

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### Northern California District 14 AFG Incorporated Guidelines

## Day in Al-Anon Chair

Drafted 2020, formatted 2025

This service role is responsible for coordinating District 14's annual Day In Al-Anon (DIA) event.

### Eligibility

- Elected by District 14. When possible, the previous Day in Al-Anon Co-Chair steps into this role.

### General duties

- The Coordinator or their Alternate shall attend monthly District 14 Meetings and report on current activities
- Report all expenses with 90 days to the Treasurer with receipts for expenditures. They will also report contributions with a written record of all contributions.
- The Coordinator has the right to form a committee to assist in carrying out the functions of the Coordinator.
- The Coordinator or Alternate shall attend the annual budget meeting and submit a request to the Treasurer.

### Specific duties

1. Secure the physical site for the event (or confirm the reservation), and document the event date and times with the site contact in the form of a simple letter of agreement.
2. Prior to the event, ensure that all donation check(s) for the facility site are delivered timely or mailed to the site contact person, along with a thank you note on behalf of the Committee and the District after the event.
3. Prior to the event, and prior to the date required by the facility, ensure that the appropriate proof of Insurance documentation has been secured from NCWSA, provided to the facility and is available for the actual DIA.
4. **Find a Co-Chair to assist in planning for the DIA and who subsequently will become the Chair for next year's DIA.**
5. **Become familiar with all Coordinator and other positions by reading the roles and responsibilities.**
6. The Chair is required to attend the monthly District meeting and provide status reports to District 14 during the planning period (June – March). At the conclusion of the event, provide a final report at the March District meeting.
7. Attend the District 14 Budget meeting (usually in January) both in the year prior to becoming chair (as Co-Chair) and in the year of being Chair. A particular year's DIA budget generally has expenses in both the year prior and the actual year of that DIA.

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8. Make up a flyer asking for volunteers to fill coordinator and other positions. Identify potential volunteers for Committee Coordinator and other positions.
9. At the first Committee meeting hand out the roles and responsibilities of coordinator and other positions and set the dates and times for upcoming DIA committee meetings.
10. Provide an agenda, facilitate and organize regular (e.g., monthly) DIA committee meetings for planning, information sharing, status reporting, and identifying areas where assistance is needed.
  - a. The first meeting should occur no later than June. It is suggested that meetings be on the same day of the week, time and location; no longer than an hour; and, the agenda distributed before the meeting.
  - b. The final meeting before the DIA should take place approximately 2 weeks before the event.
  - c. There should be a final post-DIA meeting to discuss what worked, suggestions for improvement, some relaxation and rejoicing. Alternatively, Committee members could submit written suggestions or an on-line survey utilized (example, Survey Monkey).
11. Highlights from the final post-DIA meeting, and any other significant and useful information about what went well and lessons learned can be passed on to the Co-Chair who will be the next year's Chair in the Day in Al-Anon historical and updated Binder (see #28.b., below).
12. It is suggested that the Chair meet regularly with a small group from the Committee (3-5 people) for input, collaboration, inspiration and support.
13. Working with a service sponsor is also very beneficial!
14. As DIA Chair, maintain strong, regular communication with Co-Chair, Committee and District 14 (the DR and the District meeting), particularly in the final 6 weeks before the event.
15. As Chair, identify the theme for the Day in Al-Anon. Communicate the theme information and name to Committee Coordinators and members, especially to Publicity Coordinator for incorporating into flyer(s) as well as for other activities (for example, morning workshops, afternoon speakers, decorations, love gifts, etc.).
16. Work in very close and regular collaboration with the Workshop Coordinator(s) and provide assistance and guidance, as needed. No later than one month before the DIA, confirm with the Workshop Coordinator(s) the workshop speakers, the title and content of sessions, the scheduled time and room, etc.
17. No later than one month before the event, coordinate with the Committee on the preparation of the DIA Event Program (Publicity, Workshop Coordinators, etc.).
18. Selection and accommodations for the speakers for the afternoon Speaker Meeting is a responsibility of the Chair. It is suggested that:
  - a. There be an Al-Anon Speaker, AA Speaker and, if possible, Alateen speaker(s).
  - b. Input be sought from others members of the DIA Committee, DR, Delegate, etc.
  - c. The search, selection, asking, confirmation, and accommodation of the speakers be done early, rather than later, and in collaboration with the Speaker Liaison.
19. Distribute Committee Coordinator roles/responsibilities and offer clarification and guidance as needed throughout the course of the event planning. Maintain prompt follow-up with all Committee Coordinators and members if/when advice or assistance is needed. As necessary, arrange for site visits for the committee coordinators.
20. Work with the Committee and District 14 Spanish Liaison to ensure Spanish participation and translation.

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21. Work with the Alateen Coordinator to have activities and workshops for the Alateens and to comply with all requirements for Alateen participation, including the NCWSA Guidelines, Safety Plan, etc.
22. Coordinate with the facility and the DIA Committee the facility set-up the day before the event (typically occurs late afternoon/early evening).
23. Be aware of the current City, County, State, and any federal requirements for:
  - a. Events with food and ensure all working with food are also aware; and,
  - b. Events with service animals in attendance.
24. **Major changes in the day in AI-Anon should be taken to the District 14 business meeting for discussion and/or vote.**
25. Serve as the secretary for the Afternoon Speaker Meeting. Secure individuals to read (Preamble, Steps, Traditions and Concepts, etc. - out of service manual).
26. Determine how the 7th tradition will be collected (at Afternoon Speaker Meeting; or, by locating a marked Donation Container available throughout the day in the main fellowship hall; or, etc.).
27. Organize (or assign the task to Speaker Liaison) a no-host dinner with Committee members and the afternoon guest speaker(s) to occur in the evening after the DIA event. (NOTE: The District does host the afternoon guest speaker(s) for this dinner; all others are no-host.)
28. Maintain the following two Day in AI-Anon Binders and provide them to the Chair for the next year's DIA when doing the final report at the March District Meeting:
  - a. A Binder with suggested scripts for the actual DIA – for the morning and noon sessions in the Fellowship Hall/Cafeteria and for the Afternoon Speaker Meeting in the Sanctuary.
  - b. An historical and updated Binder with information relevant to the DIA of past years and the DIA which just occurred. Things like flyer and program examples; financial budget; comments of coordinators and committee members about what worked and suggestions for improvement; highlights from the final post-DIA meeting, containing significant useful information about what went well and lessons learned.
29. Confirm with next year's Chair that they have reserved next year's date and location. It is suggested that the date be in late January or sometime in February. Historically, the date has often been the second Saturday in February.
30. Ensure a smooth transition with the Day in AI-Anon Coordinator(s) for the next year by reviewing the budget, tasks/activities, etc. with the new Chair, if needed.

### **Suggestion to the DIA Chair**

Both for 2019 and 2020 DIA Committees, a smaller informal "Executive Committee" was created. It met monthly, usually at a Starbucks about a week before the full Committee's meeting, to discuss issues, potential problems, provide input and suggestions, review the Agenda, etc. It proved to be exceedingly beneficial in creating both an atmosphere of useful information, coordination, collaboration and creativity. And, it was very supportive! Suggested personnel for that "Executive Committee" include Chair, Co-Chair, Publicity, Workshop Coordinator(s), as well as our designated "All-Around Fabulous Member" (who had some years of experience with DIAs and who pitched in and did whatever was needed – may every DIA Committee be blessed with someone like that).

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**For more information on Roles and Responsibilities for the District 14 Day in Al-Anon, see the Addendum beginning on the next page.**

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# Addendum

The addendum on the following pages contains the following:

- |  |         |
|--|---------|
| 1. Committee Coordinator Service Role Descriptions | Page 4  |
| 2. Expense Reimbursement                           | Page 34 |
| 3. Workshops                                       | Page 35 |
| 4. Sample Emails and Letters to Speakers           | Page 37 |
| 5. Signs for Posting in Rooms                      | Page 42 |

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# Committee Coordinator Service Role Descriptions

**ROLE: DAY IN AL-ANON CO-CHAIR**  
**The designated Chair for next year's event**

## PRIMARY PURPOSE

Assist the Chair with necessary tasks to ensure a successful Day in Al-Anon. And, become familiar with the various aspects and innerworkings of DIA, to be prepared to be next year's DIA Chair.

## RESPONSIBILITIES

1. Create phone/email list of the current year's Committee Coordinators and members to be distributed to the DIA committee and update as necessary.
2. Monitor the Al-Anon District 14 DIA email at [diadist14@gmail.com](mailto:diadist14@gmail.com) for emails received. Work with Chair, and others, to timely respond to those emails. Transfer the log-in and other information about the email to the next DIA Co-Chair so they can continue to use the same email address for future District 14 DIAs.
3. Attend the District 14 Budget meeting (usually in January) both in the year prior to becoming chair (as Co-Chair) and in the year of being Chair. A particular year's DIA budget generally has expenses in both the year prior and the actual year of that DIA.
4. Work with the Registration Coordinator to determine what physical address those who wish to pre-register by mail can do so by sending a check to that address.
5. Responsible to ensure the afternoon Speaker Meeting speakers can be heard by all, and for the recording and creation of CDs, Podcasts and other recordings of the Afternoon Speakers', including:
  - a. Coordinate with the District 14 team which handles the taping of the Monthly Speaker Meeting to record the afternoon Speaker Meeting, to have the speakers sign the necessary forms to be able to record them, sufficient available sound systems (if not provided by facility), and for anything else related to the sound and recording of the Afternoon Speakers.
  - b. Work with the Spanish Liaison to find and facilitate Spanish translation of the afternoon speakers as well as any necessary equipment to facilitate that translation.
6. Notify and send email reminders to committee members of upcoming meetings.
7. Function as contact person for committee members to report by email, phone, or text in case of absence from committee meetings, and/or DIA.
8. Take minutes at all DIA committee meetings and keep a record of minutes.
9. Attend District Meetings if the Chair is not available.
10. Assume Chair responsibilities if the Chair is not available.
11. Provide assistance to the Chair and other DIA Coordinators and Committee members.
12. Provide for the storage of any unused supplies (for example, paper plates, tablecloths, plastic silverware, etc.) for use in the next year's DIA.
13. **Use the time as Co-Chair to research and search for possible sources to find the AA, Al-Anon and Alateen Speaker(s) for the following year's DIA afternoon Speaker Meeting, when the Co-Chair will be the Chair. Information can be sought from others, including DR, Delegate, other Districts, NCWSA, WSO, etc.**

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### ROLE

### Registration Coordinator

#### PRIMARY PURPOSE

Work with the On-Line and Credit/Debit Card Payment Coordinator (person with authority over on-line registration) and person with the physical address where people send in their pre-registration via mail to ensure on the actual Day in Al-Anon (DIA) there will be a list of all who have already pre-registered and paid; whether on-line or by mail. Ensure registration table is adequately staffed throughout the day, and that funds are collected, secured and delivered to the DIA Treasurer.

#### BUDGET

\$TBD (i.e., nametags, markers, and small stickers for attendees to create their nametag; pens, registration sign-in sheets, etc. for those handling Registration on the day of DIA)

#### RESPONSIBILITIES

1. Coordinate with:
  - a. Publicity Coordinator to ensure that flyers let everyone know that all pre-registration ends at least one week before DIA.
  - b. On-Line and Credit/Debit Card Payment Coordinator to have an accurate list of all who have pre-registered and paid on-line.
  - c. The person with the physical address where people can send in their pre-registration via mail to have an accurate list of all who have pre-registered and paid by mail.
  - d. Greeters' Coordinator so that, on the day of DIA, people are directed to the Registration area.
2. Identify volunteers to assist with facility set-up the day before the event (typically occurs late afternoon/early evening). Registration Table and chairs set up is in the area near the entry to the main fellowship hall so that it is easy for everyone to know where to register (or sign in, if pre-registered). And, if space is available, a separate table for attendees to create their name tags.
3. Elicit volunteers to staff registration table (suggest three – four persons cover early a.m. and noontime slots). Suggest having a floater assigned to provide additional coverage throughout the day or at busy times, if needed, until the afternoon Speakers Meeting.
4. Create a schedule for the volunteers for the day, including time slots (suggest one hour slots) until the afternoon Speakers Meeting.
5. Create registration sign-in sheets for the day for those who have pre-registered and sign-in sheets for those registering on the day of DIA, including attendee name & information (including sequential numbering of attendees).
6. Ensure sufficient supply of pens for registration as well as markers, and small stickers for attendees to create their nametag, etc.
7. Provide each attendee with an event program, love gift, free donation drawing ticket, (let them know where they can purchase additional donation drawing tickets), nametag to complete, answers to their questions, and a welcome smile!
8. Ensure volunteers understand their role:
  - a. To solicit people to register if they are not wearing nametags.
  - b. **To NOT turn anyone away because they do not/cannot pay the registration fee.**

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9. Traditionally, Alateens and children using Child Care services are registered but do not pay a registration fee.
10. Verify adequate cash change is available throughout the day (DIA Treasurer will provide sufficient change and cash denominations at the beginning of the event).
11. Registration table and cash need to be staffed throughout the day; person(s) staffing the table must ensure cash is secured. Never leave cash box unattended!!!
12. Turn over cash, and any checks, during and at end of day to DIA Treasurer.

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### ROLE

**Facility Set-Up Coordinator**  
*(if needed include tents, tables, chairs procurement)*

### PRIMARY PURPOSE

Ensure set-up for all rooms is in place prior to the event (Friday night set-up if possible)

### BUDGET

\$TBD (refreshments for set-up crew)

### RESPONSIBILITIES

1. Identify volunteers to assist with facility set-up the day before the event (typically occurs late afternoon/early evening).
2. Prior to event, identify the need for additional tables, chairs, or other furniture/equipment; with DIA Chair, identify volunteer(s) to provide any needed additional items.
3. Arrange for transport of additional tables and chairs to the facility prior to the event, if needed.
4. Together with DIA Chair, Decorations Coordinator and Workshop Coordinator, the day prior to the event, direct the volunteers to set up each room according to written lay-out plan or verbal directions.
5. Ensure all rooms are ready before dismissing the set-up crew.
6. Work in collaboration with Facility Clean-Up Coordinator and crew.

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### **ROLE**

### **Facility Clean-Up Coordinator**

#### **PRIMARY PURPOSE**

After the event, ensure facility is left in the same or better condition in which it was found prior to event.

#### **BUDGET**

\$TBD (refreshments for clean-up crew)

#### **RESPONSIBILITIES**

1. Identify volunteers to assist with facility clean up after lunch, and at event conclusion.
2. At the end of the day, direct volunteers to break down tables and chairs that belong to the facility and return to their original location.
3. Arrange for return of additional tables, chairs, and tents to the vendor(s) after the event.
4. Ensure all rooms are clean and ready to return to the facility before dismissing clean-up crew.
5. Work in collaboration with Facility Set-Up Coordinator and crew.
6. Empty trash and recycling and remove trash, as required throughout the event. Maintain clean and orderly trash and recycling bins throughout the event.

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### **ROLE**                      **Childcare Coordinator**

Last reviewed in 2011, needs review and updating

#### **PRIMARY PURPOSE**

Ensure that adequate and appropriate childcare is provided throughout the day; serve as the contact person during the day for those individual(s) providing childcare should have any emergencies arise.

#### **BUDGET**

\$TBD (meals, drinks, snacks for children - \$\_\_\_\_\_)

#### **RESPONSIBILITIES**

1. Coordinate with District 14's Childcare Coordinator, to identify individuals who can provide childcare for the children of persons attending the event. May want to consider fingerprinted Al-Anon's like Alateen sponsors or AMIAS. May consider hiring professional childcare
2. Acquaint those individuals with the day's schedule, expectations, compensation, etc.
3. Arrange for one or more back-up provider if warranted by the number of children needing care.
4. Arrange for a volunteer to provide coverage during lunchtime (to give the childcare providers a break); those volunteers need to be responsible to get children fed pizza lunch, juice and fruit.
5. Become familiar with the childcare room(s), and any restrictions placed at that area by the hosting facility.
6. Arrange to meet childcare providers in the morning of the event; escort them to the childcare area and provide overview of area to childcare providers.
7. Create childcare sign-in sheet with parent/guardian name, cell phone number!, child name, child age, time of arrival, time of departure.
8. Instruct childcare providers that all children must be **signed in** and **signed out** and **wear a name badge with their name and parent/guardian's cell phone number**.
9. Create childcare donation can/basket (suggested donation of \$5 per child for the day).
10. Periodically check throughout the day to ensure childcare is running smoothly and to determine if back-up provider needs to be engaged.
11. If professional childcare is used, pay the childcare providers at the end of the day

#### **2011 COMMENTS**

- Ideally, childcare providers should be 21 years or older and preferably AMIAS certified.
- For childcare staffing, suggest ratio of 1:4 (for children under age 5) and 1:8 for children between 6 and 12).
- Make sure that all infants that are brought have an adequate supply of formula and diapers provided by parent/guardian.
- If childcare providers are persons not known personally by DIA Chair, procure references prior to engaging their services.
- Arrange for lunch, juice drinks, and fruit for the children.

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### ROLE

### Donation Drawing Coordinator

#### PRIMARY PURPOSE

Procure items for the Donation Drawing, ensure the drawing is facilitated, and collaborate with the Silent Auction Coordinator.

#### BUDGET

\$TBD (donation drawing tickets, pens & paper; materials for signs)

#### RESPONSIBILITIES

1. Work in collaboration with Silent Auction Coordinator.
2. Prior to the event, make and distribute flyer(s) soliciting items to be used for the donation drawing. Include some guidelines in the flyer and distribute to all who might be considering donating:
  - a. Group and individual donations are welcome.
  - b. Donated items should be attractive, desirable; i.e., something that someone would otherwise be interested in buying. Examples of items: set of Al-Anon books, theme-related gift basket, coffee store gift card and/or products, Al-Anon tape set.
  - c. Donated items that are program-related (e.g., Conference-approved literature or Al-Anon related speaker cd's) are great, but not necessary.
  - d. Let's leave other affiliations outside like **outside therapies, religion and other philosophies.**
  - e. In keeping with Al-Anon traditions, donated items that are used must be either created or purchased by an Al-Anon member. We cannot accept donations from outside enterprises.
  - f. The Coordinators of the Donation Drawing and Silent Auction are the final determiners of where donated items go: whether to the Donation Drawing or the Silent Auction.
3. Suggest that each Al-Anon meeting in the District which can do so, donate a basket or item for the drawing. Baskets are preferred & individual donations are welcome.
4. Number each donated item and place a small bag with that number near the item for people to put ticket(s) into bags of item(s) they want to have a chance to win.
5. Create signs so that everyone knows the price of a single ticket, the reduced price for a group of tickets, and the closing time when the drawing will occur.
6. Typically the drawing occurs near the end of lunch time.
7. Solicit volunteers to assist with Donation Drawing tables set-up the day before the event (typically occurs late afternoon/early evening).
8. Provide the Registration Coordinator with enough donations tickets so that each person registering gets one free ticket.
9. Solicit volunteers for donation drawing ticket sales throughout the morning of the event and at lunchtime and create ticket baskets for collecting funds from ticket sales for volunteers to use.
10. Facilitate the drawing and identify volunteer(s) to help deliver each item to that winner.
11. Turn over all funds to DIA Treasurer after ticket sales have closed.

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### ROLE

### Silent Auction Coordinator

#### PRIMARY PURPOSE

Procure items for the Silent Auction, ensure the Auction is facilitated, and coordinate with the Donation Drawing Coordinator.

#### BUDGET

\$TBD (Sheets and pens for taking bids for each item; a sign for auction closing time; pens & paper if needed)

#### RESPONSIBILITIES

1. Work in collaboration with the Donation Drawing Coordinator.
2. Prior to the event, make and distribute flyer(s) soliciting items to be used for the Silent Auction. Include some guidelines in the flyer and distribute to all who might be considering donating:
  - a. Group and individual donations are welcome.
  - b. Donated items should be attractive and desirable, i.e., something that someone would otherwise be interested in buying.
  - c. Donated items that are program-related (e.g., Conference-approved literature or AI-Anon related speaker cd's) are great, but not necessary.
  - d. Let's leave other affiliations outside like **outside therapies, religion and other philosophies.**
  - e. In keeping with AI-Anon traditions, donated items must be either created or purchased by an AI-Anon member. We cannot accept donations from outside enterprises.
  - f. The Coordinators of the Donation Drawing and Silent Auction are the final determiners of where donated items go: whether to the Donation Drawing or the Silent Auction
3. Solicit volunteers to assist with Silent Auction tables set-up the day before the event (typically occurs late afternoon/early evening).
4. Solicit volunteers to be available at the Silent Auction area, throughout the morning and lunchtime, to answer questions and watch over the process.
5. For each item, have a sheet and pen for people to write their name and bid amount.
6. If the person providing an item indicates an amount of a lowest possible bid, make that amount clear on that item's bidding sheet.
7. Provide a sign stating the auction closing time and announce the closing time, at a minimum, at the beginning of lunch.
8. Facilitate the Silent Auction itself. Typically, the winners of each Silent Auction item are announced near the end of lunch.
9. Let the winner of each item know the process to pick up their item: contact the DIA Treasurer or the On-Line and Credit/Debit Card Payments Coordinator to pay for the item and receive a receipt; then provide receipt to Silent Auction Coordinator to receive the item.
10. Turn over any funds collected to DIA Treasurer after the Silent Auction closes.

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### ROLE

### Decorations Coordinator

#### PRIMARY PURPOSE

Provide attractive decorations -- relating to Al-Anon and the theme -- for the main fellowship room and wherever needed.

#### BUDGET

\$TBD (supplies)

#### RESPONSIBILITIES

1. Elicit volunteers to assist in decorating the day before the event (typically occurs late afternoon/early evening).
2. Identify the number and size of tables to be used.
3. Inventory existing supplies; determine additional items needed.
4. Procure table covers and tape.
5. Incorporate Al-Anon and the theme of the event in the decorations and use creative imagination to decorate tables. Some examples: Live plants (pansies, daisies, cactus, etc.) for each of the tables and adding ribbons has worked.

#### 2011 COMMENTS Not incorporated but still potentially useful

- Butcher block paper has been successfully used for table coverings.

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### **ROLE      Light-Continental Breakfast and Refreshments Coordinator**

#### **PRIMARY PURPOSE**

Provide food and drinks for Light Continental breakfast and morning breaks. DIA is responsible for the Light Continental Breakfast, refreshments, and Lunch Desserts. Attendees are responsible for the Lunch Main Dishes and Salads. Work with Luncheon Set-Up/Organization Coordinator.

#### **BUDGET**

\$TBD (Light Continental Breakfast food/supplies; Lunch Desserts; drinks/supplies for entire day. Signs for Vegan, Gluten Free, etc. food areas)

#### **RESPONSIBILITIES**

1. Be aware of the current City, County, State, and any federal requirements for:
  - a. Events with food and ensure all working with food are also aware; and,
  - b. Events with service animals in attendance.
2. Work in collaboration with the Luncheon Set-Up/Organization Coordinator.
3. Coordinate the supplies inventory and purchases with the Luncheon Set-Up/Organization Coordinator. Prior to the event, inventory the stored unused supplies remaining from the prior year's DIA, to be used for this year's DIA. And, at the end of the event, ensure that the Co-Chair/next year's Chair, receives any unused supplies.
4. Procure drink supplies: coffee, tea, hot chocolate, napkins, stir sticks, cups, plates, plastic knives, forks, spoons, sugar, Splenda, Coffeemate, etc.
5. Procure coffee urns (from individual members or the speaker meeting), if not provided by facility.
6. Elicit volunteers to assist in any set-up the day before the event (typically occurs late afternoon/early evening). Be prepared to set up and mark separate tables/areas for food for those with food restrictions (Vegan, Gluten Free, etc.)
7. Elicit volunteers to bring ice chests/coolers in which drinks can be stored on the day of DIA. Might also want to ask for extension cords. Make sure ice chests and extension cords, if used, have a name and phone number on them. Needs to be coordinated with the Luncheon Set-Up/Organization Coordinator.
8. Purchase ice for ice chests.
9. Purchase bottled water:
  - a. If Alateens are going to be selling the bottled water during the day, as an Alateen fundraiser, work with the DIA Alateen Liaison as to how that will work; or,
  - b. If Alateens are not doing to be selling the bottled water, make the water available for attendees.
10. Purchase Continental breakfast items (muffins, bagels, fruit, juice) for the event's Light Continental Breakfast. Remember that DIA is supplying the Light Continental Breakfast and Lunch Desserts. The Potluck is for attendees to bring lunch main dishes and salads. Keep it simple, it is a Light Continental Breakfast; with some protein (examples: boiled eggs, yogurt).
11. Enlist volunteers to assist in food and drink set-up, and in refreshing food and supplies throughout the day, until the afternoon Speaker(s) Meeting. Create a work schedule for the volunteers.

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12. Arrive at the event site at least one hour in advance of the event start – to set up food table, start coffee and hot water for tea and to be ready to receive and store attendees' Lunch Pot Luck items.
13. Set out donation can for those who wish to make a donation for breakfast, and/or for drinks, coffee and, tea (and water, if Alateens are not doing the fundraiser).
14. By lunch time, clear the breakfast items from the table; move food to the lunch area if it is edible, or discard it if it is not.
15. Turn over donation can cash to the DIA Treasurer during and at the end of lunch.

### **2011 COMMENTS Not incorporated but still potentially useful**

- Best spot for purchasing breakfast items and drinks: Costco.



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### ROLE

#### **Publicity Coordinator** (*Event Notices, Program, NCWSA links*)

### PRIMARY PURPOSE

Provide effective advance notification (paper and electronic) about the Day In Al-Anon event, and paper Programs for the day of the event. Knowledge of desktop publishing software is helpful to prepare flyers and programs.

### BUDGET

\$TBD (flyers & program, including cost of copies)

### RESPONSIBILITIES

1. In collaboration with the DIA chair and committee, prepare flyer(s) for broad distribution with pertinent event information, as well as the Event Program. Flyer(s) and Event Program to be in English and Spanish.
2. If requested, arrange for photocopying of the flyer(s) and seek volunteers to assist.
3. Incorporate the event logo/theme and Al-Anon into the flyer(s) and Program.
4. Flyers should be prepared and submitted beginning **at least** 5 months prior to the event to allow timely distribution; and updated as the event gets closer.
5. Submit an electronic copy of the English and Spanish versions of flyer(s) to the NCWSA calendar coordinator (email [events@ncwsa.org](mailto:events@ncwsa.org)). Contact NCWSA 12-Stepper Editor to have the event published. (see [www.ncwsa.org](http://www.ncwsa.org) for current information about publication due dates and email address for submission).
6. Submit flyers to:
  - a. D14 Secretary, for distribution to D14 email list (Officers, Coordinators, GRs, etc.); and,
  - b. D14 Website Coordinator, so that the most current information is on D14's Website.
7. Solicit volunteers to:
  - a. Distribute flyers at other events (i.e., speaker meetings in neighboring districts, Al-Anon events in the Bay Area, and any meeting committee members may visit, etc.).
  - b. Keep announcing this to every meeting inside (with help of our GRs) and outside of the district
8. As requested, prepare additional flyers/electronic communications to publicize the event within the Al-Anon and/or AA fellowship.
9. Flyers should include currently available information, including:
  - a. Date, day, time
  - b. Featured afternoon speaker(s) first names and whether Al-Anon, AA or Alateen (when finalized)
  - c. Location (address, cross street)
  - d. Information re: pre-registration, childcare, Alateen participation, potluck, donation drawing, silent auction.
  - e. Contact name/phone number and D14 DIA email.
10. Supply flyers to the District Representative to take to the NCWSC – **confirm with DR the date of NCWSC meetings and Fall Assembly.**
11. It is important to talk to the DR early on, for distribution of the flyer over Northern California through the 3 day Fall Assembly and the NCWSC meetings that the DR attends (with sufficient copies, as needed)

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

12. Prepare a Program for the actual day of the event. Ensure there are sufficient copies for every person who attends DIA (better to have some extras than not enough). Coordinate with Workshop Coordinator(s) and DIA Chair for content.
13. Program should include:
  - a. Date, day, time
  - b. Event schedule
  - c. Acknowledgements (committee chairs, volunteer names)
  - d. Facility map/layout.

### **2011 COMMENTS Not incorporated**

- Suggest that volunteers be elicited who can provide copying, mailing at no charge.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### **ROLE** **Speaker Liaison**

#### **PRIMARY PURPOSE**

Serve as the host/hostess for the event's featured speaker(s) in the afternoon Speaker Meeting: Al-Anon, AA, and Alateen.

#### **BUDGET**

\$TBD

Speaker			
Airfare	\$TBD		airfare quote from Travelocity, Expedia, etc.
Hotel or Private Lodging	\$TBD		2 nights - \$_____ a night at hotel; OR Private lodging donated by a member
Per diem for 2 days	\$100-\$200		Cash per diem for meals, parking at home airport, misc. expense or reimbursement through receipts
Sat. evening dinner	\$50		speaker as a guest of the district for a post-event dinner
Misc. expenses	\$50		mileage, tolls, parking for speaker liaison
<b>Speaker Sub-Total:</b>		<b>\$TBD</b>	

#### **RESPONSIBILITIES**

1. Work in collaboration with the DIA Chair.
2. Initiate contact with the speaker(s), confirm the DIA date/time, arrangements, and covered expenses. (Because of speaker schedule demands, this contact needs to occur a year or more in advance of the event date.)
3. Utilize the Speaker Confirmation Letter, or an email with the same relevant information, including covered expenses for out-of-town speaker(s).
4. Maintain contact with the speaker(s) from the time of initial contact and date confirmation until the actual DIA. This includes continuing to confirm the date with the speaker ideally 6 months in advance, but at least 4 months in advance (particularly important if the arrangements were made far in advance of the event date.). And, provide speaker with the latest DIA event flyer.
5. Assist the speaker with travel arrangements, if necessary. Travel arrangements/accommodations not necessary if the speaker is local to the Bay Area.
6. Pick up the speaker at airport/train station, if necessary.
7. Arrange for hotel accommodations for the speaker or member supplied private lodging.
8. Give the speaker the cash per diem amount upon arrival.
9. If the speaker is interested in doing so, arrange for social events (dinner, coffee) with fellowship members, or make arrangements for the speaker to attend a local meeting.
10. Transport the speaker to the DIA; or, ensure they have transportation and map/directions to the DIA location.
11. At the DIA, introduce the speaker(s) to members of the committee; provide a nametag, and make him/her feel welcome. Be available throughout the day to answer speaker's questions, provide for special needs, etc.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

12. Ensure that the speaker(s) is familiar with the room in which s/he will be speaking, and is comfortable with the setting, sound equipment, etc.
13. Invite afternoon Speaker Meeting speaker(s) to be a guest of the District at a post-event dinner with Committee members.
14. Obtain any receipts for reimbursement from the speaker(s); give those receipts to the DIA Treasurer who will arrange for reimbursement.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### **ROLE** **Alateen Liaison**

Last reviewed in 2011, needs review and updating

#### **PRIMARY PURPOSE**

Serve as the Alateen sponsor for Alateen members attending the event.

#### **BUDGET**

\$TBD (supplies)

#### **RESPONSIBILITIES**

1. Communicate to the event chair what type of activities the Alateen members would like to have at the Day in Al-Anon; e.g., a special meeting, an Alateen only meeting, a service commitment, etc.
2. **All Alateen meetings are closed!** However, there may be an Alateen panel with ask it basket.
3. Serve as the sponsor for Alateen meetings held as a part of the event, or, arrange for another qualified sponsor to serve in that capacity.
4. Ensure that Alateen members attending the event are aware of the facility's rules/guidelines regarding food consumption, noise, smoking, etc. Also the NCWSA guidelines concerning Alateen. Monitor Alateen members' activities during the day to ensure those rules/guidelines are followed.
5. If a designated room is assigned for Alateen use, ensure that the room is maintained throughout the day, and is left in the same or better condition at the end of the day.
6. If a service commitment is requested (e.g., selling drinks), ensure that activity is sufficiently staffed, that Alateen members providing that service understand their roles, and that cash is handled appropriately.
7. Collect cash and turn it over to the District Alateen Coordinator.

#### **2011 COMMENTS**

- Typically, if Alateen members provide a service and receive donations, those funds go to the Alateen fellowship of the district, and are disbursed at the direction of the District Alateen Coordinator.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### **ROLE                      Step 11/Meditation Room Set-Up/Refresh Coordinator**

#### **PRIMARY PURPOSE**

Create a restful, meditative ambiance in the designated Step 11/Meditation Room that can be used for prayer and meditation by event attendees throughout the day.

#### **BUDGET**

\$TBD (supplies)

#### **RESPONSIBILITIES**

1. Prior to the event, tour the facility and the room designated for this purpose.
2. Use imagination and creativity to set up the room in a way that promotes a non-denominational Step 11 meditative atmosphere for persons wanting a quiet spot for prayer and meditation. Posters with Step 11, in English and Spanish, are well received.
3. Coordinate with Workshop Coordinator(s) if the room will be used for Step 11 Workshop(s) during part of the morning, balancing quiet time with Workshops.
4. Suggestions for room set-up might include things like:
  - a. Fresh flowers
  - b. Quiet music
  - c. Paper, pens, pencils (for 4th step work, journaling, etc.)
  - d. Comfortable seating to augment regular chairs, if available
  - e. Al-Anon pamphlets
5. Typically set-up the day before the event (late afternoon/early evening). People begin using this quiet space even before Registration starts.
6. Periodically throughout the day, check the room to see if it needs to be refreshed, tidied, etc.
7. At the end of the day, ensure that the room is returned to the condition in which it was found.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### **ROLE**                      **Conference Approved Literature (CAL) Sales Coordinator**

<b>Last reviewed in 2011, needs review and updating</b>
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#### **PRIMARY PURPOSE**

Provide for the sale of CAL at the event.

#### **BUDGET**

Consignment – Talk to District 14 Literature Depot Coordinator

#### **RESPONSIBILITIES**

1. Prior to the event **see District 14 guidelines for literature table at events**, coordinate books/pamphlets as needed with Literature Depot and discuss sales and receipts.
2. Identify volunteers to assist with set-up and positioning the Literature Sales table the day before the event (typically occurs late afternoon/early evening).
3. The day of the event, display the literature on the table designated.
4. Secure volunteers for rotation of literature service throughout the event, until the afternoon Speaker(s) Meeting. Two volunteers in one hour rotating shifts is helpful.
5. Provide signage indicating that checks should be made payable to “District 14 Literature Depot”.
6. Provide a cashbox for putting in payments for literature purchases.
7. At the end of the day, ensure all receipts, whether cash or checks, is turned over to District 14 Literature Depot Coordinator(s). As long as literature sales income are handled and accounted for separately by Literature Depot Coordinator(s), it is their responsibility to account for those sums to District 14. Otherwise, at the end of the day, collect cash, and checks, and turn it over to the DIA Treasurer.
8. Ensure that at the end of the day, any remaining literature is packed and returned to the District 14 Literature Depot.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### **ROLE** Recording and CD/Sales Coordinator

Description drafted in 2020, needs review

#### **PRIMARY PURPOSE**

Provide for the sale of Recordings and CD Sales at the event.

#### **BUDGET**

Consignment – Talk to District 14 Recordings and CD Sales Coordinator

#### **RESPONSIBILITIES**

1. Prior to the event **see District 14 guidelines for Recording and CD sales at events.**
2. Identify volunteers to assist with set-up and positioning Recording and CD table the day before the event (typically occurs late afternoon/early evening).
3. The day of the event, display the Recordings and CDs on the designated table.
4. Secure volunteers for rotation of literature service throughout the event, until the afternoon Speaker(s) Meeting. Getting two volunteers in one hour rotating shifts is helpful.
5. Provide signage indicating that checks should be made payable to “District 14 \_\_\_\_\_”.
6. Provide a cashbox for putting in payments for Recording/CD purchases.
7. As long as Recording/CD sales income are handled and accounted for separately by Recording/CD sales, it is their responsibility to account for those sums to District 14. Otherwise, at the end of the day, collect cash and checks, and turn it over to the DIA Treasurer.
8. Ensure that at the end of the day, any remaining Recording/CD is packed and returned to the District 14 Recording/CD Sales.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### ROLE

### Greeter Coordinator

#### PRIMARY PURPOSE

Find Greeters to greet and direct people to the Registration table and to provide directions to other locations at the venue (including morning workshop locations) and create signs for the entire event site.

#### BUDGET

\$TBD (site posters, pens & signs)

#### RESPONSIBILITIES

1. Procure poster boards, pens for making the signs, maps and direction arrows for: each room which will be used; designated tables (Recording/CD tape sales, registration, lunch, drink sales, CAL literature sales, etc.); Parking lot entrances, etc.
2. Sign up volunteers to assist in making the various signs (typically occurs late afternoon/early evening the night before the event), including:
  - a. the directional signs for the event.
  - b. signs to label each room with times and workshop names.
  - c. poster size maps of the facility, with bathrooms, workshops, sanctuary, fellowship hall, etc. shown.
3. Coordinate with the Registration Coordinator so that, on the day of DIA, the Greeters greet people as they come from the parking lots and direct them to the Registration area. Also, direct people to the various locations for the restrooms, morning workshops, etc.
4. Sign-up volunteers to be Greeters for the day of DIA, and, set up a schedule for the day, including time slots, until the afternoon Speaker Meeting (suggest one hour slots, two persons per slot).

## **DRAFT FOR REVIEW**

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### **ROLE**

### **Love Gifts Coordinator**

#### **PRIMARY PURPOSE**

To provide a gift, relating to the theme and Al-Anon, for each person attending DIA.

#### **BUDGET**

\$TBD (supplies)

#### **RESPONSIBILITIES**

1. Make sufficient Love Gifts for each person. This includes those who are pre-registered as well as those who register on the day of DIA, as well as anyone else attending DIA (Ex: Alateens) and those assisting with DIA. The number of Love Gifts made will be based on an estimate; it is better if there are some extras, than if there are not enough.
2. Find volunteers to help with making the gifts.
3. Love Gifts are Al-Anon and recovery related, incorporating Al-Anon and the theme of the Day in Al-Anon. They are handmade and the time that is put into it is the love of the gift. Ideas include bookmarks with slogans, cards with quotes, slogan bracelets, refrigerator magnets, etc.
4. Love Gifts generally are handed out at the Registration table.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### ROLE

### The DIA Treasurer

This NEEDS TO BE reviewed by the Current District 14 Treasurer and Assistant Treasurer so that the information and procedures comply with current D14 By-Laws and Policies.

### PRIMARY PURPOSE

Collect cash and checks from the different sources handling money.

### BUDGET

\$TBD (supplies) \_\_\_\_\_

### RESPONSIBILITIES

1. Develop and provide overall management of the entire DIA budget in collaboration with the DIA Chair and Co-Chair. Review all submitted reimbursement requests, and track actual expenses for the event. Receive the On-Line and Credit/Debit Card information from the On-Line and Credit/Debit Payments Coordinator so that it will be included in the DIA Final Report. When the event has concluded, provide the DIA Chair, Co-Chair and District 14 Treasurer with a budgeted vs. actual report, and a recommended budget for the following year. **Work closely with District 14 Treasurer and Assistant Treasurer.**
2. Just prior to the event, secure enough cash and change, from the District 14 Treasurer, for the cash box at the registration table (or, if DIA Treasurer uses their own cash funds, that amount is a D14 reimbursable expense).
3. Throughout the day, ensure all cash is kept secured. As needed, collect cash and checks throughout the day to prevent too much cash in circulation. At the conclusion of the event collect all funds (cash and checks) and deposit to the District 14's account or hand to the District 14 Treasurer.
4. Provide an expense sheet to all coordinators.
5. **The District 14 Reimbursement Form** (available on D14 Website), **including receipts and itemization information, must accompany expense sheets to be reimbursed by the District 14 Treasurer. Remind all Committee Members who are submitting the necessary forms for reimbursement to the DIA Treasurer do so to within 30 days.**
6. Keep the income from donation drawing raffle, silent auction, registration, food and drink sales, childcare and 7th tradition **separate**.
7. As long as Literature sales and Recording/CD sales income are handled and accounted for separately by Literature Depot and Recording/CD sales, it is their responsibility to account for those sums to District 14.
8. If there is Alateen participation with an Alateen fundraiser, where sales and income are handled and accounted for separately by the Alateens and the Alateen Coordinator, it is their responsibility to account for those sums to District 14.

### 2011 COMMENTS Not incorporated but still potentially useful

- Purchase or ask District 14 Treasurer for bank deposit bags with zipper to give to different coordinators who will need them for the actual day.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### **ROLE** Entertainment Coordinator

#### **PRIMARY PURPOSE**

Find entertainment for the lunch break.

*NOTE: There has NOT been Entertainment during the Lunch break for a while; that time has been used for eating, socialization, announcements, and the Silent Auction and Raffle. However, it could come back in the future. As an alternative, soothing music has been provided via a talented AI-Anon member and via CDs.*

#### **BUDGET**

\$TBD

#### **RESPONSIBILITIES**

1. Provide entertainment within the allotted lunchtime slot.
2. Coordinate and facilitate the entertainment.
3. Check with Chair and, if needed, with the facility about sound system (microphones) and if there is a stage.
4. Coordinate with Donation Drawing and Silent Auction Coordinators.

#### **2011 COMMENTS Not incorporated but still potentially useful**

- Suggestions for entertainment: music/band, singing [individual(s) or group], skit, poetry reading, etc.
- Talk to your DR, DIA Chair or former DIA Chairs/Coordinators for suggestions



## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### **ROLE**                                      **Ice Breaker Coordinator (NEW)**

#### **PRIMARY PURPOSE**

Create an activity for each of the tables in the fellowship hall so that those at the same table at any time throughout the day (breakfast, between workshops, and at lunchtime) have an opportunity to talk with each other in a fun and easy way. Incorporate AI-Anon and the DIA theme into the activity. Examples include providing sample Ice Breaker Questions, or, asking each person at the table to talk about a gratitude to add to gratitude lists on poster boards or butcher block paper on the walls or easels.

#### **BUDGET**

\$TBD (supplies)

#### **RESPONSIBILITIES**

1. Determine/estimate the number of tables to be used in the fellowship hall so there will be sufficient Ice Breakers for each table; and whether there will be any lists on walls or easels.
2. Prior to the actual DIA, elicit volunteers to assist in creating and making the Ice Breakers for each table in the fellowship hall.
3. Elicit volunteers to set up the Ice Breaker on each table the day before the event (typically occurs late afternoon/early evening).
4. Procure necessary supplies.
5. Incorporate AI-Anon and the theme of the event into the Ice Breaker.

**NOTE: Icebreakers** are commonly presented as a game to "warm up" people by helping the people to get to know each other.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### ROLE **Workshop Coordinator(s) (NEW)**

#### PRIMARY PURPOSE

In coordination with the DIA Chair, ensure that the DIA morning workshops have Al-Anon and DIA theme topics, with speaker(s), Secretary/Facilitator, a time slot and a room location.

#### BUDGET

\$TBD (supplies)

#### RESPONSIBILITIES

1. Work in close collaboration with the DIA Chair regarding all aspects of the Morning Workshops, including the creation of workshop topics, speaker(s), etc.
2. Utilize Al-Anon and the DIA theme to develop a list of possible morning workshop topics.
3. In coordination with the DIA Chair, identify and ask members of the fellowship (District 14 as well as guests from other districts) who would be good at leading or doing a morning workshop session. Also, ask meetings in the District if they would be willing to host a workshop. Consider giving individuals and meetings a specific topic, or a choice of topics. **Rotation of leadership is important. Rotating gives all members the privilege of serving.**
4. Workshops may have different formats: 1 or more speakers, a panel, participant hands-on, etc.
5. Work with the D14 Spanish Liaison and Spanish meetings to create and facilitate the morning workshops in Spanish.
6. Work with the D14 Alateen Coordinator, Alateen meetings, and AMIAS to create and facilitate the morning workshops and activities for Alateens.
7. Offer to provide each morning workshop with a Secretary/Facilitator who can handle the facilitation (Opening, Closing, Speaker(s) and Participants time, etc.), so the speaker(s) can focus on the content of their workshop.
8. Create a workshop list, to be shared with the Committee, and including the following information about each Workshop:
  - a. Topic Title and short 1-2 sentence description
  - b. Speaker(s) names and contact information
  - c. Secretary/Facilitator for that workshop, and name and contact information
  - d. Any requested wants (white board, chairs in circle, etc.) – may or may not be able to provide.
  - e. And, one month before the DIA, the assigned room and scheduled time for that workshop
9. Keep in contact with the workshop people, to answer questions, encourage them in the development of their workshop, etc.
10. Regularly provide the Publicity Coordinator with current Workshop information for flyer(s).
11. No later than one month before the DIA:
  - a. Assign rooms and a scheduled time for each of the workshop sessions (coordinate this with the Chair and Co-Chair)
  - b. Confirm with all workshop speakers, the title and content of their session, the scheduled time, and the name/phone number of their workshop partner(s), if any, and any changes or updates

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

- c. Provide the Publicity Coordinator with the most up-to-date Workshop information for the Program for the DIA.

### **2011 COMMENTS Not incorporated but still potentially useful**

- In developing the workshop program for DIA, we found it useful to create and distribute a survey to meetings throughout the district to get an idea in what topics the members of district were interested. After compiling the survey results, we prioritized topics and created the program.

## **DRAFT FOR REVIEW**

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### **ROLE      On-Line and Credit/Debit Card Payments Coordinator (NEW)**

#### **PRIMARY PURPOSE**

Facilitate registrants and participants use of a mobile credit/debit card payment method to pay for registration (pre-registration on line and registration at the event) as well as the additional purchase opportunities at DIA including raffle tickets, silent auction items, CDs, books, etc.

#### **BUDGET**

\$TBD

#### **RESPONSIBILITIES**

1. Confirm the mobile payment method/service to be used (examples: PayPal, VENMO, etc.) with D14 DR and Treasurers and the cost of usage of the service.
2. Coordinate with:
  - a. The Website Coordinator for the set up and monitoring of on-line pre-registration using D14's Website
  - b. The Publicity Coordinator to ensure that accurate information about on-line pre-registration is in the flyers
  - c. The Registration Coordinator, providing that Coordinator with regular updated information, including names, amount paid, number registered and other information about those who have pre-registered on-line, including a final list after pre-registration has closed and before the actual DIA.
3. For the actual DIA day, provide the method/service by which those present can use the mobile payment method/service to pay by credit/debit card for on-site registration at the event as well as the additional purchase opportunities at DIA including raffle tickets, silent auction items, CDs, books, etc.
4. Provide sufficient training and tools to whomever will be doing the acceptance of mobile payments on DIA, so that they will be able to do it on DIA.
5. After DIA, provide information about the total credit/debit card usage to the DIA Treasurer and Chair, for the DIA Treasurer's preparation of the final accounting to the District.

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

# Expense Reimbursement

## DIA Expense Reimbursement Form

Currently the District 14 Reimbursement form is used and can be found on the D14 Website at:

<http://al-anoncontracosta.org/wp-content/uploads/2018/04/D14-Reimbursement-Form.pdf>

Illustration:

Al Anon District 14 Expense Reimbursement Form			
Date Submitted:		Submitted by:	
Mailing Address:			
	Description	Amount	
Item(s): (itemize & attach receipts)			
Total Submitted for reimbursement:			
Date Reimbursed:		Reimbursed by:	
		Check #:	
Return to District 14 Treasurer at: PO Box 416, Concord, CA, 94520 OR hand-in to appropriate Coordinator or Treasurer			

**Instructions:**

1. Submit within 90 days of the expense date.
2. Attach all receipts to this form.
3. Please provide mailing address above if you wish to receive compensation in the mail.
4. Final section is completed by Treasurer.
5. Send the form to:  
District 14 Treasurer  
P.O. Box 416  
Concord, CA 94520

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### Workshops

#### Helpful Information for Workshop Facilitator/Moderator/Secretary

Thank you for being willing to Facilitate/Sponsor a Morning Workshop.  
Service includes:

- Please arrive at the room in enough time before the workshop to make sure the room, seating, etc. are ready for the workshop.
  - There is a 15-minute break between the first and second track and the second and third track workshops
    - Hopefully the room will be ready for your Track Workshop and your Track workshop should be finishing up with the room at the end of your track's hour.
- Welcome the speaker(s) and participants as they arrive.
- Attached find the **Script** for this one-hour Track workshop.
  - It is good goal to start as close to on time as possible – for optimum use of the hour.
  - You open the workshop, using the script.
  - The Speaker(s) should be allowed sufficient time to tell his/her/their story or cover their topic (40 – 45 minutes maximum).
    - You will want to watch the time, to allow all speakers time to speak **and** time for participant sharing and questions.
  - Please allow the last 15 – 20 minutes for participant questions and answers and/or sharing.
- Please use the Script to wrap up the workshop so that your workshop ends on time, at the end of the hour
  - And do what you can so that the room is ready for the next workshop.

***THANK YOU VERY MUCH FOR YOUR SERVICE!!!***

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### Morning Workshop Sample Script

Welcome to the “ \_\_\_\_\_ *[Workshop Title]* \_\_\_\_\_ ” workshop.

My name is \_\_\_\_\_ and I will be your Chair/Facilitator/Secretary for this workshop.

I would like to open with a moment of silence followed by the Serenity Prayer:

**God, grant me the serenity  
To accept the things I cannot change,  
The courage to change the things I can,  
And the wisdom to know the difference.**

*[Introducing Speaker(s) for 40-45 minutes:]*

I would like to introduce our speaker(s) for this workshop, \_\_\_\_\_.

*[For the last 15 – 20 minutes:]*

The workshop is now open for sharing on the topic, “ \_\_\_\_\_ *[Workshop Title]* \_\_\_\_\_.”  
Please try to limit your shares to give everyone a chance to speak before the workshop ends.

**Closing:** That is all the time we have for this workshop. Please remember that the opinions expressed here were strictly those of the person who gave them. Take what you liked and leave the rest.

Will all who care to join me in closing with the Al-Anon/Alateen Declaration:

**Let it Begin with Me  
When anyone, anywhere, reaches out for help  
Let the hand of Al-Anon and Alateen always be there,  
And Let it Begin with Me.**

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

# Sample Emails and Letters to Speakers

## Sample Email to Morning Workshop Speaker as well as Facilitator/Moderator/Secretary:

\_\_\_\_\_, 20\_\_

<Name Morning Workshop Speaker and/or Workshop's Facilitator/Moderator/Secretary>

<Phone Number>

<Email Address>

Dear \_\_\_\_\_:

Thank you for your willingness to be of service for District 14's Day in Al-Anon 20\_\_ on **Saturday**, \_\_\_\_\_, **20\_\_** as a <SPEAKER or FACILITATOR/MODERATOR/SECRETARY> for the Morning Workshop:

\_\_\_\_\_ ***[Their Workshop Title]***

For your information:

- Workshops are one hour in length, with a 15-minute break between workshops. It is suggested that some workshop time be set aside (last 15-20 minutes) for participants to share.
- We now have 2 fabulous WORKSHOP COORDINATORS. You can contact them and they will be in contact with you as the day gets closer. They are available to answer questions or provide additional information or assistance:
  - <Name> <Phone Number> <Email Address>
  - <Name> <Phone Number> <Email Address>

We are very excited about your participation in "<Theme title/info>". We suggest you contact your other workshop <SPEAKER or FACILITATOR/MODERATOR/SECRETARY> to coordinate, etc.

Again, much gratitude for your willingness to share your experience, strength and hope! If you have questions or need additional information, please don't hesitate to contact me.

Yours in service,

\_\_\_\_\_ <name>

**Chair, 20\_\_ Day in Al-Anon D14**

**EMAIL ADDRESS:**

**Cell:**

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### Old Letter to Afternoon Speaker(s):



Day in Al-Anon 2007  
District 14, Northern California World Service Area

<Date>  
<Name>  
<Address> <Zip>

Dear <Speaker's Name>:

I hope this letter finds you in good health and spirit. On behalf of the Day in Al-Anon (year) committee, I am delighted to confirm that you will participate as the main speaker at our Day in Al-Anon. I will be your primary contact for this event prior to and on that day. Our Day in Al-Anon is an annual event put on by our district, and will be held on Saturday, February (date and year) at (address of location for DIA), California. This is the \_\_\_\_ year we are using this spacious and lovely facility, and we are expecting approximately 200 attendees for the day.

I want to confirm with you what expenses we will cover for you:

- Transportation to and from the event. We ask that if possible you arrange to fly into Oakland International Airport, San Francisco International Airport or San Jose International Airport in that order (or if there is a large price difference, the least expensive flight within reason). When you receive your charges for the airfare, send them to me so that we can reimburse you as soon as possible. We will provide transportation for you to and from the airport. If you prefer, we can handle making the flight arrangements for you.
- Meeting registration, lunch at the event and dinner with committee members after the event.
- Hotel room accommodations at one of our local hotels for the nights of Friday, February 9 and Saturday, February 10. (Room service, telephone charges, and miscellaneous expenses are excluded.) We will make the reservation for you. If acceptable, as an alternative, we may find accommodations (a private room) for you hosted by an AFG member in their home.
- We will provide you with \$100 in cash (based on a \$50 per diem rate) upon your arrival. This is to cover your meals (other than Saturday evening dinner) and other incidental expenses you may incur such as parking at your home airport, personal mileage, etc.

We will be contacting you again throughout the next year to keep you informed about our Day in Al-Anon: the event theme, workshop sessions, etc. We are looking forward to having you share your experience, strength and hope as a central part of our Day in Al-Anon. If you have any questions or need more information, please don't hesitate to contact me.

Love In Service,

<Name>  
Chair, 20\_\_ Day in Al-Anon D14  
<Address>  
<Phone Number>  
<Email Address>

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### Sample Letter to Afternoon Speaker:



**Day in Al-Anon 20\_\_**  
**District 14, Northern California World Service Area**

\_\_\_\_\_, 20\_\_

<Name - Afternoon Main Al-Anon Speaker>

<Address>

<Phone Number>

<Email Address>

Dear \_\_\_\_\_:

I hope this letter finds you in good health and spirits. On behalf of the Day in Al-Anon 20\_\_ Committee, I am delighted to confirm that you will participate as the main Al-Anon speaker at our Day in Al-Anon. As you know, our Day in Al-Anon is an annual event put on by our District 14, and will be held on Saturday, \_\_\_\_\_, 20\_\_ at <location> in <address>, California. We have been using this spacious and lovely facility for awhile, and we are expecting approximately \_\_\_\_\_ attendees for the day.

I have attached a copy of our most recent flyer. You will be the Second Speaker in the afternoon. I would anticipate your share would be about 30-40 minutes and look forward to hearing of your journey, path to recovery, and the daily benefits and tools of your program.

We will have a form for you to sign that day, giving your written consent to being audio recorded. We are also planning to have someone translating the afternoon Speakers into Spanish (via headsets) as you share.

I will be one of your primary contacts for this event prior to and on that day. Your other “On the Ground” Contacts, are <name, phone number and email> with <name, phone number and email> as back up.

I want to confirm with you what expenses District 14 will cover for you:

1. Transportation to and from the event. We ask that if possible you arrange to fly into Oakland International Airport, San Francisco International Airport or San Jose International Airport in that order (or if there is a large price difference, the least expensive flight within reason). When you receive your charges for the airfare, send them to me so that we can reimburse you as soon as

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possible. We will provide transportation for you to and from the airport. If you prefer, we can handle making the flight arrangements for you.

2. Meeting registration, lunch at the event and dinner with committee members after the event.
3. Hotel room accommodations at one of our local hotels for the nights of Friday, \_\_\_\_\_, 20 and Saturday, \_\_\_\_\_, 20. (Room service, telephone charges, and miscellaneous expenses are excluded.) We will make the reservation for you. If acceptable, as an alternative, we may find accommodations (a private room) for you hosted by an AFG member in their home. Let us know which you prefer.
4. We will provide you with \$100 in cash (based on a \$50 per diem rate) upon your arrival. This is to cover your meals (other than Saturday evening dinner) and other incidental expenses you may incur such as parking at your home airport, personal mileage, etc.

We will be contacting you again throughout the rest of the year and into 20\_\_ to keep you informed about our Day in Al-Anon: the event theme, workshop sessions, etc. We are looking forward to having you share your experience, strength and hope as a central part of our Day in Al-Anon. If you have any questions or need more information, please don't hesitate to contact me.

Love In Service,

\_\_\_\_\_ <name>

**Chair, 20\_\_ Day in Al-Anon D14**

**EMAIL ADDRESS:**

**Cell:**

## DRAFT FOR REVIEW

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

### Sample Email to Afternoon Speaker:



**Day in Al-Anon 20\_\_**  
**District 14, Northern California World Service Area**

\_\_\_\_\_, 20\_\_

<Name - Afternoon Main AA Speaker>

<Phone Number>

<Email Address>

Dear \_\_\_\_\_:

It was wonderful to talk with you today!

On behalf of District 14's Day in Al-Anon 20\_\_ Committee, I am delighted and grateful to confirm that you will participate as our afternoon AA speaker at our 20\_\_ Day in Al-Anon. Our Day in Al-Anon is an annual event put on by our District 14, and will be held on Saturday, \_\_\_\_\_, 20\_\_ at <location> in <address>, California. We have been using this spacious and lovely facility for a while, and we are expecting approximately \_\_\_\_\_ attendees for the day.

I have attached a copy of our most recent flyer. You will be the first Speaker in the afternoon. I would anticipate your share would be about 25-30 minutes and look forward to hearing of your journey, path to recovery, and the daily benefits and tools of your program.

We will have a form for you to sign that day, giving your written consent to being audio recorded. We are also planning to have someone translating the afternoon Speakers into Spanish (via headsets) as you share.

I will be one of your primary contacts for this event prior to and on that day. Your other "On the Ground" contact is <name, phone number and email>.

I want to invite you to attend all or part of our Day in Al-Anon and let you know that District 14 will cover your costs of the DIA Registration, lite continental breakfast, lunch at the event and dinner with committee members after the event.

We will be contacting you again to keep you informed about our Day in Al-Anon: the event theme, workshop sessions, etc. We are looking forward to having you share your experience, strength and hope as a central part of our Day in Al-Anon. If you have any questions or need more information, please don't hesitate to contact me.

Gratitude In Service,

\_\_\_\_\_ <name>

**Chair, 20\_\_ Day in Al-Anon D14**

**EMAIL ADDRESS:**

**Cell:**

**DRAFT FOR REVIEW**

This draft is based on the experience and recommendations of the 2020 DIA Chair and Committee

Signs for posting in rooms

**RECYCLE  
CANS &  
BOTTLES**

## Serenity Prayer

**God grant me the Serenity  
To accept the things I cannot change,  
Courage to change the things I can,  
And Wisdom to know the difference.**

**Díos, concédeme la serenidad para  
aceptar las cosas que no puedo  
cambiar,  
valor para cambiar las cosas que  
puedo,  
y sabiduría para reconocer la  
diferencia.**

## Al-Anon/Alateen Declaration

### **Let it Begin With Me**

**When anyone, anywhere, reaches out  
for help**

**Let the hand of Al-Anon and Alateen**

**Always be there, and – *Let It Begin With  
Me.***