

AREA 76 ASSEMBLY GUIDELINES - OVERVIEW

AREA 76 hosts two Assemblies per year. The Winter Assembly is the last weekend of March or the first weekend of April (bid on at Winter Assembly the previous year) (It is "SUGGESTED" that the Winter Assembly NOT be held on Easter weekend). The Summer Assembly is the last weekend of July or the first weekend in August (bid on at Summer Assembly the previous year).

AREA 76 Assemblies are a "working weekend" - an opportunity for the Area Committees, DCMs, GSRs, and others to confer on the business end of carrying the message.

AREA 76 Assemblies, AI-Anons also participate. In keeping with the Twelve Traditions, we cooperate with AI-Anon by inviting them to participate by planning their own program and speakers, and the host committee arranges for facilities for the AI-Anon meetings.

AREA 76, AI-Anon has traditionally provided the noon meal at Assemblies for which Seventh Tradition cans are provided to defray costs. If the Seventh Tradition collection is insufficient, the Area remains self-supporting by covering additional costs. In addition, AI-Anons traditionally provide for a raffle as a fund-raiser for their fellowship.

IF YOUR town or district is interested in hosting an Assembly, it is important that you have the support of your AA and AI-Anon community before you bid. A strong, active hosting committee, including members experienced with previous assemblies, is invaluable to hosting a successful event!

ONCE YOUR town or district gets the bid for an Assembly, the Area will provide your committee with seed money to get things started. The Area Treasurer will provide you with the Tax ID Number necessary for tax-exempt status. Please keep in mind that all monies involved in the Assemblies belong to the Area. Seventh Tradition cans are put out by the coffee pots, tea, and soda; the basket is passed at meetings Friday, Saturday night, Sunday morning, during assembly meetings or workshops, and whenever it appears that expenses are not going to be met. Any income over expenses must be given back to the Area at the conclusion of the event.

IF EXPENSES are not met; the Area is responsible for covering additional costs. However, please take every opportunity to keep costs down. This can include utilizing suppliers for wholesale costs, getting the best banking costs, shopping around for facilities, and providing your own coffee, etc. Your committee will be responsible for a complete reckoning of all financial transactions. After an Assembly is over, your secretary/treasurer will submit a detailed profit and loss statement to the Area Treasurer.

OVERALL, remember that the more people involved, the better your event will be! The host committee reviews the Guidelines. Our experience shows that following the Guidelines and sticking with the committee process ensures a successful event!

AREA 76 ALCOHOLICS ANONYMOUS ASSEMBLY GUIDELINES

CONGRATULATIONS for receiving the bid for an Area Assembly! Although it is still about a year away, there is much to be done. These guidelines have come from our experience with hosting Assemblies and should be quite helpful in assisting your committee in hosting a good working weekend. Do not forget seed money and the Tax ID Number from the Area Treasurer.

12 MONTHS FROM THE ASSEMBLY

- 1) Arrange and announce a meeting for everyone interested in being involved with the Assembly. A successful Assembly depends on support of the hosting district!
- 2) At this meeting, vote on a Chairperson, Co-Chairperson, and a Secretary/Treasurer. All Officers and Committee Persons will be AA members. In the spirit of cooperation, ask AI-Anon to elect a Chairperson of their own who will be the liaison for AA and will participate in committee meetings.
- 3) Set the date for the Assembly - (Winter Assembly last weekend in March or the first weekend in April. (It is "SUGGESTED" that the Winter Assembly NOT be held on Easter weekend. Summer Assembly - last weekend in July or the first weekend in August.
- 4) Set the meeting place for the Assembly. Your facility should have two rooms to handle the Assembly: one for the AA Assembly to meet and one for the AI-Anon meeting room. There could be as many as 200 people attending, but checking with the past Assembly hosts may help you get a better count.
- 5) Set up dates and times for Host Committee meetings. Plan on one per month.
- 6) The Chair, Co-chair, and Sec/Treas should meet to decide what bank would be used to set up a checking account. Get the best rates possible. All three officers should be on the account, but only two signatures should be required on the checks. The seed money should be deposited into this account.

11 MONTHS FROM THE ASSEMBLY

- 1) Announce Host Committee meetings often to get people involved! Committees should be formed at this time. Committees are:
 - A) Greeting: meeting people and making them feel welcome, compiles welcome packets.
 - B) Registration: ensures registration book is signed, provides nametags and welcome packets (if any).
 - C) Meetings: arranges and chairs meetings outside of the business assembly. These can be Friday night call-up, candlelight, speaker, Saturday night open candlelight, speaker, Sunday morning speakers, etc. This committee will set up the agenda for the weekend in conjunction with the agenda from the Area Secretary's business meeting agenda.
 - D) Food: sets up lunch on Saturday. Ask AI-Anons to work this committee.
 - E) Raffle: This is an AI-Anon committee. All responsibilities and proceeds go to AI-Anon.
 - F) Hospitality: sets up and monitors coffee, tea, pop, fruit, and snacks etc. for Friday night, Saturday, and Sunday. Coffee should be on throughout the Assembly. This committee is generally responsible for doughnuts Saturday and Sunday mornings.

G) Clean Up: cleans rooms after uses and at the end of the day. Also monitors the outside, making sure cigarette cans are being used and emptied.

H) Sound: sets up sound system and taping of assembly meeting and speakers.

I) Posters/Flyers: makes and distributes flyers.

J) Motels and Restaurants: gets information about prices and locations. Asks about group rates.

K) Speakers: chooses speakers for speaker meetings. Listen to tapes; look around the groups, district, or area. Traditionally there is an AA and an AI-Anon speaker Saturday night and there is an A.A. and an AI-Anon speaker Sunday morning. You might also look for an Alateen speaker. This committee should begin searching and securing speakers as soon as possible.

L) Workshop: plans workshop(s). Topics may be anything from the Big Book, AA Service Manual, Twelve by Twelve, or any publication that is Conference Approved. You may wish to ask an Area Committee Chairperson to host a workshop on their Committee, discuss AA's legacy, or Twelve Traditions or Concepts.

M) Tables and Chairs: sets up and takes down tables and chairs for the Assembly gatherings.

10 MONTHS FROM THE ASSEMBLY

1) Have flyers made up for the Assembly. They should be sent to the Conventions and be available for distribution as directed by the poster and flyer committee.

2) Hear progress reports from all committees.

9 MONTHS FROM THE ASSEMBLY:

1) Hear progress reports from all committees.

8 MONTHS FROM THE ASSEMBLY:

1) Hear progress reports from all committees.

2) Chair or Co-Chair should update Area Chairman.

7 MONTHS FROM THE ASSEMBLY:

1) Send out flyers to all groups in the area.

2) Hear progress reports from all committees.

6 MONTHS FROM THE ASSEMBLY:

1) Contact meeting place for the Assembly and get a written agreement concerning use of the facilities.

2) Chair or Co-Chair should update the district and all groups within the district should be visited to discuss the Assembly.

3) Send out flyers. Hear progress reports from all committees

5 MONTHS FROM THE ASSEMBLY:

1) Hear progress reports from all committees.

2) Chair or Co-Chair should update Area Chairman.

4 MONTHS FROM THE ASSEMBLY:

1) Hear progress reports from all committees.

3 MONTHS FROM THE ASSEMBLY:

1) Hear progress reports from all committees. This is the month to tie up any loose ends!
Do not wait until the last minute!

2 MONTHS FROM THE ASSEMBLY:

1) Hear progress reports from all committees.

2) Chair or Co-Chair should update Area Chairman.

THE ASSEMBLY NEXT MONTH!

1) Have at least two meetings with committees to take care of any problems.

2) Contact motels and cafes to remind them of the dates of the Assembly.

3) Remind local groups of the Assembly.

4) Sec/Tres should have cans collected for the seventh Tradition and should have chosen any helpers to assist in collecting seventh Tradition donations.

AFTER THE ASSEMBLY

1) Have a final committee meeting to share what went right and what went wrong. Write down your experience, strength and hope to pass on to other Assembly Host Committees and to keep around for next time you host an Assembly. (It will be your turn again in four or five years!)

2) Sec/Tres should have a complete profit and loss statement available to share with the committee and to send to the Area Treasurer. Remember that repaying the seed money is an expense. Seed money plus any excess money goes back to the Area. Close out the banking account for the Assembly.

3) Write any "Thank You" notes that may be appropriate.

THANK YOU FOR HOSTING THE AREA ASSEMBLY!

Area 76 Assembly/Convention Financial Report

Date:
Host Town:

Income:	
Area 76 Seed Money	\$600.00
Registrations	\$7450.00
7 th Tradition	\$ 486.22
Total Income	\$8526.30

Expenses:	
Convention Center	\$3714.00
Speakers	\$876.00
Coffee & Doughnuts	\$480.00
Copies	\$142.00
Postage	\$110.00
Miscellaneous	\$85.00
Repayment of Seed Money	\$600.00

Total Expenses \$6007.00

Check Written to Area 76	\$2519.32
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This is a representation of a financial report for demonstration purposes only and does not reflect any actual Convention or Assembly. This report is meant to serve as a guideline for formatting the final financial report. List all income (Seed Money, Registrations, and 7th Tradition) and list all expenses (Convention Center, speakers, Coffee & Doughnuts, Copies, Postage, Miscellaneous, and Repayment of Seed Money.). When you subtract the expenses from the income, any excess (+) will be given back to Area 76. If, when you subtract the expenses from the income and you do not have excess (-) this is the amount Area 76 will pay to cover the costs of your event.

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