



Al-Anon Family Groups

Help and hope for families and friends of alcoholics

GUIDELINES FOR CONVENTIONS

INTRODUCTION

The annual AA National Convention with Al-Anon participation is held under the auspices of the Al-Anon Family Groups South Africa and is hosted regionally. All Convention information and Newsletters submitted to GSO will be posted on a regular basis to the AFG SA website. The GSO can provide assistance to the Area with administrative and fellowship communications. The GSO provides additional support to the Area by sending a pre-ordered consignment of literature for the Convention.

GSO REQUIREMENTS

- The Area is required to regularly submit reports to the General Service Office (GSO) and these reports will be delivered at the General Service Committee meeting.
- A final report, which includes the financial report, is to be provided to the GSO within 30 days of the Convention being held. This report will be delivered at National Service Conference.
- Literature consignment stock which is unsold and unsoiled can be returned to the GSO.

Terms and Conditions of Consignment literature:

- Convention order falls outside of the provided Credit limit
- Consignment requested from GSO and sent to Area
- Payment of Convention order must be made within 30 days after the event
- Return Policy - unsold stock can be returned to GSO on condition that it is not damaged or marked in any way and must be returned within 30 days of the event and at Area cost
- If not returned within the 30 days of Convention, the full amount will be invoiced to Area account
- Area takes full responsibility for the security of the books i.e. if lost/damaged in transit to the Convention venue and back, the cost will be for the Area.

HOST AREA

- Area Service Committee (ASC) to appoint a suitable Convention Chair at least 24 months in advance of the National Convention.
ASC and Convention Chair select and appoint a temporary unit of people established to work on the task of sharing in the preparation for Convention.
This is referred to as a "Task Team".
The objective is to share the duties and attend to every aspect of Convention arrangement.
- Convention Chair writes a Task Team report and presents monthly to the ASC. Area sends a copy of this report to the GSO.
- Appoint a suitable co-ordinator (Area Chairperson would be ideal) to attend every A.A. Convention meeting. The Al-Anon Convention Chairperson is to build a healthy relationship of co-operation with AA, as their invited guests, at all meetings.



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- Appoint an Alternate Chairperson so that at least 2 Al-Anon members attend every A.A. Convention meeting.
- Recruit volunteers for this Al-Anon Task team which may include; -
 - A.A. (Liaison between Al-Anon and A.A.) & alternate AAC member to arrange their program and speakers
 - Alateen
 - Archives display
 - Crafts / souvenirs
 - Facilities – co-operate with AA, arrange Al-Anon décor and signage, volunteers during Convention to check on toilets – supplies and ensure cleaning. Ensure adequate supply of furniture at venue fit for purpose (chairs, tables)
 - Finance – Pre-Convention fundraising, pre-registration, floats during the weekend, banking during Convention
 - Information & Maps multimedia / directions, displays
 - Newsletters / Speaker Nomination requests
 - Literature sales
 - Power Point of Al-Anon Program
 - Program co-ordinator- i.e. speakers, chairpersons, back-ups, arrange letter of invitation to be dispatched 21 days prior to Convention
 - Communicate with AA to include Al-Anon meetings in Convention Program
 - Professional's invitations and Outreach
 - Lucky Draw/s
 - Registration
 - Secretarial
 - Sound System and recording
 - Speaker Gifts
 - Hospitality - Cakes and other eats, teas
 - Creche for attendees 'children – AA is responsible, however, Al-Anon will co-operate with AA.
- Contact GSC Archivist for an Archives display (in AFG National Office).
- Advertise the Convention on Al-Anon South Africa website as well as in the local Area newsletters, Loner letters and at Groups.
- Souvenirs/Crafts – Approach all local groups to assist with the making of crafts – collect well in advance to price and draw up roster of volunteers for the duration of Convention.
- Registration to have permission slip for speakers for recording and possible use as Podcast on Website, pre-arrange name tags and coloured ribbons for speakers.
- SITE MEETINGS: All co-ordinators to attend at least two on site meeting to be happy with the facilities.
- Following Convention ask each co-ordinator to write a report on their own and prepare a final report for ASC, GSO and Conference.
- Convention Task Team to table a final report including detailed financials at which time the team may be disbanded.



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REGISTRATION

- Have a responsible co-ordinator for Pre-registration, safety of monies, rosters, name tags, gift bags and contents, tablecloths, over cater rather than under cater.
- Prepare register of visitors from each province / country.
- Confirm with AA regarding Free of Charge (FOC)-registration fees for Alateen (age limit of under 18), and guests including Professionals.

FINANCE

- Work on a budget or co-operate with AA if sharing expenses and establish Al-Anon share of the costs in advance.
- If insurance is required, discuss with AA and GSC Chair re Public Liability, Stock in Transit.
- Organise Al-Anon Lucky Draw sheets for raising funds.
- Prepare financials of income for each fundraiser and expenses post-Convention to be tabled and presented to the ASC.

PROGRAM

- Prepare the program: Speakers, Themes, Afrikaans and English, Back-up Speakers and Chairpersons. Panel of nominated speakers to be referred to ASC for final approval. Speakers for Open and Closing meetings to be approved by Al-Anon and AA GSO. AA Committee may wish to select their own Al-Anon, AAC or Alateen for open and closed meeting.
- Endeavour to mix speaker panels from all Areas in South Africa.
- If possible, arrange a panel of service members from across the SA structure for one of the meetings.

SOUND SYSTEM – Recording of meetings

- Discuss with AA to see if the company they use has capacity to provide Al-Anon with the service and establish pricing.
- If above is not possible, arrange for high quality recordings of all Al-Anon meetings.
- All speakers are to be advised that they will be recorded, and that recording is the property of Al-Anon Family Groups of South Africa. (Recording & Podcast permission Form)
- At Convention registration, speakers will sign confirmation and permission slip that the share will be recorded, and the recording **may** be used and posted as Podcasts, carrying our message.
- Keep up to date with technology and investigate the use of best possible multimedia format for sale; i.e. USB.
- Have an order form and receipt book with all information of purchaser; receipt to be approved by the Finance Committee and ensure that the purchaser receives their order.



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ALATEEN

- Ensure that there are an adequate number of AMIASs available to serve at Convention.
- Consult with other Area Attendees to find additional AMIASs as back-ups.
- Have a varied Alateen programme.
- Only AMIAS and under 18-year-olds are permitted to attend Alateen meetings without exception.
- Display the Member Service notice (details for Alateen meeting).
- Indemnity forms to be completed by parents.
- Prepare gifts for Alateen speakers.

FACILITIES

- Arrange:
 - Flowers for all meeting rooms
 - Jugs and glasses or bottled water
 - Decorations (e.g. banners with Steps and Traditions)
 - Power Point set up if suitable
- Prepare a safe area where co-ordinators and workers can quickly have tea and something to eat and where money can be counted. Have chairs and table available.
- Assign an area for first aid worker (co-operate with AA).
- Prepare sufficient correct signage to meeting rooms, toilet facilities, etc. (see Al-Anon branding guidelines for colours and spelling available on our SA website)
- Have enough tables for Literature, Crafts, Registration, Archives and Pre-registration.

LITERATURE

- Order literature from GSO in good time and Literature Chairperson GSC to suggest or earmark any Convention specials.
- Display literature attractively on the table for sale.
- Arrange for a roster of dependable volunteers for the literature table (2-hour shift).

TEAS AND EATS

- Appoint at least 3 members to be responsible for the handling of the eats.
- Co-operate with AA with regards to eats which include Hot Cross Buns on Friday, cake and Easter Eggs on Sunday.
- A volunteer to provide a small plate of cakes at teatimes to those Al-Anon volunteers on duty at the time and are unable to break away at teatime.



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OUTREACH TO PROFESSIONALS

- This may be arranged by AA. Request permission to have an Al-Anon PO spokesperson and if successful, send out a proposal/nomination form to all Al-Anon groups, with a request for their members to nominate a Professional whom they would like to invite to the Convention or PO meeting. Send out invitations at least 6 weeks before the time. Make PO literature available to hand-out.



AI-Anon Family Groups

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Permission to record and share your voice on the AI-Anon Family Groups SA Website

Purpose:

Our aim is to spread the AI-Anon message to the general public as well as to share our experience, strength and hope with other AI-Anon members.

In that regard we would like to request permission to possibly select the voice recording of your share at this event for posting as a podcast on our National AI-Anon SA website. (www.ai-anon.org.za)

NB :- You have the option to decline if you so wish.

Please Note:

- **Not all recordings will be used.**
- **It is up to members, who consent to have their share recorded, to protect their anonymity and that of others as they see fit.**
- **If your share is selected for our website, we will advise you in advance.**
- **The copy of the recording shall remain the property of AI-Anon Family Groups SA.**
- **AI-Anon Family Groups SA retains editorial licence in respect of the recording.**



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EVENT :- _____ DATE : _____

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