

# District 3 Workshop Guidelines 2011

**All quotes and page references are taken from the  
Al-Anon/Alateen Service Manual 2010-2013**

**Purpose:** To enhance spiritual growth and personal recovery by sharing Experience, Strength, and Hope; FUN, and Fellowship with all the District members approximately 4 times a year.

All guidelines for a group meeting also apply to district events. Examples: Anonymity, **Principles of Al-Anon Traditions**, only conference approved literature, etc.

A district event is hosted by one or more groups in the District, or by the District Panel. Rotation among groups prevents burn-out.

Ask the GOD of your understanding for guidance in ALL you say and do to have a beneficial workshop for all who attend and participate.

## **First step:**

At the district meeting, the District Representative (DR) asks for a volunteer group to host a district event. The Group Representative (GR) may volunteer their group without asking their group as they have been given that responsibility by their group when elected GR. Tradition 2 ... "trusted servants" and Concept 3 "The right of decision makes effective leadership possible."

District 3 has a **red notebook** with workshop guidelines and recent flyers to be passed from workshop chairman to workshop chairman at District 3 meetings.

**Finances:** Seed money (\$50.00 or as stated in this year's district budget) is available from the District Treasurer and is returned after the event. All monies from this event will be given to the District Treasurer with receipts for all expenses and the sign in sheet. Rent and child care are paid by the District Treasurer. Although the income is not our primary purpose, the workshops do help support our district. Decide amount of **suggested donation** - not registration - **usually 3 dollars**. Page 21 Service Manual, "we have no dues or fees..."

**Non-Perishables:** Paper for the tables, paper goods, plastic ware, The 3 Legacy Banners, (Al-Anon Steps, Traditions, and Concepts) coffee pots, and raffle tickets are in a closet upstairs. The DR has the key to the closet and will open the meeting room and the closet on the morning of the event. You may replenish any low supplies from the seed money and give the receipt to the treasurer.

**Perishables:** An Al-Anon member has sugar packets, salt, pepper, iced tea mix, etc. at home to keep them bug free. See **appendix 3** for list of all supplies.

## **Event Planning with your group:**

By asking others to help, you are giving them the opportunity to feel 'part of' your group. Some groups meet before or after their weekly meeting and others meet in a member's home to have a group conscience. Concept 4: Participation is the key to harmony

**Flyers:** **It is suggested that the yellow highlighted items be on the flyer.** Please have the flyer proof read and please spell **Al-Anon** and **Alateen** correctly. The flyers need to be e-mailed to the District Rep, AISL, newsletter "Sharings" editor, and the webmaster. At the district meeting prior to the event, we suggest bringing about **35** printed flyers, one for each person attending to take

to their group.

It is suggested **not** to put the speaker's name on the flyer, only that there will be a **speaker(s)**. It's a group conscious whether to have a member's personal name(s) with contact number(s) or the Host Group Name on the flyer. On the website, the personal name(s) and phone number will be deleted from the flyer.

**Location:** If your group conscience chooses a **location** other than where we normally meet at Arlington United Methodist Church, (Wesley Hall) at 1400 University Blvd. N, contact the venue directly for rent, **date and time**. (i. e. Fernandina Beach likes to have it in Fernandina Beach) For the University Blvd N **location**, please coordinate with the District Rep; **date and time**, microphone set up, child care (see below), etc. Check back with District Rep one week before workshop to confirm times, how many tables and chairs to set up and break down, and location of outdoor Al-Anon direction signs and small details such as the following:

**Lights:** Are located on the wall next to the right side of stage. It can take up to **15 minutes** for the lights to warm up before they turn on to full capacity. "**DO NOT**" turn the light switch on and off as this will only prolong the lights to warm up.

**Microphone:** Check that the microphone has been set up and plugged in and working. If microphone has no power check the wall switch labeled "**sound system**" directly to the right of stage under the electrical outlet as it might need to be flipped on.

**Heat or A/C Temps:** When it is really hot or cold, please try to keep entrance door to outside cracked open with wooden door stopper and **not propped wide open** as the room changes temperature rapidly.

**Program** Suggestions: Day of Workshops, Fun Day, Picnic, Gratitude Day, Repeat Day of Convention Workshops, Service Workshop, open meeting for Professionals, or Book Study. It is highly suggested to invite a **speaker** from the North Florida Area Panel. Page 95 "In keeping with the Eighth Tradition, Al-Anon speakers are reimbursed for expenses only from another district."

Determine **workshop topics** and leaders, **skit, music, dancing, laughter**, making love gifts (see **appendix 5**) etc.

This is a chance to have workshops on difficult topics, i.e. sex, violence, history of Al-Anon, service, etc, keeping in mind that participants will be given a variety of workshops to attend. See **appendix 2** for suggested format for workshop leaders. Decide on **program schedule** and have available at event.

**Opening:** Often includes the steps, district announcements, introductions, etc. Closing can be in the usual manner including the Al-Anon Declaration, or something creative like a Hug-A-Thon.

**Registration:** You will need a sign-in page, nametags (about 80), markers, box for monies, copies of workshop schedule, sign for raffle tickets and any other hand-outs available. (Most of these items located in the closet.) Generally, no additional small change is needed to start the day.

**Tables, chairs and decorations:** To keep our costs down, we set up and take down the tables and chairs. They are kept under the stage and under the sides of the stage in roll out carts. Please stack old tables together and new tables together. The tables can be arranged however you like in the room. One table is needed for registration up front, one for raffle along the side of

the room, and three tables for food lined up by the kitchen. (Room capacity 200 people.)  
Check heat and A/C temperature. When it is really hot or cold, please try to keep entrance door to outside closed as the room changes temperature rapidly.

Paper, tape and scissors to cut the paper for the tables are kept in a closet upstairs.  
Centerpieces could be raffled or given to someone at the table (possibly a newcomer).  
The 3 legacies are on stand up cardboard and another set are plastic that can be displayed.  
At the closing ask everyone to help clean off the tables and chairs and return them under the stage. The trash is to be taken to the dumpster in the parking lot.

**Raffle:** Page 94 Service Manual: "Raffling various articles at meetings or other gatherings is a matter of autonomy, (see "Selling Products/Chances"), but to avoid commercialism in the fellowship, it is suggested that these items relate in some way to our spiritual principles. Items such as Al-Anon or Alateen books, subscriptions to *The Forum*, or the donated products of the creative efforts of individual members are suggested."

Group conscious can decide if 50/50 raffles meet the criteria.

Decide on raffle ticket price and provide signs that advertise ticket sale and price. Aprons, tickets, ink pens, and clear plastic sign holders are available in a metal box in the upstairs closet. See Raffle Guidelines in [Appendix. 4](#)

For general drawing of raffle items, a shoebox or large bowl can be used for members to deposit raffle tickets. Raffle volunteer will mix the tickets to be drawn and call name off ticket for each item. Another way is to have small bags or cups by each item for members to place their raffle ticket into and each item will have a drawing. To save time, raffle volunteers could draw winning ticket and tape to raffle item before closing.

**Child Care:** Only church sitters are allowed as per insurance rules. If no children attend, we will pay a minimum of 2 hours. Often, there are no children and the last few events we have not had babysitters. If your group would like to have them, please coordinate this with the DR.

**Alateen Participation:** Page 82 "Since Alateen is part of the Al-Anon fellowship, its members are to be included in Al-Anon activities whenever possible." The Alateen Chairman is a good resource. See page 86 in the Service Manual for details.

**Food:** Decide what kind of food (covered dish, brunch, salad-soup-sandwiches, picnic, crock pots, chili contest, etc.). Insurance has limited our use of the kitchen and we **cannot** use their stoves. A small room at the back of the fellowship hall houses the ice machine, small microwave, and a sink. Decide what your group wants to provide (bottled water, iced tea, meat, cake, doughnuts, etc.)

Start coffee 1 hour early. Coffee table is set up by the plugs on the wall near the right kitchen door along with other beverages and a basket/jar for donations.

Set up for 3 food tables is usually in this order: paper goods, salads, meats, veggies, desserts. Decide if you'd like someone to say a blessing before we eat. It could be a moment of silence.

**Literature:** Decide whether or not to sell **Conference Approved Literature**. If so, coordinate with Literature Chairman.

#### **After Event:**

If there is an out of town guest or speaker, write a thank you note from host group.

Encourage all host members to write a personal growth sharing for our district newsletter.

Please prepare a written report for the next business meeting with a copy and workshop flyer for the red notebook. Include attendance number, any positive /negative aspects of the day of workshops, and financial summary (see below).

**Financial summary example:**

**Income:**

- \$50.00 seed Money
- Donations (sign-in table, basket by coffee pot, and raffle)

**Expenses with receipts:**

- \$50.00 seed money returned
- Supplies
- Printing
- Area Speaker travel expenses

See [appendix 6](#) for examples of reports.

## **Appendix 1:    Suggestions for Flyer**

- Program
  
- Date and time
  
- Location
  
- Suggested donation (usually 3 dollars)
  
- Workshop topics
  
- Speaker
  
- Skit, music, dancing, laughter
  
- Program schedule
  
- Raffle
  
- Child care
  
- Alateen participation
  
- Food
  
- Conference Approved Literature

**Appendix 2:**

**District 3 Jacksonville Workshop/Fun Day Planning Worksheet**

Consider having a moment of silence and the Serenity Prayer before and after your workshop committee gathering, which makes for a HP guided workshop.

Did everyone get a copy of the District Workshop Guidelines and read them?

Event: \_\_\_\_\_ Theme: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

The room needs to accommodate approx. 80 in central meeting room with bathrooms, kitchen, small rooms for workshops optional, room for baby-sitting, and microphone if needed. Decide how to arrange tables and chairs and see if it can be done the night before.

Host Group(s) \_\_\_\_\_

Workshop Chairperson: \_\_\_\_\_ Phone # \_\_\_\_\_

Decide suggested donation (not registration)-usually \$3 \_\_\_\_\_

Get seed money from District 3 Treasurer-usually \$50 \_\_\_\_\_

Flyer made by: \_\_\_\_\_

- Have flyer ready at least one month before event and bring 35 copies to District Business Meeting.
- Send district newsletter "Sharings" editor information 1-2 months before event and to any out of town guests (speaker).

Check supplies already on hand. Who? \_\_\_\_\_  
(List is attached in Appendix 3)

Table decorations (optional): What? \_\_\_\_\_

Who's making them? \_\_\_\_\_

Keep them or how to give away? \_\_\_\_\_

Food: Covered dish, spaghetti, brunch, SSS-soup-salad-sandwiches, hot dogs, etc.

Food committee to help set up food tables and arrange food: \_\_\_\_\_

Who is willing to set up and make coffee? \_\_\_\_\_

Blessing (optional) who will give? \_\_\_\_\_

**Appendix 2:** (cont'd)

Who is willing to arrive early and set up tables and chairs? \_\_\_\_\_

Who is willing to clean up and put away tables and chairs? \_\_\_\_\_

Who will take trash to dumpster in parking lot? \_\_\_\_\_

Will there be one or more general workshop(s) or multiple workshops going into smaller rooms? \_\_\_\_\_

If multiple smaller workshops, who will make the signs with workshop titles to display outside of the rooms?

Al-Anon Speakers are reimbursed for expenses only if from another district. See pg 95-96 in Service Manual. (have water and kleenex at podium): \_\_\_\_\_

Nametags: need approximately 80, decide design \_\_\_\_\_  
Who will make them?

Sign-in table: Who? \_\_\_\_\_ (make sign in sheet with member name and group name, disperse nametags, take money, and make change)

Workshop schedule: Who? \_\_\_\_\_ (times for workshops, speaker, lunch, etc.)

Who and how to open workshop? (what order? Example: Serenity Prayer, Steps, Traditions, Al-Anon related announcements) \_\_\_\_\_

Closing with: \_\_\_\_\_

Raffle: Who? \_\_\_\_\_ (sell and pull raffle tickets)

What kind of raffle? (Basket, silent auction, Conference Approved Literature, crafts, etc.)  
\_\_\_\_\_

Conference Approved Literature for sale? \_\_\_\_\_

If so, what literature? example: i.e. Book Study \_\_\_\_\_

If yes, who will contact Literature Chair \_\_\_\_\_

Next Planning Meeting: \_\_\_\_\_ (day, time, and location)

### **Appendix 3: Supplies (Located in upstairs closet)**

#### **In Metal Box:**

- Raffle tickets and aprons
- Tape to hold paper on tables
- Scissors
- Markers

**Large roll of paper for table covering**

**3-decorated shoeboxes to hold money for raffle and sign-in table donations**

**Acrylic frames that stand up to insert workshop schedule & raffle prices for display**

**Our 3 Legacies: Steps, Traditions & Concepts (one set stands up & one set are on cloth that can be hung up)**

**Small 12 cup coffee pot & paper filters**

**2 Large 60 cup coffee pots**

**Heavy duty extension cord for coffee pots**

**Paper Towels**

**Aluminum foil wrap**

**Plastic wrap**

**Trash bags, 30 gallon**

**Zip Lock bags, quart & gallon**

**Bottle of dish soap**

**Spray bottle of disinfectant cleaner**

**Cold cups, tiny 3 oz plastic**

**Cold cups, 9 oz paper**

**Cold cups, 7 oz this plastic**

**Hot cups, 8 oz Styrofoam coffee**

**7" paper and Styrofoam plates**

**Small dessert plates**

**12 oz bowls**

**Assorted platters and bowls**

**Assorted holiday paper ware**

**Napkins**

**Toothpicks**

**Coffee Stirrers**

**Forks**

**Spoons**

**Knives**

**If anything is missing, please buy with Seed Money.**

**Check with District Representative who has the food supplies kept in a member's home to keep bug free; salt/pepper, sugar packets, non-dairy creamer, iced tea mix, etc.**



## **Appendix 4: Raffle Guidelines taken from the North Florida Area Assembly**

### **Goal: Keep Raffle Short & Program Related**

**Request that each group submit one raffle basket or item relating to spiritual principles.**

### **Limit raffle items to as described in the current Al-Anon Service Manual:**

“Raffling various articles at meetings or other gatherings is a matter of autonomy, (see "Selling Products/Chances"), but to avoid commercialism in the fellowship, it is suggested that these items relate in some way to our spiritual principles. Items such as Al-Anon or Alateen books, subscriptions to *The Forum*, or the donated products of the creative efforts of individual members are suggested.” The WSO does not stock or offer program-related jewelry or trinkets for sale because these actions could divert our service office from our primary purpose.

Raffle committee may review items submitted to ensure adherence to the Al-Anon 12 Traditions.

Supplies for the Raffle are to be provided by the District, i.e.: tickets, aprons, hats, visors, containers for tickets (cups, paper bags) etc.

The proceeds will go to the District 3 Treasury as fund raising income.

The group hosting the raffle determines the price of raffle tickets.

Examples:

- 1. Wrap roll of raffle tickets around purchaser's head for \$5.00**
- 2. One ticket for \$1.00**
- 3. Three tickets for \$2.00**
- 4. Arm's length of tickets for \$5.00**

### **Suggestions:**

**A ticket receptacle is placed near each raffle item or one large bowl, hat or other receptacle is placed on raffle table for all raffle tickets.**

**Raffle participants write their name and phone number on back of tickets to be dropped into receptacles of items they like or in the collective receptacle.**

**After ticket sales close, raffle committee select winning ticket from each receptacle and attach to raffle item with scotch tape.**

**TO BE POSTED ON RAFFLE TABLE AT DISTRICT 3 WORKSHOPS**

**Ticket sales to today attendees only.  
Winners will be announced by the end of today's workshop.**

**PLEASE HAVE THIS IN A FRAMED SIGN ON THE RAFFLE TABLE**

## **Appendix 5: Love Gifts**

Love gifts are not for or about one Delegate, but about all 67 Delegates of the Conference members. Love gifts are sent by each district in each of the 67 Areas to show appreciation for the Conference members' participation in the World Service Conference.

From a past Delegate: "I will say however, that getting mail while at the World Service Conference from members and groups in the area is very special."

From a member: Here is a little bit of history as I understand it. Traditionally, **Love Gifts** have been handmade, crafted items such as bookmarks, key chains, book covers, ink pens, pocket God boxes, cards, photos, magnets, etc...with decorations geared toward our program. When our Area Delegate, receives the Love Gifts, she takes them to a designated area at Conference where all of the Delegates choose various Love Gifts from all across our nation and other countries to bring back to their Areas which are then displayed at Spring Assembly where the Group Representatives are asked to please choose a few and take back to their groups to share the AI-Anon Love from around the world.

It is suggested we send 100 Love Gifts from our district. That does not mean we have to send 100 Love Gifts. We could send 30 and they would be gladly received.

We send them to show our support of the conference decisions. They must arrive during the week that the Delegate is in Virginia Beach. They must be small so that they are mail able from and portable for the Delegates to bring back home in their limited luggage weight at the airports. Another way to show support, is for **your group to send a card to our Delegate signed by everyone in your group.**

**Appendix 6:                      District 3 Jacksonville Workshop Report**

**Function:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Host Group(s):** \_\_\_\_\_

**Speaker:** \_\_\_\_\_                      **From:** \_\_\_\_\_

**Al-Anons present:** \_\_\_\_\_    **Alateens present:** \_\_\_\_\_    **Total:** \_\_\_\_\_

**Sign-in donations:** \_\_\_\_\_

**Raffle:** \_\_\_\_\_

**Expenses paid:** \_\_\_\_\_

**Total:** \_\_\_\_\_

**Attach copies of the following:**

- **Workshop Flyer**
- **Expenses paid/receipts**

**Brief highlights of the day:**

**For all workshop committee volunteers: Send a submission to the district newsletter "Sharings" editor on your experience, strength and hope working as part of a team on this workshop.**

**RESOLUTION OF GRATITUDE**

*WHEREAS, it is the desire of this 2001 World Service conference on the occasion of Al-Anon's 50th Anniversary to acknowledge the special bond between Al-Anon and Alcoholics Anonymous that began with our co-founders, and*

*WHEREAS, the Al-Anon fellowship has its roots in the life-saving program of Alcoholics Anonymous, a similar yet separate fellowship, and*

*WHEREAS, Alcoholics Anonymous has carved a spiritual path for Al-Anon Family Groups, and*

*WHEREAS, Alcoholics Anonymous has generously shared its experience, strength, and hope with Al-Anon, and*

*WHEREAS, Alcoholics Anonymous has freely offered the Twelve Steps and Twelve Traditions for adaptation by Al-Anon, and*

*WHEREAS, Alcoholics Anonymous has graciously shared the Twelve Concepts of Service as a model to strive for, and*

*WHEREAS, Alcoholics Anonymous has ardently supported recovery from the family disease of alcoholism by referring families and friends of alcoholics to Al-Anon and*

*WHEREAS, this Conference wishes to reaffirm the special relationship of cooperation that exists between Al-Anon and Alcoholics Anonymous, **THEREFORE BE IT RESOLVED**, that this 2001 World Service Conference of Al-Anon Family Groups gratefully acknowledges the fellowship of Alcoholics Anonymous, Al-Anon's ally and friend.*

*This is a copy of the Resolution of Gratitude presented to AA  
on the occasion of Al-Anon's 50th Anniversary,  
April 28, 2001*