

So you want to start a self-help support group?

Starting a meeting is a thrilling, empowering experience. We are excited for you and for everyone who will benefit from the meeting you create. It is SHARE!'s goal to help people start as many new meetings as possible because we believe so deeply in the power of the self-help group process.

Bill W, one of the founders of Alcoholics Anonymous, is purported to have said, "All you need for a new meeting is a resentment and a coffee pot." But we have found that it also helps to be organized and have a good plan! This packet is intended to give you ideas for making your meeting as successful as possible. These are suggestions, not directives; please feel free to select from among these materials. As they say, take what you need and leave the rest. Meetings tend to form out of one's own deep need, and that is powerful. It may strengthen the meeting even further to build on the experiences of other meetings in the past.

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What is a self-help group?

- ❖ The group's purpose is to pursue personal growth and change.
- ❖ Everyone in the group is a peer.
- ❖ There is sharing and/or interaction between members.
- ❖ Decisions about the group are made by the group.
- ❖ Group leadership is non-professional. Any leadership positions are shared or rotated. Each member of the group could become a leader with minimal training.
- ❖ The group is not dependent on a particular person for its continued existence.
- ❖ Each member of the group has a right to due process in disputes with the group.
- ❖ Dues and fees are nominal, reflecting group expenses.

This is the definition developed by SHARE! the Self-Help and Recovery Exchange. For more information, please call SHARE! toll-free at 1 (877) SHARE-49 or (310) 846-5270.

Recommended structure of self-help groups

We strongly suggest that the format of the meeting be a written document that different members read at each meeting. The following are often included in a support group's structure. Choose what works best for you. As they say in the groups, "Take what you like and leave the rest!"

"Welcome" statement

Welcome everyone and let everyone know what meeting they are attending and what time the meeting ends. These are the two biggest concerns of newcomers: (1) am I in the right place? And (2) How long is this meeting?

"Why are we here?" reading

Describe in terms that each participant understands and relates to, whatever it is that brings them together. This section can make or break a meeting. It is the ice-breaker, which makes it OK to talk about the meeting's focus at a trusting, deep and feeling level as soon as the sharing begins. Make lists or narratives of feelings, characteristics and situations, which the group members can particularly relate to. This section should deeply affect everyone in the meeting. It also helps newcomers understand the group's purpose. This section is often read by someone other than that day's group leader.

"What can we do about it?" reading

Here we give members tools and hope for a better life. Some meetings list tools, such as attending meetings, calling people in the meeting, writing feelings, etc. Others talk about goals the group members share, and how reaching those goals will make their lives happier. Research has shown that meetings that give people hope attract and retain members better. This idea of this section is to provide hope. This section is often read by someone other than that day's group leader.

Education/information (optional)

Some groups incorporate educational elements. They may:

- (a) Read from a book,
- (b) Do an exercise from a workbook or one brought in a member,
- (c) Have a guest speaker or
- (d) Some other form of education.

This can be very helpful, but it can also take away from the community-building aspect of the self-help group, which is a health-enhancing aspect of the group. It is important that this part of the meeting not inhibit people from sharing feelings later on. It is easy for people to think that "education" is more important than me or my feelings and not leave time for the "intimacy" which make groups prolong lives, etc. We suggest that

if meetings want to have an education section that they set 10 to 20 minutes aside for it and then make sure that any “expert” or “authority” that was brought in, loses that role for the rest of the meeting. We strongly suggest that the same member or members of the group should not do the educational portion at each meeting, as this skews the power dynamic of the group. It makes others feel inferior and takes away from the personal responsibility of each member. In cases where the expert is someone who could not be a member of the group, it may be appropriate to ask them to leave after their presentation. Research has shown that many members drop out of groups that focus on speakers or education after six-months.

You may be able to communicate educational information through printed handouts and brochures. Newcomers and those who want a reminder can take such literature with them, but those who come to the meeting regularly may have already reviewed it.

Sharing time

This is the most important part of the self-help meeting: listening to others who feel the same way and speaking to others who know how you feel. This is where the community-building takes place. Ideally each person should be given three to ten minutes of time to speak uninterrupted about their feelings, experiences, hopes and fears. No one should ask questions or make any comments during someone else’s share. Each person sharing should concentrate on their own feelings and experiences, avoiding talking about others in the group. Confidentiality of the speakers must be guaranteed. Speakers are encouraged to speak in the First Person (I, me, mine) and avoid speaking in the Second Person (you, your, yours). This section is where members learn that they are not alone. Expressions of feelings are greatly encouraged. It may help to have Kleenex available.

Should there be time for feedback?

Most self-help groups do not have a formal part of the meeting for feedback. Paradoxically, feedback can undermine the feeling of being completely heard and understood, which is a large part of the healing that takes place in a support group. After the meeting people often stand around and talk informally. People who want feedback can ask during their share for feedback after the meeting.

In a very small meeting (less than 5 people) feedback can be used to enrich the learning experience of those in attendance. But again, we caution that unregulated feedback can cause great harm to the group and to individuals in the group, so we do not recommend it, except in limited circumstance. Feedback which is structured to include only someone’s own experience in a similar situation can make a small group have the benefits of a larger one. Under no circumstances should feedback be judgmental or in the form of advice. Sticking to “I” statements only, with no “you” statements, is one way of achieving this. Some meetings have had success with statements of encouragement only, e.g. “You really handled that well,” “You have made a lot of progress,” “I can understand how you felt.”

When feedback is given on an individual level after the meeting, it often feels less damaging because if someone disagrees, they don't feel as though they have been put down in public. It gives time for people to reflect on their feedback before giving it, and it's easier for the person who is receiving the feedback to leave or walk away if they don't like what they're hearing. Sometimes even positive "I" statements can feel invasive or come across as advice, as when someone says, "When I had that problem, I did this ...". The person might feel they're being told what to do.

Collecting money

Everyone should be given the opportunity to contribute to the well-being of the group. Support groups have expenses such as rent, literature, flyers, refreshments, etc. When members pay their way there is a certain ownership of the group that follows as well as a sense of entitlement and self-esteem. Many groups pass a basket for donations. Some have a set fee such as \$3 or \$5 per meeting. Most groups do not keep track of who has paid what, etc. so that even those without funds can attend without shame. Spending money on one's own well-being is a sign of self-esteem.

Announcement time

During this time the group's business is transacted and newcomers are informed of literature, phone list, and any other resources available. If someone needs a ride, this is the time to ask for it.

Many meetings prefer to leave major business, such as rewriting the format, decisions about money, or discussions of problems in the group until after the meeting. They announce during the meeting that there will be a "group conscience" at the end of the next meeting. Then those who are interested can plan for it and be there and those who don't care don't have to.

While this may seem like the most accommodating way, it may hinder the learning of personal responsibility and the skill of working through problems. We recommend that group decisions be made during the announcement part of the meeting.

Some meetings set aside ten minutes each meeting to discuss "business." This may be too much time for most meetings. It is OK to try different ways of doing things and then figure out what works best. We recommend that compromise be sought to problems. Ideally each decision should be resolved through consensus, not majority rules. When the meeting is divided, we suggest trying the new way for three meetings. Often before the third meeting happens, the problem is solved and everyone sees a way to accommodate all.

Ending the meeting

At the end, use a reading that includes reminders about the confidentiality of the group; that what is said in the meeting is not for gossip or outside disclosure. It gives a word of hope to those who haven't been in the meeting long and suggests that people try the meeting six times before they decide if it is helping them. It reminds people to let others who can benefit from the meeting, know about the meeting.

Finally the group does something together such as standing in a circle and reciting a statement of unity or clapping to celebrate themselves. It is very important that everyone in the meeting feel welcome to participate in the ending. Many 12-step programs traditionally used the Lord's Prayer as their ending. This has resulted in many non-Christians and minority Christians (who use a different version of the prayer) feeling left out. A few years ago, Alcoholics Anonymous World Service began suggesting to their meetings that they choose a different ending because of the people who felt excluded. The purpose of the self-help group is to offer love and acceptance to everyone who participates.

Suggested closing statement

If the group does decide to use a closing statement, we suggest something like:

I Put My Hand in Yours

I put my hand in yours
And together we can do
What we could never do alone.
No longer is there a sense of hopelessness.
No longer must we each depend
Upon our own unsteady willpower.
We are together now
Reaching out our hands for strength
Greater than our own.
And as we join hands
We find love and understanding
Beyond our wildest dreams

*Adapted from "I Put My Hand In Yours" by Roxann © Overeaters Anonymous 1969. Used with permission.

What happens after the meeting?

After the meeting people often hang out and talk for 10 to 15 minutes or longer. Sometimes people go to a restaurant or coffee house. Find a place where people can go even if they do not order a dinner or even a drink so that everyone can participate.

Suggested guidelines

Many meetings incorporate guidelines or ground rules for how they expect meeting-goers to behave. These rules can be read aloud or made available as printed literature.

- ❖ We start and end our meetings on time. At some meetings this is very important, but not as important in others.
- ❖ We keep confidential all personal information shared in the group.

- ❖ We avoid interrupting or side conversations, sometimes known as “cross-talk.”
- ❖ We use “I” statements.
- ❖ Rather than giving advice, we respect each person’s right to find his or her own solutions.
- ❖ We share what helps us, knowing it may help others as well.
- ❖ We use a timer to keep talkative people from dominating the meeting and ensure that quiet people also have time to speak.
- ❖ We have the right not to speak.
- ❖ We treat each other with respect.

Preparing to start a meeting

The meeting purpose

Before you can effectively attract members and publicize the meeting, it’s important to think about the meeting’s purpose, especially if you are starting a new meeting which does not already have a written format. Ask yourself these questions:

Why do I want to start this meeting? Consider your larger goals, such as “To help diabetics” as well as personal ones, such as, “To help me better control my diabetes.” It may help to write some of your thoughts down.

Who will the meeting be for? Will it be designed for people who struggle with a particular problem? Are their friends and family members also welcome?

What will be the focus for the group? The meeting could include mutual support, outreach, education and social activities. SHARE! has found that what people want most is an opportunity to relate with others who are dealing with similar issues.

Researching other meetings

Self-help groups have been around for a long time, so why re-invent the wheel? If you’re not sure exactly what your self-help meeting should be like, you may want to contact or visit some similar groups. The staff of SHARE! the Self-Help and Recovery Exchange will be happy to refer you to groups in your area. When you visit the group, talk to the members and find out what they like about their group, and what they wish they could

change. Observe the group, and ask yourself what elements of the meeting you would like to keep, and which ones you would prefer not to include.

Start gathering a list of potential members

As you talk to others about the meeting, some may express interest in attending. Keep a list of names with contact information, such as phone numbers and email addresses.

Questions to consider:

Contact person: Is there someone in your group who can serve as contact person? A friendly, helpful initial contact can do a lot to attract newcomers to your meeting.

Donations: Does the meeting want to suggest an amount for donations?

Literature: Does the meeting want literature? If so, who will be in charge of it, make photocopies and collect the money if the meeting decides to charge for literature?

Refreshments: Does the meeting want to arrange for refreshments?

Guidelines: What kind of ground rules would be best?

Format: Do you have a written format prepared before the first meeting?

Be flexible

Remember, the meeting will grow and change over time. The important thing is that the meeting serves its members' needs.

Exercise: Writing the name and description of a support group

Creating the name and writing about the purpose of a support group are important to attracting the most new members. When someone is struggling with a difficult life problem, he or she is most often looking for support, hope and healing. The wording of the meeting name and the description of the purpose give the newcomer the first impression of what the self-help group is about, and set the tone for the meeting.

Words are the things that we use to think with. If we can change the words we use to think about ourselves, maybe we can change our thinking. If we can change our thinking, we can change our realities. That transformation can begin with the choice of the meeting name and description of its purpose.

Meeting names—emphasize the positive

Among the following meetings, which would you prefer to attend?

"Courage to Heal" Sexual Abuse Survivors	Victims of Sexual Abuse
Career Re-Invention Group	Unemployed Support Group
Healing the Hunger	Suffering From Eating Disorders

Notice that the support group titles on the left, which have all been successful meetings at SHARE!, emphasize the positive and hint at the healing tools which the meeting offers. The word "Survivor" is more positive than "Victim."

Other good examples:

--"Currency of Hope" Debtors Anonymous

--Serenity Sisters

Think about how people might like to feel in the meeting—healed, serene, peaceful, supported, and finding a new way. It may be that you will find a name for your meeting among such powerful ideas.

Meeting descriptions

In many effective self-help support groups, there is a reading that describes the common problem, concern or life experience which has brought everyone together. This reading has the potential for huge healing power, both for the struggling newcomer and the meeting-goers who hears something new in the reading each week. It does not have to be long; in fact it's probably better if it's only 50 to 200 words, but it should be carefully considered.

Many meetings use a reading which describes the issue and how it manifests itself in different areas of life, such as relationships, social status, self-esteem, sex, shame, anger, fears, social personality, et cetera. It should be specific enough to get the nod of recognition from everyone in the room, yet broad enough that the people can relate it to their own lives. Some parts of the description may be intellectual and factual; others may touch on emotional issues.

You may get some ideas on how to approach this important piece of literature by attending other meetings, or researching the materials used in other self-help groups. Here are a few examples:

In Co-Dependents Anonymous, people love the 237-word “Promises,” even though they may have heard the reading hundreds of times. How can these simple words retain such power, even after being repeated over and over?

THE TWELVE PROMISES OF CO-DEPENDENTS ANONYMOUS

1. I know a new sense of belonging. The feelings of emptiness and loneliness will disappear.
2. I am no longer controlled by my fears. I overcome my fears and act with courage, integrity and dignity.
3. I know a new freedom.
4. I released myself from worry, guilt, and regret about my past and present. I am aware enough not to repeat it.
5. I know a new love and acceptance of myself and others. I feel genuinely lovable, loving and loved.
6. I learn to see myself as equal to others. My new and renewed relationships are all with equal partners.
7. I am capable of developing and maintaining healthy and loving relationships. The need to control and manipulate others will disappear as I learn to trust those who are trustworthy.
8. I learn that it is possible for me to mend – to become more loving, intimate, and supportive. I have the choice of communicating with my family in a way which is safe for me and respectful of them.
9. I acknowledge that I am a unique and precious creation.
10. I no longer need to rely solely on others to provide my sense of worth.
11. I trust the guidance I receive from my Higher Power and come to believe in my own capabilities.
12. I gradually experience serenity, strength and spiritual growth in my daily life.

This reading describes the situation that many Co-Dependents are in—feeling empty, having unhealthy relationships, relying on others for a sense of self-worth—at the same time that it offers tools for growth, such as awareness, developing healthier relationships and choosing safer ways to communicate with family members. It tells the listener that this change will be gradual and will require trust. It helps the listener develop a new way of thinking about himself or herself. And it offers these messages in words that allow each listener to interpret them in the way that best fits his or her situation.

A bereavement support group used the following 310-word statement of purpose:

Why are we here?

Resuming life after the death of a significant person in my life is a difficult and emotional task. The path does not seem clear; and traveling it alone does not feel safe. Yet grief and mourning allows me to heal and helps me cross the bridge that leads me to reinvestment in other people and things.

We have already begun the “letting go” process when we recognize that we have withstood a major trauma and that the feelings connected to this trauma are real. The tears, the anguish, the anger, and the guilt all signify a normal mourning process. These feelings will be repeated many times before we have begun to master the healing process that accompanies loss.

This may be a time to ask the unanswerable “why’s” just one more time before letting go—before accepting. This may be the time to seek out others to share this experience with in confidence. True acceptance and “letting go” only occur when I reach out and form a bond with someone else, reestablishing a human connection.

“Letting go” not only involves validating my feelings and reaching out, but also leaving behind some of our old selves. Because of the death, we may never be the same again. At the same time, the opportunity to change and grow into a new self exists. This may mean making new friends, taking on new goals or learning new skills. Whatever the change, this may bring welcome feelings of new happiness.

This does not mean that we will forget the people in our lives who have died or block the memories of being together with them. It means that it is time to renew the task of living and growing as stronger human being. There need not be guilt or remorse in this action – “letting go” signifies a new beginning.

This reading affirms the listeners’ feelings of uncertainty, sadness, guilt and anger. It gives listeners permission to have their own healing process, which may be different from that of others. And ultimately, it helps them move on and promises “welcome feelings of new happiness.”

How to Write a Support Group Meeting Format

SHARE! can get existing formats for anyone who wants to start a meeting. We tailor formats to bring together the group's purpose and SHARE!'s "The Structure of Self-Help Groups."

Write the "Welcome"

- ❖ Lets people know they are in the right place and what to expect from the meeting, i.e. structure of the meeting (welcome to the Thursday night meeting of _____, this is a 1 ½ hour speaker participation meeting," etc.

Write "Why are We Here"

- ❖ Break the ice
- ❖ Addresses the issue and how it manifests itself in different areas of life: relationships, social status, self-esteem, sex, shame, anger, fears, social personality, etc
- ❖ These issues can be interspersed so that the difficult issues do not overwhelm the newcomer
- ❖ Each issue needs to hit the head, the heart and the stomach

Write "Tools"

- ❖ This section articulates the shared goal and how this particular group will bring the tools of recovery, along with hope, to the meeting and to the newcomer
- ❖ This can include a speaker, participation, discussion and is covered in the "What can we do about it," "Education," "Feedback" sections of "Structure of Self-Help Groups"
- ❖ SHARE! encourages that sharing be no shorter than 4 minutes so that people get the opportunity to get to a deeper level of intimacy in order to facilitate recovery – larger groups can break into smaller groups for the sharing portion to allow more people to share
- ❖ SHARE! discourages crosstalk
- ❖ The format should include some suggested tools people can use such as sponsorship, buddies, using the phone, writing, slogans, listings of other meetings
- ❖ NOTE: support groups that are mostly educational usually have attendance of 6 months before people drop-out

Write "Collecting Money"

- ❖ This is accompanied by a reading of the group's Traditions and needs to incorporate the group's donation policy

Write Announcements

- ❖ In 12-Step meetings often include literature, treasury, GSR reports, clean-up

Write Ending

- ❖ A reading followed by an affirmation or prayer; SHARE! posts the Unity prayer in all meeting rooms as an example of a prayer that does not alienate anyone.

Sustaining a meeting

Maintaining a self-help group requires as much effort as starting one. Some might say more. Support groups face the challenge of constantly recreating themselves. Here are some ways to keep a group strong:

Share responsibility. This prevents the leaders from burning out and the members from sitting back while everything is taken care of. Members should feel committed to the group and encouraged to contribute whatever skills and talents they have. Group structure and custom should communicate that member involvement is needed and welcome. Don't assume that members know this.

Share leadership. Opening the doors of leadership to all the members is not the most efficient way to get things done. It may be more chaotic. But it produces member involvement. When leaders do everything themselves, it can rob members of the benefits of assuming an active role.

Share rewards and failures. Acknowledge those who have helped out publicly. When things go wrong, avoid blaming. It's of little value to dwell on what might have been. Chalk it up to experience and own that as a group.

Be realistic. The group may not be right for every person, and people come and go for different reasons.

Focus on support. Research shows that what self-help groups do best is provide emotional support and a sense of community. People facing problems and life-disrupting situations search for a kind word, a sympathetic ear and someone who understands. That need keeps people coming back when they may have all they need of information, research and expert advice.

Let the community know about your meeting. SHARE! staff or volunteers can help you design a flyer, but we can't do the outreach for the meeting. Some thoughts on ways to get the word out:

- ❖ Place notices in key community organizations, such as churches, universities, clubs, restaurants, libraries, post offices and community bulletin boards. Distributing flyers can count toward service hours for your group.

- ❖ Speak with clergy, medical staff, social workers or anyone who might be sympathetic to your issue.
- ❖ Contact communications staff at local businesses to have an announcement placed in their internal newsletters or Web sites.
- ❖ Encourage members to invite people they know to the meeting.
- ❖ Assign members to greet new members, introduce themselves and remember their names. It takes courage to go to a meeting for the first time. If newcomers are welcomed, they are more likely to come back.
- ❖ Assign a member as a phone contact person, which may be the newcomer's first impression of a group.
- ❖ Give newcomers information on the history and purpose of the group and its ground rules. This helps newcomers know what to expect and what is expected of them.
- ❖ Continually update mailing, phone or email lists so you can invite past attendees to the meeting and alert them of special activities, such as Step Study or a speaker.
- ❖ Coordinate transportation, if this is an issue (some people may need rides.)
- ❖ Incorporate socializing into the meeting, such as sharing coffee afterward.
- ❖ Brainstorm with members of the group on how to maintain a strong meeting and attract newcomers.

Tips for an effective phone or e-mail contact person

For Phone contact:

- ❖ Keep a pen and paper by the phone.
- ❖ Use an answering machine, and make sure you check for messages
- ❖ Have directions to SHARE!
- ❖ Prepare a list of other phone number you may need, such as other contact people, emergency numbers or other resources. You're welcome to refer people to SHARE! Where they will get referred to other self – help groups at (310) 305-8878.
- ❖ Train household members in how to respond.
- ❖ Watch for people who want to tell their whole story on the phone, the idea is to get the person to the meeting rather than doing all the sharing on the phone.

For e-mail contact:

- ❖ Make sure you check for messages and answer them.
- ❖ You may be able to set up a template in your email program with frequently asked questions about your meeting, such as meeting time, date, location, purpose, and activities (see sample e-mail below)

Goals of a contact person on each call or e-mail:

- ❖ **Acknowledge** how hard it is to make that first outreach
- ❖ **Listen** to the caller
- ❖ **Educate** the caller to attend the group
- ❖ **Encourage** the caller to attend the group
- ❖ **Thank** the caller for calling

Sample email:

Hi Joe,

I got your email asking about the (Meeting Name) group. I'm the volunteer contact person for the meeting, and I want to invite you to attend. Our meeting is held on (Day and time) at SHARE!, the Self-Help and Recovery Exchange @ 6666 Green Valley Circle Culver City CA 90230.

The purpose of our meeting is to (explain purpose)

If you feel this is the right place for you, it would be great to see you there. Let me know if you have other questions. If you're looking for something else, give SHARE! A call at (310) 305-8878 and they should be able to refer you to the group that's best for you.

Thanks so much for reaching out see you in a meeting!

The email could also include links to related Websites.

(Cont)

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- ❖ Assign a member as a phone contact person, which may be the newcomer's first impression of a group.
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- ❖ Incorporate socializing into the meeting, such as sharing coffee afterward.
- ❖ Brainstorm with members of the group on how to maintain a strong meeting and attract newcomers.

Checklist for Starting Self-Help Support Group

Starting a brand-new meeting can be a wonderful experience. Although there are many ways to go about starting a meeting, at SHARE! We have noticed that people who have successfully started new meetings often take the following steps:

- ❖ Develop a written statement of the group's purpose, mission or focus.
- ❖ Visit or contact other groups in the area which are dealing with similar issues. SHARE! Staff can give you referrals to self-help groups nearby which you can visit.
- ❖ If it's appropriate, find literature to distribute at the meeting (using library, Internet or other people dealing with the issue ;) Visiting other groups, talking with professionals, reading self-help books and internet research may give you great ideas.
- ❖ Reach out to people who can attend the group (even two or three are enough at first, but it's better to have five or six)
- ❖ Prepare self or someone else to act as the contact person for the group.
- ❖ Develop a written format for what will happen during the meeting. If you are starting a meeting which does not already have a format provided by a larger organization, SHARE! Staff will be happy to help you create a format for your meeting.
- ❖ Develop a flyer and distribute it widely, SHARE! Staff or volunteers can help you make an appealing flyer, which should include the day, time, location and purpose of the meeting.
- ❖ Select a time and date for the first meeting.
- ❖ If the meeting will take place at SHARE! review the Meeting Guidelines and sign a contract with a SHARE! Meeting Coordinator.

MEETING PAYMENT POLICIES

1. Regular Meetings

A regular meeting is a meeting that is open to anyone who qualifies. When paying by check or money order, everything up to \$10 per meeting goes to SHARE! Any monies above \$10 is split 50% to meeting and 50% to SHARE! If paid by cash, 100% goes to SHARE!. The money is due the 1st week of the month after the meeting has met. Each meeting agrees to do a minimum of 4 hours of service to SHARE! once every 3 months.

2. Private Meetings

A private meeting is a meeting that is not open to the public and has a set number of members who attend. This meeting pays \$2 per person per meeting payable in advance the first week of the month by check or money order. Each meeting agrees to do a minimum of 4 hours of service once every 3 months.

3. Small Program related individual meeting

A meeting with sponsor or other personal program such as a Pressure Relief meeting. \$5 flat fee.

4. Dances

For dances less than 4 hours in length.

\$2.50 per person.

\$50 deposit fee to hold the date (Self-help program related only). If you cancel you lose the deposit.

5. Marathon Meetings

A) \$5 a day per person.

OR

B) Pass the basket at least once every 2 hours and split money with SHARE! 50-50. \$50 deposit is required to hold the date. If you cancel you lose the deposit

6. One-Time Meetings

It is a meeting that's usual location is not available. (See #1 Regular meeting above). If it is a private meeting (See #2 above).

7. Central Office Meetings

GSR (Group Service Representative), Intergroup, Delegates, WSO (World Service Office): \$25 a month.

Receive mail here.

Store file cabinet here.

Have a phone line here.

One meeting room per month free.

Additional Committee Meetings (\$10 extra).

For a fee of \$50, the meetings receive everything as listed above, plus they get a toll free number and mailbox for free.

Date: _____

SHARE! MEETING CONTRACT

Meeting Name: _____

Day and Time of Meeting: _____

Focus of Meeting (if any): _____

NO DISCRIMINATION: ALL users agree to respect the rights of individuals and other meetings at SHARE!

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 physical 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 schedule.

Does your meeting need to be designated with an asterisk? _____

We, the undersigned members of this meeting, have read the SHARE! Guidelines and agree to comply with them.

Signature _____ Title _____

Name _____

Phone _____ E-mail _____

Street Address _____

City _____ Zip _____

Signature _____ Title _____

Name _____

Phone _____ E-mail _____

Street Address _____

City _____ Zip _____

Signature _____ Title _____

Name _____

Phone _____ E-mail _____

Street Address _____

City _____ Zip _____