



Reduced Cost Literature for Events or Professional Outreach Application

Application Date

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Contact

Name	Phone Number
Email	

Shipping Information

Name	Phone Number
Email	
Address	

Billing Information

Name	Phone Number
Email	
Address	

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:

- Cover letter to the professional
- *When Should I Refer Someone to OA?*
- *Member Survey Report*

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:

- *To the Young Person* (#280) – downloadable
- *Fifteen Questions for the Young Person* (#756)
- *About OA* (#751) – pack of 20
- *To the Man Who Wants to Stop Compulsive Overeating, Welcome* (#290)
- *OA Members Come in All Sizes* (#110)
- *Black OA Members Share Their Experience, Strength, and Hope* (#285)

Below are suggested publications that service bodies can download from bookstore.oa.org and copy.

- *Compulsive Overeating—An Inside View*
- *The Courier*

Event Information or Professional Outreach Project

Name of Event or Project	
Dates	Expected Attendance

Order Items

Item Name	Quantity	To be completed by WSO Cost
	Subtotal	
	Shipping	
	TOTAL COST	

Contact Signature	Date
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“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 the requesting service body pays the WSO.”

Trustee Signature	Date
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Board Reference Manual, Section IV – Finances, Part B-14 – Reduced Cost Literature

Service body PI/Professional Outreach committees may purchase literature through members of the Board of Trustees at a reduced cost when participating in health fairs/professional exhibits or for distribution to professional groups. The trustee liaison’s budget will be charged for the order if the service body doesn’t pay for it. The reduced cost shall be calculated to be higher of either: a) the actual cost of the literature, or b) 50 percent of the retail price. Literature shall be shipped, and the actual cost of shipping shall be added to the order.

Procedure

- 1) The service body PI/Professional Outreach Committee makes the request to its trustee liaison 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 three to four different literature items should be distributed in amounts up to 25 percent of project attendees.
- 3) The trustee liaison and the service body’s PI/Professional Outreach Committee together choose the literature. Recommended pieces are the Courier e-newsletter, available for download on oa.org and copying, and no more than three pamphlets. Because of inventory cycles, an alternate pamphlet may be chosen in the event the WSO does not have enough stock of a selected item.
- 4) The trustee liaison contacts the WSO controller to obtain pricing and availability information for the chosen literature.
- 5) Once the trustee liaison approves the service body’s PI/Professional Outreach Committee’s request for literature (because of budget constraints, trustee approval is not guaranteed), the trustee liaison places the order with the WSO. Only the trustee liaison 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 thirty days notification to guarantee timely delivery.