it! If you have any questions, feel free to ask your GSR Coordinator. And remember, some of these topics, like your report from Area will be addressed further later on in this packet. So sally forth, new GSR!

GSR Responsibilities at Area

Group service representatives bear great responsibility. While GSRs are elected and accountable to the group, they are not mere messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own group's priorities." – Guide to Local Service

The Area service structure was created **by** the groups, therefore the "final responsibility and authority for NA service rests with the groups." Being new to Area, it's common to walk through the door with some insecurity, intimidation, and feeling like the low man on the totem pole. **You** are your group's voice and the groups have the final authority over what goes on at Area.

Area can be a confusing time for a fledgling GSR so we've compiled the following bullet point list to take you through the day. We suggest that you read over this list *before* your next HASC meeting so nothing takes you by surprise. Area can be long and sometimes peppered with some "heated" discussions. If you arrive with an open mind, some tolerance, and remember that we're all here doing the best that we can because we love Narcotics Anonymous, you'll do just fine! And remember, TAKE NOTES. And not mental notes either, wise guy. Real, pen-to-paper notes.

- Here's a list of suggested supplies to bring with you to Area:
 - Literature Order
 - 7th Tradition money (money order preferred, cash ok, no personal checks)
 - Notes from your Homegroup business meeting
 - Completed GSR Report (printed from previous month's minutes)
 - Paper and pen to take notes (or note template in back of packet)
 - Food/snacks and a drink
- Get to Area a few minutes early to get your hugs, get a seat, and get settled in. We suggest that you sit next to either your GSR (if you're an Alternate) or the GSR Coordinator so they can help you along.
- Sign up with the Treasurer. S/he will call you up later during the meeting based on the order in which you signed up, to take your 7th tradition money, review your literature order, and give you a receipt. Then you'll give your literature order to the Librarian, take your seat and s/he will bring your previous month's order to you when s/he has filled it.
- If you are a first time GSR and haven't printed the GSR report from the minutes, the Secretary will have extras.
- If your homegroup has a motion to submit, have it seconded by another a group and have it turned in to the Vice Chair as early as possible. Motions are discussed further in section 9.
- At this point the Area will start with the Serenity Prayer. It will be followed by a reading of the Concept (pay attention – this is the only time when the concepts are read in a meeting) of the month and the Twelve Traditions.
- Next up is open forum. As its name suggests, this is when the floor is open to **any** member of the Fellowship to bring any topics or concerns that they want to address to the Area. TAKE NOTES.

- Roll call is next. It's important to be here for this as it's when we establish eligibility to vote. (i.e. do we have enough groups to conduct business?)
- Open forum is followed by Executive Reports. This will include reports from the Area Secretary, Treasurer, and Librarian. For more info on these positions refer to glossary/acronyms. TAKE NOTES.
- RCM (Regional Committee Member) Report. This is a big deal, pay attention! Kind of like you are the representative for your group at Area, the RCM is our Area's representative at Region. S/he is our connection to the rest of the fellowship and s/he works hard to keep us informed of what's going on and to be an effective voice for our Area.
- Subcommittee reports follow. This includes reports from H&I, Policy, Helpline, Activities, HACNA, FRCNA, and Public Relations.
- 15 minute break. This is a wonderful opportunity to use the restroom, stretch, or get some fresh air. But it's not over yet! DON'T LEAVE. There will be business that will require your group's vote!
- Roll call.
- GSR Reports. It's your time to shine, GSR. Represent your group!
- Old business. This is the time to revisit anything carried over from past meetings. These issues might have gone to groups or to policy (giving their report), been tabled, or come back up for discussion and possible voting or revision/amending of the original motion.
- New business. This is the time for any motions being heard for the first time. To be followed by a determination of how to proceed: some motions are voted on right then and there (routine business, paying bills, etc.) and some motions are sent to policy/back to groups.
- New/returning groups accepted. Groups requesting Area membership.
- Review of business of the day (this is usually waived).
- Circle up, serenity prayer.

Don't worry, you'll get the hang of it! If you have any questions, feel free to ask your GSR Coordinator. And remember, some of these topics, like your report from Area will be addressed further later on in this packet. Let's keep going!

Carrying the Message

Group service representatives link their groups with the rest of NA service structure, particularly through the information conveyed in their reports to and the area committee. – A Guide to Local Service

So you've gone to Area. You did an amazing job carrying your group's conscience and taking thorough notes of the happenings at Area. You've got a bunch of information, motions, and news from Area, probably some flyers from the Activities Subcommittee, a list of upcoming anniversaries, and a filled literature order. So what do you do with it all?

Various groups handle these things differently so it would be best to check with your homegroup to see how they prefer to handle things.

Usually the literature order (books, IPs, meeting lists), list of upcoming anniversaries, and flyers for Activities should be brought to your meeting as soon as possible as they are generally time-sensitive. You wouldn't want outdated meeting lists or for a newcomer to request a Basic Text and there not be any available to them because they're still in your trunk and you went on a two-week vacation right after Area!

Some GSRs send out an "Area Recap" style email or text to all the members of the homegroup outlining news and upcoming motions. Some GSRs wait until the next business meeting to review the past month's Area news. Some groups may choose to have an additional business meeting after Area to discuss news and motions.

Like we said, your group may already have a preferred method of disseminating information, these are just some suggestions from other groups in our Area. The important part is that we effectively carry the message from our homegroup to Area and, just as importantly, from Area back to our homegroup so it can reach all of our members. How you choose to do that is up to you and your fellow homegroup members!

Glossary and Terms

ASC	Area Service Committee	A committee created to provide common services for NA groups in a specific local, composed of GSRs , ASC officers, and subcommittees. Usually part of a region, to which it sends RCMs .
	AdHoc	A temporary committee that's created to accomplish a specific task.
CAR	Conference Agenda Report	Comes out every two years before the WSC , contains the motions to be voted on by the members of the WSC . <u>This is how we direct changes and get things done in the fellowship.</u> Many homegroups set aside time at <i>multiple</i> business meetings to allow the required time to discuss and vote on all the motions.
FRCNA	Florida Regional Convention of Narcotics Anonymous	The yearly convention for the entire Florida Region.
FRSC	Florida Regional Service Conference	Body that meets bi-monthly composed of all the areas in the Florida Region; includes RCMs , RDs , and various committees.
GLS	Guide to Local Service in Narcotics Anonymous	Publication explaining the NA service structure, from the group level to the regional level. (Does not include world service structure) You should have one from your homegroup –if not, speak to your GSR Coordinator.
	Group Booklet	A booklet containing helpful suggestions regarding conducting meetings and tending to group business.
GSR	Group Service Representative	A meeting or group's representative to the ASC
H&I	Hospitals & Institutions	Subcommittee that takes panels (meetings) into places where the addicts don't have access to regular NA meetings to carry the message of recovery.
HACNA	Heartland Area Convention of Narcotics Anonymous	Heartland Area's convention
HASC	Heartland Area Service Committee	Comprised of all the active meetings in the Heartland Area. (see also ASC)
	Helpline	NA telephone contact service that provides a calling addict or community member with info about NA, especially NA meeting schedules.
IP	Informational Pamphlet	NA Literature like <i>Just for Today</i> , <i>Am I an Addict</i> , etc.
NAWS	Narcotics Anonymous World Services, Inc.	Refers to the legal name for the World Board (WB)
PR	Public Relations	Subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, helping professionals, and the co

	Policy	A created and changed set of guidelines to maintain consistency regarding the way we handle business. Could also refer to the subcommittee.
RCM	Regional Committee Member	Elected by an ASC to represent their area's conscience at the RSC. RCM II. This is the person who...
RD	Regional Delegate	World Service Conference (WSC) participant, elected by a region's RCMs .
RSC	Regional Service Committee	A body that brings together the experience of a number of adjoining areas composed of RCMs , RDs , and others as needed. (see also FRSC)
RSO	Regional Service Office	Business arm, responsible for NA literature and merchandise sales, insurance for meetings/activities in the region and areas. Can buy lit and supplies.
	Subcommittee	Committees within Area created to fulfill specific tasks. (Activities , Helpline , Policy , H&I , HACNA , PR)
WB	World Board	The service board of the World Service Conference (WSC). It provides support to the NA fellowship in their efforts to provide the opportunity to recover from addiction and oversees the activities of NAWS , including our primary service center: the WSO . The board also holds in trust for NA the rights for their physical and intellectual property.
WSC	World Service Conference	A deliberative body composed of RDs and world-level trusted servants to provide a voice and active conscience for the worldwide NA fellowship. Meets every two years.
WSO	World Service Office	This office handles the production of all approved literature, provides resources for projects approved by the WSC and also provides limited services to the fellowship as a whole. The office also administers the legal responsibilities of the fellowship with respect to copyrights, intellectual property and accounting.

Group Service Meeting Agenda

Date:

1. Opening: Moment of silence and "The Serenity Prayer"
2. Open Forum:

3. Reports:
 - A. Secretary
 - B. Group Service Representative
 - C. Treasurer
 - D. Literature

4. Elections/Open Positions:

5. Old Business:

5. New Business

Monthly Group Inventory Question:

This Month's Anniversaries and Additional Notes:

How to Fill Out a Group Report Form

The Group Report is your way to let Area know how your group is doing. If there are any issues, questions, announcements, or suggestions that your group wants to bring to Area this is the place to voice them. We suggest filling out the form *before* Area, during your homegroup's business meeting. That way you're able to take the time to consult your group.

Group Reports are a fantastic opportunity for groups to get help from each other and learn from each other. Think about an addict sharing in a meeting... They may share problems, solutions to problems, or just where they're at in general and then other addicts respond. This is like the same thing except at the Area level and each group gets a chance to share any problems, solutions to problems, or just where they're at and other groups can respond. And together we become stronger as individual groups and together as an Area.

The form is pretty self-explanatory but we wanted to add in that you're more than welcome to flip the paper and write on the back if needed!

<u>GROUP REPORT</u>	
Name of Group:	_____
Name of GSR:	_____
Name of Alternate GSR:	_____
Did any of the following change, if so provide <u>NEW</u> information:	
Location:	_____
Day/Time:	_____ Wheelchair Access: Yes No
<u>PLEASE SPEAK CLEARLY AS PEOPLE ARE TAKING NOTES</u>	
My Group needs help with:	_____

My Group needs clarification/information on:	_____

My Group has found the following helps us to function better, welcome the newcomer and better carry the message to suffering addicts:	_____

My Group wants to announce:	_____

GROUP REPORT

Name of Group: _____

Name of GSR: _____

Name of Alternate GSR: _____

Did any of the following change, if so provide NEW information;

Location: _____

Day/Time: _____ Wheelchair Access: Yes No

PLEASE SPEAK CLEARLY AS PEOPLE ARE TAKING NOTES

My Group needs help with: _____

My Group needs clarification/information on: _____

My Group has found the following helps us to function better, welcome the newcomer and better carry the message to suffering addicts: _____

My Group wants to announce: _____

How to Fill Out a Literature Order Form

The literature order form is the page you'll turn in to your librarian to purchase all of your NA-affiliated supplies for your group. This includes books, IPs, key tags, medallions, and various other items. What it does not include is meeting lists (those come from the Helpline chairperson) and refreshment-related items (coffee, creamer, cups, etc). The way to submit an order form is to turn in a paper version of the form to the librarian during Area and then receive your filled order at the following Area.

If your homegroup doesn't have a Librarian position (someone whose job it is to keep tabs on inventory supply and fill out the order form accordingly) then the job may fall to you, GSR. Remember to keep a good inventory and be mindful to order any medallions for upcoming anniversaries ahead of time!

Forget to order a medallion or run out of key tags? Don't stress! We're very fortunate to have the Regional Service office right here in our area. They're located at 2222 S Combee Rd #6, Lakeland, FL 33801. Just make sure you call ahead to verify their hours: 863-683-8224.

FLORIDA REGIONAL SERVICE OFFICE ORDER FORM				
BOOKS				
DESCRIPTION	ITEM#	QUANTITY	PRICE	TOTAL
Basic Text, English, hard cover	EH-1181		\$11.50	
Basic Text, English, soft cover	EH-1182		\$11.50	
Basic Text, soft cover, pocket sized version	EH-1186		\$11.50	
Basic Text, Large Print	LC-1181		\$15.75	
Just For Today, soft cover	EH-1112		\$3.99	
Just For Today, soft cover, pocket sized version	EH-1113		\$3.75	
Supporting Book, soft cover	EH-1136		\$8.75	
10 Weeks, hardcover	EH-1140		\$9.00	
10 Weeks, soft cover	EH-1141		\$7.75	
10 Weeks, soft cover, pocket sized version	EH-1144		\$6.00	
10 Weeks, large print	LC-1140		\$12.75	
NA Step Workbook, Carded	EH-1495		\$8.50	
Living Clean - The Stepwise Companion, Hardcover	EH-1161		\$8.75	
Living Clean - The Stepwise Companion, Softcover	EH-1161		\$8.75	
Guiding Principles Hardcover	EH-1201		\$11.00	
Guiding Principles Soft Cover	EH-1202		\$11.00	
BOOKLETS				
DESCRIPTION	ITEM#	PRICE	TOTAL	
Living Concepts for NA Service	EH-1164	\$2.00		
Introductory Guide to NA	EH-1280	\$2.00		
White Booklet	EH-1500	\$0.75		
White Booklet for H&M - no staples	EH-1006A	\$0.75		
White Booklet, large print	LC-1500	\$0.75		
The Group Booklet	EH-1504	\$0.90		
Revised the Web	EH-1497	\$0.90		
Revised the Web for H&M - no staples	EH-1006B	\$0.90		
10 Lines of NA	EH-1502	\$1.20		
NA - A Perspective in Your Community	EH-1506	\$2.40		
Information about NA	EH-1492A	\$0.70		
The Group #2	EH-1102	\$0.41		
Working Step Four in NA #10	EH-1110	\$0.77		
My Young Adult's For Young Adults #17	EH-1112	\$0.21		
My Young Adult's Treatment #12	EH-1117	\$0.31		
The Paper #7	EH-1172	\$0.31		
For The Person... Of Young Adults #27	EH-1177	\$0.31		
NA Groups and Mediation	EH-2265	\$0.31		
Principles and Leadership in NA Service	EH-2206	\$0.31		
Special Meds & Our Students' Principles	EH-2207	\$0.31		
PAMPHLETS				
IP DESCRIPTION & NUMBER (#)	ITEM#	PRICE	TOTAL	
Who, What, How & Why #1	EH-1101	\$0.24		
Another Look #5	EH-1185	\$0.24		
Recovery, Release #8	EH-1185	\$0.24		
Just For Today #1	EH-1167	\$0.24		
Just For Today #8	EH-1168	\$0.24		
Living the Program #9	EH-1169	\$0.24		
Supporting #11	EH-1111	\$0.24		
Triangle of Self-Observation #12	EH-1112	\$0.24		
One Adult's Experience #14	EH-1114	\$0.24		
EH and the NA Member #15	EH-1115	\$0.24		
For the Newcomer #16	EH-1116	\$0.24		
SM Acceptance #19	EH-1119	\$0.24		
SM and the NA Member #20	EH-1120	\$0.24		
Relationships in NA #22	EH-1122	\$0.24		
Relationships in the Outgroup #23	EH-1123	\$0.24		
Member's Role in Self-Support in NA #24	EH-1124	\$0.24		
Accountability For Those w/ Additional Needs #25	EH-1125	\$0.24		
Providing NA Services #28	EH-1128	\$0.24		
An Introduction To NA Meetings #29	EH-1129	\$0.24		
An Introduction To NA Meetings #29 for H&M - no staples	EH-2262A	\$0.24		
Group Business Meetings	EH-2262	\$0.24		
Group Trustee Services, Roles and Responsibilities	EH-2263	\$0.24		
Organizer and Shared Partners	EH-2264	\$0.24		
Pub. & Private Recovery, Medication, Assisted Treatment	EH-2265	\$0.24		
			Pamphlets Subtotal->	
			PAGE 1 TOTAL:	

This is where you write in how many you need of a specific item

This is where you fill in the total (quantity x price per item)

Add the totals from the lines in the column above and put it here

OFFICER NOTE: ALL ORDERS MUST BE PREPAID IN FULL BEFORE DEPARTURE DATE...
 LITIGATING OFFICIALS RESERVING RIGHTS WHEREAS AREA WILL BE OBTAINED BY FOLLOWING AREA...
 PAGE TOTALS: PAGE 1, PAGE 2, PAGE 3, PAGE 4, PAGE 5, TOTAL NON-DISCOUNTABLE, TOTAL DISCOUNTABLE
 DISCOUNTS: 3%, 5%, 6%, 7%, 8.00%, \$200-399.00, \$400-599.00, \$600-999.00, \$1000-2499.00, \$2500.00 and up
 HANDLING AND PROCESSING FEE: NO Check Fee, 3.50%, Handling and processing fees help the RSO offset the cost of handling credit card processing and shipping materials such as boxes, etc.
 FLORIDA SALES TAX: Enter Total if you owe 6% tax here, Enter Total if you owe 6.5% tax here, Enter Total if you owe 6.75% tax here, Enter Total if you owe 7% tax here, Enter Total if you owe 7.25% tax here
 SHIPPING FEE: Shipping fees are based on total weight of products ordered... The shipping fee is waived for immediate delivery orders...
 MAIL ORDER TO: Florida Regional Service Office, Inc. 2222 South Combee Rd suite #6 Lakeland, FL 33801 Phone: (863) 683-6224 FAX (863) 683-8184 Email Order To: flarsoc@floridarso.org
 MAKE ALL CHECKS & MONEY ORDERS PAYABLE TO: Florida Regional Service Office
 BILL TO: Name, Street Address, City, State, Zip Code, Day Phone
 SHIP TO: Name, Street Address, City, State, Zip Code, Day Phone
 Enter Your Group, Area, or Facility Here: We need you Email:
 Did we meet or exceed your expectations? Yes NO

Put the totals from the bottom of each page here

This is where you calculate what the tax will be. [your total so far X .07]

After you've added your tax into your total from above, write it here!

For this last page, all you have to fill out is the totals section, the tax portion (just the 7% line – you can easily calculate your tax to be added to the total by multiplying your total by .07 on a calculator), grand total, and write your group's name somewhere near the bottom of the page!

Getting Things Done through Motions

“An Area Service Committee (ASC) is a committee made up of representatives from groups (GSRs) within a designated area, executive committee and subcommittee chairpersons, which meets monthly for the express purpose of serving the specific needs of its member's groups.” – Heartland Area Service Committee Policy and Guidelines

As a GSR you carry your group's conscience on these decisions to the ASC. But how exactly does the ASC make the decision before it? At present the HASC conducts its meetings under the provisions of;

1. Heartland Area Service Committee Policy and Guidelines,
2. The Guide to Local Service,
3. Roberts Rules of Order.

Each of these three items is designed to bring order to how the meetings of the HASC are conducted. It is the responsibility of the Area Chair to ensure the meetings “run” according these “structures”. At its simplest, in order for anything to happen, any decision to be made, two groups have to bring the item up for consideration in the form of a motion. Once this is done, general discussion is held for clarity and make sure the motion is procedurally correct.

Some motions are straight forward and without controversy. These can usually be resolved with ease through “unanimous consent” which dispenses with voting unless there is opposition to adoption of the motion. Others motions (usually the election of Area Trusted Servants and subcommittee chairpersons) are sent directly to the groups for discussion and voting at the next HASC meeting. Finally, there can be motions that are meant to establish, change or eliminate parts of the Heartland Area Service Committee Policy and Guidelines. Some of these can be controversial and are not to be entered into lightly. Since they are so important, these motions are sent to the Policy subcommittee for review. This review is to determine if there is any conflict with the Steps, Traditions or Concepts and what, if any, spiritual or financial impact may result from adoption of the motion. At the next HASC meeting the Policy Committee report is read and the motion is discussed before being sent to groups for their consideration. The motion is voted on at the following HASC meeting.

The above is a simple summary of how things get done at HASC. We encourage you to review the Heartland Area Service Committee Policy and Guidelines, The Guide to Local Service, and Roberts Rules of Order for greater detail. Keep in mind that your best resource is always your predecessor!

What is truly important to keep in mind as we serve the fellowship to the best of our ability, is to keep the fellowship at the forefront of both our hearts and minds. First, is that “Each group has but one primary purpose -- to carry the message to addict who still suffers” and that “there is but one ultimate authority – a loving God as He may express Himself in our group conscience.” For many of us, the key that makes all this possible is remembering that, “Our leaders are but trusted servants; they do not govern.”

GSR Notes From Area

Date:

Open Forum:

Executive Reports:

RCM Report:

Subcommittee Reports:

GSR Notes:

Old Business:

New Business:

Additional Notes: