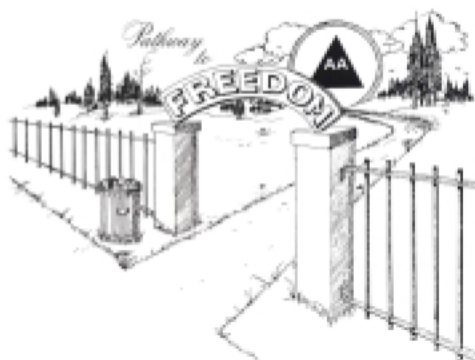


# Area 10 Corrections Conference Guidelines



April 2004

## **The Purpose of the Corrections Conference**

The Purpose of the Area 10 Corrections Conference is to serve, both as an educational tool, and as an exchange of information, between A.A. members and corrections related-professionals, as well as those interested in becoming involved in this rewarding area of service work.

## **Guidelines**

These suggested Guidelines are meant to be just what they are...Guidelines! We are here to help you carry on the wonderful tradition that was started over 17 years ago by a handful of very dedicated members of Alcoholics Anonymous . Some of which are still going strong, and have contributed immensely to this proven program of recovery that we endeavor to take to the still suffering alcoholic behind the walls. We are very grateful for their help in creating these Guidelines. Good Luck, and enjoy the Ride!

## **Bidding for a Corrections Conference**

After approval from your district, a bid for the next year's Conference should be submitted to the current annual Conference. Try to choose dates that do not conflict with other important AA events. For instance, the Area 10 Delegate goes to New York in April. Check with previous Conference Chairs regarding the number of people attending, coffee consumption, hotel room nights, (that account for credit on meeting rooms, if event is held at a hotel) and other trends and needs. Host committees should make the Conference as cost effective as possible. The Conference is self-supporting. Access to meeting rooms for those with special needs should also be considered.

**A bid for a Conference should consist of:**

- Include alternate dates that the facility is available around the proposed dates. Traditionally the Conference is held the first weekend in April.
- The cost for the meeting facilities. If the meeting space is offered by a hotel free or at a discount based on the number of room nights, the basis for the cost should also be explained.
- The cost for guest rooms. If the meeting is held in a hotel, what are the rates and discount terms? If the meeting is proposed for a public place (e.g. school, fairgrounds), what are the rates at local hotels and how close are they to the meeting facilities?
- Coffee costs and terms. If we are buying coffee as part of a hotel deal, what is the price per gallon? If we are allowed to make our own coffee, what are the limitations? (e.g. we can only have coffee in a hospitality room, etc.) If we can make our own coffee, ask for donations from groups or individuals.
- Other incidental costs. Hospitality rooms, flyers, etc.

**Note:** Someone from the District should present the bid to the Conference. The Area 10 Corrections Committee sponsors the Conference. The District is the “Host” and usually is responsible for appointing the Conference Chairperson. The Area 10 Corrections Chair is ultimately responsible and will appoint one if no one stands. (or is selected by the District for the position) An ample amount of seed money is available from the Area 10 Corrections Committee Treasurer. When a Conference Treasurer has been elected or appointed, they can request all, or a portion of the funds needed, The Area 10 Corrections Committee should be reimbursed, within 30 days after the Conference, and accompanied by the Post Conference Report.

## **The Host Committee:**

The host committee is to responsible to staff and support all of the Conference activities.

### The Committee:

- Conference Chairperson
- Co-Chairperson
- Event Treasurer
- Secretary
- Registration Chair
- Coffee Chair
- Hospitality Chair
- A.V. / P.A. Chair
- Speakers Chair
- Public Relations Chair
- 7th Tradition Chair

## **The Area 10 Conference Committee Chairperson**

- Recommended 1-2 years continuous sobriety, corrections experience is essential. The Chairperson is responsible for the Conference booking, deposits, and reservations, while ensuring that the Conference will be self-supporting. Organize and schedule all committees and committee meetings to facilitate and accommodate this event, and appoint committee members if needed. The Chairperson is also responsible to see that the actual Conference progresses in a timely manner, (All scheduled events should start on time as well as end on time) which includes informing all of the speakers, (in advance) how much time they will have to address the Conference. In essence acting as the “Director” keeping the Conference running smoothly!

### Co-Chairperson

- Recommended 1-2 years continuous sobriety.
- Assists the chairperson and fills in whenever and wherever needed.
- Acts as liaison for CDOC Training on Friday.
- Assumes the Chairpersons responsibilities if he cannot continue, steps down, or is otherwise unavailable.

### Event Treasurer

- Recommended 1-2 years continuous sobriety, bookkeeping knowledge helpful.
- With the help of the past Treasurer and current Conference Chairperson opens a checking account (usually named “Area 10 Corrections Conference”) or arranges to be a signee on the existing account. (We recommend 2 signees.)
- Responsible for the collection of all registration fees for: meals, coffee money, cash donations, 7<sup>th</sup> tradition contributions and any fundraising events at the conference.
- Maintains an accumulative balance of all monies collected and dispersed for the entire event.
- Issues reimbursements by valid receipts only and shall be responsible for the security and accuracy of all money and records.
- Has the authority and responsibility to issue checks to pay the final bill of the conference facility, and to reimburse the Area 10 Corrections Treasurer for all seed money paid in advance out of the treasury. All remaining funds should be returned to Area 10 Corrections. Also responsible for ensuring that there is a VALID, signed and approved contract from the Facility before making any payments. Very Important!
- Submits a semi final report of our financial position as of Sunday morning to the Conference Chairperson and submits a final financial report within 30 days following the event, to the Conference Chairperson to be filed with the Area 10 Corrections Committee.
- At Conference, money from registration, coffee tickets, 7<sup>th</sup> tradition and any other sales (such as ice cream social, coffee mugs, t-shirts etc.) should be kept separate so that final treasurer’s report to area

corrections committee can be more comprehensive. (ie: Coffee, ice cream receipts vs. expenses and actual registration receipts.)

### Secretary

- Records, types and distributes minutes of all committee meetings. Submits comprehensive Conference report, minutes, flyers, and financial report to the Area 10 Corrections Committee Archives/Records Chairperson.

## **COMMITTEE CHAIRPERSONS**

### Registration Committee

- This Committee is responsible for set up and break down of the main registration table at the event. Engages volunteers to collect registration fees, meal fees (if any), provide name badges/ribbons, have every one sign attendance book, distribute flyers, agendas, meal tickets and also help with guest questions and greetings. •Appointed or Volunteer position. Recommended 1-2 yrs continuous sobriety, corrections experience and pre-registration experience helpful.
- The Chairperson of this committee is responsible for all pre-registration and on sight registration. It is suggested that the Registration Chair obtain a temporary P.O. Box to receive pre-registration forms that are mailed in advance. (Usually as a detachable form on the Conference Flyer) Forward all receipts to Conference Treasurer.
- This Chairperson is to delegate volunteers to work the table from 8 am to 9 pm on Friday, and from 7:30 am to 8 pm on Saturday. The table is to be staffed with a minimum of 2 volunteers for 2 to 4 hour shifts as needed. It is suggested that 3 to 4 volunteers staff this table on Friday 4 pm to 7pm

and Saturday morning from 8 am as necessary.

- This table cooperates with the coffee committee in selling Coffee Tickets and any other event sponsored fees as delegated by the Conference Committee.

### Coffee Committee

- Appointed or Volunteer position with at least 6 months of sobriety. (Coffee consumption experience helpful)
- This Chairperson engages volunteers to help sell “Coffee Tickets” at the registration table and is responsible for getting all monies from tickets to the Conference Treasurer. Is also responsible for arranging volunteers to cover slots during the following periods, for 2 to 4 hour shifts.
- It is this committee's job to make sure we have coffee available on Friday at 7:30am to 10:00pm - Saturday from 7:30am until 10:00pm and Sunday from 8am until 11:00 am.
- These people are to notify the Conference facility when regular and decaf coffee containers are 1/3 full and replace them as needed, so we won't have to throw the remainder away. It is important to remember that we are paying for each gallon of coffee, so at the end of the evening, slow down on replenishing,
- These volunteers are also responsible for keeping the coffee tables clean and supplied with condiments, cups and water. The facility should provide these. If not, the Host Committee is responsible.
- Each coffee table should have a waste container and a COFFEE TICKET/DONATION CAN. The price is determined in advance by the Committee and labeled on the cans. This is for a 6 oz to 8oz cup.

- If someone has a big 12 oz or 20 oz mug, it is strongly suggested they pour a cup of coffee into a regular cup and transfer it to their container, and put in one ticket for each cup they use. (This will reduce some of the loss in coffee revenue)

### Hospitality Committee

- Appointed or Volunteer position with at least 6 months of sobriety. (Catering experience would be helpful)
- This Chairperson is responsible for making arrangements to have the hospitality room supplied with food, coffee, and beverages during the below mentioned hours and for the set up and break down of the hospitality room during the conference.
- Delegate volunteers to staff the room from 5 pm to 10pm on Friday, 7:30 am until 10 pm on Saturday and from 8am to 10am on Sunday.
- These members should approach all groups in the district, either for financial donation or food, snack, and beverages.
- The extent of the food items offered will vary according to the budget and or the generosity of donations of district members. Group sign up sheets for donations are helpful.
- It is this Chairpersons responsibility to see that all facility rules and regulations are abided by, with concern to food items in their facility. Please keep the room clean for the duration of the Conference!

### AV/PA Systems/Video Committee

- Appointed or Volunteer position, Recommended 6 mos. continuous sobriety, with experience and knowledge of operating and setting up this equipment
- This Chairperson is responsible for coordinating with the



Conference facility, to arrange for podiums, microphones, and speaker systems to be set up, and operating. The AV equipment will vary depending on our needs and availability. If any of this equipment is not provided by the facility, the Host Committee must provide it.

- It is this Committee's responsibility to coordinate with District 25 to have their translators available, for the Spanish speaking attendees.
- The Dept of Corrections has a training session on Friday; it will be necessary to determine what equipment the trainers might need, if any. (Contact DOC)
- Make arrangements for a taper. Use the same taper that tapes the Area 10 Assemblies.

#### Speakers Panels Committee

- Appointed or Volunteer position. Recommended 1-2 yrs continuous sobriety, corrections experience is helpful.
- This Chairperson will arrange a Panel of Professionals: Sheriffs, Wardens, DA's, Judges, Alcohol Recovery Counselors, Probation Officers, etc. Any combination of these professionals makes a great panel.
- A Panel of inmates (if possible) comprised of prisoners currently participating in AA meetings inside the walls. The inmate panel is usually scheduled directly after lunch on Saturday, so we need to provide lunch for inmates and their accompanying officers.
- A Panel of ex-inmates, usually reserved for Sunday morning, should be members of A.A. that have had a successful transition from prison, by practicing the principles of Alcoholics Anonymous.
- It is suggested that the Friday & Saturday night

speakers be members of A.A., and should be experienced with taking meetings into Correctional Facilities.

### Public Relations/Flyers/Signage Committee

- Appointed or Volunteer position with at least 6 months of sobriety, experience with brochure and flyer creation helpful.
- Before, and at the Conference this Chairperson is responsible for creating, printing and distributing all necessary flyers, signs and banners. . A Conference Banner is available from previous committee.
- The Chairperson should appoint a committee of volunteers to distribute flyers. Suggested distribution: Flyers to all Districts and all Clubs in Area 10, surrounding Areas, Area 10 Committees, Area 10 Assemblies, events, and Central Offices.
- An announcement in “High Country News, Box 459, The Grapevine, and La Vina” sixty days prior to Conference.
- Provide a Flyer with registration form, (in .pdf format) to the Area 10 Website as soon as it is available.
- Make 1,000 copies of flyer and send out with “Last Drop”.
- Send flyers with the Area Delegate for Conference in April.
- Flyers should have information regarding the Friday DOC training: Starting and ending time, information for registration: phone numbers, names to call, and application forms. (Emphasize separate phone numbers to register for the DOC training, and the Conference.)
- As soon as possible, send training registration information, to DOC Community Resources.
- Work with the hotel or meeting area for adequate

signage and information displays. Signs should refer to the Area 10 Corrections Committee. Be sure signs don't include AA or DOC. Hotel staff are often confused about who we are.

- We suggest all literature and flyers also be available in Spanish.

#### 7<sup>th</sup> Tradition Baskets/Butt Can Chair

- Appointed or Volunteer position. Recommended 6 mos. continuous sobriety. Experience with smokers helpful.
- This Chairperson is responsible for coordinating with the facility to establish designated non-smoking and smoking areas.
- Many facilities will not allow smoking inside their facility. (Due to hotel, or local regulations, or at the option of the Host Committee). In those cases designated smoking areas should be provided and well marked.
- Provide clearly marked butt cans if the facility does not have outside ashtrays. This committee sets up, maintains and cleans up all cigarette butt cans.
- The Chairperson is also responsible for passing the 7<sup>th</sup> tradition baskets at the speakers meetings, and giving the monies collected to the event Treasurer. We suggest that the 7<sup>th</sup> tradition be announced, and the "basket" passed shortly before the speaker to avoid distraction.
- Volunteers should be engaged to help pass the basket.

#### Display Areas

- A place should be provided for each of the Area 10 Standing Committee Chairs for displays and informational handouts. This usually involves tables

with at least 3 feet of space for each Committee. The Corrections Committee, should make a special effort to display and hand out as much informational material as possible.

### Conference Theme

- The host committee determines the Annual Conference theme. The Corrections Committee will provide the Area 10 Conference approved logo.
- This original logo is saved on a Compact Disk and should be passed on (as well as the “Banner” and any other reusable items) by the previous Chairperson. The Corrections Committee Archives/Records Chairperson also holds a copy.
- The phrase “Pathway to Freedom” incorporated in our logo has been the underlying theme of The Conference since the beginning. As our trusted servants we hope that all future committees will keep this tradition alive. We believe that Alcoholics Anonymous is indeed the Pathway to Freedom.

Note: The Corrections Committee should not be responsible for luncheons, banquets, and dances. If individual groups in the Host City want to commit to this type of activity, separate and apart from the Corrections Conference function, then it is their sole responsibility for funding or financing, etc. A.A. group funds or The Corrections Committee Conference funds should not be used or committed for this purpose. Cups, tee shirts, or other items that are not A.A. would also be the responsibility of individual groups or the vendor. These items must be displayed in an area away from any A.A. activity.

### **Suggested Conference Format:**

- Friday is reserved for CDOC training. The Conference Co-Chair is responsible for contacting the CDOC

Office of Community Resources in Colorado Springs at: (719) 226-4481 to request two trainers willing to do the training, (Although the Chairperson is ultimately responsible)

- Find out what time they want to start, and what they will need. (e.g. TV, white board, flip chart, etc.), and what the requirements are for those wishing to take the training.
- Remember if we have inmate speakers, we have to pay for their lunch and lunch for their escorts. They have been scheduled to speak immediately after lunch on Saturday so they and their escorts can get back to the facility ASAP.
- Panels need to be chosen and participants contacted several months ahead of time. Do not add people to the Conference unless someone doesn't show up and has to be replaced.
- The Conference Chairperson should introduce all panelists.

## **Suggested Schedule:**

### **Friday:**

- The CDOC Training takes all day, so there may need to be special arrangements for lunch. The training is intense and there is no time for a leisurely lunch. If there is a restaurant in the facility or nearby, inform them there may be up to 50 people over the noon hour. Or arrange for box lunches to be delivered, pizza delivery, etc or bring your own.
- Most of the Corrections Committee will be present as well as possible future A.A. volunteers who took the training. We suggest scheduling an informal sharing or question and answer period after the training, with experienced corrections volunteers available to answer any questions.

- The Evening speaker. It is suggested that the keynote speaker be a member of A.A. and who has had experience with prison meetings.
- Ice Cream Social. A wonderful tradition!

### **Saturday:**

- Introduction of the Area 10 Corrections Chair, and all of the Corrections Committee Chairs.
- Each Chairperson is allotted time to give a report on what their respective Committee does, and their personal experiences in bringing A.A. into correctional facilities.
- Accept bids for next year's Conference.
- Professional Panel - morning
- Lunch – with the inmates if pre arranged.
- Inmate Panel - afternoon
- It is suggested the Round table session should be used to inform people about various types of facilities where A.A. brings meetings (federal, state, county, juvenile, half-way houses, etc.), and how we conduct those meetings.
- Have several people familiar with each kind of facility, circulate from table to table to share their experience, and answer questions. Allow 15-20 minutes for information sharing, and then go on to another table.
- It is the Chairperson's responsibility to monitor the time, and announce when it is time to move to the next table.
- Evening speaker. It is suggested the Keynote speaker be in A.A. and has had experience with prison meetings.
- Ice Cream Social (if there is any left).

## **Sunday:**

- Former inmate panel. Consists of former inmates who have found A.A. in prison and are presently in the program.
- Conference Chairperson Report. Will give a final report on attendance, coffee consumption, and last chance to pass the basket, if needed.
- Close with the Prayer of Choice.

## **Closing:**

Attachments to these guidelines can be found in a folder we have prepared that contains examples of flyers, reports and minutes. When you pass along this folder to the next Committee, please add yours.

- Previous announcement letter,
- Previous Conference Flyers,
- Previous Host Committee Agenda minutes,
- Previous Conference Financial Reports
- Previous Post Conference Summary Report

Thank You.

The Area 10 Corrections Committee