

**ILLINOIS ADVISORY COUNCIL OF YOUNG PEOPLE IN A.A.**  
P.O. Box 5704 Bloomington, IL 61702

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**I.S.C.Y.P.A.A.**  
**BID**  
**AND**  
**HOST**  
**INFORMATION**  
**PACKET**



**ILLINOIS ADVISORY COUNCIL OF YOUNG PEOPLE IN A.A.**  
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Welcome to the world of being a Conference Bid Committee or a Conference Hosting City! On behalf of the Advisory Council, we welcome you with open arms. This 'Beginners Kit' has been put together for you, by us, to hopefully help you, guide and give you ideas that have worked, and even may not have worked for any of our past conferences, Remember, we were at one time where you are today.

Included in this kit of information is:

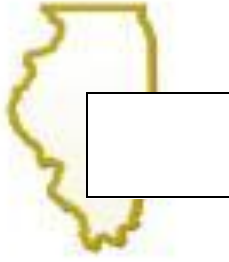
1. Host Committee Responsibilities
2. Conference Committee Job Descriptions & Suggested Target Dates
3. Advisory Council By-Laws
4. Advisory Council Membership Guidelines
5. "Pie Chart", showing how all proceeds are handled by the Advisory Council for all groups involved.
6. "How do we get the word out on our scheduled events?" suggestion list
7. Advisory Council member phone list updated (We are here for you)
8. A "Contacts" suggestion list

We hope that this will be of some help to you. If you ever have any questions or problems, feel free to call anyone of us on the list provided to you, or write to us at:

I.S.C.Y.P.A.A.

P.O. Box 5704  
Bloomington, IL 61702

Yours in Fellowship Always,  
Your Advisory Council

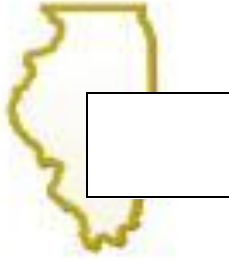


Updated 4/2/09

## **BID REQUIREMENTS**

The following requirements must be in writing, and a copy must be made for each Advisory member. (20)

1. Three A.A. members under 40 years of age with a minimum of one year of sobriety must represent the city. They may be accompanied by supporters of any age.
2. Bidders must have a commitment from one hotel, including dates showing availability of banquet and speaking rooms in the hotel, and proof that the hotel requires no commitment as to the number of people attending. Experience has shown that securing more than one hotel, if available, will insure greater negotiations with the primary hotel.
3. Bidders must provide a permanent mailing address for the conference.
4. Assurance must be given that no large scale A.A. activity will be held in the bidding city within a 30 day period before and a 30 day period after the conference dates.
5. Bidders will be required to show financial autonomy and responsibility within the traditions of A.A. as a whole, being directly involved in any activity from which funds may be generated.
6. All bidding cities must agree that all proceeds after expenses are to be turned over to the I.S.C.Y.P.A.A. Advisory Council for their disposition within 30 days of the closing of the conference.
7. There will be a limit of 30 minutes for each bidding cities presentation (presentations can be less than 30 minutes).



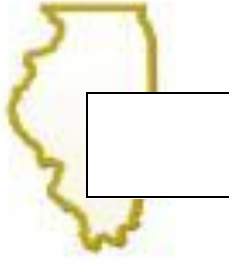
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8. Bidders must provide a concise, written statement illustrating the need for this conference as they understand it.
9. The new host city will be responsible for holding the ALL ILLINOIS YOUNG PEOPLE'S OPEN, one (1) to four (4) weeks prior to the conference, at the conference hotel.
10. All bidding cities must meet all requirements of the bid packet in order to place a bid. In the event that a requirement is not met the bid will only be accepted if there are no complete bids being presented.

The following is a suggestion from the Advisory Council and may be considered by the bidding committee:

Experience has shown that January, February and March are good months to host the Illinois State Young People's Conference.



### **BID REQUIREMENTS: HELPFUL HINTS**

Over the years certain questions come up over and over again about the bid requirements. “What does this mean?” “Do we really have to do ...?” “But it’s not specifically written in the bid requirements.” The bid requirements are purposefully kind of vague to allow your group’s creative interpretation. A phone call to an Advisory member would probably be sufficient. Experience has convinced us that maybe a little clarification is in order. Here goes:

1. The 3 people principle is really about presenting the bid. Advisory is easily confused, so please stick with the same three (3) during the presentation. They can be your chair, co-chair and treasurer, your cutest committee people, or whoever. You can elect as large a committee as you like. Same thing with a cheering section at the conference. The more the merrier. Under 40 means under 40. Please try hard.
2. Groups really get upset about this one. The state of Illinois has young people in A.A. within the big sprawl of Chicago to the mid-sized Springfield, Bloomington, Decatur, and smaller rural towns. No city should be discouraged from bidding because their town cannot support two hotels. Try to find two. If they don’t exist, they don’t exist. Advisory will not hold it against you. Negotiating with the hotels can really be an ordeal, especially if no one in your group has done it before. This is certainly something where Advisory Council can be useful. You could really learn something.
3. Get a P. O. Box for 6 months in your town. That’s it.
4. Network with your local service organizations. (Intergroup, District, etc.) You don’t want to plan a conference and then find out your Intergroup is hosting an area assembly the same weekend or two weeks later. Create a buzz in your area. Don’t needlessly compete with other events.

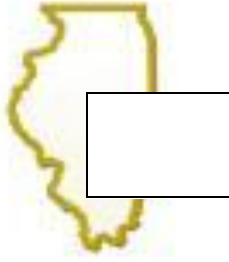


5. We're going to assume that you know the traditions up front. If not, maybe your bid group can have a workshop. Financial autonomy needs to be demonstrated. Keep good records. You don't have to raise big bucks. You may lose money on a function. IF a function is being advertised as a Bid Committee event, members of your group **MUST** be involved. No farming out events to far off cities if none of your group can attend.
6. After conference, all left over funds must be turned over. Some groups take this as a challenge to spend every last penny before the conference so they have a say over what it is used for. In the end, fancy spreads in a bid hospitality suite are showy, but really don't do much for anyone's sobriety. Please act responsibly.
7. We do check our watches. Practice makes perfect.
8. Concise is defined in Webster's as a "brief and to the point". Keep it simple. Discuss your need during the bid presentation.
9. We hope this will catch on over the years. If you win the bid, plan this event as soon as possible. The earlier you can start promoting the date, the better turnout you will get. Promote it as best you can throughout the whole state.

The winter months are suggested (strongly) because there are no other large scale conferences at this time of the year. However, if hotel bookings are unavailable in your area at this time, Advisory will try to be flexible. Do your best.

A bid book is a necessity. Preparing one gives Advisory something concrete to look at to see if you meet the requirements. Plain or fancy makes no difference. Photocopies will do in a pinch. Advisory would like to have these before their Friday night meeting at the conference. (20 copies are requested).

When in doubt, call an Advisory member. Having input from them can prevent mistakes. Each bid group is autonomous, and although Advisory members do have strong opinions on just about everything, ultimately your decisions are up to your group conscious and a loving God. Providing you follow the Steps and the Traditions, this can be one of the greatest experiences of your lives.



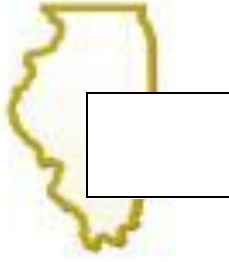
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**GOOD LUCK AND HAVE FUN!!!**

### **HOST COMMITTEE RESPONSIBILITIES**

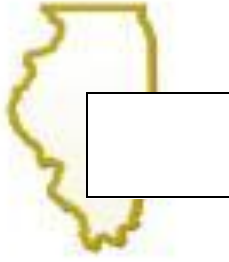
1. Return to your city and disband as a bidding committee. Hold a meeting of all those involved in your successful bid, and as a whole, elect your principal officers and your committee heads.
2. The Conference Committee heads are members of age under 40, and with a minimum of one year's sobriety.
3. Good liaison with City or Area Intergroup can best be assured by asking them to provide a non-voting advisory committee of 2 or 3 members to give guidance when requested by the planning committee.
4. Because most alcoholics travel great distance to hear and meet with other young alcoholics and to learn how the young alcoholic achieves sobriety, the conference committee **"MUST"** endeavor to obtain speakers in the under 40 age group.
5. We know that there are many young alcoholics who make excellent chair people or speakers for the conference and who are willing to attend. Experience has shown that the program committee can refer to the pre-registration and mailing list when looking for speakers. In the event that a speaker for the conference asks to be reimbursed for the cost of their room and/or banquet, it shall be discussed and decided by the host committee according to their group conscience. The host committee should not discuss or offer payment of room and/or banquet for a speaker unless asked to do so by the speaker. The host committee should not pay for more than the room and/or banquet.



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6. At the conference, wherever the main registration is located and at the center focal point, we urge that nothing but AA conference approved literature be sold. Experience has shown that a “flea market” or “circus-like” atmosphere can develop, and those unaware of our endeavor can be misled (especially the press, radio, and television). Keep the Twelve Traditions in mind at all times.
7. If there is an “early bird” meeting, publicize this as early as possible.
8. Do not close the conference Sunday morning without presenting the I.S.C.Y.P.A.A. banner to the new Host City and inviting everyone to attend next year’s conference.
9. The Advisory Council is here to assist the Host City and all bidding cities; call on us at any time. In the event significant financial problems arise on individual conference committees, the Advisory Council reserves the rights to make sure problems are resolved in a manner keeping with the accepted AA Twelve Traditions and Twelve Concepts of World Service.
10. The Host Committee should be directly involved with any activity which funds may be generated.
11. The conference committee shall maintain a permanent mailing address after the conference until ALL conference business is completed. The conference committee has 60 days after the conference to forward a financial statement and all proceeds to the Advisory Council Treasurer by means of a cashier’s check. However, the Host City is permitted to donate up to 10% of the proceeds to their local service structure prior to turning over those funds.
12. Al-Anon Family Groups will be the only participants in the conference. They will be supplied with a meeting room during the conference, share a literature room with the conference and permitted a hospitality room, IF ONE IS AVAILABLE. Invite the Al-Anon Family Groups to participate by planning its own part of the program.
13. The conference committee should make EVERY EFFORT to carry the message of



ISCYPAA throughout the state. Every conference committee is encouraged to have official representation at the Illinois State Conference, which is hosted around the state. Conference funds may be used to secure a hospitality suite for this purpose. If the conference committee wishes to be represented at other statewide or regional events, the cost of these events must be borne by the individuals attending. It is suggested that the use of the hospitality suite be offered to the Illinois State Conference Committee, **SHOULD ONE BE AVAILABLE**, at their cost during the ISCYPAA conference.

### **CONFERENCE COMMITTEE JOB DESCRIPTIONS**

#### **Chairperson**

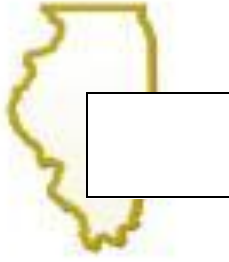
- 1 Coordinates the elections of members to Chair the various committees
- 2 Calls Committee Meetings (time and place) and prepares meeting agendas
- 3 Writes notes of appreciation to speakers before and after Conference
- 4 Keeps close check on all phases of planning and progress. Participates in individual committee meetings as required
- 5 Be one of **THREE** signatures on all bank accounts
- 6 Has a vote on committee motions **ONLY** in the case of a tie
- 7 Is one of the Executive Committee
- 8 Advises conference committee that all expenses are not to be incurred without approval of the committee

#### **Co-Chairperson**

- 1 In the absence of the chairperson, shall accept the full duties and responsibilities of the chairperson
- 2 Is the liaison between the Conference and General Service
- 3 One of the **THREE** signatures on all bank accounts
- 4 Is one of the Executive Committee

#### **Treasurer**

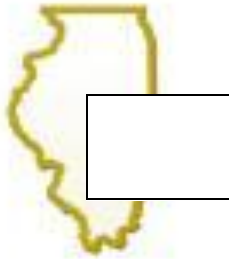
- 1 **SHOULD BE EMPLOYED**
- 2 Is one of the Post office box key-holders—i.e. Co-chair to PO box



- 3 Opens Conference checking account, with two signatures required for each check (Treasurer AND/OR Chairperson AND/OR Co-Chairperson)
- 4 Coordinates with Post Office Chair to pick up mail, extracting checks and making deposits (always keeping copies of everything)
- 5 Pays bills. Any expenses should be put to a vote by the conference committee (i.e. DJ for \$300 must be voted on by the conference committee, not just by the subcommittee)
- 6 Prepares financial report for EACH meeting and final report after the conference.
- 7 Ensures financial report is submitted to Secretary prior to meetings for copying and distribution
- 8 At Conference, personally makes money drops with Registration Chairperson from registration table every 2 to 3 hours during the time the registration desk is open.
- 9 ONE of THREE signatures on all bank accounts
- 10 Have in his/her possession at all meetings, all bank statements, deposit receipts, and checkbooks balances all in order
- 11 Shall be prepared to accept money and make disbursements of funds at all meetings and events present
- 12 Shall prepare a Conference Budget based on information provided in the Hotel contract from the Hotel Chairperson, the Program Chairperson, the Events During Chairperson, and the Registration Chairperson to determine a registration price adequate to cover the cost of the conference expense.
- 13 Is one of the Executive Committee

### **Secretary**

- 1 Keeps meeting attendance records (names, addresses, phone numbers, and committee positions)
- 2 Sends meeting minutes, notices and agendas to committee members, together with updated Committee member list
- 3 Sends copies of minutes and upcoming agenda to members of the Advisory Council
- 4 Prepares and maintains the Committee list, including names, addresses, phone numbers, and committee positions. Also include all AI-Anon Committee members' information
- 5 Handles correspondence (always with copies to the subcommittee chairperson concerned)



- 6 Is custodian of all the Conference materials
- 7 Furnish any records or information from the records to the committee head requesting it
- 8 Is one of the Executive Committee

### **Printing/Fliers Chairperson**

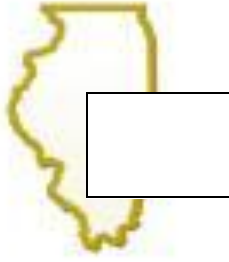
- 1 Coordinates with Events Before the Conference Chairperson and Registration Chairperson
- 2 Plans layouts for fliers, prints off if computer generated, and takes in for copying
- 3 Gives copies of fliers to each committee head for distribution to meetings, etc. in the area

### **Mailings/P.O. Box Chairperson**

- 1 Is P.O. Box key holder, and coordinates with Treasurer to check mail and distribute to committee heads
- 2 Maintains updated and complete mailing list
- 3 Sends fliers for events to members of mailing list
- 4 Obtains from any committee heads any additions to mailing list as occurring.

### **Events Before the Conference Chairperson**

- 1 Responsible for planning and running all dances, alkathons, dinners, picnics, or any other functions prior to the conference
- 2 Takes any money matters of larger than \$100.00 to Conference Committee for vote (halls, DJ's, soda purchases, etc)
- 3 Liaison between any function city in state and Conference committee in planning events
- 4 Shall contact bidding cities to host events in their areas
- 5 Functions should be held throughout both district AND stat, are designed to not only raise money, but promote unity and to carry the message



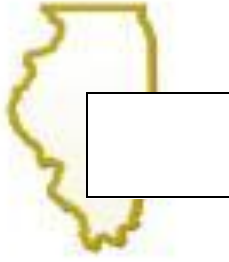
- 6 Shall coordinate with Hotel Chairperson and Entertainment Chairperson in planning the All-State Open Event at the Conference Hotel
- 7 Shall line up a speaker and Chairperson for each event hosted prior to the conference (suggestion: get new people involved here)

### **Registration Chairperson**

- 1 Keeps a running record of registration by category: AA, Al-Anon, and Alateen. Reporting separate numbers for each person registered under each program.
- 2 Keeps a running record of meals ordered : Banquets and Sunday buffets
- 3 Gets comparison pricing, lead times, deadlines, and places orders for fliers for registration and program
- 4 Is liaison between Conference and printing company for the Program
- 5 Plans and has printed the layout of Registration flier, both preliminary pre-registration flier and final registration flier, if both are utilized. Will need to include a box for participants to check if they would like to have their address given to the next host city for their mailing list.
- 6 Submits copies of registration flier to mailings person for distribution
- 7 Provides Hotel Chairperson with running tally until Banquet cutoff time
- 8 Coordinates placement and seating of hearing impaired with the interpreter
- 9 Prepares registration packets—name badges, banquet status, program, and other special Conference items
- 10 Staffs Registration table at the Conference
- 11 Coordinates with Treasurer to make each money drop at the Conference
- 12 Provides Treasurer with completed budget of expenses for registration packets by deadline set by Treasurer
- 13 Work with the Program Chair to see that Al-Anon participation will be and have their totals for registration kept separately

### **Hotel Chairperson**

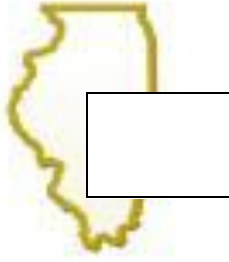
- 1 Acts as liaison between Conference hotel and Committee
- 2 Has one of the two signatures on final contract ONLY UPON APPROVAL from both the ADVISORY COUNCIL and the Conference Committee



- 3 An executive council member of Advisory has to be present during the contract signing and has to sign his or her name on the contract also.
- 4 Arranges for set-up of each of the alkathon rooms, banquet rooms, literature, panel, hospitality rooms, and location of the Registration desk and discussed with Program Chair, Registration Chair, and Entertainment Chair
- 5 Maintains contact with facility staff, supplying coffee stations throughout Conference (or subcommittee votes a person into this position specifically).
- 6 Has authority to sign tab for coffee fills and refills and control timing, as well as amount of coffee delivery to each station (suggestion—elect someone specifically for this position)
- 7 Keeps hotel informed of attendance throughout the Conference
- 8 Work with the facility staff for seating through the Conference Chairperson
- 9 Insure hearing impaired are seated directly in front of interpreter
- 10 Select menu for banquets
- 11 Schedules with hotel all walk-throughs or any other business that the committee heads deem necessary
- 12 Provides Treasurer with completed budget of expenses for hotel costs by deadline set by treasurer

### **Program Chairperson**

- 1 Line up speakers (under the age of 40) and chair-people for all of the AA meetings at the conference.
- 2 Shall have alternate speakers available for emergency sake
- 3 Plans the program format in consultation with other Committee heads, including Al-Anon and Alateen, if applicable
- 4 Obtains information from Events During the Conference Chair for events and information fro program
- 5 Designs topics and format and obtains volunteer chair-people from events at various cities in the state throughout the year for the Alcathons (smoking and non-smoking)
- 6 Listens to tapes and contacts desired speakers
- 7 Arranges for recording of main event and panels. Arranges for the interpreter for the hearing-impaired at main speakers. Coordinates seating of hearing-impaired with the interpreter
- 8 Advises Bidding Cities of their part of the program if applicable, and obtains names and cities of those participating
- 9 Arranges for panels, including topics, times and speakers



- 10 Has program layout ready but holds as long as possible for changes, asking Registration for deadline date
- 11 Contacts DCM's for volunteers from each District
- 12 Use pamphlets, previous programs and personal suggestions for topics
- 13 Provides Treasurer with completed budget of expenses for Program printing by deadline set by Treasurer

### **Events During the Conference Chairperson**

- 1 Obtain bids from and make final selection of DJ for the Friday and Saturday night dances at the conference – consult with Events Before Chairperson to
- 2 Secure same DJ for the All-State Open and the Conference
- 3 Shall coordinate and plan all events at the conference that are not program (i.e. scavenger hunt, water volleyball, nature hikes, Big Book Jeopardy, family feud, talent shows, skits, etc).
- 4 Coordinate with Registration, Treasurer, and Security to insure admission security is covered at dances after Registration desk is closed
- 5 Ensure Banner is in place for kickoff meeting Friday night
- 6 Plan and arrange for all decorations, including Saturday night table decorations (consult with Hotel chair)
- 7 If there is to be city rivalry at any event during the conference, obtain volunteering city names and phone numbers prior to the conference
- 8 Coordinate with Hotel Chairperson and Program Chairperson to insure a separate room or time slot for any event requiring space
- 9 Provides Treasurer with completed budget of expenses for any event costs during the conference by deadline set by treasurer

### **T-Shirts Chairperson**

- 1 Shall solicit and accept all submissions of ideas for T-shirts emblem or SIMPLE artwork which agrees with the conference theme and which will appear on the t-shirts (remember K.I.S.S. here)
- 2 Subcommittee shall vote on final design to appear on the t-shirt
- 3 Shall submit t-shirt information for printing to the printer
- 4 Make t-shirts, mugs, pens, buttons, hats, or any other printed objects available



at all events prior to the conference and keep registration desk stocked during the conference

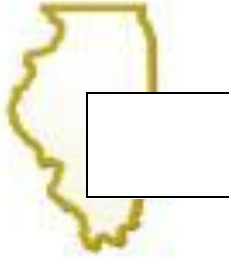
- 5 Conference Committee shall vote on whether any other paraphernalia will be printed, or just t-shirts
- 6 Responsible for the distribution of merchandise at events before the conference and during the conference

### **Security**

- 1 Shall maintain a sign-up sheet for volunteers for security at the conference and make this sign-up sheet available at events throughout the year (usually 8 volunteers per three hour shift – obtain name, phone number and city)
- 2 Coordinate with Hotel Chairperson to see that all hotel rules and regulations are known and followed
- 3 If the hotel has security of their own, Hotel Chair will coordinate a meeting with them and Security Chair to plan working together
- 4 Assure respect for all guest areas as well as dance is expected AT ALL TIMES
- 5 Shall work on additional subcommittees such as events before, t-shirts, or program throughout the year
- 6 Is responsible for obtaining any communications equipment necessary for conference (walkie talkies)

### **Displays/Literature/Archives**

- 1 Work with Hotel chair to insure a room is made available during the conference for literature sales and displays
- 2 Staff Literature room at the conference with ALL conference-approved literature available for sale
- 3 Responsible for displays and posters and having AA literature available to all. The Literature committee at GSO does have a convention kit display available
- 4 Have a display of all available Grapevine items at the Conference in the Literature room. Contact your Area Grapevine Committee and Conference Literature Committee for displays
- 5 Grapevine special items, ranging from anthologies of cartoon and articles to a wall calendar featuring member—submitted photographs, are spin-offs of the AA Grapevine

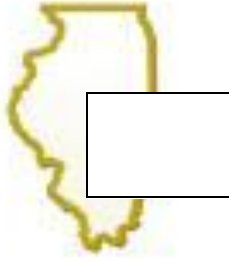


- 6 Contact Archives member of the Advisory Council to obtain all displays for separate Archives room, if available
- 7 Obtain any information throughout the Conference preparation year to be donated to the archives display (For example, one mug, one t-shirt, program, photos, etc)
- 8 Staff separate archives room if it is made available, or incorporate archives material into a separate half of the Literature room
- 9 If a movie viewing room is going to be made available, contact GSO for videos and other movies, as well as your Alternate Area PI Chairperson. Also utilize your Area Audio/Visual Library

### **Hospitality Chairperson**

- 1 SMILE, SMILE, SMILE!!! Find volunteers to greet for hours in which areas of the Conference are open
- 2 Have a desired number of people near the Registration Table and in hallways to greet attendees, answer questions, give directions, etc. Allocate hours of service for each helper
- 3 Coordinate with the State Conference Hospitality Chair to set up an ISCYPAA hospitality suite, following their guidelines
- 4 Invite the State Conference to have a Hospitality Suite at ISCYPAA, following our guidelines
- 5 See that each greeter has a ribbon or some identification indicating they are greeters and able to help participants
- 6 Greeters can also help Events During the Conference committee with security at the dance
- 7 Contact bidding cities throughout the state during the Conference year and ask them to prepare "warm fuzzies" for the conference
- 8 Request donations of cakes, candies, cookies, soda, snacks, etc from meeting groups
- 9 Prepare sign-up sheet for hospitality room staffing throughout the Conference, request volunteers. Each member of the Conference Committee should volunteer for at least one shift. Obtain other volunteers from your community to get them involved!
- 10 Shall act as a liaison between the conference and groups using other hospitality suites
- 11 It is suggested that the hospitality suite post hours in the program

### **Public Relations**



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- 1 Shall be responsible for all aspects of spreading the word about the Conference that does not involve direct mail. This includes, but is not limited to the following:
- 2 Contact "Here's How", the Chicago Newsletter, "Concepts", the NIA newsletter, "Box 459", "The Grapevine", and ANY OTHER local AA newsletters in the state!!! (PLEASE note—many require Several months notice for publication)
- 3 Shall spend Conference year locating and contacting various newsletters and reporting upcoming conference in those newsletters
- 4 Shall coordinate and organize any meeting "raids" that are to take place with other committee and sub-committee members and/or various other volunteers
- 5 Also act as liaison between Conference and the press, radio, and television, while keeping the Twelve Traditions in mind at all times
- 6 If Conference committee deems necessary, shall arrange for public service messages through the media

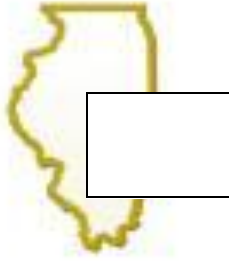
### **SUGGESTED TARGET DATES FOR CONFERENCE COMMITTEE**

1. Finalize all paperwork with the hotel within one month, or by the date requested by the hotel, after being awarded the bid for the next ISCYPAA Conference. **DO NOT sign the hotel contract until it is approved by the Advisory Council and the Conference Committee**
2. The following dates relate to the 12-month period immediately preceding the conference, assuming the conference takes place in February. NOTE: Be sure to mail fliers announcing upcoming events one month prior to the event

#### **April/May:**

Hold elections for principal offices and conference committee heads and have kickoff dance. Open bank account and establish P.O. Box

#### **June/July:**



**Registration:** Begin drafting pre-registration flier. Present preliminary budget to Treasurer for packets to determine price for registration

**Treasurer:** Prepare preliminary conference budget. Should include costs from Registration, Programs, Events During, and Hotel Chairpersons

**Events During:** Begin looking into DJ's and activities to be held at the conference

**T-shirts:** Establish T-shirt design and order them if money is available; begin checking into prices for mugs, buttons, pens, sweatshirts, tank tops, etc

**Hotel:** Meet with hotel and firm up room rates, Saturday banquet, and Sunday breakfast prices, meeting rooms (need approximately six set up theater style), hospitality rooms/suites, and Coffee prices and hours. If a contract needs to be signed, have the Advisory Council approve it and also have a signature on contract before you sign it. Give information to Registration to go on Registration flier (times, etc)

**Events Before:** Start setting up events in various locations throughout the state (suggest 2-3 events per month)

**Program:** Get in touch with a tape company (such as Dicobe) and arrange for them to be at the conference

**Hospitality:** Contact Illinois State Conference and secure a hospitality suite. Funds from ISCYPAA's account can be used to do this. Advise them, if possible, this should NOT be in a hall with sleeping rooms due to noise and there should be NO SLEEPING in the hospitality suite. Those attending are responsible for their own sleeping arrangements (or anybody else)

### **August/September**

**Registration:** Complete Registration flier. Start sending it with upcoming events fliers. Ensure final budget for registration packets has been turned in to the Treasurer for final budget.

**Events Before:** continue scheduling 2-3 events per month

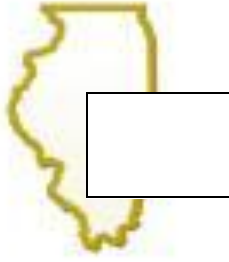
**Hotel:** Firm up details with hotel for conference and All State Open

**Security and Hospitality:** Start getting volunteers.

### **October**

**Events During:** Firm up DJ for conference. Present final budget to Treasurer NOT LATER THAN THIS MONTH to ensure final budget is completed

**Program:** Begin getting panel topics together for conference, begin looking for



main speakers and chairpeople for Friday and Saturday nights and Sunday morning, pick topics for Alkathon and begin circulating Alkathon sign-up sheets at all your events. Present budget to Treasurer for cost of printing up programs for completion of budget.

**Displays/Literature/Archives:** Get in touch with Chicago Service Office to obtain literature on consignment to your local Intergroup office and arrange to pick up literature.

**Public Relations:** Contact District Office Public Information for public service announcements of the conference dates. Contact Grapevine. Contact local and statewide newsletters to print Registration flier.

### **November**

**Registration:** Order registration packet contents (i.e., pens, buttons, name tags, bookmarks, etc.)

**T-shirts:** Check inventory—if needed, order mugs, sweatshirts, t-shirts, etc

**Program:** Continue work on obtaining speakers, get hearing impaired interpreter for Friday night, Saturday night and Sunday morning main meetings.

**Events Before:** Finalize DJ for All State Open

**Hospitality:** Start making “warm fuzzies” for conference. Contact bidding cities to do the same.

### **December**

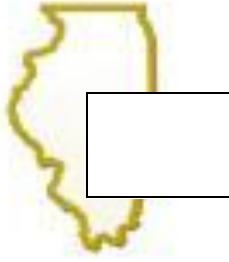
**Events During:** Start firming up activities during conference (i.e., water volleyball, big book jeopardy, family feud, scavenger hunt, etc)

**Hotel:** Confirm All State Open arrangements with Hotel

### **January**

**Registration:** Establish hours registration desk will be open during conference. Get volunteers to man registration desk. Label (from people who have registered) and stuff registration packets with program, pen, button, literature, etc. Also make additional blank packets for people who will register at the conference.

**Hotel:** Meet with hotel firming up details, confirm room block expiration, monitor room availability in hotel and in immediate area, confirm meeting rooms, archives room, literature room, banquet and breakfast count requirements.



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**Program:** Complete program. Get times and activities from Events During Chairperson, get registration desk times. Design layout, type or have printed and copies. Give to Registration committee to put in registration packets.

**Events During:** Finalize activities to be held at the conference

**Displays/Literature/Archives:** Finalize order for literature. Organize material to be set up and contact the hotel committee for supplying easels and tables

**Public Relations:** Finalize public service announcement for cable, radio, and newspaper

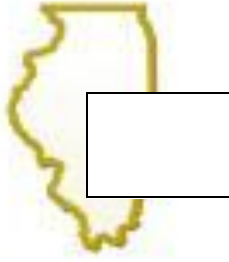
**Hospitality:** Make sure you have made enough “warm fuzzies” Get volunteers to bring snacks, soda, and coffee as well as any decorations you wish for the hospitality room at the Conference.

### **WEEK PRECEDING CONFERENCE**

Meet at the hotel with the hotel staff for a final “Walk though” and preparation. Everyone should know where everything will be and where they need to be at what times during the conference.

### **FEBRUARY**

#### **CONFERENCE WEEKEND--ENJOY**



## **ADVISORY COUNCIL BY-LAWS**

### **EXECUTIVE COMMITTEE**

The Council shall elect from its membership an executive committee consisting of, but not limited to, a chairperson, a co-chairperson, a treasurer and a secretary. They shall act by direction of the Council and shall not take action individually or collectively without the consent of the Council. Executive committee members must be Advisory Council members, they must serve on the Council for one year before being elected to the committee. Upon election they shall serve for two years and may be elected to one additional term. The Council shall use the election guidelines found on the Service Manual.

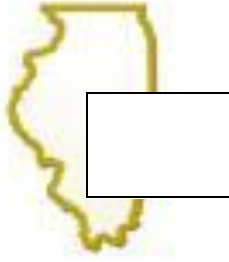
#### **Chairperson**

Shall arrange for and announce the agenda for all Council meetings. Shall open the Council meetings and maintain reasonable order during the meetings. Shall recognize members entitled to the floor. Shall state and put to vote all motions properly made and seconded. Announce the results of all votes. Affix signature to all Council actions. Be one of the THREE signatures on all bank accounts. Also could sign hotel contract.

#### **Co-Chairperson**

In the absence of the Chairperson, the co-chairperson shall accept the full duties of the chairperson. The co-chairperson shall carry out the various duties assigned the committee. Will act as liaison between the Council and General Service. Will oversee conference reports to the next area assembly following the conference. Will provide information for CASO, SIA, and NIA committees as well. Will be one of THREE signatures on all bank accounts. Also could sign hotel contract.

#### **Treasurer**



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Shall keep accurate financial records of all Council transactions. Shall give financial reports at all meetings. Submit all financial statements. Have in your possession at all Council meetings, all bank statements, deposit receipts and checkbook balances and in order. Be prepared to make deposits and disbursements at Council meetings. Maintain all accounts subject to inspection at any time. Be one of the THREE signatures on all back accounts. SHOULD BE EMPLOYED! Also could sign hotel contract.

### **Secretary**

Act as custodian of all council materials. Keep minutes of all council meetings. Furnish information from our records to anyone who requests it. Answer all correspondence promptly and to the will of the council members. Furnish minutes of all council meetings. Furnish copies of all matters affecting the Council of Young People in A.A. Also could sign hotel contract.

## **COUNCIL MEMBERS**

### **Webmaster Chairperson**

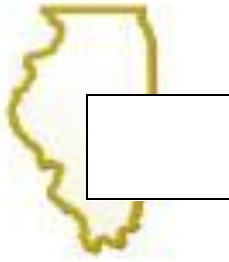
Maintain and manage website using GSC (General Service Conference) guidelines. Maintain a back up of ALL data. Promptly post and provide links for updates to the website (e.g. fliers, minutes, archives, calendars, etc.). Supply treasurer with all website account information for payment. Responsible for digital archives (i.e. keep ALL information that was once part of the website and all current information that is part of the website). Only have links to personal contact information for CURRENT YEAR bid cities, host city, and advisory members.

### **Archivist**

Adequately store and maintain all ISCYPAA archives. Responsibly transport all archives to and from the yearly ISCYPAA conference. Responsible for obtaining archives from the bid and host committees at the end of the conference every year (e.g. speaker tapes, mugs, t-shirts, etc.). Responsible for ISCYPAA banner. Responsible for developing and emailing ALL digital archives to Web Master Chair.

### **P.O. Box Chair**

Open, maintain, and pay for the P.O. Box. Responsible for checking the P.O. Box every



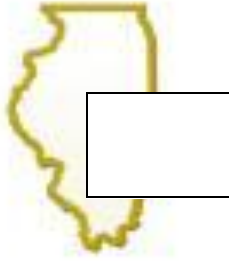
other week for correspondence, checks, etc. Distribute P.O. Box contents appropriately and notify the P.O. Box Co-chair if unable to fulfill above duties.

### **P.O. Box Co-Chair**

Assumes all P.O. Box Chair responsibilities in his/her absence.

### **Procedures:**

1. The Council shall maintain a post office box for all correspondence. The co-chair shall furnish General Service with our current mailing address and a current list of Council members and their addresses. The chairperson shall make sure that all rents on the post office box are paid and that all correspondence is forwarded to the secretary.
2. The Council shall establish a letterhead for use by all council members for Council business.
3. The executive committee should bring to the Council for approval any suggestions for the updating of "Facts, Aims, and Purposes of Young People in A.A.", "Questions and Answers About ISCYPAA", and the conference bidding requirements.
4. No member of the Council shall incur expenses in the Council's name other than postage or telephone, without first receiving 2/3's majority approval of the Council.
5. The Council's financial transactions shall be made through its bank accounts.
6. The Council shall be foremost aware of the welfare of A.A. as a whole. The Twelve Traditions shall be strictly adhered to.
7. The Council shall act as a body and no individual shall make decisions Independent of the majority opinion.
8. The post office box, the bank accounts, the Council letterhead and all Other Council materials should not be used for anything other than Council business. These materials should not be used in group or area businesses.
9. Any Council member proposing any change in the By-Laws or conference guidelines should distribute copies of those proposals prior to any Council business meeting for evaluation by the other Council members. Any emergency proposals may be added to the agenda by a 2/3's majority vote.
10. All material of the Council shall be deemed property of the Council and will be passed on to our successors
11. All documents and revisions existing and produced will have current date affixed as part of that document.

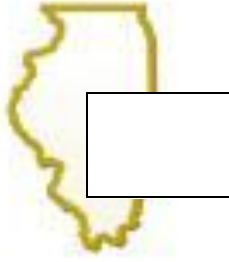


### **COUNCIL MEETINGS**

The Chairperson shall call for and arrange a meeting place for all Council meetings. A quorum shall consist of 2/3's of the Council members at any Council meeting. Motions, resolutions, and conference site selection shall require a simple majority vote of those present. All Council members will have one vote and will vote on all matters. A vote of 2/3's quorum of those in attendance is necessary to change By-Laws or rescind operating rules.

The Council at its meetings shall have the sole authority in choosing the conference site. In the event that no city presents a bid, an emergency meeting of the Council shall be called without delay. All past and present members will be invited to attend in order to find a suitable site for the conference or to determine if the conference should be suspended and what will be the subsequent fate of the Council and its function.

The executive committee shall submit for approval the distribution of funds for the coming year. The Council shall endeavor to maintain prudent reserve for the conference support of \$4,500.00 for emergency use only should any Host city fall by means of financial problems. Upon deciding where the conference will be held in the following year, the Council shall allocate \$1,500.00 to be given to the chosen city. The Council shall also hold \$1,000.00 for operating expenses (telephone, postage, PO Box, Stationary, Q & A of ISCYPAA, Facts, Aims & Purposes of ISCYPAA, etc). The total amount to be held in prudent reserve will be \$7,000.00 for the above allocations. (The prudent reserve may drop to \$5500 between allocating \$1500 seed money to the new host city and the return of the \$1500 seed money from previous host city being returned.) All remaining proceeds shall be disbursed in the following manner: 50% going to the host area of the present conference, 20% going to the two other areas in



the state of Illinois, and 10% will be sent to G.S.O. in New York. The conference reserve funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote.

### **THE CONFERENCE**

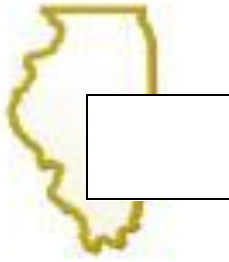
The Secretary shall issue to all major area offices, young people's groups, and others who request it, or as he/she warrants same, an invitation to bid for the conference site. Such invitations should include the bidding requirements, a beginners kit, and explanation of how, where, and when bids are accepted and the current flier if it is available.

Council members shall encourage conference participation throughout the year to preserve our continuity. The Council will be the ultimate authority in choosing the conference site and will hear the bids at its annual conference meeting.

All young people's conferences will be designated as such and be designated with a number so as to preserve its autonomy and character. They shall not be held in conjunction or in conflict with any other function, A.A. or otherwise.

All conference committees are under obligation to pay their own expenses and cannot expect the Council to assume any financial obligation. However, all financial and material assistance which may be given, along with the conference profit, after expenses, shall be returned to the Council. The conference committee has 60 days after the conference dates to forward a financial statement and all proceeds to the Advisory Council treasurer by means of a cashier's check. The conference committee shall maintain a permanent mailing address until such time after the conference that all conference business is completed.

The conference planning committee should be offered all prior conference



materials together with whatever individual or collective information that the Council members may possess. Once chose, the conference committee should be given complete autonomy from the Council. They are a distinct committee chosen by the Council and should function free from the Council domination, but with the knowledge that the Council stands ready to assist when requested. When, in the event significant financial problems arise on an individual conference committee, the Council reserves the right to make sure that the problems are resolved in a manner keeping within the accepted A.A. Twelve Traditions and Twelve Concepts of World Service.

Revised 3/26/01

### **ADVISORY COUNCIL MEMBERSHIP GUIDELINES**

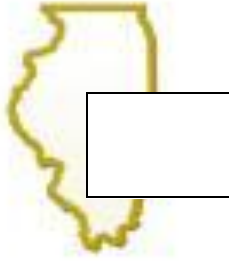
#### **Suggested Election Guidelines:**

1. Elections should not be held earlier than one week prior to the actual conference.
2. When possible, the conference committee should wait until at least one member of the existing Advisory Council is present before starting election proceedings.
3. Each conference Host City will elect three members to the Advisory Council and two alternates who will become members upon the resignation of any of the original members from that Host City, and will serve on the Advisory Council until the term for that Host City has ended.

#### **Requirements for Nominations:**

1. Nominees must have served on the conference committee continuously for at least six months prior to the conference.
2. Nominees must have at least two years of sobriety.
3. Nominees must not have reached their 40<sup>th</sup> birthday at the time of the Advisory Council elections.

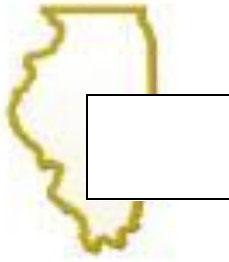
#### **Duties and Responsibilities of the Advisory Council:**



1. Acceptance of an Advisory Council position is a continuous four year commitment.
2. Members are expected to attend all necessary Advisory Council business meetings. The group reserves the right for voting procedures with simple majority of those in attendance. Meetings MAY be held on a quarterly basis with the wrap-up meeting with the Past Host City, one to three (if needed) weeks after the conference at locations agreed upon, and the voting in of new Advisory members from the New Host City.
3. Financial Responsibilities :
  - A. Four consecutive conferences must be attended, regardless of location.
  - B. Attendance at special business meetings may be necessary
  - C. Special travel to assist a faltering conference may be necessary
  - D. The three above expenses will be paid for by the members themselves
  - E. Telephone calls concerning conference problems will be paid for by the Advisory Council.
  - F. Advisory Council members will be reimbursed for travel costs to the quarterly meetings.10 cents a mile.
4. Missing two consecutive conferences will result in automatic resignation. Drinking alcoholic beverages and/or abusing drugs will result in resignation from the council.
5. If an Advisory council member misses one conference, he or she will have to plead their case to the Advisory council to see if he or she will stay on the Advisory.
6. Because much of the time spent at the conference may be taken up by council business, members may not participate on the conference program.
7. In the event significant financial problems arise on an individual conference committee, the Advisory Council reserves the right to make sure the problems are resolved in a manner keeping with the accepted AA Twelve Traditions and the Twelve Concepts of World Service.

**“ PIE CHART “**

The number one most asked question of any group, in any area of the ISCYPAA



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Conference is .....WHERE DOES ALL OF THE MONEY GO THAT YOU AS A GROUP RAISE?

**ANSWER**

After all of the expenses are paid in full, and the Host City and all Bidding Cities (according to the conference guidelines/By-Laws) turn over all money to the Advisory Council, the money is handles as follows:

The amount kept in prudent reserve is \$7,000, the breakdown being as follows: \$1,500.00 for seed money to be given to the newly elected Host City (being the current Host City has not been able to close their books at the time of their conference); \$4,500.00 for emergency use only should, for whatever reason, a New Host City default of fold due to financial failure, and the Advisory Council has seed money to start up another conference, being that it is up to the Advisory Council to put on a conference should this type of disaster ever happen; and \$1,000.00 is for business expenses of the Advisory Council (P.O. Box, stationary, postage, telephone calls concerning the conference, pamphlets, etc.)

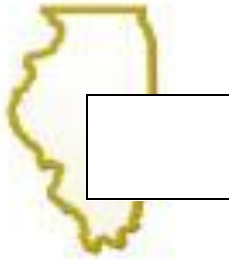
Once the prudent reserve is taken care of, 10% of all of the proceeds are given to the host committee to be donated wherever they would like. All proceeds left over are turned over into the fellowship of Alcoholics Anonymous, with the following breakdown:

- 50% going to the HOST AREA where the conference was held
- 20% going to the other two areas in the state of Illinois
- 10% going to the General Service office in New York

HOST AREAS ARE ASSIGNED ACCORDING TO LOCATIONS AS USED BY THE ILLINOIS STATE CONFERNCE.

\*\*\*EXAMPLE\*\*\* Bloomington Conference 1990

The 1990 ISCYPAA Conference held in Bloomington/Normal, being in the Southern Area of the state of Illinois, according to the Illinois State Conference Guidelines. 10% of all funds (After expenses, etc) were given to the host committee to donate them wherever they wish. The remaining proceeds were allocated to the fellowship in the following way: 50% was turned over to the Southern Area of Illinois, 20% was turned over to the Northern Illinois Area, 20% was turned over to the Chicago Area of Illinois, and 10% was turned over to G.S.O. in New York. The money is contributed to each of these areas, to help in the never ending need for reaching out to those who still suffer,

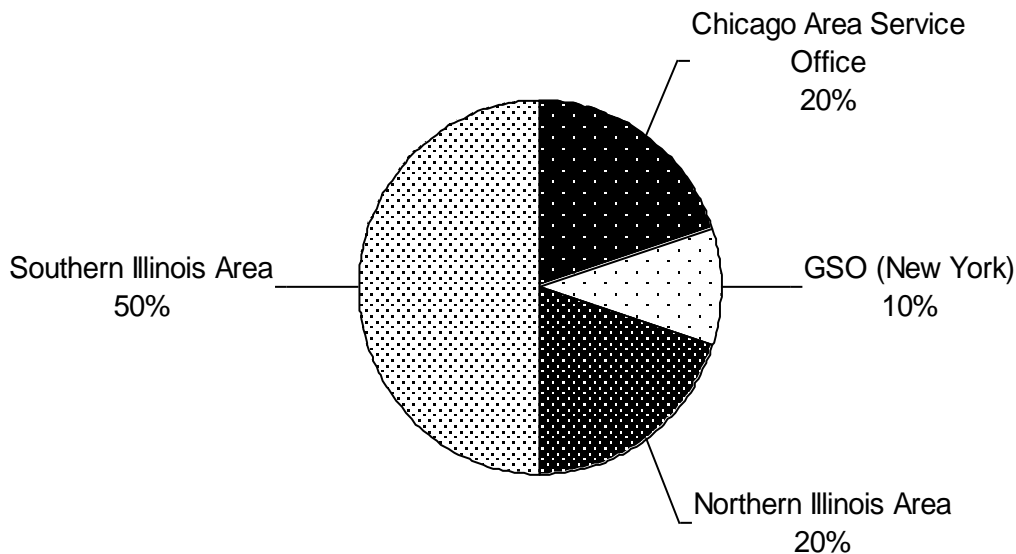


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and for each area to use the money turned over to them as each area may see fit.  
(Please refer to the pie chart for break down)

\*\*\*NOTE\*\*\* Each year the 50, 20, 20 percent breakdowns will change, going to a different area each year for the Illinois State Conference of Young People in Alcoholics Anonymous in a different area each year. We, as a group, do NOT know where the next year's conference will be held until all bids are presented and the New Host City is selected.



### **HOW DO WE GET THE WORD OUT ON OUR SCHEDULED EVENTS?**

One definite contact would be the Advisory Council members, for they being located throughout the state, like to know what is going on. When they receive such information, they are known to share all they know with any and all meetings that they may attend.

A way to get information on any clubs in and around your area is to contact your Intergroup office. They are there to assist you, and will help as best they can to supply



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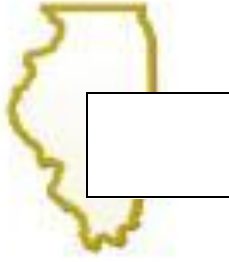
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you with such information. (In the Chicago Area, instead of an Intergroup, you have the Chicago Area Service Office) Please refrain from mailing announcements to any group meeting that may be held in a church, field house, etc. It is printed on all directories that it is NOT to be used as a mailing list or for any form of solicitation or commercial venture whatsoever. We suggest you main to any Clubs in the state of Illinois for they have bigger attendance of fellow members, and if there are extra copies of you announcement, many people are very good in sharing them with meetings held in other areas.

It is a good idea for you as a group physically to deliver there announcements in person wherever and whenever you can, for that generates more interest from people and shows how active you as a group are.

Another way of getting the word out, ESPECIALLY pertaining to the Conference is to submit in writing a letter stating the location and dates of where the conference may be held.

Another idea used by prior conferences is to perform “meeting raids”. Take several fliers for many of your upcoming events and gather at least 4 – 7 members of your committee, all wearing you logo t-shirts, and attend a meeting in your area. Be sure to have many of the “What is ISCYPAA?” fliers and “Facts, Aims, and Purposes” fliers as well. Let them know who you are and where you’re from and invite them to attend your functions, as well as join your committee.



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**ADVISORY COUNCIL MEMBER LIST 2008-2009**

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(773)556-6558

[djslickrick78@yahoo.com](mailto:djslickrick78@yahoo.com)

**Co-chair**

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**Secretary**

Josh Brown  
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**PO Box Chair**

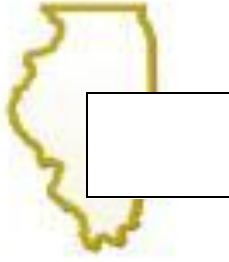
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**PO Box co chair**

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(563) 505-9916 *cell*  
[familyfourthom@aol.com](mailto:familyfourthom@aol.com)

(this is his wife's email, but fine to use it)

**Web Master Chair**

Ken Forstrom  
(815)404-7796  
[kforstrom@interjuncture.com](mailto:kforstrom@interjuncture.com)

**Trusted Servants**

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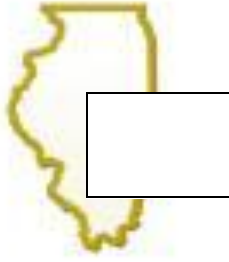
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[Kalandis2002@yahoo.com](mailto:Kalandis2002@yahoo.com)

**ISCYPAA website**

[www.iscypaa.org](http://www.iscypaa.org)

### **IMPORTANT CONTACTS**

**Concepts**  
1523 W. River Terrace  
McHenry, IL 60050  
Attention David Gilbert  
[concepts@nia-aa.org](mailto:concepts@nia-aa.org)  
<http://www.aa-nia.org>

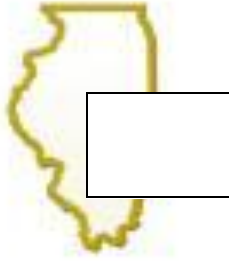
**Chicago Area Service Office (CASO)**  
200 North Michigan Ave. Suite 501  
Chicago, IL 60601  
[www.chicagoaa.org](http://www.chicagoaa.org)

**Northern Illinois Area**  
[www.aa-nia.org](http://www.aa-nia.org)

**AA's Main website**  
<http://www.alcoholics-anonymous.org/>

**G.S.O.**

**Southern Illinois Area**



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**The Grapevine**  
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