SCAFG District 33 Alathon Guidelines Updated 11/04/24

To all committee members: It is very important to keep and refer to these Alathon Guidelines and place these in your final report folder. You should also keep all records and documents created to be included in your final report to be submitted at our Debrief Meeting. Two hard copies and an email of your report will be needed, one for the Alathon Chair and one for the next year's officers and subcommittees as assigned.

The following are guidelines for SCAFG District 33's annual Alathon Committee. The Alathon Committee will consist of Al-Anon members who attend meetings in SCAFG District 33 and those Al-Anon members who are members of Alcoholics Anonymous (AA). Members in both programs may hold chair as well as co-chair subcommittee positions.

The Alathon Chair of the entire function should be strictly an Al-Anon member and not an AA member to keep the focus strictly Al-Anon as the Alathon Chair also serves on the SCAFG District 33 Service Board as part of their responsibilities. AA members do not serve at the District level as Group Representatives (GRs), District Representatives (DRs), District Coordinators, and other Service Board members.

Calendar: The first planning meeting of the Alathon Committee will take place in January each year with monthly meetings held through July. The Alathon event will take place in June with a final debrief meeting in July. Any changes to this schedule must be approved by the District 33 Service Board.

Amendments or changes to these Alathon Guidelines should be submitted within two months after the Alathon for distribution to SCAFG District 33 Service Board members. Voting for revisions and changes to these guidelines will take place within two months following distribution and prior to the next chairperson's election.

Commitment: All those who have volunteered for the Alathon Committee have made a personal commitment to be of service to SCAFG District 33 and to attend all planning meetings and follow through with their responsibilities. In addition, committee members are to attend the all-day Alathon event.

Officers and Subcommittee Chairs: Officers and Committee Chairpersons may hold the same position no more than three times and not consecutively. The Chairperson and the Chair-Elect cannot hold those positions more than once.

Committee Supplies and Materials: A list of Committee supplies and materials will be provided to Committee members. All Committee Chairs should check with, pick up from, and return stored Alathon supplies and materials to District Storage Designee Irene Cox**.** Call 626 676-0503 to arrange pick up and drop of supplies. **Any supplies and other Alathon items should be saved for use only at other District 33 events.**

Special Note: The SCAFG District 33 Archives Coordinator is not a part of the Alathon Committee and need not attend committee meetings. As part of their SCAFG District 33 responsibilities, they will set up the District Archives for the Alathon. Please make sure a table is available at the event for Archives that is generally located next to the Literature table.

The following are essential guidelines for the Officers and Subcommittees. Additional subcommittees may be added as needed or adjusted with the approval of the Alathon Chair and Committee.

Chairperson

In 1996 a group conscience was taken that the Alathon Chairperson could only serve one term. Being elected chairperson is a three-year commitment. The first year, the chairperson serves as Chair-Elect or Co-Chair, the second year, Alathon Chair, and the third year, Advisor.

Responsibilities Include:

1. At the first meeting, must distribute and read all Alathon Guidelines with the selected Alathon Committees members so they understand their responsibilities.
2. Will abide by all California nonprofit fundraising laws to maintain SCAFG nonprofit status.
3. Conducts all planning meetings.
4. Selects a committee.
5. Establishes fundraising goals and work with committee to determine fundraising activities for the Alathon event.
6. Arranges site and schedule monthly meetings beginning in January.
7. Provides reports to DR, District Archives Coordinator, and incoming Chair at the end of term.
8. Prepares program and event schedule. The Chair may not change the Alathon's beginning and ending times unless approved by the SCAFG District 33 Service Board. The established hours of the Alathon will be from 9:00 am to 4:00 pm.
9. Conducts opening and closing meetings and oversees the Alathon, including air conditioning, bathroom supplies, and other meeting needs with the help of Committee members and facility staff.
10. At the end of the Alathon, stays and makes sure the facility is left in as good a condition as it was found, if not better, so that we may be allowed the use of this facility in the future.
11. The Chair, together with the Treasurer, may confer to see if additional seed money is needed due to inflation or other circumstances to approach the District in regards to the financial needs of the function.
12. Finalizes the selection of site location for the Alathon, coordinates the use the facility with site person(s) in charge, sign the contract and return it to the site person in charge and keep the DR informed.
13. Names or selects the theme of the Alathon. Coordinate efforts with committee to finalize theme and logo for the event. Work with the Signs and Graphics Chair regarding the logo.
14. Checks with all Committee Chairs that their sign-ups sheets are available and ready to go.

Chair-Elect

1. Will abide by all California nonprofit fundraising laws to maintain SCAFG nonprofit status.
2. Attends all planning meetings
3. Assists the Chair when needed.
4. Coordinates distribution and collection of sign-up sheets.
5. Is responsible for the Candle and Alathon Banner. Bring and have these items on hand prior to the Alathon, ready to be used the day of the Alathon. When done with the function pass these items onto the next Chair-Elect (candle and banner are held in District 33 storage until event).
6. Participates in the closing of the Alathon and blows out the candle.

Advisor

1. Will abide by all California nonprofit fundraising laws to maintain SCAFG nonprofit status.
2. Attends all planning meetings.
3. Lights the candle at opening of the Alathon meeting.
4. Assists and advises Chair.
5. Coordinates the location of the Alathon site if needed (helps to find a new site if our present one is not available).

Secretary

1. Attends all planning meetings, records minutes, and reads at next meeting.
2. Distributes copies of minutes to Committee members.
3. Sends meeting reminders to Committee members by email, text, or phone. Use of group texts should be determined by the Committee. Texts are to be sent to individual members only as requested.

Treasurer

1. Requests seed and other monies as needed from SCAFG District 33 Disbursements Treasurer.
2. Checks for, picks up, and returns stored donation jars/can, cash boxes, and baskets to District Storage Designee Irene Cox at 626 676-0503.
3. Collects, donation jars/cans, cash boxes and baskets from storage bins.
4. Have District money ready to be dispersed when needed at the beginning of the Alathon planning meetings.
5. Collects and receives 7th Traditions at planning meetings as well as from Host/Hostess Chairs at the Alathon.
6. Pays meeting room rent after each planning meeting.
7. Provides suggested budget for the event for the event and subcommittees and provides an ongoing treasurer's report at meetings as needed.
8. Reimburses all receipted expenses and proposals. Receipts must be collected.
9. Provides change for those subcommittees selling items on day of the event.
10. During the Alathon, be sure the Host/Hostess Chairs and subcommittee members pass the basket at end of each meeting session. Also collects monies from the Luncheon Chair, Beverage Chair and Clean-Up Chair from any donations left at the food or coffee areas as well as any money attained for recyclables. Verifies monies with subcommittee chairs as received.
11. Collects, maintains records, and keeps monies received at the Alathon. Submit monies received to District 33 Contributions Treasurer to deposit within two weeks following Alathon event at the latest.
12. Prepares final financial report with final receipts and records. After the Alathon, provide a written financial report to the following:
    - SCAFG Alathon Chair
    - SCAFG Alathon Chair-Elect
    - SCAFG District 33 DR
    - SCAFG District 33 Disbursements and Contributions Treasurers
13. At least one of the District Treasurers should hold either the Treasurer or Co-Treasurer position for the Alathon.

*Note: Expenses will not be paid for speakers to speak but they can be paid for mileage if their transportation is over 20 miles. Food and cold drinks will not be paid for since donations are solicited

Fundraising

1. Will abide by all California nonprofit fundraising laws to maintain SCAFG nonprofit status.
2. Brainstorms fundraisers for event and get approval from District 33 SCAFG Board and Members.
3. Suggestions include auctions, silent auctions, God Boxes, sell tickets to enter event which include drawing tickets or a meal, sell cups or other goods, sell baked goods and drinks, etc.

Decorations

1. Purchases materials and supplies decorations for the Alathon.
2. Checks for, picks up, and returns stored Alathon supplies and materials to District Storage Designee Irene Cox at 626 676-0503.
3. Decorates as needed on the eve or day of the Alathon as arranged with the site.
4. Money needed will be obtained from the Alathon Treasurer. All receipts must be turned in to the treasurer.
5. Tries to keep expenses reasonable in decorating. Asks and accepts donations for items as needed.

Entertainment Committee (Optional)

1. The type of entertainment may be decided by the Committee unless there is a special request made by the Alathon Chair.
2. Plans and coordinates the entertainment arrangements as needed.

Food Subcommittees: Breakfast, Lunch, Beverages – hot and cold.

1. Solicits donations of food or money from meetings within SCAFG District 33 only.
2. Solicits donations of supplies, i.e., cups, plates, napkins, forks, etc.
3. Checks for, picks up, and returns stored Alathon supplies and materials to District Storage Designee Irene Cox at 626 676-0503.
4. Are responsible for set-up, serving, and clean-up of each meal.
5. Left-over surplus of donated supplies, non-perishable (cups, plates, napkins, forks) and beverages will be placed in storage for use only at other District 33 future events.
6. Includes individually wrapped snacks.
7. Left-over food will be available for meeting participants and/or donation as applicable.
8. Drinks such as water or sodas should be collected through donations.

Host/Hostess

1. Supplies name tags for attendees the day of the event. Maintains a tally of attendees.
2. Checks for, picks up, and returns stored name tags and stickers to District Storage Designee Irene Cox at 626 676-0503.
3. Greets attendees. Make sure all facility entrances are covered.
4. Pass baskets for the 7th Tradition at the end of each session and give money to District Treasurer after counting and verifying money together.

Literature

1. Works with District 33 Literature Chair to coordinate use of available resources for distribution.
2. Some literature may be sold at our cost such as books, booklets and larger pamphlets and directories. Newcomer materials are provided free. The SCAFG district 33 Literature Coordinator can provide free brochures and pamphlets for the Alathon. All literature sale monies should be collected, verified, and turned over to the Alathon Treasurer.
3. Acquires literature for sale from the Al-Anon Information Service (AIS) Office of Greater LA on consignment for Alathon. You will need to submit a signed check from SCAFG District 33 Disbursements Treasurer to AIS upon pick up of literature.
4. Staff the Literature table on day of Alathon.
5. Two pamphlet racks are available from District 33 Literature Coordinator. In the past, we have borrowed one rack from AIS which can still be done if needed.

Program

1. Works with Alathon Chair to select speakers.
2. Notifies speakers of meeting topic and arrangements for parking and lunch.
3. Sets up program with Alathon Chair and works with Signs and Graphics to finalize program for printing.
4. Coordinates with Alathon Chair to determine if PowerPoint will be used.

Publicity

1. Carries the message to all meetings.
2. Prepares flyers announcing the Alathon. Signs and Graphics Chair may help as needed. Final flyer should be ready for distribution at the AFG Convention.
3. Send flyers to Orange, LA, Inland Empire, Riverside, San Bernadino, Ventura, San Diego, and the Hispanic AIS offices for information and dissemination. Flyers should also be distributed at the AFG Convention, SCWS May Assembly, and the AISLA Intergroup May Meetings. Flyers should also be posted on SCWS, SCAFG District 33, and other AIS Office websites as available.
4. Submit an Alathon flyer to the AISLA Al-Announcer and its equivalent (bulletin or newsletter) in Orange County and Inland Empire.
5. Submit a flyer for our District 33 Newsletter and prepare announcements and updates concerning the Alathon for our Newsletter.

Signs & Graphics

1. Makes logo and distributes to Committee members as needed. Finalize logo with Committee by second meeting.
2. Makes signs as needed upon request. Signs are also available from District storage.
3. Prepares sign-up sheets for food and other subcommittees.
4. Works with Alathon Chair to finalize program and prepare program for final printing. Program is finalized a month before the event.
5. Prepares PowerPoint or charts with schedule for display on the day of the event as needed.
6. Sets up signs the morning of the event including use of balloons as needed to indicate parking and entrance to the event.
7. Reserves parking places for speakers and/or leaders.

8. Collects all signs at the end of the event and submit to District 33 Designee Irene Cox for storage.

Set-Up and Clean-Up

1. Procures set-up floor plan from Alathon Chair and verifies that the set-up is as specified. Verifies who will set up tables and chairs for the event.
2. Makes sure there are clear exits.
3. Supplies butt cans for smokers in designated areas as determined by facility requirements.
4. Makes sure that facility directives are followed. Check with facility staff.
5. Empties trash as needed during the day. Bags have been donated in the past.
6. Oversees final clean-up.
7. Provides containers for recyclable articles (can and bottles) and turns in received revenue to Alathon Treasurer within two weeks following the event.

*Please note that Committee members will be needed to help set up and clean up the day of the event. Please do not take down or clean up prior to the event ending.

California Regulations Regarding Raffles: SCAFG District 33 has updated the Alathon guidelines pertinent to State regulations on raffles. Raffles are considered gambling.

- No ticket sales for raffles or "opportunity drawings - 50/50" of any kind. Door prizes can be provided when all the people attending the event are given equal tickets for the drawing. No approval from state is needed if all are given equal tickets.
- An organization that intends to conduct a raffle must first submit a raffle registration Form CT-NRP-1 and a filing fee with the California Attorney General's Registry of Charitable Trusts at least 60 days before the scheduled date of the raffle. Additionally, pay a fee, submit an annual report, and pay Federal and State taxes on Unrelated Business Activity. We would need to file tax returns every year even if we don't hold a raffle one year.
- The Service Manual has a reminder on page 108: Raffles/lotteries are subject to national, state, and local laws. There may also be other laws which regulate the use of fundraising involving the sale of chances or tickets by charitable organizations. Since groups, Districts and many Areas are not registered as charities w/state or federal authorities, these laws could prohibit such sales.