

**Northern California District 14 AFG Incorporated Guidelines**  
(November 2011)

Article 1. Officers

- A. All Officers are Voting Members of the Board. They include the District Representative, Alternate District Representative, Treasurer, Secretary and Immediate Past District Representative.

Section 1. Duties of the District Representative:

- A. The DR represents the groups in their District at the Northern California World Service Committee Meetings (NCWSC), helping groups to understand the worldwide fellowship of AFG Al-Anon Family Groups, making members feel they are a part of a fellowship. The duties may be delegated and include:
1. Calling and Chairing the District Meeting, (Setting an agenda);
  2. Visiting all the groups in the District, particularly new groups, to make sure they are getting the necessary information and to invite them to the District Meeting;
  3. Helping the Area Delegate in every possible way to disseminate conference information and reports;
  4. Keeping in touch with the Group Representatives (GR's) of the District to learn the views of the groups and their programs. These views may be reported to the NCWSC or Delegate;
  5. Helping groups understand and apply the Twelve Traditions that guide us in our fellowship activities;
  6. Attending the NCWSC and reporting on activities from our district as well as bringing back information and flyers from NCWSC;  
Preparing and filing the statement of officers, any amendments to the corporation, organization documents and other forms required by the State and Attorney General of the State of California, every ten (10) years, (Original Filing Date: 8/03/2006).
  7. or in the event of a change in mailing address;
  8. Standing as the Corporation's Agent for service of process;
  9. Shall be certified as an "Al-Anon Member Involved in Alateen Service" (AMIAS), in case of no DAPP or in any Alateen Business in District 14;
  10. Participant in NCWSC DR Conference Calls; and
  11. Attend District 14 Monthly Meetings, Board Meetings and Annual Budget Meeting.

Section 2. Duties of the Alternate District Representative:

- A. The Alternate DR works alongside the DR. The duties include:
1. Acquainting themselves with all of the DR's duties in the event they must complete the term of the DR. (If the Alternate DR must complete the term, a temporary Alternate is at once selected from the GR's in attendance. A new Alternate DR will be elected as soon as possible;
  2. Assuming the duties of the DR when necessary in the DR's absence.
  3. Learn more about the District by assisting the DR in visiting the groups and occasionally accompanying the DR to a NCWSC Meeting;
  4. Checking the group's mailing addresses listed in the print-out provided by the Group Records Coordinator with each GR in the District to determine if it is correct;
  5. Urging every group to complete on-line or promptly return the group data sheets to the NCWSA Records Coordinator;
  6. Notifying NCWSA and WSO of groups that have disbanded;
  7. Responsible for the yearly drawing for a Service Event; and
  8. Attend District 14 Monthly Meetings, Board Meetings and Annual Budget Meeting.

Section 3. Duties of the Treasurer:

- A. The Treasurer coordinates and reviews all D14 collections and funds. The duties include:
1. Preparing an annual budget for review, discussion and revision at a Special Budget Committee Meeting for any members who wish to attend. Schedules the meeting to be held in January of the current year;
  2. Collects and deposits into the D14 Checking Account all contributions by groups and individuals. The Treasurer's report will identify specific funds that receive donations;
  3. Arranges for collections of funds at all monthly Speaker Meetings and special D14 events, collecting 7<sup>th</sup> Tradition and Donation Drawing receipts and deposits the funds into the D14 checking account;
  4. Pays all bills for expenditures approved by D14 and balances the checking account;
  5. Issues donations to NCWSA, the WSO and other contributions beyond the District level;
  6. Issues receipts for group and individual contributions made to D14.
  7. Oversees all advance expenditures for specific budgeted special events; Sponsor, Alateen and GR scholarships; and Officer or sanctioned member travel;

8. Reimburses expenses incurred by Officers, Coordinators or members which **must be submitted to the Treasurer within 90 days** of incurred expenses;
9. Submits monthly written financial reports at District Meeting (first Wednesday of each month);
10. Makes Annual Financial Report to D14 stating the yearend financial results at the January D14 meeting;
11. Prepares and submits the Federal and State Tax returns by May 15 for the previous tax year. The filings will include consolidated accounting for both the District and the Literature Depot. The budget may include funds to compensate a tax preparer if the Treasurer is not able to complete the returns without outside help;
12. When necessary, prepares a special appeal letter to be sent to all groups within D14 asking for contributions to the Treasury to cover expenses of the District; and
13. Attend District 14 Monthly Meetings, Board Meetings and Annual Budget Meeting.

Section 4. Duties of the Secretary:

- A. The Secretary keeps the official records of District 14.
  1. Take the "Minutes" at the District 14 Monthly Meeting & Board Meetings;
  2. Bring copies of the minutes for the GR's to review and approve;
  3. Update the Attendance Records monthly and forward them to the Officers, Coordinators, and GR's;
  4. Maintain for inspection:
    - a. Approved Meeting Minutes
    - b. D14 Board Meeting Minutes
    - c. Copy of the D14 Tax Return
    - d. Attendance Records;
  5. Make available past Attendance Records for the TEAM (and other Service Events) Lottery to the Alternate DR, (Names are drawn to attend an approved event);
  6. Send out Flyers/Reminders when requested;
  7. Assist the DR when needed;
  8. Invites & Maintains membership in the District 14 Yahoo Group;
  9. Attend District 14 Monthly Meetings, Board Meetings and Annual Budget Meeting.

Section 5. Duties of Immediate Past District Representative

- A. Ex Officio – Once elected as DR, one steps automatically into this position in the next Panel.
  - 1. Is a Member of the Board of Directors and attends meetings of same.
  - 2. Is available for consultation and functions as part of the corporate memory for District 14.

Article II. Coordinators

- A. Eligibility to be Coordinators and Alternate Coordinators:
  - 1. An Al-Anon Member, not necessarily a GR, is elected by District 14 as a Coordinator for any of the service positions required by the District for a three-year term.
  - 2. The Alateen Coordinator must be an Al-Anon Member Involved in Alateen Service, “AMIAS,” (as defined by NCWSA) and must have served as an Alateen Sponsor.
- B. General Duties Include:
  - 1. A Coordinator or their Alternate shall attend District 14 Meetings and report on current activities;
  - 2. **Coordinators will report all expenses with 90 days to the Treasurer with receipts for expenditures. They will also report contributions with a written record of all contributions.**
  - 3. Any Coordinator has the right to form a committee to assist in carrying out the functions of the Coordinator.
  - 4. A Coordinator or Alternate shall attend the budget meeting and submit a request to the Treasurer.
  - 5. A Coordinator or Alternate shall attend the Monthly District Meetings.

Section 1. Alateen Coordinator or Alternate Coordinator

- A. Specific Duties include:
  - 1. Organizes and Chairs Alateen Sponsor Workshops and provide contact lists of available Sponsors in the district;
  - 2. Is responsible for upholding the traditions and abiding by the Alateen safety requirements set forth by WSO and NCWSA;
  - 3. Works closely with the DAPP, (District Alateen Process Person);
  - 4. Maintains contact with the local sponsors and the Northern California Area Alateen Coordinator to exchange information about Alateen activities and encourages Alateen participation at the District and Area levels and be available to give rides (with application paper work);

5. Attends annually "NOCAC," Northern California Alateen Convention and The Alateen Sponsors R&R Conference and reports back to District 14;
6. Participate in district and area Alateen functions such as NOCAC bashes, Growing Together Conference, fundraisers and the NCWSA Convention with Alateen participation;
7. Help new Alateen groups to get started and provide them with "Conference Approved Literature" or rent to help get them on the right track. New groups should be advised to write to the WSO for free literature packets and registration material. Alateen groups may not meet until they are registered in accordance with the Area Alateen Safety Guidelines;
8. Inform Alateens that new and revised Alateen literature depends on them. Alateens can submit suggestions and material to the WSO; or, to the Alateen Express (handled by the Alternate Northern California Alateen Coordinator) or The Forum;
9. Handles anything involving Alateen such as Public Outreach and Institutions;
10. Promotes and encourages awareness on the part of both Alateen and Al-Anon that Alateen is a part of Al-Anon and not a separate fellowship or part of Alcoholics Anonymous, and that Alateen is informative not preventative!
11. Hands out Alateen Sponsor Candidate profiles, letters and literature to prospective Alateen Sponsor Candidates and request they attend Alateen Sponsor Workshops;
12. Encourages Alateen Groups to participate in District 14 activities by electing their own GR's and taking them to Assembly, abiding by NCWSA and WSO guidelines;
13. Accountable to District 14 for Scholarship requests (NOCAC & Growing Together Weekend);
14. Provides DR with "Active Alateen Sponsors" List.
15. **Submit receipts for reimbursements within 90 days!**

Section 2. District Alateen Process Person, (DAPP)

A. Specific Duties Include:

1. Is a Certified Alateen Sponsor, FBI Fingerprinted, and serves as back up for the Alateen Coordinator;
2. Coordinates the completion of all paperwork necessary for becoming an AMIAS, in accordance with Area Guidelines for Alateen Safety as defined in #1 above;
3. Keeps a record of AMIAS and verifies the list with the DAPP;
4. Certifies that events in District 14 that include Alateen participation satisfy the requirements for Alateen Safety as set by NCWSA;
5. Handles yearly recertification of existing AMIAS;
6. Works closely with Alateen Safety as set by NCWSA;
7. **Submit receipts for reimbursements within 90 days!**

Section 3. Public Outreach Coordinator (includes Public Information and Cooperating with the Professional Community)

A. Specific Duties Include:

1. Stimulate interest and activity in public outreach by guiding members who wish to carry our program to organizations and people outside our current membership;
2. Gain the best results by encouraging communications of ideas between committee members;
3. Cooperate with the Institutions Coordinator and Alateen Coordinator to avoid duplications of effort, (Two people contacting the same organizations is bound to bring confusion);
4. Locate and contact Al-Anon CPC and Public Outreach Committee Members in NCWSA to seek and secure useful information and guidance and to send them new information and ideas;
5. Keeps up-to-date records of groups and organization contacts and activities associated with these groups;
6. Cooperates with the DR and Officers on District 14 Activities;
7. Prepares an annual report of activities and projects for the Northern CA Institutions and Public Outreach Coordinators with submission to the District.
8. Monitor and respond to incoming queries on the District 14 Website from Individuals (English & Spanish) and from professionals seeking information or having questions about Al-Anon. Responses are made directly to individuals; professionals seeking information are passed onto Institutions; Someone who reads and writes Spanish must be recruited to field the individual queries in Spanish.
9. **Submit receipts for reimbursements within 90 days!**

Section 4. Newsletter Coordinator

A. Solicits material for a District 14 Newsletter, in keeping with Al-Anon's 12 Traditions. Specific Duties Include:

1. Gathers information relevant to recovery, service, events and District 14 Business.
2. Edits, Publishes and Disseminates information through Constant Contact (an on-line newsletter service).
3. Provide links to area and worldwide Al-Anon resources in the Newsletter.
4. Responsible for gathering email addresses and maintaining this list on the Constant Contact Website.
5. Arranging for one print copy of each newsletter for each Al-Anon Group in our District.
6. Maintain the archiving of each newsletter and providing a link to the archives on the District 14 Website.
7. Send a copy of the newsletter to the 12-Stepper and NCWSA Archives.
8. **Submit receipts for reimbursement within 90 days!**

Section 5. Literature Coordinator or Alternate Coordinator

- A. Responsible to District 14 for maintaining the Literature Distribution Center. It is recommended that the Literature Coordinator develop a committee of at least two (2) assistants. The Financial Assistant would require at least one person, and the Literature Distribution Function would require a minimum of two (2) people. Specific Duties Include:
1. Cooperates with the DR and GR's to stimulate interest in all Conference Approved Literature (CAL) to include the Al-Anon/Alateen Service Manual;
  2. Pick up messages and fill orders;
  3. Encourage all members in the District to become familiar with CAL and currently available material;
  4. Maintain current lists of CAL, keep inventory on hand of up-to-date material and well stocked;
  5. Maintain records of orders, sales, checking account(s) and quarterly sale tax reports to the State of CA Board of Equalization;
  6. Become familiar with all WSO sales terms and procedures;
  7. Cooperate with the Speaker Meeting if literature is needed;
  8. Keep track of all donations of literature;
  9. Provide monthly sales, cost records and Quarterly Tax Reports to the D14 Treasurer;
  10. Resolve any credit issues with any groups ordering literature;
  11. Maintain up-to-date banking records and signature cards;
  12. Regularly provide reports at the D14 meeting of literature depot activities and financial results;
  13. Make weekly deposits of checks and cash received from groups;
  14. Provides literature to the DR and Coordinators at cost. Forwards receipts to the Treasurer for reimbursement by the District;
  15. Stores the Meeting Schedules and brings them to the Monthly District Meeting;
  16. Provides literature on consignment for special events;
  17. Pays, as received, monthly phone bill, AFG bills and rent (if needed);
  18. Makes an annual report of Literature Depot activities at the February District Meeting; and
  19. **See Addendum for Specific Procedures.**
  20. **Submit receipts for reimbursement within 90 days!**

Section 6. Telephone Hotline Service Coordinator

- A. Maintains a schedule of volunteers to provide "live" Al-Anons who can take Hotline emergency calls from those seeking information about Al-Anon. Update meeting changes on the Hotline within 14 days. Specific Duties Include:
1. Request volunteers at least annually, by sending out a flyer. Requirement to volunteer: A minimum of 1 (One) year in Al-Anon and actively working

- a program. Confirm yearly with the volunteer their willingness to serve: (1) Are you still available for service (2) Phone #, (3) Home meeting, and (4) actively working a program;
- 2. Coordinate with the answering service firm to assure proper handling of calls: Alateen for Qualified Alateen Sponsors or Alateen Coordinator, and (preferably) Parents to Parents, Men to Men, Women to Women;
- 3. Keep an inventory of meeting lists, envelopes and stamps, to mail out to prospective members and organizations. This can be coordinated with the efforts of others, such as Public Outreach, Alateen Coordinator, etc.
- 4. Provide monthly reports at the District Meetings.
- 5. **Submit receipts for reimbursement within 90 days!**

Section 7. Speaker Meeting Coordinator

A. Specific Duties Include:

- 1. Responsible for making arrangements for facilities and ensuring the facility is suitable for Speaker Meetings. Is responsible for seeing the facility is left in a clean and orderly condition;
- 2. Provides groups with guidelines for both (A) Hosting the Speaker Meeting and (2) Speaking;
- 3. Secretary the Speaker Meeting;
- 4. Coordinates with all groups in the District to sponsor a Speaker Meeting, and will assist the groups with finding speakers or supply cake if necessary;
- 5. Handles flyer production and distribution including to the NCWSC Meetings (Ask your DR for dates), and other AI-Anon Events such as Assembly, Conferences, etc.;
- 6. Provides an out-of-area speaker for the October Anniversary Speaker Meeting. Provides housing, transportation and meals from the budget;
- 7. Provide refreshments (Such as coffee and tea);
- 8. Provides Kaiser with a literature donation once a year in order to be fully self-supporting, (they do not require rent for our meeting room);
- 9. Contact the Kaiser Room Coordinator each November to confirm meeting room reservation for the next year;
- 10. Assist person recording tapes, when necessary. Provide CD's to the Speaker, Tape Library and bring copies to the District for distribution;
- 11. Handles cash donations and Speaker Meeting expenses with financial accountability to the D14 Treasurer with a monthly reconciliation of accounts provided to the D14 Treasurer in advance of each monthly meeting for the immediate preceding month's activities;
- 12. Coordinate with District 16 to exchange flyers;
- 13. Keep the inventory of birthday chips updated;
- 14. **See Addendum for Specific Procedures.**
- 15. **Submit receipts for reimbursement within 90 days!**

Section 8. Meeting List Coordinator

A. Specific Duties Include:

1. Produces and distributes the list of all District 14 Meetings, as necessary. This includes gathering changes from current meetings, adding new meetings (only if they have a WSO #), removing meetings that have expired and facilitating printing;
2. Forwards information to the District 14 Website Coordinator and Hotline Coordinator to update District 14 meeting information, as necessary;
3. Provides updates to the members at District 14 Meetings;
4. Provides one month notice prior to printing new schedule;
5. **Submit receipts for reimbursement within 90 days!**

Section 9. DIA Chair

A. Specific Duties Include:

1. Responsible for adherence to the Al-Anon Traditions, such as: CAL Literature, etc.
2. Responsible for making arrangements for facilities and ensuring the Facility is suitable for Event. Responsible for seeing the facility is left in clean and orderly condition;
3. Make up a flyer asking for volunteers to serve on the DIA Committee (Such as Co-Chair, Treasurer, Breakfast & Lunch Coordinator, Childcare, Greeter, Donation Drawing, Publicity, etc);
4. Hold and facilitate monthly committee meetings;
5. Responsible for adherence to NCWSA Guidelines (Current Certified Alateen Sponsor with WSO assigned ID number), if involving Alateen Members;
6. Attend monthly District Meetings and bring progress reports on our DIA;
7. Responsible for flyer distribution through NCWSC (ask DR for dates);
8. Handles cash donations and Special Event expenses with financial Accountability;
9. For more information, refer to the "Roles and Responsibilities" for the DIA.
10. **See Addendum for Specific Procedures.**
11. **Submit receipts for reimbursement within 90 days!**

Section 10. Institutions Coordinator

A. Specific Duties Include:

1. Act as liaison to institutions within the bounds of District 14, such as Hospitals, jails, prisons, shelters, etc;
2. Attend annual H&I Conference and report back to the District;
3. If Alateen involved, please pass on to Alateen Coordinator (Juvenile Hall);
4. Coordinate list of members of District 14 to speak at institutions as well

as delivering literature. Coordinates with such institutions as may wish Al-Anon materials.

5. **Submit receipts for reimbursement within 90 days!**

Section 11. Spanish Liaison

A. Specific Duties Include:

1. Liaison to the East Bay Hispanic Intergroup;
2. Informs the Spanish Language Intergroup about the activities of District
3. Encourages cooperation between the Spanish Language and English Language Groups.
4. **Submit receipts for reimbursement within 90 days!**

Section 12. Website Coordinator

A. Responsible and accountable for the content and functions of the District 14 Website, adhering to WSO, NCWSA Guidelines and Al-Anon Traditions.

Specific Duties Include:

1. Maintain use of the website email address for District 14 business Purposes;
2. Coordinate use and maintenance of the website content with the District 14 Officers, Coordinators and Group Representatives;
3. Coordinate website issues with the NCWSA Website Coordinator and WSO, as necessary;
4. Work with Meeting List Coordinator to keep the meetings information accurate and timely;
5. Actively create, maintain, retire and archive District 14 website content;
6. Make timely response to all Al-Anon requests for website content changes;
7. Protect website content. Maintain use and privacy of all access accounts and passwords. Make back-up copies of the website content file to off-line storage;
8. Assurance of copyright permission, when necessary.
9. Maintain procedural and technical instructions for use by the Alternate Website Coordinator and future Website Coordinators.
10. Report Website issues at District 14 Meetings.
11. **Submit receipts for reimbursement within 90 days!**

Section 13. Tape Lending Coordinator

A. Specific Duties Include:

1. Keeps collection of audio material of 12-Step Program Speakers;
2. Attends District Meeting with the Library;
3. Keeps track of CD's, making phone calls to non-returned CD borrowers;
4. Copies non-copyrighted materials;
5. Materials include only Al-Anon and AA;

**6. Submit receipts for reimbursement within 90 days!**

Section 14. Archival Coordinator

A. Specific Duties Include:

1. Collect and sort through archives and neatly devise a system to maintain and retrieve materials and records, using Starter Kit available. (There are currently 2 boxes of materials)
2. **Submit receipts for reimbursement within 90 days!**

## **ADDENDUM**

Speaker Meeting: Pages 13 & 14

Day-In-Al-Anon: Pages 15-43

Literature Table: Pages 44

## District 14 Speaker Meeting Format Suggestions

### Personal Stories

Two or three Al-Anon or Alateen members share their experience, strength and hope as a result of working the Al-Anon (or Alateen) program. Experience – how you got to Al-Anon (Alateen); Strength – how the program affected you and changed your life; Hope – what it's like today, new attitudes and behavior and 12 steps with which you approach the future.

We keep the focus on ourselves by sharing in the I statements.

### Panel

Organize a panel consisting of 3 or 4 members sharing experience, strength and hope on a topic. As part of the panel meeting, you may want to have an 'Ask-It Basket' where members are invited to write and submit questions.

### Literature

Use the unlimited supply of topics that can be found in Al-Anon Conference Approved Literature (CAL) or our monthly magazine, The Forum, which is also CAL approved.

### Outside Speakers

Limited to once a year, ask a professional from the community knowledgeable about the family disease of alcoholism to come and speak. They would only be speaking from the viewpoint of a professional and the meeting would be advertised as having a professional from the community speaking rather than an Al-Anon/Alateen member.

### AA Speaker

An occasional talk by an AA member often presents insights into the disease of alcoholism.

## District 14 Speaker Meeting Format Suggestions

### Personal Stories

Al-Anon and/or Alateen members share their experience, strength and hope as a result of working the Al-Anon (or Alateen) program.

**Your experience**           (What it was like)

**Your strength**           (What happened)

**Your hope**           (What it's like now)

Keep the focus on yourself (by sharing in the I form not We and You) and the Al-Anon tools of recovery. By concentrating on the feelings and attitudes you have about your situation--- rather than on the details of the situation---you contribute to the group's unity and recovery. Talk about how the effects of the disease of alcoholism affected your thinking and behavior; talk about the part you played in your problems and how you are changing your attitudes and actions by applying the 12 steps of Al-Anon to your life.

### Panel

Organize a panel consisting of 3 or 4 members sharing experience, strength and hope on a topic. As part of the panel meeting, you may want to have an 'Ask-It Basket' where members are invited to write and submit questions.

### Literature

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### Outside Speakers

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### AA Speaker

An occasional talk by an AA member often presents insights into the disease of alcoholism.

**Welcome to** "<This year's DIA Theme>".

My name is \_\_\_\_\_.

I'd like to open the meeting/workshop with a moment of silence followed by the Serenity Prayer:

**God grant me the serenity  
To accept the things I cannot change,  
Courage to change the things I can,  
And wisdom to know the difference.**

This workshop is titled \_\_\_\_\_

And will end promptly at \_\_\_\_\_

.  
.

**In closing**, I would like to say that the opinions expressed here were strictly those of the person who gave them. Take what you liked and leave the rest.

Will all who care to join me in closing with **the AI-Anon/Alateen Declaration:**

**Let it Begin With Me  
When anyone, anywhere, reaches out for help  
Let the hand of AI-Anon and Alateen  
Always be there, and – *Let It Begin With Me.***

**RECYCLE  
CANS &  
BOTTLES!!**

## Serenity Prayer

**God grant me the serenity  
To accept the things I cannot change,  
Courage to change the things I can,  
And wisdom to know the difference.**

## Al-Anon/Alateen Declaration

**Let it Begin With Me**  
**When anyone, anywhere, reaches out**  
**for help**  
**Let the hand of Al-Anon and Alateen**  
**Always be there, and – *Let It Begin With***  
***Me.***



*Day in Al-Anon 2007*  
*District 14, Northern California World Service Area*

<Date>  
<Name>  
<Address> <Zip>

Dear <Speaker's Name>:

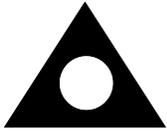
I hope this letter finds you in good health and spirit. On behalf of the Day in Al-Anon (year) committee, I am delighted to confirm that you will participate as the main speaker at our Day in Al-Anon. I will be your primary contact for this event prior to and on that day. Our Day in Al-Anon is an annual event put on by our district, and will be held on Saturday, February (date and year) at ( address of location for DIA), California. This is the.... year we are using this spacious and lovely facility, and we are expecting approximately 200 attendees for the day.

I want to confirm with you what expenses we will cover for you:

- Transportation to and from the event. We ask that if possible you arrange to fly into Oakland International Airport, San Francisco International Airport or San Jose International Airport in that order (or if there is a large price difference, the least expensive flight within reason). When you receive your charges for the airfare, send them to me so that we can reimburse you as soon as possible. We will provide transportation for you to and from the airport. If you prefer, we can handle making the flight arrangements for you.
- Meeting registration, lunch at the event and dinner with committee members after the event.
- Hotel room accommodations at one of our local hotels for the nights of Friday, February 9 and Saturday, February 10. (Room service, telephone charges, and miscellaneous expenses are excluded.) We will make the reservation for you. If acceptable, as an alternative, we may find accommodations (a private room) for you hosted by an AFG member in their home.
- We will provide you with \$100 in cash (based on a \$50 per diem rate) upon your arrival. This is to cover your meals (other than Saturday evening dinner) and other incidental expenses you may incur such as parking at your home airport, personal mileage, etc.

We will be contacting you again throughout the next year to keep you informed about our Day in Al-Anon: the event theme, workshop sessions, etc. We are looking forward to having you share your experience, strength and hope as a central part of our Day in Al-Anon. If you have any questions or need more information, please don't hesitate to contact me.

Love In Service,  
<Name>  
Speaker Liaison  
<Address>  
<Phone Number> <Email Address>



Date:

To: (name)

(address)

Re: Day in Al-Anon Workshop

Thank you for your willingness to participate in the Day in Al-Anon ..... on Saturday, February 10th, as a workshop leader. The following confirms your participation in this role:(partner('s)contact info)

Workshop Name	
Time of Workshop	
Location of Workshop	
Workshop speaker partner	
Contact Information for speaker partner	

You may want to contact your co-leader of the workshop to coordinate comments, format, etc.

Thank you again for your service. If you have questions or need additional information, please don't hesitate to contact me.

Yours in service,

<Name>

District 14 Day in Al-Anon Chair

(DIA Expense Reimbursement Form)

Date:

Reimbursed by:

Date:


***ITEMIZE AND PLEASE ATTACH YOUR RECEIPTS -- THANK YOU!***

<b>Registration Coordinator</b>	
<b>ROLE</b>	
<b>PRIMARY PURPOSE</b>	Ensure registration table is adequately staffed throughout the day, and that funds are collected and secure to the Treasurer.
<b>BUDGET</b>	\$TBD (i.e., pens, nametags, registration book)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Set up schedule for the day, including time slots (suggest one hour slots, two persons per slot).</li> <li>2. Elicit AFG volunteers to staff registration table (suggest three persons cover early a.m. and noontime slots).</li> <li>3. Create sign-in sheets (or book) for the day, including attendee name &amp; city (including sequential numbering of attendees).</li> <li>4. Provide each attendee with an event program,( free donation drawing ticket if applicable), love gift, offer of purchasing additional tickets, nametag to complete, answers to their questions, and a welcome smile!</li> <li>5. Ensure all volunteers understand their role in soliciting persons to register if they are not wearing nametags.</li> <li>6. Ensure sufficient supply of nametags, pens prior to event</li> <li>7. Assign 3-4 persons to be available at the entrance to the main speaker room (prior to the main speaker presentation) to ensure all of the last minute attendees to register.</li> <li>8. Verify adequate cash change is available throughout the day (Treasurer will ensure sufficient denominations at the beginning of the event).</li> <li>9. Turn over cash during and at end of day to Treasurer.</li> <li>10. Never leave cash box unattended!!!</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Registration table and cash need to be staffed throughout the day; person(s) staffing the table must ensure cash is secured.</li> <li>• Suggest having a floater assigned to provide additional coverage throughout the day or at busy times if needed.</li> <li>• It will be helpful for the Registration Chair to set a positive tone with the registration volunteers so they will be comfortable in approaching persons who have not yet registered. It may also be helpful to make sure the registration table is well positioned at the entrance area to minimize unregistered attendees.</li> </ul>

<b>ROLE</b>	<b><i>Facility Set-Up Coordinator (if needed include tents, tables, chairs procurement)</i></b>
<b>PRIMARY PURPOSE</b>	Ensure set-up for all rooms is in place prior to the event (Friday night set-up if possible)
<b>BUDGET</b>	\$TBD (refreshments for set-up crew)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Identify volunteers to assist with facility set-up the day before the event (typically occurs late afternoon/early evening).</li> <li>2. Prior to event, identify the need for additional tables, chairs, or other furniture/equipment; with Event Chair, identify volunteer(s) to provide any needed additional items.</li> <li>3. Arrange for transport of additional tables, chairs to the facility prior to the event, if needed.</li> <li>4. Together with DIA Chair and Decorations Chair the day prior to event, direct volunteers to set up each room according to written lay-out plan or verbal directions.</li> <li>5. Ensure all rooms are ready before dismissing set-up crew.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• May want to work in collaboration with Facility Clean-Up crew.</li> </ul>

<b>Facility Clean-Up Coordinator</b>	
<b>ROLE</b>	
<b>PRIMARY PURPOSE</b>	After event, ensure facility is left in the same or better condition in which it was found prior to event.
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Identify volunteers to assist with facility clean up after lunch, and at event conclusion.</li> <li>2. At the end of the day, direct volunteers to break down tables, chairs that belong to the facility and return to their original location.</li> <li>3. Arrange for return of additional tables, chairs, tents to the vendor(s) after the event.</li> <li>4. Ensure all rooms are ready before dismissing clean-up crew.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• May want to work in collaboration with Facility Set-Up crew.</li> </ul>

<b>ROLE</b>	<b>Childcare Coordinator</b>
<b>PRIMARY PURPOSE</b>	Ensure that adequate and appropriate childcare is provided throughout the day; serve as the contact person during the day for those individual(s) providing childcare should have any emergencies arise.
<b>BUDGET</b>	\$TBD (meals, drinks, snacks for children - \$40)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Identify individuals who can provide childcare for the children of persons attending the event.(may want to consider fingerprinted Al-Anon’s like Alateen sponsors or amias . We also may consider hiring professional childcare)</li> <li>2. Acquaint those individuals with the day’s schedule, expectations, compensation, etc.</li> <li>3. Arrange for one or more back-up provider if warranted by the number of children needing care.</li> <li>4. Arrange for a volunteer to provide coverage during lunchtime (to give the childcare providers a break); those volunteers need to be responsible to get children fed with pizza lunch, juice and fruit.</li> <li>5. Become familiar with the childcare room(s), and any restrictions placed at that area by the hosting facility.</li> <li>6. Arrange to meet childcare providers in the morning of the event; escort them to the childcare area and provide overview of area to childcare providers.</li> <li>7. Create childcare sign-in sheet with parent/guardian name, cell phone number!, child name, child age, time of arrival, time of departure.</li> <li><b>8. Instruct childcare providers that all children must be <b>signed in</b> and <b>signed out</b> and <b>wear a name badge with their name and parent/guardian’s cell phone number.</b></b></li> <li>9. Create childcare donation can/basket (suggested donation of \$5 per child for the day).</li> <li>10. Periodically check throughout the day to ensure childcare is running smoothly and to determine if back-up provider needs to be engaged.</li> <li>11. If professional childcare is used, pay the childcare providers at the end of the day.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Ideally, childcare providers should be 21 years or older and preferably amias certified.</li> <li>• For childcare staffing, suggest ratio of <u>1:4</u> (for children under age 5) and <u>1:8</u> for children between 6 and 12).</li> <li>• Make sure that all infants that are brought have an adequate supply of formula and diapers provided by parent/guardian.</li> <li>• If childcare providers are persons not known personally by DIA Chair, procure references prior to engaging their services.</li> <li>• Arrange for lunch, juice drinks, and fruit for the children.</li> </ul>

<b>ROLE</b>	<b>Donation Drawing Coordinator</b>
<b>PRIMARY PURPOSE</b>	Procure items for the Donation Drawing and ensure the drawing is facilitated
<b>BUDGET</b>	\$TBD (donation drawing tickets, pens & paper if needed)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Prior to the event, make and distribute a flyer soliciting items to be used for the donation drawing.</li> <li>2. Decide together with committee on type of donation drawing.</li> <li>3. Solicit volunteers for donation drawing ticket sale and create ticket baskets for collecting funds from ticket sales for volunteers to use.</li> <li>4. Facilitate the drawing, or, identify a volunteer to do so (typically the drawing occurs during lunch).</li> <li>5. Turn over all funds to Treasurer after ticket sales have closed.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Suggest that each Al-Anon meeting in the District donate one item for the drawing (would equal ?? items). i.e., Baskets are preferred &amp; individual donations are welcome.</li> <li>• Donated items should be attractive, desirable; i.e., something that someone would otherwise be interested in buying. Examples of items: set of Al-Anon books, theme-related gift basket, coffee store gift card and/or products, Al-Anon tape set.</li> <li>• Donated items that are program-related (e.g., Conference-approved literature or Al-Anon related speaker cd's) let's leave other affiliation's outside like <b>outside therapies, religion and other philosophies.</b></li> <li>• In keeping with Al-Anon traditions, donated items that are used must be either created or purchased by an Al-Anon member. We cannot accept donations from outside enterprises.</li> <li>• Organize maybe a closed auction by taking some of the baskets and setting them up in a separate area. Have a sheet and pen for taking bids for each item. Provide a sign for auction closing time and announce the closing time during the lunch drawing.</li> <li>• Make sure that large luxury gifts are equally divided between closed auction and donation items. i.e., maybe 1/3<sup>rd</sup> closed bid and 2/3<sup>rd</sup> donation drawing?</li> </ul>

<b>ROLE</b>	<b>Decorations Coordinator</b>
<b>PRIMARY PURPOSE</b>	Provide attractive decorations for fellowship room and wherever needed relating to the theme.
<b>BUDGET</b>	\$TBD (supplies)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Elicit volunteers to assist in decorating.</li> <li>2. Identify number and size of tables to be used.</li> <li>3. Inventory existing supplies; determine additional items needed.</li> <li>4. Procure table covers and tape.</li> <li>5. Use creative imagination to decorate tables and walls.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Incorporating the theme of the event in the decorations is encouraged.</li> <li>• Butcher block paper has been successfully used for table coverings.</li> <li>• Purchasing flats of live plants (pansies, daisies) for the tables and adding ribbons has worked for others.</li> <li>• Get volunteers for an evening of creativity. Many hands create light work.</li> </ul>

<b>ROLE</b>	<b><i>Breakfast and Refreshments Coordinator</i></b>
<b>PRIMARY PURPOSE</b>	Provide food and drinks for breakfast and breaks
<b>BUDGET</b>	\$TBD (breakfast food/supplies for 50; drinks/supplies for entire day. Work with Lunch Coord.)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Procure drink supplies: coffee, tea, hot chocolate, napkins, stir sticks, cups, plates, plastic knives, forks, spoons, sugar, Splenda, Coffeemate, etc.</li> <li>2. Procure coffee urns (from individual members or the speaker meeting ), if not provided by facility.</li> <li>3. Elicit volunteers to bring ice chests/coolers in which drinks can be stored</li> <li>4. Purchase breakfast items (muffins, bagels, fruit, juice) for event breakfast.</li> <li>5. Keep it simple it is not supposed to be full breakfast</li> <li>6. Purchase variety of sodas, bottled water for sale during the day.(find volunteer or involve alateen in sale of soda's)</li> <li>7. Purchase ice for ice chests.</li> <li>8. Enlist volunteers to assist in food set-up, drink sales, and in refreshing food and supplies throughout the day.</li> <li>9. Arrive at the event site at least one hour in advance of the event start to set up food table, start coffee and water</li> <li>10. By lunch time, clear the breakfast items from the table; move food to the lunch area if it is edible, or discard it if it is not.</li> <li>11. Turn over cash from drink sales to the Treasurer during and at the end of the day.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• <b>Suggest coordinating the supplies inventory and purchase with the Luncheon Set-Up/Organization.</b></li> <li>• Best spot for purchasing breakfast items and drinks: Costco.</li> <li>• Can also use home-baked items such as cookies if those are brought by volunteers (put request out to groups ).</li> <li>• Set out donation can with a suggested \$1.00 donation for breakfast and for all drinks - soda and coffee</li> </ul>

<b>ROLE</b>	<b>Luncheon Set-up/Organization Coordinator</b>
<b>PRIMARY PURPOSE</b>	Ensure that the luncheon set-up is on time and that it runs smoothly.
<b>BUDGET</b>	\$TBD ( <b>Work with Breakfast Coordinator</b> )
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Enlist volunteers to assist in lunch set-up and organization.</li> <li>2. Inventory current supplies of plates, cups, napkins, utensils; coordinate purchase additional needed items with Breakfast.</li> <li>3. In the morning of the event, determine where food that is brought by attendees should be left; create and place signs that provide that information, including a volunteer to receive the donations.</li> <li>4. By mid-morning, assemble lunch crew to set up the serving tables with the food that has been brought.</li> <li>5. By lunchtime (??), make sure the serving table is ready for the serving line.</li> <li>6. After lunch, enlist a crew of volunteers to clean up the lunch service areas, including disposing of uneaten food, washing/drying serving dishes (NOTE: Dessert items can be placed on the break table to be eaten at the afternoon break).</li> <li>7. Place serving dishes/utensils that were brought by attendees in a central location so that they can be picked up in the afternoon.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Suggest coordinating the supplies inventory and purchase with the Breakfast Coordinator.</li> <li>• The event location has kitchen space; it might be challenging to deal with food that needs to be warmed. (If needed, suggest asking volunteers to bring warming trays, crock pots, etc.) Food that needs to be kept chilled or hot could be kept in ice chests. Needs to be coordinated with the Breakfast Coordinator.</li> <li>• Make sure ice chests, if used, have a name and phone number on them.</li> <li>• Might want to ask for extension cords and ice chests (coordinate with Breakfast Coordinator), if needed.</li> </ul>

<b>ROLE</b>	<b>Publicity Coordinator (Event Notices, Program, NCWSA links)</b>
<b>PRIMARY PURPOSE</b>	Provide effective advance notification (paper and electronic) about the Day In Al-Anon event, and paper programs for the day of the event
<b>BUDGET</b>	\$TBD (flyers & program)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. In collaboration with the event chair and committee, prepare a flyer for broad distribution with pertinent event information; if requested, arrange for photocopying of the flyer</li> <li>2. Contact 12-Stepper Editor and have event published. Submit an electronic copy of the flyer to the NCWSA calendar coordinator (see <a href="http://www.ncwsa.org">www.ncwsa.org</a>).</li> <li>3. As requested, prepare additional flyers/electronic communication to publicize the event within the Al-Anon and/or AA fellowship.</li> <li>4. Supply flyers to the District Representative to take to the NCWSC – <b>confirm with DR the date of NCWSC meetings and Assembly</b></li> <li>5. Prepare a program for the actual day of the event.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Advance notifications(flyer) should be prepared and submitted <b>at least 5 months</b> prior to the event to allow timely distribution.</li> <li>• It is important to talk to the DR early on, for distribution of the flyer over Northern California through the 3 day fall Assembly and the NCWSC meetings that the DR attends (60 copies are needed)</li> <li>• Flyer should include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Date, day, time</li> <li><input type="checkbox"/> Featured speaker name</li> <li><input type="checkbox"/> Location (address, cross street)</li> <li><input type="checkbox"/> Information re: childcare, potluck, donation drawing, silent auction.</li> <li><input type="checkbox"/> Contact name/phone number.</li> </ul> </li> <li>• Program should include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Date, day, time</li> <li><input type="checkbox"/> Event schedule</li> <li><input type="checkbox"/> Acknowledgements (committee chairs, volunteer names)</li> <li><input type="checkbox"/> Facility map/layout.</li> </ul> </li> <li>• Incorporating the event logo/theme into the documents is highly encouraged.</li> <li>• Suggest that volunteers be elicited who can provide copying, mailing at no charge.</li> <li>• Knowledge of desktop publishing software is helpful.</li> <li>• Distribute flyers at other events (i.e., speaker meetings in neighboring districts, Al-Anon events in the Bay Area, and any meeting you may visit).</li> <li>• Keep announcing this to every meeting inside (with help of our GR’s) and outside of the district</li> </ul>

<b>ROLE</b>	<b>Speaker Liaison</b>
<b>PRIMARY PURPOSE</b>	Serve as the host/hostess for the event's featured speaker.
<b>BUDGET</b>	\$TBD
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Initiate contact with the speaker, confirm the event date/time, arrangements, covered expenses. (Because of speaker schedule demands, this contact needs to occur a year or more in advance of the event date.)</li> <li>2. Maintain contact with the speaker from the time of initial contact and date confirmation until the actual event. This includes confirming the date with the speaker ideally 6 months in advance, but at least 4 months in advance (particularly important if the arrangements were made far in advance of the event date.)</li> <li>3. Assist the speaker with travel arrangements, if necessary.</li> <li>4. Pick up the speaker at airport/train station, if necessary.</li> <li>5. Arrange for hotel accommodations for the speaker or member supplied private lodging.</li> <li>6. Give speaker cash per diem amount upon arrival.</li> <li>7. If the speaker is interested in doing so, arrange for social events (dinner, coffee) with fellowship members, or make arrangements for the speaker to attend a local meeting.</li> <li>8. Transport the speaker to the event; or, ensure they have transportation and map/directions to the event location.</li> <li>9. At the event, introduce the speaker to members of the committee; provide a nametag, and make him/her feel welcome. Be available throughout the day to answer the speaker's questions, provide for special needs, etc.</li> <li>10. Ensure that the speaker is familiar with the room in which s/he will be speaking, and is comfortable with the setting, sound equipment, etc.</li> <li>11. Obtain any receipts for reimbursement from the speaker; give those receipts to the Treasurer who will arrange for reimbursement.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Utilize the Speaker Confirmation Letter, which includes covered expenses for out-of-town speakers.</li> <li>• Travel arrangements/accommodations not necessary if the speaker is local to the Bay Area.</li> </ul>

Speaker:			
Airfare	\$TBD		rt airfare quote from Travelocity, Expedia, etc.
Hotel or Private Lodging	\$TBD		2 nights - \$80 a night at a hotel Private Lodging donated by member
per diem for 2 days	\$100		cash per diem for meals, parking at home airport, misc. expenses or

			reimbursement through receipts
Sat. evening dinner	\$ 25		speaker as a guest of the district for a post-event dinner
Misc. expenses	\$50		mileage, parking for speaker liaison
Speaker Sub-Total:		\$TBD	

<b>ROLE</b>	<b>Alateen Liaison</b>
<b>PRIMARY PURPOSE</b>	Serve as the Alateen sponsor for Alateen members attending the event.
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Communicate to the event chair what type of activities the Alateen members would like to have at the Day in Al-Anon; e.g., a special meeting, an Alateen only meeting, a service commitment, etc.</li> <li>2. <b>All Alateen meetings are closed!</b> However there may be an Alateen panel with ask it basket.</li> <li>3. Serve as the sponsor for Alateen meetings held as a part of the event, or, arrange for another qualified sponsor to serve in that capacity.</li> <li>4. Ensure that Alateen members attending the event are aware of the facility's rules/guidelines regarding food consumption, noise, smoking, etc. Also the ncwsa guidelines concerning alateen. Monitor Alateen members' activities during the day to ensure those rules/guidelines are followed.</li> <li>5. If a designated room is assigned for Alateen use, ensure that the room is maintained throughout the day, and is left in the same or better condition at the end of the day.</li> <li>6. If a service commitment is requested (e.g., selling drinks), ensure that activity is sufficiently staffed, that Alateen members providing that service understand their roles, and that cash is handled appropriately.</li> <li>7. Collect cash and turn it over to the District Alateen Coordinator.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Typically if Alateen members provide a service and receive donations, those funds go to the Alateen fellowship of the district, and are disbursed at the direction of the District Alateen Coordinator.</li> </ul>

<b>ROLE</b>	<b>Meditation Room Set-Up/Refresh Coordinator</b>
<b>PRIMARY PURPOSE</b>	Create a restful, meditative ambiance in the designated Meditation Room that can be used for prayer and meditation by event attendees throughout the day.
<b>BUDGET</b>	\$20.00 (i.e., fresh flowers)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Prior to the event, tour the facility and the room designated for this purpose.</li> <li>2. Using imagination and creativity to set up the room (the day prior or the morning of the event) in a way that promotes a non-denominational meditative atmosphere for persons wanting a quiet spot for prayer and meditation.</li> <li>3. Periodically throughout the day, check the room to see if it needs to be refreshed, tidied, etc.</li> <li>4. At the end of the day, ensure that the room is returned to the condition in which it was found.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Suggestions for room set-up might include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Fresh flowers</li> <li><input type="checkbox"/> Meditative music</li> <li><input type="checkbox"/> Paper, pens, pencils (for 4<sup>th</sup> step work, journaling, etc.)</li> <li><input type="checkbox"/> Comfortable seating (to augment regular chairs) such as floor mats, bean bags, pillows</li> <li><input type="checkbox"/> Al-Anon pamphlets</li> </ul> </li> </ul>

<b>ROLE</b>	<b>Conference Approved Literature (CAL) Sales Coordinator</b>
<b>PRIMARY PURPOSE</b>	Provide for the sale of CAL at the event.
<b>BUDGET</b>	Consignment – Talk to District 14 Literature Depot Coordinator
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Prior to the event <b>see District 14 guidelines for literature table at events</b>, coordinate books/pamphlets as needed with Literature Depot and discuss sales and receipts.</li> <li>2. The day of the event, display the literature in the spot designated by the event chair.</li> <li>3. Provide signage indicating that checks should be made payable to “District 14 Literature Depot”.</li> <li>4. Provide a cashbox for putting payments for literature purchases.</li> <li>5. At the end of the day, collect cash, and turn it over to the event treasurer.</li> <li>6. Ensure that at the end of the day, any remaining literature is packed and returned to the District 14 Literature Depot.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Secure volunteers for rotation of literature service throughout the event.</li> <li>• Getting two volunteers in one hour rotating shifts works best new opportunities for fellowship and if one can’t be there automatically the other volunteer can.</li> </ul>

<b>ROLE</b>	<b>Greeter Coordinator</b>
<b>PRIMARY PURPOSE</b>	Find greeters to greet and direct people to the registration table or provide directions and create signs for entire event site.
<b>BUDGET</b>	\$TBD (site poster, felt pens & signs)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Procure poster boards, pens for making signs; create signs and direction arrows for: <ul style="list-style-type: none"> <li>❑ Each room</li> <li>❑ Parking lot entrances</li> <li>❑ Each special table: tape sales, registration, lunch, drink sales, AFG literature sales</li> </ul> </li> <li>2. Sign-up volunteers for greeters.</li> <li>3. Elicit volunteers in sign-making the days prior to the event.</li> <li>4. Make poster size maps of the facility bathrooms and workshops, including sanctuary and fellowship hall.</li> <li>5. Make signs to label the rooms with times and workshop names.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Familiarize new faces that are new to our district or Al-Anon.</li> <li>• Greet members coming in from the parking lots.</li> </ul>

<b>ROLE</b>	<b>Love Gift Coordinator</b>
<b>PRIMARY PURPOSE</b>	To provide a gift for each registered member attending DIA.
<b>BUDGET</b>	\$?
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Make +/-150 Love Gifts for each registered member.</li> <li>2. Find volunteers to help with making the gifts.</li> <li>3.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Ideas: book marks with slogans, cards with quotes, slogan bracelets, refrigerator magnets etc.</li> <li>• Love gifts are hand made and the time that is put in to it is the love of the gift. It's a piece of the dash that represents life between the date of birth and date of death.</li> </ul>

<b>ROLE</b>	<b>The Treasurer</b>
<b>PRIMARY PURPOSE</b>	Collect money from the different sources handling money.
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Develop and provide overall management of the entire budget in working with the DIA Chair and Co-Chair. Review all submitted reimbursement requests, and track as actual expenses for the event. When the event has concluded, provide the District with a budgeted vs. actual report, and a recommended budget for the following year. <b>Work closely with District 14 Treasurer.</b></li> <li>2. Secure sufficient amount of change for the cash box just prior to the event at the registration table (a reimbursable expense).</li> <li>3. Throughout the day, ensure all cash is kept secured. At the conclusion of the event collect all funds and deposit to the District’s account or hand to district treasurer.</li> <li>4. Provide an expense sheet to all coordinators.</li> <li>5. <b>Receipts and itemization order must accompany expense sheets in to be reimbursed.</b></li> <li>6. Keep the income from donation drawing, registration, literature sales, food and drink sales, childcare and 7<sup>th</sup> tradition <b>separate.</b></li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Collect money throughout the day to prevent too much cash in hands.</li> <li>• Track income from different sources. i.e., Registration, donation drawing, etc.</li> <li>• Purchase or ask district treasurer for bank deposit bags with zipper to give to different coordinators.</li> </ul>

<b>ROLE</b>	<b>Day in Al-Anon Chair</b>
<b>PRIMARY PURPOSE</b>	Please remember that you are a trusted servant serving D14 by organizing their DIA. Ensure a successful Day in Al-Anon by coordinating the efforts of the Coordinators, by managing human and financial resources and by facilitating the DIA committee meetings .
<b>BUDGET</b>	
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Secure the physical site for the event(or confirm the reservation), and document the event date and times with the site contact in the form of a simple letter of agreement.</li> <li>2. <b>Find a Co-Chair to assist you in planning for the DIA and who subsequently will become the Chair for next year’s DIA.</b></li> <li>3. <b>Familiarize yourself with all coordinator positions by reading the roles and responsibilities.</b></li> <li>4. Make up a flyer asking for volunteers to fill coordinator positions. Identify potential volunteers for Committee Coordinator positions. At the first meeting hand out the roles and responsibilities of coordinator positions and set the dates for upcoming DIA committee meetings.</li> <li>5. The Chair is required to attend the monthly District meeting and provide status reports to District 14 during the planning period (June – March) At the conclusion of the event, provide a final report at the March District meeting.</li> <li>6. Provide agenda, facilitate and organize regular (e.g., monthly)DIA committee meetings for planning, information sharing, status reporting, and identifying areas where assistance is needed. The first meeting should occur in June. The final meeting should take place approximately 2 weeks before the event. The DIA Chairperson should maintain strong, regular communication with Co-Chair, committee and district 14(the DR and the district meeting), particularly in the final 6 weeks before the event.</li> <li>7. As Chair Identify a theme for the Day in Al-Anon; communicate the theme name to Committee Coordinators especially to publicity coordinator for incorporating into a flyer and other respective activities</li> <li>8. Utilize the theme in developing a series of workshops for the event day. Assign rooms and a scheduled time for each of the workshop sessions.</li> <li>9. Identify and assign members of the fellowship who would be good at leading a workshop session(preferably 2 speakers per workshop one from within the district and one from outside please remember rotation of service). One month before the DIA, confirm with all workshop speakers the title and content of their session, the scheduled time, and the name/phone number of their workshop partner.</li> <li>10. Distribute Committee Coordinator roles/responsibilities and offer</li> </ol>

	<p>clarification and guidance as needed throughout the course of the event planning. Maintain prompt follow-up with all Committee Coordinators if/when advice or assistance is needed. As necessary, arrange for site visits for the committee coordinators.</p> <p>11. Secure taping company if needed a.s.a.p ( should be booked a year or more ahead of time Sound Solutions, Tel.1-877-893-2777) to tape the main speaker and possibly other sessions(book a year ahead for your Co Chair)or talk to the speaker meeting taper(s)</p> <p><b>12. Major changes in the day in Al-Anon should be taken to district 14 (business meeting) for discussion and or vote !!!!!</b></p> <p>13. Serve as the secretary for the main speaker meeting. Secure individuals to read (Preamble, Steps, Traditions and Concepts - out of service manual) and collect 7<sup>th</sup> tradition.</p> <p>14. Organize (or assign the task to speaker liaison) a no-host dinner with Committee members and the guest speaker to occur in the evening after the DIA event. (NOTE: The District <u>does</u> host the guest speaker for this dinner; all others are no-host.)</p> <p>15. Maintain a <i>Day in Al-Anon: Planning Guide for the Chairperson</i> on a cd by including updated information relevant to the DIA of that particular year <b>hand one to the DR for district 14 archives and a copy to the next chair</b>( flyer- financial budget-comments of coordinators what worked what not worked) .</p> <p>16. After the event, ensure that the donation check to the facility site is delivered or mailed to the site contact person, along with a thank you note on behalf of the Committee and the District. And reserve next year's date <b>ALWAYS THE SECOND SAT IN FEB</b> for your Co Chair.</p> <p>17. Ensure a smooth transition with the Day in Al-Anon Coordinator(s) for the next year by reviewing the budget, tasks/activities, and the cd with the new Chair if needed.</p>
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<p><b>COMMENTS</b></p>	<p><u>Suggestions for success:</u></p> <ul style="list-style-type: none"> <li>• Identify and secure the site well in advance for next year’s DIA immediately following the DIA.</li> <li>• Working with a service sponsor is very beneficial! For more info ask your DR or look in the 12 stepper(every GR has one or ncwsa.org and contact the Area Chair for info!</li> <li>• When selecting workshop leaders, it is helpful to have broad representation from all the various meetings in District 14, as well as guests from other districts. It is also good to have two leaders per session; ideally, someone who has had experience in this role paired up with someone who may be doing it for the first time. One may either assign a workshop session, or, if several options are available, give the individual the choice of sessions they would prefer. <b>Rotation of leadership is important. Rotating gives all members the privilege of serving.</b></li> <li>• In developing the workshop program for DIA, we found it useful to create and distribute a survey to meetings throughout the district to get an idea in what topics the members of district were interested. After compiling the survey results, we prioritized topics and created the program.</li> <li>• Bridget and Doug from Sound Solutions are reliable, pleasant, and perform taping services at no charge. They are located in Auburn, CA and can be reached at 1-877-893-2777. NOTE: <b>Contact them early;</b> their schedule is very busy.</li> <li>• It is very helpful to use Word, a simple Excel spreadsheet and e-mail to identify, track and manage tasks/activities throughout the planning period. Chair and Co-Chair need carefully coordinated with each other to ensure all tasks are completed. It is helpful to have one person create and maintain a master task list.</li> <li>• It would very beneficial for the Chairperson to review the After Action Review document that is prepared after the current Day in Al-Anon, since it contains significant useful information about what went well and lessons learned from that event. We would also suggest that each Chair conduct a similar evaluation of the event each year; this information will be very helpful to the current Chair and Co-Chair our next year’s Chair.</li> </ul>
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As the Chair you are a trusted servant commissioned by the members of District 14 to organize their Day in Al-Anon.

All major decisions or changes to the DIA should be reported back to district, and all decisions should be reached by informed group conscience

As the Chair and trusted servant you are a part of the District 14 District meeting.

The DIA abides by The Al-Anon traditions and Service Manual.

<b>ROLE</b>	<b>Day in Al-Anon Co-Chair is the designated Chair for next year's event.</b>
<b>PRIMARY PURPOSE</b>	Assisting the Chair with necessary tasks to ensure a successful Day in Al-Anon.
<b>BUDGET</b>	
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Maintain the cd disk for the DIA.</li> <li>2. <b>Provide AFG speaker tapes for the committee to choose next year's DIA speaker by group conscience.</b></li> <li>3. Create phone/email list of coordinators to be distributed to the DIA committee or create a yahoo group DIA email (for info talk to district Secretary)</li> <li>4. Notify and send reminders to committee members of upcoming meetings.</li> <li>5. Function as contact person for committee members to report by email in case of absence from committee meetings.</li> <li>6. Take minutes at all DIA committee meetings and keep a record of minutes on DIA cd disk.</li> <li>7. Attend District Meetings if the Chair is not available.</li> <li>8. Assume Chair responsibilities if the Chair is not available.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Check with Chair about next year's reservation as well taping reservations</li> <li>• If need to get info on speaker cd's, ask DR or get referral.</li> <li>• DIA cd disk will go to DR and copy to next Chair.</li> </ul>

<b>ROLE</b>	<b>Entertainment Coordinator.</b>
<b>PRIMARY PURPOSE</b>	Find entertainment for the lunch break.
<b>BUDGET</b>	
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Provide entertainment within the allotted lunch time slot.</li> <li>2. Coordinate and facilitate the entertainment.</li> <li>3. Check with Chair and if needed with the facility about sound system (microphones) and if there is a stage.</li> <li>4. Coordinate with Donation Drawing Coordinator.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Suggestions for entertainment: music/band, singing [individual(s) or group], skit, poetry reading, etc.</li> <li>• Talk to your DR, DIA Chair or former DIA Chairs/Coordinators for suggestions</li> </ul>

AFG

Literature Table Guidelines

District 14

Literature -

*Put this if they  
write a check*

Coordinator Responsibilities:

1. Secure table on which to display literature
2. Ascertain appropriate literature for event and communicate these needs to Literature Depot, pick up and return of these materials
3. Staffing
4. Final accounting for sales (money and books)

Details:

1. Contact appropriate person in charge of the event to:
  - advise table requirements (number and size of tables and placement, if possible)
  - identify both the type of literature for the event and the anticipated quantity required
  - ascertain times that sale of literature will be appropriate in order to determine scheduling
2. Contact Literature Depot to advise what books and pamphlets you need "on consignment," above and beyond what is provided in the suitcase. Verify that materials provided match inventory listing. Count "seed" money.
3. Develop a schedule that reflects the need for two volunteers to staff the table during the event as well as the duration of shifts. (Suggestion: 1-2 hour time slots, depending upon the event.) Be certain to include a space for volunteer's phone number. If District 14 is sharing staffing of the table with District 16, contact the appropriate person with whom to coordinate.
4. Suggestions for finding volunteers:
  - Prepare a flyer with general event details and your contact information and distribute at District Meeting (either bring 50 copies to the meeting or email the flyer to Yvonne and she will make them).
  - Ask members of the fellowship to bring the master sheet to their meetings to broaden the scope of volunteers (this will also advertise the event)
5. Check in with volunteers the day before the event.
6. On the day of the event, arrive with ample time to set up. Monitor volunteers and be available during transition times to make certain duties are explained completely. If necessary (or desired), take an interim accounting to make final balancing smoother.
7. Balance sales with cash and return literature to the Depot.

Table Staffers Responsibilities:

1. Make a timely arrival.
2. Be certain to make a tally mark next to the item sold, verify sales price and cash taken in.
3. Prepare cash receipt, retaining one copy and providing one to purchaser.
4. If possible, as staffing changes, balance cash to sales.
5. Don't leave the table unstaffed.

Other thoughts:

Al Anon is a program of experience, strength and hope. It is suggested that you check with others who have performed this task in the past if you need any help or guidance.

Tradition 6 states:

"Our Family Groups ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim. Although a separate entity, we should always cooperate with Alcoholics Anonymous."