OREGON AREA

AL-ANON/ALATEEN

HANDBOOK

The Oregon Area Handbook is to be used in conjunction with the Al-Anon/Alateen Service Manual,
WSO Guidelines and Conference Approved Literature. This Handbook can be found on the Oregon Area Website
at: www.oregonal-anon.org

June 2022

PREFACE

Welcome to the Oregon Area Al-Anon/Alateen Handbook. In this section you will find the Oregon Area Handbook Change Procedures, the Handbook Record of Change and the Change Recommendation Form.

Oregon Area Handbook Change Procedures

The Oregon Area (OA) Handbook is a living document to help volunteers in Oregon (Area) Al-Anon Service work in a more effective way. The OA Handbook explains how Oregon Area works together, is organized, and how each member is elected or appointed to best function in the Area.

1. All AWSC (Officers, Coordinators, District Representatives, Liaisons, Past Delegates, and other appointed positions) have the authority and are responsible to make recommendations to the handbook while doing their job, _as soon as_ they determine changes are needed in the OA Handbook. All other Al-Anon members shall use the links of service if they have a question or concern with the handbook. Concept 2 and Concept 3 has given AWSC the right of decision making for updating and making changes to the OA Handbook.

2. Major or Minor Changes:
   a. For Major changes: Contact the Alternate Delegate and request a possible change to the OA Handbook for discussion at the next AWSC. After discussion, if the AWSC decides clarification is needed, a thought force or task force may be appointed to get more information using Knowledge Based Decision Making (KDBM).
   b. For Minor changes (grammatical changes, punctuation or spelling), which do not alter the intent of the document in the OA handbook: These changes can be sent directly to the Alternate Delegate for immediate correction to the master copy.

3. Motions and changes that effect the handbook need to be updated 3 weeks after AWSC or Assembly and sent to the Web Coordinator for posting. The intent is to keep the OA Handbook as current as possible.

4. Chairperson to appoint a standing committee of up to 5 current AWSC members which includes the Alternate Delegate to assist in making changes and updating the OA Handbook.

OREGON AREA HANDBOOK
RECORD OF CHANGES

CHANGE (BRIEF DESCRIPTION)	DATE	PAGES AFFECTED
Reformat	Mar 2008	All
Position Description, travel allowance	Mar 2008	Sec 2 & Sec 4 p 3
Revisions & updating by audit budget	Dec 2009	Sec. 4
Revisions & updating	Dec 2009	Sec. 5 & 6
Eliminated	Dec 2009	Sec. 7
Forms Added	Dec 2009	Sec. 8
Updated	Feb 2012	Sec. 1
Updated	Jul 2012	Sec. 2
Added Section VII	Nov 2012	Sec. 7
Added Who Brings What	Nov 2012	Sec. 6 page 23
Included new Flyer Guidelines	Nov 2012	Sec 6 page 21-22
Edit purposes of Group Services & Membership Outreach Action Committees	Dec 2012	Sec. 1 page 3 – 4
Updated Section VIII Alateen	Nov 2014	Sec 8
Updates to Table of Contents	Oct 2015	Table of Contents
Add OAC Guidelines	Oct 2015	
Add Alateen Standing Committee G.	Oct 2015	
Revisions & updating	Oct 2015	PDs in Section II
Revisions to Who Brings What	Oct 2015	
Updated Section IV	Oct 2015	IV
Add Section IX Financial Guidelines	Oct 2015	Sec. 9 [Actually to IV]
Revisions/Reformat Sec. II-Position Descr.	Jun 2016	Most Pages
Reformat Sections I-IV	Jul 2016	Most Pages
Section IX-Delete and move Financial Guidelines to Section IV	Oct 2017	All of financial Guidelines
Section VI-Update flyer eligibility instructions	Oct 2017	All Pages
Section III-Archive motions and add	Jan-Nov 2018	All Pages
By motion, moved out of date motions to history	Oct 2018	Motions-Section III
Section IV-Update per new motions	Oct-Nov 2018	Just a few pages
Reformat and revise Section VI-draft form	Jul-Nov 2018	Most Pages
Create Sec IX-Who Brings What; Flyer Guidelines and add Insurance Instruction	Oct-Nov 2018	New
Reformat and Update Section VIII-Alateen	Jul-Nov 2018	Most Pages
Reformat and Correct Sec II–Delegate /Sec; add technology; remove Alateen standing comm.	Nov 2018	Just a few pages
Section VII-Reformat and update Service Manual Year and Pages	Nov 2018	Just a few pages
Revised Position Descriptions for AAPP and Alateen Coordinator	Jan 20	One page each
Revised Alateen Complete Section VIII	Jan 20	All pages
Revised Flyer Approval Guidelines-Sec IX	Feb 2020	All pages
Added Meeting Listing Guidelines-Sec IX	Nov 2020	New
Revised Title Page by adding Preface which includes new Handbook Update Procedures	May 2021	New/Updated
Undated Section I/Action Committees part is on hold until November	May 2021	Update all pages
Updated Motions to Handbook	Jul 2021	All Pages
Added New motions to Handbook	Jul 2021	All pages

CHANGE (BRIEF DESCRIPTION) (Continued)	DATE	PAGES AFFECTED
Section VII Updated and Renamed. Moved Flyer Guidelines, Insurance Procedure, Listing Groups to this section from Section IX. Added Election Procedures, Service Resume, Nomination of Regional Trustee. Revised all other pages.	Jul-Aug 2021	All Pages
Updated Change Form in Title Section	Aug 2021	Changes List
Section II-Position Descriptions Updated and Revised	Aug 2021	All Pages
Added information to Assembly Etiquette, Section I	Aug 2021	Page 1
Updated Section V formatting	Aug 2021	All pages
Updated Section VIII formatting	Aug 2021	All pages
Section VII-Add Group Record Procedures	Oct 2021	Page 5
Section II-Revised PI Position Description	Oct 2021	Page 14
Section II-Revised Delegate Position Description	Oct 2021	Page 1
Updated Title Page and Table of Contents	Oct 2021	All Pages
Update Change Pages in Title Section	Dec 2021	Changes List
Update and remove Action Committees from Sec II	Dec 2021	All Pages
Updated Section IV	Dec 2021	All Pages
Updated Title Page and Table of Contents	Dec 2021	All Pages
Updated Section VIII (AMIAS Recert Application)	Feb 2022	Page 10
Updated Table of Contents	May 2022	All Pages
Updated Title Page Section- Record of Changes	May 2022	All Pages
Updated Section I: Removed Action Committees	May 2022	All Pages
Section IV-Added missing pages 23 and 24 to .docx	May 2022	Pages 23, 24
Section VII – Updated KBDM Procedure	May 2022	Page 1
Section VII p.6 Do Not Refer Section: Added "Approved by Area, Awaiting WSO Acceptance"	May 2022	Page 6
Section III – Oregon Area Motions Updated	June 2023	Pages 2-7

OREGON AREA HANDBOOK CHANGE RECOMMENDATION
(Please email completed form to alternateoregon-delegate@oregonal-anon.org)

RECOMMENDED CHANGE:

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RECOMMENDED CHANGE:

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OREGON AREA AL-ANON/ALATEEN HANDBOOK
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SECTION IX: Oregon Area Service Documents

STATEMENT TO ASSEMBLY ATTENDEES

Attendees unfamiliar with Assemblies may find help by referring to the Al-Anon/Alateen Service Manual and Oregon Area website. 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 generally brought forth by the Area World Service Committee (AWSC) prior to the Assembly. Questions and suggestions for upcoming agendas should be directed to your District Representative or to another member of the AWSC.

Assembly Etiquette:
Bring your Al-Anon/Alateen Service Manual (P-24/27)
- Assemblies are held in the months of March, July and November.
- Assembly runs all day Saturday and until Noon on Sunday.
- Before each Assembly, an agenda is posted on the Oregon Area Website. The agenda states what will be discussed and voted on.
- Arrive on time so that the Assembly can start promptly.
- When you arrive, sign in. There are two sign-in sheets. All attendees sign the attendance sheet; only voting members (GR's or an alternate) sign the voting sheet.
- All Assembly attendees wear a badge. Most badges are previously prepared and available at the assembly. Group Representatives wear Blue Badges; AWSC members wear Yellow Badges; and guests & visitors wear White Badges.
- Only Group Representatives or their alternates have voice and vote at an Assembly. There is only one vote per group.
- AWSC members (Officers, Coordinators, AIS Liaisons, District Representatives, Past Delegates, and Audit Budget Committee) have only voice at an Assembly unless also a Group Representative.
- If you are a visitor or a guest without voice, please ask your Group or District Representative to speak for you.
- Your vote is important; be present during voting. Group Representatives were counted on the Voting Sheet and if you're not present during voting this disrupts the count and will delay the meeting.
- Only one visit to the microphone per topic. You may return to the microphone if you have a question, but not to make another point.
- If your opinion has already been stated – do not repeat it again.
- Time at the microphone should be kept to 2 minutes.
- If you have a question during a discussion, go to the microphone and raise your WSO Service Manual.
- When people are at the microphone voicing an opinion, refrain from applause or other forms of audible response as a courtesy to others whose opinion might differ from yours.
- Only one conversation should be going on at a time. If you need to communicate with someone, please use scratch paper to do so.
- If you do not have a Service Sponsor, speak to an AWSC member for more information. Also see Service Sponsorship Pamphlet (P-88).
- If you have a general question, complete the Ask It Basket Form found on your table.
- The people at the front table are the Oregon Area Officers.
- Cell phones and other electronic devices should be silenced.
- No pets are allowed. Service animals are permitted.

GENERAL POSITION INFORMATION

Statement of Attendance for AWSC Members
It is a requirement for AWSC members to attend 3 AWSC meetings and 3 Assemblies each year during the panel. If an AWSC member can't attend a meeting, notify the Chairperson. If an AWSC member misses two consecutive meetings (Assembly and/or AWSC) without contacting the Chairperson, the Chairperson will contact the person to ask for cause and/or resignation.

Reimbursement for Area Travel Fund (ATF=Mileage)
All Area World Service Committee Members (Officers, Coordinators, District Representatives*, AIS Liaisons, Past Delegates, Audit/Budget Committee) and Group Representatives* are to attend all of the scheduled full sessions of each AWSC and Assembly to be eligible for reimbursement from the ATF. This means, currently, attending all day Saturday and Sunday morning. *Eligible for ATF only if District/Group cannot cover the travel expenses.

Committee Service Work
Members may serve on various committees such as Task Force or Thought Forces as requested. The Oregon Area World Service Delegate and Oregon Area Chairperson are ex-officio members of all committees. We encourage the use of the Al-Anon / Alateen Service Manual.

Residency
As the Oregon Area represents those members of Al-Anon from the State of Oregon, it is preferred that those members holding positions beyond the District Level (Officers and Coordinators) reside within the State of Oregon or have their Home Group within the State of Oregon. We recognize that during a term of service, a change in residency may occur. Continuing to serve in an Oregon Area position is welcomed in finishing out the term. However, there may be limitations as to the expenses that may be reimbursed. Please see the Oregon Area Budget Policy for details.

Expenses
During a 3-year term, there may be limits to the expenses covered by the Oregon Area. Please see and review the Oregon Area Handbook (Section IV) Al-Anon Budget Policy for a list of expenses covered.

Al-Anon Members Who Are Also Members of AA
Oregon Area's policy is that Al-Anon/Alateen members who are also members of AA are not eligible for the office of Group Representative, District Representative, Area Coordinator, Delegate and/or any of their Alternates. For guidance of this policy at the District and Group level, please refer to the Al-Anon/Alateen Service Manual.

References and Resources (for more information)
References: Al-Anon/Alateen Service Manual, Oregon Area Handbook, WSO Guidelines, Pamphlets, Conference Approved Literature (CAL), Oregon Area Website. Resources: the links of service--District Representatives, Area Delegate, Past Oregon Area Delegates, Coordinators and Officers, World Service Office.

POSITION NAME: **Area World Service Delegate**

TERM LENGTH: Three Years (Beginning January 1, after election)

QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: leadership, fairness, good communication, adaptability, cultural sensitivity, organization, ability to write clearly, being detail oriented and independent as well as a team member. Although not a requirement, a Service Sponsor is highly recommended.

The World Service Delegate brings the Area viewpoint to three annual World Service Conferences (WSC) which serves Al-Anon worldwide. The Delegate votes on behalf of Al-Anon as a whole and also brings the views and the spirit of worldwide Al-Anon back to the Area. The Delegate is the primary communication link between the groups and WSO. The Delegate primarily uses email and reads a large amount of material and makes presentations to large and small groups. It is strongly suggested that candidates have the capability to text, and to phone and/or video conference on corresponding devices. This position requires a willingness to travel to all districts in Oregon.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Delegate has voice and vote at the AWSC meetings and voice only at Assemblies. It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESP0NSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Bring to the Conference the viewpoint of Oregon Area on matters affecting the entire fellowship and returns to his Area with a broader perspective of Al-Anon worldwide.
- Serve on World Service Office (WSO) Committees as determined or requested by the WSO. May also be polled (by phone, email or mail) by the WSO to render advisory opinions at any time.
- Present a report on the World Service Conference at the July Assembly and on-going reports at each AWSC and Assembly.
- Visit Districts and Groups to give reports as requested.
- Report (typically via email) to the AWSC and Assembly members on current information received from WSO between Area meetings.
- Serve as a link to the Groups in the Area with worldwide Al-Anon and Alateen to help them continue to function in unity.
- Work closely with the Alternate Delegate keeping them informed as much as possible.
- Provide copy of reports presented at AWSC meetings and Assemblies to Oregon Area Secretary for inclusion in the minutes.
- Participate in the annual NW Regional Delegates meeting in March.
- Serve as ex-officio member of all committees & Thought/Task Forces.
- Participate in AFG Connects.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Reply to emails, texts and phone calls in a timely manner regarding Oregon Area Al-Anon.
- Participate in AFG Connects and pass relevant information on to AWSC members.
- *Provide articles for inclusion in each Area Communicator*.

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OFFICER POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Area World Service Alternate Delegate**

TERM LENGTH: Three Years (Beginning January 1, after election)

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<u>QUALIFICATIONS</u>: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: basic computer skills and knowledge, which include knowledge of word processing software. Although not a requirement, a Service Sponsor is highly recommended.

Works closely with the Delegate and replaces the Delegate if the Delegate cannot fulfill the term. Serves as Area Chairperson when Chairperson is absent. When serving as the Area Chairperson, the Alternate Area World Service Delegate has no voice or vote at AWSC meetings or Assemblies.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Area Treasurer has voice and vote at the AWSC meetings and voice only at Assemblies <u>unless</u> also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

<u>RESPONSIBILITIES</u>:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Work with and help the delegate as much as possible, become acquainted with all the Delegates duties, travel with Delegate when asked.
- Chair New GR Orientation/GR Breakouts at Assemblies.
- Chair Oregon Area Handbook (OAH) work group.
- Keep OAH updated and provide new updated Handbook to new panel.
- Consult all current officers and coordinators for input on their Position Description with a goal to have them updated and accurate well before the November election assembly.
- Ensure forms are current in the OAH and on the website.
- Enter all ongoing motions passed at an Assembly and/or AWSC into the Online Oregon Handbook after each event. Cooperate with Website Coordinator to ensure they are published.
- ==Make name badges available at AWSC and Assemblies==.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.

OFFICER POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Area Chairperson**

TERM LENGTH: Three Years (Beginning January 1, after election)

QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: have leadership and organizational abilities; serve rather than dictate; plan an agenda and conduct meetings in an orderly manner. Although not a requirement, a Service Sponsor is highly recommended.

Primarily, the Chairperson plans all the agendas with input from all AWSC members and conducts Assemblies and AWSC meetings in an orderly manner.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairperson and/or Delegate. The Chairperson has no vote at AWSC meetings and Assemblies, and voices no opinions unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Set the agenda for assemblies with input from the AWSC.
- Set the agenda for AWSC with input from other officers and AWSC members.
- Confer with Area Delegate on agendas, scheduling and task assignments as appropriate.
- Appoint the 3 Audit Budget committee members, Flyer Committee members and the Event Liaison from eligible AWSC members.
- Also appoints members for task forces, work groups, thought forces.
- Make assignment of tasks as needed. Example (but not limited to) Workshop presentations, thought force and task force assignments.
- Send out notices of all Oregon Area meetings to all AWSC members with help if necessary from the Area Secretary or host district.
- Send and/or e-mail AWSC/Assembly agenda at least one week ahead of the meeting.
- Make copies of agendas to be available at each Assembly.
- Conduct all assemblies and AWSC meetings.
- Read the Statement of Attendance at the start of each Assembly meeting.
- Read motions immediately prior to voting.
- *Write article for each issue of The Communicator.*
- Appoint a DR to temporarily fill the office of any officer that resigns during their term.
- Keep the second key for our archives storage.
- If an elected officer or any coordinator is not meeting the requirements of the position, it is the chairman's responsibility to counsel with them. It is very important to keep principals above personalities in all of our endeavors, but specifically in this situation. Keep an eye on the problem not the person. Stay focused on the solution.
- Approve, in conjunction with at least one member of the Audit / Budget Committee, any request for advance funds outside the normal operating process.
- Ex-officio member of any committee.
- Participates in AFG Connects.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Call Leadership Committee Meetings as needed.

- **OFFICER POSITION DESCRIPTION**
Oregon Area Al-Anon Family Groups

POSITION NAME: **Area Treasurer**

TERM LENGTH: Three Years (Beginning January 1, after election)

QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: basic accounting skills and computer knowledge. Although not a requirement, a Service Sponsor is highly recommended.

Primarily, the Area Treasurer is steward of all funds and reports on the Oregon Area's financial matters.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Treasurer has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Use financial software provided by Oregon Area.
- Create written financial reports to present at each AWSC and Assembly; send via email to All AWSC prior to each meeting and have some copies available for GR's.
- AWSC Treasurer's Reports only will include Area Travel Fund expenses for Groups and Districts with name and amount to be displayed.
- Issue receipts for monies received.
- Pay expenses as approved in the Area budget.
- Send the Equalized Travel Fund (ETF) budgeted amount to the World Service Office (WSO) in the first week of January prior to the Delegate attending the World Service Conference in April of the current year.
- Submit financial records to Audit Budget Committee as required by the Financial Guidelines.
- Request help from Audit/Budget Committee on unique or troublesome decisions.
- Communicate any areas of concern to Audit/Budget Committee and AWSC.
- When need is apparent, prepare a special appeal letter to be sent to all Groups asking them to contribute to the Oregon Area Treasury to cover expenses.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Participate in AFG Connects and pass relevant information on to AWSC members.
- Submit to Archive Coordinator a copy of the final year-end financial report.
- Maintain and pass on to the next treasurer a notebook of all final year-end reports (including those from past treasurers).
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- *Submit to The Communicator a current treasurer's report including the mailing address for donations.*
- *Submit to The February Communicator a list of the previous year's contributions.*

POSITION NAME: **Area Secretary**

TERM LENGTH: Three Years (Beginning January 1, after election)

QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: organization, typing, computer knowledge, minute taking experience. Although not a requirement, a Service Sponsor is highly recommended.

The Secretary provides secretarial work associated with Area business; takes, produces and distributes the minutes of all Assemblies and AWSC meetings.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Secretary has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Take the minutes at all AWSC and Assembly meetings. Record any motions on the last page of minutes.
- Include a recap of task and thought forces (including charge, members and date of reporting) on the last page of minutes.
- Review minutes and any reports for anonymity and remove last names and use only last name initial.
- Produce and email the minutes of all Area meetings within one month of the meeting to all AWSC members.
- Record the minutes in a permanent minute book to be passed along to the next Secretary.
- Record the elected AWSC members' information, (elected position, name, address, phone, email) and forward information to WSO Group Records. Continue to maintain changes during the term of office keeping WSO informed.
- Maintain and periodically update a confidential roster of AWSC members and Alternate DRs to include name, address, home/cell phone numbers, and email addresses. This is a communication tool and can include websites and email addresses for WSO, Area, Districts, and Area Information Services (AIS) within the Area. Sends this roster around room at all Area meetings for corrections and updates. When the confidential roster is updated, send out to all AWSC members in a separate email indicating the changes.
- Call the Roll of all AWSC members at all Area meetings.
- Keep a record of the Area Archives storage address on the roster.
- Maintain a history of Assembly, AWSCs and State Speaker Meeting locations and hosting district(s).
- Will tally and display voting results for candidates for each office at the Election Assembly and remove tallies before candidates re-enter the assembly room.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

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OFFICER POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Oregon Area Alateen Process Person (AAPP)**

TERM LENGTH: Three Years (Beginning January 1, after election)

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QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: leadership, fairness, good communication, organization, being detail oriented and independent as well as a team member. Although not a requirement, a Service Sponsor is highly recommended.

Must be certified as an Al-Anon Member in Alateen Service (AMIAS) before beginning duties.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The AAPP has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position. General understanding of and experience with databases is helpful.

RESPONSIBILITIES:
- Become thoroughly familiar with the Oregon Area Alateen Safety and Behavioral Requirements (see Oregon Area Handbook Section VIII) and be willing to carry out all functions.
- Become thoroughly familiar with Alateen Safety Guidelines G-34.
- Notify Web Coordinator of any changes for Alateen meetings.
- Be responsible for carrying out the requirements as defined in the Alateen Complaint Procedures.
- Participates in AFG Connects for AAPPs fellowship wide.
- Respond to emails forwarded from District Representatives, the Oregon Area Website, and the World Service Office.
- Support District Representatives in the approval process for AMIAS, providing direction on the general process and for specific situations.
- Maintains Alateen records – for AMIAS and for Alateen Groups on a regular basis – in WSO Online Group Records.
- Conducts Annual WSO Recertification for AMIAS and for the Alateen Groups, confirming all contact information and current status of both. This project begins each March and must be completed by July 1st of each year.
- Processes all potential AMIAS applications through the DHS Background Check Unit. Updates potential AMIAS and District Representatives of the status of the process.
- Makes sure each AMIAS has a background check completed every three years.
- Keeps AMIAS records for three years in a safe and confidential place, shreds any paperwork, and deletes all emails concerning background checks, AMIAS applications, etc., after that three-year period.
- Has at least two back-up files for all emails and documents.
- Re-do background checks for each AMIAS every 5 years
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Since DHS will bill the Area for all Alateen sponsors, work with the Area treasurer to ensure the Area is reimbursed for all background checks for the districts.

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COORDINATOR POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Alateen Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

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QUALIFICATIONS: Any active Al-Anon member at least 21 years old. Must have a minimum of 2 years in the program and have worked the Steps. Alateen certification is required. **Must meet the Oregon Area Alateen Safety Requirements to work with Alateens.** An interest in working with teens is required. Although not a requirement, a Service Sponsor is highly recommended.

Primarily creates avenues for coordinating Alateen activities in the Area and act as liaison between the AWSC and the Groups

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Alateen Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies underline unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Act as liaison between WSO and the Area members.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly and provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Partner with all Area Coordinators to include Alateen participation in all projects whenever possible.
- Seek out ways to start Alateen groups in places that lack meetings.
- Encourage Al-Anon members to start and sponsor Alateen Groups.
- Encourage Alateens/Alateen Sponsors to send in material for ALATEEN TALK, The FORUM and *The Communicator*.
- Inform the WSO from time to time of Alateen activities in the Area.
- Promote awareness in both Alateen and Al-Anon that Alateen is part of Al-Anon.
- Encourage Alateens to participate in service work and come to Assemblies.
- Work with Alateen sponsors to insure Groups are getting all mailings.
- Coordinate workshops at Assemblies.
- Coordinate a yearly Alateen Sponsorship Workshop in the Oregon Area.
- Coordinate with Districts to conduct Sponsor Training Workshops.
- Research and be aware of State and Federal laws regarding the reporting of suspected abuse and/or neglect as it relates to Alateen. Share information as applicable when presenting Alateen workshops.
- Keep a 3-ring binder updated of communications, workshops, WSO mail etc., to pass on to the next coordinator.
- Attend an Alateen Conference once during 3-year term, preferably in the first year, when practical.
- Participates in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Serves on Area Alateen Standing Committee.

POSITION NAME: **Archives Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Skills: Organization and computer skills. Although not a requirement, a Service Sponsor is highly recommended.

The Archives Coordinator collects, catalogs and preserves historical material of Oregon Area Al-Anon/Alateen. This may include but is not limited to: books, articles, and magazines that mention Al-Anon/Alateen; photographs of important events; Oregon Area directories; scrapbooks of news clippings; State Speaker's Meeting (SSM) records and notebooks. An interest in the history of Al-Anon in Oregon and a desire to learn how this history can be used to enlighten our membership.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Archives Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies <u>unless</u> also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly and provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Collect and clearly identify materials (with names, places, events, dates, etc.) for Oregon Area Al-Anon/Alateen such as:
  - Editions of discontinued early years of Area literature before Conference approval
  - Books, articles and magazines that mention Oregon Area Al-Anon/Alateen
  - Photographs of important events & Past Officers rosters
  - Copies of *The Communicator* – copy provided by *The Communicator* Editor.
  - Copies of Area minutes - copy provided by Area Secretary
- Prepare and display the Archives at Area activities and service functions.
- Encourage Districts to collect historical District information and items (flyers, programs, group histories).
- Inspire interest in Area Archives with workshops for Area and Districts.
- Keep the key for the archives storage unit and confirm the annual payment with area treasurer.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc., to pass on to the next coordinator.
- Participates in AFG Connects.
- Location of Archives is Listed on the most current AWSC Roster.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

COORDINATOR POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: *The Oregon Area Communicator* Editor

TERM LENGTH: Three Years (Beginning January 1, after election)

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Skills: Organizational and detail oriented. Although not a requirement, a Service Sponsor is highly recommended.

The Coordinator is primarily responsible for producing, emailing and mailing *The Oregon Area Al-Anon Communicator* prior to each AWSC.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Communicator Editor has voice and vote at the AWSC meetings and voice only at Assemblies <u>unless</u> also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Communicate deadlines for newsletter submissions to the Assembly and the membership, and solicit articles from the fellowship.
- Obtain or write articles as needed and as indicated in the Oregon Area Handbook; if possible include proposals for voting at Assembly incorporating the pros and cons of issues for consideration, when available.
- Print enough of The Communicator copies for each District Representative at AWSC. Send electronic copy to Web Coordinator for posting on the website. Provide a hard copy and digital copy to the Archivist. Send a copy to WSO at wso@al-anon.org. Email electronic copy of newsletter to groups, AWSC members and to Al-Anon members, who request an electronic copy. Mail hard copies to individuals, who request and pay for a subscription to The Communicator.
- Write a brief report for The February Communicator and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Work with the Group Records Coordinator to ensure accurate group email address for sending electronic issues.
- Review other Area Newsletters and WSO Guidelines (G-21) for ideas.
- Keep and maintain a set of the Area newsletters and transfer to next coordinator for safekeeping.
- Keep a 3-ring binder updated with communications, workshops, WSO mail, etc. to pass on to the next coordinator.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

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COORDINATOR POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Cooperating with the Professional Community (CPC)**

TERM LENGTH: Three Years (Beginning January 1, after election)

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QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended.

Coordinator serves as a liaison for the Oregon Area between Al-Anon (Area and WSO) and practicing professionals (such as the court system, doctors, counselors and others) who deal with or provide treatment for Al-Anon members (and/or their families).

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The CPC Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Coordinate the CPC activities in the Area and act as liaison between the AWSC and the Groups.
- Act as liaison between the WSO and the Area members.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly; provide electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Encourage Districts and Groups to keep a current list of CPC professional contacts.
- Inspire Members to participate in local CPC work.
- Encourage CPC projects at the Area, District and Group levels.
- Follow-up on projects initiated by the WSO CPC Committee.
- Present at least one workshop during 3 year term.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc., to pass on to the next coordinator.
- Participates in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

POSITION NAME: **Forum Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

<u>QUALIFICATIONS</u>: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended.

The Forum Coordinator needs a willingness to share and willingness to follow the directions given by WSO for the Forum position. Must be willing to go anywhere in Oregon to give workshops.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Forum Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies <u>unless</u> also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

<u>RESPONSIBILITIES</u>:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Act as a liaison between WSO, AWSC, and Al-Anon Districts, Groups, and Members in the Oregon Area.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly, provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Recognize and transmit the importance of The FORUM to the Fellowship:
  - Facilitate workshops as requested/needed in Districts and at Area level.
  - Demonstrate how to conduct FORUM writing workshops.
  - Encourage the GR in their role as Forum representative, by ordering at least one subscription for their Group and submitting personal sharing's.
  - Maintain a collection of FORUM Archives (all magazines from 1954 to present) in good order.
- Maintain a list of published articles in the Forum from Oregon Area members.
- Present at least one workshop for Oregon area during 3 year term.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc., to pass on to the next coordinator.
- Participate in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

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COORDINATOR POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Group Records Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

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QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended.

The Group Records Coordinator keeps track of all the Oregon Area Group Records (meeting times, place, mailing address, GR, etc.) and upon request, provides group contact information for Al-Anon Family Groups work within the Oregon Area. Work closely with District Representatives and World Service Office (WSO) to maintain current group information.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Group Records Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies <u>unless</u> also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position. Also requires knowledge of computer databases or the ability to learn.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Attend Area World Service Committee (AWSC) meetings and Oregon Area Assemblies.
- Coordinate the Group Records activities in the Area and act as liaison between the AWSC and the Groups. Act as liaison between the World Service Office (WSO) and the Area members.
- Use the **WSO On-line Group Records** application to:
    - Register new groups
    - Make group changes
    - Generate reports as needed
- Verify any meeting that does not come from a District Representative with the meeting's District Representative before posting.
- *Write a brief report for The February Communicator and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.*
- Provide Web Coordinator with updated meeting list information.
- Coordinate meeting updates with the AIS when an AIS is serving the district's meeting.
- Maintain Group Records binder with updated information.
- Participate in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

POSITION NAME: **Literature Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended.

The Literature Coordinator communicates and carries the message of recovery and unity through Conference Approved Literature (CAL) to the districts, Literature Distribution Centers, (LDC), groups and members in the Area.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Literature Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies underline unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook
- Coordinate the literature activities in the Area.
- Act as liaison between the WSO and the Area and AWSC and Groups.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Keep a current piece of all Al-Anon/Alateen Literature on hand for easy reference.
- Read and become familiar with each piece of CAL.
- Maintain a supply of current catalogs, order forms and bookmarks for distribution and reference.
- Create displays of (CAL) for activities in the Area.
- Encourage Members to write sharing's for ongoing and new CAL projects.
- Encourage the use of CAL in recognition of service, as gifts, in fund raising.
- Encourage Al-Anon/Alateen Members to read CAL.
- Present at least one workshop for Oregon area during 3 year term.
- Participate in scheduled conference calls with WSO and other Area Literature Coordinators.
- Participate in AFG Connects.
- Store all current and discontinued CAL for safe keeping.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc., to pass on to the next coordinator.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

P0SITION NAME: **Public Information (PI) Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended. A strong passion for Al-Anon and a desire to encourage and motivate public outreach among Oregon Al-Anon members, Districts and groups.

The primary duty of the Public Information Coordinator is to ~~keep~~ stay in touch, with the Area Delegate and all Al-Anon members doing Public Information work in the Area, and to act as Public Information liaison among local groups and between local groups and the World Service Office. The Public Information Coordinator follows through on projects initiated by the Public Information Committee at the World Service Office.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The PI Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Work with districts to maintain a list of contacts for activities at the district and the group level.
- Encourage members to participate in local PI work and share his own experience, strength, and hope.
- Act as a PI liaison between the Districts, WSO and Area Coordinators.
- Cooperate with local AIS and Districts in PI efforts.
- Inform Area and local media affiliates of newsworthy events.
- Initiate and develop projects at the Area level.
- Present at least one workshop for Oregon area during 3-year term.
- Maintain records (communications, workshops, WSO mail, etc.) to pass on to next Public Information Coordinator.
- Participate in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- *Write a brief report for The February Communicator and present an oral (5 minutes) report to the July Assembly; provide a copy to the Oregon Area Secretary for inclusion in the minutes.*

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COORDINATOR POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

P0SITION NAME: **Website Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

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QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended.

The Website Coordinator should be familiar with website hosting, domain name registration, website design and usability, uploading and downloading times, and basic HTML knowledge. This position should also be familiar with the information in the Al-Anon Guideline G-40, the WSO Al-Anon Guide to Copyright and Trademarks and WSO suggested policy regarding anonymity on websites. Coordinator facilitates communication with Group Records Coordinator and receives updates to area meeting lists from Group Records Coordinator.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The PI Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies underline unless also a Group Representative (GR).

It is a requirement to have access to a computer, its programs and the Internet for this position. It is also required to have constant access to the tools and equipment necessary to the position. If there is software provided by the Oregon Area, the software must be protected and updated as necessary. The Coordinator agrees to surrender the software at the end of the term.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Maintain website as main Oregon Area communication tool.
- Work with all Area Officers and Coordinators to provide pages and services as requested.
- Maintain anonymity of all Al-Anon members.
- Maintain email aliases and accounts for AWSC members.
- Maintain all website content in conformity with Steps, Traditions and Concepts.
- Update Oregon Area on-line meeting lists with information from Group Records Coordinator.
- Update Oregon Area on-line events calendar as needed.
- Maintain a backup system to save the website.
- Seek technical advice as necessary.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc., to pass on to the next coordinator.
- Inform AWSC and Assembly of changes as necessary.
- Participate in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

POSITION NAME: **Technology Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Skills: Be familiar with virtual meeting platforms (e.g., Zoom) and be willing to learn how to use the various functions needed to host virtual meetings, create polls, use meeting rooms for breakout sessions, etc. Although not a requirement, a Service Sponsor is highly recommended.

The Technology Coordinator needs a willingness to work with and alongside of Area Officers and Area Coordinators when setting up various presentations. Must be willing to store, transport, set-up, and maintain area equipment, including but not limited to microphones, projector, and the sound system.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The PI Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies <u>unless</u> also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position. It is a requirement to have knowledge of computer software programs used by Oregon Area members, audio visual equipment set-up and use for presentations and the ability to quickly learn current programs being used.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and the Oregon Area Handbook.
- Write a brief report for The February Communicator and present an oral (5 minutes) report to the July Assembly and provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc. to pass on to the next coordinator.
- Reply to emails received through Oregon Area Website.
- Must be willing to attend every AWSC and Assembly meeting or have at least notified the Oregon Area Chair with as much time as possible if unable to attend.
- Arrive a minimum of 30 minutes early to each meeting to have all equipment set up.
- Be willing to research new software programs and equipment in order to facilitate electronic meetings in various parts of the state as well as to assist with implementing those changes.
- Work with AWSC and Assembly host to make sure we have everything needed in order to use electronic technology with our current Area equipment and computing devices.
- Find a replacement to either host the virtual meeting or attend AWSC or Assembly so that the appropriate equipment can be set up.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

POSITION NAME: **Audit/Budget Committee**

TERM LENGTH: Three Years (Beginning January 1, after appointment)

QUALIFICATIONS: 3 Al-Anon members, not necessarily a GR, who are appointed by the Area Chairperson. The Audit/Budget Committee members have voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies <u>unless</u> also a GR. Although not a requirement, a Service Sponsor is highly recommended.

Bookkeeping skills helpful and are suggested. Primarily, the Committee proposes an annual Budget and regularly audits the Treasurer's books and records. They present their reports at Assemblies and send reports electronically to the Area Secretary and to The *Communicator* Editor for inclusion in the minutes and *The Communicator*. The 3 appointed members choose their own chairperson.

As a committee member, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The committee members have voice and vote at the AWSC meetings and voice only at Assemblies <u>unless</u> also a Group Representative (GR). It is also a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Audit the Treasurer's records according to Financial Guidelines in Oregon Area Handbook and make adjustments as necessary.
- Annually audit State Speakers Meeting and OAC financial records and propose/make adjustments as necessary.
- Annually request budget projections from AWSC members.
- Meet with Treasurer to review/analyze budget requests, resolve any questions, and verify line items against authorized reimbursement schedule.
- Annually compile budget data and submit electronically to *The Communicator* Editor for the October edition.
- Present the Proposed Budget at the November Assembly.
- Review requests for Budget overruns and authorize payments if appropriate.
- If the treasurer is asked for advance funds outside the normal operating process, approval must be given by the Area Chairperson and at least one member of the Audit-Budget Committee.
- Review financial records to assure that expenditures are within approved budget.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.

Audit-Budget Chairperson responsibilities:
- Present a report of the Quarterly Audits results at AWSC meetings and Assemblies
- Responsible to schedule quarterly audits in a timely manner
- Contact AWSC members for annual budget requests prior to budget preparation meeting.

POSITION NAME: **Oregon Area Past Delegate**

TERM LENGTH: Life (Beginning January 1, after term as World Service Delegate)

DESCRIPTION: An Al-Anon member who has already served as Oregon Area World Service Delegate. The Past Delegate brings the views and spirit of worldwide Al-Anon to the Area. Often the Past Delegate provides a historical perspective to the Area World Service Committee (AWSC) and Area Assembly on current endeavors.

In Oregon, the Past Area World Service Delegate is a member of the AWSC with voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

Active Past Oregon Area Delegates who attend the majority of Assemblies and AWSC meetings are eligible for the drawing for Area financial support to attend the Northwest Regional Delegates meeting. Refer to Oregon Area Budget Policy. Although not a requirement, a Service Sponsor is highly recommended.

SERVICE OPPORTUNITIES / RESPONSIBILITIES:
- Study and keep current with the Service Manual as practical.
- Share experience, strength, and hope in Al-Anon/Alateen.
- Support and encourage the current World Service Delegate, as well as a morale booster for Group Representatives, District Representatives, Officers, and Coordinators.
- Encourage and participate in service work at all levels to carry the message of Al-Anon/Alateen.
- Serve as a resource for information; also may be a Service Sponsor.
- Attend the Area World Service Committee meetings and Area Assemblies as practical.
- Attend the Northwest Regional Delegates' meetings to keep up-to-date on Al-Anon policy and communicate with other Al-Anon/ Alateen members when possible.
- Be willing to participate in various service capacities. Examples are, but not limited to, panels, workshops, ad hoc committees, vote counters, and such tasks as need to be done.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.

P0SITION NAME: **District Representative (DR)**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION/QUALIFICATIONS: An Al-Anon/Alateen member who is elected from among the GRs of each District, by caucus at an Assembly or in the District prior to the Assembly. Each DR represents a District in the Area, helping the Groups to understand Al-Anon principles at the Group, District, and Area levels. District Representatives have voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies <u>unless</u> also a GR. Although not a requirement, a Service Sponsor is highly recommended.

As a DR in Oregon, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The DR has voice and vote at the AWSC meetings and voice only at Assemblies <u>unless</u> also a Group Representative (GR).

RESPONSIBILITIES:
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook
- Attend assemblies and AWSC meetings to serve as link for groups in their District.
- Write a brief report for *The June Communicator* and present an oral (5 minute) report to the March Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as indicated in the Oregon Area Handbook.
- Communicate with the GR's of District to learn the views of the groups; visit all the groups in your District to encourage participation.
- Schedule and chair District meetings, preferably at regular intervals.
- Use links of service for problem resolution.
- Disseminate all communications from Area Officers and Coordinators to the GRs.
- Work with the Area Group Records Coordinator to maintain current group information
- Report on District activities at AWSC meetings.
- Assign responsibilities when District hosts events such as Assemblies, State Speaker Meeting (SSM), AWSC, etc.
- Provide application packet to members interested in serving as Al-Anon Members In Alateen Service (AMIAS). Arrange to meet with them and review their completed applications, contacting all references. Make sure they understand the Oregon Area requirements. If the applicant is approved, send completed forms to the Area Alateen Process Person (AAPP) and direct the applicant to get background check done, following the Area protocol.
- Provide new AMIAS with copies of the Oregon Area Safety Requirements and Alateen Safety Guidelines (G-34).
- Cooperate with AAPP for Annual Alateen Recertification, contacting each current AMIAS in their district to confirm all contact information and their current status of involvement with Alateen. Confirm all Alateen Groups.

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

P0SITION NAME: **Group Representative (GR)**

TERM LENGTH: Three Years (Beginning January 1, after election)

<u>DESCRIPTION</u>: An Al-Anon/Alateen member with a basic understanding of the Program, who is elected by the Group. GRs attend Assembly and District meetings and act as contact between the Group and the DR, and the Group and the Assembly. Although not a requirement, a Service Sponsor is highly recommended.

As a GR in Oregon, it is a requirement to attend 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance). The GR has voice and vote at Assemblies.

<u>RESPONSIBILITIES</u>:
- Become familiar with the current copy of Al-Anon/Alateen Service Manual and encourage its use among Group members.
- Share the mail from World Service and Area with the Group.
- Serve as <u>FORUM representative</u> for the Group.
- Represent the voice of the Group at District Meetings and Area level.
- Report business and information back to the Group on activities such as: District Meetings, Assembly business, and Delegate's Report of the World Service Conference.
- Inform Group of Program related functions.
- Initiate/support Group activities in Public Outreach.
- Assure that World Service and Area appeals for support are read to the Group.

OREGON AREA MOTIONS

As of February 2010, only one type of motion, Ongoing, will be listed in the Oregon Area Handbook. These motions will be listed in chronological order but also identified as Boundary, Event, Finance, Operational and Policy. Formerly, we included Ongoing Motions, Grand Motions and Questions which was changed to One-Time Motions. A definition of Ongoing and One-Time Motions follows.

Ongoing Motion: A motion presented that has an "ongoing" impact on the Oregon Area. It changes procedures, processes or the Oregon Area Handbook information. Ongoing changes stay into effect until such time as a new Ongoing Motion or perhaps a One-Time Motion is presented that changes the practice, procedure, etc. All ongoing Motions will be defined as a type: **B**oundary, **E**vent, **F**inance, **O**perational or **P**olicy.

An example of an Ongoing Motion would be a motion that approves a change to a position description in the Oregon Area Handbook. This change has an ongoing effect on how the position functions and will not change without a future motion.

One-Time Motion (Formerly known as Questions): One-Time Motions are motions presented that have a "one-time" impact. These motions are made to handle business that is occurring in the moment and do not have a long-time impact on the Oregon Area. An example of a One-Time Motion is a motion that approves the disbursement of funds from the Treasury to the Delegate for a one-time expense for attendance at a special event.

As of February 2007, all Ongoing Motions from Assemblies and AWSC Meetings will be included in the Oregon Area Handbook. All motions will continue to be recorded in the minutes of Assemblies and AWSC meeting, and listed separately at the end of the minutes. One-time Motions will be found only in the minutes of each meeting.

As of February 2016, all Motions will be recorded in a Running Motion Document for AWSC meetings and for Assemblies. A document with all motions removed to History will also be maintained and passed to new Alternate Delegate at the beginning of a new Panel.

Ongoing Motions
(As of March 2023 AWSC)

TYPE	DATE	LOCATION	NO.	MOTION
B	Feb-93	Portland	2	Future changes to district boundary base map (Oregon Area) It is moved that changes to Oregon Area District boundary base map can be made by the following procedure: 1. Prepare map and narrative of new proposed boundary. 2. Hold meetings among adjacent districts to review graphic map and narrative of current boundary and proposed boundary change. Adjust proposal if needed, so that adjacent districts are in accord with proposed change. 3 Present proposed graphic map and narrative change to Area World Service (AWSC) for review and recommendation. This should be final product as recommended by District and its adjacent Districts. 4 Explain proposed change to Assembly for consideration and discussion. 5 Vote at later assembly (not the same one where proposal made) to accept change to Oregon Area District Boundary Base Map. [Oregon Handbook: Section V, Page 3]
B	Jun-08	D4-Salem	3	It is moved that the graphic map of the current District boundary lines, and the accompanying narrative in the Oregon Area handbook describing these boundaries, be accepted as the base map and narrative of the Oregon Area District boundaries. This motion takes place on June 21, 2008. This motion supersedes previous motions concerning District boundary lines for Oregon Area. This motion remains in effect until subsequent boundary maps and changes go into effect by a subsequent motion. Updated Motion. Passed: Yes 27, No 2 at AWSC.
E	Oct-73	Portland	1	To always have a speaker meeting unless otherwise voted not to.
E	Feb-74	D6-Springfield	7	To pay for AA and Alateen speaker's dinner (at SSM).
E	Jun-08	D4-Salem	5	To allow Districts to put in a bid for the State Speakers Meeting in March, approximately two years prior to the event. SSM Guidelines to be updated in Oregon Area Handbook. This Motion supersedes all motions pertaining to SSM. Passed: 30 yes at AWSC.
E	Feb-13	D6-Eugene	1	It was moved that the SSM be held in either April or May with flexibility on scheduling left to the discretion of the District hosting the SSM. The motion was seconded and passed. (Supersedes Jun-09 Motion)
E	Jun-15	D16-Albany	1	That the Oregon Area Handbook, Section VI (Area Events) be amended to include Oregon Alateen Conference, (OAC). Seconded and passed with substantial majority.
E	Feb-19	D10-Tualatin	1	A motion that only OAC "Oregon Alateen Conference" and OR State Speakers Meeting be allowed to sell items at Assemblies and AWSC. Selling literature is exempt, as it is a service. Motion by: Julie S. Second by: Tama S. No (2); Abstain (10); Motion passed.
E	Jul-20	Virtual	3	The Oregon Area will sponsor/host the 4th Annual Native American Al-Anon Conference, providing planning support, advertising & assistance during the Conference, including signing the facility contract. No direct financial support will be given, but the Area may assist with fundraising efforts. If the AWSC ever determines that the conference is not acting consistently with Al-Anon principles, it may withdraw our support of the Conference. Submitted by: Katie W. Second by: Patsy. Motion by Zoom poll. Yes (47); No (1); Abstain (1).

Ongoing Motions
(As of March 2023 AWSC)

TYPE	DATE	LOCATION	NO.	MOTION
E	Feb-22	Virtual AWSC	1	The Oregon Area will continue to sponsor the AWSC Book Study meeting on Zoom (Wednesdays at 7pm). Motion by: Meredith (Gr. Records Coord). Second by: Bunny (Past Delegate). Zoom Poll: 100% Yes - Approved.
F	May-74	D16-Albany	1	To institute equalized travel expenses for Area of Oregon.
F	May-75	D3-Pendleton	5	That we continue with the travel fund for now.
F	May-77	D5-Bend	3	The treasurer's report be included in the Communicator and the Minutes.
F	Nov-78	D1-Seaside	1	That we pay travel expense for the Audit Committee (consisting of 3 or 4 persons) including meals and motel if necessary. If any mailings or telephone expenses incur, parties will be reimbursed.
F	May-80	D13-Roseburg	1	To have all monies sent by the Groups to the Area be sent to one kitty.
F	Aug-80	D8-North Bend	3	To have the audit committee recommend a budget for the year.
F	Sep-85	D1-Seaside	2	That we pay the delegate's expenses to the Al-Anon State Speakers Meeting.
F	Feb-86	D12-The Dalles	2	To send our delegate to the delegates' meeting.
F	Sep-90	D4-Salem	2	Shall the 12 month budget period be shifted from 11/1 - 10/31 to 1/1 - 12/31 in order to match the service period of officers and coordinators and related income/expenses activities.
F	Nov-90	D15-McMinnville	1	To change the name of the ETF fund to Assembly Travel Fund.
F	Nov-95	D6-Springfield	2	To make the reimbursement for AWSC members coincide with the policy used for the assemblies.
F	May-98	D10-Beaverton	1	Move that the Oregon Area Assembly adopt and maintain a prudent reserve of 1/3 annual expenses, based on actual expenses from the previous year, the dollar amount to be determined annually by the audit budget committee.
F	Mar-08	Welchs	1	Add a line item to the budget to reflect the area's beginning cash forward as revenue and the areas' prudent reserve as an expense. Passed: 75 yes, 1 abstain
F	Jun-08	D4-Salem	4	Motion to have the Oregon Area Treasurer Audited Approved Yearly Report kept in paper copy forever. One copy to the Oregon Area Archives and once copy to be maintained by the current Treasurer and passed on to future treasurers. Passed Yes 30, Unanimously at AWSC.
F	Oct-08	D1-Seaside	2	That the Treasurer give copies of the Treasurer's report at each of the Area Assemblies and AWSC meetings. Passed unanimously by show of hands at AWSC.
F	Oct-08	D1-Seaside	3	To list only the contributing Groups with specified amounts for the prior year in the first issue of the Communicator of the following year.
F	Jun-10	D16-Brownsville	2	It was moved and seconded to have the group's names who contributed to the State Speakers Meeting to be listed in the Communicator.
F	Oct-10	D5-Bend	2	AWSC Treasurer's Reports include Area Travel Fund expenses for Groups and Districts with the Group name and amount displayed. Passed: Yes-22, No-4, Abstain-3
F	Oct-10	D5-Bend	6	Amend the Oregon Area Handbook to allow Oregon Area Budgeted funds to be for any bona-fide Assembly expense. The funds should be made available as seed money prior to the Assembly. This motion replaces the Motion made in Tualatin in July 2006

Ongoing Motions
(As of March 2023 AWSC)

TYPE	DATE	LOCATION	NO.	MOTION
F	Oct-12	D15-McMinnville	4	I move the Oregon Area pay the full amount for the cost of our delegate to attend the World Service Conference as described in the annual letter re: equalized expense fund. The annual letter from the WSO to the Area Treasurer shows two amounts – (1) equalized amount and (2) the full amount. The full amount is the higher of the two. Passed.
F	Oct-15	D13-Roseburg	1	Move to add guidelines for financial record keeping to Section IV, of OAH. Seconded and passed with substantial majority.
F	Nov-17	D9-Tigard	1	Add To the end of the first paragraph of Section IV, p. 3 under Assembly Allowances: "In extenuating circumstances, the Audit/Budget Committee will review and may allow requested reimbursements over the maximum Assembly allowance." Motion made by Dawn K., second by Mary Lynn J. 63 YES votes; 0 NO votes.
F	Oct-20	Virtual	1	Move that the Oregon Area increases the Food and Lodging allowance for AWSC members to $180.00 for each AWSC and Assembly. Motion by: Joanne C. Second by: Lydia S. Motion carried. 20 Yes. 2 No. 0 Abstain.
F	Mar-23	AWSC-Hybrid-Tualatin	1	It was moved to raise the Assembly Allowance to $260 with an amendment to have the treasurer review and report at the AWSC after each assembly for the 2023 calendar year. Yes 20 no 1 motion passed
O	Aug-80	D8-North Bend	2	To read the minutes before coming to the assembly and dismiss with the reading of the minutes at the assembly.
O	Nov-84	D8-Coos Bay	4	To extend assembly meetings to noon on Sunday.
O	Nov-86	D17-Oregon City	4	To send Area World Service Committee (AWSC) minutes to members of AWSC only.
O	Nov-86	D17-Oregon City	5	To not send Alternate Delegate to World Service Conference in the event of illness of the delegate when the delegate is already there.
O	May-89	D5-Bend	3	At the beginning of each assembly the chairperson will state that any person eligible is expected to attend the full session in order to receive travel reimbursement.
O	Feb-90	D7-Ashland	1	To permit audio recordings for personal use only, to be made at the assemblies.
O	Feb-90	D7-Ashland	2	That if an Area Officer or Coordinator misses two meetings (Assembly and AWSC) in a row, without contacting the Chairman and without providing an alternate or acting person, the chairman will contact the person to ask for cause and/or resignation.
O	Aug-93	D3-Baker City	1	The Audit Budget Committee and Treasurer propose that the books be closed at the end of each Calendar quarter (March 31, June 30, September 30 and December 31) and audited for a report at the following assembly. We also propose that the proposed budget for next year be presented in the Communicator or mailed to each group prior to the November Assembly to be voted on at the November Assembly. This shall become effective January 1, 1994. Exception: The 1st qtr. to be audited in April and the 4th quarter in January at convenience of A-B Committee.
O	Feb-94	D4-Salem	3	I move that the Oregon Assembly hold 3 assemblies each calendar year. Yes 60 No 27
O	Nov-03	D7-Grants Pass	4	The Oregon Area adopt on a permanent basis the use of email as one of the delivery channels along with hand delivery and regular mail for distribution and delivery of the Assembly minutes, AWSC minutes or other materials as needed.

Ongoing Motions
(As of March 2023 AWSC)

TYPE	DATE	LOCATION	NO.	MOTION
O	Jun-08	D4-Salem	2	AWSC will decide about the old Motions, here, at AWSC, per Concept 3, that AWSC has the right and duty of decision making. Also, the Secretary shall place all Motions in the minutes and will submit all ongoing Motions to the Alternate Delegate for inclusion in the Area Handbook. Passed: 29 yes, no 1, 2 abstain.
O	Oct-08	D1-Seaside	1	To continue The Communicator three times a year, February, June, and October.
O	Jun-09	D6-Eugene	2	That mailing labels will be made available to any Al-Anon function within the area. Any function less than area wide will be required to reimburse expense, (area functions are assembly meetings, fall conference, state speakers meeting, coordinators and secretary, world service committee.) Expenses would involve labels and postage. Passed unanimously at AWSC.
O	Jun-09	D6-Eugene	5	List Alateen's name on any title page in Oregon Area such as The Communicator, website, Area Handbook etc. Motion Passed with 1 no.
O	Oct-10	D5-Bend	4	At the beginning of each new 3-year panel the Oregon Area Handbook is made available to each member of the Area World Service Committee upon request. Passed.
r	Jun-12	D12-Portland	4	The Oregon Area accepts the Oregon Alateen Conference (OAC) as an official part of the Area. The motion was made and passed.
O	Feb-13	D6-Eugene	4	I make a motion that the Flyer Committee be three people appointed by the Area Chairperson. They must be past or present members of AWSC. The motion was seconded and passed.
O	Jun-14	D2-Newport	2	Motion made to exercise our Area autonomy to allow phone numbers on our Area website on flyers as is currently posted in our Oregon Area Handbook". Motion seconded and passed with majority vote.
O	Jul-14	D17-Milwaukie	1	The Chair will be allowed to close the Assembly with the Serenity Prayer or the Al-Anon Declaration". Motion seconded and passed with a majority.
O	Feb-15	D9-Portland	1	I move to approve the 2/21/15 Oregon Area Alateen Conference Guidelines with revisions: a) OAC Committee definition; b) Flyer guideline reference; and 3) Audit budget revision. Seconded, and passed with simple majority vote.
O	Jun-15	D16-Albany	3	That the Oregon Area establishes a training event for (new) District Representatives to be presented by the Alateen Standing Committee concerning DR's Alateen duties. This will occur at the first March Assembly following the election of a new panel. Seconded and passed with substantial majority.
O	Nov-15	D6-Springfield	4	We move that the Communicator be made available electronically at no charge, and by subscription via US Mail at current cost. Each DR will receive a hard copy at AWSC. Motion seconded and passed with majority. Author: Mary W.
O	Jun-16	D16-Albany	2	A motion was made, seconded and passed to accept the recommendations of the Ask-It-Basket Thought Force: a) The AIB should be announced at the beginning of an event so people are aware of it; b) Questions should be answered each day; c) Past delegates continue to answer the questions until a vote is taken to change that; and d) It should be announced that questions posed 30 min. before the end of the event will not be answered at the event, but you can find answers to them in the next Communicator or possibly on the state website in the future.

Ongoing Motions
(As of March 2023 AWSC)

TYPE	DATE	LOCATION	NO.	MOTION
O	Jun-17	D06-Eugene	4	The following dated documents be retained on the Area Website and then be archived and given to Archive Coordinator in the following manner: Event Flyers-3years; The Communicator-5years; Area Meetings (AWSC & Assembly) Agendas and Minutes-5 years. Motion by: Regis P. Second by: Deanna M. Yes: _19_ No: _0_ Abstain: _0_ Motion passed.
O	Jul-18	D17-Oregon City	4	I propose Oregon Area purchase an annual insurance policy that would provide coverage for all meetings and events in the Area where an "Insurance Coverage Waiver" is required. The policy contains $1,000,000 General Liability and $5000 for bodily injury and property damage. Motion by: Regis P. Second by: Joan F. Motion PASSED YES:56 NO: 3 Abstain: 0
O	Oct-18	D7-Eugene	1	I move that we rescind Motion #2 made in October 2009 in West Linn and add back into the handbook that the treasurer will announce the attendance at the assembly and the amount of donations received at the appropriate time. Motion by: Sue B., Second by: Linda C. Motion carried.
O	Feb-20	D16-Albany	1	Adopt the Event Liaison position as part of AWSC. The term length would be three years beginning January 1, after appointment. The Event Liaison is a current AWSC member who is appointed by the Area Chairperson. The Event Liaison has voice and vote at the AWSC meeting and voice only at Assemblies unless a GR. Motion by: Deanna M. Second by: Bunny G. Motion Passed. Yes (23); No (1); Abstentions (0).
O	Jun-20	Virtual	1	Move to accept the recommendation of removing the ALLAWSC email from the website and creating a panel private group email. Motion by: Stephen Y. Second by: Joanne C. Motion carried. 26 Yes. 0 No. 0 Abstain.
O	Feb-21	Virtual	3	The Handbook Task Force moves that the attached page regarding making changes in the OA Handbook be accepted and placed in the handbook as Page 2 after the Title Page. Motion by Sue B. Audit Budget Chairperson; Second by: David N. DR D7; Yes (21); No (1); Abstain (0).
O	Feb-21	Virtual	4	I move to replace the current Oregon Area Flyer Eligibility Guidelines with the revision of the Oregon Area Flyer Eligibility Guidelines that include Oregon Area Electronic Flyer Guidelines. Motion by Joanne C. Group Records; Second by: Wendy DR D2; Yes (24); No (0); Abstain (1). Motion Carried.
O	Jun-21	Virtual	1	I move to accept the Regional Trustee Nomination Process with changes. Motion by Joanne C. Group Records, Second by: Jenni H. DR D6; Yes (22); No (1); Abstain (0); No Minority Opinion; Motion Carried.
O	Jun-21	Virtual	3	I move that when the Audit Budget committee prepares the budget, they will poll the Past Delegates and find out who would like to be funded by the area. They will base the budgeted amount per past Delegate equal to the estimated amount for the Delegate. – Motion by Joanne C. Group Records, Second by: Lydia S. DR D11; Yes (15); No (3); Abstain (0); No minority voice given; Motion Carried.
O	Nov-21	Virtual	3	Motion to discontinue Action Committees at Area Assemblies. Motion by Phyllis, GR/D4, Seconded by Kathy W., GR/D17, HUGS. 35 Yes, 2 No, 6 Abstain.
O	Feb-22	Virtual AWSC	2	Motion made to update Virtual Meeting Guidelines from March 2021 version to January 2022 version. Gayle Approved, Meredith 2nd. Passed.

Ongoing Motions
(As of March 2023 AWSC)

TYPE	DATE	LOCATION	NO.	MOTION
P	May-85	D5-Bend	3	That districts be given autonomy to decide whether or not the GR remains a GR when elected DR (leaving decision up to the district rather that up to the assembly).
P	Sep-87	Portland	3	To have voluntary registration contribution for each person attending an assembly.
P	Sep-89	D13-Roseburg	1	Moved that it be done by assembly (To have the Assembly select the Regional Trustee Candidate).
P	Nov-99	D16-Albany	1	Motion for Oregon Area to be autonomous and independent, in keeping with the Al-Anon Traditions for Oregon Assemblies, Oregon Area Conference or Oregon Area Business meetings. To begin with our first assembly in May 2000. Intent - Oregon Area Al-Anon be given the opportunity to choose a date and location for assemblies and conferences.
P	Nov-00	D2-Newport	1	To have three (3) two (2) day assemblies per year
P	Nov-00	D2-Newport	2	To hold the assemblies each year in March, July and November each year. Assembly schedule takes effect in November 2001.
P	Oct-07	D10-Tigard	1	I move there be a form created, to be completed by the Assembly Host District. The completed form would list all income and expenses incurred by the Host District in preparation for and attributable to the Area Assembly. This form would be given to the Area Treasurer. Motion Passed: Simple Majority at AWSC.
P	Nov-07	Welchs	1	If a district has no District Representative (DR) or Alternate District Representative, another active DR may process an Alateen sponsor application. Passed Yes 68, No 4.
P	Mar-09	D16-Umatilla	1	That if a prospective Alateen sponsor has gone through the process to become a sponsor and been rejected solely because of the inability to read their fingerprints three times but have passed a nation wide FBI search on their name and birth date that they be allowed to become a sponsor. Motion Passed: yes 49, no 2
P	Nov-20	Virtual	1	Move to accept the proposed Area Procedure for Listing Meetings on the Oregon Area Website to be added to the Oregon Area Handbook. Motion by: Mary Lynn J. Second by: Eloise. Motion Carried; Yes (44); No (1); Abstain (2).
P	Feb-21	Virtual	1	I move to replace all current Oregon Area Election of Officers and Coordinators voting procedures with the version developed by the Election Task Force dated 11/21/20. - Motion by Dawn B. Public Information; Second by: David N. DR D7; Yes (21); No (0); Abstain (2). Motion Carried
P	Feb-21	Virtual	2	I move to replace all current Trusted Servant Profile with the Service Resume dated 6/20/20. Motion by Dawn B. Public Information; Second by: Meredith DR D5; Yes (22); No (0); Abstain (1). Motion Carried
P	Jun-22	AWSC - Salem	2	For a trial period, for the remainder of this panel (62), we combine these Area positions: Technology/Website; Forum/Literature; CPC/PI. Motion made by Meredith D., Motion 2nd by Annie. Carried Unanimously. This is an ongoing motion to be discussed at the October 2024 AWSC.
P	Jun-22	Salem AWSC	3	On a trial basis, for the duration of panel 62, we change requirements for AAPP to have held a service position which included at least 3 consecutive years assembly experience. Bonnie W. made the motion. Meredith D. seconded this motion This is an ongoing motion to be discussed at the October 2024 AWSC. Motion carried with one no vote.

OREGON AREA AL-ANON
BUDGET POLICY

BUDGET AUTHORITY STATEMENT

The Oregon Area assembly reserves the authority to finance Oregon Area Al-Anon activities. No area officer, coordinator or member of the Area World Service Committee (AWSC) may obligate Oregon Area Al-Anon funds without the approval of the Oregon Area assembly. This is normally done annually in the budget approval process.

The treasurer may not make payments that exceed the approved budget. If area officers, coordinators or others with spending authority for a budget line item find that expenses for their work will exceed the budget, they must notify the Audit-Budget Committee to request additional budget authorization. The committee may authorize an additional budget amount, which must be shifted from another expense line item.

Prudent Spending Policy
Our leaders are but trusted servants. When you are spending money on Oregon Area business, be aware that these resources are donations from the Oregon Area members.

Advance Funds for Budgeting Items

• Normal:
   Some Area activities may need Area money in advance, which is paid back at the time of the event or earlier if possible.
   Officers and Coordinators may request advance monies from the treasurer for approved budgeted expenses. Upon receipt of appropriate documentation, the Area Treasurer and at least one member of the Audit-Budget Committee may advance monies if they fall within the approved budget.
   Receipts must be sent to the Treasurer with any unused money once the reason for the advance is complete, and they must be turned in with the expense reimbursement form to the treasurer within two weeks.

• Extenuating/Emergency:
   If the Area Treasurer is asked for advance funds outside the listed budgeted expenses, approval must be given by the Area Chairperson and at least one member of the Audit-Budget Committee.

Reserves [See Warranty One]
   The Oregon Area's reserve is equal to one-third of actual expenditures of the previous year. If it is necessary to dip into the reserves to pay for Area expenses, the Area Treasurer will notify groups that the Area needs more contributions. This should be done using the links of service.

Budgeted Expenses
• Officers and Coordinators Expenses

See the chart on Page 6, "Authorized Reimbursement Schedule for Oregon Area", for the kinds of expenses that may be reimbursed for each position.

To request reimbursement for these costs, complete an Expense Reimbursement Form (See pages 20-21) for Oregon Area Officers and Coordinators, which you may obtain from the Area Treasurer. Include a description of the activity, what each payment was for, the amount and name of the vendor. Attach receipts for each cost (attach an explanation if no receipt is attached; this includes motel receipts, etc.). **Sign and date the expense report before giving it to the Area Treasurer.**

Nothing prohibits you from giving your resources voluntarily when conducting Area business. If you should choose to not request reimbursement for Oregon Area budgeted expenses, please keep a record of all such expenses and include them on your annual budget request. Having all the expense information on budget requests for each position will help when future officers step into your position.

• Office Expenses. These include phone, copying, postage, and other miscellaneous costs:

> **• Phone**. The overage costs of data usage for Oregon Area business are reimbursable with documentation in the form of phone bills. Do not request reimbursement for basic monthly phone costs.

> **• Copies**. Shop around to find the best copy prices in your location for the number of copies you need. You may get some bulk price breaks if you can arrange to buy copies with another coordinator or officer.

> **• Postage**. Prudent use of Area funds suggests you purchase "Forever" stamps. Bulk mail does not appear to be a prudent use of area funds.

> **• Miscellaneous**. Miscellaneous costs include paper, envelopes, mailing labels, notebooks, marking pens, literature, computer supplies and the like used for Area business.

> Do not include equipment maintenance or depreciation expenses in your budget estimates. These costs are not reimbursable.

• Other. Some expenses are unique to the activities of different officers and coordinators.

It is the responsibility of individual officers and coordinators not to exceed their approved budgets.

NORMAL OPERATING PROCEDURES

Area Travel Fund (ATF)

• Reimbursement for Area Travel Fund (ATF=Mileage)

All Area World Service Committee Members (Officers, Coordinators, District Representatives*, Past Delegates, Audit/Budget Committee) and Group Representatives* are to attend all of the scheduled full sessions of each AWSC and Assembly to be eligible for reimbursement from the ATF. This means, currently, attending all day Saturday and Sunday morning. *Eligible for ATF only if District/Group cannot cover the travel expenses.

The ATF/Travel Allowance form is required to be completed for Area reimbursement. Reimbursement is calculated as follows:

Mileage to assembly is based on the city-to-city mileage shown on the Oregon State Map mileage chart (see Page 19). Multiply this by 2 to get the round-trip mileage. The Area Treasurer will announce the Area Travel Reimbursement amount to be used prior to the start of each assembly and AWSC.

The ATF form must be turned in to the Area Treasurer at the assembly. Carpool to assemblies whenever possible; only one mileage request per carpool is allowed. Anyone who does not attend the entire assembly or AWSC is not eligible for reimbursement unless the chairperson grants an excuse (to leave early for a family emergency, for example).

• Coordinators, officers, past delegates.
To receive mileage reimbursement from the Area for assemblies and AWSC, coordinators, officers, Audit-Budget Committee, and past delegates follow the ATF reimbursement request procedure outlined above using the mileage to the Area event from their hometowns.

• District Representatives (DRs).
Districts pay for their DR's travel expenses to assemblies and AWSC. If the district cannot afford to fully support the DR, the DR may request mileage reimbursement from the Area Travel Fund as outlined for GRs at assemblies.

• Group Representatives (GRs).
Groups pay their GRs travel expenses to assemblies. Travel expenses paid by the group may include the voluntary group registration of $10 for assemblies, shared lodging, cost for meals, and mileage at an agreed upon rate. If the group cannot afford to fully support the GR, the GR may request mileage reimbursement from the Area Travel Fund by completing an Area Travel Fund (ATF) Request (see Page 20) and presenting it to the Area Treasurer on the first day of the assembly.

Assembly Allowance

Officers, coordinators, members of the Audit-Budget Committee, and past delegates may request reimbursement for meals and lodging costs of up to a maximum of $180 in addition to mileage. The meals and lodging portion of travel expenses is called the assembly allowance. In extenuating circumstances, the Audit/Budget Committee will review and may allow requested reimbursements over the maximum assembly allowance.

Do not combine mileage with meals and lodging amounts, as the ATF is a separate budget line item from the assembly allowance; although it is reported on the same form (see Pages 20 & 21).

In addition, lodging and meals to be reimbursed must be itemized. List the lodging information including the amount you are requesting as your share and the number of nights. List the meal information including the day, the meal, and the amount you are requesting reimbursement for, such as "Saturday dinner, $7." Total the amounts of meals and lodging on the back of the form and enter that total on line B of the front of the Assembly Allowance form. Attach all receipts to the Assembly Allowance form.

The assembly allowance request must be made at the assembly or AWSC attended. The same procedures apply as for the ATF form written above.

Area World Service Committee (AWSC) Meetings

AWSC members, including DRs, are eligible for mileage reimbursement. AWSC members may also request lodging and any necessary meal reimbursement up to the maximum allowance if they do not have funding from their districts and overnight stay is prudent.

Travel other than assemblies or AWSC Meetings

The Oregon Area Delegate and members of the Audit-Budget Committee will be reimbursed travel expenses for conducting Oregon Area Al-Anon business according to the above policies.

Northwest Regional Delegates Meeting (NWRDM)

Oregon Area policy is to send and fund the current Delegate, Alternate Delegate and any active* and interested Past Delegates to the annual NWRDM with the exception that the Alternate Delegate will be funded only for the first year of the 3-year panel. The Past Delegate funding for the NWRDM will follow this procedure: After identifying all those who want to go, the Audit Budget will determine the budgeted amount for the Past Delegates (same as amount for Delegate). *Active means those attending the majority of assemblies and AWSC meetings during the current year including excused absences.

Transition Expenses
Additional expense is budgeted for transition from outgoing to newly elected area officers and coordinators.

DELEGATE EXPENSE GUIDELINES

All expenses for the Area delegate are charged to the delegate's line items.

• **World Service Conference (WSC).** Travel expenses for the delegate to attend the WSC are paid by the World Service Office (WSO). In the fall the WSO asks the Area for the average or the full amount for the delegates expenses to attend the next WSC; the line item is called WSO ETF (Equalized Travel Fund). The Treasurer pays the full amount in January. The Area pays for the delegate's travel expenses getting to and from the airport.
In lieu of a love gift for the delegate, the Area pays for an extra day's hotel and meals so that the delegate may go to the conference a day early.

• **Delegates Meeting**. Expenses of the Northwest Regional Delegates Meeting include registration, travel, meals, motel and miscellaneous expenses incidental to the meeting.

• **Delegate's travel**. All the delegate's Area travel, meals and motels are charged to delegate travel, including actual expenses for attending the State Speaker Meeting, assemblies, AWSC and when traveling to district to make a delegate's report. When traveling for other Al-Anon events, the hosting event will pay the travel expenses.

• **Delegate's Miscellaneous**. Miscellaneous expenses may include telephone, postage, copies, and materials for presentations.

At regular intervals, all delegate expenses are submitted to the treasurer on an Expense Reimbursement Form or otherwise in writing, to include the item purchased, the vendor and the amount, with receipts attached.

Authorized Reimbursement Schedule for Oregon Area

	-----------Office Expense---------------						Literature		Special	Assembly		-----Other Travel-----			
	Phone	Paper	Envs.	Copy	Postage	Misc	Pamp.	Books	Exps.	ATF	Allow	Mile	Carrier	Lodge	Meals
Officers															
Delegate	x	x	x	x	x	x	x		x[a,b,n]	x	x	x(n)	x	x	x
Alt Delegate	x	x	x	x	x	x	x		x[b]	x	x				
Chairperson	x	x	x	x	x	x			x[c]	x	x				
Secretary	x	x	x	x	x	x				x	x				
Treasurer	x	x	x	x	x	x			x[d]	x	x				
AAPP	x	x	x	x	x	x				x	x				
Coordinators															
Alateen	x	x	x	x	x	x	x			x	x				
Archives	x	x	x	x	x	x			x[e]	x	x				
Communicator	x	x	x	x	x				x[f]	x	x				
CPC	x	x	x	x	x		x		x[g]	x	x				
Forum	x	x	x	x	x		x			x	x				
Group Records	x	x	x	x	x					x	x				
Literature	x	x	x	x	x		x	x	x[h]	x	x				
Public Info	x	x	x	x	x		x	x	x[g]	x	x				
Tech Coord.	x	x	x	x	x					x	x				
Web Coord.	x	x	x	x	x				x[i]	x	x				
Others															
Past Delegates									x[b]	x	x				
Audit-Budget	x	x	x	x	x	x				x	x	x	x	x	x
Thought Force/ Task Force															
District Reps									x[j,m]						
Group Reps									x[k]						

Ltr	Definition of Letter
X	Allowable Expense
[a]	Expenses at State Speakers Mtg; Meals at Assemblies, Delegate Expenses at WSO, Hotel & Meals for extra Day at WSO
[b]	Registration, travel, meals and lodging for Delegates Meeting
[c]	Nametags or Badges
[d]	Check Stock, Receipt books, PO Box, Bank Charges
[e]	Storage Rental
[f]	Printing AWSC copies
[g]	Major outreach events
[h]	Display material, packing cases, shipping
[i]	Programming services and web hosting fees
[j]	Mileage to attend AWSC and/or Assemblies if district cannot cover
[k]	Mileage to attend Assembly if Group and/or District cannot cover
[m]	AWSC allowance for meals and lodging if district cannot cover.
[n]	Delegate mileage is paid per the ATF description with no deductible

BUDGET REQUEST GUIDELINES

Each year, the Audit-Budget Committee asks Oregon Area officers, coordinators and active past delegates to prepare an annual budget request for the activities they plan for the coming calendar year. Budget requests must be submitted in time for the Committee to prepare a proposed budget for the October AWSC and to publish it on the Oregon Area website prior to the November assembly.

What is allowed? The Audit-Budget Committee will use the Authorized Reimbursement Schedule to identify reimbursable expense for each position. Along with the budget amount, it is requested to have a short explanation for the amount requested. Needs for office expenses, literature, travel other than assemblies and AWSCs, and any other expenses should be estimated using the following suggestions:

• **Travel.** Do not include assembly or AWSC travel. The Audit-Budget Committee will budget for these travel expenses in a separate line item, called the Area Travel Fund.

• **Phone.** Estimate costs of long-distance phone calls. Do not include any basic monthly phone costs in budget requests.

• **Paper/envelopes.** To estimate costs of paper and envelopes for Oregon Area business, use local store prices.

• **Copies.** To estimate copy costs, shop around to find the best prices in your location. Prices will vary with the volume of work to be done. Use appropriate job size prices.

• **Postage.** Estimate postage requirements based on First Class rates and purchase "Forever Stamps".

• **Maintenance/depreciation.** Do not include equipment maintenance or depreciation expenses in budget estimates. These costs are not reimbursable.

• **Literature.** Use the World Service Office literature order form to estimate needed literature prices.

• **Transition.** In the year following a November election assembly, the Audit-Budget Committee will include additional transition expense in the budget. A nominal amount is budgeted for intervening years, primarily as a marker.

• **Other.** Some expenses are unique to the activities of different officers and coordinators. Unit costs for specialty office items can be obtained from local stores.

BUDGET PROCESS

The Audit-Budget Committee proposes a budget based on budget requests from coordinators, officers and other information. The proposed budget is presented at the October AWSC and then published on the Area Website prior to the November assembly. At the November assembly, individual line items in the proposed budget may be amended by simple majority vote prior to the vote on the whole budget.

The annual budget is then voted on as a whole, and is not approved until it passes with a two-thirds majority vote of the assembly. The budget is a maximum cost budget rather than an estimate of actual expenses.

After the budget has been adopted, a line item may be adjusted by a two-thirds passing vote at an area assembly. Expense line items may be added if necessary; this would be done by a two-thirds passing vote at an area assembly. The Audit-Budget Committee may shift amounts between line items during the year; these shifts are called budget transfers.

FINANCIAL GUIDELINES FOR OREGON AREA AL-ANON/ALATEEN GROUPS

Revised by the Handbook Committee, November 30, 2021
Previous revision by the Audit-Budget Committee June 6, 1988 and June 6, 1988

Treasurers:

A few basic suggestions:

- It is suggested that the group treasurer have a year in the program and be a regular member of the group. If the group is brand new, then start with a person who can reconcile a bank statement reliably.
- It is recommended to provide Financial reports to the group at least once a month, either written or oral. Each member of the group has a responsibility and rights to know what are the income and expenses of the group and can ask clarifying questions.
- Bank deposits promptly and record income and expenses.
- Use the group conscience process for any proposed expenses and refer to the traditions in the Al-Anon/Alateen Service Manual.

Group expenses are listed in a suggested order below. Not all groups have the same kinds of expenses, but the list that follows is to serve as a guide.

Group operating expenses: Rent, literature, reimbursement for the Group Representative's expenses in traveling to assemblies and district meetings including gas, motel, meals and suggested $10 donation to each assembly. Meals to get to and from assemblies at some distance may be included in the GRs reimbursement. (Oregon Area provides a liability policy that covers all Groups in Oregon upon request.)
The group may also choose to pay for public outreach, post office box, a Forum group subscription, and/ or refreshments.

Al-Anon Information Service (AIS) (if served by an AIS): Help pay for telephone answering services, meeting list printing, post office box, rent, literature, fundraising seed money, and other office expenses.

District: Help pay for District Representative travel to area assemblies, district meetings, AWSC, and visits to groups in the district. District expenses also may include telephone calls, postage, post office box, copying, meeting list printing, fund-raising seed money and other district projects.

Oregon Area: Help pay for Area Delegate to attend the annual World Service Conference and visit districts in the area. Also help pay for mileage to assemblies for GRs when their groups cannot pay their travel, for publishing and mailing the Communicator and minutes of assemblies, for expenses related to the positions of officers, coordinators, and special committees, including their travel expenses if they are not a GR or DR.

World Service Office: Group contributions to the WSO are in addition to the requested quarterly appeal for individual contributions.

        Address: World Service Office
        1600 Corporate Landing Parkway
        Virginia Beach, VA 23456-1655
        (Make check payable to AFG, Inc.)

Oregon Area State Speakers Meeting: once a year: fund-raiser for Oregon area.

Note: Contact your Group or District Representative for the addresses.

Suggestions for Group Treasurers:

1. Open a checking account in the group name at a local bank. Find a bank that will waive the monthly service charge. If the group doesn't have a Tax ID number, apply for one using IRS Form SS-4 available on irs.gov. It is important to include your group name including AFG, your district number and WSO Group ID number on your checks for record keeping by the District, Area and WSO treasurers.
   a. The group as a whole decides the number of signers on the account. It is recommended to have at least two signers on the account, in case someone moves away.
   b. The group should maintain a record of where the checking account is and who the signers are. The group representative is an ideal person to hold these records.

2. Deposit all group collections into the group's bank account on a regular basis.

3. Pay all group expenses and donations by check whenever possible.

4. The group treasurer gives a financial report at the group's business meeting or by group conscience.

5. The report consists of a beginning balance from the previous report, the amount of income, the amounts of expenses by item, and an ending balance.

6. The treasurer reconciles the checkbook to the bank statement on a monthly basis.

7. The treasurer position should rotate regularly.

8. An audit is part of turning over the position to a new treasurer, to protect both the old and new treasurer. The group may also call for an audit at any time to assure its account is being reconciled, the collections are being deposited, and that expenses have been approved by group conscience.

9. Further information on the duties and responsibilities of the group treasurer are in the Al-Anon/Alateen Service Manual.

GUIDELINES FOR FINANCIAL RECORD KEEPING OF EVENTS

These guidelines are a starting point for those handling the financial records for an Oregon Area supported event. They provide an explanation of the minimum documentation requirements in order for the records to be audited.

A particular software program is not required, although using a computer makes things easier. A simple spreadsheet can provide the required documentation and reports.

Sample reports (on Page 13) are attached, based on two Area events: State Speakers Meeting (SSM) and Oregon Alateen Conference (OAC). These are for illustration only, and might not represent all the possible types of income and expenses. Blank forms for use as templates are attached and available for download on the Oregon Area website.

General Financial Guidelines

1. All Area events and fundraisers shall develop a budget of expected expenses and income for each year they are in operation. Arrange expenses and income into categories or sources, and then provide an estimate of expected income or expenses for these categories. A budget is nothing more than an educated guess based on historical data and projections. Provide provisions for what will be done if extra funds are collected or there is a shortage of income.

2. Bank statements need to be printed and reconciled monthly and should be part of the financial records. Provide a report showing outstanding items each month. Use accounting software, the back of the bank statement or create a similar report.

3. Provide the ending bank balance at the end of the event for that year.

Income Guidelines

1. Make copies of all checks received, and/or use a receipt book to track groups and districts that contribute. A list of contributors and amounts shall be provided as part of the financial documentation at audit.

2. Attach check copies or receipts to a copy of each deposit slip, so that the amount of the deposit can be confirmed.

3. Note on each check copy or receipt the category or source of the income.

Expense Guidelines

1. All expenses are to be paid by check from an account in the event's name. If another type of payment is required, members can make purchases with their own money and then request reimbursement.

2. All checks requests for reimbursement shall require the original itemized receipt, other documentation or a signed form stating that the expense is approved. All expenses should be approved by another committee member before reimbursement or payment.

3. Note on each receipt the category of expense.

Documents to be provided to the Audit/Budget committee for Audit:

1. All bank statements, with reconciliation reports showing outstanding items attached to each statement.

2. Final income statement for SSM event (see attached sample reports), with the ending bank balance at the bottom and the proceeds given to Oregon Area. For OAC which is an ongoing annual event, reports are for the current year after the event is over and ready to be audited. These reports should be sent to Audit-Budget by October 1st.

3. Provide a list of groups, districts and personal donations that contributed and the amounts given. All personal donations can be listed as one sum for anonymity.

4. Attach copies of each deposit slip, with check copies and receipts for cash received.

5. Copies of all receipts for expenses paid or reimbursed to members, with the check number written on the receipt(s). All reimbursements must be approved by another committee member when reimbursing an individual.

6. Spreadsheets or other documents used to track bank balance and categories of income and expenses. Reports from software showing bank ledger and detailed breakdown of income and expenses is acceptable.

Sample Financial Statement for SSM

	Budget	Actual	$ Over (Under)
Income			
Donations	$4,000.00	$3,000.00	($1,000.00)
Registrations Fees	$1,000.00	$1,000.00	$0.00
Fundraising Sales	$500.00	$200.00	($300.00)
Raffles	$1,000.00	$1,500.00	$500.00
Total Income	$6,500.00	$5,700.00	($800.00)
Expenses			
Location Rent	$1,000.00	$1,500.00	$500.00
Decorations	$250.00	$200.00	($50.00)
Fundraising Items	$400.00	$400.00	$0.00
Speaker Expense	$400.00	$500.00	$100.00
Meals	$2,000.00	$2,500.00	$500.00
Supplies/Printing	$300.00	$200.00	($100.00)
Total Expenses	$4,350.00	$5,300.00	$950.00
Total Profit (Loss)	$2,150.00	$400.00	($1,750.00)
Donation to Area		$400.00	
Ending Bank Balance		$0.00	

Sample Financial Statement for OAC

	Budget	Actual	$ Over (Under)
Income			
Donations	$ 7,000.00	$ 8,500.00	$ 1,500.00
Registrations Fees	$ 2,000.00	$ 2,000.00	$ -
Fundraising Sales	$ 2,000.00	$ 1,000.00	$ (1,000.00)
Total Income	$ 11,000.00	$ 11,500.00	$ 500.00
Expenses			
Food and Lodging	$ 5,000.00	$ 6,000.00	$ 1,000.00
Decorations	$ 250.00	$ 500.00	$ 250.00
Activity Supplies	$ 200.00	$ 500.00	$ 300.00
Scholarships	$ 1,000.00	$ 2,000.00	$ 1,000.00
Fundraising Items	$ 1,000.00	$ 500.00	$ (500.00)
Total Expenses	$ 7,450.00	$ 9,500.00	$ 2,050.00
Total Profit (Loss)	$ 3,550.00	$ 2,000.00	$ (1,550.00)
Starting Bank Balance		$ 2,500.00	
Ending Bank Balance		$ 4,500.00	

AL-ANON/ALATEEN GROUP BANK ACCOUNTS
Frequently Asked Questions

Based on the shared experience of numerous Al-Anon and Alateen Groups and the World Service Office, the following has been compiled to aid groups in making an informed group conscience decision.

1. **What do we need to know?**
   - Prudence is the guiding principle in money matters in Al-Anon and it is recommended that groups keep only enough funds to cover group expenses and maintain an appropriate reserve (see *Reserve Fund Guideline, G-41*).
   - It is a decision of the group conscience and it is recommended that groups gather all the information pertaining to having a group bank account (including fees and disclosure requirements) for the group discussion.
   - Al-Anon and Alateen groups are **mutual support groups**. Banks may ask if you are a legal entity, a "non-profit organization", a "not-for-profit" business or a "branch" or "chapter" of the WSO (AFG, Inc.). An Al-Anon is not any of these, but it is a mutual support group. Al-Anon and Alateen groups are autonomous in their financial matters.

2. **How do we open a bank account?**
   US Federal law requires that groups first obtain a Federal Tax ID number from the Internal Revenue Service (IRS) called an Employer Identification Number (EIN) for the bank to keep on file. An EIN does not give legal status to an Al-Anon group and it is not the WSO ID number.
   Disclosure:
   - The trusted servant applying for the EIN and/or the bank account will be required to provide their full name, address and social security number on the applications. Your social security number is not associated with the EIN after the application is complete.
   - It is suggested that a group bank account have at least 2-4 members of the group who can access the account and at least 2 signers on every check.
   - This disclosure of personal information would be up to the individual; it is not a requirement of any trusted servant's service position in Al-Anon and Alateen.
   - See Page 16 and 17 on how to obtain an EIN.
   Fees:
   - The WSO cannot share its non-profit number (501 c-3) with local groups because the WSO does not have control over group funds like other national organizations such as the Boy Scouts, religious organizations and other not-for-profit organizations. Please see "Incorporation/Taxes" in the "Digest of Al-Anon and Alateen Policies" section of the Al-Anon/Alateen Service Manual.
   Trying to obtain non-profit status from the IRS or Canada Revenue Agency (CRA) could be an expensive and tedious process for an Al-Anon or Alateen Group and the WSO suggests that the groups not apply.
   *Our shared experience tells us that smaller, local banks and some credit unions **may** charge less than national banks*
   - Most banks will assess fees on group bank accounts without legal proof of the organization's non-profit status.

   Obtain an EIN for banking purposes only:
   - Submit an application online at www.irs.gov.
   - The online application requires the applicant to designate which type of entity best describes them from a list of organization types. Al-Anon and Alateen groups would fall in

the "Community or Volunteer Group" designation. The group can then proceed to respond to the questions on Page 16 and or 17.

        OR
- Submit a printed form SS-4 via fax or postal mail.
Print the SS-4 form from the www.irs.gov website. Since the EIN is to be used solely for banking purposes, only lines 1-5b, 7a-b (if applicable), 8a, 8b-c (if applicable, 9a, 9b (if applicable), 10 and 18 need to be filled in.

        On line 9a, write "Mutual support group meeting weekly".
        On line 10, check "For banking purposed only".

3. **Without a bank account, how do we handle our group funds?**
Some groups have altered their schedule of payments to allow for more frequent contributions (sometimes of lesser amounts) to avoid accumulating large sums of cash; e.g. pay rent monthly instead of quarterly. Groups have also shared that purchasing money orders is inexpensive and convenient. Some groups use cash to purchase literature from their local Literature Distribution Center while others use a pre-paid debit card to order CAL online.

<u>Note:</u>

It is not recommended that group funds be deposited into a member's personal checking account for the following reasons:
- Funds deposited in a personal checking account legally belong to the member, not the group. The member will be taxed on the income, if any.
- If the member becomes incapacitated or ill, the group could not access the account. In the event of the member's death, the account becomes part of the member's estate and the group would lose the funds.

(A) PROCESS WHEN ADDRESS SAME FOR GROUP AND RESPONSIBLE PERSON APPLYING FOR EIN

* Before you begin the process, gather the following information: Name of Responsible Person applying, social security number, phone number and physical address; Group Name and Group address if different from Responsible Party.

* Most local banks (call first) will accept this Federal ID, along with minutes from your meeting indicating what your meeting is and persons identified to sign checks. This should alleviate the problem of having to have personal social security on file or going through process of tax exempt 501-C, which large corporate banks may require.

STEP	Directions for Each Step of the Process
1	OPEN BROWSER AND TYPE IN WWW.IRS.GOV
2	Under Hot Topics --- Click on --- APPLY FOR AN EMPLOYER ID NUMBER [READ PAGE FOR INFO]
3	Scroll down and near bottom --- Click on --- APPLY ONLINE NOW
4	Click on --- "BEGIN APPLICATION"
5	Select "View Additional Types, Including Tax-Exempt and Governmental Organizations" --- Click on --- CONTINUE
6	Additional Types: Select "COMMUNITY OR VOLUNTEER GROUP" --- Click on --- CONTINUE
7	Please Confirm your selection by Clicking on --- CONTINUE
8	Complete the form for the "Responsible Party" -- [a Social Security Number is required here, but this number does not show up on later printouts] --- On this page, also select under Choose One: the first selection --- Click On --- CONTINUE
9	Fill in where Responsible Party is located (Not the meeting location and not a PO Box) ---- [if the group address is the same as the responsible party, keep the default selection of no] --- Click on --- CONTINUE [Go to B Process Page if PO Box]
10	If you're asked to verify your physical Location, choose the appropriate answer [usually the database version] --- click on --- Accept as Entered OR Accept Database Version
11	Tell us about the Community or Volunteer Group. Fill in the official Group Name [used on your literature from WSO]; County and State info should be filled in. Type in month and year group started. Click on --- CONTINUE
12	Tell us more about the Community or Volunteer Group - select all no's on this page --- Click on --- CONTINUE
13	What does your business or organization do? Select other at bottom of page --- Click on --- CONTINUE
14	You have chosen "OTHER" on previous page, Select "Other" again and fill in the box "TWELVE STEP RECOVERY GROUP" (DO NOT USE NUMBERS, SPELL OUT) and click on --- CONTINUE
15	How would like to receive your EIN Confirmation Letter? Make your selection -- (If you select "Receive Letter Online", you have your number immediately). --- Click on --- CONTINUE
16	Review the summary information (Print this page for your records) Click on --- SUBMIT. If anything is wrong when you review, you will need to start over. The site does not allow you to go backwards.
17	Wait for response which may take a few minutes. Your EIN is assigned. Print this page out for your records. Click on --- CONTINUE
18	Additional Information is provided about using your EIN.
19	Session Ends [If the internet application doesn't work or you get timed out, just start over again. As long as you have not submitted the information, you are fine. Or you can call (800) 829-4933 and they will give you your EIN # and mail the details.

(B) PROCESS WHEN ADDRESS NOT THE SAME FOR GROUP AND RESPONSIBLE PERSON APPLYING FOR EIN

*   Before you begin the process, gather the following information: Name of Responsible Person applying, social security number, phone number and physical address; Group Name and Group address if different from Responsible Party.

*   Most local banks (call first) will accept this Federal ID, along with minutes from your meeting indicating what your meeting is and persons identified to sign checks. This should alleviate the problem of having to have personal social security on file or going through process of tax exempt 501-C, which large corporate banks may require.

Step	Directions for Each Step of the Process
1	OPEN BROWSER AND TYPE IN WWW.IRS.GOV
2	Under Hot Topics --- Click on --- APPLY FOR AN EMPLOYER ID NUMBER [READ PAGE FOR INFO]
3	Scroll Down and near bottom --- Clink on --- "APPLY ONLINE NOW"
4	Click on --- "BEGIN APPLICATION"
5	Select "View Additional Types, Including Tax-Exempt and Governmental Organizations" --- Click on --- CONTINUE
6	Additional Types: Select "COMMUNITY OR VOLUNTEER GROUP" --- Click on --- CONTINUE
7	Please Confirm your selection by Clicking on --- CONTINUE
8	Complete the form for the "Responsible Party" -- [a Social Security Number is required here, but this number does not show up on later printouts] --- On this page, also select under Choose One: the first selection --- Click On --- CONTINUE
9	Fill in where Responsible Party is located (Not the meeting location) ---- [if the group has a mailing address, select the yes option] --- Click on --- CONTINUE
10	If you're asked to verify your physical Location, choose the appropriate answer [usually the database version] --- click on --- Accept as Entered OR Accept Database Version
11	Fill in the Mailing Address of the Responsible Party - This is the Group Mailing Address --- Click on --- CONTINUE
12	Tell us about the Community or Volunteer Group. Fill in the official Group Name [used on your literature from WSO]; County and State info may already be filled in. Type in month and year group started. Click on --- CONTINUE
13	Tell us more about the Community or Volunteer Group - select all no's on this page --- Click on --- CONTINUE
14	What does your business or organization do? Select other at bottom of page --- Click on --- CONTINUE
15	You have chosen "OTHER" on previous page, Select "Other" again and fill in the box "TWELVE STEP RECOVERY GROUP" (DO NOT USE NUMBERS, SPELL OUT) and click on --- CONTINUE
16	How would like to receive your EIN Confirmation Letter? Make your selection -- (If you select "Receive Letter Online", you have your number immediately). - Click On --- CONTINUE
17	Review the summary information (Print this page for your records) Click on --- SUBMIT
18	Wait for response which may take a few minutes. Your EIN is assigned. Print this page out for your records. Click on --- CONTINUE
19	Additional Information is provided about using your EIN.
20	Session Ends [If the internet application doesn't work or you get timed out, just start over again. As long as you have not submitted the information, you are fine. Or you can call (800) 829-4933 and they will give you your EIN # and mail the details.

SAMPLE MINUTES OF GROUP BUSINESS MEETING
When Opening a New Bank Account or Changing Signatures*

[GROUP NAME]
[Address]

Held on [Date] at [Location of meeting including city and state]

It was resolved that the following persons were elected to serve as officers of [Group Name] until further notice:

     [Name of each officer]

They are authorized to:
1. Open any checking accounts in the name of the group.
2. Endorse checks and orders for payments of money or otherwise withdraw or transfer funds on deposit.
3. Deposit checks and cash into account.

This resolution supersedes previous resolutions on this subject.

There being no further business, the meeting was adjourned.

Dated: _____

Signature: _____ (Name and position)

Signature: _____ (Name and position)

*When changing signatures, your bank may require the account number to be included in this letter.

This form can also be found on the Oregon Area website.

MILEAGE TABLE
Selected Cities in Oregon
Prepared by the Oregon Department of Transportation
Transportation Development Division
Road Inventory and Classification Services
2022-2024

MILEAGE TABLE	Albany	Ashland	Astoria	Baker City	Bend	Burns	Coos Bay	Corvallis	Eugene	Florence	Forest Grove	Grants Pass	Gresham	Klamath Falls	La Grande	McMinnville	Medford	Newberg	Newport	Ontario	Pendleton	Portland	Redmond	Roseburg	Salem	Springfield	The Dalles	Tillamook	Woodburn
Albany	-	219	158	351	123	253	147	11	44	94	73	179	78	213	329	50	207	50	65	383	277	69	121	111	24	43	152	92	40
Arlington	205	370	228	168	169	230	347	216	245	298	160	380	126	306	124	173	381	159	248	239	72	136	153	313	182	244	53	210	166
Ashland	219	-	374	447	200	299	182	222	178	202	290	41	295	64	472	264	12	269	252	428	442	285	216	108	240	176	331	309	255
Astoria	158	374	-	396	255	385	233	151	199	184	80	334	108	364	352	105	362	106	134	464	300	95	239	266	136	199	175	66	121
Baker City	351	447	396	-	247	164	466	356	356	404	328	488	294	383	44	341	459	327	393	72	96	304	230	421	350	352	221	378	333
Bandon	171	182	257	490	261	392	24	158	140	72	223	142	244	245	495	198	170	212	122	522	443	236	259	85	201	137	318	191	206
Beaverton	67	282	93	312	167	297	208	79	107	159	15	242	21	276	268	34	270	20	109	383	216	9	151	175	44	107	91	67	28
Bend	123	200	255	247	-	130	237	127	128	190	181	241	145	137	271	158	212	161	180	260	241	160	16	192	131	124	131	206	146
Brookings	249	146	339	559	295	424	107	238	216	155	306	105	327	208	565	294	134	205	238	555	525	317	311	168	272	220	400	274	289
Burns	253	299	385	164	130	-	367	257	259	320	311	339	275	235	205	288	311	291	310	130	198	290	146	322	261	253	260	336	276
Clatskanie	130	347	35	361	221	351	256	128	171	207	56	306	75	341	317	82	334	82	157	431	265	61	205	238	108	170	140	93	91
Condon	220	329	244	199	128	192	347	231	237	300	175	370	141	265	155	189	341	174	300	254	103	151	112	302	198	234	69	225	182
Coos Bay	147	182	233	466	237	367	-	135	116	48	200	142	220	245	471	174	170	188	98	494	419	212	235	85	177	113	294	167	186
Coquille	164	164	251	484	255	385	18	153	134	66	217	124	238	227	489	192	152	206	116	516	437	229	253	67	195	131	312	185	199
Corvallis	11	222	151	356	127	257	135	-	40	83	71	182	90	213	340	46	210	58	53	388	288	81	126	111	35	44	163	90	51
Cottage Grove	60	158	216	370	142	271	96	60	20	83	132	118	137	181	386	106	146	111	113	402	334	127	140	51	81	17	209	151	99
Dallas	31	248	129	364	146	276	164	29	70	112	51	208	71	242	322	25	236	37	70	406	268	60	144	140	15	73	143	64	32
Elgin	349	492	354	64	291	225	491	360	389	434	303	524	270	428	20	317	504	303	393	135	72	279	275	459	326	386	197	353	309
Enterprise	386	536	409	106	336	270	528	397	426	479	341	561	307	473	65	354	548	340	429	178	109	317	320	494	363	426	234	391	347
Eugene	44	178	199	356	128	259	116	40	-	61	112	138	120	173	369	86	166	94	91	388	318	110	126	71	64	4	193	130	81
Florence	94	202	184	404	190	320	48	83	61	-	151	162	172	234	422	126	190	139	50	450	371	164	188	94	118	65	245	119	135
Forest Grove	73	290	80	328	181	311	200	71	112	151	-	250	36	285	283	26	278	26	101	398	232	23	166	182	50	115	107	52	45
Fossil	213	309	264	195	108	172	328	218	218	280	195	350	166	245	175	209	321	194	280	233	123	171	92	282	218	214	89	245	236
Gold Beach	225	175	311	544	316	446	78	213	194	126	278	134	299	238	549	252	162	267	176	576	497	290	314	140	255	192	373	247	261
Grants Pass	179	41	334	488	241	339	142	182	138	162	250	-	254	104	504	224	29	229	212	470	452	245	257	68	199	136	327	269	216
Heppner	260	372	283	155	172	213	391	271	301	345	215	413	181	309	111	228	384	214	303	227	59	191	155	346	237	277	109	265	221
Hermiston	255	399	282	124	219	223	396	266	297	348	210	409	176	351	80	224	387	209	298	195	28	186	203	363	232	295	104	260	216
Hillsboro	73	292	87	322	176	306	206	78	117	156	6	252	30	280	290	32	280	17	106	391	226	17	160	184	50	124	95	49	37
Hood River	131	346	154	242	152	282	273	142	172	224	86	307	52	289	198	99	335	85	174	312	146	62	136	239	108	171	21	136	92
Independence	20	238	134	362	143	273	159	22	63	106	54	198	68	233	318	28	226	40	75	404	266	59	141	131	12	67	141	72	30
John Day	257	353	359	80	153	70	372	262	262	324	287	393	249	290	135	292	365	285	315	132	127	264	136	327	266	258	190	337	281
Junction City	31	193	177	358	130	260	116	26	14	63	97	153	109	187	359	72	181	84	77	391	308	100	128	85	54	18	183	116	72
Klamath Falls	213	64	364	383	137	235	245	213	173	234	285	104	282	-	408	259	76	263	265	365	378	279	153	171	234	170	268	303	250
La Grande	329	472	352	44	271	205	471	340	369	422	283	504	250	408	-	297	484	283	372	115	52	259	255	437	306	369	177	333	289
Lake Oswego	63	283	102	311	169	299	216	78	108	157	27	239	19	273	266	34	271	20	110	381	215	8	167	176	41	108	89	81	24
Lakeview	298	160	430	303	174	139	341	301	261	322	357	200	320	96	344	332	171	335	353	270	337	335	191	267	306	259	305	380	323
Lebanon	14	220	169	337	109	239	150	19	45	99	85	180	89	214	340	61	208	64	71	369	288	80	107	112	35	45	163	106	54
Lincoln City	76	289	110	392	189	319	123	74	122	75	76	238	99	292	348	50	266	65	25	450	296	88	187	170	57	122	171	44	76
Madras	147	243	213	240	42	172	262	152	151	214	140	283	103	179	251	153	255	153	204	278	199	118	26	216	155	148	89	190	133
McDermitt	390	346	532	256	277	147	514	404	406	467	458	410	422	306	299	435	381	438	458	184	351	437	293	469	408	400	407	483	423
McMinnville	50	264	105	341	158	288	174	46	86	126	26	224	49	259	297	-	252	14	76	411	245	38	156	157	26	90	120	67	33
Medford	207	12	362	459	212	311	170	210	166	190	278	29	282	76	484	252	-	257	240	442	454	273	228	96	227	164	343	297	243
Milton-Freewater	306	471	329	111	271	227	449	317	347	400	261	482	228	408	69	275	483	260	118	180	29	237	255	414	284	346	155	311	268
Milwaukie	71	287	101	309	173	303	220	81	112	161	30	243	16	277	265	42	275	28	116	380	214	7	171	179	44	111	88	75	28
Newberg	50	269	106	327	161	291	188	58	94	139	26	229	35	263	283	14	257	-	89	397	231	23	159	161	30	94	106	78	19
Newport	65	252	135	411	183	311	98	54	92	50	102	212	124	267	373	76	240	90	-	442	321	114	179	144	83	96	196	69	100
North Bend	144	185	230	463	235	364	3	132	113	45	197	145	220	248	467	171	173	185	95	495	416	209	233	88	174	111	291	164	191
Nyssa	386	433	480	85	263	133	501	391	391	453	413	473	377	368	128	425	445	411	437	13	180	388	271	456	395	387	305	462	409
Oakridge	82	179	232	329	96	226	145	82	42	103	153	167	157	131	367	128	167	135	136	356	337	151	112	98	106	34	235	171	123
Ontario	383	428	464	72	260	130	498	388	388	450	398	470	365	365	115	411	442	397	424	-	167	374	268	453	392	384	293	448	403
Oregon City	60	276	109	312	158	287	207	71	101	154	36	236	18	270	268	37	264	23	121	382	216	13	141	168	38	100	91	88	21
Pendleton	277	442	300	96	241	198	419	288	318	371	232	452	198	378	52	245	454	231	321	167	-	208	255	385	254	317	125	282	238
Portland	69	285	95	304	160	290	212	81	110	164	23	245	14	279	259	38	273	23	114	374	208	-	144	177	47	110	83	74	30
Prineville	140	236	242	211	35	156	254	144	144	207	169	276	132	172	230	174	247	167	197	250	222	146	19	209	148	141	117	219	163
Rainier	116	332	48	347	207	337	259	128	157	210	71	292	61	327	303	85	320	71	161	417	251	47	191	224	94	157	126	107	77
Redmond	121	216	239	230	16	146	235	126	126	188	166	257	129	153	255	156	228	159	178	268	225	144	-	190	129	122	114	204	144
Reedsport	120	181	206	439	211	341	27	108	89	21	173	141	193	244	444	147	169	162	71	471	392	185	209	73	150	87	267	141	159
Roseburg	111	108	266	421	192	322	85	111	71	94	182	68	214	171	437	157	96	161	144	453	385	177	190	-	132	68	260	201	148
St. Helens	98	314	66	329	189	319	240	109	139	192	53	274	43	308	285	67	302	52	143	399	233	29	173	206	76	138	108	103	59
Salem	24	240	136	350	131	261	177	35	64	118	50	199	56	234	306	26	227	30	83	392	254	47	129	132	-	64	129	74	17
Seaside	141	342	17	384	238	368	216	134	168	168	63	306	92	351	339	88	334	90	118	454	288	79	222	239	119	172	163	49	101
Sheridan	50	267	119	354	164	293	161	48	88	113	39	227	61	261	310	13	255	27	63	424	258	51	162	159	32	92	133	54	46
Silverton	36	252	132	347	130	260	183	47	77	130	56	212	49	246	296	40	240	30	97	389	244	42	128	145	14	77	120	88	13
Springfield	43	176	199	352	124	253	113	44	4	65	115	136	119	170	369	90	164	94	91	384	317	110	122	68	64	-	192	134	80
The Dalles	152	331	175	221	131	260	294	163	193	245	107	327	73	268	177	120	343	106	196	293	125	83	114	260	129	192	-	157	113
Tillamook	92	309	66	378	206	336	167	90	130	119	52	269	86	303	333	67	297	78	69	448	282	74	204	201	74	134	157	-	92
Toledo	60	259	142	409	176	305	105	48	87	57	109	219	131	260	380	83	254	97	7	436	328	121	174	151	83	91	203	76	98
Union	343	482	366	35	282	199	486	354	384	436	298	519	264	419	14	311	494	297	386	107	66	274	265	451	320	383	191	348	303
Vale	367	413	484	89	244	114	481	371	371	433	402	454	365	349	132	402	425	403	424	17	185	377	252	436	375	367	309	450	396
Vernonia	106	322	64	349	204	334	228	100	140	190	28	280	57	316	305	54	308	54	130	419	253	45	187	214	80	146	128	61	63
Woodburn	40	255	121	333	146	276	186	51	81	135	45	216	39	250	289	33	243	19	100	403	238	30	144	148	17	80	113	92	-

Mileages reflect the shortest distances between cities over state highways.

AREA TRAVEL FUND [ATF] and Assembly Allowance Form

To request reimbursement for Area Travel Fund and/or Assembly Allowance, fill out this form obtained from the Area Treasurer. Figure out the mileage using the Oregon Travel Table and attach receipts for Assembly Allowance (attach an explanation if no receipt is available; this includes motel receipts, meals, etc.).

Member's Name: _____ Office:_____

Mailing Address: _____ City:_____ Zip: _____

If GR or DR: Group Name: _____ City:_____ GR or Alt: _____ Dist: _____

* *

△ **Mileage Reimbursement:** Group Reps. (GRs) and District Reps. (DRs) should ask their groups to pay for their travel expenses to assemblies. If the group cannot afford to fully support the GR or DR, the GR or DR may request mileage reimbursement from the Area Travel Fund. Anyone who does not attend the entire assembly is not eligible for reimbursement. [Note: one Reimbursement per car.]

Figuring the Mileage Reimbursement:
No of people in my car: _____ Names/positions: _____
Miles from chart (One Way) _____ times 2 = _____ (Total Miles) times _____ cents = $ _____
If traveling alone, move this amount to A. You are done.
If not alone, divide total miles _____ by #_____ in car which = _____; then multiply this figure by
____ of AWSC in Car which = _____. Now multiply this by _____ cents and place in A.

   A. TOTAL MAXIMUM MILEAGE REIMBURSEMENT [ATF]: $ _____

△ **Assembly Allowance for <u>AWSC</u> Members Only [$150.00 Maximum]:**

   B. TOTAL ASSEMBLY ALLOWANCE REIMBURSEMENT: $ _____*

*To claim Assembly Allowance, please fill in form on back with your expenses and attach receipts. Thank you.

GRAND TOTAL OF A and/or B: $ _____

Signature: _____ Date:_____

> Paid with check no.: _____ Date paid: _____

Breakdown of Assembly/AWSC Allowance
Lodging/Meal Expenses
[TAKE TOTAL TO "B" ON FRONT]

Lodging:_____Dates: _____ Amount: $_____

No. of People in your Room: _____Names/Positions: _____

Amount requested for Reim. of Lodging (Total ÷ by no. in room)   Amount: $_____

Friday Meals:Breakfast: _____ Lunch: _____ Dinner: _____ Amount: $ _____

Saturday Meals:Breakfast: _____ Lunch: _____ Dinner: _____ Amount: $ _____

Sunday Meals:Breakfast: _____ Lunch: _____ Dinner: _____ Amount: $ _____

            Total Lodging/Meal Expense   **Amount**: $_____

Important: Please attach your hotel and meal receipts to this reimbursement form.

Sample Financial Report

Income Statement		
Seed Money	$	-
Income from Contributions	$	-
Sales	$	-
Registrations	$	-
Other	$	-
Raffles	$	-
Fund Raiser by Host	$	-
Total Gross Income	$	-
Operating Expenses		
Travel and Lodging for Speakers	$	-
Facility Costs	$	-
Meals for Event	$	-
Postage	$	-
Photocopying	$	-
Office Supplies	$	-
P O Box	$	-
Promotional Items	$	-
Return Funds	$	-
Rent of Facility for Fundraiser	$	-
Supplies	$	-
Reimbursement for Raffle Goods	$	-
	$	-
Total Operating Exp.	$	-
Net Income / Loss	$	-
Add or subtract any items that may or may not apply to your event.		
This Spreadsheet is available in Excel format on the Oregon Area website		

Sample Spreadsheet by Month

Actuals	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Totals
Income Statement														
Seed Money														-
Income from Contributions**														-
Sales														-
Registrations														-
Other														-
Raffles														-
Fund Raiser by Host														-
Total Gross Income	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Operating Expenses														
Travel and Lodging for Speakers														-
Facility Costs														-
Meals for Event														-
Postage														-
Photocopying														-
Office Supplies														-
PO Box														-
Promotional Items														-
Return Funds														-
Rent of Facility for Fundraiser														-
Supplies														-
Reimbursement for Raffle Goods														-
Total Operating Exp.	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Net Income / Loss	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

** Detail of this line should be on a separate spreadsheet and sent to Oregon Area Treasurer at conclusion of event. This document available on the Oregon Area website on the Service Page.

Expense Reimbursement Form
Oregon Area Officers and Coordinators

Pay to:
Name [If different from above]: _____
Position with Area: _____
Mailing Address: _____
City, State, Zip: _____

Please reimburse the following expenses:
List the item purchased or store bought from, the amount paid, the budget category & an explanation if needed. Please attach your receipts.

1. _____ $ _____
   Budget Category: _____
   Explanation: _____
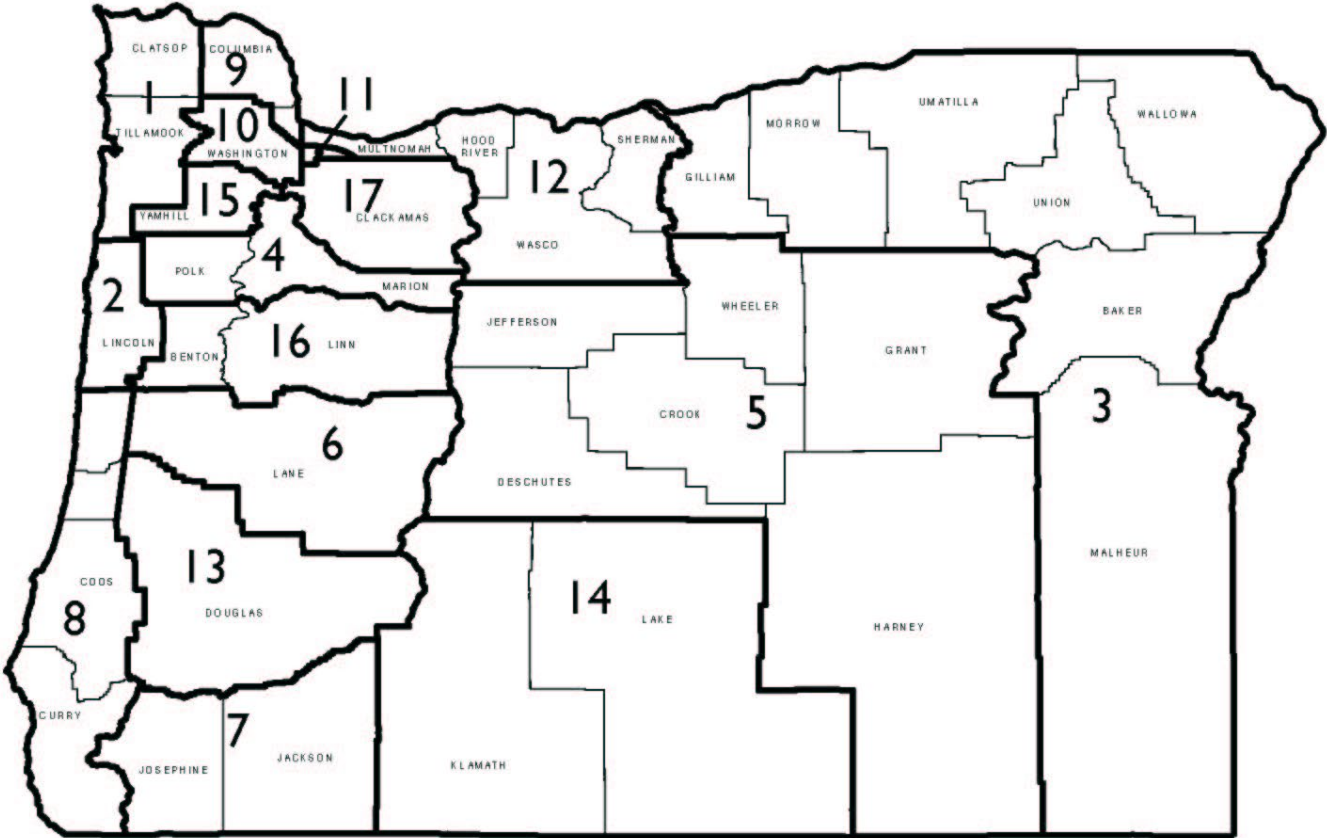   _____
   _____

2. _____ $ _____
   Budget Category: _____
   Explanation: _____
   _____
   _____

Total $ _____

Signature: _____
Date: _____

Paid with check no.: _____
Date paid: _____
[Completed by Treasurer of Oregon Area]

Oregon Area 47: Al-Anon Districts

OREGON AREA NARRATIVE DESCRIPTION OF DISTRICT BOUNDARIES

1. Includes all of Clatsop and Tillamook Counties.

2. Includes all of Lincoln County.

3. Includes all of Gilliam, Morrow, Umatilla, Wallowa, Union, Baker, and Malheur Counties.

4. Includes all of Marion and Polk Counties.

5. Includes all of Grant, Harney, Crook, Jefferson, Wheeler, and Deschutes Counties.

6. Includes that part of Lane County east of but not including the town of Swisshome.

7. Includes all of Josephine and Jackson Counties.

8. Includes all of Curry County, Coos County, that part of Lane County west of and including town of Swisshome, and that part of Douglas County west of but not including town of Scottsburg.

9. Includes all of Columbia County and that part of Multnomah County west of the Interstate Route Number Five (I-5) from the Columbia River south to the west end of the Markham Bridge, then west of the Willamette River from the Markham Bridge south to SW Vermont Street.

10. Includes all of Washington County and that part of Clackamas County west of the Willamette River with the exception of the town of Willamette and the town of West Linn, and that part of Multnomah County south of SW Vermont Street and includes Portland Community College and the section known as Multnomah District.

11. Includes that part of Multnomah County east of the Willamette River and south of East Burnside Street, to the junction of Highway 26, then south of Highway 26 to the Clackamas County line.

12. Includes all of Sherman, Wasco, and Hood River counties, and that part of Multnomah County east of Interstate 5 and north of East Burnside Street to the junction of Highway 26 then north of Highway 26 to the Clackamas County line.

13. Includes that part of Douglas County east of and including the town of Scottsburg.

14. Includes all of Klamath and Lake Counties.

15. Includes all of Yamhill County.

16. Includes all of Linn and Benton counties.

17. Includes that part of Clackamas County east of the Willamette River and also includes the town of Willamette and town of West Linn.

FUTURE CHANGES TO DISTRICT BOUNDARY BASE MAP
(OREGON AREA)

<u>MOTION:</u>
It is moved that change to Oregon Area District boundary base map can be made by the following procedure:

1. Prepare map and narrative of new proposed boundary.

2. Hold meetings among adjacent Districts to review graphic map and narrative of current boundary and proposed boundary change. Adjust proposal if needed so that adjacent Districts are in accord with proposed change.

3. Present proposed graphic map and narrative change to Area World Service Committee (AWSC) for review and recommendation. This should be the final product as recommended by District and its adjacent Districts.

4. Explain proposed change to Assembly for consideration and discussion.

5. Vote at later Assembly (not the same one where proposal made) to accept change to Oregon Area District Boundary Base Map.

<u>INTENT OF MOTION:</u>
Clearly identifies, in writing for the Assembly, the intent of the motion.

<u>REASON FOR MOTION</u>:
To establish process to change base map when needed or if needed. The underlying intent of the motion is to keep the map as stable as possible and not rush through map changes. By advance review, an objective critique can explore various facets of change proposed. For example: Does this enhance DR's opportunities in contacting groups? Does this make a reasonable geographical change just for now, or is there more growth in population anticipated here? Why is change being considered? Is there a better shift in workload for DR's affected?

OREGON AREA GROUP RECORD PROCEDURE

In accordance with an Oregon Area Motion passed by at the Oregon Area Assembly, District Representatives work with their respective Group Representatives to maintain current and accurate District Group Records. This creates more participation of the Group Representatives therefore creating more understanding about how important it is to keep current information and to make sure it is accurate.

When changes are necessary, District Representatives send update to the Oregon Area Group Records Coordinator EXCEPT Alateen. All Alateen changes and new Group registrations are to be sent directly to the Area Alateen Process Person who will process the changes with the World Service Office (WSO) and after processing send on to the Oregon Area Website Coordinator for updating to the Oregon Area website.

The Oregon Area Group Records Coordinator would then verify that all information (ID #, District #, Area #) is accurate and the appropriate WSO form is complete. Once verified, the Oregon Area Group Records Coordinator will then send, email or update the information on-line to the WSO. Updates are also then made to the Oregon Area database if needed and the changes are then also sent to the Oregon Area Website Coordinator for updating to the Oregon Area website meeting list section.

When the current WSO change form is used, it is only necessary to fill in the Group Number, District and the change that is to be made.

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. <u>Area Assembly Meetings</u>: Area Assembly meetings occur 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) have 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. Interested Al-Anon/Alateen members may provide input to their GR or District Representative (DR) for Assemblies.

2. <u>Area World Service Committee (AWSC) Meetings</u>: AWSC meetings occur in February, June and October prior to each Area Assembly. Each is one full day, generally held the third Saturday of the month. Interested Al-Anon/Alateen members may provide input to their DR for AWSC meetings.

   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.

3. <u>State Speakers Meeting (SSM)</u>: SSM occurs once a year in the spring, is a fun event and a major fundraiser for the Area. <u>No business is scheduled for this weekend</u>. 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 11-21) This is an open meeting. <u>Districts bid to host this meeting</u> about eighteen months in advance. Districts, Groups and individuals are encouraged to support this event. <u>Each person attending pays his/her own expenses</u>.

4. <u>Oregon Alateen Conference (OAC)</u>: OAC occurs once a year, usually a weekend in August, and is a fun event. OAC is an opportunity to unify the fellowship and share experience, strength and hope with other Alateens. The conference is <u>only</u> open to Alateen members, young people affected by another person's drinking, and certified Al-Anon Members Involved in Alateen Service (AMIAS). <u>Each person attending pays his/her own expenses</u>. Scholarships may be available.

OREGON AREA ASSEMBLY
GENERAL INFORMATION FOR **AL-ANON/ALATEEN ATTENDEES**

1. <u>PURPOSE</u>: 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. <u>REGISTRATION</u>: 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 Roll Call Sheets and GR Voting Sheets should be in the same area during registration. The Area Treasurer provides receipts for registration. The donations and tally of receipts will be given to the Area Treasurer at the Assembly by noon Saturday. The Area Treasurer will announce the attendance and sum of voluntary donations before the assembly is dismissed.

3. <u>FRIDAY NIGHT (optional)</u>: The Host Committee may provide a sharing meeting on Friday night (attendance is optional). They will also chair that meeting and may provide snacks and coffee. The Seventh Tradition contributions will go to the Host District.

4. <u>FINANCES</u>: The Group Representative's (GR) home group is responsible for lodging, meals, voluntary registration, and travel expenses for their GR. The Area may provide a partial reimbursement for 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 GR's group or district is not able to cover this expense. 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 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). Also available is a GR reimbursement form for GRs to take back to their group.

5. <u>THOUGHT/TASK FORCES</u>: are appointed by the Chairperson. They are temporary units of members established to work on a single defined task or activity.

6. <u>ROLL CALL SHEETS</u>: The Roll Call 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. <u>GR VOTING SHEETS</u>: 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 or Alternate GR).

8. <u>AGENDA ITEMS</u>: 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. <u>MOTION PROCESS</u>: 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

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 are required by District Representatives, Coordinators, or AIS Liaisons in either Communicator or at the Assembly unless requested by Area Chairperson.

PROPOSAL / MOTION FORM

DATE: _____   **BY:** _____

PROPOSAL:

_____

_____

_____

_____

DISCUSSION:

_____

_____

_____

Seconded By: _____   **ONE TIME:** _____ **ON GOING:** _____

Passed: Yes or No   Vote Count _____ **Needs further review** _____

PROPOSAL / MOTION FORM

DATE: _____   **BY:** _____

PROPOSAL:

_____

_____

_____

_____

DISCUSSION:

_____

_____

_____

Seconded By: _____   **ONE TIME:** _____ **ON GOING:** _____

Passed: Yes or No   Vote Count _____ **Needs further review** _____

OREGON AREA ASSEMBLY GUIDELINES

1. <u>Group Representatives (GRs)</u> (blue badges): GRs (or the acting GR) have voice and vote at the assembly. One vote per Group.

2. <u>District Representatives (DRs)</u> (yellow badges): DRs have voice only at assembly and will be asked to introduce new GRs during roll call.

3. <u>Officers</u> (Chairperson, Delegate, Alternate Delegate, Secretary, AAPP, Treasurer) and <u>Coordinators</u> (Literature, Alateen, Archives, Communicator, CPC, Forum, Group Records, Public Information, Website, Technology) and Audit Budget (yellow name badges) have voice only.

4. <u>Name Badges</u>: 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. <u>Voice and Breaks</u>: 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. <u>Microphones</u>: 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. <u>Motions</u>: 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. <u>Recognized by Chairperson</u>: Please wait to be recognized by the Chairperson before speaking. Each speaker will be given the respect of our attention.

9. <u>Reports</u>: Reports are read verbatim, and a copy given to the secretary. Please email the report to the secretary before or after presentation.

10. <u>Voting Requirements</u> 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. <u>Once the assembly has started, one can add to the active assembly agenda</u>: 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. <u>Purpose</u>: to host the assembly in your district or districts.

2. <u>Host Chairperson</u>: The District Representative of Host District is the Chairperson or may appoint a Chairperson for Assembly Host Committee.

3. <u>Meeting Place</u>: Provide an appropriate venue for the assembly. See the check list on page 7. Choose a handicap accessible facility to accommodate business meetings and breakout sessions for all day Saturday and Sunday until noon.

4. <u>Space Needed</u>: Select business meeting room to accommodate at least 100. See worksheet list on page 7. Communicate with Alternate Delegate and Chairman regarding progress of meeting selection and details.

5. <u>Agenda</u>: Work with Area Chairperson and Oregon Area Delegate on agenda needs including times, workshops and space.

6. <u>Publicity</u>: Use the Oregon Area Flyer Guidelines on page in Section IX to produce and send out your flyer.

7. <u>Coffee/Tea/Water</u>: (optional) Arrange for coffee (regular and decaf) to be available for early arrivals and for break times.

8. <u>Luncheon</u>: Oregon Area suggests a no host luncheon. Information regarding local lunch spots near the Assembly location should be provided.

9. <u>Finances</u>: 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.
   a. Meeting place rent for Saturday and Sunday
   b. Coffee, tea and hot water for Saturday and Sunday
   c. Printing and mailing costs for flyers (Print only in black and white). Color limited to electronic documents.

10. <u>Literature</u>: Host District may provide or plan for Al-Anon/Alateen literature to be for sale during the Assembly. Contact nearest Literature Distribution Center.

    Technology Equipment: Provided by Oregon Area. Contact Technology Coordinator for hookup needs.

   Suggestion: if coffee is not available in meeting room, consider booking a hospitality room.

KEEP IT SIMPLE!

WORKSHEET PROPOSAL TO HOST AREA ASSEMBLY   **Date:** _____

Date of Desired Assembly (Third weekend of March, July and November: _____
     (Stadium seating is a last resort.)

District No: _____ Proposed Host City: _____

District Rep. Name: _____   Phone Number: _____

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

Questions to ask Facility:
1. Is the facility handicap accessible? _____

2. What kind of parking is available? _____

3. How many bathrooms are available? _____

4. What is the Main Meeting Room size? (Space for **Approximately 100** needed. Include room set up style. See seating requirements in No 8 below.
     a. Describe: _____
     _____

5. Is the facility available for Friday night as well as Saturday and Sunday? _____

6. Are there are other meeting rooms available (We need rooms or spaces for 5 action committees and breakouts throughout the day.
     a. Describe: _____

7. What other systems are available: (We have a PA System, and power point equipment.) We need electrical outlets, the Wi-Fi password (if available) and a screen or large blank wall. (It is helpful to make sure the computer works with location.)
     a. Describe: _____

8. What tables and chairs are available: (10 tables minimum needed including (but not limited to) Head table, display tables for literature sales, SSM/fundraising, name tags, mailbox, flyers, treasurer's table, registration table.
     a. Describe: _____

9. Are there facilities to make and serve coffee?
     a. Describe: _____

10. Are we allowed to bring in food, like snacks? _____

11. Is the facility odor free (i.e. Smoking/fragrance scent? _____

COST OF FACILITY AND EQUIPMENT FOR THE WEEKEND [Refer to Budget for Current Amount]

1. Main meeting room	$_____	5. Tables and chairs	$_____
2. Extra meeting rooms	$_____	6. Hotel Meals if required	$_____
3. Coffee	$_____	7. Total	$_____
4. Janitorial Services	$_____		

Attach Budget for income and expenses of Assembly

OREGON AREA AL-ANON/ALATEEN AWSC
HOST COMMITTEE GUIDELINES

1. <u>Purpose</u>: to provide venue for meeting.

2. <u>Host Chairperson</u>: Note that District Representative of Host District is the Chairperson or may appoint a Chairperson for AWSC Host Committee.

3. <u>Meeting Place</u>: Provide an appropriate venue for the assembly. Choose a handicap accessible facility to accommodate business meetings and breakout sessions for all day Saturday.

4. <u>Space Needed</u>: Select business meeting room to accommodate at least 50 people. Obtain three or four smaller rooms for break outs. A kitchen is also desirable to host the potluck lunch.

5. <u>Agenda</u>: Set by Oregon Area AWSC Members. Work with them for any special accommodations.

6. <u>Publicity</u>: Flyers need to be emailed to all AWSC members no later than three weeks prior to the AWSC meeting. The AWSC meeting dates and locations are determined at the October AWSC meeting in the prior year. See Suggested Flyer Information in Section IX.

7. <u>Setup</u>: Set up meeting room including tables, chairs. The optimum room set up is in a "classroom style" arrangement.
    a. 2-3 tables at front of the room for Area Officers - if available close to electrical outlets.
    b. Additional 3-4 tables are necessary for SSM, mailbox, badges and flyers.
    c. Kitchen facility for potluck lunch. Include plates, utensils, cups, coffee, tea, juice.
    d. Check bathroom supplies to ensure adequate paper towels and toilet paper is available.

8. <u>Breakfast Snacks</u>: Host Committee to provide breakfast munchies.

9. <u>Luncheon</u>: Potluck Lunch

10. <u>Finances</u>: Financial responsibility of Oregon Area is limited to:
    a. Meeting place rent for Saturday
    b. Printing and mailing costs for flyers (Print only in black and white). Color limited to electronic documents
    c. Coffee/Tea/Water
    d. Paper Products for potluck luncheon if requested

11. <u>Microphones</u>: Provided by Oregon Area If possible, it is helpful to have at least one microphone available. The Area also has a sound system that may be used if needed.

KEEP IT SIMPLE!

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 i n 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 <u>central</u> and <u>traditional to SSM</u>. 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. Al-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. 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 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 Al-Anon Information Services (AIS) and Literature Depots.
  4. Optional: other AA and Al-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 <u>itemized </u>statement of <u>income</u> <u>and expenses </u>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 Al-Anon events or AA events with Al-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 it 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.

KBDM Procedure
How to gather information to make an Informed Group Conscience?

In a Knowledge-Based Decision-Making (KBDM) environment, ideas are brought to the Chairperson for AWSC agenda consideration through the links of service. The Chairperson may appoint a thought force to gather supporting information including background and a completed KBDM Questionnaire. When the thought force reports back to AWSC, it will be determined whether to go forward, to gather more information, assign a task force, or proceed with a motion. (See the procedures for making motions on Page 14?)

The KBDM Questions

Versions of the KBDM Questions are listed below. For further information and details, please see references in *Al-Anon/Alateen Service Manual, version two (2)*, pgs. 70-72 including the footnote on page 70].

Question 1
What do we know about our members' or prospective members' needs, wants and preferences that is relevant to this discussion?

Question 2
What do we know about the resources and our vision for the organization (Al-Anon and our meetings) that is relevant to this discussion? [What do we know about our finances, membership participation, resources and capacity?]

Question 3
What do we know about the current realities (membership, culture) and evolving dynamics of the world and our fellowship's environment (technology, our Legacies and spiritual principles) that is relevant to this discussion? What are the Pros and Cons? [What do we know about what's currently happening within our groups?]

Question 4
What are the ethical implications of our choices (pros and cons)?
In other words, will our decision be consistent with our spiritual principles, policies, and Twelve Traditions?

Question 5
What do we wish we knew, but don't? [What else do we need to know before moving forward?]

Oregon Area Flyer Eligibility Guidelines

Criteria for Flyer Approval:
To be eligible for posting on the Area website, printed in the *Communicator*, and/or distributed at Area events or through Area email lists, flyers (events/activities) must meet the following criteria:

- Be program related[1] and put on by or connected to an Oregon Area Registered Al-Anon/Alateen Family Group[2], **or**
- Be program related[1] and put on by or connected to an Oregon Area Al-Anon/Alateen Service Arm[2,3], **or**
- Be program related[1], put on by or connected to A.A. in Oregon, following A.A. guidelines, with Oregon Al-Anon/Alateen participation (speakers, workshops, meetings) connected to a Registered Al-Anon/Alateen Group or an Al-Anon Service Arm.[2,4] "An A.A. event must have Al-Anon participation in order to have Alateen participation."[5]
- The Flyer Committee will only approve flyers for events and activities that welcome any Al-Anon member (including newcomers).[6]
- "All events that include Alateen participation must be in compliance with the Area Alateen Safety and Behavioral Requirements of the Area in which the event is held." The Area has responsibility for use of the Alateen name in the Area and must be made aware of proposed Alateen events through contact with the Area Alateen Coordinator.[7]
- "The Al-Anon/Alateen name cannot properly be used to identify or publicize retreats, events or activities sponsored by others. This applies when most or even all the participants are members of Al-Anon/Alateen. Otherwise there could be a misunderstanding of Al-Anon's purpose and function."[8]

Criteria for Event Contact Information
The assurance of anonymity is essential. "On any website accessible to the public, whether an Al-Anon site or not, full names, phone numbers, or other identifying information are not posted if they are identified as belonging to an Al-Anon/Alateen member."[9]

The WSO recommends only the use of email addresses as a contact on flyers posted on public websites such as our Area website. It is suggested to use an Al-Anon Group, AIS, District, or Area email address. If using a personal email address, use an email address that protects anonymity and does not include a member's last name. Members' business email addresses should not be used, as they could imply affiliation and may not be confidential to the member.

An AIS/Intergroup phone number can be used, but personal phone numbers are not recommended.[10] When a personal phone number is submitted on a flyer as the contact, the Flyer Committee will recommend not including a name, and the flyer committee Chairperson, in the interest of assuring anonymity, will call the contact person to confirm the use of their phone number. The Chairperson will seek to ensure that the contact person is aware of the risks to anonymity and that there is no other desired or safer method of contact available.

 "Alateen names, email addresses, and phone numbers should never be posted as contacts."[11]

Determination Process:
The ultimate decision and responsibility for determining which flyers are approved belongs to the Flyer Committee. In order to assure that all criteria are met, the Flyer Committee reserves the right to obtain additional information about an activity or event prior to approving a flyer. The Flyer Committee will be made up of three current Area World Service Committee (AWSC) members to be appointed by the Chairperson. Their determination will be final.

Autonomy of Service Arms When Announcing Events:
"Whether to announce a particular event is a matter of autonomy, keeping in mind groups, the District, AIS, or the Area may have different criteria."**12**

Links to Regional, National and International Events:
Recognizing the principle of participation and the importance of linking members to Al-Anon events, the Oregon Area Website can post links to regional, national and international events.

Flyer Approval Procedure:
To have a flyer published on the Oregon Area website, put into the *Communicator*, and/or distributed at an Area event:

- Important: Plan for the whole process, from approval (by the Flyer Committee) to posting of your flyer on the website to take up to 2 weeks (assuming you respond in a timely manner to any requested edits or clarifications).
- Please use the Flyer Guidelines checklist (on the following page) when making up your flyer.
- When your flyer is ready, go to the Oregon Area website (www.oregonal-anon.org) and click the 'Contact' tab, then scroll down to the Flyer Committee email contact and click to send an email to the Flyer Committee (flyerapprovalcommittee@oregonal-anon.org). This will send the flyer to all three members of the committee at once.
- Attach and submit the flyer for review in either PDF, Microsoft Word or Google Docs, along with the following information in the text of your email:
  o Submitter name(s)
  o Submitter phone number(s)
  o Submitter e-mail address(es)
- The Flyer Committee Chairperson will send a confirmation email within 2 days of receipt of the flyer submission.
- The Flyer Committee Chairperson will send the final approved flyer to the Website Coordinator, The *Communicator* Editor, all AWSC members, and the submitter of the flyer. The Website Coordinator will send a confirmation to the Flyer Committee Chairperson when the flyer is posted.

Oregon Area Electronic (Virtual) Flyer Guidelines:
Flyers for electronic (virtual) events must meet all the above criteria. Please include the following specific electronic (virtual) application information.

- Website address and/or link of event or email address to request the event link/web address.
- Email address to request password (if password is required). All information necessary to login including link, meeting ID number, passcode and phone call in information.

Footnotes:
1. "…we keep our events focused on Al-Anon principles and topics." From *Al-Anon/Alateen Service Manual 2018-2021*, version two (2), pg. 93
2. Referenced in *Al-Anon/Alateen Service Manual 2018-2021, version two (2)*, pgs. 91-92 and G-40
3. Service Arm is defined as Al-Anon Information Service/Intergroup, District or Area.
4. The Flyer Committee reserves the right to contact the Oregon Alternate Delegate to obtain information about an event and ensure it is considered an A.A. event.
5. *Al-Anon/Alateen Service Manual 2018-2021, version two (2)*, pg. 90
6. In keeping with The Traditions and *Al-Anon/Alateen Service Manual, version two (2)*, pg. 85
7. Referenced in *Al-Anon/Alateen Service Manual, version two (2)*, pgs. 90, 97; G-16, G-20 and G-7.
8. *Al-Anon/Alateen Service Manual, version two (2)*, pg. 92, and Tradition 6
9. *Al-Anon/Alateen Service Manual, version two (2)*, pg. 98
10. Referenced in *Al-Anon/Alateen Service Manual, version two (2)*, pgs. 98-101 and input from the WSO Public Outreach Coordinator
11. G-40, pg.2
12. *Al-Anon/Alateen Service Manual, version two (2)*, pg. 93

Oregon Area Flyer Guidelines Checklist

Flyers should include the following information (if applicable):

Name or theme: This is the title of the event, e.g.: "A Day in Al-Anon".

What is it? A brief description of the event, e.g.: "Fun, Fellowship and Education".

Host Organization(s): Identify who is putting on/hosting the event and their location, e.g.: "Your Group, AFG, Your City, OR". Please remember to state that this is an Al-Anon, Alateen or Al-Anon and A.A. event as sometimes Al-Anon and A.A. have the same district number and sometimes Al-Anon and A.A. groups have the same name.

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

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

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

Where: List the full address including City, State and Zip Code.

Instructions: In cities where there may be multiple streets with the same name, include a simple but clear map and, if possible, include driving instructions for out of town guests.

Who's invited: Identify who is invited, e.g.: Al-Anon, Alateen, or Al-Anon and A.A. members, etc. If members of the public (observers) are welcome to attend, please identify this on the flyer.

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

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

Contact Information: Include the appropriate event contact information on the flyer as recommended in the section 'Criteria for Event Contact Information' on pg.1 of the "Oregon Area Flyer Eligibility Guidelines".

Registration Form: If your flyer has a registration form, these are things to remember:
- Include the amount of the registration fee and to whom it applies. Specify if it is a voluntary contribution or not;
- Include the full address where to send the registration;
- Specify to whom to write the checks;
- Registration deadline date; and
- Specify if pre-registration is required, and/or if you will accept registrations at the door.

Submit Flyer to the Flyer Committee Email Address:
flyerapprovalcommittee@oregonal-anon.org

Oregon Area Group Records Procedures

Updating Group Information

In accordance with Oregon Area Procedures, our Area Group Records Coordinator updates the information into the WSO Online Group Records database and submits updates to the Oregon Area Website Coordinator. District Representatives (DR) work with the Group Records Coordinator and their Groups to maintain current and accurate Group Records. Our goal is to emphasize how important it is to keep information up to date. Any questions can be referred to group-records@oregonal-anon.org.

Registering a New Group

When a newly formed group is ready to register with the World Service Office (WSO), the group should contact the DR. The DR will fill out the online form at https://al-anon.org/for-members/group-resources/group-records/. If there is no DR, a member of the group may fill out the form. This form is on the WSO website and is emailed directly to the Group Records Coordinator. The Oregon Area Group Records Coordinator enters the new information into the WSO Online Group Records database and submits updates to the Oregon Area Website Coordinator.

Specific Forms for New Groups and for Group Changes

There are two different forms to fill out according to the needs of the group. To register or change information for a face-to-face group click on the link below:

1. **Face-to-Face Meetings**

   New Al-Anon Group Registration (hold control button and click with mouse)
   https://al-anon.org/for-members/group-resources/group-records/new-al-anon-group-registration/

   Al-Anon Group Change
   https://al-anon.org/for-members/group-resources/group-records/changes-existing-al-anon-group/

   The form is processed and WSO emails the Area Group Records Coordinator the updated information and WSO Group ID number. This information will be forwarded to the appropriate District Representative and the person who submitted the form for confirmation. After confirmation, the Group Records Coordinator will send the information to the OA Web Coordinator to update on Oregon Area website.

2. **Temporary Electronic Change Form**

   Due to the COVID-19 pandemic, some meetings have moved from face-to-face to temporary electronic meetings. It is expected that these temporary electronic meetings will return to face-to-face when it is safe. To post your temporary electronic meeting information and the link to the meeting on the WSO and Oregon Area websites, click on the below link to fill out this form.

   Temporary Al-Anon Electronic Meeting Change Form
   https://form.jotform.com/201006291804141

3. **WSO Permanent Electronic Meetings (Not in Oregon Area Service Structure)**

   Some groups meet only electronically. For those groups, click on the below link to fill out the form. This form is emailed to WSO as the Area does not register electronic meetings. For Electronic Meetings World-wide these are your links:
   Electronic Meetings Registration
   https://al-anon.org/for-members/group-resources/group-records/new-electronic-meeting-registration/
   Electronic Meetings Change
   https://al-anon.org/for-members/group-resources/group-records/electronic-meeting-change/

Procedures for Listing Groups on OA Website

Guideline for Oregon Al-Anon/Alateen Website -- Listing Group Meetings

This guideline is to encourage unity & consistency amongst groups listed on the Oregon Al-Anon/Alateen Website using the spiritual principles found in Conference Approved Literature.

Group meetings are listed on the www.OregonAl-Anon.org website when groups:
1. Are registered with World Service Office (WSO) and have an ID#
2. Hold regularly scheduled meetings
3. Abide by Al-Anon Policy found in current Al-Anon/Alateen Service Manual
   a. Only allows the use of Al-Anon tools and materials; i.e., Conference Approved Literature, current Al-Anon/Alateen Service Manual, the Forum, etc. (See Al-Anon/Alateen Service Manual; Literature and Service Materials)
   b. Respects the anonymity of all Al-Anon, Alateen & AA members
4. Abides by the Twelve Traditions, the Twelve Concepts of Service and the Al-Anon Principles as follows:
   a. Welcomes anyone who has a problem of alcoholism in a relative or friend
   b. Allows all members to share experience, strength and hope as equals and peers
   c. Encourages all members to leave other affiliations outside meeting rooms
   d. Presumes goodwill
   e. Group members avoid the obstacles of gossip, dominance, and discussions of religion
   f. Creates unity of purpose by keeping in mind the well-being of Al-Anon worldwide.

If a member(s) feels a group is not following the spiritual principles of the program, including the Twelve Traditions and Twelve Concepts of Service a presumption of goodwill and attempt for education shall be the first steps. The preferred method of conveying any non-adherence from the above is to speak directly with the Group, Group Representative and/or District Representative. The District Representative can offer education on the topic to the member concerned and/or the Group.

If after the education from the DR there is still a concern, refer to the Do Not Refer Process.

Do Not Refer Process for Meetings (Oregon Al-Anon/Alateen Website)
[Approved by Area, Awaiting WSO Acceptance]
1. The District Representative will e-mail the Chairperson and Delegate asking for review of the concern, stating the remedies tried and the result.
2. The Chairperson may appoint a Task Force to do further investigation and education.
   a. Chairperson, and/or Delegate direct the Task Force to research using written, verbal, and/or actual observation(s) of the Group.
   b. At AWSC the Task Force presents their findings:
      i. Makes recommendation(s)
3. Chairperson sends a letter to the Group with the recommendations and/or actions required to bring it into compliance with the Twelve Traditions and the spiritual intent of the Twelve Concepts of Service, with a deadline of three (3) months to respond, demonstrating the Group's intentions to remedy the issue(s) and how that will be done.
4. Completing the Process
   a. When this process is complete, if the Oregon Al-Anon Family Group successfully demonstrates that it has remedied the issue(s), the resolve will be placed on the AWSC Agenda to present the actions taken to remedy the issue(s),
   b. When this process is completed, if the Group chooses not to demonstrate that it has remedied the issue(s), the group's meeting listing on www.oregonal-anon.org will be removed.

       i.   The Area Group Records Coordinator will
          1. Notify the Website Coordinator to remove the group listing from the website www.oregonal-anon.org
          2. Send a Letter to the Group, District, AIS, Literature Depot or Intergroup in the area of the Area's decision to remove the group from the Oregon Area Website.
          3. Send a letter to the World Service Office asking to have the group removed from their meeting referral list, the toll-free number and the www.al-anon.org website.

Request for Re-Listing Policy
[Approved by Area, Awaiting WSO Acceptance]

1. A group placed on the Oregon Do Not Refer list may have their Group Website Listing re-listed after the following has taken place.
   a. A minimum of 1 year has passed since the meeting had their Website Privileges revoked.
   b. Member(s) from the group meeting petition AWSC by sending the Chairperson a request stating the changes that have taken place to act in accordance with the Twelve Traditions and the spiritual intent of the Twelve Concepts of Service.
2. The District Representative is asked to attend the group meeting to confirm the past issue(s) have been remedied. The District Representative reports the findings to the Chairperson and Delegate.
   a. The District Representative presents to the AWSC.
   b. AWSC discusses the findings of the District Representative:
      i.   Makes recommendation(s)
3. Chairperson sends a letter to the Group with the decision.
   a. If the Oregon Al-Anon family group has successfully demonstrated that it has remedied any issue(s) and removal from the Do Not Refer list is granted, the Area Group Records Coordinator will have the Group Re-Listed on www.oregonal-anon.org, and notify the District, AIS, Intergroup, and WSO with the decision to Re-List.
   b. If the Group has not remedied the issue(s), the group will remain on the Do Not Refer list. A request for reinstatement can be made at a later time following the Request for Re-Listing Policy.

Area Election Procedures

To find good personal leadership, as suggested by Concept Nine, elections must be conducted with Al-Anon spiritual principles in mind, setting aside personalities. The following guidelines have been established to create a structure that will enhance the decision-making process for filling service positions. Providing Group Representatives with timely and appropriate candidate information using the Service Resume, is the cornerstone of our election process. Maintaining a spiritual tone and Higher Power connection during elections is a necessity.

Oregon Area Al-Anon follows the procedure in the Al-Anon/Alateen Service Manual for Area elections. (See Election Assembly Procedures, *Al-Anon/Alateen Service Manual*, *version two (2)*, pp. 151-153). It is important that everyone understands the method agreed upon for the election of Area Service Positions.

Pre-Election Assembly Preparations
1. The last year of the current panel is considered the election year for the next panel. Elections will also occur, as needed, to fill vacant positions.
2. Throughout the election year, information and training on elections will be provided. (e.g., Service Resume, skit, procedures, job fair)
3. One Area Officer will be appointed by the Chairperson and designated as the "Election Official".
4. Candidates are highly encouraged to complete and email a Service Resume to the Election Official (oregonareaelectionofficial@gmail.com) six weeks prior to the election assembly. (Service Resume follows these procedures.)
5. The Election Official will forward Service Resumes to all District Representatives (DR) or district contacts.
   a. DR's are encouraged to promptly share with all GR's.

Election Assembly Preparations
1. The Election Official will bring Service Resume copies to the assembly.
   a. The Election Official is not responsible for providing copies of Service Resumes submitted the day of the assembly.
2. The Election Official will provide copies of the Election Procedures at the election assembly.
3. At the election assembly, the chairperson selects 2 non-voting members to collect ballots and assist secretary with tallying and displaying voting results.
   a. Tally's will be removed from view before candidates re-enter the assembly room.

Balloting Procedures for Delegate, Alt. Delegate, Chairperson, Secretary, Treasurer, Area Alateen Process Person (AAPP)
1. The Area Chair will ask all who have actively served at the Oregon Area level during the current or previous panel and have served as a District Representative at any time in the past, to stand. The Chair will ask those willing to stand for [Position] to remain standing.
2. The candidates will read their Service Resumes, as written.
3. The Oregon Area Chairperson invites assembly members to ask a clarifying question.
   a. The purpose of a clarifying question is to make something more clear or easier to understand.
   b. Examples:
      i. When you said _____, what did you mean?
      ii. I think I heard you say _____, is that correct?
      iii. Could you please clarify _____?
4. Candidates leave the room once clarifying questions have been answered.
5. While the votes are cast, the chairperson encourages quiet amongst the members.

6. In the spirit of substantial unanimity, the first candidate to receive a two-thirds vote is elected.
7. If no one received the required two-thirds vote after two ballots, the Chairperson will approach the candidates and share the names of the two candidates who received the most votes and suggest that the others withdraw.
8. Whether or not names are withdrawn, another ballot is taken.
9. If after 3 votes, no election occurs, the names of the 2 candidates with the most votes will be drawn by lot. (See *Al-Anon/Alateen Service Manual*, *version two (2)*, Concept 9, pg. 194)
10. The first one drawn is elected.

Balloting Procedures for Coordinators, Alateen, Archives, Cooperating with the Professional Community, Forum, Group Records, Literature, Public Information, Technology, Website
1. The Chair will ask members to stand that are willing to serve as [position].
2. Each position is open to any qualified (see position descriptions in Oregon Area Handbook) Al-Anon member willing to serve.
3. The candidates will read their Service Resumes, as written.
4. The Oregon Area Chairperson invites assembly members to ask a clarifying question.
    a. The purpose of a clarifying question is to make something more clear or easier to understand.
    b. Examples:
        i.   When you said _____ what did you mean?
        ii. I think I heard you say _____, is that correct?
        iii. Could you please clarify _____?
5. Candidates leave the room once clarifying questions have been answered.
6. While the votes are cast, the chairperson encourages quiet amongst the members.
7. The candidate with the most votes (simple majority) received will be elected.

Officers Elected:

Delegate _____

Alternate Delegate _____

Chairman _____

Secretary _____

Treasurer _____

Area Alateen Process Person (AAPP)

_____

Coordinators Elected:

Alateen _____

Archives _____

Cooperating with the Professional Community (CPC) _____

Forum _____

Group Records _____

Literature _____

Public Information (PI) _____

Technology _____

Website _____

Al-Anon/Alateen Service Resume
To stand for an Oregon Area position, it is highly desirable
to have served a 3-year term as Group Representative

The information submitted on this form is to demonstrate my interest, intent and commitment to standing for an Oregon Area position. The information is provided with the expectation that the contents will be treated as confidential and used exclusively for Oregon Al-Anon/Alateen purposes only.

Name (First and Last):_____ Phone: _____

Email: _____

Home Group: _____ District #:_____

Years in Alateen: _____ Active years in Al-Anon: _____ Years in Al-Anon Service: _____

Position/s sought (please list all): _____

Have you read the position description/s in the Oregon Area Handbook for all of the positions listed above? _____Yes _____No

If there are guidelines from the WSO for any of these positions, have you read them?
_____Yes _____No

How many assemblies/AWSC's have you attended this panel? _____

Are you prepared to attend 3 AWSC meetings and 3 assemblies/year? _____Yes _____No

If any of these positions require technical skills, do you have these skills? _____Yes _____No

Please list required skills: _____

Do you currently have a Service Sponsor? _____Yes _____No

Service Positions (Group, District, Area, AIS, speaker, event, etc.)

Position	Years	Months

Why do you want to serve at Oregon Area? (Please limit response to space provided below.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

By signing below, I agree that I have read and agree to adhere to the service position description specific to the position(s) for which I am standing.

I understand that should I become unable to fulfill my service responsibilities; I will step aside.

_____
          Signature   Date submitted

Candidates are highly encouraged to complete and email a Service Resume to the Election Official (oregonareaelectionofficial@gmail.com) six weeks prior to the election assembly.

Area Insurance Coverage and Instructions

In 2017 Oregon Area voted to have insurance coverage for all events in the state. It will include AWSC, Assemblies, State Speakers Meeting, OAC, groups and/or Districts. The insurance company that covers the area is Nova Casualty Company. A Certificate of Liability Insurance will be provided to the Al-Anon point person and the person/group requesting the certificate. Meetings are not required to have this coverage. However, if a venue or meeting location requests it then it will be provided.

The written policy or PDF copy is kept with the Treasurer's records.

Insurance Coverage:
1. $1,000,000 personal injury
2. $2,000,000 general aggregate
3. $100,000 damage to premises
4. $5,000 medical

Instructions for District Representatives/Group Representative to attain the certificate:
1. Contact the Insurance Liaison email: insurance@oregonal-anon.org
2. The following information is required to obtain a certificate:
   a. Location (Church or site) name
   b. Address of location
   c. Person(s) who needs certificate (email or physical address)
3. The certificate will be sent within a couple of days.
4. Direct all requests and/or questions to Insurance Liaison, not the agency.

Instructions for Insurance Liaison:
When receiving request, please promptly send to designated insurance representative. Call the agency @ (707) 465-6508. Information needed by agency is: Location, name and address. Request that the certificate be sent directly to location with a copy to you and the person who sent the email asking for the certificate. Keep a copy of the email request and the certificate and put in the Insurance Liaison's binder. Update the list of certificates as needed.

General Assembly Procedures

Agenda
The agenda is derived from input through members of the Area World Service Committee (AWSC). Suggestions of all members and the membership-at-large are carefully considered.

The Chairperson can alter the agenda if circumstances warrant. However, any significant deviation from the agenda initiated by the Chairperson or any other member with voice requires a two-thirds vote.

Tips, Hints, and Words of Caution
In a Knowledge-Based culture, full discussion of an idea takes place before a motion is presented. At the end of a discussion, further discussion may be necessary. A motion need not be made after every discussion. Premature action (e.g., making or amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying business.

Proposed motions may come from the AWSC, committees, work groups, thought forces, or task forces.

The legitimate rights of the minority are protected by Concept Five ("The rights of appeal and petition protect minorities and insure that they be heard") and are observed throughout our proceedings.

It is important to remember that the purpose of our procedures is to make it easier for us to conduct business; procedures exist to allow us to do what needs to be done in order to carry out the will of the fellowship by reaching an informed group conscience.

Voting by show of hands or closed ballot is decided at by the Area Chairman. Out of deference to those holding a minority viewpoint, applause is discouraged when a member expresses an opinion with which others may agree.

Asking for a Consensus
At times, there is a need for a consensus to obtain a sense of direction before moving forward. When a consensus is requested, the Chairman asks for a show of hands indicating "yes" or "no" expression from the members. Since this is not a formal vote, closed ballots are not necessary.

Substantial Unanimity
What constitutes substantial unanimity is decided at the beginning of each Assembly and AWSC.

Warranty Three: *That all decisions be reached by discussion, vote and whenever possible by unanimity.*

The principle of substantial unanimity does, however, have certain practical limitations. If such a time were to occur, we will have to decide, by a simple majority vote, what the requirements of substantial unanimity should be, whether two-thirds, three-quarters, or an even greater majority.

The practical and spiritual results of substantial unanimity will make itself evident.

Al-Anon/Alateen Service Manual, version two (2), pgs. 216-217

Assembly Motion Procedures

The Process:
1. When it has been decided to proceed to a motion after using KBDM:
    a. Submit the motion to the Chairperson on a motion form. The form is available from the Secretary and in the Oregon Area Handbook. Matters that are recommended by AWSC are submitted to the members in advance, whenever possible, in the form of a proposed motion for approval. At the appropriate time, the proposed motion will be read to the membership.
    b. **When the conscience indicates a specific motion is in order, any member with voice may prepare a proposed motion**
2. The motion will be read aloud by the Chairperson and discussion may follow.
    a. The Chairperson invites all members with voice to participate in a discussion on the proposed motion.
    b. The person who made the proposed motion begins the discussion in order to provide background.
3. Members who wish to speak line up at the microphones and are called on in order.
    a. All comments are to be made at a microphone, and are limited to two minutes and only one appearance at the microphone per person per motion.
    b. Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the microphone and say it again. If your opinion has already been expressed, you may wish to relinquish the microphone in order to hear other diverse opinions.
    c. Out of deference to those holding a minority viewpoint, applause is discouraged when a member expresses an opinion with which others may agree.
4. When asking a question for clarity on the current discussion, hold up your *Service Manual.*
    a. Questions begin with who, what, where, when, why, and how and do not contain personal opinion.
    b. Questions and answers to the questions are not subject to the two-minute time limit.
    c. If a question arises, it is the Chairperson's responsibility to call on the appropriate person to answer the question.
5. Only one proposed motion may be discussed at a time.
6. If the proposed motion as stated is unclear, the Chairperson may ask the originators to reword it.
7. Any member (including Chairperson) with voice may ask to have the discussion held at another time.
8. Focus on the proposed motion—remember we are to "presume goodwill" and practice "principles above personalities"
9. The Chairperson will ask for a consensus after each change that is proposed and a consensus that the motion proposal be acted upon at this time.
10. Once agreed upon, the Chairperson will reread the motion and a second is required from a voting member at this time.
11. The Chairperson will ask for any further discussion.
12. When discussion ends, a vote on the motion will be called for.

Voting on the Motion
1. The Chairperson rereads the motion.
2. The Chairperson calls for the vote.
3. All members are asked to remain in the room during a discussion and during the vote.
4. The following number of votes are required to carry a motion:

a. The members determine the percentage required to carry motions. We strive to abide by the Third Warranty principle: "That all important decisions be reached by discussion, vote and, whenever possible, by substantial unanimity."
b. Closed or Open Voting-At the beginning of each AWSC or Assembly, it will be determined by a show of hands whether we will have closed or open voting.

Counting the Vote—Closed Ballot
1. Ballots are marked YES, NO, or ABSTAIN. *
2. Ballots are collected by those persons designated by the Chairperson.
3. The vote is announced by the Chairperson and recorded by the Secretary.
4. Abstentions are not considered as votes, so the number of voting members may vary.
5. Void Ballots—A ballot is considered void if no mark is indicated showing YES, NO, or ABSTAIN; and if more than one category is marked.

Amendments: Should there be a need for an amendment, it must be related.

Postponing Discussion on a Motion:
The Chairperson has the authority to delay or continue a discussion at his/her discretion. If the members object, it takes a motion, second, and vote of substantial unanimity to overrule the Chairperson's decision.

Tabling a Motion:
1. Requires a motion and a second.
2. Is not debatable.
3. Needs substantial unanimity to pass.
4. If passed, the motion is rescheduled at the discretion of the Chairperson, unless the motion directs a specific date.

Calling the Question:
Calling the question brings discussion to a halt while members decide whether to proceed directly to a vote (the question) or go on with discussion. A motion to call the question:
1. Is made in order at the microphone and requires a second
2. Is not debatable
3. Requires a two-thirds vote by a show of hands
4. If the question passes, discussion ceases and members proceed immediately to vote on the issue before them. If the question is not passed, discussion on the main issue resumes.

Reconsideration
A request to reconsider after the vote must be made by a member who voted with the majority and wishes to reconsider the issue.

1. Requires a motion and a second.
2. The member who is proposing reconsideration is the only member to speak to the reason for requesting the reconsideration.
3. Needs a two-thirds majority by consensus to pass.
4. If there is a consensus to reconsider, full discussion on the original motion is resumed. (Members are urged to limit discussion to new considerations of the question under discussion.)
5. The same motion may be reconsidered only once.

Area Process for Nominating a NW Regional Trustee

Background:
   Al-Anon members interested in becoming a Trustee should first read the Trustee Duties and
      Qualifications, on the Al-Anon.org website under Members → Board of Trustees →
      WSO Volunteers → Board of Trustees.
   If a member meets the qualifications, an online application is available under the Duties and
      Qualifications mentioned above. There is no paper application.
   Once a member has applied to be a Trustee through Al-Anon.org, the Delegate is notified by
      WSO, the Area Process for Nominating NWRT can begin.

Things to consider:
   • Each Area can put one candidate forward, regardless of how many apply.
   • Each candidate must be approved by the Area before WSO will move the application
      forward in their process.
   • The term length is three years or by special appointment (Partial one or two-year term).
   • The Delegate, past Delegates and former Trustees within the Area can answer questions
      about the role of a Trustee and the process to follow to become one.
   • The 2018-2021 Service Manual v.2 holds additional information on Trustees.

Important dates to keep in mind:
   • To allow time to approve a candidate, the Area must approve a candidate by the June
      AWSC to meet the WSO deadline.
   • All resumes are due to WSO by August 15 each year.

Oregon Area process in nine steps:
   1) Submit the application to WSO. Once WSO has notified the Delegate, the candidate will
      send the application or a personalized service resume to the Chairperson and ask for
      time on the AWSC agenda.
   2) The deadline for Oregon approval is the June AWSC of the year before the position is set
      to begin.
   3) Once submitted electronically to the Chairperson, the application or service resume will
      be shared at AWSC and the candidate will read the WSO application/resume in person.
   4) Once the application/resume has been heard by the AWSC, any questions pertinent to
      the position may be asked of the candidate.
   5) As per Oregon Area election procedure, the candidate(s) leave the room during voting.
   6) When all discussions are complete, the AWSC members will vote by ballot. A simple
      majority is needed for candidate approval.
   7) An alternate may be selected in the same manner; the alternate candidate would only
      stand in for the primary candidate if something happened to the primary candidate prior to
      the August 15 deadline.
   8) The approved candidate(s) would then be presented to the July Assembly for affirmation
      (not vote). The Delegate announces this and asks for the Assembly to affirm the AWSC's
      vote by group conscience.
   9) If a candidate is approved, the Delegate then sends an email indicating Area approval for
      the chosen candidate. This is done using the same email the WSO originally sent,
      notifying the Delegate of the potential candidate's resume submission.
   10) If the candidate is selected to be on the Board of Trustees for any term length, that
      candidate can be re-nominated for a second term without going through the approval
      process again, provided that they submit an application through the Al-Anon.org website
      (if necessary), and they have not experienced a breach in conduct as Trustee.

OREGON AREA ALATEEN

Alateen Groups
In Oregon, the Area Alateen Process Person (AAPP) is responsible for all Alateen Group Records. The Al-Anon Member Involved in Alateen Service (AMIAS) or the District Representative (DR) contacts the AAPP about establishing a new group, inactivating a group, or publishing any changes to an active group's meeting place/time. The DR informs the AAPP of changes to the Alateen group's Current Mailing Address (CMA), phone contacts for the public or the designated Alateen Group   Sponsors. The AAPP updates WSO Online Group Records, then contacts the Oregon Area Web Coordinator to request updates to the Alateen Section on the Oregon Area website for meeting information.

Al-Anon Members Involved in Alateen Service (AMIAS)
Each Oregon Alateen group maintains a close relationship with its District through the District Representative (DR). Serving as an Al-Anon Member Involved in Alateen Service (AMIAS) is a rewarding opportunity for growth and sharing recovery's experience, strength and hope. Al-Anon members who are also members of other 12-Step fellowships are eligible to apply for this service position by virtue of their Al-Anon membership.

New AMIAS Training
Before becoming an AMIAS all applicants shall be trained by the Area Alateen Coordinator. The training session may happen at an Area assembly, a special event arranged by the AAC, or by an event arranged by invitation to the AAC from a DR.

In addition, all new AMIAS shall do in-service training, with a current group sponsor in an Alateen meeting, a minimum of 12 meetings.

Annual Recertification of AMIAS
The Oregon Area cooperates with the WSO in annually confirming all contact information and active status for the Alateen Groups and the AMIAS. This is very important as the WSO communicates on our behalf with callers to the national 888 line and mails communications to the groups' CMAs. This process is   completed by June 30th of each year and involves timely communication between the District Representatives, all AMIAS and the AAPP. Background checks are required for each AMIAS every three years. See recertification procedures.

AMIAS Non-Compliance – Procedures
1. When an Al-Anon Member becomes aware that an AMIAS IS NOT IN COMPLIANCE with the Oregon Area Alateen Safety and Behavioral Requirements (listed on Page 4), that member has the responsibility to notify the Complaint Review Committee comprised of the DR, Area Alateen Coordinator (AAC), and the AAPP.
2. The Complaint Review Committee, after talking to each other and reasoning things out, in light of the Traditions, Concepts, and the Oregon Area Alateen Safety and Behavioral Requirements will make an inquiry. In the meantime, they will ask the person in question to stop meeting with the Alateens while an inquiry is conducted. Based on the spiritual principles contained in Concept Five, the AMIAS has the right of appeal if they disagree with the outcome of the inquiry which could include their inactivation.
3. If this person is the only AMIAS sponsoring this group, the DR must search for a replacement AMIAS and invite them to sponsor the Alateen group so that the group can continue meeting during the inquiry. If the AMIAS under inquiry continues sponsoring the group, the DR will notify the AAC and the AAPP. The Area will inform the group to stop using the Alateen name until a certified AMIAS is assigned to the meeting.

4. The AAPP updates the Alateen group information in the Online Group Records Application which will inactivate the Alateen group if no substitute sponsor is found. The web interface

alerts the WSO and the meeting will not be displayed on the al-anon.org website or shared from the toll-free meeting line.

Alateen Procedures – Complaint Received

The following procedures are to be followed in the event a complaint is received. It should be noted all complaints should be handled at the group/District level if possible. If the complaint involves non-compliance with the Oregon Area Alateen Safety and Behavioral Requirements or concerns about inappropriate behavior by an AMIAS, the following steps must be taken. It is understood that the Complaint Review Committee, comprised of the AAC, AAPP, and DR will take additional actions at their discretion as all possible circumstances cannot be anticipated. The Complaint Review Committee will take a course of action to successfully resolve the complaint with the minimum impact to Alateen as a whole. In all cases, when resignation is the course of action, the request will be for a voluntary resignation of the AMIAS. For the purpose of these procedures, reference is made to the Alateen Safety Guidelines (G-34), for guidance and definitions of Alateens and AMIAS.

1. Incidents Involving Complaints Received From Alateens

    a. The DR representing the Alateen meeting, AAC or AAPP must be notified. When one of these rusted servants is notified, they will notify the others.
    b. The Area Delegate will be notified by the AAPP. This notification is for informational purposes only. The Area Delegate will be kept informed of the progress made. Anonymity will be protected at all levels.
    c. Either the AAC or AAPP and the DR will conduct an interview of the Alateen. This interview must be conducted with both the AAC or AAPP and DR together. If the Alateen member chooses, his/her Alateen Group Sponsor and/or parents may be present during this process.
       1.1 The Alateen will be kept informed of progress involved in the resolution of the complaint.
       1.2 The AAC or AAPP and DR will interview any Al-Anon member involved (this includes any AMIAS involved). The Al-Anon Member/AMIAS may request the presence of their DR, Sponsor, Service Sponsor, or other responsible Al-Anon member during the interview. To ensure anonymity, names will be disclosed only if necessary (and only as a last resort.)
    d. The Complaint Review Committee will determine to the best of their ability the validity of the claim.
       1.1 If there is conflicting information that could not be resolved by other means, a joint meeting between the Alateen and the AMIAS will be requested.
             i. If the AMIAS declines this joint meeting, the AMIAS will be asked to resign immediately from the Alateen group.
            ii. If the Alateen declines this joint meeting, either the AMIAS may be asked to step down for the benefit of the group or no further action will be taken. This decision will be made by the Complaint Review Committee (See item 2.c., below).
       1.2 If it can be determined there is sufficient cause, the AMIAS will be asked to step down from the Alateen group.
          i. Sufficient cause can be interpreted to mean for the safety and welfare of the Alateen, Al-Anon or Alateen as a whole, and may be a situation where neither guilt nor innocence is implied.

2. <u>Incidents Involving Complaints Received From Others:</u>

    a. The Complaint Review Committee will investigate all complaints.
        1.1 The Complaint Review Committee will use the Oregon Area Alateen Safety and Behavioral Requirements, the Oregon Area AMIAS Application, Alateen Safety Guidelines (G-34), the safety and welfare of Alateens, and the good of the program, as guiding principles.
    b. All initial interviews will take place in person.
        1.1 Alateen member interview: If an Alateen needs to be interviewed, this interview must be conducted with both the AAC or AAPP and DR together. If the Alateen member chooses, his/her Alateen Group Sponsor and/or parents may be present during this process.
        1.2 Al-Anon Member/AMIAS interview: The Al-Anon Member/AMIAS may request the presence of their DR, Sponsor, Service Sponsor, or other responsible Al-Anon member during the interview.
        1.3 Follow-up information may be gathered by other available means (e.g., phone, e-mail, other indirect communication.)
    c. The Complaint Review Committee can ask any AMIAS to resign from the Alateen meeting within the scope of section 2.a.1.1 as noted above. The DR can request an interim AMIAS to sponsor the Alateen meeting while the inquiry is taking place.
    d. At their discretion, The Complaint Review Committee can ask any AMIAS to temporarily step down from the Alateen meeting.

Appeals
If an AMIAS disagrees with a decision, the AMIAS may submit their appeal to the Alternate Delegate. The Alternate Delegate will confer with the Complaint Review Committee to review the appeal and come to a final decision.

Area Alateen Safety and Behavioral Requirements Revision
Area Alateen Safety and Behavioral Requirements will be reviewed every 5 years. Last reviewed by counsel August 26, 2019.

Oregon Area Alateen Safety and Behavioral Requirements

The Oregon Area considers the safety of Alateen members and Al-Anon members who do service in Alateen of vital importance. Therefore, we adhere to the 2003 Alateen Motion from the Board of Trustees and the Safety and Behavioral Requirements in the following documents: Alateen Service e-Manual, Al-Anon Safety Guidelines #G-34, and Alateen Policy found in the current *Al-Anon/Alateen Service Manual* and the *Oregon Area Handbook Section VIII.*

The Oregon Area 47 recognizes and respects that each Alateen group is autonomous. The Area is responsible for use of the Alateen name. Therefore, matters of Alateen safety and behavior affect Al-Anon/Alateen as a whole. The following are the minimum requirements for Al-Anon Members Involved in Alateen Service (AMIAS) to be of service in Alateen:

1. Every adult working with Alateen in Oregon Area 47 must have successfully completed the AMIAS Candidate Procedures process as found in the Oregon Area Handbook. This process begins with the local District Representative (DR) through the Area Alateen Process Person (AAPP) who will process the completed application. All AMIAS cooperate with the Oregon Area AAPP in keeping their current contact information up-to-date, especially in responding to the DR for Annual Recertification.

2. In brief, to be considered to serve as an AMIAS, the candidate must:
   a. Be an Al-Anon member regularly attending Al-Anon meetings, who has made a commitment to be of service to Alateen on a regular basis.
   b. Be at least 21 years old.
   c. Have at least two years in Al-Anon, in addition to any time spent in Alateen.
   d. Have not been convicted of a felony; have not been charged with child abuse or any other inappropriate sexual behavior; and not have demonstrated emotional problems that could result in harm to Alateen members.

3. There must be at least one AMIAS at every Alateen meeting; however, two AMIAS at each meeting are recommended.

4. The Area prohibits overt or covert sexual interaction between any adult and Alateen members before, during, or after any Alateen meeting or activity.

5. Any conduct contrary to applicable law is prohibited.

6. Parental Permissions:

   a. Written parental permission must be obtained prior to an Alateen attending any Al-Anon/Alateen-sponsored function, other than an Alateen meeting.

   b. Written parental permission must be obtained prior to providing transportation for an Alateen to all Al-Anon/Alateen-sponsored functions, including Alateen meetings.

   c. Written parental permission to treat an Alateen, in the event of a medical emergency when an Alateen is at a function that takes him/her away from the custodial parent/guardian, must be obtained prior to an Alateen attending any Al-Anon/Alateen-sponsored function. For Alateen meetings, parental permission needs to be obtained as soon as possible.

d. Written parental proof of insurance or statement of financial responsibility for medical treatment must be obtained prior to an Alateen attending any Al-Anon/Alateen-sponsored function, other than an Alateen meeting.

7. Roles of an AMIAS

Al-Anon Members Involved in Alateen Service may serve in several roles, such as Group Sponsors or Substitute Sponsors, Drivers, or Chaperones, or other roles as may be determined by the Area. *AMIAS do not serve as personal sponsors to Alateen members.*

8. Conferences, Conventions, and other Alateen Events

Any Conference, Convention or event with Alateen participation must agree to abide by the Oregon Area Alateen Safety and Behavioral Requirements. Additional safety and behavioral guidelines are available for review for participation in Alateen events. Oregon Area 47 suggests that AMIAS familiarize themselves with the appropriate sections of the guideline *Alateen Conferences* (G-16) and with the Oregon Alateen Conference (OAC) guidelines (contact the Area Alateen Coordinator for a copy of the guidelines).

9. Alcohol/drug use

Alcohol or drug use by Alateens and AMIAS is specifically prohibited at Alateen events and meetings.

10. Reporting suspected child abuse

Oregon Area strongly recommends that each Alateen group follow the guidelines outlined in the Alateen Service e-Manual and the Alateen Safety Guidelines (G-34), which use the same language to address this issue, as follows:

a. Where reporting is required by those identified as Oregon State Mandated Reporters, there is no choice but to comply with the law. "By law, mandatory reporters must report suspected abuse or neglect of a child regardless of whether or not the knowledge of the abuse was gained in the reporter's official capacity." See Mandatory Reporting, Oregon Department of Human Resources:

https://www.oregon.gov/dhs/abuse/pages/mandatory_report.aspx

b. Alateen Group Sponsors and AMIAS who are required by law to report cases of suspected child abuse should let the Alateens know, up front before sharing begins in any Alateen meeting, that they will disclose such incidents that are discussed at the meeting or event in order to comply with the law.

c. The Alateen Group Sponsor or AMIAS should follow legal advice regarding anonymity, and report as an individual, not as a member of Al-Anon. Prior to reporting to the authorities, the Alateen Group Sponsor or AMIAS should discuss their intentions with:
    i.   Area Alateen Coordinator, District Rep., or another Area-designated trusted servant
    ii. The Alateen member

11. Email, texting, and social media

Oregon Area 47 recognizes that Alateens respond best through electronic communication. That being given, Oregon Area strongly recommends that AMIAS confine their communication to the sharing of necessary information that concerns Alateen meetings.

Oregon Area recommends that AMIAS refrain from sharing personal contact information, such as social networking websites, personal e-mail or home addresses and phone numbers, unless required by an emergency situation.
Alateen does have a presence on social media for public information about the program. Follow Alateen WSO on Instagram, Twitter, and Facebook.

12.   Review of Requirements

The Oregon Area 47 Alateen Safety and Behavioral Requirements were reviewed by local counsel, R. Scott Corey, Springfield, OR on August 26, 2019 in accordance with the 2003 Alateen Motion from the Board of Trustees.

Please note that the Area Alateen Process Person (AAPP) and the Area Alateen Coordinator (AAC) are available to answer any questions about Alateen service that members might have.

_____
Printed Name of Applicant   Phone No.

_____
Signature of Applicant   Date

TO BE FILLED OUT BY THE DISTRICT REPRESENTATIVE

Write YES in the blanks below, when completed.

_____   RECEIVED APPLICATION

_____   INTERVIEWED CANDIDATE IN PERSON

_____   REFERENCES CONTACTED

_____   OREGON AREA ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS
                 RECEIVED FROM APPLICANT

SEND ALL 3 PAGES OF APPLICATION (INCLUDING THIS PAGE) PLUS
        OREGON ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS, SIGNED
        BY CANDIDATE, TO THE AAPP

COMMENTS: _____

_____

_____

_____

_____
District Representative Signature   Date

_____
        Print Name   Phone

District No:
•••

OREGON AAPP USE ONLY

Check received from District: _____(Date)

Background Check Approved: _____(Date)

WSO assigned ID Number Received: _____(Date)

WSO ID# _____

Authorization to be Certified AMIAS sent to DR _____ (Date)

_____
Area Alateen Process Person Signature   Date

OREGON AREA AL-ANON MEMBER
INVOLVED IN ALATEEN SERVICE (AMIAS) APPLICATION

Last Name:	First Name:	Middle Initial:	Phone:
Address:	City/State:	Zip:	Email address:
Al-Anon Home Group:	City	District	Date of Birth:

These questions are requested to assure that you are an Al-Anon member qualified to meet the Oregon Area requirements for working with Alateen Members. An AA member who is not an Al-Anon member may not serve as a Sponsor Candidate. Please check a YES or NO and INITIAL each statement. Sign and Date the form below.

STATEMENTS	YES	NO	INIT.
I regularly attend _____ Al-Anon meetings each month.		n/a	
I am at least 21 years old.			
I have been active in the Al-Anon program for at least 2 years, excluding time in Alateen.			
I am new to this Al-Anon Area and have attended a local Al-Anon meeting for at least 6 months before volunteering for Sponsorship. (If not applicable, leave blank.)			
I have not been convicted of a felony, charged with child abuse or charged with inappropriate sexual behavior.			
I have not demonstrated emotional problems that could result in harm to Alateen members.			
I agree not to have overt or covert sexual interaction (whether consensual or not) with an Alateen member. This includes verbal statements, touching, rubbing or other contact which can be perceived to be sexual and makes either party or audience uncomfortable.			
If asked to resign my position as an Al-Anon Member in Alateen Service, I will consider the safety and welfare of the Alateen members to be very important and will resign. This implies neither guilt or innocence.			

I have read, understand and agree that the statements checked and initialed above are correct. I agree to promptly notify the Oregon Area Alateen Process Person or District Representative when any of these statements have changed. As a consideration to serve as an AMIAS, I agree to submit to the Background check as required by the Oregon Area Alateen Safety and Behavioral Requirements. I make a two-year commitment to Alateen Service.

Please provide the names of two Al-Anon Members and phone numbers for referral, one of which must be from your Home Group. Return this form to your District Representative when completed.

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

_____
Al-Anon Member Involved in Alateen Service Applicant Signature   Date

Al-Anon Member Involved in Alateen Service

It is required that this form be completed by all Al-Anon members involved in service to Alateen.
(Please print)
First and last Name

Street Address

City, State, Province

Zip/Postal Code:

Phone (Indicate cell or home phone)

e-mail:

District No.: _____

I am in compliance with my Area's Alateen safety and behavioral requirements and agree to abide by them.

_____
Signature   Date

To the best of my knowledge, the above Al-Anon members meets the area's safety and behavioral requirements.

_____
Authorized Area Signature (DR or AAPP)   Date

 (Please Print Name Below)

Each area must certify to the WSO annually that each AMIAS has met the area's Alateen safety and behavioral requirements and has agreed to abide by them.

WSO Assigned ID Number:

For Area Use:

Page 3 of 3

OREGON AREA AMIAS RECERTIFICATION APPLICATION

Last Name:	First Name:	Middle Initial:	Phone:
Address:	City/State:	Zip:	E-mail address:
Al-Anon Home Group:	City:	District:	Date of Birth:

These questions are requested to assure that you are an Al-Anon member still qualified to meet the WSO and Oregon Area requirements for working with Alateen members. *An AA member who is not an Al-Anon member may not serve as an Alateen Sponsor.*

Please check a YES or NO and INITIAL each statement.

Statement	Yes	No	Initial
I regularly attend_____Al-Anon meetings each week	n/a	n/a	
Do you sponsor an Alateen group? If so, which group? _____			
Have you been convicted of a felony in the past year?			
Have you been charged with child abuse, inappropriate sexual behavior or have demonstrated emotional problems that could result in harm to Alateen members.			
Have you ever been asked to resign or been voted out of a meeting?			
Are you presently doing service for Alateen (such as Roundup, OAC, or fundraisers)?			
Have you read Alateen literature?			

<u>Sign and date this form.</u>

I have read, understand and agree that the statements checked and initialed above are correct.   I agree to promptly notify the Oregon Area Alateen Process Person or District Rep. when any of these statements have changed.

NAME: _____PHONE: _____

_____   _____
            AMIAS Signature   DATE

NAME: _____PHONE: _____

_____   _____
      District Representative Signature   DATE

Return this form and the signed Alateen Safety and Behavioral Requirements form to your District Representative. If you have no DR, return the forms to the AAPP.

OREGON AREA SERVICE DOCUMENTS

WHO BRINGS WHAT!
Responsible Person and the Necessary Supplies to be brought to
AWSCs and Assemblies

Alternate Delegate
1. Group Representative Quick Reference Guide
2. *A Guide for New GR's*
3. Area Handbook for AWSC members
4. Name Badges

Chairperson
1. Agendas
2. Steps, Traditions & Concepts Banners
3. District Map Banner
4. Ask It Basket (Officer's Table)
5. Copy of key to archives storage lock

Secretary
1. Mail Box
2. Table Baskets which includes:
   a. Scratch Pads and pens
   b. Ask it Basket Forms
   c. Motion Forms and Ballots
   d. Area Map and Statement to Assembly Attendees
   e. Table Cards [Ask it Basket and Silent/Listen]

Treasurer
1. Current Mileage amount for ATF Form [Gas Rate]
2. Treasurer's Reports
3. Expense and ATF Mileage Forms
4. Office Supplies [stapler, punch, tape, scissors, staple remover, paperclips]
5. Assembly Registration Supplies [Given to Host District at AWSC meeting]
6. Printer and Laptop

Technology Coordinator
1. Collect Reports to be presented at Assembly and AWSC
2. Power Point Projector
3. Sound System and Laptop
4. Power Cords – including 25' extension cords, power strip, and a 2 to 3 Way converter
5. Supply of AA batteries for Microphone

Host Committee
1. Signage to meeting locations
2. Assembly Registration Supplies [From Treasurer at AWSC meeting]

LIST OF AREA ASSETS

Maintained by Area Chairperson and Treasurer with list of serial numbers.