



New Intergroup Representative

What's in this packet?	What are my Responsibilities?
<ul style="list-style-type: none">• Registration Form• Central Office Flyer• Self-Support Pamphlet• Treasurer Pamphlet• GSO Guidelines on Contributions• How to be a GREAT Intergroup Rep• Local Service Structure• Intergroup Information Sheet	<ul style="list-style-type: none">• Attend the Intergroup Business Meeting on the second Tuesday of each month, 7pm at SRI Central Office & Zoom• Attend your very next Home Group Meeting and make the announcements.• Attend you Home Group's Business Meeting or have a group conscience on motions that come up for vote.• Vote on behalf of your group at Intergroup Meetings• Vote for Steering Committee at end of the year.

Inform Your Group Members

Arrange with your group for a few minutes at each meeting to keep members informed about what is happening within A.A. as a whole and throughout SRI. Make your reports interesting and exciting! Here is some important information to share:

FINANCES:

Become familiar with the finances of the Intergroup. Keep members informed of the monthly balance sheet. Explain how the money is used to support the various activities of the office and the committees.

SRI EVENTS:

Announce and encourage members to participate in SRI Events and Committees. There are Special Events throughout the year. Announce upcoming activities at EVERY GROUP MEETING!

OUR NEWSLETTER:

Encourage members of your group to become regular readers of our newsletter, *The Filing Cabinet*. Provide the office with news of your group and any other articles of interest to all A.A.s in the Phoenix area, and stimulate individuals in your group to write about their experience with the A.A. program for possible publication.

AT THE MONTHLY SRI BUSINESS MEETING:

Ensure that you are signed-in and pick up the packet and flyers prior to the start of the monthly meeting. Look over the Treasurer's Report as well as the minutes. Be prepared to ask any questions prior to motions to approve. If you need more time, please ask the Chairperson to wait until you are ready. **Please share the Treasure's Report and the Minutes with your group.** Too often we get questions from members about action taken at the Business Meetings. Take notes to inform your group of any pending action they need to consider, then bring your group conscience back to the next meeting.

Questions/Suggestions

Sometimes the pressures of time and our zeal to get things done expeditiously cause us to move through things too quickly. If you don't get answers to things your group members want to know about, it is your privilege to ask questions and be heard. Problems in a group, as they pertain to A.A. as a whole, are your concern also. You can help to see that the over-all policy (The 12 Traditions & The 12 Concepts) is adhered to in your group. You can be a solver of problems, small or large.

If you have a request, suggestion or feedback that can help other IGRs or the Intergroup function in a better capacity, please share it. **To be helpful is our only aim.**

What your 7th Tradition Supports

- Keeping the doors of the Central Office open with an Office Manager and an Assistant
- Maintaining a 24 Hour Phone Hotline answered by an AA Member
- Providing meeting times, locations, and directions to callers
- Answering inquiries about A.A.
- Maintaining a 12th Step Call List and arranges Twelfth Step calls to help an alcoholic in need
- Maintaining and updating the Valley Wide Meeting Lists every 6-8 months
- Ordering, selling and distributing literature as well as chips and medallions
- Printing and distribution of flyers for A.A. events
- Maintaining the Intergroup website www.aaphoenix.org
- Hosting Special Events to promote service and unity
- Printing and distributing our monthly newsletter, *The Filing Cabinet*
- Maintaining group and volunteer databases
- Providing Liability Insurance coverage for many meeting locations

How to be a GREAT Intergroup Rep

Handling A.A. Services at the local level

-from Circles of Love and Service

Central/Intergroup offices provide vital local services and Twelfth Step opportunities. All areas function independently and handle local A.A. services in the manner best suited to local needs. While General Service Representatives, District Committee Members, Area committees, Area assemblies, and the General Service Conference are concerned with matters affecting A.A. as a whole, Central/Intergroup offices fill a different need. They handle LOCAL SERVICES ONLY, such as coordinating local Twelfth Step calls, providing meeting lists, and, in some places furnishing public information speakers for non-A.A. groups and for A.A. meetings in institutions.



SALT & RIVER
INTERGROUP

The Role of an Intergroup Representative

Serving as an Intergroup Representative (IGR) offers you a rewarding opportunity to share in Alcoholics Anonymous' Third Legacy— **SERVICE!** Here's how it works... The IGR is elected by his or her group. They then attend the monthly Intergroup Business Meeting. To this meeting, you bring any suggestions, comments, or opinions your group may have. The IGR or alternate casts their group's vote on all matters requiring a group conscience and represents the home group in all matters concerning Salt River Intergroup (SRI).

You are the point of contact for SRI should it wish to communicate in any way with your home group and are the conduit for any information, concerns, ideas, etc. that your home group may want sent to SRI. As the IGR, you are also the link in the chain connecting the A.A. group to those who are elected to maintain the operation of SRI. This allows the Intergroup to better serve its members, which is the reason for its existence as provided for in the 9th Tradition which says, "A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve."

Each month, IGRs and alternates participate in the Intergroup Business Meeting. This meeting is also attended by the Steering Committee, which is the elected group voted to maintain the operation of SRI. It is like a stockholders' meeting. Each A.A. group represented has one vote (1 group, 1 vote ONLY)

Each individual group determines the qualifications and period of service for its IGR. Experience shows that the elected Intergroup representative can function best when the new incoming IGR can attend the next meeting in the company of the outgoing IGR. *This is to become better oriented and more knowledgeable regarding the Intergroup Business Meeting and the duties of an IGR.*

There are a number of things you can do to become a better trusted servant of your group and A.A. as a whole...

Visit the Office

Drop in. Introduce yourself. Have a cup of coffee. Chat with the volunteers and the Office Manager. Listen to the calls and people who come in, and how the office interacts with them. This is often the point of new beginnings—that first contact for newcomers and the information center for the people in the fellowship.

Attend Intergroup Regularly

Monthly business meetings are open to any member. You can better serve the members of your group and fellow reps by being at as many meetings as possible.

Attendance at Intergroup meetings is highly important since every group registered with SRI has a voice in reviewing the activities of all the committees and approving all actions taken. Even if you have no vote, you have a right to voice your opinion.

If the meetings are to be effective, they should be well attended. You can help make this possible by suggesting ideas which can make other Intergroup reps eager to attend. Just listening to committee reports, making motions and casting votes doesn't always keep up a high level of interest and motivation. Also, members of the Steering Committee and Committee Chairpersons can be invited to your group to explain the various functions carried out here at SRI.

Know the A.A. Literature

You will be better able to serve your group, to answer questions, and to make recommendations if you are familiar with the contents of most, if not all, of the pamphlets now available. In other words, do your "homework" on A.A.

New Intergroup Representative Packet

Make sure you pick-up a New Intergroup Representative Packet and actually read it! There is helpful information contained in the packet to help guide you in your new service position.

Help Keep A.A. Effective & Self-Supporting

One of the most important ways an Intergroup Representative can serve is to encourage your group to be consistent in making regular contributions to the operation of Salt River Intergroup. It is difficult for the Office to continue to run smoothly when the money comes in sporadically. Peaks and valleys in contribution totals work against efficiency in carrying the message. *Keep members aware, on every level, that A.A. is self-supporting through our own contributions. We have an example of group contributions to A.A. service entities here at the office as well as in our monthly newsletter, The Filing Cabinet.*

Keep Your Group Information Up-To-Date

Make sure the details of your group's meeting (days, times, locations, etc.) are accurate and correct at the office at all times. ***Each group should update at least once each year.*** Be sure to notify the office of changes in the names, addresses and phone numbers of your group officers.

Salt River Intergroup of

Alcoholics Anonymous

3215 E Thunderbird Rd.

Phoenix, AZ, 85032

24 HOUR HOTLINE: (602)264.1341



SALT RIVER INTERGROUP GROUP REGISTRATION/CHANGE FORM



Date: _____

Group Number: _____

Person Submitting: _____

Phone: _____

(1st Contact)

Group/Meeting Name: _____

Day/Time: _____

Meeting City: _____ Zip: _____

☐ Renew (no change) -or- ☐ Meeting Stopped **Stop Here**

☐ New Meeting -or- ☐ Meeting Changes → CONTINUE...

New Meeting Name			
Street Address			
City		Zip:	
Location Name			

Circle day[s] of week: Sun Mon Tue Wed Thu Fri Sat

Time: _____ AM PM Hrs Long: _____

Meeting Format:

- ☐ Open (O - anyone can attend) -or- ☐ Closed (C - alcoholics only)
- ☐ Discussion (D) – Brief Speaker and/or Topic -or-
- ☐ Speaker (S) – Speaks most of meeting

Meeting Categories (circle):

EVERYONE Men only (M) Women only (W) Young People (YP) Senior Friendly (SF) Gay/Lesbian (GL)

Big Book Study (BB) 12&12 Book Study (X) Steps/Trad's Study (T)

Beginners (BG - meeting, separate room, or table)

Spanish Speaking Childcare Wheelchair Accessible (%) Smoking (K - non-smoking unless circled)

Comments:

Group Email	
2 nd Contact Name	
Phone	

Salt River Intergroup A.A. Central Office 3215 E Thunderbird Rd, Ste B, Phoenix, AZ 85032
Admin: 602-264-1374 info@aaphoenix.org 24-HR: 602-264-1341

Intergroup Representative to Home Group

Bringing Information *from* Salt River Intergroup to your Home Group

My name is _____, I am your Intergroup Representative for this Group. This is my monthly report on the actions and activities within our local Intergroup Office (Salt River Intergroup).

Everyone is invited to attend any Intergroup Business Meeting. The Intergroup Business Meetings are held every second Tuesday of the month at 7pm via Zoom. Please contact Central Office for Zoom code and password, info@srphenix.org.

SRI Central Office is open from 900 a.m. to 6:00 p.m. Monday through Friday. The Office is closed on Holidays.

Some of the items discussed and motions/ actions at the Intergroup level were:

We need to take a group conscience on:

You may be interested in the following coming events (see announcement sheet):

Event	Location	Date
-------	----------	------

_____	_____	_____
_____	_____	_____
_____	_____	_____

You are encouraged to become involved with one of the many service committees and projects sponsored through the Salt River Intergroup. Please see me after the meeting if you need information or if you have any questions regarding my report.

Flyers are available, or you can visit the Intergroups website at www.aaphoenix.org

Thank you for allowing me to be of service!

Additional notes:

Intergroup Representative Information *about* Home Group
Bringing *back information* to the Salt River Intergroup/Central Office

Group Name: _____	Location: _____
Meeting Times/Days: _____	
Average Attendance: _____	Average # of Newcomers (lt 90 days): _____
Business Meeting is: _____	

Intergroup Rep & Alt Intergroup Rep Contact Information	
Rep: _____	Alt Rep: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

The Steering Committee provides direction and sets policy for Central Office, the Standing Committees and Special Event Committees. How can the SRI Steering Committee better serve your group? What specific Service Workshops would you be interested in attending (Intergroup Representative, Volunteering with SRI, Answering Twelve-Step Calls, Understanding AA Traditions, Understanding AA Concepts, etc.)? .

How can the Central Office better serve your group?

Any group events coming up soon? Or anything new at your group?

Other:

What Is A Central Office?

A Central Office (or Intergroup) is an A.A. service office that involves partnership among groups in a community—just as A.A. groups themselves are partnerships of individuals. A central office is established to carry out certain functions common to all the groups—functions which are best handled by a centralized office—and it is usually maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers. The A.A. experience has demonstrated that central offices are helpful, particularly in populous areas.

Are Intergroups and Central Offices a Part of AA?

YES! Traditionally, Intergroup/Central Offices and General Service Committees perform different functions and are two separate service structures. The easiest way to identify each service is to remember that Intergroups provide local services, whereas the General Service Structure links the groups to the A.A. General Service Board in New York, which provides services worldwide. These two separate but vital service structures coexist in mutual cooperation and harmony to the benefit of the entire Fellowship.

What Does the Salt River Intergroup Central Office Do?

24 Hour Hotline

Answered by A.A. members in the office during the day and night by TAS. We answer questions about the Fellowship, give meeting information and directions and arrange 12 Step calls.

12 Step List

Central Office maintains a current list of 12 Step volunteers. These A.A. members are available and willing to make 12 Step calls.

Valley Wide Meeting List

Phoenix Metro Area meeting list is maintained. New books are printed twice a year.

SRI Website

Provides information on A.A. events in the area, provides the Valley Wide Meeting List and Map which is updated weekly.

Newsletter

The Filing Cabinet is printed and distributed monthly. This is an important means of communication with the groups and members in the area. The newsletter includes articles of interest from members, Intergroup meeting minutes, financial reports, event fliers, service opportunities and group announcements.

Literature Sales

Conference approved books and pamphlets and other recovery items are available for sale.

Special Events

Anniversary of A.A. in the Valley

This annual event celebrates the long life of A.A. in “The Valley of the Sun”. The evening offers a social hour and a speaker meeting.

SRI Summer Roundup

Every year SRI sponsors a three-day A.A. Conference with AI-anon participation. Usually it is scheduled for the 2nd weekend in August. The agenda features guest speakers, marathon meetings, social activities and a banquet.

Winter Alcolthon

One of the oldest Winter Alcolthons in existence, this event offers 25 hours of continuous A.A. meetings, hospitality, and other activities for the holiday. It runs from December 24th through December 25th.



Salt River Intergroup (SRI)

Local group representatives reflect the groups' conscience in the central office operations. Each group in the community is asked to send a representative to the monthly intergroup meeting. From these representatives officers are elected and a steering committee is set up to handle the administrative activities of the central office. The steering committee meets monthly and deals with general policy and plans. They then report to the group representatives on intergroup issues and accomplishments, keeping a two-way flow of information going between intergroup and the groups.

Because the central office incurs financial obligations that are quite different from those of an A.A. group, it must rely on contributions from groups and individuals. The central office encourages contributions, no matter how small, from groups who find it convenient to use its services. If a group cannot, for whatever reason, contribute their share of the costs, the spirit of voluntary contribution applies and they will never be denied services.

The office is a place where groups can share information with each other, stay informed of events in other areas and research traditions and A.A. history.

There is always an opportunity to be of service at the Central Office. Stop by and help with the monthly mailings or small projects or just have a cup of Joe and a conversation. We are here to serve you!

I Am Responsible

“When Anyone, Anywhere,

Reaches Out for Help,

I Want the Hand of A.A.

Always to be There.

And for That, I Am

Responsible.”

For most current meeting information go to
www.aaphoenix.org/meetings

Further information about the work of Alcoholics Anonymous may be obtained by contacting:

Salt River Intergroup
3215 East Thunderbird Road
Phoenix, AZ 85032
www.aaphoenix.org

24 HOUR HOTLINE:
602-264-1341

A.A. Central Office

***“Our Primary Purpose
is to aid the AA groups
in their common
purpose of carrying the
message to the
alcoholic who still
suffers.”***



A.A. Suggested Group Contributions

GSO Guidelines

Salt River Intergroup – 50%

3215 E. Thunderbird Rd, Ste. B
Phoenix, AZ 85032

General Service Office – 30%

PO Box 2407
James A Farley Station
New York, NY 10116-2407

District 8 – 10%

P.O. Box 45066
Phoenix, AZ 85064-5066

Arizona Area 03 – 10%

(Checks payable to Arizona Area Committee)

Arizona Area Committee

PO Box 5629
Scottsdale, AZ 85261

Valleywide H&I Committee

P.O. Box 80126
Phoenix, AZ 85060

Optional separate contribution (the pink can) collected by some meetings in the valley

SELF-SUPPORT:

Where Money & Spirituality **Mix**



ALCOHOLICS ANONYMOUS® is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions.

A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes.

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

*Copyright © by AA Grapevine, Inc.;
reprinted with permission.*

Copyright © 2018
by Alcoholics Anonymous World Services, Inc.

Updated July 2021.

All rights reserved.

Mail address:
Box 459, Grand Central Station
New York, NY 10163

www.aa.org

Self-Support: Where Money and Spirituality Mix

The A.A. groups themselves ought to be fully supported by the voluntary contributions of their own members.

We think that each group should soon achieve this ideal; that any public solicitation of funds using the name of Alcoholics Anonymous is highly dangerous, whether by groups, clubs, hospitals, or other outside agencies; that acceptance of large gifts from any source, or of contributions carrying any obligation whatever, is unwise.

Then, too, we view with much concern those A.A. treasuries which continue, beyond prudent reserves, to accumulate funds for no stated A.A. purpose. Experience has often warned us that nothing can so surely destroy our spiritual heritage as futile disputes over property, money, and authority.

— Tradition Seven (long form)

Self-Support: Where Money and Spirituality Mix

“The first time I had to talk about finances at a district meeting when I was my area’s treasurer, a fellow in the back of the room yelled out: ‘Why in the world are you always talking about money when this is a spiritual program?’ The guy threw me and I didn’t know how to answer him.”

From its earliest beginnings, A.A. has always incurred expenses — whether it be the cost of a pot of coffee or the price of a place to meet. In the early days, these costs were often absorbed by individual A.A.s or nonalcoholic friends who offered their parlors and living rooms for A.A.s to meet in. However, as A.A. outgrew the generosity of these early friends and members, the Fellowship’s need for income became more and more apparent.

Bill W., A.A.’s co-founder, and some of the early A.A. members initially felt the only way for the Fellowship to survive was to solicit financial support from philanthropic institutions or individuals outside A.A. These “high rollers” could then supply the funds the Fellowship would need to carry out the vital Twelfth Step work the early A.A.s envisioned — to bankroll the army of paid missionaries, the chain of A.A. hospitals, and the library of books they were certain to write.

One potential A.A. patron, however, when approached by the pioneering members for money, instead helped to lay the groundwork for A.A.’s Tradition of self-support: “I am afraid that money will spoil this thing,” said John D. Rockefeller Jr., while at the same time endorsing the work of the fledgling Fellowship.

This marked a turning point in A.A. history, and, as the reality of Mr. Rockefeller’s statement sank in and A.A. members began to see the truth in the old cliché, “Who pays the piper calls the tune,” the seed of the Seventh Tradition took root.

“We cannot skimp”

With the realization that A.A. must steer clear of outside contributions in order to maintain its autonomy and independence came the understanding that the money necessary for A.A.’s survival would have to come from individual A.A. members and groups. As Bill W. put it in 1957, “Our spiritual way of life is safe for future generations if, as a Society, we resist the temptation to receive money from the outside world. But this leaves us with a responsibility — one that every member ought to understand. We cannot skimp when the treasurer of our group passes the hat. Our groups, our areas, and A.A. as a whole will not function unless our services are sufficient and their bills are paid.

“When we meet and defeat the temptation to take large gifts, we are only being prudent. But when we are generous with the hat we give a token that we are grateful for our blessings and evidence that we are eager to share what we have found with all those who still suffer.” (*The Language of the Heart*, p. 221)

Where Money and Spirituality Mix

“Self-support begins with me, because I am part of us — the group. We pay our rent and utility bills, buy coffee, snacks and A.A. literature. We support our central office, our area committee, and our General Service Office. If it were not for those entities, many new people would never discover the miracles of A.A.”

Twelfth Step work is the lifeblood of Alcoholics Anonymous — carrying the message to the next suffering alcoholic. Without it, the Fellowship would wither and die. Yet, even at its simplest level this vital contact between one alcoholic and another involves an investment of time and money.

“Let’s begin with my own sponsor, Ebby,” writes Bill W., in the book *Alcoholics Anonymous Comes of Age*. “When Ebby heard how serious my drinking was, he resolved to visit me. He was in New York; I was in Brooklyn. His resolve was not enough; he had to take action and he had to spend money.



“He called me on the phone and then got into the subway; total cost, ten cents. At the level of the telephone booth and subway turnstile, spirituality and money began to mix. One without the other would have amounted to nothing at all.

“Right then and there, Ebby established the principle that A.A. in action calls for the sacrifice of much time and a little money.”

Footing the bill

“Now, where do A.A.’s services — worldwide, area, local — fit into our scheme of things?” asked Bill W. in an October 1967 article in the A.A. Grapevine. “Why should we provide these functions with money?”

According to Bill, “The answer is simple enough. Every single A.A. service is designed to make more and better Twelfth Step work possible, whether it be a group meeting place, a central or intergroup office . . . or the world service Headquarters

“Though not costly, these service agencies are absolutely essential to our continued expansion — to our survival as a Fellowship. Their costs are a collective obligation that rests squarely upon all of us. Our support of services actually amounts to a recognition on our part that A.A. must everywhere function in full strength — and that, under our Tradition of self-support, *we are all going to foot the bill.*”

How can groups participate?

To help support A.A.'s essential services, the General Service Conference suggests that individual groups, through an informed group conscience, adopt a specific contribution plan tailored to meet the group's financial situation.

Once the basic group expenses have been taken care of (for example, rent, refreshments, A.A. literature, Grapevine literature, local meeting lists, G.S.R. travel expenses to attend service functions) and a "prudent reserve" has been set aside to cover any emergency contingencies that might arise, the group may decide to further carry the message by sending money to the following A.A. service entities:

- **The local district**, which communicates directly with the groups, providing the district group conscience for the area assemblies, and serving as a link between the area delegates and the G.S.R.s.
- **The area committee**, which coordinates vital A.A. activities over a broad geographic area; sends a delegate to the annual General Service Conference; holds area assemblies to determine the needs of the Fellowship; and provides information at all levels of service.
- **The local intergroup or central office**, which may provide phone service for Twelfth Step calls and other inquiries; coordinates group activities; and facilitates A.A. literature sales, institutions work, public information, and cooperation with the professional community activities.
- **A.A.'s General Service Office**, which functions as a storehouse of A.A. information, communicating with members and groups around the world; publishes A.A.'s literature; and supplies information and experience to professionals and others interested in A.A.

Please note that not all areas, districts, intergroups and central offices follow these divisions of service for institutions work, cooperation with the professional community, public information, etc. Therefore, prior to making contributions in your area, please find out which entity is providing these services and allocate your contributions accordingly.

Whose Job Is It?

“The paradox of A.A. is that financial independence and the support of our Fellowship by alcoholics and alcoholics alone not only enhances A.A.’s importance to each of us, but stimulates our engagement in our own recovery... A.A. is ‘our thing,’ from our group’s treasury to the balance sheets at the General Service Office.”

Money has never been a requirement for A.A. membership, and to keep it that way all of A.A.’s trusted servants have an ongoing obligation to inform groups and individuals about the value of self-support and the need for voluntary contributions throughout the Fellowship.

Many groups in reaching an informed group conscience look to their general service representatives (G.S.R.s) for specific information about A.A. finances, or to their intergroup representatives or group treasurer. Many find that participation in local, area and regional A.A. service events provides a good source of information about A.A.’s financial needs. And at the General Service Office, A.A.’s financial affairs are an open book, with financial summaries published quarterly and a full accounting printed each year in the *Final Conference Report*.

The Bottom Line

“Now that we are sober in A.A., the word ‘support’ has to do with sharing, people, self-respect, gratitude, and what we are privileged to give — not take — in material terms.”

While the Fellowship has always faced problems of money, property and prestige in one form or another, through the wisdom of the Seventh Tradition we have never been diverted from our primary purpose of carrying the message to the alcoholic who still suffers — wherever he or she may be. This is the fundamental work of Alcoholics Anonymous, and to ensure that the hand of A.A. will always remain outstretched, money and spirituality must continue to mix. And for that, we are all responsible.

Some Questions and Answers About A.A.'s Finances

Q What is a “prudent reserve”?

A Any suggested prudent reserve for a group should be dependent on local needs. A suggested prudent reserve for central offices, intergroups, and area committees could be one to 12 months' operating expenses, depending on local needs.

Q Does the General Service Office have a “prudent reserve”?

A In 1954 A.A.'s Board of Trustees established a reserve fund whose principal purpose is to provide the financial resources necessary to continue the essential services of G.S.O. and the Grapevine for up to a year in the event of an unexpected and substantial reduction in the normal revenues of the organization.

Q Is there a limit on how much an individual can contribute to G.S.O.?

A Yes. That limit is \$5,000 a year.

Q Can people leave money to A.A. in their wills?

A Bequests in wills are acceptable only from A.A. members on a one-time basis, and not in perpetuity. The limit is \$10,000.

Q Can a group have too much money?

A As stated in the long form of Tradition Seven, “We view with much concern those A.A. treasuries which continue, beyond prudent reserves, to accumulate funds for no stated A.A. purpose. Experience has often warned us that nothing can so surely destroy our spiritual heritage as futile disputes over property, money, and authority.”

Q Who manages G.S.O.'s share of your group contributions?

A The General Service Board's Finance Committee meets quarterly to review and approve G.S.O.'s budget and the audited financial accounts.

The A.A. World Services Board meets monthly and maintains direct control of income and expenditures.

The annual General Service Conference reviews A.A.'s finances through its own Finance Committee.

A.A.'s financial affairs are an "open" book. A summary is published in each *Quarterly Report* and a full accounting is in the *Final Conference Report*. The account books themselves are available at the General Service Office for scrutiny at any time.

Q Who manages the other portions of your group contributions?

A Intergroup or central office funds are generally administered by steering committees composed of representatives of the groups they serve.

Areas and districts generally have volunteer treasurers who administer funds contributed by groups.

Q How can an individual member contribute to G.S.O.?

A On your A.A. birthday: Contribute \$1.00 or more for each year of sobriety — or as much as you wish to give (up to \$5,000). You may request that your group be credited.

Q Can an individual or group make a recurring online contribution?

A Yes, online at aa.org.

Q Are there other kinds of contributions?

A *Special contributions*: funds realized from conventions, conferences, dinners, area get-togethers, etc. (no limitations on these contributions).



Q Do all groups contribute to A.A.'s service entities?

A No. Contributions are strictly voluntary and some groups simply cannot afford additional contributions after covering their basic needs. Additionally, there are groups who, for whatever reasons, choose not to be a part of the self-support network. These groups, nevertheless, will receive basic services from the district, area and intergroup if they wish, and are welcome to list with G.S.O., where they will receive the same basic services as other groups. In 2017 the percentage of all listed groups who contributed to G.S.O. was 43.7%, in 2016 it was 41.5%.

Q What do contributions to G.S.O. cover?

A The 2017 service dollar was spent on the following activities: Group Services 35.6% (which includes various group contact-type costs in addition to *Box 4-5-9*; A.A. Directories; records and files; contributions processing; and French services); the General Service Conference, 12.1%; Loners, Internationalists, and Overseas Services, 8.8%; trustees' and directors' activities, 6.9%; Regional Forums, 7.3%; Archives, 12.2%; C.P.C., 4.4%; Public Information, 5.8%; Correctional Facilities, 4.7%; Treatment and Accessibilities, 2.2%.

Q How much does it cost, per group, for G.S.O. to supply basic services?

A At the end of 2017, the annual cost of services per group was \$153.00, while the average contribution per group was \$126.00. The shortfall between these two figures is made up from income from A.A. publications.

Q My group doesn't have a lot of money. Is it better not to send anything at all until we can afford to make a sizeable contribution?

A In the spirit of participation, no contribution toward carrying the message can be too small. Bill W. spoke about our "collective obligation" to support A.A. services, and if everyone waited until they had a "sizeable" amount, it's more than likely that A.A.'s bills would go unpaid.

Q Does G.S.O. have any specific information for our group or group treasurer about how to handle our group's finances?

A Yes. There are two excellent publications available from G.S.O., A.A. Guidelines on Finance and the pamphlet "The A.A. Group Treasurer," which provide specific information to groups regarding practical matters related to their group finances, such as setting up bank accounts, obtaining tax ID numbers, and outlining the responsibilities of a group treasurer.

Q: Some members of our group want to pass a "virtual" basket — to collect Seventh Tradition contributions digitally. How could we do this?

A: A number of groups have utilized digital payment platforms as an adjunct to passing the basket in the conventional sense in order to provide opportunities for cashless contributions. There are different payment platforms to facilitate this service, and it is up to the group to determine which one to use. After experimentation with different methodologies, some groups have found that a smartphone app-based payment platform is the most efficient, seamless and minimally disruptive solution for providing a digital contribution. Experience suggests that the treasurer is a likely choice to handle digital contributions, though some groups add more than one trusted servant to share the responsibilities, or create a new service position to inform the group about digital payment options and assist other group members who are interested in contributing this way.

Q Doesn't all A.A. money go into one pot? In other words, when our group contributes to central office (intergroup), isn't our money distributed to the area, district and G.S.O., as well?

A No. Each A.A. entity — group, district, area, central office and G.S.O. — provides a specific service and is autonomous. Each is separate from the other.

Q Can our group make financial contributions to AA Grapevine?

A No. AA Grapevine, Inc. is not set up to take contributions from groups or individuals. Groups

and individual members support the Grapevine by purchasing Grapevine and La Viña magazine subscriptions and other Grapevine publications and using them in their Twelfth Step work.

Q After group expenses for rent, prudent reserve, etc., what is your informed group conscience for distribution of excess funds?

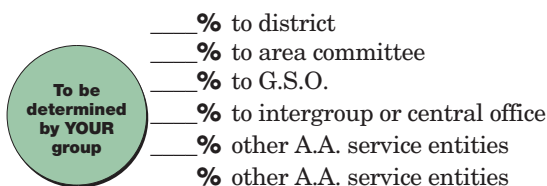
A Sample distribution plans follow:

Samples of Group Contributions to A.A. Service Entities

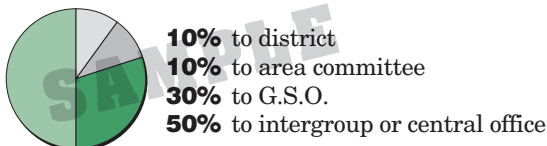
Distribution Plan of _____
(YOUR GROUP NAME)

Your Group Service # _____

(Be sure to write group name and service # on all contributions.)

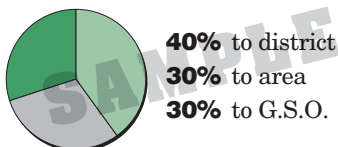


OR



OR

If you have no intergroup/central office:



Duties of the entities notated above are described on page 7 of this pamphlet. Performance of these service duties vary from area to area. Please be sure to inquire which services these entities provide in YOUR area and contribute accordingly.

Q Where should I send contributions?

A For contributions to G.S.O., make checks payable to “General Service Board” and send to:

General Service Office
P.O. Box 2407
James A. Farley Station
New York, NY 10116-2407

Please write your group ID number on your check.
To contribute online, visit Contributions at www.aa.org.

For contributions to other A.A. service entities, contact your district committee, area committee, and local intergroup/central office for addresses. You can enter the addresses in the spaces provided on the next page to save for easy reference. And remember that these addresses may change when a treasurer rotates.

DISTRICT

AREA

INTERGROUP

OTHER

A.A. PUBLICATIONS Below is a partial listing of A.A. publications. Complete order forms are available from the General Service Office of Alcoholics Anonymous, Box 459, Grand Central Station, New York, NY 10163. Telephone: (212) 870-3400. Website: www.aa.org

BOOKS

ALCOHOLICS ANONYMOUS
TWELVE STEPS AND TWELVE TRADITIONS
DAILY REFLECTIONS
AS BILL SEES IT
OUR GREAT RESPONSIBILITY
ALCOHOLICS ANONYMOUS COMES OF AGE
DR. BOB AND THE GOOD OLDTIMERS
'PASS IT ON'

BOOKLETS

LIVING SOBER
CAME TO BELIEVE
A.A. IN PRISON: A MESSAGE OF HOPE

PAMPHLETS

Experience, Strength and Hope:

WOMEN IN A.A.
A.A. FOR THE BLACK AND AFRICAN-AMERICAN ALCOHOLIC
A.A. FOR THE NATIVE NORTH AMERICAN
YOUNG PEOPLE AND A.A.
A.A. FOR THE OLDER ALCOHOLIC — NEVER TOO LATE
LGBTQ ALCOHOLICS IN A.A.
THE "GOD" WORD: AGNOSTIC AND ATHEIST MEMBERS IN A.A.
A.A. FOR ALCOHOLICS WITH MENTAL HEALTH ISSUES —
AND THEIR SPONSORS
ACCESS TO A.A.: MEMBERS SHARE ON OVERCOMING BARRIERS
A.A. AND THE ARMED SERVICES
DO YOU THINK YOU'RE DIFFERENT?
MANY PATHS TO SPIRITUALITY
HISPANIC WOMEN IN A.A.
BEHIND THE WALLS: A MESSAGE OF HOPE
IT SURE BEATS SITTING IN A CELL
(An illustrated pamphlet for those in custody)

About A.A.:

FREQUENTLY ASKED QUESTIONS ABOUT A.A.
IS A.A. FOR ME?
IS A.A. FOR YOU?
A NEWCOMER ASKS
IS THERE AN ALCOHOLIC IN YOUR LIFE?
THIS IS A.A.
QUESTIONS AND ANSWERS ON SPONSORSHIP
THE A.A. GROUP
PROBLEMS OTHER THAN ALCOHOL
THE A.A. MEMBER—MEDICATIONS AND OTHER DRUGS
SELF-SUPPORT: WHERE MONEY AND SPIRITUALITY MIX
EXPERIENCE HAS TAUGHT US:
AN INTRODUCTION TO OUR TWELVE TRADITIONS
THE TWELVE STEPS ILLUSTRATED
THE TWELVE CONCEPTS ILLUSTRATED
THE TWELVE TRADITIONS ILLUSTRATED
HOW A.A. MEMBERS COOPERATE WITH PROFESSIONALS
A.A. IN CORRECTIONAL FACILITIES
A.A. IN TREATMENT SETTINGS
BRIDGING THE GAP
A.A. TRADITION—HOW IT DEVELOPED
LET'S BE FRIENDLY WITH OUR FRIENDS
UNDERSTANDING ANONYMITY

For Professionals:

A.A. IN YOUR COMMUNITY
A BRIEF GUIDE TO A.A.
IF YOU ARE A PROFESSIONAL
ALCOHOLICS ANONYMOUS AS A RESOURCE
FOR THE HEALTH CARE PROFESSIONAL
A MESSAGE TO CORRECTIONS PROFESSIONALS
IS THERE A PROBLEM DRINKER IN THE WORKPLACE?
FAITH LEADERS ASK ABOUT A.A.
A.A. MEMBERSHIP SURVEY
A MEMBER'S-EYE VIEW OF ALCOHOLICS ANONYMOUS

VIDEOS (available on www.aa.org)

A.A. VIDEOS FOR YOUNG PEOPLE
HOPE: ALCOHOLICS ANONYMOUS
A NEW FREEDOM
CARRYING THE MESSAGE BEHIND THESE WALLS

For Professionals:

A.A. VIDEO FOR HEALTH CARE PROFESSIONALS
A.A. VIDEO FOR LEGAL AND CORRECTIONS PROFESSIONALS
A.A. VIDEO FOR EMPLOYMENT/HUMAN RESOURCES PROFESSIONALS

PERIODICALS

AA GRAPEVINE (monthly, www.aagrapevine.org)
LA VIÑA (bimonthly, in Spanish, www.aalavina.org)

A DECLARATION OF UNITY

This we owe to A.A.'s future: To place our common welfare first; to keep our fellowship united. For on A.A. unity depend our lives and the lives of those to come.

I am responsible...

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there.

And for that: **I am responsible.**

The A.A. Group Treasurer

Choosing
a Treasurer

Passing the Basket

Safeguarding the
Group's Money

Disbursement of
a Group's Funds

Treasurer Reports

Prudent Reserve

Opening a Bank Account
Tax ID/Tax-Exempt

Insurance



Spirituality and Money

While the work of the group treasurer often involves many details, it is important to remember that the money the treasurer oversees serves a spiritual purpose: it enables each group to fulfill its primary purpose of carrying the A.A. message to the alcoholic who still suffers. This is the fundamental work of A.A., and to continue it the group must keep its doors open. The group treasurer is an important part of this Twelfth Step work.

Choosing a Treasurer

The position of group treasurer is one of the most responsible positions in any A.A. group. While there is no standard length of sobriety necessary for a member to take on the position of group treasurer, many groups suggest that the treasurer should have a reasonable period of sobriety (at least six months to a year or more). It is also suggested that group treasurers be well grounded in the Twelve Traditions and be familiar with the principles and practices of the group itself.

Passing the Basket

The traditional means of assuring that the group is self-supporting is to pass the basket for group members to make voluntary contributions to help cover the group's expenses and to support local services, and the services of your General Service Office. Typically, after the basket is passed, the group treasurer takes charge of the money collected.

A number of groups have utilized digital payment platforms to provide opportunities for members to make cashless contributions. There are different payment platforms to facilitate this service and it is up to the group to determine which one to use. Experience suggests that the treasurer is a likely choice to handle digital contributions, though some groups add more than one trusted servant to share the responsibilities or create a new service position to inform the group about digital payment options and assist other group members who are interested in contributing this way.

Safeguarding the Group's Money

The group treasurer takes reasonable precautions to safeguard the group's funds. Many groups keep the group's treasury in a bank checking account in the group's name, often requiring at least two signatures on all checks. This provides security against acciden-

tal loss; it also provides ease of disbursement and a continuing record of income and expenses. Monthly bank statements are normally sent directly to the group treasurer, who can bring them to the group's business meeting.

Disbursement of a Group's Funds

The group treasurer is usually the person responsible for paying the group's routine bills and for keeping accurate records of the group's funds. The treasurer needs to be well informed about how the group's money is spent and should have addresses and mailing information for all A.A. service entities that the group contributes to.

After the group's basic needs are met, such as providing for rent, literature, refreshments, and insurance, the group can participate in the financial support of the Fellowship as a whole by sending money to various A.A. service entities: 1) their local intergroup or central office; 2) their area and district; and 3) the General Service Office. Many groups provide financial support for their G.S.R.s attending service functions.

Groups and individual members also support the Grapevine by purchasing Grapevine and La Viña magazine subscriptions and other Grapevine publications and using them in their Twelfth Step work. Grapevine and La Viña magazine subscriptions can be purchased at <https://store.aagrapevine.org/subscriptions>.

Online and recurring contributions: Contributions to the General Service Office can be made online, either by credit card or E-Check. Additionally, members or groups can set up recurring contributions that will automatically charge their credit card either monthly, quarterly or annually.

Treasurer Reports

Most groups request a treasurer's report and all relevant documentation at monthly or regularly scheduled business meetings. This way, all group members can stay informed about the financial health of the group and make group conscience decisions about how the funds should be spent.

Prudent Reserve

Most groups try to hold a certain amount of money in reserve. There is no predetermined amount for such

a reserve, but most groups try to put aside enough money to cover at least one to three months' operating expenses. The group itself usually determines the actual size and scope of the prudent reserve. Our experience shows that an accumulation of A.A. funds for unspecified purposes beyond a prudent level may divert a group's attention from carrying the message to the alcoholic who still suffers. Groups with excess funds are encouraged to support other service entities.

Opening a Bank Account/Tax ID

Some groups keep their funds in a bank account, for which a tax ID number is required — even for non-interest-bearing accounts. The first step in obtaining a Federal ID Number is by filing form SS-4, which can be obtained at any Internal Revenue Service office or at the IRS website at www.irs.gov. Each A.A. group must get its own individual number; there is no one number that applies to Alcoholics Anonymous as a whole. Depending on how much your group will keep on deposit at a bank and what its fees are, you may want to file for tax-exempt status. For information, see IRS publication 557, "Tax-Exempt Status for Your Organization." It may be worthwhile to consult an accountant to learn more about these subjects. (Applies to U.S. only.)

Insurance

Landlords may sometimes ask that A.A. groups carry insurance coverage. Some groups cooperate with the facility where they meet by purchasing a rider in the facility's liability insurance policy. For information, you may wish to consult a local insurance agency.

Additional Resources for Group Treasurers

For more information consult the pamphlet, "Self-Support: Where Money and Spirituality Mix," or the A.A. Guidelines on Finance. "The A.A. Group" pamphlet discusses the role and qualifications of treasurers and how they fit into the A.A. service structure. These items may be obtained by contacting the General Service Office in New York or going on the G.S.O. website at www.aa.org.

**For contributions to A.A. service entities,
contact your district committee, area
committee, and local intergroup/central office.**

DISTRICT

AREA

INTERGROUP/CENTRAL OFFICE

OTHER

G.S.O.

- Contribution payments may be made by check or credit card, using the contribution envelope. Make checks payable to the General Service Board and send to:

General Service Office
P.O. Box 2407
James A Farley Station
New York, NY 10116-2407

(Please write your group number on the check)

- Online contributions may be made by credit card or E-Check. Click on the AA Member Contributions Online icon on www.aa.org.

**This is service material prepared
by the General Service Office.**

Updated December 2021.

General Service Office

P.O. Box 459
Grand Central Station
New York, NY 10163
www.aa.org

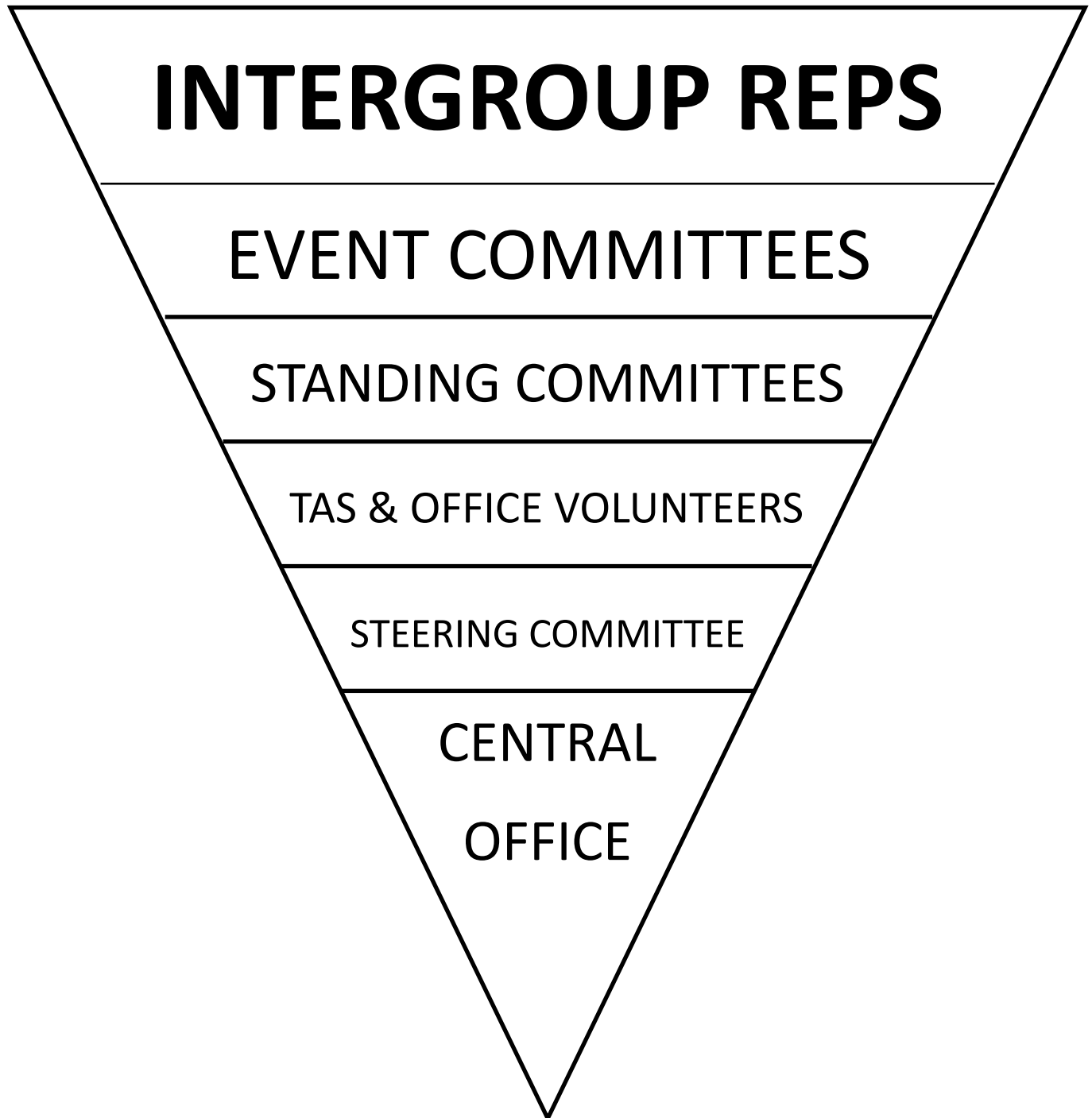
20M – 1/22 (GP)

F-96



Salt River Intergroup (SRI)

Facilitates 12th Step Work at the local level



LOCAL SERVICE STRUCTURE

Separate from the A.A. General Service Office. Supports and is supported by local A.A. groups