

Literature Committee's Proposal for Transitioning to an "Order-in-Advance" System

The Literature Committee would like to propose that Seattle Area NA move to an "order in-advance" ordering process. The intention of the proposal is to increase efficiency and accuracy for both the literature committee and the body's GSRs when ordering literature at area. An "order in advance" process would ensure that the Literature Committee orders exactly what Seattle area's home groups need, rather than guessing. Switching to an "order in advance" system would also make it so GSR's could pick up their orders upon arrival, rather than waiting for their orders to be filled.

The system would go as follows:

- Upon arrival at Area, GSR's would pick up and pay for the literature they ordered last month, and drop off their order for the next month.
- If they needed more or less literature than initially anticipated, we would be able to adjust the orders on the spot, and GSR's would only pay for what they receive.

This new system would be a big change, and home groups would need to adjust how they review their inventory and order new literature. We suggest that home groups adopt the following system:

- For every item that your home group likes to have, at the home group meeting you would look at what you currently have, add what you ordered last month, and then order the remainder. (Example: We like to have 20 newcomer key tags; we have 10 newcomer key tags currently, we ordered 5 to be picked up on Sunday, so we should order 5 more for next month.)

The Literature Committee acknowledges that switching to a new system will be difficult for both the Literature Committee and Seattle Area's home groups, so we would like to make the switch slowly over a period of time to reduce friction. In the past, Area has discussed having "trail groups," perhaps smaller home groups that feel more comfortable with it, be the first to "order in advance". If we had 10 new home groups a month transition to the new system, then everyone would be on an "order in advance" system in the next 4 months, and each home group could take the time they need to review their inventory and become comfortable with ordering in advance.

The Literature Committee has decided to take this on because we believe it will not only streamline the literature ordering and filling process for us, but benefit Seattle Area as a whole by ensuring that we order exactly what is needed and do not waste money ordering what is not needed. As Seattle NA grows, the current literature ordering/filling process will not work, as it is already difficult enough to fill all orders within the span of the current area session; if Seattle NA doubles in size, it would be impossible to operate on the current system.