



# CONVENTION GUIDELINE AND MANUAL

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- I. Purpose of the Convention
  - A. The purpose of the Northern California World Service Area (NCWSA) Convention is to unify, inspire and encourage members to participate and grow.
- II. Purpose of Convention Guidelines
  - A. To clarify the responsibilities of those involved.
    1. See Facilities Coordinator guidelines for NCWSA Convention involvement.
    2. Review these guidelines for job descriptions, i.e. Chair, Registration, Treasurer, etc.
    3. Abide by NCWSA Treasurer Guidelines , in particular Financial Assistant policies and procedures
    4. Abide by the NCWSA Requirement for Alateen Member Safety (B-17)
  - B. Adherence to Al-Anon Principles: the NCWSA Convention Committee shall at all times adhere to the principles expressed in Al-Anon's Twelve Steps, Traditions and Concepts of Service. In the event any Guideline conflicts with Al-Anon's Twelve Steps, Traditions and Concepts, application of the Steps, Traditions and Concepts shall take precedence over adherence to the Guideline.
  - C. Additional References: In the conduct of its business, NCWSA Convention Committee shall refer for guidance to the California Nonprofit Public Benefit Corporation Law; NCWSA guidelines; Northern California World Service Committee (hereafter referred to as NCWSC) guidelines; and to literature, memoranda, procedural manuals, and guidelines published by the WSO.
- III. Funding
  - A. NCWSA assumes all liability and expenses for the Convention and gives the Convention the objective of being fully self-supporting.
  - B. Any level of the Al-Anon/Alateen Fellowship, as well as individual Al-Anon members, may make donations to the NCWSA Convention.
  - C. NCWSA does not reimburse the Convention Committee members attendance at the convention with the exception of the Convention Chairperson. Districts, Information Services and Groups may choose to assist their Convention participants.
  - D. The following persons are entitled to be reimbursed for the expense of attending the convention:
    1. The Convention Chairperson. These expenses are to be charged to the Convention budget.
    2. The Alateen Coordinator, Alateen Liaison from the hosting section, and the Facilities Coordinator. These expenses are to be charged to the NCWSC committee budget.
  - E. NCWSA will reimburse expenses budgeted for the Convention Committee. The Facilities Coordinator must approve requests for such reimbursement. Such items will include telephone, printing, postage, mileage to and from planning meetings, and any supplies needed for the Convention.
  - F. Facilities Coordinator must authorize expenses and communications related to Facilities, as well as approve Convention committee requests for reimbursement.
  - G. Expense reimbursement requests should be submitted for approval shortly after the date of the expenditure. See the Area Treasurer's Guideline (B-04) for more information.
- IV. Organization
  - A. Site Selection
    1. Purpose of Site Selection Guidelines
      - a) These guidelines were written to insure that the site of NCWSA Conventions would be accessible to the greatest number.
      - b) To clarify what kind of sites would be best suited to a NCWSA Convention.
    2. Location of Site



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- a) The location of the site will be in the “relative center” of the Northern California Area (see B-23). Example: The North Section would include available sites in District 5, 6, 7, 8 and 9.
  - b) The location will rotate from one section to the other within the boundaries of the relative center.
3. Size Requirements of Site
- a) Meeting rooms
    - (1) main room capacity of 350 people.
    - (2) break out rooms for AA, Alateen, Spanish and Al-Anon
  - b) Registration area with room for (these are minimum requirements):
    - (1) Registration Table (2-3)
    - (2) Literature Table (2-3)
    - (3) Donation Drawing Table (1-2)
    - (4) Ways and Means Table (2-3)
4. How to Select Site
- a) All members are encouraged to bring bids to the Facilities Coordinator for review with the current convention committee.
  - b) Facilities Coordinator is responsible for the negotiation with the facility. The Convention Committee will abide by NCWSA’s policies and procedures regarding contracting with the site.
- B. Locations: Central (C) Northern (N) Southern (S) See Area section map B-23
1. The Convention hosting will rotate in the following manner: C, N, S, then repeat
  2. The Convention Chair will be from the hosting section, and the co-chair from the section that will host the following year’s convention (usually serving as chair that year).
  3. It is important to involve members from all sections in each year’s convention, and for people to do different jobs within the convention each year.
- C. Suggested time frame
1. Purpose of Suggested Time Frame
    - a) To establish frequency and length
    - b) To try to eliminate the conflicting major events within NCWSA
  2. Conventions will be held once yearly being aware of Holidays, and other events when scheduling
  3. Conventions will run from Friday evening to Sunday afternoon.
  4. Selecting the Weekend
    - a) Check NCWSA calendar for other major functions..
    - b) Publish selected date in the Twelve Stepper, Forum, and the NCWSA Calendar as soon as possible.



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### Suggested Convention Guideline Manual

- I. Purpose of the Convention Guideline Manual
  - A. These guidelines were written for the annual NCWSA Convention. They are just suggested guidelines and can be adjusted as needed. Other AI-Anon/Alateen events are welcome to use and adjust them to fit their specific needs.
  - B. To clarify the responsibilities of those involved.
  - C. To insure the unity of the NCWSA Convention, committee membership should reflect the diversity of AI-Anon/Alateen in general.
  - D. In the spirit of Tradition 5 we invite AA participation.
- II. Central/Northern/Southern DR Responsibilities
  - A. Pre-Convention
    1. To help the Convention Chair find a co-chairperson and speakers from the appropriate section.
    2. Assist Convention Chair finding volunteers for the Convention.
    3. Carry the message from the Convention to all groups in their District.
  - B. Continuous
    1. Encourage local members to attend NCWSA Convention and become Speakers. Submit Speaker's CDs from members to the Convention Chair.
- III. Convention Chairperson Duties.
  - A. Pre-Convention
    1. Chairperson is to understand that their full name, address and phone number, email will be published to be distributed to AI-Anon Members.
    2. Notify AIS & surrounding districts about the location of the NCWSA Convention and the need for volunteers.
    3. Organize/chair convention planning meetings
    4. Notify NCWSA Treasurer and Executive Committee of name, address, telephone number and email address of Convention Treasurer, the Pre-Registration and Ways 'N Means Chairpersons. Request EC interviews of these three volunteers.
    5. Be available to assist whenever and wherever asked by the Facility Coordinator and Convention Committee Chairs.
    6. Obtain supplies from the Facility Coordinator and distribute supplies to appropriate Chairs when needed.
    7. Provide copies of opening, steps, traditions, obstacles, anonymity statement, Alateen Guidelines & closing to the chairperson of the main speaker meetings.
    8. Prepare convention feedback form; print sufficient copies; distribute at speakers meetings and at the end of convention.
    9. The chairperson attends and reports to area committee and Assemblies. Chair should announce vacancies on the Convention Committee when they give reports.
  - B. During Convention
    1. Be available and assist the Committee Chairs and their Committee if needed.
    2. Advise committee chairs where the locked storage area is and handle locking arrangements with the facility. (You will obtain this information from the Facility Coordinator.)
    3. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting
    4. Arrange chairpersons for each speaker meeting.
    5. Introduce the next year's Convention Chair at the Saturday Night Speaker Meeting and Sunday Spiritual Meeting.
    6. Introduce NCWSA Officers at Saturday night speaker meeting. Ask DR's GR's to stand, along with the Convention Committee.



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7. Collect the feedback forms and bring them to the turnover meeting.
  - C. Post Convention
    1. Assist the Speaker Seeker in writing thank-you notes to the speakers.
    2. Submit article to 12 Stepper about the Convention by the 12 Stepper deadline.
    3. Chair the Turnover Meeting at the conclusion of Convention. Suggestions for the Agenda:
      - a) Start the meeting and turn it over to the Co-Chair / next year's incoming Chair.
    4. Provide the preliminary statistical and financial report at the next area committee meeting e.g. pre-registration, registration, ways and means and donation figures.
  - D. Continuous
    1. Have open and frequent communication with NCWSA Convention Chairperson and Facility Coordinator.
    2. Review requests for Convention reimbursements from committee members.
- IV. Convention Co-Chair
- A. Pre-Convention
    1. Assist and participate in all Convention job duties.
    2. Start planning next year's convention and create a "save the date flyer"
    3. Suggestion: the Co-Chair should informally start looking for a volunteer for the next year's Co-Chair. The Co-Chair needs to be from the same section as the Convention (North, Central, South).
    4. A method for obtaining suggestions for next year's theme needs to take place prior or at the Convention as the theme will be chosen at the Turnover meeting.
    5. Working with the current year Convention Chair and Treasurer, prepare and submit coming year Convention budget to Area Budget Committee. The Convention budget is approved by NCWSA.
  - B. During Convention
    1. Be available to assist whenever and wherever asked by the Convention Chair .
    2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover meeting.
  - C. Post Convention
    1. Assume Chair of the turnover meeting after being introduced by outgoing Convention Chair.
    2. Suggested turn over meeting agenda:
      - a) What went well and could be improved. Suggestion: it's possible to review the survey results at the turn over meeting but may take too long.
      - b) Select the next year's theme
      - c) Hand out guidelines for the committee positions
      - d) Have each outgoing chair give a brief description of the responsibilities of their position
      - e) Ask for volunteers and hold an election for each position
      - f) Schedule the first post-convention committee meeting
    3. Receive the feedback forms from the outgoing Chair. Review them and prepare a summary to report at the next Convention Committee.
  - D. Continuous
    1. Have open and frequent communication with NCWSA Convention Chair and Facilities Coordinator.
- V. Convention Treasurer
- A. Pre-Convention
    1. The Convention Treasurer must complete the process to become an NCWSA Financial Assistant per NCWSA guidelines. The Convention Treasurer must adhere to the current NCWSA Financial Assistant and Treasurer Guidelines. In the event



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- any Convention Treasurer Guideline conflicts with the Area Financial Assistant or Treasurer Guidelines, the Area Guidelines shall take precedence.
2. Select a committee to help collect and balance the cash. Communicate with the NCWSA Treasurer regarding bookkeeping requirements. Consult with the outgoing Convention Treasurer for guidance and forms to use during the year and at the next Convention.
  3. Pre-Convention
    - a) Provide the Convention Co-Chair with information and support in putting together the next year's Convention budget.
    - b) Local Districts and AIS's may provide certain services to the convention, so long as the service(s) are approved by the Convention Chair.
    - c) Will request a reasonable amount (\$300) from the NCWSA treasurer to be used petty cash during the convention for the following: Registration, Donation Drawing, Ways & Means. Normally receipts for expenses will be sent to the NCWSA Treasurer on the approved expense form and approved by the Facilities Coordinator for reimbursement by check.
    - d) If necessary an Advance of funds may be requested from the NCWSA Treasurer in accordance with NCWSC guideline:
      - (1) Decorations
      - (2) Publicity
      - (3) Printing Programs
      - (4) Ways & Means
      - (5) Hospitality
      - (6) Other expenses as agreed by committee
    - e) Insure that all "advance" receipts have been turned into the NCWSA Treasurer 4 weeks prior to the Convention.
    - f) NCWSA Expense Reimbursement Form, A4, are to be used to report committee expenses. Expense receipts are to be attached to the Expense Reimbursement form and the form must be Approved by the Facilities Coordinator.
  4. Obtain 7th Tradition collection buckets from Facilities Coordinator.
  5. Obtain information re: locked room and vault access from the Facilities Coordinator.
- B. During Convention
1. Accept and record all monies received during Convention.
  2. Be available to all committee chairs to collect Monies and make change.
  3. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
- C. Post Convention
1. Deposit all Convention receipts within 24 hours after the close of the Convention
  2. Attend Sunday Turnover Meeting
  3. Prepare a report for the Convention Chair on registration, Donation Drawing, 7th Tradition and Ways and Means. Assist NCWSA Treasurer with final Financial Report for the outgoing Convention Chair to give at the next NCWSC meeting or NCWSA Assembly.
- D. Continuous
1. Have open and frequent communication with NCWSA Treasurer and the Convention Chair.
- VI. Convention Pre-Registration Chair
- A. Pre-Convention
1. Appoint co-chair and committee.
  2. Pre-registration chair must become an NCWSA Financial Assistant (see EC guidelines) and have an address publishable in the 12 Stepper and on website for



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- registrants to send money to. The Convention Pre-Registration Chair must adhere to the current NCWSA Financial Assistant and Treasurer Guidelines. In the event any Convention Treasurer Guideline conflicts with the Area Financial Assistant or Treasurer Guidelines, the Area Guidelines shall take precedence.
3. Keep a complete record of the Pre-Registration Sheet and all money received. Periodically deposit funds in NCWSA bank account, deposit slips provided by the NCWSA Treasurer, send copies to the convention treasurer, NCWSA Treasurer, and EC. Deadline for Pre-Registration is 1½ weeks prior to the Convention.
  4. Work with registration chairperson to create/obtain nametags.
  5. Have a copy of the Pre-Registration list available before the Convention for the committee to use to create nametags. The nametags should be readable and include name and city.
  6. Coordinate with the Alateen and Alateen Sponsor to prepare AMIAS badges.
  7. Create Pre-Registration packets that include name tag, program, drawing ticket and other relevant information including:
    - a) Donation drawing tickets from the convention drawing chairperson.(one is given free to each registrant.)
    - b) Save the date Flyers for the next convention from the Convention Co-Chair.
    - c) Programs from the Convention Program Chairperson
- B. During Convention
1. Have copy of Pre-Registration Sheets at the registration table.
  2. Have the Pre-Registration packets at the registration table
  3. Be available to assist whenever and wherever asked by the Facilities Coordinator, Convention Chair and committee chairs.
  4. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
  5. Total each column of the Pre-Registration Sheets before giving them to the Convention Chair for the Sunday Turnover Meeting.
- C. Post Convention
1. Attend Sunday Turnover Meeting
- D. Continuous
1. Have open and frequent communication with NCWSA Convention Chair
- VII. Convention Registration Chair
- A. Pre-Convention
1. Appoint co-chair and committee.
  2. Arrange for 2-3 tables at the Convention site with the Facilities Coordinator.
  3. Make copies of the Registration Sheet to be given to registration attendants.
  4. Work with Pre-Registration Chair to create/obtain nametags.
  5. Obtain the following supplies:
    - a) Registration forms
    - b) Moneybox with petty cash from the Convention Treasurer
    - c) Pens
    - d) Alateen Guidelines to be displayed and available at the registration table
    - e) Stickers or decorations for name tags
    - f) Be sure there are registration packets that include:
      - (1) Donation drawing tickets from the convention drawing chairperson (one is given free to each registrant.)
      - (2) Save the date Flyers for the next convention from the Convention Co Chair
      - (3) Programs from the Convention Program Chairperson
      - (4) Establish a schedule for attendants at Registration table. Must be open for registration Friday 3p.m - 10:30 p.m., Saturday 8 a.m. - 8:30 p.m., Sunday 9



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a.m. 10 a.m. We have found that two attendants for a suggested two-hour shift works well. Substitutes may be necessary. Three attendants may be necessary at rush times. (Registration may be closed during main speaker meetings)

### B. During Convention

1. Open Registration at the time set in the Convention Manual.
2. Be sure someone is at the Registration table at all designated times. Have a method to assure that an AMIAS is on hand for Alateen registration and check-in. See registration section in Alateen sponsor responsibilities.
3. Be available to assist whenever and wherever asked by the , Convention Chair or Convention Co-Chair.
4. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting
5. Keep an accurate registration count. This count must be maintained and reported to the Convention Treasurer periodically.
6. Money is given to Convention Treasurer periodically and at the end of each day.
7. Records and equipment are stored safely overnight in the locked room. Location of this room to be obtained from Facilities Coordinator
8. Instruct table attendants of the following:
  - a) Do not leave the registration unattended during designated operational hours. Do not leave the moneybox unattended at any time.
  - b) Keep careful records of all money received. (Record registration donation carefully.) Remember that all donations are voluntary – please be considerate of an individual's circumstances and needs. We never turn away anyone in need.
  - c) Complete Registration Sheet.
  - d) Give money to Convention Treasurer periodically and at the end of each day.
  - e) Give one free Donation Drawing Ticket to every registered individual, regardless of amount of voluntary donation given at time of registering.
  - f) On site registration: complete Registration Sheet, name tag and hand them a program and flyer for the next Convention if available.
  - g) Assist in storing the records and equipment at the end of the day

### C. Post Convention

1. Attend Sunday Turnover Meeting

### D. Continuous

1. Have open and frequent communication with NCWSA Convention Chair

## VIII. Convention Literature Chair

### A. Pre-Convention

1. Arrange for a local LDC to handle literature. Ideally a rep from the LDC serves as lit chair on the convention committee.
2. Arrange for 2-3 tables at the Convention site with the Facilities coordinator.
3. Confirm date and time of arrival of the LDC. Only WSO approved literature will be displayed and maintained at the Literature Table.
4. Twelve Stepper and Forum subscriptions are to be encouraged. Literature order forms should be on hand.

### B. During Convention

1. Ask the LDC to Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share or have someone share them at the Sunday Turnover Meeting.

### C. Continuous

1. Have open and frequent communication with NCWSA Chair.

## IX. Convention Publicity Chair





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- A. Pre-Convention
  - 1. Appoint Co-Chair and Committee
  - 2. Contact NCWSA Public Information/CPC Coordinator for information on 11th Tradition and current practices regarding radio/TV/newspaper contacts.
  - 3. Compose flyers with the convention Committee approval including the Convention Chair, Convention Committee members and Area Alateen Process Person (AAPP). Note that the Alateen Convention Safety Plan must be completed and approved by the AAPP before any flyer or communication that references Alateen may be distributed or published. Flyers may include:
    - a) Logo Contest
    - b) Save the Date
    - c) What Happens at Convention (Convention FAQ)
    - d) Hospitality – Call for donations and volunteers
    - e) Donation Drawing – Call for donations (baskets)
    - f) Silent Auction – Call for photo donations
    - g) Event form
    - h) Registration form
  - 4. Send copies of the flyers in both pdf and doc versions to the AAPP to forward to the NCWSA website, 12 Stepper and Alateen Express Editors
  - 5. Contact the Forum, Inside AI-Anon, Alateen Talks, AIS/Intergroup, and local districts with information regarding the Convention. Ask each publication regarding their deadlines.
  - 6. All literature or publicity releases must carry the notice that registrations/donations are not tax deductible. This includes all flyers.
  - 7. Attempt to coordinate all mailings with the bulk-mailing rate through the 12 Stepper Editor.
  - 8. Update and use the Convention publicity email list. The list was created in Yahoo Groups but could be based on any equivalent service. Adhere to the Area Privacy Policy whenever in possession of personally identifiable information such as an email address. Suggestion: make all recipients BCC so that emails remain anonymous.
- B. During Convention
  - 1. Be available to assist whenever and wherever asked by the Convention Chair.
  - 2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
  - 3. Guide the press as necessary insuring that anonymity and the Traditions are upheld.
- C. Post Convention
  - 1. Write thank-you notes to the media where applicable.
  - 2. Attend Sunday Turnover Meeting
  - 3. Give administrator rights to the email list to the next Recording Secretary and Convention Chair.
- D. Continuous
  - 1. Have open and frequent communication with NCWSA Facilities Coordinator and Convention Chair.
- X. Convention Program Chair
  - A. Pre-Convention
    - 1. Appoint Co-Chair and Committee
    - 2. Work with the Convention Committee in creating the Convention program.
    - 3. Designs the program with the approval of the Convention Committee including the Convention Chair..
    - 4. Accepts bids from printing agencies for the printing of the program, presents the bids to the Convention Committee and assists with the final decision.



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5. Insures that the program is printed in a timely fashion and that plenty of copies are available to the Convention Committee, Facilities Coordinator and at the Convention itself.
  6. Assures that all the meetings are included in the final program
- B. During Convention
1. Be available to assist whenever and wherever asked by the Convention Chair.
  2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
- C. Post Convention
1. Attend Sunday Turnover Meeting
- D. Continuous
1. Have open and frequent communication with NCWSA Facilities Coordinator and Convention Chair.
- XI. Convention Hospitality Chair
- The duties of the Hospitality Chair are dependent upon the facility. Work with the NCWSA Facilities Coordinator to ensure that a hotel room is reserved as a Hospitality Room. Usually, this room must be either a regular room or suite in order for us to provide snacks in the Hospitality Room.
- A. Pre-Convention
1. Put together a committee to assist with duties.
  2. Decide when (what hours) the Hospitality Room will be open.
  3. Print a schedule and/or sign-up sheet for the open hours and solicit volunteers to staff the Hospitality Room and greet visitors while Hospitality Room is open.
  4. If a room is provided by the facility and we are allowed to provide snacks, the following must also be done:
    - a) Solicit volunteers to donate snacks, for example, cookies, fruit, veggies, bagels, muffins, chips, pretzels, etc.
    - b) One week prior to convention, call and remind all volunteers of either their schedule to staff the room or that they volunteered to bring snacks.
    - c) Purchase some snacks to take to the convention in case not enough snacks are received.
    - d) Purchase sodas for the Hospitality Room.
    - e) Arrange for ice chests at convention to hold ice and sodas. If you cannot get enough ice chests, the hotel usually has containers, or you can use the bathtub if the room has one.
    - f) Take an inventory of hospitality supplies with the facilities coordinator Purchase utensils, plates, napkins, creamer, sugar, tea, etc. as needed
    - g) Make up a donation can
    - h) Make appropriate signs for room, e.g., one for Registration area stating Hospitality Room number, one for door, one for refreshment donations, etc. including the times the room will be open.
- B. During Convention
1. Check room regularly to be sure that it is staffed, clean and that all snacks are stocked.
  2. When you check the room, collect money from donations and give to the Convention Treasurer, periodically and at the end of the day.
  3. Obtain ice from hotel to keep sodas cold.
  4. Check room every evening at close to be sure it is stocked for next morning and that money is collected.
  5. Be available to assist whenever and wherever asked by the Facilities Coordinator and Convention Chair.



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6. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
- C. Post Convention
1. Attend Sunday Turnover Meeting.
  2. Return or deliver unused hospitality supplies to the Facilities Coordinator.
- D. Continuous
1. Have open and frequent communication with NCWSA Facilities Coordinator and Convention Chair.
- XII. Convention Greeter Chair
- A. Pre-Convention
1. Appoint Co-Chair and Committee
  2. Confer with Convention Committee and make any signs that are not already available. Some of the signs needed are: Al-Anon/Alateen Registration, Directional Signs, Literature, Donation Drawing, Coffee, 12 Stepper, Forum, Restrooms, etc. Check with Facilities Coordinator for previously made signs. Also check with NCWSA Coordinators for any signs they already have.
  3. Schedule people in shifts similar to Registration Committee. This group of volunteers needs to be informed so they can answer questions, give information, help members find meeting rooms, etc.
  4. Obtain Restaurant listings from Chamber of Commerce and/or local Convention Bureau for review by the Convention Committee
  5. Arrange for adequate quantities of maps, local meeting schedules and restaurant lists to be placed near registration table or in reg packets.
- B. During Convention
1. Be sure that greeters warmly welcome attendees, guide them to registration, and answer questions, especially concerning directions.
  2. Be available to assist and provide information whenever and wherever asked by the Facilities Coordinator, Convention Chair
  3. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
  4. Post all signs prior to the opening Registration. Post signs for specific meetings, i.e.; speaker meetings, panels etc.
  5. Put up message board
  6. Post map of area and restaurant list on message board and have extra ones available on Registration Table. Local Al-Anon and AA meeting schedules are suggested as well.
  7. In cooperation with the Convention Treasurer, appoint committee members to assist Convention Treasurer with collections.
  8. Obtain head count for main meetings and provide to Convention Chair:  
Name of Meeting \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Attendance \_\_\_\_\_
- C. Post Convention
1. Gather signs, collection buckets, message board, and other re-usable items and give them to the Facilities Coordinator at the Sunday Turnover meeting.
  2. Attend Sunday Turnover Meeting.
- D. Continuous
1. Have open and frequent communication with NCWSA Facilities Coordinator and Convention Chair.
- XIII. Convention Decorations Chair
- A. Pre-Conference



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1. Appoint Co-Chair and Committee
  2. Responsible for decoration of the Al-Anon meeting rooms. Work with the Alateens and Diversity Chairs in the decoration of their rooms.
  3. Convention committee approves all the Decoration Committee expenses. (Estimate expenses and request a budget)
  4. Plants or flower arrangements are bought, borrowed or rented for use as needed.
  5. It is suggested that the table decorations be short so that they do not obstruct vision.
  6. Determine how decorations will be dispersed after the Sunday Spiritual Meeting (optional)
    - a) Returned to person who made the decorations
    - b) Sold to members
    - c) Auctioned
    - d) Part of Donation Drawing prizes
    - e) Surprise
    - f) Consider having bags available for easy transport.
  7. Arrange time to set-up decorations.
- B. During Convention
1. Decorate all meeting rooms.
  2. Inform Convention Chair how decorations will be dispersed.
  3. Be available to assist whenever and wherever asked by the Facilities Coordinator and Convention Chair.
  4. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
- C. Post Convention
1. Attend Sunday Turnover Meeting.
- D. Continuous
1. Have open and frequent communication with NCWSA Facilities Coordinator, and Convention Chair.
- XIV. Donation Drawing
- A. Pre-Convention
1. Appoint Co-Chair and Committee
  2. Create flyer for groups to donate items for the drawing.
    - a) Use good taste in selection of items for the drawing, keeping in mind our tradition of self-support.
    - b) Hand-crafted items and CAL literature are suggested, baskets with several items are popular
  3. Twelve Stepper and Forum subscriptions may be offered as prizes.
  4. Use good judgment in determining the number of prizes and time of awarding them.
  5. Obtain the following supplies:
    - a) Money box with petty cash from the Convention Treasurer.
    - b) Donation Drawing tickets. (Facilities Coordinator may have a supply)
    - c) Locked room in which to store supplies.
  6. Arrange for 2-4 tables to display prizes. Easel and corkboard for posting tickets for ongoing drawings
- B. During Convention
1. Set up table(s)
  2. Establish a schedule for volunteers similar to Registration
  3. Be sure that the table is staffed during all designated operational hours.
  4. Designate roving sellers to sell additional tickets during Convention
  5. Display Donation Drawing prizes at table.



## CONVENTION GUIDELINE AND MANUAL

6. Schedule drawings throughout the convention, with some “top items” auctioned each day.
  7. Conduct Donation Drawing
    - a) Continuously throughout Convention until all items have been handed out.
    - b) Post winning tickets on message board
    - c) Deliver the special items to the speaker table for drawings before the speaker meetings.
    - d) Committee should assist in handing out prizes
    - e) Move prizes on Sunday before Spiritual Meeting to main meeting room
  8. Give money to Convention Treasurer periodically and at the end of the day
  9. Be available to assist whenever and wherever asked by the Facilities Coordinator, Convention Chair.
  10. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
- C. Post Convention
1. Give remaining Donation Drawing Tickets and other equipment to the Facilities Coordinator.
  2. Attend turnover meeting
- D. Continuous
1. Have open and frequent communication with NCWSA Convention Chair.
- XV. Convention Entertainment Chair  
(Entertainment is optional)
- A. Pre-Convention
1. Appoint Co-Chair and Committee
  2. Keep in mind the time factor.
  3. Skits and songs should be AI-Anon/Alateen related.
  4. Request budget from convention committee
- B. During the Convention
1. Be available to assist whenever and wherever asked by the Facilities Coordinator and Convention Chair .
  2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
  3. Provide entertainment.
- C. Post Convention
1. Attend Sunday Turnover Meeting.
- D. Continuous
1. Have open and frequent communication with NCWSA Facilities Coordinator and Convention Chair.
- XVI. Convention Speaker Chair
- A. Pre-Convention
1. Appoint Co-Chair and Committee
  2. Convention speaker selection including soliciting suggestions from Convention committee members, obtain samples, compile a list, present to convention committee for selection. Invite the selected speakers (a letter exists telling them what to expect 2008-9)
  3. Be available to assist with the out of Area speaker's travel arrangements and coordinate room reservations with Facilities Coordinator.
  4. The type of expenses covered for the out of Area speaker are: transportation (bus, car, train, plane, etc.), room, meals and registration. And t-shirt.
    - a) Send out Confirmation letter to all Speakers-See letter in section XXIII .



## CONVENTION GUIDELINE AND MANUAL

5. Local speakers expenses covered are Registration, Saturday night dinner and T-Shirt. (Local speaker rooms transportation and other meals are not covered)
  6. Arrange to pick up speaker(s) at point of arrival. Be available to all speakers as needed for their convenience.
  7. Arrange with registration to have nametag with speakers ribbon for each speaker. Coordinate the speaker dinner for Saturday evening. Make reservations, guest list, etc.
- B. During the Convention
1. Members of this committee act as chauffeur and host to all speakers during the Convention ).
  2. Members of this committee help the out of Area speaker(s) check in to the hotel.
  3. Are available to assist whenever and wherever asked by the Facilities Coordinator and Convention Chair.
  4. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting
  5. Be available to assist with any issues that might come up regarding speaker(s)
  6. Members of this committee assist the out of Area speaker(s) with hotel check out
- C. Post Convention
1. Return the speakers to the point of departure.
  2. Attend Sunday Turnover Meeting.
- D. Continuous
1. Have open and frequent communication with NCWSA Facilities Coordinator and Convention Chair.
- XVII. Convention Alathon Chair
- A. Pre-Convention
1. Appoint Co-Chair and Committee.
  2. Set discussion topics, one per hour.
  3. Meetings are to begin on the hour and last for 55 minutes
  4. Select or take sign up for chairpersons of the meetings.
  5. Select topics from our CAL literature, Steps, Traditions, Slogans, Concepts, etc.
  6. Present schedule of meetings for approval to the Convention Committee
  7. Give approved program to the Convention Program Chair to be included in final printing of the program.
  8. Obtain a meeting format using the Service Manual or Groups at Work, and instructions on record keeping. Have a basket available for 7th Tradition
- B. During Convention
1. Be available to assist whenever and wherever asked by the , Convention Chair.
  2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved, and share them at the Sunday Turnover Meeting
  3. Report the number of attendees at each Alathon to the Convention committee and put the 7th Tradition from each Alathon in a separate envelope to go to the Treasurer.
  4. Post a sign in the room "If chairperson does not show, please feel free to start the meeting."
  5. Check to see that there is water available in the room,
- C. Post Convention
1. Attend Sunday Turnover Meeting.
- D. Continuous
1. Have open and frequent communication with NCWSA Facilities Coordinator and Convention Chair.



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### XVIII. Convention Diversity Chair

#### A. Pre-Convention

1. Appoint Co-Chair and Committee
2. Attend Convention Committee Meetings and contact diverse groups to invite their participation in Convention planning and maintain communication with them throughout the process.
3. Work with the Convention Publicity Chair and Diversity Coordinator to translate flyers.
4. Arrange for translation equipment.
5. Present the proposed diversity program to the Convention Committee including the Convention Chair and Facilities Coordinator.
6. Give copy of the program to the Convention Program Chair to be included in the final printing of the program.

#### B. During Convention

1. Be available to assist whenever and wherever asked by the , Convention Chair.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting
3. Obtain the number of attendees at the diversity meetings, to report to the convention committee. Put 7th Tradition collection in envelope identifying meeting.

#### C. Post Convention

1. Attend Sunday Turnover Meeting
2. Report the diversity meeting attendance to the convention committee

#### D. Continuous

1. Have open and frequent communication with NCWSA Facilities Coordinator and Convention Chair.

### XIX. Convention Alateen Chair

#### A. Pre-Convention

1. Appoint Co-Chair and Committee. (It is recommended that both males and females are on this committee)
2. Convene Convention Alateen planning meetings to plan the Alateen meetings and events for the convention, and determine the "Safety Plan," which is how the NCWSA Requirement for Alateen Member Safety will be implemented at the convention. Review the Convention Alateen Behavior Guidelines. Submit the Safety Plan and Behavior Guidelines to the AAPP for approval. See prior year Convention and NoCAC Safety Plans.
3. Alateen hotel room fundraising. Alateens need to be self-supporting and raise money for their own hotel rooms. Traditionally the Convention Alateen Chair and Committee attempts to raise money to support teens attending the convention. As a rule scholarships are used to get one or more hotel rooms, and then teens fill the rooms. Additional raised money could be used for convention registration or other expenses, or be saved for the following year.
  - a) Decide how beds will be awarded, a drawing, first-come / first-served, etc.
  - b) Working with the Convention Committee determine the date Alateen pre-registration forms must be submitted.
  - c) Revise/update application process
    - (1) Design / update the Alateen pre-registration form, which should include a spot where they can indicate whether they are requesting a bed in a hotel room.
    - (2) See sample Alateen pre-registration application form.
    - (3) Coordinate with Publicity and Pre-Registration to make sure the Alateen form is distributed.



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- d) Start planning for Alateen fundraising
  - e) Start having fundraising events: sales, "asks," etc.
  - f) Unless an Alateen is staying with their parent or guardian, they must apply to stay in the Alateen rooms.
4. Reach out to Alateen groups to encourage participation and recruit Alateen speakers and meeting chairs.
  5. Work with the Convention Alateen Sponsor to recruit AMIAS to serve as sponsors for the Alateen meetings and events during the convention that Alateens would like to attend.
  6. Attend Al-Anon Convention Planning Meetings.
  7. Present the Alateen program to the Convention Committee including the Convention Chair and Facilities Coordinator.
  8. Give copy of the program to the Convention Program Chair to be included in the final printing of the program.
  9. Hotel room reservations. Determine how much money is available to pay for hotel rooms. Room assignment considerations:
    - Reserve a boy's room or suite, with two male AMIAS
    - Reserve a girl's room or suite, with two female AMIAS
    - Same sex couples not in the same room (either Alateens or adults)
    - Best to avoid having adults in the sleeping rooms with Alateens
    - Discuss whether the AMIAS are in the same room, an adjacent room, or across the hall. Remember that the AMIAS are responsible but also be somewhat flexible about where the AMIAS are actually sleeping.
- B. During Convention
1. Be available to assist whenever and wherever asked by the Facilities Coordinator, Alateen Sponsor and Convention Chair.
  2. Assist at the Al-Anon/Alateen registration tables to assure that all Alateens are welcomed, aware of the Safety Plan, Behavior Guidelines, and have Travel and Treatment Forms on file at the convention. Note: Alateens must complete a Travel and Treatment Form as part of their Registration.
  3. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting
  4. Place Alateen Convention Behavior Guidelines Poster in the Alateen Meeting Room on an easel.
  5. Obtain meeting attendance (headcount) on all Alateen meetings and provide this information to the convention committee. Put 7th tradition donations in envelope identifying meeting per Convention Treasurer's guidance.
  6. Obtain nominations for following year's convention Alateen chair and convention Alateen sponsor. Poll the Alateens attending the convention.
  7. Attend the Sunday turnover meeting, present the chosen Alateen chair and Alateen sponsor for next convention (after verifying with Convention Alateen Sponsor that the elected sponsor is a certified AMIAS).
- C. Post Convention
1. Report Alateen attendance to the committee
  2. Submit article to the Alateen Express about the Convention by the next Express deadline
  3. Thank the Alateen committee, Alateen speakers, and the AMIAS who served as sponsors, assistant sponsors, etc.
- D. Continuous
1. Have open and frequent communication with Convention Alateen Sponsor, NCWSA Facilities Coordinator and Convention Chair.





## CONVENTION GUIDELINE AND MANUAL

- XX. Convention Alateen Sponsor
- A. Pre-convention
1. Assist Convention Committee in recruiting Alateen Chairs (Male and Female), and to help the new recruits fill out the Alateen Committee.
  2. Assist the Convention Alateen chairperson and committee in pre-convention planning.
  3. Assist Convention Alateen committee in preparing meeting schedule and topics for Alateen meetings and activities at the convention.
  4. Attend convention-planning meetings with Alateen chairperson and/or co-chair, and attend the Convention Alateen committee meetings.
  5. Convention Safety guidelines – working with the Alateen Chair and Alateen committee, review and revise according the AAPP's input.
  6. Once the Convention safety guidelines have been approved by the AAPP, notify the Publicity chair.
  7. Assist the entire Convention Committee with complying with the Area B-17 Safety Guidelines. With the Alateen committee, be sure that Alateen groups are aware of the registration procedures and that a Travel and Treatment form must be filled out in order to complete registration for Convention.
  8. Work with the AAPP to identify AMIAS to serve at convention in one or more of the following roles:
    - a) being sponsors for the Alateen meetings
    - b) being sponsors for other activities teens may choose
    - c) helping register teens,
    - d) being the sponsors in sleeping rooms (separate male and female),
    - e) being available to the Alateens should they need adult guidance or assistance,
    - f) helping with transportation for the Alateens.
  9. Present potential AMIAS volunteers to the Convention Alateen committee for their approval.
  10. Communicate with the AAPP, Area Alateen Coordinator and Convention Chair.
  11. Assist the Alateens in fund raising and managing room requests.
  12. Coordinate with the Chair and Area Facilities Coordinator to arrange for adequate Alateen rooms.
  13. Final pre-convention preparations, to be completed at least 30 days prior to the event:
    - a) Receive pre-registrations of Alateens and AMIAS serving Alateen at Convention from pre-registration chair one month before Convention
    - b) Confirm current AMIAS status
    - c) Confirm Travel & Treatment forms for kids as needed
    - d) Working with the Alateen Chair and Committee, assign Alateens to hotel rooms.
  14. Confirm arrival time and assignments of AMIAS.
- B. During Convention
1. Ensure that AMIAS are available at registration, at each convention Alateen meeting, and at other scheduled activities Alateens may wish to participate in (workshops, Alathons, etc.).
  2. Ensure that the Requirements for Alateen Safety, NCWSA B.17, and the Behavior Guidelines for the convention are posted at or near where teens will register.
  3. Be aware of what Alateens are registered by getting an update from the Alateen registration throughout the day. Be ready to resolve issues at Alateen registration (including asking the Alateen Coordinator or AAPP to assist)
  4. Assist convention Alateen committee in enforcing all Alateen and Convention guidelines.



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5. Keep an open line of communication between Al-Anon and Alateen members, especially those serving as sponsors for meetings and activities.
  6. Ensure that Alateens have met the sleeping room sponsors and at least one other AMIAS serving Alateen at the Convention.
  7. Secure Alateen meeting room between meetings and at the close of each day.
  8. Keep notes of the positive things that happened as well as problems and how they were solved, to share at the Sunday turnover meeting
  9. Remind the convention Alateen committee members and Alateens attending that they are to select a Convention Alateen Sponsor for the next convention (from the list of certified AMIAS) to present at the turnover meeting.
  10. Attend Sunday turnover meeting, and verify that the selected Convention Alateen Sponsor is currently certified as an AMIAS.
  11. Turn over any Alateen materials to the newly chosen Convention Alateen Sponsor.
- C. Post Convention
1. Thank the AMIAS who served the Alateens at Convention.
- XXI. Convention Ways & Means
- A. Pre-Convention
1. Appoint Co-Chair and Committee. Find volunteers to help sell at convention. Ways & Means chair must become an NCWSA Financial Assistant (see EC guidelines) and have an address publishable in the 12 Stepper and on website for registrants to send money to. The Ways & Means chair must adhere to the current NCWSA Financial Assistant and Treasurer Guidelines. In the event any Convention Treasurer Guideline conflicts with the Area Financial Assistant or Treasurer Guidelines, the Area Guidelines shall take precedence.
  2. Provide Publicity with the deadline for the logo contest flyer. Try to allow enough time to have shirts etc. to sell at the Fall Assembly.  
Attend Al-Anon Convention Planning Meetings.
  3. Present the logo contest submissions to the Convention committee meeting in August. Committee selects the logo and the color for the t-shirt, sweatshirt, etc. Get ideas from Convention Committee on items to be sold.
  4. Obtain and present bids on items to be sold (T shirts, sweat shirts, etc.) to the Convention Planning Committee.
  5. Order items (shirts, etc.) per decision in Convention Planning Committee.
  6. Keep a complete record of all items sold and all money received. Periodically deposit funds in NCWSA bank account, deposit slips provided by the NCWSA Treasurer, send copies to the convention treasurer, NCWSA Treasurer, and EC. Adhere to the recordkeeping and financial responsibilities as specified in the NCWSA Financial Assistant guidelines.
  7. Pre-sell shirts at NCWSC Committee meetings and other events to raise funds for Convention
- B. During Convention
1. Be available to assist whenever and wherever asked by the Convention Chair.
  2. Get volunteers to help sell stuff.
  3. Sell stuff. Continue to adhere to the recordkeeping and financial responsibilities as specified in the NCWSA Financial Assistant guidelines.
  4. No cash unattended at any time. Secure unsold items.
  5. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
- C. Post Convention
1. Attend Sunday Turnover Meeting.



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2. Submit financial and inventory report on how many items (T-shirts & Sweat shirts, etc.) were sold and how many are left at the end of the convention.
  3. Turn over remaining inventory to the incoming Ways & Means chair. If no incoming W&M chair, turn it over to the incoming Convention Chair.
- D. Continuous
1. Have open and frequent communication with NCWSA Convention Chair.
- XXII. Convention Recording Secretary
- A. Pre-Convention
1. Attend Al-Anon Convention Planning Meetings.
  2. Take minutes at Convention Planning meetings. If unable to attend get an alternate to take the minutes for you.
  3. Minutes are to be distributed to members of the Convention Planning committee as quickly as possible, but no later than two weeks before the next Convention Planning committee meeting.
  4. Produce and update Convention Planning Committee List of Positions, Names, Addresses, Phone Numbers, E-mail address.
  5. The minutes should include the date and directions to next Convention Planning meeting.
  6. Manage the Convention Committee email list: add members as they join the committee, remove and change members names and email addresses. Use the email list to distribute minutes and other committee communications. The email list is currently being provided via Yahoo but could be done with Google or another on-line service. Make sure the Convention Chair also has admin rights to the list.
- B. During Convention
1. Be available to assist whenever and wherever asked by the Facilities Coordinator and Convention Chair.
  2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Turnover Meeting.
- C. Post Convention
1. Attend Sunday Turnover Meeting and take minutes including the names and contact information for all incoming committee members and turn them over to the new Secretary or Chair.
  2. Give admin rights to the email list to the next Recording Secretary and Convention Chair.
- D. Continuous
1. Have open and frequent communication with NCWSA Facilities Coordinator and Chair and the rest of the NCWSA Convention Committee



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XXIII. Sample Forms and Other Documents

A. Sample "Confirmation Speaker" Form



**Feb 21, 2010**

Hello SPEAKER\_FIRST\_NAME,

Thank you for saying **Yes to Service**. It is our great pleasure to be your hosts for this year **NCWSA Convention on April 29, 30 May 1, 2011**.

After making your travel arrangements to come and join us, we ask that you keep your receipts so that our treasurer will be able to reimburse you.  
While you are our guest, we will provide your room, meals, and travel expenses.

On Saturday evening we will be having a dinner as a **"Thank You"** to all our speakers AA, Alateen, Al-Anon and Spanish Speaking Al-Anon hosted by the 2010 Convention Committee. Dinner will be on Saturday April 30, 2010 between the hours of 5 pm to 7 pm.

We are really excited about our program this year, the theme is **"This Side of Heaven in 2011/Serenidad de Nuevo en el 2010"** which we will use through out the convention for topics for various the meetings and workshops.

**We appreciate your sharing with us on Friday April 16, 2010 at 5:00 pm for the Workshop on the topic "Recovery; We Start from Where We Are". We appreciate you sharing your Experience, Strength and Hope at 7:00pm to 8:30 pm this same evening.**

We are looking forward to see you at the Doubletree Hotel at Rohnert Park, CA. for a fun filled weekend of Recovery, Service and Fellowship, and don't forget to **Serenity Again in 2010** ....

Sincerely,

Any Member  
NCWSA Speaker Seeker  
123-456-7890  
speakerseekeraddress@yahoo.com  
(Sample Forms and Other Documents, Continued)  
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Northern California World Service Area  
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B. Sample Alateen Hotel Room Application Form



**Northern California World Service Area (NCWSA) 2010 Convention**

**Alateen Hotel Room Application Form**



Serenidad de nuevo en el 2010

Completed application(s)  
 due at the address below  
 by MARCH 1, 2010

Alateen Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Alateen Signature: \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian (print & sign): \_\_\_\_\_

*Please mail forms (due March 1, 2010)*

NCWSA Scholarship Application  
 Your St  
 Someplace, CA 95432

**2010 Convention Info.:**

April 15-18, 2010  
 Doubletree Hotel  
 1 Doubletree Way  
 Rohnert Park, CA. 94928-1336  
 1707 886-5466 mention NCWSA  
 www.dtsonoma.com

**The NCWSA Convention abides by the  
 NCWSA Requirements for Alateen Member Safety**

Each Alateen agrees to read and conform to the Alateen Behavioral Guidelines for the NCWSA Convention, share a room with three (3) other teens of the same sex between the ages of 12 and 19, and attend meetings during the Convention.

- Please go to <http://www.ncwsa.org/forms.html> and select form #A-22-7 for the Travel and Treatment Authorization for Alateens.
- All applications received prior to the due date of MARCH 1, 2010 will be placed in a drawing to select teens to participate in the paid hotel room.
- Funds are being raised for at least one room for boys and one room for girls.
- Space will be limited based on funds raised.
- Questions may be directed to the Convention: [convention@ncwsa.org](mailto:convention@ncwsa.org)



## CONVENTION GUIDELINE AND MANUAL

(Sample Forms and Other Documents, Continued)

### C. Sample Alateen Safety Guidelines

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#### Event Procedures for NCWSA Convention with Alateen Participation

1. Purpose: The purpose of this procedure is to document what NCWSA Convention does to conform with B17 Requirements for Alateen Member Safety. The B-17 requirement may be found at this web page: <http://www.ncwsa.org/guidelines.html>. If there is any conflict between this procedure and B17, the requirements of B17 apply.
2. Events: This procedure covers all events in the geographical area of Northern California World Service Area that include Alateen participation and that are sponsored by NCWSA Convention.
3. Event Committee Responsibility:
  - A. Notification: It is the responsibility of the event committee to notify the Area Alateen Process Person when an event is planned.
  - B. Agreement: It is the responsibility of the event committee to agree to this procedure.
  - C. The event Committee appoints at least one person who is identified as the Event Alateen Sponsor, (male or female) and a second person as the Event Alateen Co Sponsor, preferably of the opposite sex as the Event Alateen Sponsor Chair.
  - D. In any flyer or other announcement of an event covered by NCWSA AFG, there must include the statement, "This event conforms to the NCWSA Requirement for Alateen Member Safety." At the event, the event chair should introduce (announce) the Event Alateen-Sponsor and Co Sponsor.
4. Event Alateen Sponsor Responsibility
  - A. Responsible for the behavior of adults and teens in relation to the B17 Requirements for Alateen Members Safety.
  - B. Must be a certified Al-Anon Member Involved in Alateen Service, (AMIAS) as defined in B17.
  - C. Must assure that transportation for any teen under the age of 18 be with a parent or guardian or if traveling with an AMIAS, have a completed Travel Permission Slip.
  - D. Collects a completed Travel Authorization Form from each Alateen (including emergency contact information) at the time of registration or arrival at the NCWSC event.
  - E. The Alateen Behavior Guidelines are read by all Alateen Members, as part of the conditions to attend Convention
  - F. Must be available to assure that B17 procedures are followed at the event.
  - G. Makes available copies of the B17 Requirements for Alateen Members Safety to all event committees.
  - H. Holds a copy of the completed forms for the duration of the event.
  - I. Ensure that Alateens will be traveling with the person(s) listed on the Travel Authorization Forms when traveling offsite for meals, etc.,
  - J. Ensures that there are either two Alateen Group Sponsors or Two AMIAS serving as Alateen Group Sponsors at each Alateen meeting or activity.
5. Miscellaneous



## CONVENTION GUIDELINE AND MANUAL

- A. All Alateens, even those who are legal adults, are required to comply with the Alateen guidelines when participating as Alateens. Comply with the Alateen guidelines and Area requirements when participating as Alateens.
- B. B. Other AMIAS who may be available to assist at an event, are identified by the Area Alateen Process Person (AAPP) and wear a badge to specifically highlight AMIAS members on said list.
- C. C. The Area Alateen Process Person certifies that the Event Alateen Sponsor selected by the event committee is an Al-Anon Member Involved in Alateen Service.
- D. The Alateen Sponsor and Co Sponsor are to know where Alateens are at all times, and to make sure the Alateens are in the assigned to the appropriate gender rooms.
- E. Alateen Sponsor and Co Sponsor to be in attendances in all Alateen meetings.
- F. Any participant, no matter of which fellowship or none, will be asked to leave the convention if they fail to follow the Safety Guidelines, and they will be held responsible for any Local, or State law broken.