

## **Elk River Alano – Squad Leader Orientation FAQ.**

### **Squad Mailboxes:**

Each squad has a mailbox on the wall by the brochures. Please check your mailbox before each meeting for mail, announcements etc. Please share with your squad as needed.

### **Coffee Makers:**

Please check the coffee makers before and after your meeting. If you are the first meeting please find a volunteer to make coffee. If your squad is the last meeting of the night please find a volunteer to clean the coffee makers for the next day.

### **Doors:**

Please be sure to lock the doors if your squad it the last meeting of the night.

### **How To Lock Doors:**

There it a yellow Allen key inserted in the push bar. Turn that key to pop the bar. The door will then lock when closed. You do not need a key to the club to lock the door, only to unlock the door.

### **Squad Leaders Meeting:**

Please be sure you as a Squad Leader, or an alternate attend the monthly Squad Leaders Meeting. This is held the first Thursday of each month at 6:30pm.

### **Paying Rent, Paying For Books, Medallions etc:**

Rent is currently \$30 and it is encouraged to kick in a donation for coffee. Currently it is common for squads to pay rent \$30 + \$10 for a donation for Coffee. Please fill in the “Monthly Squad Financial Report” form near the front doors and bulletin board. Include the form and your rent + payment for any medallions or books and put that in an envelope which you will drop in the slot in the far left room in the back of the Alano.

### **Pledging Members**

Please communicate to your group, the importance of becoming a pledging member of the Alano. Those who consider your group their home group should be encouraged to become pledging members and “join” the Alano club. Members simply pledge any amount to pay each month to their group treasurer. This helps keep the club going with funds above what the groups pay in rent and coffee, which alone don’t meet expenses. Pledging also gives members the right to vote in all club elections and to be given a key to the club if they want one and meet the key requirements.

### **Keys To The Alano:**

Pledging members who have been attending meetings at the Alano for six months and have become a pledging member paying dues for three consecutive months are eligible to ask for and receive a key to the Alano club. Pat M our club treasurer can

provide the key. An eligible member can call her at the numbers listed by the phone, or put a written request in the treasurer's mailbox, or ask her in person. If a member quits pledging the key should be returned.

### **Key To Squad Leaders Cabinet:**

There is a cabinet for Squad Leaders where you can access books and medallions. A key should be passed from Squad Leader to Squad Leader within your Squad. Your Treasurer may also hold the key. If you do not have a key Larry who is on the board can provide one.

### **How to pay for books, medallions?**

Place funds in an envelope with a note regarding what you are paying for. You can also use the Monthly Squad Financial Report form. Drop the envelope in the slot in the door on the left in the rear of the Alano. All literature and medallions must be paid for either by an individual or a squad.

### **What is group conscience? Why is it important?**

Co-founder Bill W liked to call A.A. a "benign anarchy," and for good reason. A.A. is a spiritual movement, and as Tradition Two clearly states, our sole authority "is a loving God as He may express Himself in the group conscience."

Group conscience is the "will of the group" implemented by the group or Squad Leader. We are trusted servants, we do not govern. So it is important that things like format, meeting style, group actions are determined by the group vs individuals. Group Conscience meetings are recommended to be held periodically by your group to review and adjust as the group sees fit.

### **Sample Meeting Formats:**

Attached are sample meeting formats used by other squads at the Alano. Please feel free to use what you find useful. Consider developing this via your Group Conscience meetings.

### **Recommended Reading:**

AA Pamphlet "The Group" can be found in our brochures library near the Squad mailboxes. [http://www.aa.org/pdf/products/p-16\\_theaagroup.pdf](http://www.aa.org/pdf/products/p-16_theaagroup.pdf)

### **Sample Format Squad 16:**

Squad 16 Meeting Agenda:
1. "Welcome to Squad 16 6:15pm Open Meeting Of Alcoholics Anonymous"
2. "Who you see here, what you hear here, When You Leave Here, let it stay here."
3. "Shall We Open With The Serenity Prayer?"
4. Introductions. "Hello I'm _____ and I'm an Alcoholic."
5. The <i>Seventh Tradition</i> states: "Every A.A. group ought to be fully self-supporting, declining outside contributions. – Treasurers Report – Mention about Alano

- Membership?
6. First Meeting or Out of town?
  7. New Business / Announcements
  8. Squad List
  9. Medallions
  10. Read 12 Steps + 12<sup>th</sup> Tradition (Read all 12 traditions on the 1<sup>st</sup> Monday.)
  11. Read 24hrs Book
  12. Content – Reading/Sharing
  13. Close with the Lords Prayer

### **A.A. Preamble (Definition of A.A.)**

Alcoholics Anonymous is a fellowship of men and women 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.