

**AREA WORLD SERVICE COMMITTEE MEETING
AUGUST 13, 2011**

CHAIRMAN – Barbara W

Dear AWSC Members

Thank you for your participation (physically, or in spirit) at our meeting on Saturday. Below (and attached) are the bullet points from our meeting. Please share this information with the Group Representatives in you District, so our Ohio Al-Anon membership is informed.

We opened the meeting with the Serenity Prayer. Lina L read the Traditions and Terry N read the Concepts and Warranties. We conduct Knowledge Based Decision Making here in Ohio. There is no more motion madness. An informed group conscience through the KBDM is done before motions are formed which allows for dialogue keeping personalities out!

Districts represented: 4,6,7,15,24,25,26,27,31,33,39,45,51 and 57. There were 27 members in attendance.

SECRETARY'S REPORT – Merri G

Barbara made a motion to accept the minutes as written. Teresa agreed to pass the minutes and Terry seconded it.

TREASURER REPORT – Robin R

Balance as of 12-31-10	\$35,031.22
Income after 12-31-10 was	\$11,555.56
Expenses after 12-31-10 was	\$-9,741.83
Balance as of 8-11-11 is	\$36,844.95

ALTERNATE DELEGATE / NEWSLETTER – Janice R

Sandy and I have been working on the application process for AMIAS (Al-Anon Members Involved in Alateen Service) which will be presented today using the KBDM form. A motion and vote will be taken to decide if we want to present it to Assembly in October. The Al-A-Notes will be ready to mail by either October or November.

DELEGATE'S REPORT – Sandy F, Panel 49 – Ohio

Currently there are 13 blogs available on the Members' website, which can now be accessed through www.al-anon.org/members. I recommend checking them out. Audio is being added each month to the Traditions Blog.

E-Communities has recently added Area Chairman to this communications link to WSO. District Representatives will be added in the near future to e-communities.

Early in July, 2011, current CMA's for local meetings were sent a letter from WSO via e-mail. Then, the appeal letters were sent at the end of July. This communications link is only for CMA's that have provided an e-mail address. CMA's who have not provided an e-mail address have communications sent via USPS. CMA's are encouraged to provide e-mail addresses on the group registration forms.

Al-Anon Family Group Headquarters (Canada) Inc will be relocating to downtown Ottawa September 1, 2011. Information about Al-Anon Family Group Headquarters (Canada) Inc can be found on page 110 of the 2010-2013 Al-Anon/Alateen Service Manual.

Posted on the Members' website is an announcement about an open position. It is for Group Services Assistant 1 – Alateen. The successful candidate must have excellent computer skills, the ability to write effectively and respond to communications, as well as at least three years current, continuous Al-Anon membership, and a working knowledge of the Steps, Traditions and Concepts. Alateen service experience is preferred. Details can be found on the Members' website. Click on Inside WSO – then go to Employment.

This year an emphasis has been put on Home Groups. It is highly suggested members have a home group. I suspect members of AWSC have a home group, so talking about one could be a wasted effort. However, what is needed is for all AWSC members to talk about home groups and the importance having a home group at their local meetings. District Representatives are asked to talk about them at your next District meetings as well as AIS Councils (AKA Intergroup). Home Groups are referenced in the Service Manual on page 50 and 78. Home Groups will be mentioned again at our Fall Assembly.

An ongoing responsibility of the delegate is to keep the AWSC contact list up to date with WSO. I am asking each of you to check your contact information on the AWSC list and make sure your information is accurate. Also, if you are a new District Representative since March, 2011, please add your name to the new DR list. If you are an AWSC member who does not have an e-mail account, I highly recommend getting an e-mail buddy. More and more information is being sent electronically, so having an e-mail address is becoming additionally important.

It is time to Save the Date of July 5-7, 2013. "Celebrating Worldwide Unity" the International AFG Convention will be held in Vancouver, British Columbia. Registration and housing information will be available in the fall of 2012. I plan on going. It will be a chance to see friends from around the world and to make new friends, too. If you are interested in having a little more fun on the days following the up-coming international convention, ask me for more information. Love in Service, Sandra F

COORDINATOR AND STANDING COMMITTEE REPORTS AND CONVENTIONS

ALATEEN – Yvonne R – Absent

ARCHIVES – Sharon B

I received records from the 2011 Ohio Area Convention held in the Dayton, Ohio area. These will be entered into the archives and will be available for the 2012 Ohio Area Convention Committee if needed.

Please ensure that you send a copy of your newsletter to the Archive Coordinator, if you have one you create in your area.

Also, there was an optional project earlier this year for Archive Coordinators in the United States to commemorate the 60th anniversary of Al-Anon Family Groups. It entailed all groups in each area (state in most cases) to ensure that they have an original anniversary date recorded for their group. Due to other matters, I was unable to participate in the project.

I believe that this project can still be achieved over time and would be happy to get this started in the Fall. I would then transition the project to the new Archive Coordinator who will start their term in January, 2012.

FORUM – Shirley M – No Report

GROUP RECORDS – Toni B representing Judy A asked all present to submit any changes on the GR change form. She had a supply of them at the meeting.

LITERATURE – Ginny C

The Sexual Intimacy book has been discontinued. WSO is working on a new piece of literature titled “Intimacy In Alcoholic Relationships” (Working Title). They are asking members to share their experience, strength, and hope. You can fax your sharings to 757-563-1656, Attn: Intimacy. You can email your sharing to wso@al-anon.org.

Some questions to consider answering in your sharing: How have the dynamics of the family illness of alcoholism affected my perceptions of all types of intimacy, including sexual? To what extent, if any, do I accept responsibility for the loss of intimacy in my relationships? In what ways have issues of intimacy within an alcoholic relationship affected my other relationships? When, if ever, have I used sex as a substitute for real intimacy? What was the result? How did I feel when someone I cared about tried to use sex to control or manipulate me? How did I feel when I did the same to others? Describe the impact that issues of self-worth or other character defects have had on my intimate relationships with my Higher Power, the alcoholic, family members, friends, or myself. How has building a relationship with my Sponsor and learning to trust helped me expand my capacity for intimacy? What other Al-Anon tools have I used to rebuild trust and intimate relationships?

PUBLIC OUTREACH – Vicki M, absent – report given by Sandy F

Public Outreach is busy in the month of August. Next week is the convention in Columbus called Addiction Studies Institute. Outreach Literature has been organized and is ready for distribution. Posters have been made as well as a table cloth for the information table. The committee is looking forward to this three day event. Some districts from around Ohio still need to send schedules.

Information about Al-Anon has begun to appear on Twitter.com and Facebook.com. The hope is that these social media will help us share Al-Anon’s message of hope and recovery with as broad an audience as possible. The information about these two will be sent to all AWSC members. Print the information and take it to the meetings you attend. DR’s are asked to forward it to the group contacts in your District

BUDGET – Steve F

Please get your receipts in before the end of the year.

BY-LAWS & HANDBOOK – Barbara M – absent.

REVIEW AND AUDIT – Donna K

I will be stepping down, but anyone thinking about applying for this position should be good with numbers.

OHIO WEBSITE – Mike K, absent – Scott B gave the report

The Ohio website now has a secure thought force discussion group page.

COMPLAIANCE LIAISON AND AAPP – Rex M

Austin is on oxygen, but doing well. My wife had knee surgery but has stopped needing a cane after 7 weeks, which has amazed the doctors.

REGISTRATION COMMITTEE – Phil H

A sign-in sheet is going around.

THOUGHT FORCE: Web or Postal for meeting minutes and/or Al-A-Notes – Mike K – absent.

TASK FORCE: Reserve Fund – Cecilia S – No report.

WORK FORCE: AMIAS Certification Procedures – Sandy F and Janice R –

Topic: AMIAS Application Packet

Background Information:

At the May 14, 2011 Spring Assembly for Ohio Area Assembly, a motion to add fingerprinting to the AMIAS Minimum Safety and Behavioral Requirements was passed. During the discussion of the motion, members wanted to know what the process for securing fingerprints would be. However, at the time, that was an outside issue to the motion. Following the passing of the motion, the Area Chairman told members a Work Group would be formed to establish a process. The Work Group was formed and began gathering information. The information was studied. A process began to form. Soon, the process took shape and was written.

Existing motions that pertain to this topic:

All Al-Anon Members Involved in Alateen Service will provide a set of fingerprinting impressions for the purpose of securing a criminal record. May 14, 2011 – Motion 2011-01.

What do we know about our membership’s needs, wants, and preferences?

Our members want a step by step guide for the fingerprinting process for AFG of Ohio. Our members were concerned about who would pay for this and if their personal information would be held in confidence. Another concern was our ability to decide what would disqualify a member.

What do we know about our Capacity (resources)?

While it is true, AFG of Ohio has some funds invested in CD’s, these funds are not unlimited and there is a penalty for early withdrawal. Funding may need to come from other sources.

What are the implications of our choices?

Pros: A process will aid AMIAS applicants with the certification process

A process will state all steps for the application process.

Cons: The process will take several weeks.

Having an agency do the fingerprinting is costly on a per applicant basis.

What we wish we knew, but don't?

Questions we still have AFTER compiling the procedure – Are districts willing/able to participate financially in the certification of their Alateen sponsors? Is there a need for liability insurance and who would be included in the coverage? What changes are needed in the By-Laws and Handbook for AFG of Ohio? What kind of locked, secure units would best serve our purpose?

Questions and clarification: Attached is the Application Packet developed by the work Group.

Presented by: AMIAS Certification Procedure Work Force

NOTE – THE ENTIRE AMIAS PACKET (AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE) IS AVAILABLE AT THE END OF THE MINUTES SO PLEASE PRINT OFF A COPY AND SHARE IT WITH YOUR GROUPS!

2-DAY FALL ASSEMBLY AND CONVENTIONS

2011 - 2-DAY FALL ASSEMBLY – Districts of Columbus – Cathy W

The Committee for the Two-Day Fall Assembly was formed during the March Intergroup Meeting. The Committee included Cathy W., chair; Patty M., Hospitality; Christy, Program; Lorilee L., Treasurer; Cindy Y., Eleanor T. and Bridgett T., as Volunteers. Immediately after the meeting, the Committee exchanged phone numbers and e-mail addresses.

The next Meeting was held at the Embassy Suites to decide on the menu and a tour of the Hospitality Room. The location of the Two-Day Fall assembly and room accommodations were made after finalizing plans for the Ohio Area Convention. Please refer to the Registration form for specifics, regarding room rates and menu choices. All meals are \$30.00 each. Salmon, Chicken, and a vegetarian choice will be available. Salmon will be the gluten free choice.

On March 24, 2011, the Committee met at Central Office. Much attention was given to discussing the Hospitality Room and the possibility of the adjoining room being complimentary or Intergroup absorbing the cost. Unfortunately, this was not agreed upon in the previous contract and the idea was denied. As a result of this discussion, Eleanor T agreed to Chair Hospitality. Other volunteers (non GR's) will help oversee the room.

The next meeting was held on June 9, 2011, at Central Office. Three Ballot Counters are needed. The Area's Chairman, Barbara W, will be the Chairman for the Election. The Committee is uncertain if Barbara W will get the counters or if the Host Committee needs to do this task.

Entertainment will include a skit after the banquet and/or a speaker. Those plans are incomplete at this time. John H, Intergroup Chairman, using the Saturday Morning Men's Group format, will conduct a 10:00 PM meeting on the TWELFTH STEP. Everyone is welcome!

If I can be of further help, please feel free to contact me at 614-866-5906 (Cell) or e-mail at: cjwheeler56@yahoo.com
Warmly submitted, Cathy W, Chair.

2-DAY FALL AND CONENTION / CONFERENCE LIAISON – Karen M – absent.

2012 – 2 DAY FALL ASSEMBLY – Districts of Dayton – No report.

2013 – 2 DAY FALL ASSEMBLY – Districts of Youngstown – No Report.

2011 – OHIO AREA AL-ANON / ALATEEN CONVENTION – Districts of Dayton – Phil H

The convention was very well attended with 142 participants.

2012 – OHIO AREA AL-ANON / ALATEEN CONVENTION – Districts of Youngstown

Toni B said they have a Chair and a Co-Chair.
Beverly H said the committee is currently looking at colleges and hotels.

2013 – OHIO AREA AL-ANON / ALATEEN CONVENTION – None held. Instead, save to attend the AFG International Convention in Vancouver, British Columbia

2011 – OHIO AA CONVENTION W/ AL-ANON PARTICIPATION – Districts of Cincinnati – Kevin S

Our Al-Anon speaker, Pauline W., gave an excellent account of her experience, strength, and hope. She mentioned a myriad of behaviors that and most everyone in the room could identify with. Her observations were poignant, and her recovery program is strong. The people listening to Pauline were blessed by her story.

Margaret chaired the Friday night meeting and had approximately 8 people in the meeting. Kevin chaired the Saturday afternoon meeting and had 10 people attend. Both meetings went well.

The Literature Office had a literature table set up on Friday night, and again during Saturday. There was \$205.00 of literature sold, and an additional \$200.00 generated from a donated gift basket raffle.

DISTRICT HIGHLIGHTS

Akron Area Al-Anon invites you to: "A Day of Recovery" – a workshop focused on Steps 1, 2 and 3 on Saturday, September 17, 2011, from 10 AM – 4 PM at Lion's Park Lodge, 641 Silver Lake Avenue, Cuyahoga Falls. The registration fee is \$20.00. Please register by September 6th and make checks payable to: "Akron Area Al-Anon Information Service" and write "Workshop" in the memo line. Questions – call us at 330-645-1165. Directions can be found on our website: www.afg-akron.org. Mail, with the form to: **Akron-Area Al-Anon Information Service, 3614 Manchester Rd, # 103, Akron, OH 44139**

Name _____ Phone Number _____
Email _____ Home Group _____

MOTIONS

Motion 2011-04: We move that the application packet for Al-Anon Members Involved in Alateen service be approved and be included in the Handbook for general and committee working procedures. Presented by AMIAS certification procedure Work Group.

FOR 26 / OPPOSED 1

Note: The entire AMIAS Packet (Al-Anon Member Involved In Alateen Service) is available at the end of the minutes, so please print off a copy and share it with your Groups.

NEW BUSINESS

Someone suggested that the use of Smart Phones should be used with caution. They have the ability to record conversations, so be careful what you say!

Also, there was a discussion of hand guns. Groups should come up with their own procedure regarding hand guns in meetings (what do we do if someone shows up with a hand gun at a meeting?). Al-Anon is not above the law, so if someone does not feel safe or they feel their life is in danger, they need to call 9-1-1.

Barbara announced that there would be no “inventory” done on today’s meeting.

Joan B, the Sunday speaker at the 2010 convention held in Columbus, passed away recently.

Elections will be held at the October Assembly. If you are interested in standing for a position, you will find the forms on our Ohio website. Please e-mail or mail them to our Chairman, Barbara W, as soon as possible. The Agenda for the October meeting is also attached.

DATES TO REMEMBER

2-Day Fall Assembly (Election) – October 8 – 9, 2011 – For reservations, call the hotel at 614-890-8600 or 1-800-EMBASSY. The name of the event is “Ohio Area Assembly”. The price per room is \$99.00, before hotel taxes, for 1-6 persons. All the rooms have microwaves, refrigerators, internet access and include a “made to order” breakfast.

ALL ROOM RESERVATIONS MUST BE MADE BY SEPTEMBER 16, 2011.

Spring AWSC – March 17, 2012 – at 12:30 PM, at North Church of Christ, 2040 W. Henderson Rd., Columbus.

World Service Conference – April 15-19, 2012 – at Stamford, CT – Delegate attends.

Spring Assembly – May 19, 2012 – at North Church of Christ, 2040 W. Henderson Rd., Columbus – Action Committees meet at 11 AM.

Barbara asked for a motion to adjourn our meeting. It was unanimous to adjourn.

We closed at 3:20 PM with the Al-Anon Declaration

Let It Begin With Me – When anyone, anywhere, reaches out for help, let the hand of Al-Anon and Alateen always be there, AND LET IT BEGIN WITH ME!

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Questions and clarification: Attached is the Application Packet developed by the work Group.

Presented by: AMIAS Certification Procedure Work Force

Al-Anon Family Groups of Ohio

Application Packet for Al-Anon Members Involved In Alateen Service

Policies, Application Process, and Forms

Who Must Register?

- **Alateen meeting sponsors and those who might fill in for a sponsor**
- **Area Alateen Coordinator and Al-Anon Information Service (aka Intergroup) Alateen Coordinator**
- **Members serving Alateen in any other capacity (working with Alateen members at a convention, conferences, fund-raisers, providing rides, etc)**
- **District Representatives are encouraged to register**

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AI-Anon Member Involved In Alateen Service Packet

Check list For Applicants

This packet contains the instructions to aid in the completion of forms and steps needed to complete the AI-Anon Member Involved in Alateen Service (AMIAS) certification and registration process for AI-Anon Family Groups of Ohio.

Following is a checklist of items to assist members with the process. Items are initialed as they are completed. This sheet is for the applicant's personal records.

- _____ 1. Read all the pages in the Application Packet
- _____ 2. Talk with your GR, DR, and Area Alateen Coordinator
- _____ 3. Complete the forms in the Application Packet.
 - _____ Signature Sheet (FORM ONE)
 - _____ AI-Anon Member Involved in Alateen Service Form (FORM TWO)
- _____ 4. Complete the FBI Fingerprint Card information section and have your fingerprint impressions made.
- _____ 5. Complete the FBI's Identification Records Request - Applicant Request Information Form. Fill in all the requested information.

On this form in the section titled MAIL RESULTS TO ADDRESS -- write the name of Area Alateen Process Person and their address in this space.

Check the appropriate payment method.

Check FIRST CLASS MAIL as the Return Mail option. (FORM FOUR)

_____ 6. Get a money order or cashiers check in the amount of \$18 payable to the Treasury of the United States. If paying by credit card, the credit card payment sheets must also be completed and submitted with your fingerprinting request (FORM FIVE). FBI forms can be found on the FBI's website www.fbi.gov .

_____ 7. Send Fingerprint impressions (FORM THREE), Applicant Information form, and payment to:

FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

(It will take up to eight weeks to have results returned from the FBI.)

_____ 8. Send Agreement and Signature sheet along with the AI-Anon Member Involved in Alateen Service forms (FORM ONE and FORM TWO) to the Area Alateen Process Person (AAPP) when the fingerprint impressions and request have been sent to the FBI (FORM THREE and FORM FOUR). See the Area's Contact sheet for the address.

_____ 9. When the AAPP receives the certification number from the World Service Office, the AAPP will contact the AMIAS applicant with their WSO number. *(FYI: It will take up to 12 weeks to complete this process. Eight weeks to receive results from the FBI, and another three to four weeks for identification number to be returned from WSO.)*

_____ 10. Store your WSO number in a safe place for future reference.

_____ 11. Have fun with your new service position.

Minimum Safety and Behavioral Requirements

From: page 8 of the By-Laws of the Ohio Area Assembly for Al-Anon Family Groups

1. Every Al-Anon Member Involved with Alateen Service must:
 - A. Be an Al-Anon member attending Al-Anon meetings.
 - B. Be at least 21 years old.
 - C. Have at least two years in Al-Anon, in addition to any time spent in Alateen.
 - D. Not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
2. There must be at least one Alateen sponsor at every Alateen meeting.
3. The Area requirements prohibit overt or covert sexual interaction between any adult and Alateen member.
4. The Area requirements prohibit conduct contrary to applicable laws.
5. The Area requirements contain procedures for parental permission and medical care when applicable.
6. The Area requirements must be reviewed by local counsel.
7. Consent forms must be signed by a parent/legal guardian whenever any Alateen member is transported to/from any out of town Al-Anon/Alateen meetings or event. A notarized consent/medical form is required for any out of town Al-Anon/Alateen event. The form must be for the sole purpose of a specific event. A copy of the consent form must be kept in the possession of the person who is providing the transportation or acting as chaperone.
8. All Al-Anon Members Involved In Alateen Service will provide a set of fingerprinting impressions for the purpose of securing a criminal record.

Description of Al-Anon Member Involved in Alateen Service (AMIAS)

A description of an AMIAS is in the *Al-Anon Alateen Service Manual* (P-24-27) in the Alateen Policy section.

Alateen Policy and Guidelines

Al-Anon members who desire to become Al-Anon Members Involved in Alateen Service (AMIAS) shall become familiar with the Alateen policy as stated in the *Al-Anon Alateen Service Manual* (P-24-27) and the Alateen Safety Guidelines (G-34). These can be found at www.al-anon.org/members.

Who shall be fingerprinted?

Al-Anon members providing direct service to Alateen members. The list includes but is not limited to: Alateen group sponsors, Alternate sponsors, anyone providing transportation to an event that involves Alateen members, or members serving Alateen in any capacity.

Where does an AMIAS have their record checked?

Fingerprinting impressions shall be processed by the FBI. (Instructions and forms are included in this packet in the following pages or can be found at www.fbi.gov .

Where are fingerprint impressions made?

Fingerprint impressions can be made at any county Sheriff's office in Ohio. The fee for this service varies from county to county. Call your local Sheriff's office for details and directions. Some local police departments provide this service. Contact your local police department and inquire about the service and any fee.

Who stores the records?

The AAPP shall store all AMIAS records.

Where are the records stored?

The AAPP shall store all AMIAS records and obtained information in a secure, locked unit. Records shall be protected and kept confidential.

Who has access to the AMIAS Forms?

Access to the records shall be by the AAPP and the Area WSC Delegate, if necessary.

How long are records/forms kept?

Records shall be kept as long as the AMIAS is active in Alateen service.

How are records/forms disposed of?

Records shall be shredded by the AAPP within six months of an AMIAS leaving active AMIAS service. Records shall be disposed of when an AMIAS's information is updated.

How often does an AMIAS need to have their background check renewed?

An AMIAS shall renew their background check every five years. In the event an AMIAS has a break in service and records have been destroyed, a new background check shall be required as well as accompanying information forms.

Who does the AMIAS applicant need to talk to before beginning the application process?

All AMIAS applicants shall talk to the Group Representative of their home group, the District Representative in the District in which the AMIAS is going to serve, and other AMIAS's. It is highly recommended the AMIAS applicant also talk with the Area Alateen Coordinator before beginning the AMIAS certification process. In the event a group does not currently have a Group Representative or a District does not currently have a District Representative, the AMIAS applicant shall talk with the Area Alateen Coordinator.

What forms are included in the application process?

- Agreement and Signature sheet – FORM ONE
- AMIAS certification form – FORM TWO
- FBI fingerprint impression card – FORM THREE
- FBI Request for information form – FORM FOUR
- Credit card application form for the FBI – FORM FIVE

Where are the instructions for the FBI forms and instructions?

Forms are included in this packet or maybe found on the FBI's website at www.fbi.gov .

Where can an AMIAS Applicant find the Application Packet?

The AMIAS Applicant Packet shall be found in the AFG of Ohio's Handbook and the website for AFG of Ohio www.ohioal-anon.org Electronic copies of the Application packet can also be requested from the Area Delegate, The Area Chairman, Area Alateen Coordinator, and the Area Alateen Process Person (AAPP).

What are the responsibilities of trusted servants?**The Applicant:**

- Talks with the Group Representative of their home group about becoming an AI-Anon Member Involved in Alateen Service
- Talks with other AMIAS's, a District Representative, and the Area Alateen Coordinator to get an idea as to what AMIAS responsibilities are
- Requests an AFG of Ohio AMIAS Application Packet or downloaded from www.ohioal-anon.org
- Completes the AMIAS packet forms
- Sends completed background check forms to the FBI
- Sends Form One and Form Two to Area Alateen Process Person (AAPP)
- Has fun being an AMIAS

The Group Representative of an AMIAS applicant:

- Talks with the AMIAS Applicant
- Signs the Agreement and Signature FORM ONE stating they know the applicant and FORM TWO on the bottom where it says *For Area Use*.

The District Representative in the District where the AMIAS applicant is going to serve:

- Talks with the applicant
- Signs the Agreement and Signature FORM ONE and FORM TWO of the Applicant.

The Area Alateen Coordinator:

- Talks with the AMIAS Applicant
- Signs FORM ONE and FORM TWO for applicants in Districts who do not currently have a District Representative

The Area Alateen Process Person (AAPP):

- Receive AMIAS applicants forms
- Upon receiving the background check results, shall send the AMIAS FORM TWO to the World Service Office for processing, and shall file FORM ONE.
- Informs AMIAS Applicant of their World Service Office ID number.
- Stores all information of all applicants in a secure locked unit
- Shreds Records six months after a member leaves service as an AMIAS
- Processes renewal of AMIAS service each year

What if your home group does not have a Group Representative?

In the event your home group does not have a Group Representative, the Applicant shall talk with the District Representative and following the conversations about being an AMIAS, the applicant will ask the District Representative to sign FORM ONE (Agreement and Signature) and FORM TWO (AMIAS Certification Form).

What if the District does not currently have a District Representative?

If a District is currently without a District Representative, the applicant shall have conversations with the Area Alateen Coordinator and following the conversation the Applicant shall ask the Area Alateen Coordinator to sign FORM ONE (Agreement and Signature) and FORM TWO (AMIAS Certification Form).

How is the background check funded?

AMIAS Applicants shall submit receipts to the District Treasurer in the District in which they shall be serving for reimbursement of background check service fees. In the event the District is unable to reimburse these funds, the AMIAS applicant shall submit the background check service fees receipts to the Area Treasurer, following the established Area's Expense Voucher procedure. Area Expense Vouchers are available on the Ohio Area website www.ohioal-anon.org Listed under Documents.

Does an AMIAS need to renew each year?

Yes. Each year in the fall, anytime before December 31st, FORM ONE and FORM TWO are completed and sent to the Area Alateen Process Person (AAPP). This is an Area and WSO requirement. This gives an idea of who shall be active in Alateen service for the coming year. Another background check is not required until the end of the fifth year of service.

Al-Anon Family Groups of Ohio

Agreement and Signature Page

⇒ **INSTRUCTIONS:** Initial each section and sign this form. The Group Representative from your home group must sign FORM ONE and TWO. Next have the District Representative sign both forms. When completed, send the Agreement and Signature [FORM ONE] and the Al-Anon Member Involved In Alateen Service [FORM TWO] to the Area Alateen Process Person (AAPP).

I meet the minimum requirements for certification as listed here:

(Initial each)

_____ I am an Al-Anon member regularly attending Al-Anon meetings (additional to Alateen meetings)

_____ I am at least 21 years of age

_____ I have at least two years in Al-Anon in addition to any time spent in Alateen (or in AA)

_____ I have not been convicted of a felony, and not have been charged with child abuse or other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.

_____ I have read, understand, and agree to comply with the AFG of Ohio’s Minimum Safety and Behavioral Requirements for Al-Anon Members Involved in Alateen Service.

Signature of AMIAS Applicant	Printed Name of Applicant	Date
Name of AMIAS Applicant’s Home Group	Day – Time – City - District # and WSO ID (If Known)	

“This person is known to me and, to the best of my knowledge, these statements are true.”

Group Representative for AMIAS Applicant’s Home Group	Phone Number	Date
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“I have talked with the AMIAS applicant.

DR’s Signature	District Number	Date
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Al-Anon Member Involved In Alateen Service

*It is required that this form be completed by all Al-Anon Members Involved in Alateen Service.
(Please Print)*

First and Last Name: _____

Street Address: _____

City, State/Province: _____

Zip/Postal Code/Phone: _____

E-mail address: _____

I am in compliance with my Area's Safety and Behavioral requirements and agree to abide by them.

Signature

Date

The above Al-Anon member meets the Area's Safety and Behavioral requirements.

Area Alateen Process Person's Signature

Area and #

Date

Please Print Name Below:

WSO Assigned ID Number _____

Each Area must certify to the WSO annually that each Al-Anon Member Involved in Alateen Service has met the Area's Safety and Behavioral Requirements and has agreed to abide by them.

For Area Use: Read the Safety Requirements. Authorization is valid for one calendar year. (Please submit annually.)

Home Group's GR's Signature _____ Phone Number _____

District Representative's Signature _____ District Number _____

DR's phone number _____

(If your district does not have a DR, send this to the Area Alateen Coordinator.)

⇒⇒⇒ Applicants is this a new or renewal application. Please check one. ⇐⇐⇐

Send the original FORM TWO to the Area Alateen Process Person.

Form Three

FBI fingerprint Impression Card Can be found at www.fbi.gov Click on Stats and Services. (See below)

Form Four

FBI request for Information sheet. Can be found at www.fbi.gov Click on Stats and Services --- Click on Option 1 (See below)

Form Five

Credit Card payment form. Can be found at www.fbi.gov click on stats and Services Go to option 1 (See Below)

Step by steps instructions to download FBI forms: Go to: www.fbi.gov

- Click on Stats and Services
- Click on Background checks
- Scroll down to *How to request a copy of your record*
- Click on Option 1
- Print the instructions

To Download the Identification request:

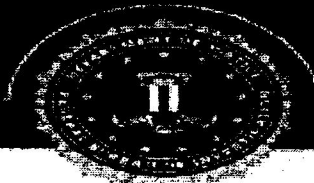
- Scroll down to Applicant Information form (found on the right side of the above mentioned sheets.)
- Click on Applicant Information Request form
- Print the Applicant Information form

To Download the fingerprint card:

- On the right side, scroll down to fingerprint card (found on the right side of the above mentioned sheet
- Click on fingerprint card
- Print the card

If you need the credit card payment form:

- Scroll down the right side of the first page
- Click on credit card payment form
- Print the form



Identification Record Request/Criminal Background Check

Home · About Us · CJIS · Identity History Summary Checks · Submitting an Identity History Summary to the FBI

Submitting an Identity History Summary Request to the FBI

Step 1: Complete the Applicant Information Form.

- If the request is for a couple, family, etc., all persons must sign the form.
- Include your complete mailing address. Please provide your telephone number and/or e-mail address, if available.

Note: Due to automation of the mail process, tentatively scheduled for January 12, 2015, the FBI will no longer provide Identity History Summary results on blue security paper. All responses will be processed on standard white paper. Additionally, the FBI will no longer accept return self-addressed envelopes with Departmental Order requests. This includes pre-paid Priority Mail, FedEx account numbers, United Parcel Service, etc., foreign postage coupons, and requests to forward correspondence to the Department of State for the apostille process. Envelopes received will be destroyed. The FBI will return all results, both foreign and domestic, by First-Class Mail via the U.S. Postal Service. Thank you for your patience as we try to streamline our processes to improve our service to you.

Step 2: Obtain a set of your fingerprints.

- Provide the original fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth **must be** provided on the fingerprint card. Fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes. The FBI will accept FD-258 fingerprint cards on standard white paper stock.
- Include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions).
- If possible, have your fingerprints taken by a fingerprinting technician. This service may be available at a law enforcement agency.
- Fingerprints taken with ink or via live scan are acceptable.
- To ensure the most legible prints possible, refer to the Recording Legible Fingerprints brochure. If fingerprints are not legible, the fingerprint card will be rejected. This could cause delays in processing and could also result in additional fees.

Note: The name on your response letter will match the name indicated on the fingerprint card. Also, if the last four digits of your social security number is needed on your response letter, then please ensure your full nine-digit social security number is on the fingerprint card when submitting your request.

Step 3: Submit payment.

- Option 1: Pay by credit card using the Credit Card Payment Form. Don't forget to include the expiration date of the credit card that you are using.
- Option 2: Obtain a money order or certified check for \$18 U.S. dollars made payable to the Treasury of the United States. Please be sure to sign where required.
- **Important note:** Cash, personal checks, or business checks WILL NOT be accepted and sending any of these will delay processing of your request.
- Payment must be for the exact amount.
- If the request is for a couple, family, etc., include \$18 for each person.
- If the request is for multiple copies per person, include \$18 for each copy requested.
- The FBI will not accept additional payment to expedite your request.

Step 4: Review the Identity History Summary Request Checklist to ensure that you have included everything needed to process your request.

Step 5: Mail the required items listed above—signed applicant information form, fingerprint card, and payment of \$18 U.S. dollars for each person or copy requested—to the following address:

PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of identity history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.

Applicant Information * *Denotes Required Fields*

*Last Name Middle Name 1 *First Name Middle Name 2

*Date of Birth: *Place of Birth: U.S. Citizen or Legal Permanent Resident:
Yes No

*Country of Citizenship: Country of Residence: Prisoner Number (if applicable):

*Last Four Digits of Social Security Number:

*Height: *Weight:

*Hair (please check appropriate box):

Bald	Black	Blonde/Strawberry	Blue	Brown	Gray	Green	Orange	Pink
Purple	Red/Auburn	Sandy	Unknown	White				

*Eyes (please check appropriate box):

Black	Blue	Brown	Gray	Green	Hazel	Maroon	Multicolored	Pink	Unknown
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Applicant Home Address

*Address

*City *State

*Postal (Zip) Code *Country

Phone Number E-Mail

Mail Results to Address

C/O ATTN

Address

City State

Postal (Zip) Code Country

Phone Number (if different from above)

Payment Enclosed: (please check appropriate box)

CERTIFIED CHECK MONEY ORDER CREDIT CARD FORM

Reason for Request:

Personal review	Challenge information on your record	Adoption of a child in the U.S.
International adoption	Live, work, or travel in a foreign country	Other

* **APPLICANT SIGNATURE****DATE**

Mail the signed applicant information form, fingerprint card, and payment of \$18 U.S. dollars to the following address:

FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary.

APPLICANT

* See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

FBI LEAVE BLANK

LAST NAME NAM FIRST NAME MIDDLE NAME

ALIASES AKA O R I

FD-258 (Rev. 9-9-13) 1110-0046

SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB
Month Day Year

CITIZENSHIP CTZ SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

FBI NO. FBI

CLASS _____

ARMED FORCES NO. MNU

REF. _____

REASON FINGERPRINTED

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306**

1. LOOP

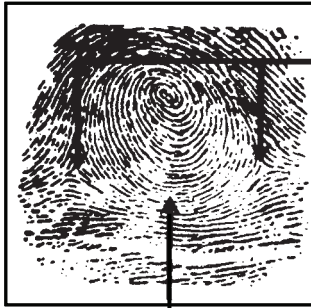


CENTER OF LOOP

DELTA

THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



DELTA

THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

APPLICANT

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

- Ensure all information is typed or legibly printed using blue or black ink.
- Enter data within the boundaries of the designated field or block.
- Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)
- The required fields for hard copy fingerprint cards are: originating agency identifier number - date of birth - place of birth - name - sex fingerprint impressions - any applicable state stamp - Other (race, height, weight, eye color, hair color)
- * criminal fingerprint cards also require an arrest charge and date of arrest.
- * civil fingerprint cards also require a reason fingerprinted and date fingerprinted

Do not use highlighters on fingerprint cards.
Do not enter data or labels within 'Leave Blank' areas.
Ensure the 'Reply Desired' field is checked when applicable (criminal only).
Ensure fingerprint impressions are rolled completely from nail to nail.
Ensure fingerprint impressions are in the correct sequence.
Ensure notations are made for any missing fingerprint impression (i.e. amputation).
Do not use more than two rebats per fingerprint impression block.
Ensure no stray marks are within the fingerprint impression blocks.

Training aids can be ordered online via the Internet by accessing the FBI's website at: fbi.gov, click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at claisan@leo.gov.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of IDENTIFICATION INFORMATION is generally authorized under 5 U.S.C. 552a. Depending on the nature of your application, supplemental authorities include Federal statutes, 6 state statutes, 6 state laws, 92-544, Presidential Executive Orders, 28 CFR, 16 CFR, 1600, 1601, 1602, 1603, 1604, 1605, 1606, 1607, 1608, 1609, 1610, 1611, 1612, 1613, 1614, 1615, 1616, 1617, 1618, 1619, 1620, 1621, 1622, 1623, 1624, 1625, 1626, 1627, 1628, 1629, 1630, 1631, 1632, 1633, 1634, 1635, 1636, 1637, 1638, 1639, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1648, 1649, 1650, 1651, 1652, 1653, 1654, 1655, 1656, 1657, 1658, 1659, 1660, 1661, 1662, 1663, 1664, 1665, 1666, 1667, 1668, 1669, 1670, 1671, 1672, 1673, 1674, 1675, 1676, 1677, 1678, 1679, 1680, 1681, 1682, 1683, 1684, 1685, 1686, 1687, 1688, 1689, 1690, 1691, 1692, 1693, 1694, 1695, 1696, 1697, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 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2732, 2733, 2734, 2735, 2736, 2737, 2738, 2739, 2740, 2741, 2742, 2743, 2744, 2745, 2746, 2747, 2748, 2749, 2750, 2751, 2752, 2753, 2754, 2755, 2756, 2757, 2758, 2759, 2760, 2761, 2762, 2763, 2764, 2765, 2766, 2767, 2768, 2769, 2770, 2771, 2772, 2773, 2774, 2775, 2776, 2777, 2778, 2779, 2780, 2781, 2782, 2783, 2784, 2785, 2786, 2787, 2788, 2789, 2790, 2791, 2792, 2793, 2794, 2795, 2796, 2797, 2798, 2799, 2800, 2801, 2802, 2803, 2804, 2805, 2806, 2807, 2808, 2809, 2810, 2811, 2812, 2813, 2814, 2815, 2816, 2817, 2818, 2819, 2820, 2821, 2822, 2823, 2824, 2825, 2826, 2827, 2828, 2829, 2830, 2831, 2832, 2833, 2834, 2835, 2836, 2837, 2838, 2839, 2840, 2841, 2842, 2843, 2844, 2845, 2846, 2847, 2848, 2849, 2850, 2851, 2852, 2853, 2854, 2855, 2856, 2857, 2858, 2859, 2860, 2861, 2862, 2863, 2864, 2865, 2866, 2867, 2868, 2869, 2870, 2871, 2872, 2873, 2874, 2875, 2876, 2877, 2878, 2879, 2880, 2881, 2882, 2883, 2884, 2885, 2886, 2887, 2888, 2889, 2890, 2891, 2892, 2893, 2894, 2895, 2896, 2897, 2898, 2899, 2900, 2901, 2902, 2903, 2904, 2905, 2906, 2907, 2908, 2909, 2910, 2911, 2912, 2913, 2914, 2915, 2916, 2917, 2918, 2919, 2920, 2921, 2922, 2923, 2924, 2925, 2926, 2927, 2928, 2929, 2930, 2931, 2932, 2933, 2934, 2935, 2936, 2937, 2938, 2939, 2940, 2941, 2942, 2943, 2944, 2945, 2946, 2947, 2948, 2949, 2950, 2951, 2952, 2953, 2954, 2955, 2956, 2957, 2958, 2959, 2960, 2961, 2962, 2963, 2964, 2965, 2966, 2967, 2968, 2969, 2970, 2971, 2972, 2973, 2974, 2975, 2976, 2977, 2978, 2979, 2980, 2981, 2982, 2983, 2984, 2985, 2986, 2987, 2988, 2989, 2990, 2991, 2992, 2993, 2994, 2995, 2996, 2997, 2998, 2999, 3000, 3001, 3002, 3003, 3004, 3005, 3006, 3007, 3008, 3009, 3010, 3011, 3012, 3013, 3014, 3015, 3016, 3017, 3018, 3019, 3020, 3021, 3022, 3023, 3024, 3025, 3026, 3027, 3028, 3029, 3030, 3031, 3032, 3033, 3034, 3035, 3036, 3037, 3038, 3039, 3040, 3041, 3042, 3043, 3044, 3045, 3046, 3047, 3048, 3049, 3050, 3051, 3052, 3053, 3054, 3055, 3056, 3057, 3058, 3059, 3060, 3061, 3062, 3063, 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3230, 3231, 3232, 3233, 3234, 3235, 3236, 3237, 3238, 3239, 3240, 3241, 3242, 3243, 3244, 3245, 3246, 3247, 3248, 3249, 3250, 3251, 3252, 3253, 3254, 3255, 3256, 3257, 3258, 3259, 3260, 3261, 3262, 3263, 3264, 3265, 3266, 3267, 3268, 3269, 3270, 3271, 3272, 3273, 3274, 3275, 3276, 3277, 3278, 3279, 3280, 3281, 3282, 3283, 3284, 3285, 3286, 3287, 3288, 3289, 3290, 3291, 3292, 3293, 3294, 3295, 3296, 3297, 3298, 3299, 3300, 3301, 3302, 3303, 3304, 3305, 3306, 3307, 3308, 3309, 3310, 3311, 3312, 3313, 3314, 3315, 3316, 3317, 3318, 3319, 3320, 3321, 3322, 3323, 3324, 3325, 3326, 3327, 3328, 3329, 3330, 3331, 3332, 3333, 3334, 3335, 3336, 3337, 3338, 3339, 3340, 3341, 3342, 3343, 3344, 3345, 3346, 3347, 3348, 3349, 3350, 3351, 3352, 3353, 3354, 3355, 3356, 3357, 3358, 3359, 3360, 3361, 3362, 3363, 3364, 3365, 3366, 3367, 3368, 3369, 3370, 3371, 3372, 33

Credit Card Payment Form

* Denotes Required Fields

Applicant Name

* Name

(as it appears on credit card)

Company Name (if applicable)

* Billing Address

Billing Address 2

* City

* State/Province

* Postal (ZIP) Code

* Country

* **Credit Card #:**

* Expiration Date (MM/YYYY)

* Total Amount To Be Billed To Credit Card \$

(x \$18 US Dollars Per Request)

* Card Holder Signature

**No Charge Backs or Refunds
All Sales Final**

Ohio Area Assembly Agenda 2-day Fall, October 8-9, 2011

10:30 a.m. Registration – All members must register. Group Representative voting fee is \$3.00 per day.

10:30 a.m. New GR (Group Representative) Orientation

11:30 a.m. Officers' meeting (if necessary)

12:30 p.m. Meeting begins with the Serenity Prayer

Reading of Traditions and Concepts of Service & Warranties

Order of Business

Goals, Etiquette review & Introduction by Districts
Explanation of Knowledge Based Decision Making
Request for approval of Minutes from Spring Assembly
New Group Representative Welcome
Treasurer's Report
Alternate Delegate and AI-A-Notes Editor
Delegate's Report

Barbara W. - Chairman

Merri G. - Secretary

Sandra F. -Delegate and Janice R., Alt.

Robin R. - Treasurer

Janice R. - Alternate Delegate

Sandra F. – Delegate

Registration Report

Phil H. - Registration Committee Chair

Thought/Task/Work Forces

Electronic vs. Postal Communication of Minutes

Reserve Fund

Alateen Transitioning to AI-Anon (from KOMIAC)

AMIAS Certification Procedure

Mike K. – Chair

Cecilia S. – Chair

Sandy F. and Janice R.

Motion 2011-04 – We move that the Application packet for AI-Anon Members Involved in Alateen Service be approved and included in the Handbook for General and Committee Working Procedures.

Election of Officers

Coordinator Reports

Alateen

Archives

Forum

Group Records

Literature

Public Outreach

Yvonne R.

Sharon B.

Shirley M.

Judy A.

Ginny C.

Vicki M.

Election of Coordinators

Note: There will be a 15 minute mid-afternoon break. Action Committees meet after the Banquet.

Fellowship Communications - The use of available media tools to connect with AFG as a whole. How to empower members to speak up when a member's sharing is not Al-Anon. Educating our fellowship about the KBDM process.
Group Services – How is a home group an important recovery tool? How does being a part of a home group help with service? How do we educate members on the need to support Al-Anon at all levels? What can local groups do to reach teens and let them know about Alateen?

Membership Outreach – How do we attract the minority population in our communities? What are the pros and cons of holding an Ohio Area Convention in 2012? How can we meet the need of meetings in remote locations?

Public Outreach – Discuss how to encourage TV and radio stations to play the new PSA for Al-Anon/Alateen. Discuss how we can personally encourage members to participate in public outreach.

Standing Committee Reports

Budget
By-Laws & Handbook
Compliance Liaison and Area Alateen Process Person (AAPP)
Ohio Area Convention and 2-day Fall Advisor
Ohio Website
Review and Audit

Steve F.
Barbara M.
Rex M.
Karen M.
Mike K.
Donna K.

Conventions & 2-day Fall Assembly

2011 Ohio Area Convention
2012 Ohio Area Convention
2011 AA Convention with Al-Anon Participation
2012 AA Convention with Al-Anon Participation
2011 Two Day Fall Assembly
2012 Two Day Fall Assembly

Districts of Dayton, Ed W.
Districts of Youngstown
Districts of Cincinnati

Districts of Columbus
Districts of Dayton

ACTION Committee reports - Please turn in written report to Secretary

Old Business

New Business

Meeting Schedule for 2012

Spring AWSC – March 17, 2012, 12:30 p.m. Columbus, Ohio
World Service Conference (Delegate attends) – April 15-19, 2012, Stamford, CT
Spring Assembly – May 19, 2012, Action Committees meet at 11 a.m., Columbus, Ohio

Motion to Adjourn

Close with the Al-Anon Declaration *Let It Begin With Me*

Let it Begin With Me. When anyone, anywhere, reaches out for help, let the hand of Al-Anon and Alateen always be there, and Let It Begin With Me.

Attention all District Representatives: It is your responsibility to copy this Agenda and distribute to all of the group representatives in your district.

To all Group and District Representatives: Please bring this agenda with you to the Fall Assembly in Columbus October 8-9.