

SERVICE EVENTS CALENDAR AI-Anon and Alateen

The Oregon Area AI-Anon/Alateen has three kinds of "State or Area level" gatherings.

1. Area Assembly Meetings: As of January 2001, Area Assembly meetings will occur three times a year in March, July and November. The March and July Assemblies are held independent of Alcoholics Anonymous (AA) Assemblies. The November Assembly location has the option of being held in conjunction with AA. Only the Group Representatives (GRs) have vote at these meetings. GRs, members of the Area World Service Committee (AWSC) and persons invited by the Chairperson have voice. All AI-Anon and Alateen members are welcomed and encouraged to attend, but are without voice and without vote. Interested AI-Anon/Alateen members may provide input to their GR or DR for Assemblies and their DR for AWSC meetings.
2. Area World Service Committee (AWSC) Meetings: These meetings occur prior to each Area Assembly. As of January 2002, there will be three meetings per year. Each is one full day, (scheduled by the Area Chairperson) with a potluck lunch, prior to the March, July and November Assembly Meetings. Interested AI-Anon/Alateen members may provide input to their GR or DR for Assemblies and their DR for AWSC meetings.

AWSC members include: District Representatives or Alternates, Area Officers, Area Coordinators, Past Delegates, the Audit Budget Committee, AIS Liaisons, Chairpersons of Ad Hoc Committees and Chairperson of the upcoming SSM Host Committee. All AI-Anon and Alateen members are welcome but they will be without voice (except by special invitation of the Chairperson) and without vote.

3. State Speakers Meeting: This meeting occurs once a year in the Spring, and is a "fun time". No business is scheduled for this weekend. The activities start on Friday night and usually close sometime on Sunday (around noon). The weekend is filled with fellowship sharing experience, strength and hope during meetings, sharing panels, Ask-It-Basket panels, and various speakers. This is an open meeting. Districts put in a "bid" to host this meeting about eighteen months in advance and the SSM is a major fundraiser for the Area. Districts, Groups and individuals are encouraged to support this event. Each person attending pays their own expenses.

ASSEMBLY GENERAL INFORMATION FOR AL-ANON & ALATEEN ATTENDEES

1. **PURPOSE:** To provide communication between the Group level, Oregon Area and the World Service Conference (WSC). To conduct Al-Anon/Alateen business for Oregon Area. Provide service workshops for the Oregon Area. Gives opportunity for Al-Anon/Alateen fellowship and growth through service.

2. **REGISTRATION:** The Host committee may begin registration Friday evening but no later than Saturday morning. A sign saying "Suggested Voluntary Donation of \$10.00" will be on the registration table. The Host Committee provides receipts for registration. The receipts and money will be given to the Area Treasurer at the Assembly. The Roll Call Binder and GR Voting Book should be located in the same area during registration.

3. **FRIDAY NIGHT:** The Host Committee may provide a sharing meeting for Friday night and attendance is optional. They will also chair that meeting and may provide snacks and coffee. The Seventh Tradition basket monies from this meeting will go to the Host District.

4. **FINANCES:** The Group Representative's (GR) home group, whenever possible, is responsible for lodging, meals, registration and travel expenses for their GR. The Area provides a partial reimbursement for automobile mileage incurred in traveling to the Assembly. GRs and AWSC members are eligible for this money only if they attend the full Assembly meeting (all day Saturday and Sunday morning) and only if a GRs Group is not able to cover this expense. A standard form is made available by the Area Treasurer and must be completed and returned to the Treasurer by the end of the meeting on Saturday. Only one form is submitted per car even if many eligible people ride in the same car. Members are encouraged to share accommodations (i.e. four to a room).

5. **AD HOC:** Latin: *"With respect to the (particular thing); for a specific purpose, case or situation."* In our case, an Ad Hoc Committee is appointed by the Chair. It is a temporary unit of members established to work on a single defined task or activity.

6. **ROLL CALL BINDER (BLUE BINDER):** The Roll Call Binder is to be signed by all people attending the Assembly. The book is divided up in sections by Districts. Each person should sign (once) with full name, phone number, home Group and position.

7. **GR VOTING BOOK:** The voting book is to be signed by the GR or person representing the group at the assembly. Each group is allowed one sign in per group.

8. **AGENDA ITEMS:** In order to keep the Oregon Area informed, much of the Assembly is composed of regularly scheduled reports. Items of Old Business can be determined prior to arriving at the Assembly by reviewing the minutes of previous sessions for unresolved issues. New Business is much harder to anticipate, as it is determined, for the most part by the Area World Service Committee (AWSC) just prior to the Assembly. Questions and suggestions for upcoming agendas should be directed to your District Representative (DR) or to another appropriate member of the AWSC.

9. MOTIONS: Motions to be brought to the floor are usually decided upon during the previous AWSC meeting. The concerns about the motion are presented by the spokesperson from AWSC who is informed about the proposal. This person then reads the written motion and presents it to the Chairperson and Secretary. The Chairperson then states whether the motion needs to be decided by simple majority or two-thirds majority (substantial unanimity) and then opens discussion from the floor about the motion (and about the voting process). The Chairperson then announces the number of the motion. A vote by written ballot is then taken and the ballot form is marked with the motion number and a mark in the yes, no or abstention spaces. (In the case of elections, just the name of the person standing is written on the election form).

OREGON AREA ASSEMBLY GUIDELINES

1. Group Representatives (GRs) (blue badges) GRs have voice and vote at the assembly (or the acting GR). One vote per Group.
2. District Representatives (DRs) (yellow badges) DRs have voice only at assembly. They are asked to introduce new GRs during roll call.
3. Parliamentary Procedures will not be strictly complied with. All GRs will have a reasonable chance to voice their Group's conscience. When statements become redundant, or when time presses, the Chairperson will limit the discussion. Each GR will have only **one** opportunity to speak during each discussion.
4. Floor Microphones should be used when members address the Assembly. Members wishing to speak should form lines at the floor microphones. Members should first state their name, District and current position. While in line, if you hear your opinion voiced, please return to your seat.
5. Breaks will be provided for one-on-one discussions. Please do not speak during the meeting except when you have been recognized by the Chairperson.
6. Reports are to be read, verbatim, from your written copy. A copy will be given to the Secretary so the Assembly minutes are accurate.
7. Motions will be read verbatim from a written copy. The issue will be discussed and then the motion will be called for. The written copy will be given to the Chairperson so it can be repeated correctly during the discussions. All motions will be presented in a positive form. Before the ballots are marked, the motion will be read a final time by the Chairperson.
8. Voting Requirements will be stated by the Chairperson prior to the balloting. (i.e., simple majority, two--thirds vote) To be eligible to vote, GRs must sign the voting notebook.
9. New Topic will be brought up from the Assembly floor only if time permits. AI-Anon/Alateen members with topics of concern should contact their GR, DR or appropriate Coordinator as early as possible, and a written copy should be submitted to the Chairperson prior to the Area World Service Committee Meeting preceding the Assembly.

Oregon Area Al-Anon/Alateen Assembly Host Committee Guidelines

1. PURPOSE: To provide communication between the Group level, Oregon Area and the World Service Conference (WSC). To conduct Al-Anon/Alateen business for Oregon Area. Provide service workshops for the Oregon Area. Gives opportunity for Al-Anon/Alateen fellowship and growth through service.
2. HOST CHAIRPERSON: The District Representative of Host District is the Chairperson or may appoint a Chairperson for Assembly Host Committee.
3. MEETING PLACE: Choose a handicap accessible facility to accommodate business meetings and breakout sessions for all day Saturday and Sunday until noon.
4. SPACE NEEDED: Select business meeting room to accommodate at least 150 people. Obtain three or four smaller rooms for workshops. Tables are not required but are preferred. Additional tables (5 - 6) for displays are necessary (SSM Displays, Literature, Flyers, Archives, Oregon Area Mailbox, etc.). The room setup is preferred to be classroom style with 2 - 3 tables in the front of the room for Area Officers. If available, the front tables should be located close to electrical outlets.
5. AGENDA: Work with Area Chairperson and Oregon Area Delegate on agenda needs including times, workshops and space.
6. REGISTRATION: The Host committee may begin registration Friday evening but no later than Saturday morning. A sign saying "Suggested Voluntary Donation of \$10.00" will be on the registration table. The Host Committee provides receipts for registration. The receipt books and money will be given to the Area Treasurer at the Assembly so the sum may be announced before the end of the Assembly.
7. PUBLICITY: Provide flyers at Assemblies to all groups and the Area World Service Committee (AWSC) as soon as practical. Area mailing labels may be obtained from Group Records Coordinator. Send information and flyers to The Communicator and Web Site Coordinator. See suggested Flyer Information.
8. FRIDAY NIGHT: Provide a Friday night sharing meeting (optional). Assembly Host Committee may have snacks and coffee. Seventh Tradition basket goes to Host District.
9. COFFEE/TEA/WATER: (optional) Arrange for (regular and decaf) coffee to be available for early arrivals and for break times.
10. LUNCHEON: Oregon Area suggests a no host luncheon. Information regarding local lunch spots close the Assembly location should be provided.

11. FINANCES: Note that financial responsibility of Oregon Area is limited to the following items and the current Oregon Area budget should be reviewed to determine the current budgeted figure.

- Meeting place rent for Saturday and Sunday
- Coffee for Saturday and Sunday
- Printing and mailing costs for flyers
- Misc. expenses for business meeting

12. LITERATURE: Host District may provide or make arrangements AI-Anon/Alateen literature to be for sale during the Assembly. Contact nearest Literature Distribution Center.

13. NAME TAGS: Attendees pick up or make name tag badge at the Assembly. Badges are worn during the business meetings to indicate voice and voting rights and are turned in at the end of the Assembly and transported to the next Assembly meeting by the Area Chairperson.

Yellow = AWSC - Voice Only; Blue = GRs – Voice & Vote; White = Visitor – No Voice & No vote

14. MICROPHONES: Host Committee must provide at least one microphone and more if possible set up on the floor of the business meeting.

15. MISCELLANEOUS: Check on a place for making coffee and restroom facilities. And possible alternative housing.

KEEP IT SIMPLE

Oregon Area Al-Anon/Alateen AWSC Host Committee Guidelines

1. **PURPOSE:** To provide communication between the District level, Oregon Area and the World Service Conference (WSC). To conduct Al-Anon/Alateen business for Oregon Area. Provide service workshops for the Oregon Area and gives opportunity for Al-Anon/Alateen fellowship and growth through service. AWSC is also responsible for setting the agenda for the Oregon Area Assembly.
2. **HOST CHAIRPERSON:** Note that District Representative of Host District is the Chairperson or may appoint a Chairperson for AWSC Host Committee.
3. **MEETING PLACE:** Choose a handicap accessible facility to accommodate business meetings and breakout sessions for all day Saturday
4. **SPACE NEEDED:** Select business meeting room to accommodate at least 50 people. Obtain two or three smaller rooms for workshops. A kitchen is also desirable to host the potluck lunch.
5. **AGENDA:** Set by Oregon Area Chairperson and Oregon Area Delegate. Work with them for any special accommodations. Work with Area Chairperson and Oregon Area Delegate on agenda needs including space needs.
6. **PUBLICITY:** Flyers need to be mailed or emailed to all AWSC members no later than three weeks prior to the AWSC meeting. The next AWSC meeting date and location is determined at the AWSC meeting. See Suggested Flyer Information
7. **SETUP:** Set up meeting room including tables, chairs. The optimum room set up is in a "classroom style" arrangement.
 - 2-3 tables at front of the room for Area Officers - if available close to electrical outlets
 - Additional 3-4 tables are necessary for SSM, mailbox, badges and flyersKitchen facility for potluck lunch. Include plates, utensils, cups, coffee, tea, juice. Check bathroom supplies to ensure adequate paper towels and toilet paper is available.
8. **COFFEE/TEA/WATER:** Arrange for (regular and decaf) coffee/tea and water to be available for early arrivals and for break times.
9. **BREAKFAST SNACKS:** Host Committee to provide breakfast munchies that may include: bagels, juice, rolls, muffins, etc.
10. **LUNCHEON:** Potluck Lunch

11. FINANCES: Financial responsibility of Oregon Area is limited to:

- Meeting place rent for Saturday
- Printing and mailing costs for flyers
- Misc. expenses for business meeting
- Financial responsibility of Hosting District is limited to:
 - Coffee, Tea, Breakfast Snacks

12. MICROPHONES: If possible, it is helpful to have at least one microphone available.

13. MISCELLANEOUS: Check on handicap access and smoking regulations.

KEEP IT SIMPLE

AL-ANON/ALATEEN ASSEMBLY MOTIONS PROCESS

MOTIONS: Will be read (verbatim, from a written copy). The issue will be discussed and then the motion will be called for. The written copy will be given to the Chairperson so it can be repeated correctly during the discussions. All motions will be presented in a positive form. Before the ballots are marked, the motion will be read a final time by the Chairperson. The results of the vote will be shared before moving on to another topic for vote. Motions forms can be obtained from the Area Chairperson.

Please note: "Parliamentary Procedures" will not be strictly complied with, but all Group Representatives (GRs) will be given reasonable chance to voice their Group's conscience during the discussion prior to voting on the motion.

PROPOSAL / MOTION FORM

DATE _____

BY _____

PROPOSAL:

DISCUSSION:

DURATION: _____ **ONE TIME:** _____ **ON GOING:** _____

PROPOSAL / MOTION FORM

DATE _____

BY _____

PROPOSAL:

DISCUSSION:

DURATION: _____ **ONE TIME:** _____ **ON GOING:** _____

REPORTING SCHEDULE GUIDELINES FOR AREA WORLD SERVICE COMMITTEE MEMBERS (AWSC)

How do I know whether to send a written report to the Communicator before the Assembly or to prepare to give it orally at the Assembly? The following schedule will assist AWSC members:

MARCH ASSEMBLY

Coordinators & AIS Liaisons send written reports to Communicator by February 1st. District Representatives give a 5-minute (maximum) verbal report at the Assembly with a copy to the Area Secretary.

JULY ASSEMBLY

District Representatives send written reports to Communicator by June 1st. Coordinators & AIS Liaisons give a 5-minute (maximum) verbal report at the Assembly with copy to the Area Secretary.

NOVEMBER ASSEMBLY

Group Representatives are invited to send written reports to Communicator by October 1st. No reports by District Representatives, Coordinators, or AIS Liaisons in either Communicator or at the Assembly unless requested by Area Chairperson.

OREGON AREA AL-ANON AND ALATEEN STATE SPEAKERS MEETING

Each Spring, Oregon Al-Anon/Alateen members gather to celebrate recovery and share their experience, strength and hope at the annual State Speakers Meeting. Fun and fellowship are the focus of this weekend conference. Packed with special speakers, workshops, skits and topic meetings, the three-day event is a special time of sharing recovery and having fun together for members from around the State.

The Oregon Area Assembly sponsors the State Speakers Meeting (SSM) and a different District within the Area takes responsibility for hosting the SSM each year. The goals of the SSM are simple:

To provide fun and fellowship for Oregon Al-Anon/Alateen members

To give an opportunity for growth and understanding of the Al-Anon/Alateen program

To give an opportunity for service

To raise funds for the Oregon Area

How these goals are achieved is left to the autonomy of the hosting District. The host District secures the site to hold the event, plans the program offerings and schedule of events, selects the speakers, and initiates the fund raising campaign. We never know what "surprises" the host District will have for us - but we do know we will have a good time!

Program offerings during the SSM are limited only by the creativity and' imaginations of the members of the host District. The weekend usually begins with a kick-off sharing meeting on Friday night. Saturday's events can include panels, workshops and skits. Notable offerings the past several years have been an Alateen skit, a men's panel, and an Al-Anon Traditions skit. In health-conscious Oregon, "walking meetings" which are regular, sharing meetings where we walk and talk have become a popular way to start Saturday off.

Saturday evening's program traditionally begins with a banquet style dinner followed by a speakers meeting. The speakers meeting format is to have members of the AA, Alateen (if available) and Al-Anon programs each tell their stories. The AA member is asked to speak for about 20-30 minutes, the Alateen from 5-15 minutes, depending upon his/her comfort level. The Al-Anon speaker caps off the evening and has about an hour to share her/his recovery story with us. Sunday morning the SSM usually concludes with a breakfast followed by a panel of speakers.

Meeting chairpersons, speakers and panel members are drawn from the local hosting District and from the Oregon Area. Saturday evening's Al-Anon speaker is often from out-of-state, however, this "special" speaker may also be asked to chair a workshop Saturday morning, if that is something the speaker feels comfortable doing. This speaker's travel, room and meal expenses are paid for by the SSM. We believe it is important for our speaker to feel welcome in Oregon and "at home" with us. And we especially like the speaker to be involved in the SSM and to enjoy the time spent.

As well as planning the SSM, the host committee is also responsible for initiating the fundraising campaign for the SSM. The prospect of raising money for the Area Treasury and putting on a full scale SSM can be somewhat daunting for the host district and it is the District Representative who usually chairs the event. The host District is not left completely on its own, however. First, the Area Treasury provides seed money to the host District so they can secure a facility and begin fundraising projects. Based upon the status of the Oregon Area budget, the seed money may not be able to be disbursed until after the current SSM is over. Additionally, all Oregon Districts and their Groups are reminded that we are all responsible for the success of the SSM. This means that Groups and

Districts throughout the state send contributions directly to the hosting District specifically earmarked for the State Speakers Meeting. We know that no one district can do it all, nor are they expected to!

Creativity is also a notable feature of the host District's fundraising efforts. Recent projects have included: sweatshirt, hat, mug, tote bag and key ring sales, raffles and potluck dinners. Statewide, District and Groups hold walk-a-thons, auctions and special speaker meetings in support of the SSM.

The more we grow, the more we see that the slogan "Keep It Simple" applies to fundraising, too. From time-to-time we have found that our enthusiasm has outdistanced our ability 'to follow-through with as much success as we would hope for on our fundraising plans. Our group structure, purpose and principles do not lend themselves to full scale marketing campaigns. And our policy of "attraction, rather than promotion" reminds us to carefully consider and review how we go about raising funds.

Expenses incurred for the SSM include costs associated with fund raising projects; printing expenses for publicity, registration forms and the meeting program, supplies for name tags, decorations, tickets and signs. The SSM is also responsible for the featured speaker's travel, room and meal expenses. A thank you gift is also provided to the AA and Alateen speakers and the panel speakers for Sunday.

We believe the SSM provides an excellent opportunity for spiritual and service-oriented growth. For those who are already dedicated to AI-Anon service work, the SSM is a weekend of renewal. No Assembly business meetings are held, so members have a chance to revitalize and strengthen friendships as well as learn more about the program and themselves. And for newer members, the SSM can be an opportunity to get a first taste of service work and what it's all about. Although you won't find a single business meeting at the SSM, service is always highlighted at some point during the weekend; sometimes in a special panel or workshop, or even a humorous skit. Often the "service message" comes through most powerfully from the honest sharing of members who tell of their growth in, and love of AI-Anon/Alateen service work.

GUIDELINES FOR OREGON AREA AL-ANON/ ALATEEN STATE SPEAKERS MEETING (SSM)

1. PURPOSE & OBJECTIVE:

- A. Enhance Oregon Al-Anon by bringing in out of Area speakers
- B. Raise funds for Oregon Area Al-Anon.
- C. Provide fun and fellowship for Al-Anon/Alateen with this annual event.
- D. Give opportunity by workshops and panels, etc., for growth and understanding of Al-Anon program and service.

2. WHEN:

Traditionally, the SSM is held in late March or during the month of April. When selecting a date, it is important to consider other fellowship events that may be planned (Round-ups, Assemblies, Speaker Meetings, etc.) Although it may not be possible to avoid all conflicts, it is important to research potential conflicts before scheduling a date.

3. WHERE:

Selection of city, Group, or District is determined by bid at the Summer Assembly (July), approximately 18 months before event. The Oregon Area Alternate Delegate will give a copy of the basic SSM Guidelines to the host District Representative (DR) as soon as the SSM bid is accepted. The host DR has ultimate responsibility for the State Speakers Meeting, even if the DR is not chairing the SSM.

4. SPEAKER MEETING COMMITTEE:

- A. SSM Chairperson.
 - 1. Coordinates overall arrangements.
 - 2. Get speakers, facility and bank account set up early and mailing address. (P.O. BOX recommended.) Note: When scheduling travel arrangements for out of area speakers, consider purchasing airline tickets well in advance (about 8 months) to help reduce the costs. In some cases, a speaker may prefer to plan their own travel arrangements. If this occurs, then the SSM Treasurer may need to reimburse the speaker for any expenses they may have covered.
 - 3. Write Thank You Notes as appropriate.
- B. SSM Treasurer (See #6 below)
- C. SSM Secretary.
 - 1. Take minutes of planning committee meeting.
 - 2. Handle correspondence and telephone.
- D. Other committees: Hospitality, Speaker Selection, Fundraising, Registration, Snack Bar, Banquet, Program, Publicity, etc. may be staffed according to needs.
- E. Archives: Collect and submit to Area Archivist at end of SSM. Items might include all planning meeting minutes, flyer, from all events that relate to SSM, posters, publicity notices, and tapes.

5. MEETING AGENDA

Item C. is central and traditional to SSM. Any other events are optional as determined by hosting group.

- A. Friday night - sharing meeting.
- B. Saturday - workshops and fun events. Remember Alateen participation
- C. Saturday evening - traditionally, banquet at 6:30 P.M. followed by speakers at 8:00 P.M.
- D. Sunday morning - breakfast with program.
- E. Acknowledge all who helped make meeting a success by public THANK YOU.
- F. Have attendance counted at each activity for statistical records.

REMEMBER: Anonymity statement periodically for general public.

6. FINANCES

A. POTENTIAL INCOME:

1. Seed money from the state.
2. From individuals and ALL Area groups.
 - a. Contributions.
 - b. Fundraising proceeds.
3. Meal reservations.
4. Host Committee Fundraising Projects.

When selecting items to sell for the SSM as fundraising items (cups, bags, hats, shirts, pens, etc.), it is important to remember that if you order in too large of quantities this could negatively impact your fundraising abilities. In fact you could have supplies left. Therefore, the following are suggestions for ordering:

- a. Consider ordering in small quantities and reorder as necessary
 - b. Order only once. When supplies are gone, that's it.
 - c. Contact prior SSM hosting Districts and ask them to share their experience.
 - d. Take orders in advance and then order items as needed. This can be particularly helpful when ordering shirts in larger sizes.
5. Basket Raffles, Car Washes, Chili Feeds, Speaker Meetings, Ice Cream Socials, etc.

B. POSSIBLE EXPENSES:

1. Cost of money raising projects
2. Printing flyers and mailing costs.

PLEASE SPELL AL-ANON AND ALATEEN CORRECTLY.
3. Supplies for name tags, decorations, tickets, posters, signs, etc.
4. Travel, Lodging and Meals.
 - a. Al-Anon: travel, lodging, and meals.
 - b. Alateen: speaker meal – if no Alateen speaker available locally, travel lodging and meals may be paid out to bring in an Alateen Speaker.
 - c. AA: speaker meal only.
5. Simple gifts for Speakers.
6. Centerpieces for tables (flowers, decorations, etc) as well as corsages.
7. Equipment rental, such as sound system.
8. Cost of room - table or chair rental.
9. Telephone calls pertaining to State Speakers Meeting.
10. Liability insurance for meeting space, if required.

C. FINANCIAL RECORDS AND REPORTS:

1. Open SSM bank account with at least two people able to sign checks.
2. Keep records of all transactions.
3. Prepare written interim reports as needed.
4. List contributions individually on statement of income.
For example:
 - a. Group contributions.
 - b. District contributions.
 - c. Host fundraisers by kind of event and amount earned.
5. Submit written report to Assembly as soon as books can be closed after SSM event. Include an itemized income and expense report.
6. Send all records, bank statements, cancelled checks, receipts, etc., to the Area Treasurer. The Area Audit Budget Committee will audit the SSM books.

7. ROOM & MEAL ACCOMMODATIONS

- A. Estimate 100-250 for Banquet: 50 to 150 for breakfast.
- B. Check acoustics of the room make sure sound system works.
- C. Cost of room and the cost if any facility people are required.
- D. Negotiate meal costs and check if gratuity is included.
- E. Some motels offer free banquet facilities, hospitality rooms and room rate discounts to attract business, so check on this.
- F. Get written agreements in advance, regarding guarantee meal and beverage costs and content and other arrangements. This helps to avoid misunderstanding.
- G. Plan for extra seating. (Minimum: 100 chairs), for those who want to hear speaker, but did not plan to be at banquet.
- H. Check on how late reservations can be adjusted and how much leeway over guarantee is allowed.
- I. Check on handicap access - smoking regulations- etc.
- J. Whenever possible, designate smoking and nonsmoking.

8. RESERVATIONS

- A. Get mailing address for return reservations.
- B. Keep accurate count of reservations. You will have to pay for guaranteed meals, plus your guests, so records are important.
- C. Set a deadline.
- D. Print tickets

9. SPEAKERS:

- A. All speakers should be knowledgeable about the program, active and be able to hold an audience for the designated time.
 1. AI-Anon: 45 to 60 minutes. Out-of-State preferred. Pay travel, lodging and meals.
 2. Alateen: 5 to 15 minutes. Local when possible. If no Alateen speaker, available locally, arrange for out-of-town speaker. Pay travel, lodging and meals.
 3. AA: 20 to 30 minutes. Use local speaker. Pay for meal. If no AA speaker available locally OMIT from program.

- B. Al-Anon and Alateen speakers may come from:
 1. World Service Office list of speakers.
 2. Al-Anon Information Services list of speakers.
 3. WSC Delegate may have some suggestions.
 4. Other Al-Anon members may know of someone.
 5. Listening to available cassettes helps in making a decision on a main speaker.
- C. Hospitality / Escort for speakers.
 1. Have several "speaker hosts" available throughout the weekend that ensures the speaker is not left sitting alone while the Host Committee may be busy.
 2. Schedule a back-up for transportation for the speaker for getting to and from the events and for their travel arrangements.

10. PUBLICITY

A. Send Out:

1. Two general mailings of flyers to all Groups. Get mailing labels from Group Records Coordinator.
2. Notices to Area Newsletter
3. Notices to Al-Anon Information Services (AIS).
4. Notices to Forum and Inside Al-Anon. Need at least four months lead time.
5. Optional: other AA and Al-Anon newsletters.
6. Have flyers available at the November and March Assemblies and the January AWSC meeting.
7. If possible, include full or partial agenda of events on flyers. This will assist to entice and excite members to attend.

B. Flyers should contain:

1. Information about speaker(s).
2. Time.
3. Place.
4. Cost of meals.
5. Information on motels, camp grounds, etc.
6. Map of area is helpful.
7. Encourage early reservations.
8. Mailing address for reservations and how checks should be made out
9. Encourage early contributions from ALL AREA GROUPS.
10. List contact phone number to answer inquiries. Include area code.

C. Feature articles for area newspapers.

D. Posters.

11. CRITIQUE AND FOLLOW UP: IMPORTANT

- A. When it is all over, call a SSM Committee meeting and review what worked, what went wrong. Forward any suggestions to the next SSM COMMITTEE.

B. Write a narrative of the meeting, such as theme of weekend, number of people who came, the name of speakers, etc. Include extra bits of interest, such as decorations colors used, anything unusual that happened. Send narrative copy including itemized statement of income and expenses to: Area Archivist, Area Secretary, Area Newsletter, and also the next SSM Chairperson.

12. ASSEMBLY REPORT

A. Progress reports should begin after the prior year's SSM is held. This should include report on donations already received from individual Groups and dollar amount.

B. The final report should include a copy of itemized income and expenses. Return the seed money of \$1500 as early as practical. The final check then would reflect the net proceeds.

7. LOVE NOTES: (Optional)

"Love Notes" provide an opportunity for attendees at a SSM to leave special messages to other attendees. Love notes can be facilitated by using a "Love Note Board or Poster" where messages can be posted. The only supplies needed are pens or pencils and small pieces of paper for writing messages and tape or push pins for posting the messages. Other supplies could be crayons, colored paper, stamps, etc which would allow those creating note to be very creative.

8. MISCELLANEOUS:

The Oregon Area State Speaker's Meeting draws both members from AI-Anon as well as Alcoholics Anonymous. AI-Anon values cooperation with AA and therefore, when planning for a SSM, providing AA attendees with information about local meetings (meeting lists, list of those local members willing to give rides to meetings) or providing a room for an AA meeting(s) may be considered and offered. If this is planned, it is a good idea to put this information on SSM flyers.

(REV 10/9/2003)

THE STATE SPEAKERS MEETING TIME SCHEDULE

District prepares a proposal for hosting "The State Speakers Meeting" (SSM). After researching location, costs, themes, dates and having District support, the District will then prepare a bid for presentation at the Assembly.

- July Present Bid at the July Assembly. Once bid is awarded, the Area Treasurer will provide the seed money to the District. When considering SSM dates, please be aware of other AI-Anon events or AA events with AI-Anon/Alateen participation as this will help avoid possible conflicts.
- Nov. Assembly - No report is given on the SSM for the bid just awarded the prior July.
- Jan. AWSC Meeting only - Make brief report to let Area World Service Committee know you are working on the SSM or if you need to confer on special problem.
- Feb. Input to Area Newsletter for March issue. Check early with Editor on due date.
- Mar. Present preliminary information to Assembly via flyers or in District Representative report.
- May/ AWSC Meeting - Report to let Area World Service Committee know you are working on the June SSM if you need to
- June confer on special problem.
- June Input to Area Newsletter for July. issue. Check with Editor on due date. Report to Assembly. Work with Assembly Host Committee if space is needed for selling fundraising items. Advise Chairperson if time is needed for skits, etc. & kick-off at Assembly. (The next District will be putting in a bid for a future SSM)
- Oct. Input to Area Newsletter for November issue
- Nov. Report to Assembly. Confer with Host Committee if you wish to sell fundraisers present raffle, etc.
- Dec Submit calendar of event to FORUM Editor early in Dec. (email can be faster and more efficient).
- Jan. AWSC - Progress Report.
- Feb. Input to Area Newsletter for March issue.
- Mar. Assembly - Report to Assembly. Confer with Host Committee if you wish to sell fundraisers, present raffle.
- Apr. THIS IS IT! THE STATE SPEAKERS MEETING!!

- June Prepare input for Area Newsletter for July issue.
- June Report to the AWSC meeting how it all went -- # attended, monies, overall feeling of success.
- July Final Report to the Assembly. If the bank account is not closed as of this time, a preliminary report may be presented. Prepare final report for November issue of Area Newsletter, if it didn't get in July issue. Suggestions for the next SSM Committee may also be passed along at this time.
- Oct. AWSC - Deliver paperwork to Audit/Budget Committee and Secretary.

Flyer Eligibility

Publication of Events and /or Activities in the Oregon Area

Criteria for Approval: To be eligible for posting on Area Website, publication in the *Communicator*, or distribution at Area events, flyers (events/activities) must meet the following criteria:

- Be a registered Al-Anon Family Group; **or**
- Be sponsored by an entity within the links of service in **Oregon Al-Anon, Alateen, or Alcoholics Anonymous**. Links of service are defined as registered Groups, Districts, A.I.S.'s, Intergroups, or the Oregon Area (Service Manual 2006-2009 pgs 55-61); **and**
- No outside (non Al-Anon, Alateen or AA) events or entities may be listed, as this would imply endorsement of an outside enterprise (Tradition 6 and page 107 of the 2006-2009 Al-Anon – Alateen Service Manual)

Determination Process: The ultimate authority and responsibility for determining which flyers are approved belongs to a Flyer Committee. The Flyer Committee will be made up of three members - the Web Coordinator, the Communicator Coordinator, and an Area officer. Their determination will be final.

Procedure: To have a flyer published on the Oregon Area website, the *Communicator*, and/or distributed at an Area event and to verify the flyer meets the criteria listed above, apply the Flyer Guidelines, and submit the flyer along with the Flyer Submission and Approval Form on page 3 of this guideline.

FLYER GUIDELINES

Flyers should include the following information:

Name or theme: This is the title of the event i.e.: "A DAY IN AL-ANON".

What is it: A brief description of the event, i.e.: "FUN FELLOWSHIP AND EDUCATION".

Host organization: Identify who is hosting the event and their location, i.e.: "YOURGROUP AFG, Sisters, Oregon".

Speakers: If this is a speaking event, give information on the speaker(s) i.e.: Al-Anon speaker Mary D. from South Florida.

When (date of the event): Include the full date (month, day and year).

Time of the event: List the starting and ending time of the event. If there are various events with different start times, list the start time for each event or give website where the schedule can be found.

Where: List the full address, city, state and zip code (used on the Internet to get driving instructions in cities where there may be multiple streets with the same name). Include a simple but clear map, if possible with driving instructions for out of town guests.

Who's invited: Identify who is invited, i.e. Al-Anon & AA, Alateen or only Al-Anon members.

Additional information about the event: List what will be taking place, i.e.: 50/50 drawing, auction, spaghetti feed, or any other events taking place.

Proceeds for: Include the name of the entity, event or group receiving the proceeds from this event.

Contact information: Include a name, phone number and email address should there be any questions regarding the event. Use email addresses not containing a member's last name.

Registration Form. If your flyer is also a registration form:

- Include the amount of the registration fee and who it applies to. Specify if it is a voluntary contribution or not;
- Name and mailing address;
- Who to write the checks to;
- Registration deadline date; and
- If pre-registration is required; or
- If you will accept registrations at the door

FLYER SUBMISSION AND APPROVAL FORM

To have a flyer posted to the website and / or included in the Communicator and / or distributed at Area events, please send the completed form below with your flyer to the Website Coordinator (webmaster-@oregonal-anon.org) at least one month in advance of the event, and / or Communicator Editor (communicator-@oregonal-anon.org) at least one week in advance of the cutoff date for the Communicator publication. Flyers distributed at Assemblies, AWSCs, SSMs or other Area functions must be approved prior to distribution.

Contact information of person submitting request

Name:
Phone #:
Email:

Sponsor Information

This event is sponsored by: <input type="checkbox"/> Al-Anon or <input type="checkbox"/> AA (Choose One) <input type="checkbox"/> Registered Group <input type="checkbox"/> District <input type="checkbox"/> Area <input type="checkbox"/> Other (Describe below)
Enter Name, City and State of Group, District, etc.: Name: _____ City: _____ State: _____

Proceeds

Any proceeds from this event will be <input type="checkbox"/> Used for / <input type="checkbox"/> Given to:

Reason for Denial

Oregon Area Approval: _____ Date: _____