

SCAFG District 33
Workshop Guidelines
Revised as of December 11, 2024

Mission

Our primary purpose is to help families of alcoholics per Tradition 5. Therefore, the focus of workshops should be kept on content with limited costs to keep Al-Anon thriving and to provide opportunities for personal recovery and growth.

Workshop Approval

The District 33 Service Board and GRs will determine how many workshops will be funded each year, budget amounts and increases, and whether workshops will be provided free or with a workshop fee.

Membership

Participation on Workshop Committees will be open to all Al-Anon members who attend meetings in District 33. All participation is voluntary. One volunteer from each District 33 meeting group is encouraged to participate on the Committee. No experience is necessary.

Workshop Committee Member Commitments

- Attend workshop planning meetings and workshop event.
- Follow through on assigned responsibilities.
- Provide reports as requested.
- Provide receipts for reimbursement of workshop expenses before or no later than the day of the event.
- Co-Chairs for sub-committees are encouraged to expand participation including new members. Chairs can solicit additional helpers as needed.

Committee Service Position

Chair (Alternate DR)	Food Chair	Set-Up/Clean-Up
Co-Chair as needed	Publicity/Graphics/Printing	Archives (District 33)
Secretary	Host/Hostess	Literature (District 33)
District 33 Treasurer	Decorations	

Workshop Time

- 2 to 4 hours dependent upon topic
- 1-5 p.m. on Saturdays has proven to be successful.
- Other week night possibilities are 5:00 to 8 p.m. or 6:00 to 9:00 p.m

Chair/Co-Chair Duties

- ☐ Alternate DR will contact facility or venue, sign contract, and obtain check for deposit and/or payment from District 33 Disbursement Treasurer.
- ☐ Maintain Workshop Notebook with notes and materials for reference for future Workshop Committees.
- ☐ Set up agendas for planning meetings.
- ☐ Lead planning meetings.
- ☐ Plan program topics with input from District 33 Service Board/GRs and Workshop Committee Members.

- ☐ Contact speakers/table leaders to schedule times, communicate workshop focus and location information.
- ☐ Support committee members as needed.
- ☐ Invite District 33 Archives Coordinator and Literature Coordinator to participate on the day of event.
- ☐ Plan room set up and coordinate with facility location including use of microphones. Walk-thru facility prior to Workshop set-up to check for handicap access, parking, and facility concerns. Confirm set-up times with facility and communicate with Workshop Committee.
- ☐ Keep DR informed of any needs or issues that arise during planning.
- ☐ Report updates to District 33 Service Board and GRs at monthly District Meetings.
- ☐ Alternate DR will document any reported event incidents and work with Insurance Company as needed (see separate attached Incident Report).
- ☐ Maintain emergency supplies to be kept in Inventory Tub.
- ☐ After the event, the Alternate DR will present a workshop report and financial report to the District 33 Service Board and GRs.

Secretary

- ☐ Take notes at all planning meetings for follow up after meetings.
- ☐ Maintain Workshop Committee roster with phone numbers and email addresses.
- ☐ Keep meeting attendance sheets.
- ☐ Distribute/email meeting notes to all Workshop Committee members and DR.

District 33 Treasurer

- ☐ Collect receipts and complete District 33 Reimbursement Forms, get Chair signature on forms, and submit forms and receipts to District 33 Reimbursement Treasurer, and return checks to Workshop Committee members.
- ☐ Place Donation Cans on Host/Hostess table at entrance, at beverage area, and at food area. Donations cans are kept in District inventory tubs. No 7th Traditions baskets are to be passed around.
- ☐ Collect and count Donation Can contributions with Host/Hostess to double check amount collected.
- ☐ Any donation contributions should be submitted to District 33 Contributions Treasurer.
- ☐ Prepare Workshop Committee Expense Report.

Publicity/Graphics/Printing

- ☐ Use Al-Anon Logo in all printed materials.
- ☐ Create publicity fliers for workshop three months in advance if possible.
- ☐ Develop printed program for workshop.
- ☐ Arrange for printing as needed. As printing can be expensive, consider printing in black and white, printing on home printers, and checking pricing for printing three months in advance if possible.
- ☐ Email fliers to all District 33 Service Board members and GRs. Provide copies for distribution to GRs at District Meetings three months in advance if possible.
- ☐ Have fliers posted on District 33 and SCWS websites.
- ☐ Print Workshop Committee Signs as needed (i.e., parking, rest room, recycling, etc.)

Food Chair

- ☐ Provide snacks and limited refreshments only to keep costs low; no meals unless approved by District 33 Service Boards and GRs. May solicit donations if budget is limited.
- ☐ Solicit food helpers and servers who will use provided gloves.
- ☐ Pick up and check District 33 Inventory Tubs (stored by Irene Cox, (626) 676-0503). Review Tubs for needed items. Providing ice is optional for workshops.
- ☐ Procure, receive, and set up snacks and utensils as needed. Liquids should be limited to coffee, tea, and water. Set up 45 minutes prior to event start time.
- ☐ Consider BYOG – Bring Your Own Goodie
- ☐ Use table snacks – pretzel, popcorn, trail mix, Chex Mix, M & Ms. Use individual containers such as baggies or cups for sanitary purposes.
- ☐ Water and simple snacks
- ☐ Maintain food and liquid areas during event.
- ☐ Provide list of inventory items purchased and/or used for the workshop to Alternate DR. Identify inventory items needed to be replenished prior to next workshop and provide list to Alternate DR.
- ☐ Return unused supplies, utensils, and water with Inventory Tubs to Irene Cox, (626) 676-0503.

Decorations

- ☐ No budget will be provided for decorations or workshop mementos. Donations should be solicited if wanted by Workshop Committee. Keep it simple!
- ☐ Solicit donations and prepare decorations prior to Workshop.
- ☐ Set up 45 minutes prior to event start time.

Host/Hostess

- ☐ Get name tags holders and markers from inventory tubs. Have cut paper available for name tags.
- ☐ Stickers can be provided if donated.
- ☐ Arrive at least 45 minutes prior to event start.
- ☐ Greet participants, provide name tag and program to each participant.
- ☐ Maintain donation cans at Host/Hostess table, at coffee area, and food table. Count and double-check with treasurer.
- ☐ Return supplies to inventory tubs.

Prior to Workshop Event

- ☐ Committee Chair/Co-Chair will do a walk-through of facility to check for:
 - Handicap access
 - Parking
 - Pavement potholes
 - Glass on grounds
 - Stagnant water and water on grounds
 - Rest rooms
 - Audiovisual and microphones (check what kind of batteries are used for microphones)
 - Discussion of set-up
- ☐ Set-Up/Clean-Up Chair will check District 33 Inventory Tubs for available materials and supplies. Check with Irene Cox, (626) 676-0503.

Set-Up/Clean-Up

- ☐ Committee Chair/Co-Chair/Set-Up Chair will walk-through the facility the day of the workshop to check for:
 - Pavement potholes
 - Glass on grounds
 - Stagnant water and water on grounds
 - Rest room cleanliness and supplies
 - Audiovisual and microphones
 - Air conditioning
 - Contact number for facility issues that arise during event
- ☐ Committee members will help with set-up, decorations, and clean-up.
- ☐ Save parking for speakers.
- ☐ Clean up after the event is over. Do not begin clean-up prior to end of event.
- ☐ Check with facility as to how trash will be handled. Sometimes we are asked to put trash in dumpsters.
- ☐ Cash in recyclables and remit fund to District 33 Contributions Treasurer.
- ☐ Return Inventory Tubs with supplies and materials to Irene Cox, (626) 676-0503.

Budget - \$700 (District 33 Service Board must approve budget amount and requests for increases.)

Suggested items can be revised and adjusted not to exceed \$700 total:

- \$400 – Rent and audio if needed
- \$ 15 - Host/Hostess
- \$100 - Printing (Flyers / Program – black ink on pastel paper)
- \$ 25 - Water (Could ask for donations)
- \$100 - Food (No lunch/dinner meals, snacks only, packaged items; could ask for donations)
- \$ 60 - Literature (Check with district literature for available stock)
- Ice – donations
- Love gifts – donations
- Purchases above the workshop total must be approved by District 33 Service Board and GRs.
- Receipts and reimbursement forms are required for all expenses.

Literature

- Use “What We Hear Here” tent cards for all tables.
- Keep purchases to a minimum.
- Need to abide by copyright issues.
- No outside literature should be used or referenced by speakers in workshop. Use conference Approved Literature (CAL) only.

Program

- Use topics suggested by District Committee Service Board and GRs per meeting input.
- *WS committee finalizes topic and program format and workshop timeline.*
- At beginning of workshop, start with welcome and purpose of workshop, say Serenity Prayer and read three obstacles.
- Use other ALC readings dependent upon theme and committee choice.
- Chair should not allow interruptions by audience members when speakers are presenting.
- Dependent upon topic and prior experience, table discussions should include a facilitator who is given guidelines developed by the committee.

- Closing is decided by committee (Closing Declaration, Serenity Prayer, or Lord's Prayer).
- Have participants complete Evaluation Form that includes suggestions for future workshop topics. (See separate attachment for Evaluation Form.)
- Chair should remind participants about completion of Evaluation Form and leaving forms on tables.

Speaker Guidelines

- Committee Chair/Co-Chair should email speakers with time, date, and location as well as speaker guidelines. Make sure to emphasize that there should be no reference to literature other than CAL approved literature.
- Save parking for speaker(s) using cones.
- Arrive 30 minutes before presentation.
- No dictionary or religious references.
- Reference CAL literature only.
- Stick to workshop theme.
- Stay within allotted time.
- No reimbursement for travel expenses will be provided.

Revised 12/11/24

