

Treatment Facility Guidelines

One (1) Hour A.A. Meetings

Facility Requests:

For new meeting Facilitators.

{This area reserved for the specific guidelines and procedures unique to the facility to which meetings are being taken and the A.A. fellowship has agreed to follow. i.e..who is the key facility contact and information, hour and day(s) of meeting, exact location directions, parking costs, entry security procedures, presence of behavioral control staff in meetings, format guidebook location, group demographics, etc. }

Meeting day procedures:

- 1. One (1) to a maximum of four (4) A.A.s are encouraged to participate at each meeting with one of them (The Facilitator) having a (1) year or more sobriety. Persons with 90 days or more may attend as Speakers with the Facilitator, but may not replace them.** The patients/residents/clients will often relate well to a person with less than 12 months sobriety.
- 2. Please keep to the one hour meeting times and allow time for parking and to pass through any security requirements. You may need a driver's license or Florida photo I.D. to pass security.**
- 3. You ought to have your own Big Book. (Only A.A. Conference approved literature is to be used in these meetings.) A **When and Where** and/or **Mini-Meeting Pamphlet (attached, downloadable and printable with your intro email)** would be prudent to take along and any other appropriate A.A. pamphlets for a newcomer. **(Be advised – some facilities {i.e. Behavioral} prohibit materials with staples or hard cover being left behind, as dangerous.)** Encourage a newcomer to A.A. on discharge to attend one of the **12 Step Rooms** first and ask for a free "Newcomer's Welcome Packet". The facility staff will provide them with a District 10 approved 12 Step room Mini-Meeting pamphlet containing sources for finding meetings county-wide and contact for setting up Bridging the Gap.**
- 4. Please keep in mind you are representing A.A. to the patient/resident and the treatment facility staff and to present yourself in a tidy, courteous and cheerful manner. Often the first impression will make the difference of whether a patient will want A.A. or not and if we will be invited back or not. **Be familiar with A.A.'s Don'ts.****
- 5. Familiarize the patient/resident with Bridging the Gap (B.T.G.) at each A.A. meeting by:**

Using the final 3 minutes of every meeting to read the B.T.G. "script" and advise them that they will have an opportunity to sign up for a "bridge" as part of their discharge procedure with their case manager.

Prudent Practices:

You may be the only Big Book anyone sees and hears.

A. Cancellation of Service:

If you are unable to keep your meeting commitment day, and are unable to find a replacement facilitator, please call the facility key contact in a timely manner, so the patients/residents are not assembled for the meeting. If you have to step down from continuing your service commitment and need help finding a replacement, please contact the District 10 Treatment Committee via email at: Treatment@District10miami.org

B. Suggested Don'ts:

- + Solicit members
- + Make medical or psychological diagnosis or prognosis
- + Offer spiritual or religious services
- + Engage in education about alcohol
- + Provide housing, food, clothing, jobs, money or any other welfare or social services
- + Provide domestic or social counseling
- + Accept any money for services or any contributions from non- A.A. sources
- + Use profanity.
- + **Critique the procedures of the facility while there--** We are invited guests. (Alert the treatment committee of any concerns.)

C. Prescribed Medication:

Well-meaning A.A.'s often discourage other A.A.s from taking prescribed medication which they mistakenly identify as being harmful. In the pamphlet "The A.A. Member— Medications and Other Drugs," A.A. members are cautioned not to assume the role of doctors in "prescribing" to other A.A.'s.

We are not doctors is also an extremely important guideline for A.A.'s who carry the message into treatment facilities. There should be no interference by A.A. members with the policies of treatment facilities regarding the use of medication. The administrator of a facility and the Treatment Committee member has already agreed upon this before A.A. is given permission to hold meetings within the facility. Therefore, A.A. members who "prescribe" to patients in the facility are jeopardizing the very existence of the A.A. meeting within that facility. Remember—A.A.'s are invited guests! "Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

D. Follow-up and Feedback:

1. Please ask the facility staff member present if there is anything the treatment committee might do to improve our service.
2. Please advise the District 10 Treatment Committee of problems, needs and suggestions via email so we may all benefit from improving our service. Treatment@District10Miami.org
3. For detailed information about all our A.A. Treatment services, go to our District 10 website at District10miami.org and click on **Member Services** and then the **Treatment** tabs.

You are welcome to attend the monthly Treatment Committee meetings at the Coral Room at 3 pm 2nd Sat. each month.

