

AL-ANON guidelines

The Shared Experience Of Al-Anon and Alateen Members.

Al-Anon/Alateen Participation in an AA Area Convention

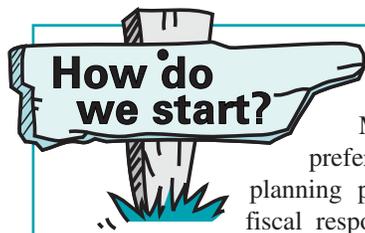
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When Al-Anon and Alateen members are planning to participate in an AA area convention whether at the local area or AA regional level, it is well to remember that Al-Anon is present at the convention by invitation.

Al-Anon, almost from its beginning, has participated in AA events. Such participation often led to the growth of Al-Anon, the added success of the AA convention, and an enhanced spirit of cooperation between both fellowships.

It is through the application of our Traditions that this spirit of cooperation is encouraged. Tradition Six states that: “. . . Although a separate entity, we should always cooperate with Alcoholics Anonymous.”

The basic ingredients for a successful convention, as in all our service work, can be found in the application of all our Traditions: unity, reliance on our Higher Power, and the need to place principles above personalities.



PRELIMINARY PROCEDURES

Make certain there is agreement, preferably in writing early in the planning process, concerning Al-Anon's fiscal responsibilities and procedures for reimbursement of expenses.

Select an Al-Anon host committee chairperson. The area world service committee may appoint the chairperson. See: *Al-Anon and Alateen Service Manual* (P-24/27). A host committee should be formed from among the Al-Anon and Alateen members living near the site of the convention. The chairperson then arranges for a meeting of the members interested in becoming a part of the committee. From among them, a treasurer and a secretary are chosen.

Working together with this team, the chairperson appoints subcommittee chairs, who after selecting their own committee members, are entrusted with the responsibility of handling all the duties of the subcommittee to which they have been assigned.

The subcommittees may include: literature and displays, publicity, hospitality, special fund-raising, program, and any other committees deemed necessary by the host committee.

HOST COMMITTEE CHAIRPERSON

- Is responsible for the smooth running of Al-Anon and Alateen participation. This person should have a sound understanding of the Traditions as well as the ability to work with others.
- Meets with each subcommittee periodically and is available to assist the subcommittee chairperson whenever possible.
- Attends area world service committee meetings to make periodic reports of the host committee's progress.
- Attends the AA convention planning committee to coordinate efforts with the Al-Anon host committee; informs AA of meeting room and sound system needs.
- Seeks immediate clarification of financial policies, for example, AA usually receives all monies related to convention registration, meals, and workshops. AA convention committee, may also administer expenses related to Al-Anon/Alateen speakers.
- Relays information from AA to the Al-Anon/Alateen host committee and the various subcommittees.
- Writes letters of thanks when the convention is over, to the AA convention planning committee chairperson and to the speakers who took part in the Al-Anon/Alateen sessions.

HOST COMMITTEE SECRETARY

- Records minutes of host committee meetings and maintains them for succeeding committees.
- Handles correspondence relating to the overall concerns of the convention.



HOST COMMITTEE TREASURER



- Administers all Al-Anon/Alateen monies related to the convention; submits proceeds and expense statements to AA convention committee as previously agreed.
- May work with particular subcommittees in planning fund-raising projects.

PROGRAM COMMITTEE

- Schedules Al-Anon/Alateen participation in the convention using AA's schedule of activities as a guide in planning the program.
- Consults with the Al-Anon host committee chairperson when coordinating activities with AA.
- Invites speakers, generally from among those registered for the convention, in ample time to plan their talks. Expenses of speakers who would not ordinarily attend the convention are reimbursed.
- Includes an Alateen speaker on the main program.
- Provides space for Alateen meetings and workshops.
- Informs host committee chairperson of AV needs.
- May wish to consider providing special accommodations for the hearing impaired at speaker or workshop sessions.

PUBLICITY COMMITTEE

- Informs Al-Anon/Alateen groups in the area about the convention.
- Works with the Al-Anon host committee chair and cooperates with AA in publicizing the convention within the fellowship. Al-Anon and Alateen participation can also be announced on flyers printed by AA.
- Sends flyers to all groups in the area.
- Submits schedule of Al-Anon/Alateen activities to AA in time for inclusion in their printed program. Al-Anon may decide to print its own flyer and program in addition to AA's.

LITERATURE AND DISPLAY COMMITTEE

- May provide an ample supply of inexpensive Conference Approved Literature to give away at a literature booth.
- Displays a copy of each Al-Anon/Alateen book, other Al-Anon/Alateen material, catalogs and order blanks.
- Literature display boards can be made.
- Large quantities of books and pamphlets to be sold at a convention can be purchased from the area literature distribution center (LDC) or the World Service Office (WSO). Orders should be placed at least six weeks in advance of the event. Upon special request, a supply of descriptive catalogs and order forms for distribution at the convention will be sent by the WSO.

HOSPITALITY COMMITTEE

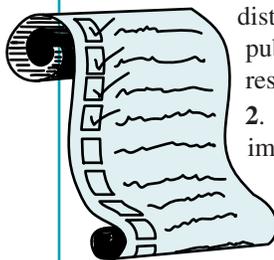
- Arranges for a hospitality room or other available space where Al-Anon and Alateen members can meet.
- Refreshments may be served. However, it is suggested that the manager of the hotel or other facility be contacted regarding their policy on providing food and beverages not purchased from the facility.
- Identification badges are customary and, if not supplied by AA, may be furnished by the hospitality committee. Self-adhesive Al-Anon (blue) and Alateen (red) logos may be affixed to badges for easy identification. Logo stickers can be purchased from area LDC or the WSO at 100/\$2.00.

SPECIAL FUND-RAISING COMMITTEE

It is inadvisable to use assembly funds to defray expenses not being paid by AA. Therefore, with the approval of the AA convention planning committee, a breakfast, luncheon, or tea may be arranged to raise money. If desired, the Al-Anon host committee treasurer can administer these funds but they should be kept separate from the area treasury.

Tickets may be sold in advance to Al-Anon, Alateen, AA members, and other guests. This committee arranges for facilities, tickets, menus, flyers, etc. Speakers from other areas or the WSO may be invited, but again, provision should be made for reimbursement of their expenses. Because AA usually receives all the revenue from convention registrations, they may be willing to pay Al-Anon's expenses, thereby making such special fund-raising projects for Al-Anon and Alateen unnecessary.

HELPFUL HINTS



1. Some areas find it useful to assign subcommittees by district. For example, if all the members of the publicity committee are in one district, it will result in closed communication.
2. A program that has a theme has more impact than a collection of unrelated talks.
3. Place a time limit on talks. In advance, be certain to let speakers know their allotted time.
4. Maintain a separate registration desk or table for Al-Anon and Alateen members.
5. Provide distinct identification, such as a ribbon on badges, for host committee members.
6. Bring a package of useful items such as: gavel, pens, tape, scissors, tacks, etc.
7. It may be convenient to have a petty cash fund.
8. See: Guidelines for Al-Anon/Alateen Conventions (G-20) and Guidelines for Alateen Conferences (G-16).

PROCEEDS OF THE CONVENTION

A survey conducted by the WSO indicated that Al-Anon's participation contributes substantially to the success of the area AA conventions. In acknowledgement of Al-Anon and Alateen support, many AA convention-planning committees do offer a portion of the registration proceeds to Al-Anon. The World Service Conference has determined that the WSO may accept any such contributions.

AFTER THE CONVENTION

A final meeting should be held to evaluate the convention. Helpful suggestions can then be recorded in the convention file for the next Al-Anon host committee.

