

District 90



Unity

Day

Chair

Packet

Thank you for volunteering to chair a District 90 Unity Day!

In this packet you will find a lot of helpful information in planning a successful event.

The image that many have of General Service is that it is the “politics” of AA which is untrue.

To help dispel that myth, we insist on having fun.

Our goal for Unity Days is to make them informative and interactive and fun all at once.

While the following information is based on the accumulated experience of many years and many Unity Days, it is not meant to be etched in stone.

Creativity is definitely encouraged and appreciated.

Thanks again and remember Rule # 62!

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UNITY DAY GUIDELINES

1. The planning and execution of Unity Days should be fun. The number of Unity Days/District Events held each year is up to the discretion of the District committee; however the Guidelines say there will be at least three Unity Days per year. These may be:
 2.
 - Agenda Topics Workshop – held as early as the last weekend in January but no later than the Pre Conference Assembly.
 - Delegate’s Report – held after the Post Conference Assembly, typically in the late spring or early summer.
 - Fall Unity Day – typically in October
 - Spring Unity Day – if time permits between the Agenda Topics workshop and the Delegate’s Report
 - If the District hosts an Area Assembly, it is considered a District event.
3. Unity Days rotate between Fairfield (and Suisun) and Vacaville. This means that if the Agenda Topics Workshop is held in Fairfield then the next Unity Day should be held in Vacaville.
4. Each Unity Day has a chairperson, usually someone who has served on a prior Unity Day planning committee. A District officer will work with the chair person as a mentor/ advisor.
5. Unity Day planning committees are made up of volunteers. Anyone who wishes to participate is welcome. GSR’s are particularly encouraged to participate since the event is truly for them.
6. The Unity Day chair person schedules planning meetings, typically held at a member’s home or restaurant.

7. The Unity Day planning committee is responsible for finding a location for the event. Average rent for this is \$75 - \$100. However, if an exception needs to be made, we recommend contacting the DCMC and District Treasure for guidance. Rent and expenses should be capped at \$350.
8. Unity Days are anywhere from 3 to 6 hours long. Content should be Service related.
9. The Unity Day committee is also responsible for set up, clean up, making coffee (District supplies are kept at the Intergroup) and creating and distributing a flyer for the event.
10. Typically, H&I, PI, Literature/GV, District/Area Archives are invited to host an informational booth or display at Unity Days.
11. Remember if sodas are to be sold, they must be sold at cost. However, experience has shown us that it is easier to provide sodas in two liter bottles. (See General Guidelines page 1.)
12. Reimburse anyone out of area, who is asked to participate in Unity Day, 15 cents per mile for travel expenses.
13. The Golden, Silver and Bronze Service Manuals will be awarded, with much fanfare, to the groups with the most home group members present.
14. The outgoing panel will secure a site and date for the incoming panel's Agenda Topics Workshop to ease the transition between panels.

UNITY DAY CHAIRPERSON SPECIFIC TIPS

Updated January 24, 2011

The duties of the Unity Day Chairperson include the following:

1. Secure a site in coordination with the District calendar. Try to make sure that the date doesn't conflict with some other AA event (NCCAA, H & I, or General Service etc.) See List of Facilities.
2. Set time of event. Unity Days are usually 3 to 6 hours long.
3. Recruit and coordinate all committees. See Descriptions.
4. Hold and run planning meetings. It's probably best to have it at someone's home (it doesn't necessarily have to be yours). Refreshments add a nice touch.
5. Produce the Agenda for the event. Refer to examples.
6. Chair the event. Relax and enjoy yourself. The day will never go exactly as planned, but often that's even better. You are the person people will seek out when there is a problem. If you come across something you can't solve, seek out someone with experience for help. Also, it is your job to keep the day more or less on track time-wise.
7. Create and give the District Committee Member Chairperson a 'Pass It On.'

GENERAL INFO

Types of Unity Days--The first Unity Day of the year is usually held prior to the Pre Conference Assembly held by CNCA, and is about Agenda Topics hence it is called the Agenda Topics Workshop.

The second one is held after the Conference and includes the Delegate's Report. A third Unity Day is held towards the end of summer or in the fall and is often a basic service type Unity Day, topic to be decided.

Other Service Entities--Having table displays or presenters who can share on PI/CPC, Literature /Grapevine, H & I, Intergroup, Bridging the Gap and the Website is a good way to expose people to those services.

Budget--The present budget for the entire Unity Day is \$350. Donations cans are placed at the food registration tables in case anyone wishes to contribute to the event. The District Treasurer usually handles the event funds. Facility rental is usually budgeted to be \$100.

PLANNING

1. Circulate a sign-up list at the District meeting for volunteers and be sure to have them include phone numbers and/or email. Set a convenient time and communicate that to all who signed up and other AA members.
 2. Hold the meeting in a home is preferable, so all are comfortable.
 3. All present help in determining the theme and what will happen the day of. Starting with a timeline is a good way to nail down what will happen when. Several devices may be used such as panels, speakers, group discussions, skits, readings and such may be to achieve the goals of the event. It's a better learning experience if participants get to be involved, not just sit through the event and listen. A District Officer who has been on Unity Day planning committees may help with this.
 4. The Unity Day guidelines say that both the planning and execution so be fun so don't forget Rule #62 in both.
 5. Ask for a volunteer to create a fun and informative flyer. Once flyer is complete make copies for the GSRs, email it to GSRs and all local AA members and send a copy to the website chair to be posted on www.aasolanonorth.org.
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DESCRIPTIONS OF COMMITTEES

Food

1. Committee usually consists of a chairperson and three more.
2. Determine the food budget.
3. Run the food the day of the event.
4. Be sure to inventory everything on hand so needless purchases can be avoided.
5. Asking people to donate food like a pot of spaghetti sauce, desserts, etc. helps keep costs down
6. Turn food receipts into treasurer for reimbursement
7. Purchases should be made in such a way that any unused items can be returned if not used.

Coffee

1. Committee usually consists of a chairperson and two more.
2. Take inventory of supplies in the District 90 storage area at Intergroup
3. Borrow and transport coffee pots to the event.
4. Obtain supplies needed for coffee including coffee, tea, creamer, sweeteners, cups and stirring sticks.
5. Arrive at least an hour in advance of the start of the Unity Day he coffee must be ready to serve by the time registration begins.
6. Keep three large coffee pots continuously supplying regular and decaf coffee and hot water for the duration of the event.
7. Turn receipts into treasurer for reimbursement.

Sodas

1. Committee usually consists of a chairperson and one more
2. Check storage unit at the Intergroup office for cups

3. Purchase soda, ice and if needed cups (at least 100). In the past, a variety (orange, cola, root beer, diet) of at least fifteen 2-liter bottles of soda have been needed
4. If pitchers are available to serve water, doing this is more cost effective than serving bottled water.
5. Be responsible for recycling plastic and aluminum.

Set Up

1. Committee usually consists of a chair person and five more.
2. Arrive early to set up any tables and chairs needed.
3. This is a good service for a group or newcomers.

Registration

1. Often this committee is lead by the District Registrar.
2. Check the storage unit at the Intergroup for name tags (need approximately 100).
3. Create a sign-in sheet.
4. Man a table where Unity Day participants sign in with name and home group.
5. Tally how many of each home group members signed in for presentation of the Golden, Silver and Bronze Service Manual awards. Keep the totals secret for the fun of the Service Manual presentations.
6. Submit total number of participants to the Unity Day Chairperson or whoever is designated to present the awards.

Clean Up

1. Committee usually consists of a chairperson and as many as want to help afterwards, but at least three more.
2. Monitor trash and remove full bags during the event.

3. At the end, put away any tables and chairs the set up committee placed. Clean up the floors and generally leave the site better than it was found.

Entertainment

Skits with General Service Themes, often parodies of popular TV shows or movies, work well and draw people to events. Also, games like The Group Feud or parodies of Jeopardy or others are fun as well. Think outside of the box.

POSSIBLE FACILITIES:

Unity Days are rotated between Fairfield and Vacaville to encourage District wide participation by groups. Below is a list of facilities utilized in the past by District 90:

- **FAIRFIELD/SUISUN**
 - Into Action Fellowship, Marina Center, Suisun. Contact the Fellowship.
 - Our Lady of Mount Carmel Church, 2700 Dover Avenue, Fairfield. 422-7767
 - St. Marks Lutheran Church, 1600 Union Avenue, Fairfield. 422-4741
 - Fairfield Church of Christ, 2200 Fairfield Avenue, Fairfield. 425-2373
- **VACAVILLE**
 - Christian Church of Vacaville, 66 Vine Street, Vacaville, 448-8778
 - Community Presbyterian Church, 425 Hemlock Street, Vacaville. 448-5055

UNITY DAY VOLUNTEER SIGN-UP SHEET

Date:

Committee Chairperson	Name	Phone	E-mail
Set-up			
Registration			
Decorations *			
Coffee			
Sodas			
Readers			
Panel Speakers			
Lunch			
Workshops			
Skit/Game			
Clean-up			
Service Manual Awards			
Other?			

This is the sign-up sheet to get other GSRs involved....let them take responsibility for a committee and delegate them to get others to volunteer to help them fulfill their commitment.

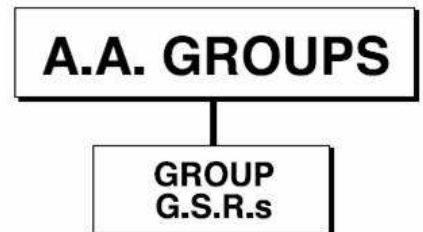
** This committee will depend on the set-up of the church- some venues do not have tables, just chairs, so you won't need to decorate them.*

UNITY DAY FORMAT

1. Good morning/afternoon everyone. Welcome to Unity Day!
Please take this time to check your cell phone and either turn it off or put it on vibrate so you don't embarrass yourself and/or give someone a resentment.
2. Let us open with a moment of silence to do with as you wish followed by the Serenity Prayer. "God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference."
3. The 12 Traditions in the short form will now be read by _____.
4. _____ will now read The 12 Concepts for World Service.
5. The GSR Definition from the AA Service Manual will now be read by _____.

The General Service Representative (G.S.R.)

The general service representative has the job of linking his or her group with A.A. as a whole. The G.S.R. represents the voice of the group conscience, reporting the group's thoughts to the district committee member and to the delegate, who passes them on to the Conference. This communication is a two-way street, making the G.S.R. responsible for bringing back to the group Conference Actions that affect A.A. unity, health, and growth. Only when a G.S.R. keeps the group informed, and communicates the group conscience, can the Conference truly act for A.A. as a whole.



6. Do we have anyone attending their first Unity Day?
7. Are there any past district officers who would like to introduce themselves? How about any area officers past or present? Any past delegates?
8. Do we have any visitors from outside District 90?

9. We are going to have some fun today and hopefully learn a little something too. Here to break down today's activities is

_____.

THE TWELVE CONCEPTS FOR WORLD SERVICE

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse

for final effectiveness.

8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

SAMPLE UNITY DAY AGENDA

October 11, 2008

- 9:30 – 10:00 Registration
- 10:00 – 10:20 Opening, Readings, Introductions
- 10:20 – 10:30 Explanation of AA *CLUE*
- 10:30 – 11:45 In the Foyer: Visit tables with Service Displays
In the Main Room: Listen to the speakers for the different Service Entities
- 11:45 – 12:45 Everyone's favorite, LUNCH!
- 12:45 – 1:00 Skit: *The Tri-legacy League of AA Super Heroes vs. The Menacing Meeting Killers!*
- 1:00 – 1:45 Speaker and discussion topic: *To Join or Not to Join? Why a Home Group?*
- 1:45 – 2:00 Serenity Break and Dessert
- 2:00 – 2:45 Speaker and discussion topic: *Sponsorship? Me?*
- 2:45 – 3:00 Brief report backs
- 3:00 – 3:15 Presentation of the Golden, Silver and Bronze Service Manuals
- 3:15 – 3:30 What's On Your Mind?
- 3:30 Closing and Clean Up

District 90 hosts

Unity Day

Delegate's Report
featuring keynote speaker
FRANCISCO A.

SKITS
'First Things First'
Fashion Show
& *The Brady Group*

June 18
11am-4pm
Church of Christ
2200 Fairfield Ave.
Fairfield, CA
Take I-80 to Travis Blvd
turn onto Fairfield Ave

BBQ LUNCH
dogs & burgers
salads

Reports from AA
Committees-
H&I
Intergroup
PI-PCP
Literature/Grapevine
NCCAA
SOLYPAA
Bridging the Gap
Gold, Silver, Bronze
Service Manual
2005 Alkie Awards



A Bunch of recovering Alcoholics

for more information, contact
Lorri - 5 [redacted]

DISTRICT 90 PRESENTS.....
PRE-SPRING UNITY DAY
**“AGENDA TOPICS
WORKSHOP”**

When:

Saturday, March 15, 2008
10:00 a.m.—3:30 p.m.

Where:

Fairfield Church of Christ
2200 Fairfield Ave., CA

What's It All About?

Agenda Topics Breakouts, Panels
The skit: “Star Trek: The 36 Principles
The Special Deluxe Limited Edition Collector’s Item Director’s
Cut” and the performance piece “Desperado”

What to Bring:

A Buddy, or
A Newcomer, or
Your Sponsor, or
Your Sponsee, or
Just your own wonderful self!!

JUST BE THERE!!

Mexican Fiesta Salad for Lunch!!

DISTRICT 90 PRESENTS THE AGENDA TOPICS WORKSHOP UNITY DAY!

**INTER-ACTIVE BREAKOUT SESSIONS
ON THIS YEARS AGENDA TOPICS!*



**SPIRITUAL AWAKENING SPAGHETTI LUNCH!
Serenity Salad, Gratitude Garlic Bread, and Divine Dessert!*

FEATURING THE HILARIOUS SKITS:

"MURDER MYSTERY THEATRE"



AND



PLUS



**GOLD, SILVER AND BRONZE SERVICE MANUALS PRESENTED TO THE GROUPS
WITH THE MOST, SECOND MOST AND THIRD MOST HOME GROUP
MEMBERS PRESENT!*

WHEN: Saturday, March 11, 2006 11:00 AM - 4:00 PM

WHERE: Church of Christ 2200 Fairfield Avenue , Fairfield

WHAT ELSE: BRING A FRIEND!

MORE INFO: Amy S.

* AA is not affiliated with National Geographic™ nor lions and tigers and bears, oh my!