

QUARTERLY PLANNING FORMS WORKBOOK

SOUTH FLORIDA AREA 15

FORMS & LISTS

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For a sample of the Quarterly Flyer, Program, Trusted Servant lists or any other forms or lists not included in this Workbook, please contact the Area 15 Quarterly Coordinator.

Committee Chair Worksheet

<u>Committee</u>	<u>Name</u>	<u>Phone</u>	<u>Email</u>
Chairperson	_____	_____	_____
Alternate Chair	_____	_____	_____
Hotel Liaison	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Registration	_____	_____	_____
Greeters	_____	_____	_____
Program	_____	_____	_____
Speaker	_____	_____	_____
Banquet	_____	_____	_____
Coffee	_____	_____	_____
Hospitality	_____	_____	_____
Accessibilities	_____	_____	_____
Room Scanner	_____	_____	_____
Ready Squad	_____	_____	_____
Voice of Quarterly	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

PAST QUARTERLY THEMES JULY 2007 – CURRENT

2007

JANUARY WE ARE NOT A GLUM LOT
 APRIL SUNLIGHT OF THE SPIRIT
 JULY OUR PRIMARY PURPOSE
 OCTOBER THIS SPIRIT AMONG US

2008

JANUARY PASS IT ON
 APRIL A VISION FOR YOU
 JULY WITH HUMILITY AS OUR GUIDE
 OCTOBER PARTICIPATION; VITAL TO THE FUTURE OF AA

2009

JANUARY LANGUAGE OF THE HEART
 APRIL ROCKETED INTO THE 4TH DIMENSION
 JULY WILLINGNESS IS THE KEY
 OCTOBER KEEP IT SIMPLE

2010

JANUARY ENRICHING OUR LIVES THROUGH SERVICE
 APRIL FREEDOM TO SERVE...FREEDOM BY WHICH WE LIVE – IS WARRANTY 6
 JULY WE ARE RESPONSIBLE
 OCTOBER LEADERSHIP IN AA: EVER A VITAL NEED

2011

JANUARY IN SPIRIT OF ROTATION
 APRIL TRUST GOD, CLEAN HOUSE, HELP OTHERS
 JULY GIVE FREELY OF WHAT YOU FIND AND JOIN US
 OCTOBER LET IT BEGIN WITH ME

2012

JANUARY EXPECT A MIRACLE
 APRIL WE SURRENDER TO WIN
 JULY WE ARE GOING TO KNOW A NEW FREEDOM
 OCTOBER LOVE AND SERVICE

2013

JANUARY WELCOME HOME
 APRIL ENJOYING LIFE-WE ABSOLUTELY INSIST ON IT
 JULY AM I GRATEFUL ENOUGH
 OCTOBER A DESIGN FOR LIVING...THE JOY OF THE JOURNEY

2014

JANUARY RECOVERY UNITY SERVICE
 APRIL A DECLARATION OF UNITY
 JULY YOU ARE NOT ALONE
 OCTOBER HAPPY, JOYOUS & FREE

2015	
JANUARY	SERVICE GRATITUDE IN ACTION
APRIL	SPRING INTO ACTION
JULY	LOVE AND TOLERANCE IS OUR CODE
OCTOBER	WE WILL BE AMAZED
2016	
JANUARY	MIRACLES HAPPEN
APRIL	CHANNEL SPIRITUALITY
JULY	RULE 62
OCTOBER	SPIRIT OF ROTATION
2017	
JANUARY	A SHARED EXPERIENCE – A NEW LIFE
APRIL	TRUDGE THE ROAD OF HAPPY DESTINY
JULY	ARCHWAY TO FREEDOM
OCTOBER	SPIRIT OF ROTATION
2018	
JANUARY	THE FELLOWSHIP OF THE SPIRIT
APRIL	SPIRITUAL ADVENTURE IN BONAVENTURE
JULY	SOARING INTO SERVICE
OCTOBER	THE LANGUAGE OF THE HEART
2019	
JANUARY	LIVING ON A SPIRITUAL PLANE
APRIL	SUNLIGHT OF THE SPIRIT
JULY	WE HAVE BEEN ROCKETED
OCTOBER	OUR COMMON JOURNEY
2020	
JANUARY	LOVE & TOLERANCE IS OUR CODE
APRIL	OUR GREAT RESPONSIBILITY
JULY	UNITED IN FELLOWSHIP
OCTOBER	KEYS TO THE KEY KINGDOM
2021	
JANUARY	UNITY OUR GREAT RESPONSIBILITY
APRIL	A BEGINNING IS ALL THAT IS NEEDED
JULY	ACCEPTING DIFFERENCES UNITY RECOVERY SERVICE
OCTOBER	THE EFFECT WAS ELECTRIC
2022	
JANUARY	SOBRIETY THROUGH SERVICE
APRIL	OUR GREAT RESPONSIBILITY
JULY	A NEW FREEDOM
OCTOBER	KEYS TO THE KINGDOM

2023

JANUARY LOOK OUT FOR MIRACLES
APRIL PRIMARY PURPOSE IN UNITY
JULY SERVICE GRATITUDE IN ACTION
OCTOBER WE STOOD AT THE TURNING POINT

2024

JANUARY BEYOND OUR WILDEST DREAMS
APRIL A MILLION VOICES ONLY ONE MESSAGE
JULY KEYS TO THE KINGDOM II
OCTOBER PRINCIPLES BEFORE PERSONALITIES

2025

JANUARY THE LIFELINE IS ALIVE IN 2025
APRIL OUR COMMON WELFARE
JULY A REUNION IN UNITY AND SERVICE
OCTOBER THE FOUNDATION OF RECOVERY

2026

JANUARY A MESSAGE OF DEPTH & WEIGHT
APRIL SPRING INTO ACTION
JULY
OCTOBER

SOUTH FLORIDA AREA 15 HOST DISTRICT REVIEW SHEET

Host District _____ Quarterly Dates _____
 Quarterly Chair _____ Phone Number _____ Email _____
 Quarterly Co Chair _____ Phone Number _____ Email _____
 Hotel Liaison _____ Phone Number _____ Email _____
 Registration _____ Phone Number _____ Email _____
 Hospitality _____ Phone Number _____ Email _____
 Program _____ Phone Number _____ Email _____
 Banquet _____ Phone Number _____ Email _____

Host Hotel (Name & City) _____
 Room Rates: Single/Double _____ Triple _____ Quad _____ Other _____

Rooms Blocked: Friday _____ Saturday _____ Total Blocked _____

Rooms Used: Friday _____ Saturday _____ Total Used _____

% of Block Required _____ # Days Pre/# Days Post _____ Comp. Rooms 1 per: _____

Breakout Rooms _____ Locked Room Available? _____ Boardroom Available? _____

Hospitality Suite Available? _____ Hospitality Cleaning Charge? \$ _____ AV Charge \$ _____

Ballroom Splits into # _____ Meeting Rooms. Ballroom seats # _____ in rounds of _____

Food and Beverage Obligation: \$ _____ Total Paid \$ _____ Dinners Guaranteed to Hotel _____

Cut off date/time for Banquet confirmation _____ # of Tickets Sold _____

Your Cost for Dinners \$ _____ Ticket Price for Dinners \$ _____

Box Lunch Price (if needed): Saturday \$ _____ Sunday \$ _____ # Sold _____

Boxed lunches needed for every April Quarterly and voting Assembly in October of even numbered years. Coffee:
 How many gallons were comp/purchased _____ Cost per gallon \$ _____ inclusive.

Gallons used: Friday _____ Sat _____ Sun _____ Allowed to brew own coffee _____ How many gallons _____

Overflow Hotel (Name & Distance to Host) _____

Room Rates: Single/Double _____ Triple _____ Quad _____ Other _____

Rooms Blocked: Friday _____ Saturday _____ Total Blocked _____ (Overflow).

Rooms Used: Friday _____ Saturday _____ Total Used _____ (Overflow).

Recorder: Name, email & Phone # _____

Expenses _____ for _____ Speakers _____

Collection Basket: Friday \$ _____ Saturday \$ _____ Sunday \$ _____ Hospitality Basket \$ _____

Total Registered _____ Friday _____ Saturday _____ Sunday _____ Voting Members _____

Expenses for Printing/Additional Badges/ Misc. Expenses _____

Amount of water was purchased _____ Amount of soda was purchased _____

Comments for the next Quarterly Chairperson: _____

Please give completed form to the Quarterly Coordinator as soon as possible at the end of your Quarterly. Also please email a copy to Quarterly@area15aa.org.

SAMPLE QUARTERLY BUDGET FORM

	Actual Income & Expenses for most recent quarterly hosted by Dist. _____	<u>Projected for Current Quarterly</u>	<u>Actual for Current Quarterly</u>
<u>INCOME</u>			
Area 15 Disbursement	\$750.00	\$750.00	
Banquet Ticket Sales			
Basket Collection at Planning Committee Meetings			
Basket Collection Friday Night			
Basket Collection Saturday Night			
Group Contributions			
Misc. Income			
Deposit returned from Hotel following event			
<u>TOTAL INCOME</u>	<u>\$750.00</u>	<u>\$750.00</u>	
<u>EXPENSES</u>			
Deposit paid to Hotel before event			
Food & Beverage to Hotel			
Audio Visual			
Printing: Flyers			
Printing: Contribution Flyers			
Printing: Tickets			
Printing: Programs			
Coffee & Food			
Centerpieces & Decorations			
Registration Supplies			
Hotel Comp Room			
Contingency			
Area 15 Reimbursement			
<u>TOTAL EXPENSES</u>	<u>\$0.00</u>	<u>\$0.00</u>	

South Florida Area 15 Registration Form

Sheet # _____

District _____

Date _____

Position

	Check if you are voting	Name	Home Group	A G S R	G S R	A D C M	D C M	District Chair	Standing Committee Chair	S e c r e t a r y	T r e a s u r e r	R e g i s t r a r	A r e a O f f i c e r	A l t D e l e g a t e	D e l e g a t e	Past Delegate	Other	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
Total				TOTALS														

South Florida Area 15 Registration Form

Sheet Number _____

District _____

Date _____

Position

	Check if you are voting	<u>Name</u>	<u>Home Group</u>	AGSR	GSR	ADCM	DCM	OTHER
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
			TOTALS					

Formulario de Registro Area 15 Sur de la Florida

Hoja # _____

Distrito _____

Fecha _

	Marqu e si va a Votar	<u>Nombre</u>	<u>Grupo Base</u>	Posicion				OTRO
				RSGA	RSG	MCD	MCD	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
			TOTALES					

Host District _____

**SOUTH FLORIDA QUARTERLY
REGISTRATION TOTALS**

Date _____

District	Total Members	Alt. GSR	GSR	ADCM	DCM	Other	Total VOTING
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
14							
15							
16							
17							
18							
19							
20							
21							
Totals							

NOTES: _____

AREA 15 QUARTERLY REGISTRATION

FRIDAY/SATURDAY NIGHT COUNT

(NEEDED BY 7:45 p.m.)

TOTAL REGISTRATION: _____

THIS BREAKDOWN IS OPTIONAL:

DCMs: _____

ALT DCMs: _____

GSRs: _____

ALT GSRs: _____

OTHER: _____

(GIVE TO QUARTERLY COORDINATOR OR VOICE OF THE QUARTERLY)

AREA 15 QUARTERLY REGISTRATION

SUNDAY MORNING COUNT

(NEEDED BY 8:45 a.m.)

TOTAL REGISTRATION: _____

DCMs: _____

ALT DCMs: _____

GSRs: _____

ALT GSRs: _____

OTHER: _____

(GIVE TO QUARTERLY COORDINATOR OR AREA CHAIR)

QUARTERLY MEETING COUNTS				Other	Room
FRIDAY NIGHT	Time	Room	QC Count	Count	Capacity
Assembly Welcome	7-8:15				
Speaker	8:30				
Nite Owl	10 - 11				
Spanish Nite Owl	10 - 11				
SATURDAY					
Early Bird	7 - 8				
Spanish Early Bird	7 - 8				
Concepts Workshop (rotates annually)	8 - 9				
SP Concepts Workshop (rotates annually)	8 - 9				
Accessibilities Committee	9 - 10:50				
Archives Committee	9 - 10:50				
Current Practices Committee	9 - 10:50				
Grapevine Committee	9 - 10:50				
Literature Committee	9 - 10:50				
PI/CPC Committee	9 - 10:50				
Remote Communities Committee	9 - 10:50				
Treatment Facilities Committee	9 - 10:50				
Traditions Workshop (rotates annually)	11:00 – 12:00				
Spanish Linguistics Committee	11:00 - 12:30				
State Convention Committee	12:00 – 1:00				
Website Committee	12:00 - 1:30				
District Chairperson Meeting	12:30 - 1:30				
District Sec/Reg Meeting	12:30 - 1:30				
District Treasurers Meeting	12:30 - 1:30				
Spanish Traditions (rotates annually)	1:00-1:50				
Corrections Facilities Committee	1:30 - 3:50				
DCM Sharing	2 - 3:50				
GSR Sharing	2 - 3:50				
Finance Committee	2 - 3:50				
Intergroup/Central Office	2- 3:50				
Quarterly Coordinator Committee Meeting	2 - 3:50				
Service Manual	4-5				
Spanish Service Manual	4-5				
"What's on Your Mind?"	5-6				
Outreach Committee Meeting	6 - 7				
Banquet	7 - 8:30				
Speaker	8:30 - 9:30				
Nite Owl	10 - 11				
Spanish Nite Owl	10 - 11				
SUNDAY					
Early Bird	7 - 8				
SP Early Bird	7 - 8				
So. FLORIDA Area 15 Business Mtg	9 - ???				

AREA 15 QUARTERLY MEETING AGENDA

Friday:	7:00 PM	Assembly Welcome
	8:30 PM	Speaker Meeting
	10:00 PM	Nite Owl Meeting
	10:00 PM	Spanish Nite Owl Meeting
Saturday:	7:00-8:00 AM	Early Bird Meeting
	7:00-8:00 AM	Spanish Early Bird Meeting
	8:00-9:00 AM	Concepts Workshop <i>*Note 5</i>
	8:00-9:00 AM	Spanish Concepts Workshop <i>*Note 5</i>
	9:00-10:50 AM	Treatment Facilities Committee
	9:00-10:50 AM	Remote Communities Committee
	9:00-10:50 AM	Archives Committee
	9:00-10:50 AM	Current Practices Committee
	9:00-10:50 AM	Grapevine Committee
	9:00-10:50 AM	Literature Committee
	9:00-10:50 AM	PI/CPC Committee
	9:00-10:50 AM	Accessibilities Committee
	9:00-10:50 AM	State Convention Committee
	11:00-12:00	Traditions Workshop <i>*Note 1, *Note 5</i>
	11:00-12:30	Spanish Linguistic Committee
	12:00-1:30 PM	Website Committee
	12:30-1:30 PM	District Chairpersons
	12:30-1:30 PM	District Secretaries/Registrars
	12:30-1:30 PM	District Treasurers
	1:00-1:50 PM	Spanish Traditions Workshop <i>*Note 5</i>
	1:30-3:50 PM	Corrections Committee
	2:00-3:00PM	Technology
	2:00-3:50 PM	DCM Sharing
	2:00-3:50 PM	Finance Committee
	2:00-3:50 PM	GSR Sharing
	2:00-3:50 PM	Intergroup/Central Office Committee
	2:00-3:50 PM	Quarterly Coordinator Meeting
	4:00-5:00 PM	Service Manual Workshop <i>*Note 1,2</i>
	5:00-6:00 PM	“What’s On Your Mind” <i>*Note 1,3</i>

	6:00-7:00 PM	Outreach Committee Meeting
	7:00-8:00 PM	Banquet
	8:30-9:30 PM	Speaker Meeting
	10-11PM	Conference Agenda Review at April Quarterly. <i>*Note 4</i>
	10-11 PM	Nite Owl Meeting
	10-11 PM	Spanish Nite Owl Meeting
Sunday:	7:00-8:00AM	Early Bird Meeting
	7:00-8:00 AM	Spanish Early Bird Meeting
	9:00 AM	South Florida Area Business Meeting

Note 1 There can be no meetings or workshops which conflict with Traditions Workshops, Service Manual Workshop or “What’s On Your Mind.”

Note 2 Replaced by the Conference Agenda Review at the April Quarterly.
Replaced by Third Legacy Procedure review at the October even year Quarterly.

Note 3 Replaced by the Conference Agenda Review at the April Quarterly.
Replaced by current Area 15 Officers giving summary of their positions at the October even year Quarterly.
Chaired by Outgoing Delegate.

Note 4 Only if needed.

Note 5 Motion 821 07/2022 That the Area 15 Saturday agenda at the Quarterly Assemblies alternate the time slots for the Concepts & Traditions Workshops. Starting in Panel 73 (January 2023) the Traditions Workshop will meet at 8:00am and the Concepts Workshop will meet at 11:00am. The following year January 2024) those times will switch. This alternating will continue with each ensuing year.

South Florida Area Current Practices

PROGRAM/SPEAKER COMMITTEE WORKSHEET

FRIDAY

NAME

PHONE

EMAIL

Main Speaker: _____
 Reader – Traditions: _____
 Reader – Concepts: _____
 Night Owl: _____
 Spanish Night Owl: Area Spanish Linguistic Committee

SATURDAY

Early Bird: _____
 Spanish Early Bird: Area Spanish Linguistic Committee
 Traditions: _____
 Spanish Traditions: Area Spanish Linguistic Committee
 Concepts: _____
 Spanish Concepts: Area Spanish Linguistic Committee
 GSR Sharing: _____
 DCM Sharing: _____
 Main Speaker: _____
 Invocation: _____
 Reader – Traditions: _____
 Reader – Concepts: _____
 Night Owl: _____
 Spanish Night Owl: Area Spanish Linguistic Committee

SUNDAY

Early Bird: _____
 Spanish Early Bird: Area Spanish Linguistic Committee
 Reader – Traditions: _____
 Reader – Concepts: _____

Committee Workshops – ensure local District Chairs realize they are primary chair for these meetings with the exception of Florida State Convention.

Please utilize Past Delegates.

Provide formats for Early Bird and Night Owl meetings as well as copies of How It Works, Traditions and Concepts.

Area Chairperson will ask readers for Sunday morning.

**FRIDAY NIGHT
VOICE OF THE QUARTERLY
AGENDA**

HI EVERYONE, DISTRICT _____ WOULD LIKE TO WELCOME ALL IN ATTANDANCE TO THE FRIDAY NIGHT MEETING OF THE AREA 15 GENERAL SERVICE ASSEMBLY OF ALCOHOLICS ANONYMOUS. I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____. MY SOBRIETY DATE IS _____.

ANNOUNCE ANY SPECIAL NEEDS PLEASE GO TO THE REGISTRATION TABLE. PLEASE BE MINDFUL OF THOSE WITH MOBILITY ISSUES WHEN MOVING ABOUT THE HOTEL.

ANNOUNCE LOCATION OF HOSPITALITY SUITE: ROOM # _____

ANNOUNCE LOCATION OF SMOKING AREAS AVAILABLE

ANNOUNCE LOCATION OF COFFEE STATION

ANNOUNCE THE AVAILABILITY OF BANQUET TICKETS _____

ANNOUNCE THE NUMBER OF REGISTRANTS _____

ANNOUNCE ANY MEETINGS FOLLOWING THE SPEAKER MEETING

(Any entertainment or special meetings)

Time: _____ Location: _____

ANNOUNCE ANY CHANGES IN THE WEEKEND AGENDA OR MEETING ROOMS.

TREASURER WILL PASS THE BASKETS IN ACCORDANCE WITH THE 7th TRADITION.

WE ASK THAT DURING THIS WEEKEND'S MEETINGS THAT ALL CELL PHONES BE SILENCED TO AVOID INTERRUPTING OUR WONDERFUL SPEAKERS.

INTRODUCE THE CHAIRPERSON FOR THE SPEAKER MEETING.

FRIDAY NIGHT SPEAKER MEETING FORMAT

- 1) I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____ . MY SOBRIETY DATE IS _____ .

PLEASE JOIN ME FOR A COUPLE MOMENTS OF SILENT MEDITATION FOLLOWED BY THE SERENITY PRAYER.

- 2) INTRODUCE READER OF THE PREAMBLE _____
- 3) INTRODUCE READER OF THE 12 TRADITIONS _____
- 4) INTRODUCE READER OF THE 12 CONCEPTS _____
- 5) CHAIRPERSON INTRODUCES SPEAKER _____

AFTER THE SPEAKER

- 1) CHAIRPERSON THANKS SPEAKER AND PRESENTS A GIFT TO THE SPEAKER
- 2) READ THE LONG FORM OF THE 12TH TRADITION:

AND FINALLY, WE OF ALCOHOLICS ANONYMOUS BELIEVE THAT THE PRINCIPLE OF ANONYMITY HAS AN IMMENSE SPIRITUAL SIGNIFICANCE. IT REMINDS US THAT WE ARE TO PLACE PRINCIPLES BEFORE PERSONALITIES; THAT WE ARE ACTUALLY TO PRACTICE A GENUINE HUMILITY. THIS TO THE END THAT OUR GREAT BLESSINGS MAY NEVER SPOIL US; THAT WE SHALL FOREVER LIVE IN THANKFUL CONTEMPLATION OF HIM WHO PRESIDES OVER US ALL.

- 3) CHAIRPERSON CLOSES MEETING WITH THE **RESPONSIBILITY STATEMENT** AND THE LORD'S PRAYER.

**SATURDAY NIGHT
VOICE OF THE QUARTERLY
AGENDA**

HI EVERYONE, DISTRICT _____ WOULD LIKE TO WELCOME ALL IN ATTANDANCE TO THE SATURDAY NIGHT MEETING OF THE AREA 15 GENERAL SERVICE ASSEMBLY OF ALCOHOLICS ANONYMOUS. I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____. MY SOBRIETY DATE IS_.

ANNOUNCE ANY SPECIAL NEEDS PLEASE GO TO THE REGISTRATION TABLE. PLEASE BE MINDFUL OF THOSE WITH MOBILITY ISSUES WHEN MOVING ABOUT THE HOTEL.

ANNOUNCE LOCATION OF SMOKING AREAS AVAILABLE

ANNOUNCE ANY CHANGES IN THE WEEKEND AGENDA OR MEETING ROOMS

ANNOUNCE THE NUMBER OF REGISTRANTS

ANNOUNCE ANY MEETINGS FOLLOWING THE SPEAKER MEETING

(April – Delegate Sharing - or any entertainment or special meetings)

Time: _____ Location: _____

ANNOUNCE THE SOUTH FLORIDA AREA 15 BUSINESS MEETING WILL START **PROMPTLY AT 9:00 A.M. ON SUNDAY.**

TREASURER TO PASS THE BASKETS IN ACCORDANCE WITH THE 7th TRADITION.

THANK THE HOST DISTRICT QUARTERLY COMMITTEE AND ASK THE MEMBERS TO STAND AND BE RECOGNIZED

WE ASK THAT DURING THIS WEEKEND’S MEETINGS THAT ALL CELL PHONES BE SILENCED TO AVOID INTERRUPTING OUR WONDERFUL SPEAKERS.

INTRODUCE THE CHAIRPERSON FOR THE SPEAKER MEETING.

SATURDAY NIGHT SPEAKER MEETING FORMAT

- 1) I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____ . MY SOBRIETY DATE IS _____ .

PLEASE JOIN ME FOR A COUPLE MOMENTS OF SILENT MEDITATION FOLLOWED BY THE SERENITY PRAYER.

- 2) INTRODUCE READER OF THE PREAMBLE _____
- 3) INTRODUCE READER OF THE 12 TRADITIONS _____
- 4) INTRODUCE READER OF THE 12 CONCEPTS _____
- 5) CHAIRPERSON INTRODUCES SPEAKER _____

AFTER THE SPEAKER

- 1) CHAIRPERSON THANKS SPEAKER AND PRESENTS A GIFT TO SPEAKER
- 2) READ THE LONG FORM OF THE 12TH TRADITION:

AND FINALLY, WE OF ALCOHOLICS ANONYMOUS BELIEVE THAT THE PRINCIPLE OF ANONYMITY HAS AN IMMENSE SPIRITUAL SIGNIFICANCE. IT REMINDS US THAT WE ARE TO PLACE PRINCIPLES BEFORE PERSONALITIES; THAT WE ARE ACTUALLY TO PRACTICE A GENUINE HUMILITY. THIS TO THE END THAT OUR GREAT BLESSINGS MAY NEVER SPOIL US; THAT WE SHALL FOREVER LIVE IN THANKFUL CONTEMPLATION OF HIM WHO PRESIDES OVER US ALL.

- 3) CHAIRPERSON CLOSES MEETING WITH THE **RESPONSIBILITY STATEMENT** AND THE LORD'S PRAYER.

I am an alcoholic. I'm a member of the _____ Group.

My name is _____ My Sobriety date is _____

PREAMBLE

Alcoholics Anonymous is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

I am an alcoholic. I'm a member of the _____ Group.

My name is _____ My Sobriety date is _____

TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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A summary of the Twelve Traditions can be found in the appendices of the book Alcoholics Anonymous. Rev. 11/21 www.aa.org

I am an alcoholic. I'm a member of the _____ Group.

My name is _____ My Sobriety date is _____

TWELVE CONCEPTS

1. Final responsibility and ultimate authority for A.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A.-the Conference, the General Service Board and its service corporations, staffs, committees, and executives – with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of the A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

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