

## **OREGON AREA SERVICE EVENTS AL-ANON/ALATEEN**

The Oregon Area Al-Anon/Alateen Family Groups has four kinds of "State or Area level" gatherings.

1. Area Assembly Meetings: Area Assembly meetings are held three times a year in March, July and November. They are held the third weekend of the month. Election assemblies are held in November every three years. Only the Group Representatives (GRs) or their alternates vote at these meetings. GRs, members of the Area World Service Committee (AWSC) and people invited by the Chairperson have voice. All other members are welcome and encouraged to attend, but they are without voice and without vote. However, Al-Anon/Alateen members may provide input to their GR or District Representative (DR) prior to or at the Assembly.
2. Area World Service Committee (AWSC) Meetings: AWSC meetings are held in January, May and September (trial period till 12/31/24) prior to each Area Assembly. Each is one full day, generally held the third Saturday of the month.

AWSC members include: District Representatives or Alternates, Area Officers, Area Coordinators, Past Delegates, the Audit/Budget Committee, and Al-Anon Information Service (AIS) Liaisons. All Al-Anon/Alateen members are welcome, but they will be without voice (except by special invitation of the Chairperson) and without vote. However, Al-Anon/Alateen members may provide input to an AWSC member prior to or during the meeting.

3. State Speakers Meeting (SSM): SSM is generally held once a year in the spring. It is a fun event and a major fundraiser for the Area. No business is scheduled for this weekend. Activities start on Friday night and usually close on Sunday around noon. The weekend is filled with fellowship, sharing experience, strength, and hope during meetings, sharing panels, and various speakers. (See pages 10-17.) Families, friends and observers are welcome. Districts may request to host this meeting about eighteen months in advance. Attendees pay their own expenses.
4. Oregon Alateen Conference (OAC): OAC is held once a year, usually a weekend in August. and is a fun event. OAC is an opportunity for fun, fellowship and sharing experience, strength and hope with other Alateens. The conference is only open to Alateen members, young people affected by another person's drinking, and certified Al-Anon Members Involved in Alateen Service (AMIAS). Attendees pay their own expenses. Scholarships may be available.

**OREGON AREA 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. To provide service workshops for the Oregon Area. To give opportunities for Al-Anon/Alateen fellowship and growth through service.
2. **REGISTRATION:** The Oregon Area requests Assembly attendees complete the online preregistration process. Online pre-registration includes making a suggested voluntary donation of \$20. The Host committee will accept in-person registration and suggested voluntary donations at the Assembly. All registrations are to be completed by noon Saturday. Online attendees who did not pre-register can make the voluntary donation through the Area PayPal account. The Area provides receipts for registration. The Attendance Sheets for all in-person attendees and GR Voting Sheets should be in the same area as the in-person registration table. The Host Committee will give the collected donations to the Area Treasurer by noon Saturday. The Area Treasurer will announce the attendance and sum of donations before the assembly is dismissed.
3. **FRIDAY NIGHT (optional):** The Host Committee may provide a sharing meeting on Friday night (attendance is optional). They will chair that meeting and may provide snacks and coffee. The Seventh Tradition contributions will go to the Host District.
4. **FINANCES:** The Group Representative's (GR) home group is responsible for lodging, meals, voluntary registration, and travel expenses for their GR. The District is responsible for the DR's expenses. If the Group/District cannot fully support the GR/DR, the Area may provide reimbursement (at the Area rate) for R/T mileage incurred in traveling to the Assembly. AWSC members with the exception of DRs are eligible for Area reimbursement of meals, lodging and mileage expenses (see Section IV-Pg.3 of OAH). GRs and AWSC members are eligible for the aforementioned reimbursement only if they attend the full Assembly meeting (all day Saturday and Sunday morning). A standard form for AWSC members (yellow) is made available by the Area Treasurer and must be completed and returned to the Treasurer by 10 a.m. on Sunday. Only one mileage form is submitted per car even if many eligible people ride in the same car. Members are encouraged to share accommodations (e.g. four to a room with 2 beds). Also available is a GR reimbursement form (blue) for GRs to take back to their group.
5. **THOUGHT/TASK FORCES:** are appointed by the Chairperson. They are temporary units of members established to work on a single defined task or activity.
6. **ATTENDANCE SHEETS:** The Attendance Sheets are to be signed by all people attending the Assembly. Each person should sign (once) with full name, home group, position and district number.
7. **GR VOTING SHEETS:** The voting sheets are to be signed by the GR or person representing the group at the assembly. Each person should sign (once) with full name, home group, and position. (GR, Alternate GR, etc.).
8. **AGENDA ITEMS:** the agenda will be set by the AWSC at the AWSC prior to the Assembly. Questions and suggestions for the upcoming Assembly agenda should be directed to your District Representative (DR) or to another appropriate member of the AWSC prior to the AWSC.

9. **MOTION PROCESS:** 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 a written copy to the Chairperson and Secretary. The Chairperson then states whether the motion needs to be decided by simple majority or substantial unanimity. The chairman opens the discussion from the floor about the motion. After discussion, the Chairperson then announces the number of the motion. Voting by show of hands or written ballot is decided by Chairman. See Section VII for further information. (In the case of elections, just the name of the person standing is written on the ballot. 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 and are included on the next page.

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.

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

### **MAY AWSC**

District Representatives give a 3 minute annual verbal report at the AWSC and provide a copy to the Area Secretary and to the Communicator Coordinator.

### **JULY ASSEMBLY**

Coordinators and AIS Liaison give a 5 minute annual verbal report at the Assembly and provide a copy to the Area Secretary and to the Communicator Coordinator.

### **NOVEMBER ASSEMBLY**

The Audit-Budget Committee presents the proposed budget that was previously published in the October Communicator. There are no other required reports at the November Assembly unless requested by the Area Chairperson.

**PROPOSAL / MOTION FORM**

**DATE:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**PROPOSAL:**

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**DISCUSSION:**

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**Seconded By:** \_\_\_\_\_ **ONE TIME:** \_\_\_\_\_ **ON GOING:** \_\_\_\_\_

**Passed: Yes or No** **Vote Count** \_\_\_\_\_ **Needs further review** \_\_\_\_\_

**PROPOSAL / MOTION FORM**

**DATE:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**PROPOSAL:**

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**DISCUSSION:**

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**Seconded By:** \_\_\_\_\_ **ONE TIME:** \_\_\_\_\_ **ON GOING:** \_\_\_\_\_

**Passed: Yes or No** **Vote Count** \_\_\_\_\_ **Needs further review** \_\_\_\_\_



## OREGON AREA ASSEMBLY GUIDELINES

1. Group Representatives (GRs) (blue badges): GRs (or the acting GR) have voice and vote at the assembly. One vote per Group.
2. District Representatives (DRs) (yellow badges): DRs have voice only at assembly and will be asked to introduce new GRs during roll call.
3. Officers (Chairperson, Delegate, Alternate Delegate, Secretary, AAPP, Treasurer) and Coordinators (Literature, Alateen, Archives, Communicator, CPC, Forum, Group Records, Public Information, Website, Technology) and Audit Budget (yellow name badges) have voice only.
4. Name Badges: All attendees pick up a name badge at the assembly. Name badges are worn during business meetings to indicate voice and voting rights and are turned in at the end of the assembly. They are transported to the next assembly meeting by the Area Chairperson. Yellow = AWSC - voice only; Blue = GRs – voice & vote; White = visitor – No voice & No vote.
5. Voice and Breaks: Members with voice will have one opportunity to speak during each discussion. The chairperson may guide, limit, and utilize Knowledge Based Decision Making (KDBM) procedures as indicated by the discussion. Breaks will be provided for one-on-one discussion if requested.
6. Microphones: Please use a microphone when addressing the assembly, stating your name, district and position. Do not restate an opinion that someone else has already provided.
7. Motions: There will be discussion before calling for a motion. Motions must be in writing, given to the Chairperson and read during discussions. All motions will be presented in a positive form. Motions will be read a final time by the Chairperson before ballots are cast.
8. Recognized by Chairperson: Please wait to be recognized by the Chairperson before speaking. Each speaker will be given the respect of our attention.
9. Reports: Reports are read verbatim, and a copy given to the secretary. Please email the report to the secretary before or after presentation.
10. Voting Requirements will be stated by the Chairperson prior to the balloting (i.e., simple majority or substantial unanimity). To be eligible to vote, GRs must sign the voting sheet.
11. Once the assembly has started, one can add to the active assembly agenda: If item is time sensitive and time permits, and a two-thirds vote is taken and approved; then a new assembly topic may be added. It is highly preferred that agenda items are added through the links of service.
12. Fragrance Free: By general consensus, all assemblies and AWSCs will be fragrance free.

## **OREGON AREA AL-ANON/ALATEEN ASSEMBLY HOST COMMITTEE GUIDELINES**

1. Purpose: to assist a District or Districts in hosting an Assembly.
2. Host Committee and Chairperson: The District chooses members and a Chair for the Assembly Host Committee. There is an Area Event Coordinator that can assist the Host Committee with planning.
3. Meeting Place and Space Needed: Refer to the Worksheet on page 7. Communicate with Area Event Coordinator and Area Chairperson regarding meeting space needs.
4. Publicity: Use the Oregon Area Flyer Guidelines on pages 2-4 in Section VII to produce and post your flyer as early as possible but not later than 2 months prior to the Assembly.
5. Coffee/Tea/Water: Arrange for coffee and tea (regular and decaf) to be available for early arrivals and throughout each day.
6. Luncheon: Oregon Area suggests a no host luncheon. Information regarding local lunch spots near the Assembly location should be provided. The Assembly Host has the option to arrange for lunch to be catered (confer with Area Event Coordinator).
7. Lodging: Information about overnight accommodations should be provided (motels, hotels, home-stays, etc.).
8. Finances: The financial responsibility of the Oregon Area is limited to the following items, and the Oregon Area Treasurer should be consulted to determine the current budgeted figure.
  - a. Meeting place rent for Saturday and Sunday
  - b. Coffee and tea for Saturday and Sunday
  - c. Printing costs for flyers (only in black and white). Color limited to electronic documents.
9. Literature: Host District may provide or plan for Al-Anon/Alateen literature to be sold during the Assembly. Contact nearest Literature Distribution Center.
10. Hybrid Meeting Requirements: Strong Wi-Fi signal, large monitor/tv screen or projection screen.
11. Technology Equipment: The Technology Coordinator will bring the PA system, projector and 1 or 2 laptops. Contact the Technology Coordinator to determine the set-up needs.
12. Optional Activities: The Host District has the option to arrange a Friday night activity such as a sharing meeting, a speaker, a panel of speakers, etc.

**KEEP IT SIMPLE!**

**WORKSHEET TO HOST AREA ASSEMBLY**

**Date:** \_\_\_\_\_

Date of Desired Assembly (Third weekend of March, July and November): \_\_\_\_\_

District No: \_\_\_\_\_ Proposed Host City: \_\_\_\_\_

District Rep. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Proposed Facility for Assembly \_\_\_\_\_

(If assembly location is at hotel, ask about sleeping rooms, number of rooms blocked and cost of rooms. Ask if there is a reduction in cost for the meeting space if we have "x" number of rooms?)

Questions to ask the Facility:

1. Is the entire facility handicapped accessible? \_\_\_\_\_
2. Is the facility space available for Friday night as well as Saturday and Sunday? \_\_\_\_\_
3. Will another event at the facility interfere with the resources needed for our event (parking, bathrooms, etc.)? \_\_\_\_\_
4. What kind of parking is available? \_\_\_\_\_
5. Will the main meeting room comfortably accommodate seating for up to 65 people?  
Describe the room set up style:  
\_\_\_\_\_  
\_\_\_\_\_
6. Are there adequate bathroom facilities to accommodate us? \_\_\_\_\_
7. Are there tables to accommodate each of the following?  
(Head tables for 6 Officers, registration, literature sales, name tags, flyers, treasurer documents, food and drinks)
8. Are there at least 2 other meeting rooms available for breakouts on Saturday.  
a. Describe: \_\_\_\_\_
9. Electronic Requirements: We have a PA System and projector. The Tech Coordinator will have 1 or 2 laptops. We need electrical outlets close to where the Tech Coordinator and Officers are set up, strong Wi-Fi signal and password, a large electronic screen or projection screen. Note: It is necessary to do a test run of the electronic equipment prior to the Assembly.
10. Arrange for coffee and tea to be available for early arrivals and throughout the day.
11. Are we allowed to bring in food, like snacks/lunches? \_\_\_\_\_
12. Is the facility odor free (smoking/fragrance free)? \_\_\_\_\_

**COST OF FACILITY FOR THE WEEKEND [Refer to OA Budget for Current Reimbursable Amount]**

1. Main meeting room	\$ _____	5. Tables and chairs	\$ _____
2. Extra meeting rooms	\$ _____	6. Hotel Meals if required	\$ _____
3. Coffee/Tea	\$ _____	7. Technology	\$ _____
4. Janitorial Services	\$ _____	<b>Total</b>	\$ _____

**Attach Budget for income and expenses of Assembly**

## **OREGON AREA AL-ANON/ALATEEN AWSC HOST COMMITTEE GUIDELINES**

1. Purpose: to assist a District or Districts in hosting an AWSC.
2. Host Committee and Chairperson: The District chooses members and a Chair for the AWSC Host Committee.
3. Meeting Place and Space Needed: Details are on the Worksheet on page 9 of this section. Communicate with Area Event Coordinator and Area Chairperson regarding meeting space needs.
4. Agenda: Set by the Area Chairperson.
5. Publicity: Use the Oregon Area Flyer Guidelines on pages 2-4 in Section VII to produce and post your flyer as early as possible but not later than 2 months prior to the AWSC.
6. Setup: Set up meeting room tables & chairs, preferably in a classroom style arrangement.
  - a. 2-3 tables at front of the room for Area Officers - close to electrical outlets.
  - b. Additional tables are necessary for badges, flyers, treasurer documents, and SSM items.
  - c. Kitchen facility for potluck lunch. We will need plates, utensils and cups.
  - d. Set-up coffee, tea and water.
  - e. Check bathroom supplies to ensure adequate paper towels and toilet paper are available.
7. Volunteers: Host District provides volunteers to assist with set-up, snacks, coffee, lunch and clean-up.
8. Breakfast Snacks: Host Committee provides breakfast munchies.
9. Luncheon: Potluck Lunch
10. Finances: Financial responsibility of Oregon Area is limited to the following items. Consult the Oregon Area Treasurer to determine allowed reimbursement.
  - a. Meeting place rent for Saturday
  - b. Printing costs for flyers (only in black and white). Color limited to electronic documents.
  - c. Coffee/Tea/Water
11. Hybrid Meeting Requirements: Strong Wi-Fi signal, large monitor/tv screen or projection screen.
12. Technology Equipment: The Technology Coordinator will bring the PA system, projector and 1 or 2 laptops. Contact the Technology Coordinator to determine the set-up needs.

**KEEP IT SIMPLE!**

**WORKSHEET TO HOST AREA AWSC**

**Date:** \_\_\_\_\_

Date of Desired AWSC (Third Saturday of January, May and September – Trial Period 1/24-12/24):

District No: \_\_\_\_\_ Proposed Host City: \_\_\_\_\_

District Rep. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Proposed Facility for AWSC \_\_\_\_\_

Questions to ask Facility:

1. Is the entire facility handicapped accessible? \_\_\_\_\_

2. What kind of parking is available? \_\_\_\_\_

3. Will the main meeting room comfortably accommodate seating for up to 35 people?

Describe the room set-up style:

\_\_\_\_\_  
\_\_\_\_\_

4. Are there tables to accommodate the following?

Head tables for 6 Officers, badges, flyers, treasurer documents, SSM items, food and drink.

5. Is there at least 1 other meeting room available for a breakout session? \_\_\_\_\_

6. Electronic Requirements: We have a PA System and projector. The Tech Coordinator will have 1 or 2 laptops. We need electrical outlets close to where the Tech Coordinator and Officers are set up, strong Wi-Fi signal and password, a large electronic screen or projection screen. Note: It is necessary to do a test run of the electronic equipment prior to the Assembly.

7. Arrangement for coffee and tea to be available for early arrivals and throughout the day.

8. Are there facilities to host a potluck lunch? \_\_\_\_\_

9. Is the facility odor free (smoking/fragrance)? \_\_\_\_\_

**COST OF FACILITY FOR THE DAY [Refer to OA Budget for Current Reimbursable Amount]**

1. Meeting rooms	\$ _____	3. Janitorial services	\$ _____
2. Coffee/Tea	\$ _____	4. Technology	\$ _____
		<b>Total</b>	\$ _____

**Attach budget for income and expenses of AWSC.**

## **OREGON AREA AL-ANON/ALATEEN STATE SPEAKERS MEETING DEFINITION STATEMENT**

Each spring (in April or May), Oregon Al-Anon/Alateen members gather to celebrate recovery and share their experience, strength and hope at the annual State Speakers Meeting (SSM). 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 and a different District or Districts 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 for Al-Anon members, Alateen members, and Al-Anon or Alateen Members that are also members of A.A.
- To raise funds for the Oregon Area

How these goals are achieved is left to the autonomy of the hosting District. The host District(s) 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 in the past several years have included 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, and the Alateen member 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(s) and from the Oregon Area. Saturday evening's Al-Anon speaker is often from out-of-state. This "special" speaker may also be asked to chair a workshop Saturday morning, if that is something the speaker feels comfortable doing. The 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 want 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 Oregon Area Treasury and putting on a full scale SSM can be somewhat daunting, but the host district(s) is not left completely on its own. First, the Area Treasury provides seed money to the host District(s) 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 may send contributions directly to the State Speakers Meeting Treasury or the hosting District(s) 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: sweatshirts, hats, mugs, tote bags and key ring sales, raffles and potluck dinners. Statewide, District and Groups hold fundraisers, walk-a-thons, auctions and or 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 guest speakers.

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 fellowship and 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. For newer members, the SSM can be an opportunity to experience service work for the first time. 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.

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

1. PURPOSE & OBJECTIVE:
  - a. Provide fun and fellowship for Al-Anon/Alateen with this annual event.
  - b. Raise funds for Oregon Area Al-Anon.
  - c. Enhance Oregon Al-Anon by bringing in out of Area speakers.
  - d. Give opportunity with workshops and panels, etc., for growth and understanding of the Al-Anon program and service.
  
2. WHEN: Traditionally, the SSM is now held in late spring (April or May). When selecting a date, it is important to consider other fellowship events that may be planned such as 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 July 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. Oversees finding speakers, facility, bank account, and mailing address- (a P.O. BOX is recommended, and should be set up early, along with the bank account.) 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.
    4. Supply Oregon Area Al-Anon liability insurance certificate for meeting space, if required. (Contact Area Treasurer for certificate.)
  - b. SSM Treasurer (See #6 below)
  - c. SSM Secretary.
    1. Take minutes of planning committee meeting.
    2. Handle correspondence as necessary.
    3. Keep a notebook to contain minutes, correspondence, newsletters, photos and other items pertaining to the planning for SSM. Pass this notebook to next SSM Chairperson. Notebook will then go into Area Archives.
  - d. Other committees: Hospitality, Speaker Selection, Fundraising, Registration, Snack Bar, Banquet, Program, Publicity, etc. may be staffed as needed.
  - e. Archives: Collect and submit to Area Archivist at end of SSM. Items might include all planning meeting minutes, fliers from all events that relate to SSM, posters, publicity notices, and CDs or digital recordings.
  
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, dinner banquet followed by speakers.
- d. Sunday morning - breakfast with program.
- e. Acknowledge all who helped make the meeting a success through a 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:
  - i. Seed money from the Oregon Area.
  - ii. From individuals and ALL Area groups:
    - a. Contributions.
    - b. Fundraising proceeds.
  - iii. Meal reservations.
  - iv. Host Committee Fundraising Projects.
    - a. SSM Themed Memorabilia - 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:
      - Consider ordering in small quantities and reorder as necessary
      - Order only once. When supplies are gone, that's it.
      - Contact prior SSM hosting Districts and ask them to share their experience.
      - Take orders in advance and then order items as needed. This can be particularly helpful when ordering shirts in larger sizes.
    - b. Basket Raffles, Car Washes, Chili Feeds, Speaker Meetings, Ice Cream Socials, etc.
- b. Possible Expenses:
  - i. Cost of fundraising projects.
  - ii. Printing flyers and mailing costs. PLEASE SPELL AL-ANON AND ALATEEN CORRECTLY.
  - iii. Supplies for name tags, decorations, tickets, posters, signs, etc.
  - iv. Travel, Lodging and Meals.
    - a. Al-Anon Speaker: travel, lodging, and meals.
    - b. Alateen Speaker: meal – if no Alateen speaker is available locally, travel, lodging and meals may be paid out to bring in an Alateen Speaker.
    - c. AA Speaker: meal only.
  - v. Simple gifts for Speakers.
  - vi. Decorations: Centerpieces for tables, {flowers, decorations, etc.
  - vii. Equipment rental, such as sound system.
  - viii. Cost of room - table or chair rental.
- c. Financial Records and Reports:
  - i. Open SSM bank account with at least two people able to sign checks.
  - ii. Keep records of all transactions. See section VI “Guidelines for Financial Record Keeping of Events,” “Documents to be provided to Audit Budget Committee”. “Audit and Sample Financial Statement for SSM,” and “Sample Financial Report.”

- iii. Prepare written interim reports as needed.
- iv. List contributions individually on statement of income. For example:
  - a. Group contributions.
  - b. District contributions.
  - c. Hosted fundraisers by kind of event and amount earned.
- v. Submit written report to Assembly as soon as books can be closed after SSM event. Include an itemized income and expense report.
- vi. 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 for Saturday lunch and 150 dinner, and 50 to 150 for Sunday breakfast.
- b. Be sure WIFI is available and note cost and guest passwords if required.
- c. Check acoustics of the room to make sure sound system works.
- d. Check cost of room and the cost for any facility people if ~~are~~ required.
- e. Negotiate meal costs and check if gratuity is included.
- f. Some motels offer free banquet facilities, hospitality rooms and room rate discounts to attract business, so check on this.
- g. Obtain written agreements in advance, regarding guarantee meal and beverage costs and content and other arrangements. This helps to avoid misunderstandings.
- h. Plan for extra seating. (Minimum: 100 chairs), for those who want to hear speakers, but did not plan to be at meals.
- i. Check on how late reservations can be adjusted and how much leeway over guarantee is allowed.
- j. Check on handicap access:
  - Doorways wide enough for wheelchair access
  - Ramps as alternant route to steps when needed
  - Wheelchair accessible bathroom stalls
  - Wheelchair access to all areas where activities will be taking place.
  - Wheelchair access to eating areas and table(s) at a height that works from a wheelchair.
- k. Check smoking regulations, and whenever possible, designate smoking and nonsmoking areas.

## 8. EVENT REGISTRATION

- a. Determine mailing address for return of registration forms (a PO box is suggested).
- b. Keep accurate count of registrations. You may have to pay for guaranteed meals, plus your guests, so records are important.
- c. Set a deadline for registration.
- d. Print tickets if needed, or make note of registration on nametags.

## 9. SPEAKERS:

- a. All speakers should be knowledgeable about the program, be 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 is, 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.
- b. AI-Anon and Alateen speakers may come from:
  - 1. World Service Office list of speakers.

2. AI-Anon Information Services list of speakers.
  3. WSC Delegate may have some suggestions.
  4. Other AI-Anon members may know of someone.
  5. Listening to available recordings helps in deciding on a main speaker.
- c. Hospitality / Escort for speakers.
1. Have several "speaker hosts" available throughout the weekend to ensure the speaker is not left sitting alone while the Host Committee may be busy.
  2. Schedule one or more members to be available to transport the speaker to and from the events.

## 10. PUBLICITY

- a. Flyers should follow the Flyer Guidelines in Section IX and contain:
1. Information about speaker(s).
  2. Place, Dates and times.
  3. Place (list the full address, city, state and zip code).
  4. Cost of meals.
  5. Information on accommodations motels, camp grounds, etc.
  6. Map of area is helpful.
  7. Encourage early registrations reservations.
  8. Mailing address for registrations reservations and how checks should be made out.
  9. Encourage early contributions from ALL AREA GROUPS and Districts.
  10. List contact phone number and email address to answer inquiries. Include area code.
  11. Note that proceeds benefit Oregon Area AFG.
- b. Send Out:
1. Two general emailing of flyers to all Groups. Get email addresses from Group Records Coordinator.
  2. Notices to Oregon Area *Communicator*.
  3. Notices to AI-Anon Information Services (AIS) and Literature Depots.
  4. Optional: other AA and AI-Anon newsletters.
  5. Have flyers available at the November and March Assemblies and the February AWSC meeting.
  6. If possible, include full or partial agenda of events on flyers. This will assist to entice and excite members to attend.

## 11. CRITIQUE AND FOLLOW UP: IMPORTANT

- a. When the event is all over, call a final SSM Committee meeting and review what worked and what went wrong. Forward any suggestions to the next SSM committee.
- b. Write a narrative of the event, such as the theme of the weekend, the number of people who registered and who came, the name of the speakers, etc. Include extra bits of interest, such as decorations colors used, and anything unusual that happened. Send narrative copy and itemized statement of income and expenses to: Area Archivist, Area Secretary, Area Newsletter/Communicator, and also the next SSM Chairperson.

## 13. ASSEMBLY REPORT

- a. Progress reports should begin after the prior year's SSM is held. Reports should include donations already received from Groups and Districts and the dollar amounts.
- 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. The final check will be presented at the Area Assembly following the SSM Event.

#### 14. LOVE NOTES: (Optional)

"Love Notes" provide an opportunity for attendees at an 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 a note to be very creative.

#### 15. MISCELLANEOUS:

The Oregon Area State Speakers Meeting draws both members from Al-Anon as well as Alcoholics Anonymous. Al-Anon values cooperation with AA and therefore, when planning for an SSM, consider 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). If this is planned, it is a good idea to put this information on SSM flyers.

## THE STATE SPEAKERS MEETING TIME SCHEDULE

District(s) 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: Send update on SSM to Area Newsletter/Communicator for February issue. Check with Editor on due date.
- Feb: WSC Meeting - Make a brief report to let Area World Service Committee know you are working on the SSM or if you need to confer on a special problem. Bring flyers (if available) to put in AWSC mailboxes.
- Mar: Present preliminary information to Assembly via flyers or in District Representative report. 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. Bring flyers (if available) to put in AWSC mailboxes.
- May: Send updates to Area Newsletter/Communicator for June issue. Check with Editor on due date.
- Jun: AWSC Meeting - Report to let Area World Service Committee know you are working on the SSM and if you need to confer on a special problem.
- Jul: 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. Bring flyers to put in AWSC mailboxes. (The next District will be putting in a bid for a future SSM).
- Sep: Send input to Area Newsletter/Communicator for October issue.
- Oct: AWSC Meeting – Report to let Area World Service Committee know you are working on the SSM and if you need to confer on a special problem. Bring Flyers to put in AWSC
- Nov: 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. Bring flyers to put in AWSC mailboxes.
- Dec: Submit calendar of event to FORUM Editor early in Dec.

- Jan: Send input to Area Newsletter/Communicator for February issue.
- Feb: AWSC - Progress Report. Bring flyers to put in AWSC mailboxes.
- Mar: Assembly - 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. Bring flyers to put in AWSC mailboxes. THIS IS IT! THE STATE SPEAKERS MEETING!!
- May: Send input for Area Newsletter/Communicator for June issue.
- Jun: Report to the AWSC meeting how it all went -- number of attendees, monies, overall feeling of success.
- Jul: 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/Communicator, if it didn't get in the June 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.

# OREGON ALATEEN CONFERENCE

## Guidelines Summary

The World Service Office (WSO) encourages an Alateen conference to either incorporate or be directly linked with the local area. The Oregon Alateen Conference (OAC) is linked to the Oregon Area.

### Purpose:

OAC is an opportunity to unify the fellowship and share experience, strength and hope with other Alateens, increasing the growth and stability of Alateens and Alateen groups throughout Oregon. The Alateens can learn how to cope with their feelings of hurt, powerlessness, out of control lives, and maybe even desperation, whether the alcoholic is still drinking or not. That is what this weekend is about — for the teens to find a better way of life — and maybe even enjoy themselves.

### When:

OAC is held in the summer, usually August, because that is a good time for teens. It is from Friday at 5:00pm until Sunday at 12:00pm.

### Who Attends:

Attendance is open to all members of Alateen between 12 and 20 years of age who have attended at least one Alateen meeting and Al-Anon Members Involved in Alateen Service (AMIAS).

### Where:

OAC takes place in Oregon. The first 3 years were held at Molalla Conference Center. The location will be selected by the OAC Committee each year.

### OAC Committee:

The OAC Committee consists of the following: Chair, an Alateen and an AMIAS who is on the Committee; Co-Chair, an Alateen and an AMIAS who is on the Committee; Treasurer, an Alateen and an AMIAS who is on the Committee; Secretary, an Alateen and an AMIAS who is on the Committee; Boys/Girls Registration, an Alateen and one male and one female AMIAS who are on the Committee; Security – OAC Chair, the Chair's AMIAS and two additional Committee members.

Optional members of the committee include chairs for: program development, activities (i.e., love bags, luminary walk), hospitality, decorations, directional signs, "after event" sweepers, T-shirts, slide show, communications, literature.

### Agenda:

The agenda is set by the OAC Committee. It will include speakers, sharing meetings, AMIAS meetings, crafts, talent show, s'mores! and more.

### Finances:

OAC has a checking and savings account. Funds for the event are raised by Alateen fundraisers, such as selling baked goods at meetings. OAC also requests donations from individuals and groups.

### Registration:

Packets are available every year in the spring for registration for both Alateens and AMIAS. The packets include everything the Committee needs to complete a registration.

After OAC, usually in September, a meeting is held of the outgoing OAC Committee. At this time any Alateens and/or AMIAS who are the outgoing OAC committee members may voice their desire to be on the incoming committee for the next year. As the incoming OAC Chair is elected by the teens at OAC, she/he is also welcome to attend this meeting.

**OAC Planning Timeline:**

October	First OAC Committee Meeting; Bank account changes; Attend the Oregon AWSC Meeting and prepare report to committee. Submit prior year's financial record for audit. Distribute OAC donation envelopes. Sell items at fundraisers.
November	Locate camp grounds and sign contract. Finalize theme for conference. Send out 'save the date' flyers and logo contest flyers - logo deadline is February 1. Attend the Oregon Assembly, announce OAC dates and location, distribute OAC donation envelopes and sell items at Assembly.
January	Plan OAC fundraiser; sell items at fundraisers. Invite a nurse AMIAS to OAC – provide a full scholarship for nurse.
February	Attend the Oregon AWSC and distribute OAC donation envelopes. Sell items at AWSC. Complete the T-Shirt Logo Contest. Order T-shirts and love gifts to have available for sale at Alateen Roundup.
March	Attend the Oregon Assembly and distribute OAC donation envelopes. Sell items at Assembly. Develop OAC Alateen and sponsor registration packet to make available at Alateen Roundup.
April	Distribute OAC registration packets at the Portland Alateen Roundup. Send them to the Portland AMIAS, Northern California and Washington AMIAS and contacts and those who attended OAC last year. Post on the Oregon Website.
May	OAC Fundraiser (must not conflict with Oregon State Speaker Meeting or school finals.) Sell items at fundraisers.
June	Attend the Oregon AWSC, distribute OAC donation envelopes and have registration packets available. Create OAC Program and contact speakers. Sell items at AWSC.
July	Attend the Oregon Assembly and distribute OAC donation envelopes. Have registration packets available. Sell items at Assembly.
July/August	OAC work party to create registration bags; print Program & Guidelines for Registration Packets, print love notes. For OAC, make signs, name buttons and indicate who are AMIAS.
August	Oregon Alateen Conference
October	By the October AWSC finalize and submit all reports and financial information to Oregon Area for auditing by the Audit/Budget Committee, after which the Alateen Coordinator will submit the reports to The Communicator for publication. Set date with incoming OAC Chair and Sponsor for turn-over meeting. Hold turn-over meeting, including current year and incoming year committee. Select OAC site, avoiding conflicts with Area events.