

District 3 Workshop/Fun Day Guidelines 2019

All quotes and page references are taken from the **AI-Anon/Alateen Service Manual 2018-2021**

Purpose: To enhance spiritual growth and personal recovery by sharing Experience, Strength, and Hope; FUN, and Fellowship with all the District members 3 or 4 times a year.

All guidelines for a group meeting also apply to district events.

Examples: Anonymity, Principles of AI-Anon Legacies, only Conference Approved Literature (CAL), etc.

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

Ask the GOD of your understanding for guidance in ALL you say and do to have a beneficial workshop/fun day 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 workshop event (also called a district fun day.) 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/fun day guidelines and recent flyers to be passed from workshop/fun day chairperson to workshop/fun day chairperson at District 3 meetings.

See **Appendix 2** for a planning sheet to help you get started with the planning process.

Finances:

Money to cover upfront expenses, referred to in our district as “Start-up money,” (\$50.00 or as stated in the current 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/fun days do help support our district.
- Decide amount of **suggested donation** - not registration - *usually 3 dollars*. Page 19 Service Manual, “we have no dues or fees...”

Banners:

3 Legacy Banners plus the Warranties banner are in the LDC. Coordinate with the LDC Chairperson or another volunteer to have those brought to the workshop/fun day.

Supplies:

The district voted to no longer maintain a supply of perishable and paper goods. We do have coffee pots and a limited amount of other supplies. The hosting group will be responsible for purchasing perishables and paper goods needed for the day. See **Appendix 3** for complete list of suggested supplies. Check with the District Representative (DR) for what supplies the district currently has.

Event Planning with your group:

Planning an event is a type of service. By asking others to help, everyone has the opportunity to feel 'part of' the group as well as to practice service. 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:

See **Appendix 1** for a complete list of items to include on the flyer. When preparing the flyer, be sure to:

- Have the flyer proofread and please spell **Al-Anon** and **Alateen** correctly.
- Email the flyers to the District Rep, DISL, 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 conscience 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:

Coordinate the use of the usual meeting location with the DR. If your group conscience chooses a location other than the usual District meeting locations, contact the venue directly for rent, date and time scheduling. (i.e. – Fernandina Beach likes to host workshops/fun days in Fernandina Beach) Be sure to allow set-up and clean-up time (about an hour each) when scheduling the location.

Microphone:

Check with the DR to find out where the sound system is currently stored and how to get it for the workshop/fun day, if needed.

Heat or A/C Temps:

When it is really hot or cold, please try to keep entrance door to outside closed and **not propped wide open** as the room temperature changes rapidly.

Program:

The Program, the focus for the day, is completely up to the group conscience of the host group(s). Suggestions: Day of Workshops, 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 Florida North Area Panel. Page 108 Fees for Speaking "In keeping with the Eighth Tradition, Al-Anon speakers are reimbursed for expenses only. Fees are not charged or accepted for speaking."

Determine workshop topics and leaders, skit, music, dancing, laughter, making Love Gifts (See **Appendix 5**), etc. See **Appendix 1** for a complete list of items to be included on the flyer.

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 a planning sheet for events hosts. Decide on program schedule and have available at event.

Opening & Closing:

- Opening often includes the steps, district announcements, introductions, etc.
- Consider including in the opening the following statement from page 42 of our 2018-2021 Service Manual:
“There may be some here who are not familiar with our Tradition of person anonymity in any form of press, radio, films, TV, internet and other electronic media. If so, we respectfully ask that no Al-Anon, Alateen or AA speaker or member be identified by full name or picture in published, broadcast or web-posted reports of our meeting. This assurance of anonymity is essential to our efforts to help other families of alcoholics, and our Tradition of anonymity reminds us to place Al-Anon and Alateen principles above personalities.”
- Closing can be in the usual manner with the Al-Anon Declaration and Serenity Prayer and/or something creative like a Hug-A-Thon

Registration:

Set up at table near the entrance with at least one volunteer and the following items:

- sign with the suggestion donation amount,
- sign-in sheet to track number of attendees,
- nametags (about 50-80),
- markers,
- box or other container for monies collected,
- copies of workshop schedule (if available),
- sign with information regarding raffle tickets
- any other hand-outs available.
- Generally, starting with a small amount of small change (\$20 in ones and fives) is all that's needed to start the day.

Tables, Chairs and Decorations:

- The tables can be arranged however you like in the room, as long as everything is put back the way we found it when the event is over.
- General set-up is: one table near the entrance for Registration, one to three tables for Raffle and three or more tables for food.
- Tablecloths, centerpieces and other decorations will need to be provided by the hosts.
- A decision needs to be made as to what will happen with the centerpieces at the end of the event. They could be taken home by the creator, raffled or given to someone at the table (possibly a newcomer).
- The Legacy and Warranty banners should be displayed in the room. The banners pull up from the base and are then self-standing. The banners are kept in the LDC. They will need to be picked up prior to the event and returned after the event.
- At the closing ask everyone to help clean off the tables and chairs and return them to their original configuration. The trash is to be taken to the dumpster in the parking lot, unless the location has specifically stated otherwise.

Raffle:

Service Manual Page 106: "Raffling various articles at meetings or other gatherings is a matter of autonomy, 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....(see also 'Raffles/Lottery Tickets.')

- Group conscience of the hosts can decide if 50/50 raffles meet the criteria.
- Decide on raffle ticket price and provide signs that advertise ticket sale and price.
- Determine if Raffle needs to have small bills available for change. Generally, \$15 (in ones and fives) is sufficient. Most people will have already gotten change when they registered.
- Aprons, tickets, ink pens, and clear plastic sign holders are available in the District supplies. See Raffle Guidelines in **Appendix 4**.
- Determine how the raffle items will be drawn. Can be done by putting all tickets into one container and letting winner choose their prize or by putting a container in front of each item for tickets to be drawn or by another method as determined by the group conscience of the hosts.

Silent Auction:

- A Silent Auction may be done instead of a raffle. The items included in the Silent Auction should follow the same guidelines as the items in the raffle (see above).
- With a silent auction, each item will have a suggested starting bid, along with a piece of paper and pen for bids to be placed.
- The winner is the highest bid for that item. Various ways may be used for identifying who is bidding for the items.
- Members could be assigned numbers or nicknames at registration or another creative way so that bids could be placed anonymously. Anonymous bidding eliminates the feeling that you are going to "outbid" a friend.

Child Care: The location used for the workshop/fun day will determine childcare requirements. Some locations allow us to use our own sitters and other require that we use theirs. If the venue allows us to use our own sitters, coordinate with the DR for childcare. Check with the Treasurer or DR for the current budgeted amount to be paid for childcare. The babysitter should be paid out of the day's revenue and the amount recorded.

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 Chairperson 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.).

- Check with the DR, if meeting in the usual location, or the location contact, if meeting elsewhere, to see what kitchen facilities, if any, we are allowed to use.
- Decide what your group wants to provide (bottled water, iced tea, meat, cake, doughnuts, etc.) and put that information on the flyer.
- Coffee table is generally set up near the food tables along with other beverages and a basket/jar for donations. Exact location will be dependent upon outlet availability. Large

60 cup pots should be started about one hour before event begins.

- Decide how the food will be set up and clearly communicate that to attendees as they arrive.
- 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 Chairperson.

After Event:

- Write a thank you note from the host group to speaker(s) and/or workshop chairs, if applicable.
- For all workshop/fun day 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/fun day.
- Please prepare a written report for the next business meeting. Put a copy of the report and the event flyer in the red notebook. Include attendance number, any positive /negative aspects of the workshop/fun day, and financial summary (**Appendix 6**).

See **Appendix 6** for a suggested form to use for the report.

Appendix 1: Suggestions for Flyer – Please keep in mind that not all Workshop/Fun Days will have all items on the flyer. Only include those items which are relative to the event.

- Program
- Date and time
- Location
- Suggested donation (usually \$3)
- Workshop topics
- Speaker (If you are having a speaker, please do not put the speaker's name on the flyer. Simply note on the flyer that there will be one.)
- Skit, music, dancing, laughter
- Program schedule
- Raffle
- Child care
- Alateen participation
- Food for participants to bring
- Food hosts are providing
- 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/fun day committee gathering, which makes for a HP-guided workshop/fun day.

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

Event: _____ Theme: _____

Date: _____ Time: _____ Location: _____

The room needs to accommodate approx. 60 in central meeting room with bathrooms, kitchen, small rooms for workshops optional, room for babysitting, and microphone if needed. Decide how to arrange tables and chairs and *plan to have about an hour to set up that day.*

Host Group(s) _____

Workshop/Fun Day Chairperson: _____ Phone # _____

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

Get start-up money from District 3 Treasurer-usually \$50 _____

“Start-up Money” is money given to the host group(s) by the District to help cover preparation expenses. If additional funds are needed, please contact the District Treasurer.

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). newsletter@jaxafg.org
- Send webmaster the flyer as soon as it's finalized. webmaster@jaxafg.org

Check supplies already on hand. Who? _____

(Contact DR)

Consider passing around a sign up sheet during a regular weekly meeting to ask members to donate paper goods, coffee etc.

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? _____

Appendix 2: (cont'd)

Blessing (optional) who will give? _____

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. See pg 108 Fees for Speaking in Service Manual. (have water and kleenex at podium): Who will find the Speaker(s)?

- _____

Nametags: need approximately 80, decide design Who will make them or provide supplies for attendees to make them as they come in? _____

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/fun day? (what order? Example: Serenity Prayer, Steps, Traditions, Al-Anon related announcements, anonymity statement – see page 3)

Who? _____ How? _____

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 supply bins) *Check with DR to see what supplies are currently in the bins.* For all items marked with a * once the supply has been used, it will not be replaced. The host group will then be responsible for purchasing just the amount needed for the event. If additional money is needed in order to purchase those items, please work with the District Treasurer.

Non-Perishable Items

- Raffle tickets and aprons
- Tape
- Scissors
- 3-decorated shoeboxes to hold money for raffle and sign-in table donations
- 2 - Small 12 cup coffee pot & paper filters
- 2 - Large 60 cup coffee pots
- Heavy duty extension cord for coffee pots
- Markers *
- Pens*
- 3 plastic tablecloths*
- Trash bags, 30 gallon*
- Bottle of dish soap*
- Spray bottle of disinfectant cleaner*
- Cold cupsCold cups, 9 oz paper*
- Cold cups, 7 oz this plastic*
- Hot cups, 8 oz Styrofoam coffee*
- Small dessert plates*
- Assorted platters and bowls *
- Assorted holiday paper ware*
- Napkins*
- Toothpicks*
- Coffee Stirrers*
- Forks*
- Spoons*
- Knives*

Perishable items

- Coffee *
- Tea*
- Sugar Packets*
- Creamer*

If anything is missing, the supply has been depleted and the host members will need to supply enough for the day. Start-up money may be used to purchase those items. You may also wish to consider passing a sign up sheet around during a regular weekly meeting at the host group(s) to ask for members to donate items needed for the workshop/fun day.

Appendix 4: Raffle Guidelines taken from the Florida North 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 AI-Anon Service Manual page 106-107

Selling Products/Chances:

“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 AI-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 AI-Anon 12 Traditions.

Supplies for the Raffle: tickets, aprons, containers for tickets (cups, paper bags) etc. If there is nothing in the supply bins for the raffle then the hosts will need to purchase those items from the seed money.

Determine if host group wants to start with \$15 in small change.

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 for Raffle:

Method #1

- ✓ A ticket receptacle is placed near each raffle item
- ✓ Raffle participants write their name and phone number on back of tickets to be dropped into receptacles of items they like
- ✓ After ticket sales close, raffle committee select winning ticket from each receptacle and attach to raffle item with scotch tape.

Method #2

- ✓ A single ticket receptacle is placed on the table.
- ✓ Raffle Participants write their name on the back of tickets and drop them into the receptacle.
- ✓ After ticket sales close, raffle committee selects a winning ticket
- ✓ The Winner chooses their prize from the table
- ✓ Continue drawing winners and selecting prizes until all items are gone.

TO BE POSTED ON RAFFLE TABLE IN A FRAMED SIGN AT DISTRICT 3 RAFFLES

(sample sign on next page)

Ticket sales to today's attendees only.

Winners will be announced by the end of today's workshop/fun day.

Raffle Tickets

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

Appendix 5: Love Gifts

Love Gifts are sent to the Delegates in attendance at the annual World Service Conference (WSC). Love gifts are not for or about one Delegate, but about all 67 Delegates and other Conference members. Love Gifts are sent by each district in each of the 67 Areas to show appreciation for and support of the Conference Members' participation in the World Service Conference. The Delegates in attendance at the Conference select love gifts to bring home to share with their Area.

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 attending WSC. They must be small so that they are able to be mailed from us and portable for the Delegates to bring back home in their limited luggage weight/space as well as be allowed through airport security.

Another way to show support, is for **your group to send a card to our Delegate signed by everyone in your group.**

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.

Appendix 6:

District 3 Jacksonville Workshop/Fun Day Report

Function: _____

Location & Date: _____

Host Group(s): _____

Speaker: _____ **From:** _____

Al-Anons present: _____ **Alateens present:** _____ **Total:** _____

Financial Summary

Sign-in donations: _____

Raffle: _____

Expenses paid: _____ (Supplies purchased, Printing Costs, Area Speaker Travel Expenses)

Seed Money: _____

Total Income: _____ (Donations + Raffle – Expenses – Seed Money = Total Income)

Brief highlights of the day:

Attach copies of the following:

- **Workshop/Fun Day Flyer**
- **Expenses paid with receipts**