**SUGGESTED CHECKLIST FOR GROUPS - FACE TO FACE (FTF) MEETINGS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **ITEM - Based on Group Requirements - Not all items apply to every group** | **COMPLETED BY** | **DATE** | **NOTES** |
|   | Notifications – Communication to facility of FTF meeting reopening  |   |   |   |
|   | Group Info Update - Submit to DR if any FTF meeting details changes |   |   |   |
|   | Attendee limit - Number of attendees, limit allowed per meeting by facility |   |   |   |
|   | Attendee limit – How to handle overflow of attendees |   |            |   |
|   | Seating – Trusted Servants willing to arrange chairs before and after meetings or designate “spacing” chairs with signs |   |   |   |
|   | Masks – If required by facility, how to purchase, stock, & distribute |   |   |   |
|   | Masks – If required by facility, how group will handle if attendee refuses |   |   |   |
|   | Hand sanitizer - Who is responsible for purchasing, stocking, distributing if facility requirement |   |   |   |
|   | Meeting Readings – Replace shared folders, notebooks, calendars, phone lists, etc., with “non-shared” literature, Group conscience |   |   |   |
|   | Meeting Readings – Update openings/closings with instructions related to cleaning, distancing, etc. |   |   |   |
|   | 7th Tradition – Options for cash or “cashless” contributions |   |   |   |
|   | Communication – Process for notification to members if exposed to another member who is ill with Covid-19, must maintain member’s anonymity |   |   |   |
|  | Communication - Ongoing - Scheduled and announced Group Conscience discussions regarding “what’s working, not working” |  |  |  |
|   | Newcomers – How to provide Newcomer Packets/link to WSO Newcomer Info, phone lists, etc. |   |   |   |
|   | Literature – How to display and collect funds for literature sales. |   |   |   |

**CHECKLIST FOR GROUPS - ELECTRONIC ONLY MEETINGS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **ITEM - Based on Group Requirements - Not all items apply to every group** | **COMPLETED BY** | **DATE** | **COMMENTS** |
|   | Notifications – Email, text, calls, etc. updates to members to notify how to access meeting |   |   |   |
|   | Signage – Sign at physical location notifying of electronic meeting |   |   |   |
|   | Meeting Readings – Distribute group format readings to chairpersons, copy from CAL, not retyped |   |   |   |
|   | 7th Tradition – options for “cashless” contributions |   |   |   |
|   | 7th Tradition – options for mailing contributions |   |   |   |
|   |  Technology - Set up of Zoom, Google Meets or Conference Call |   |   |   |
|  | Trusted Servants - Members willing to “host” and trouble shoot electronic meetings |  |  |  |
|  | Communication - Ongoing - Trusted Servant to ensure phone lists updated and text/email/phone “tree” current in case meeting closures, changes, etc. need to be announced. |  |  |  |
|  | Communication - Ongoing - Scheduled and announced Group Conscience discussions regarding “what’s working, not working” |  |  |  |
|  | Other - Ongoing - Direction to group regarding who has voice and vote on: group issues, District issues, Area issues. |  |  |  |

**CHECKLIST FOR GROUPS - HYBRID MEETINGS**

**(FACE-TO-FACE (FTF) WITH ELECTRONIC ACCESS  MEETINGS**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **ITEM - Based on Group Requirements - Not all items apply to every group** | **COMPLETED BY** | **DATE** | **NOTES** |
|   | Notifications – Communication to facility of FTF meeting reopening  |   |   |   |
|   | Group Info Update - Submit to DR if any FTF meeting details change |   |   |   |
|   | Notifications – Email, text, calls, etc. updates to members to notify of both options |   |   |   |
|   | Attendee limit - Number of attendees, limit allowed per meeting by facility |   |   |   |
|   | Attendee limit – How to handle FTF meeting overflow of attendees |   |            |   |
|   | Seating – Trusted Servants willing to arrange chairs before and after FTF meetings or designate “spacing” chairs with signs |   |   |   |
|   | Masks – If required by facility, how to purchase, stock, & distribute |   |   |   |
|   | Masks – If required by facility, how group will handle if attendee refuses |   |   |   |
|   | Hand sanitizer - Who is responsible for purchasing, stocking, distributing if facility requirement |   |   |   |
|   | Meeting Readings – Replace shared folders, notebooks, calendars, phone lists, etc., with “non-shared” literature, Group conscience |   |   |   |
|  | Meeting Readings – Distribute group format readings to chairpersons, copy from CAL, not retyped |  |  |  |
|   | Meeting Readings – Update openings/closings with instructions related to cleaning, distancing, etc. |   |   |   |
|   | 7th Tradition – Options for cash or “cashless” contributions |   |   |   |
|   | Communication – Ensure equitable sharing between FTF and electronic attendees |  |  |  |
|   | Communication - Ongoing - Trusted Servant to ensure phone lists updated and text/email/phone “tree” current in case meeting closures, changes, etc. need to be announced. |   |   |   |
|   | Communication – Process for notification to members if exposed to another member who is ill with Covid-19, must maintain member’s anonymity |   |   |   |
|   | Communication - Ongoing - Scheduled and announced Group Conscience discussions regarding “what’s working, not working” |   |   |   |
|  | Communication - Ongoing - Members’ voting - Direction to group regarding who has voice and vote on: group issues, District issues, Area issues.(will electronic out-of-Area attendees have voice or vote) |  |  |  |
|  | Communication – Whose Wifi or hot spot to use, pay for cost |  |  |  |
|   | Technology - Determine tools needed to “bring” members into room (speakers, monitors, tablets, phones, etc.)(can FTF attendees use personal devices during meeting to watch) |   |   |   |
|   |  Technology - Set up of Zoom, Google Meets, Conference Call, etc. |   |   |   |
|  | Trusted Servants - Members willing to “host” and trouble shoot electronic meetings |  |  |  |
|  | Technology - Members willing to “bring” others into room via phones, tablets, etc. |  |  |  |
|  |  |  |  |  |