

Guidelines for District 5 AA Cooperation With Treatment Facilities (CTF) Committee



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CTF Panel Facilitator Qualifications:

- Facilitators have been through all 12 Steps since their current sobriety date.
- Have a working knowledge of A.A.s 12 Traditions.
- Should be an active member of an A.A. Home group.
- Are able to attend all District CTF Committee Meetings.
- Are able to follow CTF Committee Guidelines and panel formats.

CTF Panel Speaker Qualifications:

- Speakers should have more than 9 months of sobriety.
- Be able to respect Traditions including AA's Singleness Of Purpose.
- Should be an active member of an A.A. Home group.
- Are able to follow D5 CTF Panel Prep Instructions:
<https://docs.google.com/document/d/1NEYLbnj-L6Wx4rKC5S2-pINu8QbOZmhXvQALiqUW7dc/edit?usp=sharing>
Or see "*CTF Panel Prep*"

CTF PANEL PREP *(This is to provide to those you schedule to speak on your panel)*

To prepare for the upcoming panel:

Please be 5-10 minutes early to check in. The panel facilitator will let you know how long you have to share.

You will be sharing your story, but emphasizing either the first step or early sobriety taking into consideration where the attendees are in their own recovery. Consider inviting the attendees to come visit you at your Home Group. Possibly bring a few meeting schedules with your Home Group meeting pre-highlighted, and your first name written down.

Please be mindful that we are guests. When representing A.A. in a professional setting, we use appropriate language and try to show respect. Remember that we are representing *Alcoholics Anonymous*, and are there to carry "*The A.A. Message*". We will be using A.A. Language such as "*Sobriety dates*" rather than "*Clean dates*" Recovery from "*drinking*" rather than "*using*". A.A. Treatment literature reminds us: "*Some professionals refer to alcoholism and drug addiction as "substance abuse" or "chemical dependency." Nonalcoholics are, therefore, sometimes introduced to A.A. and encouraged to attend A.A. meetings. Nonalcoholics may attend open A.A. meetings as observers" Singleness Of Purpose is especially important when someone new is deciding where they best identify. "We can't be all things to all people, nor should we try." Bill W.*

A.A.s Primary Purpose Statement:

"The primary purpose of A.A. is to carry the A.A. message to alcoholics. Experience with alcohol is one thing all A.A. members have in common. It is misleading to hint or give the impression that A.A. solves other problems or knows what to do about drug addiction." -Pg. 18 - The A.A. Group

Be careful not to imply, we are in any way affiliated, or allied with the facility or institution. It is important to stay away from outside issues. Along with narcotic addiction and problems other than alcohol, outside issues also include politics, medical advice and religion. We should have no opinion on these things.

A.A. Panel format for Treatment Setting

When asking a member of AA to be on your panel, be sure to ask them to be there 5 to 10 minutes early so that you have time to prep them for the panel. Also panel participants should have a sponsor and a home group. You may also suggest they bring their Big Book with them to read something from. Send them the panel prep: [CTF panel member prep](#)

Brief your panel before you start by reading the following out loud:

“You will be sharing your stories, but emphasizing on either the first step or early sobriety taking into consideration where the clients/residents are in their own recovery. You will each have about _____ minutes to share.

Please be mindful that we are in a professional setting. We are guests here. When representing AA in a professional setting, we use appropriate language and try to show respect. Also, as a reminder you are here to carry only the A.A. message. We should be using A.A. language such as ‘Sobriety dates’ rather than ‘Clean dates’ and our recovery from our ‘drinking’ rather than ‘using’. A.A. literature states: *“The primary purpose of A.A. is to carry the A.A. message to **alcoholics**. Experience with **alcohol** is the one thing all A.A. members have in common. It is misleading to hint or give the impression that A.A. solves other problems or knows what to do about drug addiction.”* (From Pg. 18 pamphlet *The A.A. Group*) Again, we are representing Alcoholics Anonymous.

Please also be careful not to imply, we are in any way affiliated, or allied with the facility, or institution. It is important to stay away from outside issues. Along with narcotic addiction and problems other than alcohol, outside issues also include politics, religion and medical advice. We should have no opinion on these things.”

Start by introducing yourself, your panel members, and by reading the AA preamble from a Grapevine you have brought along. At this time you may also wish to read the AA Steps or Traditions from the Grapevine as well. Introduce your first panel participant. They will share for 10-15 minutes, same with second. Depending on how much time is left, you may share. You will then open the floor for questions. Before leaving, always try to introduce a couple of AA pamphlets and leave some meeting schedules and/or current local A.A. event fliers.

Service Position Description for: Home Group Treatment Rep (CTF Committee Member)

To represent Your Home Group on the District Cooperation with Treatment Facilities Committee, as a way of carrying the A.A. message outside of your group.

Treatment Committee Liaison: Some groups have treatment representatives who serve as the group liaison with the local intergroup (central office), district or area treatment committee. They share this vital service work with home group members and encourage them to join in this responsibility. AA Group Pamphlet page 25-26

Service Position Requirements:

- 1 year sobriety /1 year term
- Have been through the 12 Steps since current sobriety date
- A working knowledge of the 12 Traditions, or have a Service Sponsor

Duties:

- Attend the District 5 CTF Committee meetings.
- Attend your group's monthly Business meetings and give a report.
- Encourage qualified members of your group to get involved in going into the facility with you.
- Bring flyers from local A.A. events into the treatment centers with you.
- Starting one month before you rotate out of this position, start announcing that the position will be open and when.
- When the next member of your group is elected, attend their first CTF committee meeting with them and introduce them to the committee. Explain their duties to them by going over this list and help them to learn the ropes.

“Welcome To A.A.” Pamphlet Packets

One packet per potential newcomer/attendee at each panel.

Newcomer Packet Content:

1. **Local P.I. Card (*Digital meeting directory and hotline*)**
2. **P-3 Is AA For you?**
<https://www.aa.org/aa-you>
3. **P-15 Questions and Answers on Sponsorship**
<https://www.aa.org/questions-and-answers-sponsorship>
4. **F-8 Problems Other Than Alcohol (Excerpts)**
https://www.aa.org/sites/default/files/literature/assets/f-8_problemsothertha.pdf
5. **F-183 A.A. Temporary Contact/Bridging the Gap Request - Inside**
<https://www.aa.org/aa-temporary-contactbridging-gap-request-inside>

Administrators and Staff Pamphlet Packets

One packet per panel to be distributed to the professional/staff.

Treatment Professional Packet Content:

1. **P-46 If You Are A Professional**
https://www.aa.org/sites/default/files/literature/assets/p-46_ifyouareaprofesional.pdf
2. **P-35 Problems Other Than Alcohol**
https://www.aa.org/sites/default/files/literature/assets/P-35_Problems_Other_than_Alcohol.pdf
3. **F-2 Information On Alcoholics Anonymous**
https://www.aa.org/sites/default/files/literature/assets/f-2_InfoonAA.pdf

“Non-A.A. professionals cannot be expected to be aware of A.A.’s Traditions. A.A.’s singleness of purpose must be communicated to the administrators and staff of treatment settings by the A.A. Treatment Committee, as that committee has the task of informing and sharing with these professionals about A.A. policy and Traditions. A.A. meetings within a facility cannot be “substance abuse meetings.” Although enlightening treatment facilities personnel on the reasons for abiding by A.A. policy on this matter is often difficult and time consuming, experience has shown that the most effective communication by A.A.s is handled in a cordial manner and in the spirit of cooperation.”

- Treatment Workbook Page 18

District 5 A.A. CTF Panel Facilitator Script

When asking a member of AA to be on your panel, be sure to ask them to be there 5 to 10 minutes early so that you have time to prep them for the panel. Also panel participants should have a sponsor and a home group. You may also suggest they bring their Big Book with them to read something from. Send them the panel prep: [CTF panel member prep](#). If you have three speakers each will share for approximately 10 to 15 minutes. If you have two speakers, they will share for 15 to 20 minutes each, allowing time for questions at the end. 5 Minutes Before Panel begins brief your panel by reading the following out loud:

You will be sharing your stories, but emphasizing on either the first step or early sobriety taking into consideration where the attendees/residents are in their own recovery. You will each have about ____ minutes to share. Please try to also include how you found a Sponsor and a Home Group.

Please be mindful that we are in a professional setting. We are guests here. When representing A.A. in a professional setting, we use appropriate language and show respect. Also, as a reminder A.A. literature states:

“The primary purpose of A.A. is to carry the A.A. message to alcoholics. Experience with alcohol is the one thing all A.A. members have in common. It is misleading to hint or give the impression that A.A. solves other problems or knows what to do about drug addiction.” -Pg. 18 A.A. Group Pamphlet

Again, we are representing Alcoholics Anonymous. It is important to stay away from outside issues. Along with narcotic addiction and problems other than alcohol, outside issues also include politics, religion and medical advice. We should have no opinion on these things. Please also be careful not to imply, we are in any way affiliated, or allied with the facility, or institution.

Start time/panel begins:

Hello, and welcome to an Alcoholics Anonymous speaker panel. I will be your facilitator today. My name is _____ and I am an alcoholic. I'm not getting paid to be here, nor are the panelists. We are here simply to carry the message to you for fun and for free and to help support our own sobriety. The purpose of this panel is to introduce A.A.'s program of recovery to those receiving treatment for alcoholism though not yet established in AA. Please note that this is not an AA meeting.

To begin I will read the AA preamble which states: *Alcoholics Anonymous is a fellowship of people 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.* [You may choose to read the AA Preamble directly out of a Grapevine which you will then leave behind for the facility to keep]

The one thing all AA members have in common is experience with alcohol. To consider the nature of the alcoholic illness as we understand it, I will read a portion of the chapter more about alcoholism from page 30 of the AA Book [Read from your Book]

To detail the solution we have found I will now read the 12 steps: Here are the steps we took, which are suggested as a program of recovery:

1. We admitted we were powerless over alcohol – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

Now it is my pleasure to introduce our panel who will be sharing in a general way what they were like, what happened, and what they are like now, focusing mainly on early sobriety and working AA's program of recovery. After the speakers are finished sharing, we will have time for questions. Panelists, please introduce yourself using your first name only. Please include your sobriety date and the details of your home group as this may help connect those new to Alcoholics Anonymous with our fellowship. Our first speaker will be _____

Our second speaker _____

Third speaker _____

I would like to thank the panelists, and at this time we will entertain questions. If you have a specific question for one of the panelists about part of their share or their experience, they will be more than happy to answer your questions. If you have a general question about Alcoholics Anonymous, as your facilitator, I am here to answer any questions you might have about AA in general. I will do my best to answer and if I don't know the answer, or where to find it in our literature, I will do my best to find the answer and get back to you.

That's all the time we have. Thanks again _____, _____ & _____ for being willing to come share part of your story with us. We have free A.A. literature packets, and we would like to make sure everyone gets one before leaving. These include general information on our program of recovery, questions and answers on sponsorship, and 12 questions to help you to determine for yourself if you're alcoholic.

[Please make sure all attendees are given a newcomer packet, and the paid professional is given a packet for the professional.]