

Northern California

**HOSPITAL
and
INSTITUTION
COMMITTEE**



www.handinorcal.org

Policies & Procedures Manual
“Our Collective Conscience”

~ SECTION ONE ~

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STATEMENT OF PURPOSE

The only purpose of this committee is to carry the message of AA to alcoholics in Corrections and Treatment facilities and facilities serving alcoholics in Northern CA. The activities of this committee are governed by the Twelve Traditions and based on the spiritual principles embodied within the Twelve Concepts of Alcoholics Anonymous.

Our intention is to simplify and unify the procedures for those who are interested in this type of Twelfth Step work. It is the express desire of this committee that all persons selected for specific assignments have the length of sobriety and experience levels which are listed under the qualifications suggested for that position, remembering that these suggestions are based on "that which experience has taught us".

Our committee is organized to avoid confusion and duplication of effort. We are a Ninth Tradition service committee directly responsible to those we serve, and our responsibility has many facets, most important of which are:

1. To the patient or inmate group within a facility.
2. To the facility: courteous acceptance of and compliance with its wishes.
3. To the A.A. Fellowship of Northern California which funds our activities:
 - to always be open and accountable to our Fellowship, and
 - by conducting ourselves in a manner above reproach, to ensure that we will not say or do anything that will reflect unfavorably upon the Committee or A.A. as a whole.

Since our public relations policy is one of attraction rather than promotion, we serve in these facilities at the invitation of the administration, ever conscious of the admonition, "COOPERATION NOT AFFILIATION".

As members of this committee, we cannot, and do not, speak for A.A.; however, each of us who participates is automatically representative of A.A. We maintain our sobriety through adherence to the program embodied in our Twelve Steps of recovery and try to practice these principles in all our affairs. In view of this, we:

1. Refrain from swearing and the use of profanity, unrelated and off-color jokes, prolonged monologues of drinking stories and other types of self-indulgence.
2. Respect full anonymity and confidentiality of inside members at all times.
3. Respect all rules and regulations as outlined by the administration.
4. Do not intercede on behalf of any individual or group of individuals.
5. Do not engage in any controversy over management, personnel or treatment, being ever mindful of the single purpose of this committee.
6. Adhere to AA's singleness of purpose at all times by introducing ourselves only as alcoholics and discussing our problems only as they relate to alcoholism.

INTRODUCTION

This document is part of the operating manual of the Northern California Hospital and Institution Committee and consolidates information previously contained in the green pamphlet “Workshop Guidelines for Area Chairpersons”, the yellow pamphlet “Purpose and History of H&I Service Work”, and the previous version of our Pink Pamphlet. The guidelines and policies included are based on our collective years of experience as one of the oldest Ninth Tradition service committees of A.A.

In an effort to be broadly useful, yet comprehensive, we have created two manuals. This pamphlet subtitled “**SECTION ONE**”, contains information and position descriptions specific to the local areas and to the Major Institutions Coordinators for conducting training and orientations; it is published in bulk for general distribution. “**SECTION TWO**”, published separately, contains information and NorCal Committee position descriptions for the entire Northern California area, as well as all written policies of this committee; it is published for use by the NorCal Committee and in limited numbers for the local areas.

The flow of **SECTION ONE** has been designed to create a template for conducting volunteer training, orientations or workshops, which generally fall into the following categories:

- Regular Area Orientations often held monthly in larger areas, at a regular time and place, whose main purpose is to provide the information necessary for volunteers to knowledgeably fill open positions in hospitals, correctional facilities and treatment centers within the areas, as well as to provide volunteers with an opportunity to sign up for such positions.
- Individual Orientations, with the same purpose as the above, but often conducted in smaller areas or at times when Area Orientations are impractical.
- Major Institutions Orientations, with the same purpose as Area Orientations, usually conducted by the applicable Major Institutions Coordinator and emphasizing information specific to that facility (see Major Institution definition on p.13 of this pamphlet).
- Outreach Orientations, often held at individual A.A. group locations, especially clubhouses, as an added option to the regular Area Orientations, and with a similar purpose.
- Informational Workshops, often held in conjunction with other Area Ninth Tradition service committees, where the main purpose is to stimulate interest in our committee and inform members of the local Fellowship where and how to get further involved. Actual orientations for volunteers may also be held in conjunction with these workshops, if circumstances allow.

Due to the variety of local conditions throughout Northern California, the specific methods of organizing and implementing the above is left to the discretion of the local Area Officers; however, in all instances, the value of sign-in sheets and active follow-up with interested volunteers cannot be overstated.

FUNDING

The approved source of income for the Northern California Hospital and Institution Committee is from the Pink Can collections at A.A. meetings and activities, contributions by A.A. Groups, and from personal contributions by A.A. members. Funds collected in the Pink Cans are '*dedicated funds*' given by group members specifically for the purpose of supporting the work of H&I and cannot be used for any other group purpose.

If it comes to the attention of the committee that an A.A. group is not using the Pink Cans for the above purpose, a member of the committee should contact that group and encourage them to do so.

To make a contribution to H&I:

- By mail: Make checks payable to 'NorCal H&I' and mail to PO Box 192490, San Francisco, CA 94119-2490. Please write your area number (or county) in the memo section of the check.
- For an e-receipt, please include your email address; anyone wishing a hard copy receipt, please include a self-addressed, stamped envelope.
- Online: To make an online contribution (or for any information on our finances), go to <https://www.handinorcal.org/finances> and click on the '**contribute online**' link. This link will provide you with simple instructions on how to make your online contribution and you will receive a receipt at the time of the transaction. We sincerely thank the members of the Northern CA fellowship of Alcoholics Anonymous for making our work possible through your generous contributions to the Pink Can.

FINANCIAL POLICY

Per A.A.'s policy of corporate poverty and in accordance with the A.A. Traditions which govern us, in the event that our committee accumulates ongoing funds in excess of reasonable operating expenses (equal to three months prior year's expense) plus our prudent reserve (equal to three months prior year's expense), the committee will distribute the excess funds in a manner to be determined by the NorCal committee. The amount to be distributed must exceed the limits during two consecutive years of normal operating circumstances; extraordinary and unique financial conditions, as agreed on by the NorCal committee, will not be factored into the calculations to avoid distortions of necessary operating funds. The amount and manner of the funds to be distributed will be recommended by the Finance Committee (with the concurrence of the treasurer and the NorCal chair) at their annual meeting in September and will be voted on at the October NorCal committee meeting. If approved,, the disbursement will require a vote of 2/3 (substantial unanimity)

COMMUNICATIONS

Because we serve sensitive populations, clear and open communication among all facets of the H&I committee is essential. Many negative situations can be avoided or resolved by responsibly informing our fellow committee members of any potential problems in a timely manner, keeping both those to whom we are responsible and those who are responsible to us informed and aware. Our obligations in this area include:

- **MEETING VOLUNTEERS:** keeping your Facility/Meeting Coordinator informed of any meeting problems or issues in the facility you serve.
- **FACILITY MEETING COORDINATORS:** keeping your Area Chair or Co-Chair informed on any reported or potential problems, as well as informing your meeting volunteers on any change in conditions at the facility.
- **AREA CHAIRS:** keeping your Regional Chair informed of any problems and ensuring that the NorCal Chair is aware of situations which could affect other Areas or the NorCal H&I Committee as a whole.
- **MAJOR INSTITUTION COORDINATORS:** keeping the Major Institution Chair and/or NorCal Chair informed of any problems and issues, especially those which could affect other institutions or the NorCal Committee as a whole.
- **REGIONAL CHAIRS:** acting as a communications link between the areas you serve and the NorCal Committee; informing other areas in your region of problems which could affect them.

We're all here to help each other and communicating effectively is a major part of every-one's responsibilities, as failure to do so can ultimately affect the alcoholic who is confined. This is especially true when we rotate out of a position, as we ought to do all we can to ensure that we give the incoming Trusted Servant the benefits of our experience with a thorough "pass-it-on".

Any members of the NorCal Committee, including the NorCal Chair, can be contacted through our website at www.handinorcal.org, or through the Area and Regional Chairs.

REGULATIONS AND GUIDELINES

ANY MEMBER OF THIS COMMITTEE WHO RESUMES DRINKING AUTOMATICALLY RESIGNS THEIR POSITION, AND MAY BE RE-APPOINTED ONLY WHEN THEY HAVE AGAIN QUALIFIED WITH THE MINIMUM SOBRIETY REQUIREMENTS

GENERAL GUIDELINES

The following guidelines for briefing speakers and conducting meetings are the policies and procedures of this committee based on that which experience has taught us - **THEY ARE NOT PERSONAL OPINIONS**. Per the CA Department of Corrections and Rehabilitation, these guidelines apply to our relations with inmates after they have been released on parole as well as while they are confined.

Many of these suggestions, which come as a result of our own experience in this type of Twelfth Step Work combined with suggestions from facility staff members, were originally adopted in San Mateo, June 9, 1956. **All volunteers and guest speakers wishing to accept an H&I commitment should be willing to comply with these suggestions.** Individual Area Committees may adopt additional policies as long as they do not conflict with the policies and procedures of this manual.

1. Members will not return to any facility at which they were patients, clients, or inmates for at least six months after their release from that facility.
2. The number of speaking visitors should be limited to two or three. Drunkalogues are not sufficient, as the message of A.A. includes our common solution as well as our common problem.
3. No individual member should accept appointments with doctors or other staff members of a hospital or institution to discuss procedural problems. If such a question arises, it should be referred through proper channels (See Organizational Structure).
4. Visiting hospitals and institutions is a **privilege** extended to us. We do not serve as a go-between for someone on the inside to someone on the outside, and **THERE IS TO BE NO VERBAL OR WRITTEN COMMUNICATION EXCHANGED**. If anyone violates the rules or regulations set by the administration, our privileges could be revoked.
5. **We do not exchange personal information including last names, phone numbers or email addresses with patients or inmates, nor do we engage in activities which could be perceived as overfamiliarity.** We define overfamiliarity as the exchange of any information which could be used as leverage over a person's behavior.
6. Any H&I member who is currently employed at, volunteers at, mentors at, or serves in any capacity at a specific institution, section, or yard, shall not serve as an H&I volunteer for that institution. Members who volunteer as IVSS visitors at the institution cannot go into that institution as a regular meeting volunteer.
7. Patients or inmates might approach visitors for support of their opinions of staff policy; this is NOT our business. We have no basis for criticism and should not express any opinion of treatment, nor should we voice criticism of any administration or staff. No member will interfere or use any influence in any institution, court, or hospital, nor with

any judge, doctor, probation officer, or parole officer. Nor will we make any comments or promises regarding employment, parole, probation, or medical problems for any inmate, patient or resident. We carry only the message of Alcoholics Anonymous.

8. In keeping with A.A.'s primary purpose and to avoid confusion with other Twelve Step programs, members of this Committee shall refer to themselves only as alcoholics and adhere to our singleness of purpose when carrying the A.A. message into a facility, as well as at any meetings or functions of this Committee.
9. Since each of us who participates is automatically representative of A.A., we will dress accordingly. This means:
 - Our clothing will be neat and clean and in keeping with restrictions as outlined by the facility.
 - No shorts, tank tops, sleeveless or transparent blouses, short skirts, hot pants, fashionably torn or shabby clothing, etc.
 - Except for unavoidable manufacturers' marks, no product advertising for alcohol, tobacco, clubs, sports logos, political positions or affiliations, religious affiliations, twelve step programs, gangs, etc.
10. In addition to being fully aware of and compliant with all regulations and recommendations themselves, meeting volunteers must brief guest speakers on basic rule requirements of the facility as well as H&I guidelines prior to attendance at hospital or institution meetings. Visitors may face some additional necessary screening at the entrance gate.
11. Pocket knives, metal objects, cell phones and other items that may be contraband must be locked in autos prior to visit. Auto keys and personal wallets may usually be kept during visit.
12. Inappropriate mingling and overfamiliarity with the patients or inmates is not allowed.
13. Lewd, obscene, profane, and other offensive language will not be tolerated in any facility. The facility host can clarify or advise on matters not otherwise clearly outlined.
14. The anonymity of members should always be maintained, both as volunteers and as inmates or patients.
15. Literature purchased by this committee is for the use of the committee volunteers who bring meetings to the alcoholics we serve; it is not to be given away to the facilities themselves, except as authorized by the NorCal Chair. Additionally, no literature purchased by this committee, including Grapevines and La Viñas, is to be given to any persons other than alcoholics in facilities we serve.
16. H&I meetings are provided to inmates/residents of the facility, they are not open to the general fellowship.

Your participation in the institutional visiting program of A.A. is a most helpful contribution. To avoid oversights and confusion, if you are unable to keep your date as scheduled, it is your responsibility to exchange it with one of the other meeting volunteers or alternates on your schedule, and to notify your Coordinator or Area Chair. If you are not able to continue your commitment, please notify your Coordinator or Area Chair as soon as possible to avoid a gap in meetings.

VOLUNTEER PRIVILEGES

Volunteers are not permitted to give anything other than committee authorized literature to, or receive anything from, an inmate or patient while volunteering. All volunteers are permitted to speak only with the inmate or patient groups they are visiting.

Former inmates of any California Correctional Institution, or any State or Federal Prison, are in violation of the California Penal Code if they enter one of the California institutions without pre-arranged permission from the Warden or Superintendent.

Violation of any Hospital or Institution regulation may result in the prohibition of further volunteer privileges.

CLEARANCE (ONLY WHERE REQUIRED)

The requirements to obtain a clearance to attend Hospital and Institution meetings in Northern California facilities are not standardized, and most non-correctional facilities do not require a clearance.

Each area is responsible for the distribution of clearance forms and procedures to each Facility Coordinator or Meeting Coordinator who will work with the inside Program Coordinators to obtain clearances.

There may be clearance restrictions in the case of H&I members who have a prior record of confinement. In no case will any member of the H&I Committee attempt to circumvent the clearance procedures of any institution to gain admittance for an unauthorized person.

AREA ORGANIZATION STRUCTURE

The Northern California H&I Committee fully realizes, because of limited personnel in some areas, it is not always possible to adhere to the following summation of area structure, but it strongly urges every effort to observe that which experience has taught us.

ALL AREA COMMITTEES WILL OBSERVE THE FOLLOWING:

- a. AREA COMMITTEES MUST OPERATE IN ACCORDANCE WITH THE SPIRITUAL PRINCIPLES EMBODIED WITHIN THE TWELVE TRADITIONS AND TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS.**
- b. THE AREA ACTIVITIES SHOULD IN NO WAY CONFLICT WITH THE POLICIES OF THE H&I COMMITTEE AS A WHOLE.**
- c. REGULAR AREA COMMITTEE MEETINGS MUST BE HELD.**

AREA/REGIONAL POSITIONS LIST

Depending upon size, areas may include some or all of the following positions:

- Meeting Volunteers
- Meeting / Facility Coordinators
- H&I Group Representatives
- Area Chair / Co-Chair
- Area Treasurer
- Area Recording Secretary
- Area Literature Chair
- Area Printer
- Workshop Coordinator
- Regional Chair

SAMPLE H&I AREA ORGANIZATION CHART

LOCAL A.A. GROUPS

Local H&I COMMITTEE

(H&I Group Representatives, H&I Volunteers)

Facility
Coordinators,
Meeting
Coordinators,
Meeting
Volunteers

AREA CHAIR
Co-Chairs

Area Steering
Committee
Recording Secretary,
Treasurer, Literature
Chair, Printer/Local
Publisher, Workshop
Chair, Committee
Liaisons

NORCAL H&I
COMMITTEE

Note: the above chart represents how a local structure *could* look; smaller areas may choose not to fill all positions.

AREA VOLUNTEER POSITION DESCRIPTIONS

MEETING VOLUNTEER – person responsible for carrying the meeting into the facility, with a partner or guest speaker, usually once a month on a given week and weekday of the month. Selected by and responsible to the Facility/Meeting Coordinator.

Term: no specific time limit.

Qualifications: For hospitals and rehab centers, it is suggested that one of the Meeting Volunteers have at least six months of current and continuous sobriety and that the other volunteer has at least one year. For correctional facilities, the suggested sobriety requirement is two years of current and continuous sobriety, plus previous H&I experience. For Major Institution volunteers, previous Corrections experience is recommended. All Meeting Volunteers must attend an Orientation as conducted by the Area Committee or the appropriate Facility Coordinator.

Responsibilities:

1. Conducts the A.A. meeting in a specific facility, at an appointed date and time. In some cases, the volunteers will bring in a guest speaker.
2. In the event that the volunteer is unable to attend a scheduled meeting, is responsible for finding a substitute volunteer from the meeting roster.
3. Has a full working knowledge of the rules governing the specific facility regarding visitors and should be thoroughly familiar with the guidelines of this committee. Thoroughly informs guest speakers and visitors of such and will not hesitate to inquire if there is any reason why a particular person should not enter the facility.
4. Ensures that adequate H&I literature is available for the meeting.
5. Does not replace him/herself but may suggest a replacement to the Meeting Coordinator.

FACILITY COORDINATOR (Area) – person responsible for oversight of all meetings in a particular facility; may also serve as a Meeting Volunteer. Selected by and responsible to the Area Chair/Co-Chair. (note: some areas also have **Meeting Coordinators**, who are responsible for the oversight of individual meetings in a facility and are accountable to the Facility Coordinator).

Term: No specific time limit.

Qualifications: It is suggested that the coordinator have three years of current and continuous sobriety, including one year of committee activity.

Responsibilities:

1. Is directly responsible to the Area Chair for all volunteers who go into the facility and for each meeting being properly and adequately covered.
2. Where/when necessary conducts Individual Orientations to train new volunteers to fill open positions.
3. Maintains Facility Schedule Forms (rosters) for all meetings, filling openings and replacing volunteers as needed.

4. Regularly provides up-to-date Facility Schedule Forms (rosters) to each volunteer, to the Area Chair, and to the appropriate inside staff members.
5. Informs Area Chair of any problems - real, imagined, or potential - in a timely fashion.
6. Attends area committee meetings for reports (if unable to attend, may send a representative or written report).
7. For correctional and other applicable facilities, orchestrates clearances for volunteers, providing clearance procedures and forms as required, and resolving difficulties.
8. Serves as the main point of contact with facility staff members.
9. Ensures that adequate H&I literature is available for all meetings.
10. Does not replace him/herself, but may suggest a replacement to the Area Chair.

H&I GROUP REPRESENTATIVE - An H&I Group Representative is elected by group conscience of the A.A. group they are representing. This position can be held in addition to other H&I volunteer positions and is encouraged as an adjunct to those positions. The H&I Group Rep is the means whereby our Committee operates fully in accordance with the Second and Ninth Traditions of A.A., ensuring that our authority ultimately comes from God as expressed through the group consciences of Northern California.

Term: Two years - may vary depending on area.

Qualifications: Suggested one year continuous sobriety.

Responsibilities:

1. Attends the Area H&I business meeting to bring their Home Group conscience and questions to the Area Committee.
2. Attends Home Group's business meeting as the H&I Representative, reporting on H&I activities and issues, presenting the H&I financial statements and gathering questions and concerns to bring back to the Area Committee at the monthly meeting.
3. Makes brief regular announcements to Home Group regarding the need for H&I volunteers, announcing any upcoming H&I activities and generally being available as an H&I resource point for group members.
4. Has available information about current H&I openings.
5. Encourages awareness and proper use of the Pink Can:
 - a) Ensures properly labeled cans are available at every meeting of home group.
 - b) Always removes Pink Cans from Seventh Tradition basket .
 - c) Encourages treasurer to send collections regularly to address on Pink Can, noting Area # on check.

AREA CHAIR — the Area Chair is elected by the local area committee members and has overall responsibility for all H&I operations in that area. Note: Large areas may also have Co-chairs. Depending on the area structure, Co-Chairs may either assist the Area Chair in the responsibilities below or perform those duties for a specific segment of the area, for example a Co-Chair may oversee all rehab facilities.

Term: Two years (may succeed themselves once).

Qualifications: It is suggested that the Area Chair have three years of current and continuous sobriety, including one year of active committee participation, and have firsthand knowledge of the Facility Coordinator's responsibilities.

Responsibilities:

1. Serves as a filter for local issues and engages in limited public relations involving H&I within the area.
2. Maintains effective communication and relations with other Ninth Tradition committees in the area.
3. Designates responsibility in order that all meetings at facilities in the area are covered.
4. Ensures that all local officer positions are adequately filled.
5. Conducts regularly scheduled area meetings, conducts or delegates to be conducted workshops and/or orientations for all new volunteers.
6. Provides local H&I Group Representatives with timely information for their groups; in conjunction with Regional Chairs, communicates information and issues occurring at NorCal Committee level.
7. Provides Facility Schedule Forms (H&I Form #1, or reasonable substitute) to the Facility Coordinators in the area.
8. Reviews all the Facility Schedule Forms at scheduled area meetings.
9. At least once a year, submits a Form 2 report listing all meetings in the area to the NorCal Chair.
10. Places all Literature orders for Area with Norcal Literature Chair. Monitors and reviews Area Literature usage, reviews inventory levels and orders for compliance with committee Literature Policy (see Section Two).
11. Maintains adequate supply of Pink Cans for all meetings in Area; places orders through NorCal Pink Can Coordinator.
12. Attends & participates in NorCal business meetings. See also Section Two, Committee Definition.

OTHER AREA POSITIONS: The following positions may vary depending on the size of the area; not all areas require all or any of the positions. Additionally, some areas may wish to have the Area Chair appoint the volunteers and some areas may wish to elect the volunteers (note: per our Literature Policy, the Literature Chair is appointed by the Area Chair).

Treasurer – collects Seventh Tradition funds at monthly meetings; pays authorized Area expenses for rent, printing, etc. Keeps record of financial activity at the area level, regularly provides copy to Area Chair and makes report at area meetings.

Recording Secretary – records and compiles minutes from area business meetings, keeps area lists and other records as decided by local area committee.

Literature Chair – prepares literature orders, stamps, stores and distributes literature in accordance with existing H&I Literature Policy in Section Two. Performs regular literature inventories and reports such to Area Chair. Forwards suggested literature orders to Area Chair. Maintains Pink Can inventory, places orders through NorCal Pink Can Coordinator.

Printer/Publisher – prints local literature including rosters, pamphlets, etc.

Workshop Chair – organizes local *Outreach Orientations* and *Informational Workshops* as described on p.2 of this pamphlet.

REGIONAL CHAIR - The Regional Chair is elected by the Area Chairs within a given region and helps promote unity within the Region.

Term: Two years (may succeed themselves once).

Qualifications: It is suggested that the Regional Chair have a minimum of five years of current and continuous sobriety and three years of active committee work in H&I and have a full understanding of the responsibilities of all assignments at the area level.

Responsibilities:

1. Attends regular committee meetings of all areas in the region.
2. Attends and participates at NorCal Committee meetings (See also Section Two, Committee Definitions).
3. Acts as a filter for problems and policy matters arising within the region.
4. Works closely with the Area Chairs and the NorCal Chair to assure communications at all levels.
5. Informs NorCal Chair and Secretary about any changes for Area Chairs in their Region.
6. Handles limited public relations.
7. Acts in support capacity to the Area Chairs.
8. Coordinates Areas regarding volunteer recruitment for Major Institution services & inter-area communications.
9. Assists the Major Institution Coordinators in the completion of *Institution Schedule Forms*.
10. Coordinates/assists in compilation and submission of annual Form 2 reporting for their Areas.
11. With the agreement of the Area Chairs, may initiate periodic or occasional regional meetings to facilitate communication and cooperation among areas within the region.

Regional Chair Election Procedure:

- a. The NorCal Chair informs appropriate Areas when an opening occurs in their Regional Chair position.
- b. When an Area has a potential candidate for the position, they notify the NorCal Chair.
- c. The NorCal Chair informs other Area Chairs in the Region about the potential candidate.
- d. The potential candidate visits the Area meetings and makes him/herself available for questions.
- e. Area Chairs inform NorCal Chair directly with their vote. Regional Chairs are elected by a simple majority of the Areas voting.

MAJOR INSTITUTION COORDINATOR - The Major Institution Coordinator is selected by the NorCal Chair with the advice of the Major Institutions Chair, and the Regional and Area Chairs serving that institution. A Major Institution is defined as any facility where activities may affect facilities or activities in other areas or the committee as a whole; ANY State or Federal institution is usually considered to be a Major Institution.

Recommended Term: No specific time limit; serves at the discretion of the current NorCal Chair.

Qualifications: It is suggested that the coordinator have three years of current and continuous sobriety, including one year of committee activity; where feasible, previous experience as a volunteer in the institution is desired.

Responsibilities: Is the overall coordinator of all H&I activities taking place in that major institution (note: may concurrently serve as a Meeting Volunteer in the institution).

1. Is ultimately responsible to the NorCal Chair for all volunteers who go into the institution and for each meeting being properly and adequately covered.
2. Where applicable, appoints and oversees Meeting Coordinators who coordinate the volunteers for a particular meeting.
3. In conjunction with Major Institutions Chair, acts as primary contact with the institution.
4. Carefully screens and chooses applicants and conducts H&I Orientations to train new volunteers to fill open positions.
5. Maintains Facility Schedule Forms (rosters) for all meetings, filling openings and replacing volunteers as needed.
6. Regularly provides up-to-date Institution Schedule Forms (rosters) to each volunteer, as well as to the Major Institutions Chair, to the NorCal Chair, and to the appropriate inside staff members.
7. Informs NorCal Chair and Major Institutions Chair of any problems - real or potential - in a timely fashion.
8. For correctional and other applicable institutions, orchestrates clearances for volunteers, providing clearance procedures and forms as required and resolving difficulties.
9. Ensures that adequate H&I literature is available for all meetings.
10. In conjunction with the Major Institutions Chair, maintains close communication with Warden, Associate Wardens, Community Resource/Partnership Managers and inside partners.
11. Annually completes Form 2 (Major Institution Meeting Summary) and submits to Major Institution Chair no later than November 30th.
12. Identifies and develops leadership within his/her roster. Does not assign a replacement upon completion of the commitment but makes recommendations for such to both Major Institution Chair and NorCal Chair.

INSIDE VISITING SPONSORSHIP SERVICE (IVSS)

SERVICE DESCRIPTION:

Provide a system to connect prisoners (with at least a year remaining inside) who wish to avail themselves of outside sponsorship with outside volunteers willing to perform that service on a continuing, and at minimum, monthly basis. Volunteers for the Inside Sponsorship Service are classified for entry into the institution as Visitors, not as Program Volunteers, and CANNOT also go into the institution as H&I meeting volunteers.

By operating under the auspices of the NorCal H&I Committee, the goal is to provide the vital service of sponsorship to AA members on the inside, while avoiding conflicts with the rules and regulations of the CDCR and Title 15 of the CA Civil Code. Volunteer anonymity is protected through the use of a dedicated P.O. Box, and through cooperation on the part of the prison administration. The program is currently intended for use in Major Institutions but could be expanded to include other facilities where the population is confined for a relatively long-term period.

STRUCTURE

Volunteer positions within the IVSS are:

- **IVSS Volunteer** – Meets one-on-one with inside A.A. member to provide sponsorship.
- **IVSS Area Liaison – Liaison to local Area H&I Committee.**
- **IVSS Institution Coordinator** – Overall responsibility for IVSS program operations at a particular institution.
- **IVSS Chair** – Overall responsibility for oversight of the IVSS program operations at a Major Institutions in Northern Ca. See Section Two, NorCal Committee Positions.

IVSS VOLUNTEER – meets one-on-one with an inside A.A. member to provide sponsorship (most State and Federal prisons restrict visitation to the weekends). The Visiting Volunteer is chosen by and responsible to the IVSS Institution Coordinator, *at his/her discretion.*

Term: no term limit, decided by sponsor & sponsee.

Qualifications: Five years of continuous sobriety including knowledge and practice of A.A.'s 12 steps and Traditions. Solid sponsorship experience required; H&I experience strongly recommended.

Responsibilities:

- Attends initial orientation provided by Coordinator; **reviews and familiarizes themselves with all materials.**

- Completes 1-page visitor application Form 106 (provided through Coordinator) and submits to institution; informs Coordinator.
- Corresponds by mail with prisoner both before and after initial meeting.
- Pending CDCR approval, arranges initial visit and notifies prisoner by mail of visitation date; informs Coordinator.
- After initial visit, schedules and attends subsequent visits as agreed upon by sponsee and volunteer, but no less frequently than once a month.
- Shares experience, strength and hope in working the twelve steps of A.A. with the sponsee.
- Keeps IVSS Coordinator informed on status.

IVSS AREA LIAISON -The IVSS Area Liaison is selected by the IVSS Institution Coordinator.

Recommended Term: Two years (may succeed themselves as selected by the IVSS Institution Coordinator).

Qualifications: Two years of continuous sobriety including knowledge and practice of A.A.'s 12 Steps and 12 Traditions. Local committee activity required.

Responsibilities: is responsible for keeping local Area H&I Committee informed on needs and status of the IVSS efforts at the Institution served by the Areas, including but not necessarily limited to:

- Making the IVSS Institution report at Area H&I Business meetings.
- Liaising with other Area service committees (Inter-Group & General Service).
- Ensuring that copies of the IVSS flyer are available for H&I Reps to take to their groups.
- Ensuring that the IVSS Institution Coordinator contact info is listed on the local roster for openings; announcing during roster review.
- Serving as the informational contact point for IVSS inquiries at the Area level.

IVSS INSTITUTION COORDINATOR– The IVSS Institution Coordinator is selected by the NorCal Chair with the advice of the IVSS Chair and the Regional and Area Chairs serving the institution.

Recommended Term: No specific time limit; serves at the discretion of the current NorCal Chair.

Qualifications: Five years of continuous sobriety including knowledge and practice of A.A.'s 12 steps and 12 Traditions. Solid sponsorship experience and committee activity required.

Responsibilities: is responsible for the overall program operation in a particular Institution or Facility, including, but not necessarily limited to:

- Recruits, screens, and selects a sufficient number of qualified volunteers to adequately fulfill the inside requests for service, ensuring that volunteers aren't currently cleared as H&I meeting volunteers at the institution.

- Liaises with local Intergroups and General Service to assist in recruiting efforts and keeps service committees informed on progress.
- Establishes and maintains relationship with appropriate Institution staff, ensuring that A.A. principles of anonymity and confidentiality are upheld. Meets with prison staff as needed.
- Works with institution staff and Major Institution Coordinator where appropriate to resolve any issues which arise.
- Ensures that all volunteers are adequately informed about rules and regulations of the facility; conducts orientations and prepares informational packets.
- Provides to and assists volunteers in completion of CDCR Form 106, Visiting Request for Authorization.
- Keeps accurate records of current volunteers, including contact info, availability, and status of Visitation Authorization.
- Provides prisoner application brochures & Form 106 to Major Institution Coordinator for distribution inside; ensures that volunteers have adequate supplies.
- At least weekly monitors P.O. Box to collect requests from prisoners.
- Initially corresponds with prisoners on the status of their applications.
- Notifies volunteers of requests and identifies matches for initial visit; ensures timely action taken by volunteers.
- Performs post-visit follow-up and notes outcome of match or if another volunteer has been requested.
- Appoints Area IVSS Liaison; communicates monthly for reporting to Areas.
- Regularly reports status of program to IVSS Chair.

REMOVAL / RECALL

Per the *Twelve Concepts for World Service*, all committee appointments are at the discretion of the appointing or currently responsible officer through their delegated service authority. The selection of volunteers is a matter of serious concern, and serving is a privilege, not a right. Any appointed volunteer who, in the opinion of the appointing or currently responsible officer, fails to conduct themselves in accordance with the guidelines in our manuals, with the *Twelve Traditions of Alcoholics Anonymous*, or otherwise conducts themselves in a manner detrimental to this committee or the Fellowship of Alcoholics Anonymous as a whole, may be removed from their position.

Any elected officer may be recalled by substantial unanimity (two-thirds) vote of the electing body. An elected officer who, by their absence from meetings, consistently fails to meet their duties and responsibilities may be considered to have resigned.

Per A.A.'s traditional Right of Appeal (Concept V), anyone may petition for the redress of a personal grievance to the H&I NorCal Committee.

PROCEDURE FOR STARTING AN H&I MEETING

As stated in our Purpose, the first prerequisite to starting a new H&I meeting is an invitation from the facility. An invitation to start an A.A. meeting should not be accepted until it has been considered and evaluated at an area meeting.

Among the questions to consider:

1. Will the A.A. meeting be one where the **ONLY** purpose will be for H&I members to carry the message of A.A. to alcoholics who are confined?
2. Has the host facility committed itself to providing adequate space and, if required, supervision?
3. Can the Area Committee support the meeting with a Facility Coordinator and sufficient Meeting Volunteers?
4. Does the requesting institution qualify as a Major Institution¹ as defined below? If so, please contact the Northern California Major Institutions Chair or the NorCal Chair to discuss how to proceed.

If it is the consensus of the Area Committee that the proposed meeting can be supported and maintained, the following steps should be taken:

1. A Facility Coordinator is selected.
2. The Facility Coordinator visits the facility and coordinates the time, date and place of the meetings.
3. The meeting volunteers are selected.

¹ A Major Institution is defined as any facility where activities may affect facilities or activities in other areas or the committee as a whole; ANY State or Federal institution is usually considered to be a Major Institution.

4. The Facility Coordinator completes a facility schedule form (roster) and provides a copy to each Meeting Volunteer, the Facility Sponsor and the Area Chair.

Due to the different types of facilities the NorCal H&I Committee serves, it is not possible to outline uniform procedures for conducting all meetings. It is suggested that the following points be utilized when practical:

1. In those facilities where the inside members will be confined for long periods, they should be informed about the advantages of electing a Steering Committee from among their own members, and how best to hold their own meetings when circumstances prohibit the outside members from entering the facility.
2. Only insiders who are members of Alcoholics Anonymous as defined by our Third Tradition should hold positions of responsibility on an Inside Meeting Steering Committee, and those positions should be rotated on a regular basis.
3. The H&I Facility Coordinator and Meeting Volunteers are the most qualified to conduct a productive A.A. meeting for the following reasons:
 - a. They are more knowledgeable about the provisions of this Policy.
 - b. They are familiar with the approved A.A. literature and what is available for distribution.
 - c. They are better able to resolve problems in coordination with the Facility Staff.
 - d. They can better promote unity among the patient/inmate members.
 - e. They can share the experience of sobriety while maintaining their freedom.

CONFINEMENT CONSIDERATIONS

If There Is a Question Whether Patients or Inmates Are 'Confined'

When the H&I Committee was first organized, the facilities we served were primarily correctional facilities, however our primary purpose has evolved to carrying the message of A.A. to alcoholics in Corrections and Treatment facilities and facilities serving alcoholics in Northern CA,. As such, we perform the function of both Correctional Committees and Treatment Committees.

The proliferation in recent years of many other types of facilities (treatment centers and rehabs, detoxes, mental health facilities, shelters, senior centers, veteran's programs, etc.) providing help to alcoholics has been beneficial both to the suffering alcoholic (inpatient and outpatient), and to the H&I Committee volunteers. Often the only differentiating factor between an 'inpatient' resident and an 'outpatient' resident is their ability to pay. Whatever the definition of "confinement" - whether due to factors of incarceration, geography, finance, mobility, mental/emotional ability, or other restrictions as deemed appropriate by the Area Committee, - we want the hand of A.A. always to be there,.

Many A.A. members attracted to this type of Twelfth Step work have been afforded an opportunity to visit a facility and share with another alcoholic when they otherwise would have been unable to do so.

When an area committee has been invited to visit a facility for the purpose of carrying the message of Alcoholics Anonymous to the residents of the facility, the NorCal Committee will rely on the good judgment of the area concerned to adhere to the purpose of the Committee - namely to carry the message of Alcoholics Anonymous to alcoholics in Corrections and Treatment facilities and facilities serving alcoholics in Northern CA, .

A BRIEF HISTORY OF H&I

“When a nation goes down, or a society perishes, one condition may always be found; they forgot where they came from.”

Carl Sandburg

The Northern California H&I Committee is an independent Ninth Tradition service committee of Alcoholics Anonymous, carrying the message of recovery to alcoholics in Corrections and Treatment facilities and facilities serving alcoholics. The initial spark of hospital work was set in motion on June 13th, 1935 when Bill W. and Dr. Bob (only three days sober at the time) made their first visit to a hospitalized alcoholic and thus found Bill D., the third member of A.A. ²

Word of A.A.’s success had spread, and by 1942 San Quentin Prison Warden Clinton Duffy, recognizing that many of the inmates were incarcerated for reasons related to alcoholism, and concerned about the high rate of recidivism among alcoholics, realized the potential for A.A. to carry its message “behind the walls”. The visionary Warden Duffy contacted an A.A. member from the San Francisco Groups, who along with an inmate at San Quentin named Ricardo, in 1942 conducted one of the first known correctional institution meetings of A.A., reportedly with twenty members in attendance. ³

An incident related by Warden Duffy in his book, The San Quentin Story, illustrates the early influence of A.A. in San Quentin:

In their constant and over-ingenious quest for alcohol, several prisoners had consumed a highly toxic printing fluid containing wood and grain alcohols and various commercial solvents.

As the symptoms of their poisoning began, they were brought to the prison hospital and harrowing hours followed, during which several of them died. The whole prison was tense as the fatalities continued to mount. The San Quentin A.A. Group volunteered instantly and spent the rest of that long night and the next two days donating blood, foregoing meals and tirelessly assisting the overworked doctors administer treatment to their fellow alcoholics. Previously A.A. hadn't been any too popular, but now prison support for A.A. hit an all-time high and stayed there. Many of the survivors joined up. The first Prison Group had made its mark; A.A. had come to San Quentin to stay.⁴

With regular meetings in San Quentin the parole figures suddenly dropped from the usual return rate of 80% to a remarkable 20% ⁵ and held that way. ⁶ Seeing this success, Folsom Prison also clamored for AA and in 1943, in an unprecedented action of the Prison Board, inmate Ricardo M. volunteered and was permitted to

² AA Comes of Age, p. 72. AA World Services, Inc.

³ Ibid., p.89

⁴ Duffy, Clinton T. The San Quentin Story, pp 169-170. Doubleday & Co., Inc.

⁵ AA comes of Age, p. 90

⁶ AA Archives, Vol. 31, #1 (this writing indicates the rate may have stayed closer to 25-40%, still a spectacular drop)

transfer from San Quentin, a relatively progressive medium security facility to Folsom Prison, a hardened maximum-security facility just north of Sacramento, for the sole purpose of helping to start A.A. there.⁷ A.A. work in jails, prisons and penitentiaries began to take hold in Northern California as well as in other states across the country, and later that year Bill W. visited Northern California and was a guest speaker at both prisons, an experience which he found profoundly moving⁸.

Enthusiasm among A.A. members on the outside to participate in this type of service work grew rapidly. Rumor has it that when two groups from different cities showed up at the same time to conduct the evening's meeting, the result was an altercation in the prison parking lot to determine who would go in - perhaps not the most spiritual way to decide the issue. This was before the existence of the A.A. General Service structure as we now know it, so in order to coordinate and organize the efforts of the many volunteers who wished to participate, our Committee was officially formed in 1946.

Since those pioneering days, the Northern California H&I Committee has evolved into a fully functional, independent service committee, with over 40 local areas represented and thousands of volunteers participating in our service work. Northern California H&I provides tens of thousands of meetings every year, serving nearly all major state and federal institutions and hundreds of local jails, hospitals, rehabilitation/recovery centers and other community facilities.

One of the greatest factors in our success has been the implementation of our Pink Cans. Until 1957, volunteers had to either provide the literature for H&I meetings themselves or beg it from their groups, often stretching the group's funds beyond their ability to pay for other A.A. services. Once again, God supplied the inspiration – why not pass a special can for contributions, entirely separate from the Seventh Tradition and solely for the purpose of providing the much-needed literature? Oh, and we've got a bunch of PINK paint around.... The irresponsible had found another way to become responsible, common sense became uncommon sense and the solution has provided A.A. literature for confined patients and inmates ever since, without detracting from the groups' Seventh Tradition responsibilities. As a result of the funds available from the Pink Cans, the Northern California Hospital & Institution Committee has for many years been one of the largest purchasers of literature from the A.A. General Service Office in New York, thereby contributing greatly to A.A. World Services income.

The question is often asked, "Now that A.A. has a fully developed General Service structure, with its own Corrections and Treatment Committees, why should NorCal H&I remain a separate, independent service structure?" Firstly, due to the above-mentioned funding structure of the Pink Cans, NorCal H&I has the financial resources and the ability to purchase literature that would otherwise put a severe strain on our World Service funds to match. Our Committee is answerable and responsible to those who fund us through the Pink Cans – the A.A. groups of Northern California. Secondly, and perhaps even more important, our committee pre-dates the General Service structure, giving us the many blessings of over 70 years' experience in carrying the A.A. message to the alcoholic. We work closely

⁷ Ibid., and Clinton T. Duffy article, reprinted *AA Grapevine*, July 2001

⁸ AA Archives, Vol. 31, #1; also Pass It On, p.289. AA World Services, Inc.

with and are always ready to assist our brothers and sisters in General Service, and they with us; we are often asked to serve as consulting members of their committees, and we maintain a relationship built on mutual respect and common purpose.

An enduring legacy - in an article for the special issue of "The A.A. Grapevine" commemorating A.A.'s twenty-fifth anniversary, Warden Clinton Duffy, who was by then a member of the California Parole Board, said the following of Alcoholics Anonymous in prisons:

"The A.A. program is presented in a humble and humane manner, without high-pressure frills. This is the approach necessary to reach the man who has developed a highly suspicious nature. It helps him to face truth and reality, without self-pity or dodging of responsibility. It rids him of fears, hates, jealousies and suspicions that have been his for so long. He learns to eliminate his drinking – to fight the urge, the desire – to get help and Fellowship from his A.A. friends."⁹

In 2005 the 25-millionth copy of the book Alcoholics Anonymous was presented to Jill Brown, Warden of San Quentin Prison, in commemoration of the historic role San Quentin played in the development of Hospital and Institution work in A.A. ¹⁰

⁹ The AA Grapevine, June 1960, "I Didn't Want To..."

¹⁰ www.aa.org, FAQs about AA History

SAMPLE MEETING FORMATS

SAMPLE FORMAT #1

FOR H&I MEETINGS IN SHORT to MEDIUM TERM FACILITIES

NOTE: in certain medium-term facilities, the meeting can be run by an inside secretary, if desired.

Good evening ladies / gentlemen. This is the regular meeting of the (weekday) H&I group of Alcoholics Anonymous. My name is _____, I am an alcoholic and your secretary. Let's open the meeting with a moment of silence, [optional: followed by the **SERENITY PRAYER**].

Read **A.A. PREAMBLE**

Have inside member read "**HOW IT WORKS**" from Chapter 5 of the A.A. Big Book (pp. 58-60) and another member read the steps.

Thank you all for coming to the meeting – we're glad you're here. In keeping with our singleness of purpose and our Third Tradition which states "The only requirement for membership is a desire to stop drinking", we ask all who participate to confine their discussion to their problem with alcohol. Also, in keeping with our Twelfth Tradition, we ask that you respect the anonymity of those present and that all discussion held at this meeting remains confidential.

OPTIONAL: go around room and have members introduce themselves.

OPTIONAL: ask for A.A. anniversaries that have occurred since the last meeting.

Introduce yourself and briefly qualify for 5-10 minutes.

Introduce speaker, who qualifies for 15-20 minutes (speaker can be guest speaker if meeting is structured as such).

Choose a discussion topic, but, since most of the inside members will have relatively short-term sobriety, or are entirely new to A.A., make it clear they are also free to ask questions.

Experience has shown that the following should be encouraged during discussion:

- Focus on the solution – sponsorship and the steps.
- Keep the discussion confined to what A.A. can do to help and away from outside issues.
- Side conversations and other disruptions should be discouraged as disrespectful to the person who is speaking.

OPTIONAL after discussion: have someone read "The Promises" from p.83 of Alcoholics Anonymous, or other suitable reading.

In closing, the Meeting Secretary should stress the following:

1. Literature available (provided as a gift by members of A.A.), especially meeting schedules.
2. Contact with local A.A. office or A.A. member immediately upon release – hand out Bridging The Gap cards if appropriate.
3. A.A. is not: a religious organization, an anti-alcohol movement, a social service organization, an employment agency, a loan office, a dating service.
4. A.A. does not: accept outside funds, run hospitals, prescribe treatment, pay for hospitalization of alcoholics.

Thank members for attending and close with the Serenity Prayer.

SAMPLE FORMAT #2

FOR H&I MEETINGS IN LONG-TERM FACILITIES

The members of the inside group should be encouraged to elect a steering committee of A.A. members consisting of at least a chairperson, secretary, and a literature person; this structure will provide continuity for the inside group and offer opportunities for service to the inside members.

- 1) The inside secretary opens the meeting with the Serenity Prayer and reads the preamble of Alcoholics Anonymous. This is the regular ... meeting of Alcoholics Anonymous. We are glad you are all here. In keeping with our singleness of purpose and our Third Tradition which states, "The only requirement for A.A. membership is a desire to stop drinking", we ask all who participate to confine their discussion to their problem with alcohol.
- 2) A previously selected inside member reads a portion of the Fifth or Third Chapter from the book Alcoholics Anonymous.
- 3) The inside secretary introduces the outside participants to the group, and turns the meeting over to the inside chairperson.
- 4) If the meeting is to be a speaker meeting, the chairperson qualifies briefly and introduces the speaker(s).
- 5) If the meeting is to be a discussion meeting, the inside chairperson qualifies briefly and introduces the H&I meeting volunteer who also qualifies briefly and introduces the topic. These two then act as co-Chairs for the discussion, calling on inside and outside participants alternately. *(Remember, some inside members may have longer term sobriety and wider A. A. experience than do the outside participants).*
- 6) Every effort should be made to encourage participation in the discussion by the inside members. This fosters fellowship and demonstrates that A.A. is a society of equals.
- 7) The last five minutes of the meeting should be reserved for the H&I meeting volunteer to stress the importance of A.A. literature, sponsorship, and working the twelve suggested steps of recovery. Special note should be made of the importance of making an outside A.A. contact prior to release or discharge.

The inside chairperson makes announcements, and asks an inside member to lead the group in the closing prayer.

NEW VOLUNTEER ORIENTATION

This is suggested as a general guideline to orienting new volunteers – Areas are free to revise or edit to suit their specific needs

Hello, everyone, welcome to the monthly H&I Orientation of the [Area name] Hospitals and Institution Committee. I am an alcoholic, my name is _____ and I serve as your Area Chair. Let's open the meeting with a moment of silence in gratitude for service followed by the Serenity Prayer.

Today we will:

- give you a brief history of our Committee
- describe the various service positions available
- review some guidelines for H&I service,
- answer any questions you might have AND
- GET YOU SET UP WITH A COMMITMENT

First, [name] will read the Statement of Purpose of H&I from page 1, Section One of the *H&I Policy and Procedures Manual*.

The *Policy Manual* (sections One and Two) is the operating manual for H&I and outlines H&I as an organized service committee of AA, charged with the responsibility of carrying the message to those who are confined in prisons, rehabs, hospitals, and other facilities, and who have no other way of attending AA meetings.

SIGN-IN: In H&I, as with other service committees, we use both first and last names at Committee level in order to avoid confusion (we do not, however, use our last names when carrying the message into facilities). We are now passing a sign-in sheet - please write as clearly as possible so we have the correct information to contact you. While we're passing the sign-in sheet, let's go around the room and introduce ourselves by our first and last names.

HISTORY

The Hospital and Institution Committee of Northern California, is a service committee of Alcoholics Anonymous, governed by our 9th Tradition, which states: "**AA may create service boards or committees directly responsible to those they serve.**" H&I is governed by the 12 Traditions and operates in accordance with the 12 Concepts for World Service. We are directly responsible to the Fellowship of Northern California which funds us and answer to no authority other than God as expressed by those group consciences.

The spark of hospital work was set in motion in 1935 when Bill and Dr. Bob first found a way to help others, but it wasn't until 1942 when the warden of San Quentin Prison, seeing that many inmates were there for reasons involving alcoholism, first invited AA into a prison, and the first correctional institution meeting of Alcoholics Anonymous was established. NorCal H&I is one of the oldest service committees in AA, predating even our General Service structure, and it was started right here in Northern California.

TYPES OF SERVICE COMMITMENTS AVAILABLE

Now please refer to your Policy Manual, which contains the position descriptions we're reviewing.

1. **MEETING SECRETARY/VOLUNTEER:** The first commitment, on p.10, is the position most of you are probably interested in. Two regular volunteers go into a meeting as a team once a month. They go on the same day of the same week every month; for example, the first Wednesday of every month, or the third Thursday of every month. The person serving as Secretary leads the meeting & the person serving as the Meeting Volunteer does the main 'share' (this person should have completed all 12 steps of the AA program with a sponsor) ... often the team will take turns alternating these functions if both are qualified. Some meetings are set up to bring in a Guest Speaker, but you can discuss this with the Meeting Coordinator if the commitment you choose is structured that way. For your first H&I position, you will be paired with a more experienced volunteer.

SOBRIETY REQUIREMENTS ~

The sobriety requirement for hospitals, rehabs & community facilities is at least SIX months of continuous sobriety. Meetings in correctional facilities require TWO YEARS of continuous sobriety, previous H&I experience, and the ability to obtain a security clearance.

LITERATURE ~

You are responsible for ensuring AAWS literature is available at the meeting. In some cases you will bring in a supply of Literature yourself every month, and in some cases the Literature is kept at the facility. If you are to bring in Literature each month, it will be provided to you by the Meeting Coordinator; if the Literature is kept at the facility, you're responsible for informing the Meeting Coordinator when supplies get low. By the way, this is where the money from the Pink Cans goes – *we purchase literature to bring to the members who attend our meetings, we don't simply give literature to a facility.*

SCHEDULING ~

You will receive a roster of all the Monthly Volunteers for your particular meeting from the Meeting Coordinator. If you cannot make your commitment on a certain date, you can switch days with someone else from the meeting roster or get a substitute from the alternates list. Alternates are volunteers who don't have a permanent monthly commitment, but rather act as substitutes when a regular meeting volunteer can't attend.

THE MEETING FORMAT ~

Each facility should have a binder, which is kept with the literature, with a meeting format for that facility. Most H&I Meetings are Speaker Discussion format with a couple of readings such as How It Works and the Promises; one or two speakers who share for 15 minutes each; then Q&A or general sharing.

Toward the end of the meeting, we'll go over the list of meetings with openings, so you can sign up for a meeting commitment today.

STOP & ASK FOR QUESTIONS.

2: **FACILITY/MEETING COORDINATOR:** The second commitment, also on p.10, is as a Facility/Meeting Coordinator. While the coordinator's duties are largely administrative, this position is essentially the glue that holds the meetings together. Since the purpose of this meeting is to orient new meeting volunteers, we'll skip further discussion, except to say we hope that you'll consider becoming a

Coordinator once you've gotten your feet wet, as we almost always need Meeting Coordinators.

3: Finally, the **H&I GROUP REPRESENTATIVE**, p.11

As we mentioned before, you can hold this position in addition to your regular meeting volunteer position – in fact, we encourage it. The basic concept is for the position to function in much the same way as the General Service or Intergroup Rep. The sobriety requirement is one year, and the responsibilities include:

- a) Attending our H&I bi-Monthly Business meeting to bring your group conscience and questions to the Committee.
- b) Attending your group's monthly business meeting as the H&I Representative, reporting on H&I activities and issues, presenting the H&I financial statements and gathering questions and concerns to bring back to this Committee at our regular meetings.
- c) Making brief weekly announcements to your group regarding the vital need for H&I volunteers, announcing any upcoming H&I activities and generally being available as an H&I resource point for your group members.

As with General Service, the recommended term of service (not the sobriety requirement) for this position is two years. The sign-up sheet that's going around has a box for you to check if you're interested.

STOP & ASK FOR QUESTIONS.

SOME GENERAL INFORMATION FOR TAKING MEETINGS INTO THESE FACILITIES (from the General Guidelines on pp.5 & 6). Please note that these are not merely personal opinions, they are guidelines approved by this Committee and based on "that which experience has taught us".

- In keeping with AA's primary purpose, and to avoid confusion with other 12-step programs that might go into the same facilities, we refer to ourselves only as alcoholics (for example, not as "alcoholic/addicts") and discuss our problems in terms related only to alcoholism, both at our Committee meetings and at the facilities we serve.
- We dress appropriately – clean, neat, and casual, no holes in our clothes, no revealing or sexy clothes, no logos. Remember, you are representing AA.
- We avoid the usage of profanity and offensive language; our purpose is to carry the spiritual message of A.A.: no-one has ever been offended by *not swearing*.
- We do not take messages for inmates into or out of the facilities, as this can result in getting the meeting banned.
- To protect the safety and anonymity of our volunteers, we do not offer to sponsor attendees, or give them our phone number or contact information. If they want to meet with you after their release, you may refer them to the printed meeting schedule to note the meetings you regularly attend.
- If you're feeling unsafe, IMMEDIATELY contact the staff of the hosting facility; rather than leaving one volunteer in the meeting, both volunteers should leave until the situation is resolved. Our First Tradition reminds us that our common welfare comes first – if someone is disruptive or creating an unsafe environment, we owe it to the members who want recovery, as well as to our volunteers, to have that person temporarily removed.

- Remember that visiting these facilities is a privilege extended to us. We are there at the invitation of the facility. If anyone, at any time, violates the rules or regulations set by the facility administration, our privileges can be, and have been, revoked. This applies especially in serving as a go-between for someone who is on the inside and someone who is on the outside.
- If you are to bring a guest speaker into the meeting, please note that ALL guest speakers must have either attended an H&I Orientation or been THOROUGHLY briefed on the H&I guidelines covered at this meeting.
- And, finally, since the message we carry is recovery from alcoholism as achieved through the 12 Steps of the AA program, we request that main speakers at an H&I meeting have completed all of AA's Steps with their sponsors.

QUESTIONS?

Remember, if for any reason you aren't able to make it to your commitment:

1. **It is your responsibility to try and find your own replacement.** You should contact the people on your meetings roster, including the alternates, and see if they can fill in for you. If you can't find someone to go in your place, call your **Meeting Coordinator**, since we do this work in pairs.
2. If you don't show up, your partner can't go in alone, and there will be no meeting. In most of these facilities, this is the only AA meeting the attendees will get during the week. If you don't show, they get no meeting, which not only creates a hardship for them, but also reflects unfavorably on AA as a whole.
3. **No matter what, call the facility if the meeting is NOT going to take place.**

We're hoping you will commit to take one hour-long meeting a month into the facility of your choice. Of course, if you're so inclined, you can take more than one commitment, or add another later.

Wrap-Up

- Read the Policy Manual before going to your H&I commitment and ask questions.
- Do not use profanity and dress appropriately
- ALWAYS introduce yourself as an alcoholic to avoid confusion with other service programs that do institutional work (e.g., NA).
- Keep your shares to a reasonable length, focusing on the solution, not the problem; prolonged drunkalogues, and glamorizing our drinking experiences are discouraged.
- Familiarize Guest speakers with all H&I guidelines reviewed at this meeting.
- Get a substitute to replace you if you cannot attend a meeting.
- Notify your Meeting Coordinator at once if there are any problems in your facility.
- And finally, HAVE FUN! Many people report this to be one of the most rewarding and satisfying forms of service they have done.

THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS

1. We admitted we were powerless over alcohol-that our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principals in all our affairs.

THE TWELVE TRADITIONS OF **ALCOHOLICS ANONYMOUS**

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 non-professional, 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.

THE TWELVE CONCEPTS FOR **WORLD SERVICE**

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 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.

I am responsible...

When anyone, anywhere,
reaches out for help,
I want the hand of A.A.
always to be there.
And for that: I am responsible.

Declaration of 30th Anniversary International Convention