

Florida South (Area 10)

AREA SERVICE EVENTS - SUGGESTED GUIDELINES

“This Guideline requires adherence to state and local laws and the Area 10 Alateen Safety and Behavioral Requirements Policy.”

Purpose: To have Officers and Coordinators of the current Panel facilitate/chair Area Service Event workshops, develop leadership skills, and get to know members from all Districts in the Area.

- Year 1 - workshops on Al-Anon's 12 Traditions and 12 Concepts of Service.
- Year 2 - workshops on a themed topic.
- Year 3 - workshops of informational presentations providing insight on Area Officer & Coordinator positions.

Process: At the Winter AWSC Meeting each year, the Area Chairperson asks the DRs/Alt DRs if they are willing to be the Host District for an in-person Service Event. If so, the DR/Alt DR goes back to their District and asks for a volunteer to Chair the Event. The DR/Alt DR of the Host District is the Liaison to the Area for the Event.

Note: DRs & AISLs encourage district participation.

Committee: Once a Host District has been selected or elected, the Event Chair forms a Committee - see “Suggested Committee Positions” outlined on next page.

General Event Information:

- a) A one-day event, typically 6-8 hours, which generally includes 12 workshops. Approval from the Area Officers is needed if a virtual meeting is requested.
- b) Optional Speaker may be added into program.
- c) Committee plans for 75-100 members to attend.
- d) Basket may be passed in lieu of Raffle.
- e) Seed money of \$300 is allotted by Area Treasurer for expenses incurred prior to the event. Event expenses incurred above the seed money are reimbursed to the committee from the proceeds.

Note: Officer/Coordinator expenses (suggested donation, travel & printing) are reimbursed directly by the Area Treasurer.

Suggested Program Format:

8:30 am - Registration Opens 9:00 am - Continental Breakfast/Fellowship 10:00 am - Program Begins <ul style="list-style-type: none"> ▪ Open with Moment of Silence, followed by the Serenity Prayer ▪ Read Al-Anon Suggested Welcome & Anonymity Statement ▪ Read Traditions and Concepts of Service ▪ AWSC Panel members are recognized ▪ General announcements e.g., workshop room locations, restrooms, smoking policy, etc. 	10:10 am -11:00 am - Workshops 11:10 am -12:00 pm - Workshops 12:00 pm - 1:00 pm - Lunch 1:00 pm - Pass Basket (in lieu of Raffle) 1:10 pm - 2:00 pm - Workshops 2:10 pm - 3:00 pm - Workshops 3:00 pm - Speaker (if desired) 3:30 pm - Raffle (if desired) 3:45 pm - Closing remarks by Event Chair 3:50 pm - Suggested Al-Anon Closing, Serenity Prayer, & Al-Anon Declaration
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Traditional – “Area Service Events – Suggested Guidelines”

Policy & Procedure Committee

Approved at the 2022 Fall Assembly – Motion # 5

Created 01/25/22

AWSC Approved 07/30/22

Assembly Approved 10/22/22

WSO Approved N/A

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Suggested Committee Positions:

1. **EVENT CHAIR:** Coordinates all of the committee positions and schedules as many meetings as needed with committee to organize the day; chooses theme; decides luncheon method of ordering or potluck; determines the location - facility choice should have one large room and 2-3 smaller separate rooms for each of the planned breakout sessions, and a kitchen is recommended; chooses a date - which may not conflict with any other Florida South Area 10 Area event; chooses a time - typically not starting earlier than 10:00 am, due to travel distances; approves all printing & publicity drafts prior to printing or distribution.

Creates a Final Report – stating general information about the event, the number of attendees registered, and includes the Treasurer’s Financial Report. The Final Report is given to the DR/Alt DR hosting the Event to present at the following AWSC and Assembly Meetings and copies of this report are given to all attendees.

Note: All funds/profit and receipts are given to the Area Treasurer.

Note: DR/Alt DR hosting the event provides the Event Chair with Area Group Records Panel listing so the Committee has contact information.

2. **EVENT CO-CHAIR:** Assists Chair with duties agreed upon; assumes Event Chair position if Chair is unable to serve.
3. **EVENT TREASURER:** Creates proposed budget, to be approved by Committee; accounts for all monies collected and disbursed; keeps record of all transactions, including all receipts; creates final Treasurer’s Financial Report, which is given to the Event Chair, along with funds and receipts in a timely manner following the Event.
4. **PROGRAM CHAIR:** Creates session outline; incorporates theme into workshop titles (if applicable); assigns rooms; coordinates Officers & Coordinators to chair workshops; coordinates Event Speaker (if desired); works with Printing & Publicity Chair on creation of Event Program.
5. **LUNCHEON CHAIR:** Simple, inexpensive table decorations; works with Printing & Publicity Chair on creation of food/drink signage; coordinates any applicable food order; organizes team to help receiving potluck items from members and/or helps with serving food; obtains needed items and serving supplies, such as gloves, tablecloths, paper goods, ice, utensils, and hot/cold cups.

Note: Supply purchases for this event only (please do not buy in bulk).

6. **REGISTRATION CHAIR:** Meets and greets members; arranges for volunteers to be at the Registration table; organizes sign-in process; acquires name tags; collects the suggested monetary donation (\$5 in the past, but decision is up to the Committee); forwards all monies collected to Event Treasurer.
7. **PRINTING & PUBLICITY CHAIR:** Design and print Event flyer, Program, any needed tickets, and all signage for location.
 - Event flyer includes theme, date, time, location, directions, contact information, suggested donation amount, luncheon information, and requests for raffle, if desired.
 - Event flyer (without contact information) is also created and given to the Event Chair for the DR/Alt DR to send to the Area Web Coordinator so it can be posted on Area website.

Note: Event Chair approves all materials, and quantities, before they are printed or distributed.

8. **RAFFLE CHAIR:** If a Raffle is desired, asks Districts for donations of raffle items or baskets; arranges for volunteers; obtains supply of tickets and sells at event; coordinates optional 50/50 drawing; calls the winning numbers; distributes winnings; forwards all monies collected to Event Treasurer.

Note: Please refer to the Al-Anon/Alateen Service Manual for additional guidance on raffle items.

9. **SET UP & CLEAN UP CHAIR:** Works with other Chairs to prepare a floor plan for Food Service, Registration, Raffle, and Area Archives; arranges for volunteers; ensures Steps, Traditions & Concepts Banners, and Area 10 Map (from Area Secretary) are displayed in the General Session room; arranges for needed supplies: trash bags, cleaning supplies, etc.

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