

# **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.