

DOCUMENT NUMBER LETTER DESIGNATIONS

SUBCOMMITTEES

AC=Activities
 GO=GSR Orientation
 HI=Hosp. & Inst.
 LI=Literature
 OU=Outreach/Unity
 PA=Policy & Admin.
 PH=Project Hope
 PR=Public Relations

OFFICERS

CH=Chairperson
 RM=Regional Com. Member
 SE=Secretary
 TR=Treasurer
 VC=Vice Chairperson

OTHER

GS=GSR KM=KMASC GR=Group

POSSIBLE DOCUMENT NUMBERING EXAMPLES

TR TR 02-08-09 = Treasurer Treasury Report form
 AC FE 02-08-09 = Activity Subcommittee Function Expense form
 KM BU 02-08-09 = KMASC Budget form

KMASC Document Record KM DR 05-06-12

(documents on this list are current versions that have been approved by the KMASC or the appropriate KMASC Subcommittee/Officer)

Document Number	Document Name	Used By/For What Reason
KM DR 05-06-12	Document Record	Anyone wanting to be sure that they're using a current document.
GR RD 02-12-12	Group Report Form (digital)	Any group representative that wants to create a group report on a computer.
GR RP 02-12-12	Group Report Form (to print)	Any group representative that wants to fill out a group report with pen/pencil.
HI VI 06-19-08	Volunteer Information Form	Anyone wanting to help conduct NA meetings in institutions.
KM BL 05-06-12	KMASC Bylaws	Anyone wanting information about the KMASC Bylaws.
KM ML 05-09-09	Motion Form - Long	Anyone making a motion, so that appropriate information is presented.
KM MS 05-09-09	Motion Form - Short	Anyone making a motion, so that appropriate information is presented.
LI LO 10-01-11	Literature Order Form	Anyone wanting to order literature from KMASC's Literature Subcommittee.
KM FR 07-11-10	Function Reporting Form	Anyone managing function finances.
GS CE 09-12-10	Consensus	For GSR packets, explains when consensus exists.
GS CV 09-12-10	Consensus Voting Options	For GSR packets, explains details of consensus-based voting.
GS WC 02-12-12	Welcome To KMASC	For GSR packets, welcomes new GSRs.
KM SR 02-12-12	Service Resume	KMASC to obtain information from a nominee to an KMASC position.