

SHARE! Self-Help Support Group Meeting Guidelines

All meetings at SHARE! are self-help meetings with no professional or licensed facilitators or experts. The philosophy of SHARE! is that each person is responsible for his or her own recovery, and that every person's experience is valid as any others.

The purpose of SHARE! is to provide a safe, non-judgmental environment in which people can meet to share feelings, experience and hope, so that they may lead happy and healthy lives. SHARE! was founded in 1992 by service-minded people in the community. SHARE! is a project of the Emotional Health Association, a California non-profit organization.

- **MEETING RESPONSIBILITIES:** SHARE! agrees to provide meeting space to your meeting as long as the meeting upholds its responsibilities listed below. Those who sign the meeting contract must keep the meeting informed of these responsibilities.
- **SPACE USE:** Permission to use SHARE! facilities at any other than the specified time must be requested in advance. SHARE! has facilities available for dances, sobriety birthdays, pressure groups, step studies, marathon meetings, 5th step work, central office space and events. Use of SHARE! for any of those purposes can be arranged by calling (310) 305-8878. Unauthorized use of SHARE!'s meeting facilities is not allowed.
- **MEETING CONTRACT:** We ask that each meeting at SHARE! fill out the attached meeting contract with the name, address and phone number of at least three people in the meeting. SHARE! must be notified in writing of changes in meeting representatives as soon as they occur, preferably by filling out a new meeting contract which can be found next to the office door.
- **DONATIONS:** The meeting agrees to give SHARE! a minimum of \$5 per meeting. In addition, the meeting agrees to pay 100% of the meeting collection up to \$10. The meeting will keep half of any collection which exceeds \$10. (For example, if the meeting collects \$20, the meeting pays \$15 to SHARE! and keeps \$5. If the meeting collects \$12, the meeting pays \$11 to SHARE! etc.).

This amount is payable the first week of the month by check or money order. No cash is accepted because of the expense of counting the cash and because of auditing requirements. Please mark on the check the time, day and title of your meeting. Fill out a meeting payment envelope, place the check in it with your meeting's Orange Sheet for that month, and give it to a Meeting Coordinator. If in the event the office is closed, please slip the envelope under the door. If your meeting is unable to pay by check or money order, and cash is the **only** way your meeting can pay, then **all** the cash needs to be given to SHARE! In that case, please put the cash in an envelope along with the Orange sheet.

- **MEETING SIGN-IN:** Each meeting must sign in each week and fill in all relevant information about how many people attend and how much is collected. This information is to be recorded on the Orange Sheets in the sign-in notebook found in each meeting room. Blank Orange Sheets can also be found on the table right outside of the SHARE! office. Directions on completing the sign-in sheet are on the inside cover of the meeting sign-in books. You may also ask a Meeting Coordinator for help in filling them out.
- **SERVICE:** Each meeting agrees to do a minimum of four hours of service to SHARE! every month. Service may be done in a multitude of ways:
 - a. Volunteer Day –Sundays 3:30pm to 7:30pm
 - b. Volunteer in our office before or after your meeting
 - c. Your group can work on projects before, during or after your meeting by folding directories, stapling, etc. 4 people working for 1 hour qualifies for your service.
 - d. A meeting attendee may come in anytime we are open to do volunteer work. As we are open evenings and week-ends, this gives you more flexibility. Donating goods or services to SHARE! such as passing out flyers, donating supplies we need or advertising in local newspapers for instance, are also ways to fulfill your Service commitment.

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- **COMMUNITY MEETINGS:** Occasionally SHARE! holds community meetings. Everyone is welcome to attend and has a vote. Each meeting must send at least one representative to the community meeting.
- **COMMUNICATION:** Periodically we will communicate with the meeting via messages on the message board located in each meeting room. The meeting must check the board at the beginning of each meeting and make all necessary announcements.
- **DEPOSIT:** A \$10 deposit will be required of all meetings to ensure the return of all keys and/or to pay for any damage. SHARE! will provide each meeting with one key. Additional keys are available with a \$5 deposit for each key. All key holders must give their name, address and telephone number to SHARE!. This information must be updated immediately should any transfers of keys take place.
- **POLICIES:**
 - No alcohol, drugs, gambling or smoking is allowed at SHARE!
 - No pets allowed.
 - Children are to be supervised at all times. When meetings provide child care, a parent or guardian must remain on the premises.
- **NO DISCRIMINATION:** A meeting may designate itself with any focus, such as “Men Only”, “Women Only”, “Gay and Lesbian”, “Christian”, “Jewish”, “African-American”, “Japanese”, or by any other designation. Each meeting agrees not to exclude people arbitrarily or without due process or discriminate against people within the group on grounds of race, color, national origin, sexual orientation, age, religion or disability.

Some non-religion focused meetings customarily use God and/or prayers from a religious source, such as the Lord’s Prayer, although a religious focus is not specified in the title of the meeting. We understand that it is not the intention of these meetings to discriminate unjustly. To comply with SHARE!’s non-discrimination policy, these meetings will be designated with an asterisk in SHARE!’s meeting directory.

- **AFTER YOUR MEETING:**
 - Each user group is expected to clean up after their meetings. SHARE! does not have a janitor or someone to clean up after meetings. Thus each meeting is responsible to see that SHARE! is left in order for the next group.
 - Leave the furniture arranged in an orderly fashion.
 - Please turn off all lights after your meeting.

Please report any damage or any needed repairs, maintenance, etc., however, remember we rely on volunteers to fix problems. Perhaps someone in your group has the expertise to do the repairs.

Your use of the facilities is contingent upon those in your meeting honoring all of the above



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