

**DAY IN AL-ANON:  
COORDINATORS – ROLES & RESPONSIBILITIES**

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<b>ROLE</b>	<i>Registration Coordinator</i>
<b>PRIMARY PURPOSE</b>	Ensure registration table is adequately staffed throughout the day, and that funds are collected and secure to the Treasurer.
<b>BUDGET</b>	\$30.00
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Set up schedule for the day, including time slots (suggest one hour slots, two persons per slot).</li> <li>3. Elicit AFG volunteers to staff registration table (suggest three persons cover early a.m. and noontime slots).</li> <li>4. Create sign-in sheets (or book) for the day, including attendee name &amp; city (including sequential numbering of attendees).</li> <li>5. Provide each attendee with an event program, free donation drawing ticket, love gift, offer of purchasing additional tickets, nametag to complete, answers to their questions, and a welcome smile!</li> <li>6. Ensure all volunteers understand their role in soliciting persons to register if they are not wearing nametags.</li> <li>7. Ensure sufficient supply of nametags, pens prior to event</li> <li>8. Assign 3-4 persons to be available at the entrance to the main speaker room (prior to the speaker presentation) to ensure all of the last minute attendees to register.</li> <li>9. Verify adequate cash change is available throughout the day (Treasurer will ensure sufficient denominations at the beginning of the event).</li> <li>10. Turn over cash during and at end of day to Treasurer.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Move registration table to the chapel prior to main speaker meeting event to ensure continuous registration.</li> <li>• Registration table and cash need to be staffed throughout the day; person(s) staffing the table must ensure cash is secured.</li> <li>• Suggest having a floater assigned to provide additional coverage throughout the day or at busy times if needed.</li> <li>• It will be helpful for the Registration Chair to set a positive tone with the registration volunteers so they will be comfortable in approaching persons who have not yet registered. It may also be helpful to make sure the registration table is well positioned at the entrance area to minimize unregistered attendees.</li> </ul>

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<b>ROLE</b>	<i>Facility Set-Up/Clean-Up Coordinator (if needed include tents, tables, chairs procurement)</i>
<b>PRIMARY PURPOSE</b>	Ensure set-up for all rooms is in place prior to the event (Friday night set-up if possible)
<b>BUDGET</b>	\$50 (e.g. refreshments for set-up crew).
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Identify volunteers to assist with facility set-up the day before the event (typically occurs late afternoon/early evening).</li> <li>3. Prior to event, identify the need for additional tables, chairs, or other furniture/equipment; with Event Chair, identify volunteer(s) to provide any needed additional items.</li> <li>4. Arrange for transport of additional tables, chairs to the facility prior to the event, if needed.</li> <li>5. With Event Chair and Decorations Chair the day prior to event, direct volunteers to set up each room according to written layout plan or verbal directions.</li> <li>6. Ensure all rooms are ready before dismissing set-up crew.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• May want to work in collaboration with Facility Clean-Up crew.</li> </ul>

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<b>ROLE</b>	<b><i>Facility Clean-Up Coordinator</i></b>
<b>PRIMARY PURPOSE</b>	After event, ensure facility is left in the same or better condition in which it was found prior to event.
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Identify volunteers to assist with facility clean up after lunch, and at event conclusion.</li><li>2. At the end of the day, direct volunteers to break down tables, chairs that belong to the facility and return to their original location.</li><li>3. Arrange for return of additional tables, chairs, and tents to the vendor(s) after the event.</li><li>4. Ensure all rooms are ready before dismissing clean-up crew.</li></ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"><li>• May want to work in collaboration with Facility Set-Up crew.</li></ul>

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<b>ROLE</b>	<i>Childcare Coordinator</i>
<b>PRIMARY PURPOSE</b>	Ensure that adequate and appropriate childcare is provided throughout the day; serve as the contact person during the day for those individual(s) providing childcare should any emergencies arise.
<b>BUDGET</b>	\$75.00 (meals, drinks, snacks for children)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Identify individuals who can provide childcare for the children of persons attending the event.</li> <li>3. Acquaint those individuals with the day's schedule, expectations, compensation, etc.</li> <li>4. Arrange for one or more back-up provider if warranted by the number of children needing care.</li> <li>5. Arrange for a volunteer to provide coverage during lunchtime (to give the childcare providers a break); those volunteers need to be responsible to get children fed with pizza lunch, juice and fruit.</li> <li>6. Become familiar with the childcare room(s), and any restrictions placed at that area by the hosting facility.</li> <li>7. Arrange to meet childcare providers in the morning of the event; escort them to the childcare area and provide overview of area to childcare providers.</li> <li>8. Create childcare sign-in sheet with parent/guardian name, cell phone or beeper number, child name, child age, time of arrival, and time of departure.</li> <li>9. Instruct childcare providers that all children must be signed in and signed out and wear a name badge with their name and parent/guardian's cell phone number.</li> <li>10. Create childcare donation can/basket (suggested donation of \$5 per child for the day).</li> <li>11. Periodically check throughout the day to ensure childcare is running smoothly and to determine if back-up provider needs to be engaged.</li> <li>12. If professional childcare is used, pay the childcare providers at the end of the day.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Ideally, childcare providers should be 18 years or older.</li> <li>• For childcare staffing, suggest ratio of <u>1:4</u> (for children under age 5) and <u>1:8</u> for children between 6 and 12).</li> <li>• Make sure all infants have an adequate supply of formula and diapers provided by parent/guardian.</li> <li>• If childcare providers are persons not known personally by Committee Chair, procure references prior to engaging their services.</li> <li>• Arrange for pizza lunch, juice drinks, and fruit for the children.</li> </ul>

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<b>ROLE</b>	<i>Donation Drawing Coordinator</i>
<b>PRIMARY PURPOSE</b>	Procure items for the Donation Drawing and ensure the drawing is facilitated
<b>BUDGET</b>	\$25 (donation drawing tickets, pens & paper if needed)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Prior to the event, make and distribute a flyer soliciting items to be used for the donation drawing.</li> <li>3. To ensure optimal sales of donation drawing tickets make sure that sales are continuously available in the lunch hall with 2 volunteers walking around and selling tickets.</li> <li>4. Make a proposal to the committee for the cost of the donation drawing tickets for the event.</li> <li>5. Make a proposal to the committee about the silent auction, live auction, and donation drawing.</li> <li>6. Create ticket baskets for collecting funds from ticket sales for volunteers to use.</li> <li>7. Facilitate the drawing, or, identify a volunteer to do so (typically the drawing occurs during lunch).</li> <li>8. Turn over all funds to Treasurer after ticket sales have closed.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Suggest that each Al-Anon meeting in the District donate one item for the drawing (would equal ?? items). i.e., Baskets are preferred &amp; individual donations are welcome.</li> <li>• Donated items should be attractive, desirable; i.e., something that someone would otherwise be interested in buying. Examples of items: set of Al-Anon books, theme-related gift basket, coffee store gift card and/or products, Al-Anon tape set.</li> <li>• Donated items that are program-related (e.g., Conference-approved literature) are encouraged but not required; however, non-conference approved literature would not be appropriate.</li> <li>• In keeping with Al-Anon traditions, donated items that are used must be either created or purchased by an Al-Anon member. We cannot accept donations from outside enterprises.</li> <li>• Organize closed auction by taking some of the baskets and setting them up in a separate area. Have a sheet and pen for taking bids for each item. Provide a sign for auction closing time and announce the closing time during the lunch drawing.</li> <li>• Make sure that large luxury gifts are equally divided between closed auction and donation items. i.e., maybe 1/3<sup>rd</sup> closed bid and 2/3<sup>rd</sup> donation drawing?</li> </ul>

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<b>ROLE</b>	<i>Decorations Coordinator</i>
<b>PRIMARY PURPOSE</b>	Provide attractive decorations for fellowship room and wherever needed.
<b>BUDGET</b>	\$50.00 (supplies)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Elicit volunteers to assist in decorating.</li> <li>3. Identify number and size of tables to be used (In the case of table cloth purchases, check with lunch and breakfast).</li> <li>4. Inventory existing supplies; determine additional items needed.</li> <li>5. Procure table covers and tape.</li> <li>6. Use creative imagination to decorate tables and walls.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Incorporating the theme of the event in the decorations is encouraged.</li> <li>• Butcher paper has been successfully used for table coverings.</li> <li>• Purchasing flats of live plants (pansies, daisies) for the tables and adding ribbons has worked for others.</li> <li>• Get volunteers for an evening of creativity. Many hands create light work.</li> </ul>

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<b>ROLE</b>	<b><i>Breakfast and Refreshments Coordinator</i></b>
<b>PRIMARY PURPOSE</b>	Provide food and drinks for breakfast and breaks
<b>BUDGET</b>	\$100.00 (Work with Lunch Coord.)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Procure drink supplies: coffee, tea, hot chocolate, napkins, stir sticks, cups, plates, plastic knives, forks, spoons, sugar, Splenda, Coffeemate, etc.</li> <li>3. Procure coffee urns (from individual members, speaker meeting), if not provided by facility.</li> <li>4. Elicit volunteers to bring ice chests/coolers in which drinks can be stored.</li> <li>5. Purchase breakfast items (muffins, bagels, fruit, juice) for event breakfast.</li> <li>6. Purchase variety of sodas, bottled water for sale during the day.</li> <li>7. Purchase ice for ice chests.</li> <li>8. Enlist volunteers to assist in food set-up, drink sales, and in refreshing food and supplies throughout the day.</li> <li>9. Arrive at the event site at least one hour in advance of the event start to set up food table, start coffee and water</li> <li>10. By lunch time, clear the breakfast items from the table; move food to the lunch area if it is edible, or discard it if it is not.</li> <li>11. Turn over cash from drink sales to the Treasurer during and at the end of the day.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• <b>Suggest coordinating the supplies inventory and purchase with the Luncheon Set-Up/Organization.</b></li> <li>• Sale of variety of sodas and bottled water should be located with the coffee and tea. Allocate volunteers to staff throughout the day instead of using a donation can to ensure flow of coffee and income.</li> <li>• Best spot for purchasing breakfast items and drinks: Costco.</li> <li>• Can also use home-baked items such as cookies if those are brought by volunteers.</li> <li>• Set out donation can with a suggested \$1.00 donation for breakfast and for all drinks - soda and coffee</li> </ul>

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<b>ROLE</b>	<i>Luncheon Set-up/Organization Coordinator</i>
<b>PRIMARY PURPOSE</b>	Ensure that the luncheon set-up is on time and that it runs smoothly.
<b>BUDGET</b>	\$75.00 (Work with Breakfast Coordinator)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Enlist volunteers to assist in lunch set-up and organization.</li> <li>3. Inventory current supplies of plates, cups, napkins, utensils; coordinate purchase additional needed items with Breakfast.</li> <li>4. In the morning of the event, determine where food that is brought by attendees should be left; create and place signs that provide that information, including a volunteer to receive the donations.</li> <li>5. By mid-morning, assemble lunch crew to set up the serving tables with the food that has been brought.</li> <li>6. By lunchtime (??), make sure the serving table is ready for the serving line.</li> <li>7. After lunch, enlist a crew of volunteers to clean up the lunch service areas, including disposing of uneaten food, washing/drying serving dishes (NOTE: Dessert items can be placed on the break table to be eaten at the afternoon break).</li> <li>8. Place serving dishes/utensils that were brought by attendees in a central location so that they can be picked up in the afternoon.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Suggest coordinating the supplies inventory and purchase with the Breakfast Coordinator.</li> <li>• The event location has kitchen space; it might be challenging to deal with food that needs to be warmed. (If needed, suggest asking volunteers to bring warming trays, crock pots, etc.) Food that needs to be kept chilled or hot could be kept in ice chests. Needs to be coordinated with the Breakfast Coordinator.</li> <li>• Make sure ice chests, if used, have a name and phone number on them.</li> <li>• Might want to ask for extension cords and ice chests (coordinate with Breakfast Coordinator), if needed.</li> </ul>

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<b>ROLE</b>	<b><i>Publicity Coordinator (Event Notices, Program, NCWSA links)</i></b>
<b>PRIMARY PURPOSE</b>	Provide effective advance notification (paper and electronic) about the Day In Al-Anon event, and paper programs for the day of the event
<b>BUDGET</b>	\$50 (flyers & program)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. In collaboration with the event chair, prepare a flyer for broad distribution with pertinent event information; if requested, arrange for photocopying of the flyer</li> <li>3. Have flyer reviewed and approved by the committee by group conscience prior to distribution.</li> <li>4. Contact 12-Stepper Editor and have event published. Submit an electronic copy of the flyer to the NCWSA calendar coordinator (see <a href="http://www.ncwsa.org">www.ncwsa.org</a>). Contact the Forum and have event published. (Needs to be done ASAP to meet publishing cut-off dates).</li> <li>5. As requested, prepare additional flyers/electronic communication to publicize the event within the Al-Anon and/or AA fellowship.</li> <li>6. Supply flyers to the District Representative to take to Assembly (September) and NCWSC – confirm with DR the date of NCWSC meeting (+/-Third weekend of October.).</li> <li>7. Prepare a program for the actual day of the event.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Advance notifications should be prepared and submitted at least 4 months prior to the event to allow timely distribution.</li> <li>• Flyer should include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Date, day, time</li> <li><input type="checkbox"/> Featured speaker name</li> <li><input type="checkbox"/> Location (address, cross street)</li> <li><input type="checkbox"/> Information re: childcare, potluck, donation drawing, silent auction.</li> <li><input type="checkbox"/> Contact name/phone number. (Current chair and co-chair).</li> </ul> </li> <li>• Program should include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Date, day, time</li> <li><input type="checkbox"/> Event schedule</li> <li><input type="checkbox"/> Acknowledgements (committee chairs, volunteer names)</li> <li><input type="checkbox"/> Facility map/layout.</li> </ul> </li> <li>• Incorporating the event logo/theme into the documents is highly encouraged.</li> <li>• Suggest that volunteers be elicited who can provide copying, mailing at no charge.</li> <li>• Knowledge of desktop publishing software is helpful.</li> <li>• Distribute flyers at other events (i.e, speaker meetings in neighboring districts, Al-Anon events in the Bay Area, and any meeting you may visit).</li> <li>• Keep announcing this to every meeting inside and outside of the district.</li> </ul>

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<b>ROLE</b>	<i>Speaker Liaison</i>
<b>PRIMARY PURPOSE</b>	Serve as the host/hostess for the event's featured speaker.
<b>BUDGET</b>	\$400.00
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Initiate contact with the speaker, confirm the event date/time, arrangements, covered expenses. (Because of speaker schedule demands, this contact needs to occur a year or more in advance of the event date.)</li> <li>3. Maintain contact with the speaker from the time of initial contact and date confirmation until the actual event. This includes confirming the date with the speaker ideally 6 months in advance, but at least 4 months in advance (particularly important if the arrangements were made far in advance of the event date.)</li> <li>4. Assist the speaker with travel arrangements, if necessary.</li> <li>5. Pick up the speaker at airport/train station, if necessary.</li> <li>6. Arrange for hotel accommodations for the speaker or member supplied private lodging.</li> <li>7. Give speaker cash per diem amount upon arrival.</li> <li>8. If the speaker is interested in doing so, arrange for social events (dinner, coffee) with fellowship members, or make arrangements for the speaker to attend a local meeting.</li> <li>9. Transport the speaker to the event; or, ensure they have transportation and map/directions to the event location.</li> <li>10. At the event, introduce the speaker to members of the committee; provide a nametag, and make him/her feel welcome. Be available throughout the day to answer the speaker's questions, provide for special needs, etc.</li> <li>11. Ensure that the speaker is familiar with the room in which s/he will be speaking, and is comfortable with the setting, sound equipment, etc.</li> <li>12. Obtain any receipts for reimbursement from the speaker; give those receipts to the Treasurer who will arrange for reimbursement.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Utilize the Speaker Confirmation Letter, which includes covered expenses for out-of-town speakers.</li> <li>• Travel arrangements/accommodations not necessary if the speaker is local to the Bay Area.</li> </ul>

Speaker:		
Airfare	\$TBD	rt airfare quote from Travelocity, Expedia, etc.
Hotel or Private Lodging	\$TBD	2 nights - \$80 a night at a hotel Private Lodging donated by member
per diem for 2 days	\$100	cash per diem for meals, parking at home airport, misc. expenses
Sat. evening dinner	\$ 25	speaker as a guest of the district for a post-event dinner
Misc. expenses	\$50	mileage, parking for speaker liaison

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Speaker Sub- Total:		\$TBD	
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<b>ROLE</b>	<b><i>Alateen Liaison</i></b>
<b>PRIMARY PURPOSE</b>	Serve as the Alateen sponsor for Alateen members attending the event.
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Communicate to the event chair what type of activities the Alateen members would like to have at the Day in Al-Anon; e.g., a special meeting, an Alateen only meeting, a service commitment, etc.</li> <li>2. Serve as the qualified sponsor for Alateen meetings held as a part of the event, and find a qualified co-sponsor to also sponsor the meetings.</li> <li>3. Consult with the Alateen Coordinator for facility guidelines for Alateens.</li> <li>4. Ensure that Alateen members attending the event are aware of the facility's rules/guidelines regarding food consumption, noise, smoking, etc. Monitor Alateen members' activities during the day to ensure those rules/guidelines are followed.</li> <li>5. If a designated room is assigned for Alateen use, ensure that the room is maintained throughout the day, and is left in the same or better condition at the end of the day.</li> <li>6. If a service commitment is requested (e.g., selling drinks), ensure that activity is sufficiently staffed, that Alateen members providing that service understand their roles, and that cash is handled appropriately.</li> <li>7. Collect cash and turn it over to the District Alateen Coordinator.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Typically if Alateen members provide a service and receive donations, those funds go to the Alateen fellowship of the district, and are disbursed at the direction of the District Alateen Coordinator.</li> </ul>

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<b>ROLE</b>	<b><i>Meditation Room Set-Up/Refresh Coordinator</i></b>
<b>PRIMARY PURPOSE</b>	Create a restful, meditative ambiance in the designated Meditation Room that can be used for prayer and meditation by event attendees throughout the day.
<b>BUDGET</b>	\$15 (i.e., fresh flowers)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Prior to the event, tour the facility and the room designated for this purpose.</li> <li>3. Using imagination and creativity to set up the room (the day prior or the morning of the event) in a way that promotes a non-denominational meditative atmosphere for persons wanting a quiet spot for prayer and meditation.</li> <li>4. Periodically throughout the day, check the room to see if it needs to be refreshed, tidied, etc.</li> <li>5. At the end of the day, ensure that the room is returned to the condition in which it was found.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Suggestions for room set-up might include: <ul style="list-style-type: none"> <li>❑ Fresh flowers</li> <li>❑ Meditative music</li> <li>❑ Paper, pens, pencils (for 4<sup>th</sup> step work, journaling, etc.)</li> <li>❑ Comfortable seating (to augment regular chairs) such as floor mats, bean bags, pillows</li> <li>❑ Al-Anon pamphlets</li> </ul> </li> </ul>

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<b>ROLE</b>	<i>Conference Approved Literature (CAL) Sales Coordinator</i>
<b>PRIMARY PURPOSE</b>	Provide for the sale of CAL at the event.
<b>BUDGET</b>	Talk to District 14 Literature Depot Coordinator
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. If budget needed, make a proposal to the committee and monitor budget. If projected expenses will exceed the budget, discuss with the committee.</li> <li>2. Prior to the event, coordinate books/pamphlets (on consignment) as needed with Literature Depot and discuss sales and receipts.</li> <li>3. The day of the event, display the literature in the spot designated by the event chair.</li> <li>4. Provide signage indicating that checks should be made payable to "District 14 Literature Depot".</li> <li>5. Provide a receptacle for putting payments for literature purchases.</li> <li>6. At the end of the day, collect cash, and turn it over to the event treasurer.</li> <li>7. Ensure that at the end of the day, any remaining literature is packed and returned to the District 14 Literature Depot.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Secure volunteers for rotation of literature service throughout the event.</li> </ul>

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<b>ROLE</b>	<i>Greeter Coordinator</i>
<b>PRIMARY PURPOSE</b>	Find greeters to greet and direct people to the registration table or provide directions and create signs for entire event site.
<b>BUDGET</b>	\$30.00 (site poster, felt pens & signs)
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget. Monitor budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Procure poster boards, pens for making signs; create signs and direction arrows for: <ul style="list-style-type: none"> <li><input type="checkbox"/> Each room</li> <li><input type="checkbox"/> Parking lot entrances</li> <li><input type="checkbox"/> Each special table: tape sales, registration, lunch, drink sales, AFG literature sales</li> </ul> </li> <li>3. Sign-up volunteers for greeters.</li> <li>4. Elicit volunteers in sign-making the days prior to the event.</li> <li>5. Make poster size maps of the facility bathrooms and workshops, including sanctuary and fellowship hall.</li> <li>6. Make signs to label the rooms with times and workshop names.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Familiarize new faces that are new to our district or Al-Anon.</li> <li>• Greet members coming in from the parking lots.</li> </ul>

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<b>ROLE</b>	<i>Love Gift Coordinator</i>
<b>PRIMARY PURPOSE</b>	To provide a gift for each registered member attending DIA.
<b>BUDGET</b>	\$50.00
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li><li>2. Make +/-200 Love Gifts for each registered member.</li><li>3. Find volunteers to help with making the gifts.</li></ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"><li>• Ideas: book marks with slogans, cards with quotes, slogan bracelets, refrigerator magnets etc.</li></ul>

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<b>ROLE</b>	<i>The Treasurer</i>
<b>PRIMARY PURPOSE</b>	Collect money from the different sources handling money.
<b>BUDGET</b>	\$30.00
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Develop and provide overall management of the entire budget. Review all submitted reimbursement requests, and track as actual expenses for the event. When the event has concluded, provide the District with a budgeted vs. actual report, and a recommended budget for the following year. Work closely with District 14 Treasurer.</li> <li>3. Secure sufficient amount of change for the cash box just prior to the event at the registration table (a reimbursable expense).</li> <li>4. Throughout the day, ensure all cash is kept secured. At the conclusion of the event collect all funds and deposit to the District's account.</li> <li>5. Provide an expense sheet to all coordinators.</li> <li>6. Receipts and itemization must accompany expense sheets in order to be reimbursed.</li> <li>7. Keep the income from donation drawing, registration, literature sales, food and drink sales, childcare and 7<sup>th</sup> tradition separate.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Collect money throughout the day to prevent too much cash in hands.</li> <li>• Track income from different sources. i.e., Registration, donation drawing, etc.</li> <li>• Purchase bank deposit bags with zipper to give to different coordinators.</li> </ul>

**DAY IN AL-ANON:  
COORDINATORS – ROLES & RESPONSIBILITIES**

<b>ROLE</b>	<i>Day in Al-Anon Chairperson</i>
<b>PRIMARY PURPOSE</b>	Ensure a successful Day in Al-Anon by coordinating the efforts of the Committee Chairs, by managing human and financial resources and by managing the project overall.
<b>BUDGET</b>	\$100.00
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor entire Day In Al-Anon budget if coordinator exceeds budget, ensure group conscience is taken. Discuss with committee if projected expenses for the Chairperson will exceed the budget.</li> <li>2. Attend district budget meeting in January and apply for DIA budget of \$1700.00 (\$1150.00 for coordinators and +/- \$500.00 for event site rental and \$50.00 cushion).</li> <li>3. Confirm that the physical site for the event was booked by the previous chair, and document the event date and times with the site contact in the form of a simple letter of agreement. Also make sure for the following year's reservation is made (2<sup>nd</sup> Weekend in February).</li> <li>4. Find a Co-Chair to plan the DIA and who subsequently will become the Chair for next year's DIA.</li> <li>5. During the planning period (June – February), attend the monthly District meeting and provide status reports to the District. At the conclusion of the event, provide a final report.</li> <li>6. Identify potential volunteers for Committee Coordinators, workshop leaders, and other volunteer jobs.</li> <li>7. Provide agenda and organize regular (e.g., monthly) committee coordinator/volunteer meetings for information sharing, status reporting, and identifying areas where assistance is needed. The first meeting should occur in June. The final meeting should take place approximately 2 weeks before the event.</li> <li>8. If the DIA Chairperson role is shared, maintain strong, regular communication, particularly in the final 6 weeks before the event.</li> <li>9. Identify a theme for the Day in Al-Anon; communicate the theme name to Committee Coordinators for incorporating into their respective activities.</li> <li>10. Utilize the theme in developing a series of workshops for the event day. Assign rooms and a scheduled time for each of the workshop sessions.</li> <li>11. Identify and assign members of the fellowship who would be good at leading a workshop session. One month before the DIA, confirm with all workshop leaders the title and content of their session, the scheduled time, and the name/phone number of their co-leader (if applicable).</li> <li>12. Distribute Committee Coordinator roles/responsibilities and offer clarification and guidance as needed throughout the course of the event planning. Maintain prompt follow-up with all Committee Coordinators if/when advice or assistance is needed.</li> <li>13. Secure taping company (Sound Solutions, Tel.1-877-893-2777) to tape the main speaker and possibly other sessions.</li> </ol>

**DAY IN AL-ANON:  
COORDINATORS – ROLES & RESPONSIBILITIES**

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	<ol style="list-style-type: none"><li>14. Identify and manage tasks and activities throughout the planning period.</li><li>15. Serve as the secretary for the main speaker meeting. Secure individuals to read (Preamble, Steps, Traditions and Concepts - out of the service manual) and collect the 7<sup>th</sup> tradition.</li><li>16. Organize (or assign the task) a no-host dinner with Committee members and the guest speaker to occur in the evening after the DIA event. (NOTE: The District <u>does</u> host the guest speaker for this dinner; all others are no-host).</li><li>17. Maintain the <i>Day in Al-Anon: Planning Guide for the Chairperson</i> data disk or create new one by including updated information relevant to the DIA of that particular year. Have two copies, one for the future chair and one for the District Rep. All previous year discs should also be passed forward.</li><li>18. After the event, ensure that the donation check to the facility site is delivered or mailed to the site contact person, along with a thank you note on behalf of the Committee and the District.</li><li>19. Ensure a smooth transition with the Day in Al-Anon Coordinator(s) for the next year by reviewing the budget, tasks/activities, and the data disk with the new chair(s) if needed.</li></ol>
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**DAY IN AL-ANON:  
COORDINATORS – ROLES & RESPONSIBILITIES**

<b>COMMENTS</b>	<p><u>Suggestions for success:</u></p> <ul style="list-style-type: none"> <li>• Identify and secure the site well in advance; suggest immediately following the DIA.</li> <li>• Schedule all committee meetings at the first meeting in June to prevent scheduling conflicts.</li> <li>• When selecting workshop leaders, it is helpful to have broad representation from all the various meetings in District 14, as well as guests from other districts. It is also good to have two leaders per session (Ideally one male and one female for perspective); ideally, someone who has had experience in this role paired up with someone who may be doing it for the first time. One may either assign a workshop session, or, if several options are available, give the individual the choice of sessions they would prefer.</li> <li>• In developing the workshop program for DIA, we found it useful to create and distribute a survey to meetings throughout the district to get an idea in what topics the members of district were interested. After compiling the survey results, we prioritized topics and created the program.</li> <li>• Bridget and Doug from Sound Solutions are reliable, pleasant, and perform taping services at no charge. They are located in Auburn, CA and can be reached at 1-877-893-2777. NOTE: Contact them early; their schedule is very busy.</li> <li>• It is very helpful to use Word, a simple Excel spreadsheet and e-mail to identify, track and manage tasks/activities throughout the planning period. Chair and Co-Chair need carefully coordinated with each other to ensure all tasks are completed. It is helpful to have one person create and maintain a master task list.</li> <li>• It would very beneficial for the Chairperson(s) to review the After Action Review document that is prepared after the current Day in Al-Anon, since it contains significant useful information about what went well and lessons learned from that event. We would also suggest that each Chair conduct a similar evaluation of the event each year; this information will be very helpful to the current Chair and Co-Chair our next year's Chair.</li> </ul>
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**DAY IN AL-ANON:  
COORDINATORS – ROLES & RESPONSIBILITIES**

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<b>ROLE</b>	<i>Day in Al-Anon Co-Chair is the designated Chair for next year's event.</i>
<b>PRIMARY PURPOSE</b>	Assisting the Chair with necessary tasks to ensure a successful Day in Al-Anon.
<b>BUDGET</b>	\$50.00
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Monitor your budget and discuss with committee if projected expenses will exceed the budget.</li> <li>2. Maintain a data disk for the DIA.</li> <li>3. Provide AFG speaker tapes for the committee to choose next year's DIA speaker (minimum of three to choose from).</li> <li>4. Create phone/email list of coordinators to be distributed to the DIA committee and the District Representative.</li> <li>5. Notify and send reminders to committee members of upcoming meetings.</li> <li>6. Function as contact person for committee members to report by email in case of absence from committee meetings.</li> <li>7. Take minutes at all DIA committee meetings.</li> <li>8. Attend District Meetings if the Chair is not available.</li> <li>9. Fulfill any task as needed by the chair.</li> </ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"> <li>• Confirm that the site is available the second weekend in February and that our event is on their calendar (so that there is a firm reservation).</li> </ul>

**DAY IN AL-ANON:  
COORDINATORS – ROLES & RESPONSIBILITIES**

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<b>ROLE</b>	<b><i>Entertainment Coordinator.</i></b>
<b>PRIMARY PURPOSE</b>	Find entertainment for the lunch break.
<b>BUDGET</b>	\$20.00
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Provide entertainment within the allotted lunch time slot.</li><li>2. Coordinate and facilitate the entertainment.</li><li>3. Check with Chair and if needed with the facility about sound system (microphones) and if there is a stage.</li><li>4. Coordinate with Donation Drawing Coordinator.</li></ol>
<b>COMMENTS</b>	<ul style="list-style-type: none"><li>• Suggestions for entertainment: music/band, singing [individual(s) or group], skit, poetry reading, etc.</li><li>• Talk to your DR, DIA Chair or former DIA Chairs/Coordinators for advice.</li></ul>