

POLICY MANUAL

LAS VEGAS OVEREATERS ANONYMOUS INTERGROUP

AMENDED January 9, 2021

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Twelve Steps¹

The Twelve Steps are suggested for recovery in the Fellowship of Overeaters Anonymous.

1. We admitted we were powerless over food — 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 compulsive overeaters and to practice these principles in all our affairs.

Twelve Traditions²

The Las Vegas Overeaters Anonymous Intergroup is governed by the Twelve Traditions of Overeaters Anonymous as follows.

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.

¹ Permission to use the Twelve Steps of Alcoholics Anonymous for adaptation granted by AA World Services, Inc.

² Permission to use the Twelve Traditions of Alcoholics Anonymous for adaptation granted by AA World Services, Inc.

4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose — to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance or lend the OA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never to be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television and other public media of communication.
12. Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.

Twelve Concepts of Service³

The Las Vegas OA Intergroup recognizes the Twelve Concepts of OA Service as follows.

1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The right of decision, based on trust, makes effective leadership possible.
4. The right of participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws, Subpart B.

³ Permission to use the Twelve Concepts of OA Service granted by OA World Services, Inc.

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8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
 - (a) No OA committee or service body shall ever become the seat of perilous wealth or power;
 - (b) Sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
 - (c) No OA member shall ever be placed in a position of unqualified authority;
 - (d) All important decisions shall be reached by discussion, vote, and, whenever possible, by substantial unanimity;
 - (e) No service action shall ever be personally punitive or an incitement to public controversy; and
 - (f) No OA service committee or service board shall ever perform any acts of government, and each shall always remain democratic in thought and action.

Articles

I. INTRODUCTION AND PURPOSE

This policy manual is intended to serve as a guide to policies adopted and functions sponsored by the Las Vegas Overeaters Anonymous Intergroup (LVOAI).

The primary purpose of the LVOAI is to help carry the message of recovery to the compulsive overeater who still suffers.

II. STATEMENT

1. LVOAI recognizes the existence of many different concepts of working the OA 12-Step Program of Recovery, and that we are united in our common purpose, not our differences, in accordance with the 12 Traditions.
2. LVOAI accepts the rights of the individual and of the group to affiliate with a particular concept of recovery; adopting a concept is a matter of personal and group conscience.
3. LVOAI accepts each duly-registered OA group within its area.
4. LVOAI encourages each group to be similarly accepting of OA in this area.
5. We are self-supporting through our own contributions. However, no member may be excluded from any meeting or workshop for lack of registration fees.

III. SERVICE BOARD

A. GENERAL

The Service Board shall consist of the Chairperson, Vice-Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, Board Advisor, and Delegates, with duties as set forth in the Bylaws, and expanded upon as follows. It is suggested no person should hold more than two (2) service positions at one time.

All service Board members are encouraged to carry the message of OA to the compulsive member who still suffers, and to share the activities and needs of LVOAI by frequently attending different meetings. Delegates, in particular, are encouraged to personally share information gained at Region III Assemblies and World Service Business Conferences with as many groups as possible.

B. CHAIRPERSON

Duties are as defined by the LVOAI Bylaws.

C. VICE-CHAIRPERSON

Duties are as defined by the LVOAI Bylaws.

D. RECORDING SECRETARY

Duties are as defined by the LVOAI Bylaws.

E. CORRESPONDING SECRETARY

Duties are as defined by the LVOAI Bylaws.

F. BOARD ADVISOR

Duties are as defined by the LVOAI Bylaws.

The following additional duties should also be the responsibility of the Board Advisor:

1. Be familiar with the *Robert's Rules of Order Newly Revised* and to advise when requested.
2. Seek legal assistance when authorized to do so by the Service Board or a majority of the Intergroup.
3. Maintain and update LVOAI Bylaws and Policy Manual.
4. Provide a copy of the Bylaws and/or Policy Manual to groups or members upon request with assistance of the Corresponding Secretary.
5. Ensure all LVOAI literature complies with the 12 Traditions.

G. TREASURER

Duties are as defined by the LVOAI Bylaws.

The Treasurer should also be responsible for the following duties:

1. Receive all donations from meetings and special events.
2. Issue receipts for all monies received, and maintain a duplicate copy to present for audit and to be filed as a permanent record for the LVOAI.
3. Maintain registration for LVOAI Incorporation Status with the State of Nevada and keep Incorporation fees current as required by law, due on or about April 30 of each year. The application must be obtained from the Resident Agent.
4. Maintain copy of IRS Tax Exempt Status application, and copy of approved Tax Exempt status.
 - a) The Fiscal year for LVOAI is July 1 – June 30.
 - b) An annual informational return must be filed with the IRS after the end of each fiscal year. The due date is November 15th following the fiscal year end on June 30th. This return is based on the gross receipts (total funds received before expenses are subtracted).
 - c) Form 990-N (e-post card) is filed if gross receipts are \$50,000.00 or less (www.irs.gov/efile - click on “e-file for Charities and Nonprofits”).
 - d) Complete the required form and maintain with Treasury records.
 - e) Disclosure Requirements: A copy of the annual financial statement or the annual Form 990 must be supplied within 30 days to anyone requesting it. Actual costs for copying and/or mailing may be charged.
 - f) Verification of contributions in excess of \$250 per year shall be provided to any individual requesting it. Such contributions must have been made by check or by online payment to LVOAI. The Treasurer shall maintain contribution records of donations made to LVOAI by check or online payment.
 - g) If a fee is charged for dinner or similar event and the fee exceeds \$25, the value of the dinner or other goods and services provided must be shown on the ticket, invitation, or other written document. This written document must include the wording “Any amount paid in excess of the value of goods and services provided, as stated, is tax deductible for charitable purposes.”
 - h) Raffle Tickets: The price paid for a raffle ticket is assumed to be equal to the value received. Therefore, moneys paid for raffle tickets are never tax deductible.
 - i) Ensure the IRS is notified if there is ever a change in the mailing address for the organization.
5. Pay all LVOAI bills including but not limited to Post Office Box rent, Voice Mail, World Service and Region III contributions, incorporation fee, Delegate and other LVOAI expenses.

- a) Bills are to be kept current each month.
 - b) All funds dispersed must be accounted for with receipt.
 - c) Payment to be made by the most efficient method (online, debit or check).
6. Provide monthly accounting of income and expenses to LVOAI.
 7. Prepare request(s) as needed to Region III for partial funding to help offset the cost of sending LVOAI representative(s) to Region III assemblies.
 8. Register Delegate(s) for the World Service Business Conference with payment of registration fees.
 9. Here is the procedure for providing literature to a new group:
 - a) The new group gets its group number from Overeaters Anonymous.
 - b) The new group submits a list of the literature it wants to the Literature Chair. If the literature costs more than \$50, then the new group also gives the balance due to the Literature Chair.
 - c) The Literature Chair Provides the literature to the new group, along with a receipt for the balance over \$50.
 - d) The OA Handbook for Members, Groups, and Intergroups: Recovery Opportunities must be included in the literature order.
 - e) In order for the literature inventory to balance, the Literature Chair writes a note about the literature provided to the new group and includes the note in the literature records.
 10. If a group closes, any funds are to be submitted to LVOAI for allocation.

**H. DELEGATE(S)/REPRESENTATIVE(S) and/or
ALTERNATE DELEGATE(S)/REPRESENTATIVE(S)**

Duties are as defined by the LVOAI Bylaws.

In the performance of his/her duties the Delegate(s)/Representative(s) is(are) asked to:

1. Arrange best transportation available as far in advance as possible to ensure lowest rates.
2. Arrange for payment or reimbursement of payment for airline tickets, registration, accommodations, meals, and other expenses as approved by the LVOAI. For accounting purposes, a written log supplemented by receipts of expenses should be provided to the Treasurer.

3. Expenses will include half of the room rate of a double-occupancy room, unless otherwise approved by LVOAI.
4. Register for the assembly with the host Intergroup.
5. Obtain appropriate signatures and submit registration to WSBC.

Alternate Delegate(s) shall have the same responsibilities as the Delegate(s), attending assemblies/conferences only if the Delegate(s) is(are) unable to attend.

IV. COMMITTEE GUIDELINES

Standing Committees according to the Bylaws are:

- Voice Mail
- Literature
- Newsletter
- Web Manager
- Public Information/ Professional Outreach (PIPO)
- Ways and Means
- 12th Step Within
- Meeting List
- Virtual Meeting Administrator

Ad Hoc Committees are:

- Bylaws/Policy Manual
- Special Event
- Retreat
- Region III Assembly Host
- Workshops
- Seminars
- Any other categories as requested by the LVOAI

A. Voice Mail

Suggested Duties for Voice Mail Chairperson:

1. Monitor the Voice Mail to ensure proper operations.
2. Recruit volunteers willing to receive calls and provide information about OA to callers.
 - a) Provide orientation to volunteers concerning duties while on the Hotline. Orientation should include a request that the Voice Mail Chair be notified if the volunteer will not be available so the message can be updated.
 - b) Notify volunteer(s) when their name(s) is(are) placed on the Voice Mail or being removed from the Voice Mail message.

3. Rotate names on Voice Mail at regular intervals, or when a volunteer becomes unavailable.
4. Update messages to reflect current activities.
5. Report to the LVOAI any problems or needs relative to Voice Mail.

B. Meeting List

Suggested Duties for Meeting List Chairperson:

1. Maintain the list of OA meetings in the area.
2. Provide copies of the list at face-to-face Intergroup meetings.
3. Provide an electronic copy of the list to the corresponding secretary to be forwarded to the distribution list.
4. Ensure all groups' meeting information is current on the LVOAI website.
5. Report to the LVOAI any problems or needs relative to the meeting list.

C. Literature

Suggested duties for Literature Chairperson:

1. Keep an adequate amount of WSO Conference- and LVOAI-approved literature and books on hand, with special emphasis on sufficient copies of the most frequently-requested items.
2. Fill orders for literature and have literature available at the monthly LVOAI meeting to be picked up.
3. Make literature available when requested by LVOAI for special workshops such as Special Events, Public Information Night, health fairs, etc.
4. Strive to work effectively with and make suggestions for improving the ordering and maintenance of literature supplies for each group.
5. See that the \$50.00 in literature authorized by LVOAI is available to new groups upon request. The detailed procedure for this is in this document under the Treasurer's duties.
6. If a group closes, literature is to be submitted to LVOAI for allocation.

7. An audit should be made of literature annually following elections and after special elections to fill vacancies. This audit should include reconciliation of books and inventory of stock and funds on hand.
8. Provide written receipt for record-keeping purposes to each group or individual purchasing literature, with the exception of literature purchases at special events. For special event purposes, keep overall record of literature sold at the event. Receipt books should be retained as part of permanent records.
9. Keep invoices to account for all literature expenditures.
10. Maintain running account of literature funds showing accurate total of cash on hand.
11. The Literature library shall be sold at cost. LVOAI shall absorb the cost of shipping and handling.

D. Public Information/Professional Outreach (PIPO)

Suggested duties for PIPO Chairperson:

1. Read and be familiar with the Public Information Manual from WSO, all OA literature and materials, Alcoholics Anonymous, Beyond Our Wildest Dreams, OA Twelve Steps and Twelve Traditions, and the OA Twelve Concepts of Service.
2. Strive to preserve Tradition Eleven by protecting anonymity at the public level.
3. Work with newspapers, radio, and television to carry the message of OA to the compulsive overeater who still suffers.
4. It is suggested that the PIPO Committee keeps a current list of newspapers, radio and television stations, including telephone numbers, addresses, and contact persons (i.e., local doctors, clergymen, institutions and other related professionals).
5. Assist groups in establishing Public Information contact with local media.
6. Provide community service announcement containing the OA Hotline number to local newspapers.
7. Keep records and copies of published articles.
8. Respond to media requests for OA information.

9. Help coordinate OA activities with health fairs, community affairs, service directories, etc.
10. Help with publicity for special events such as Special Events, Retreat, workshops, etc.
11. Keep and maintain Professional Outreach Manual from WSO. Be familiar with contents of this manual.
12. Initiate contact with professionals to provide information concerning OA.

E. Newsletter

Suggested duties for Newsletter Chairperson:

1. Prepare the layout and research methods for most convenient and least expensive reproduction. Quantity produced will be in accordance with LVOAI determination.
2. Have copies printed and ready for distribution at the monthly LVOAI meeting. Newsletter and subscription cost to be determined by LVOAI vote.
3. The following items should be included in each issue:
 - a) Upcoming events.
 - b) LVOAI meeting announcements.
4. Send an electronic version of the newsletter to the Web Manager for posting on the website.
5. Follow the WSO guidelines concerning newsletters provided by LVOAI. These guidelines can be found on the OA web site. At the time of this document's publication, the guidelines could be found at:
<https://oa.org/app/uploads/2020/01/Newsletter-Guidelines-2019.pdf>
6. Use the remaining space for items submitted by local contributors, and other OA newsletters. List credit on any materials from Overeaters Anonymous, Alcoholics Anonymous, and others if known. Do not use copyrighted materials without prior permission.

F. Web Site

LVOAI recognizes that website design requires professional skills such as computer programming. The Web Manager may be appointed by the LVOAI Chair and affirmed by LVOAI or the LVOAI may request professional services to maintain the website if no member is able or willing to serve. This position is exempt from the term limits for standing committee chairpersons defined in

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Article IX (5) of the LVOAI Bylaws. The Web Manager will be a voting member of LVOAI only if the Web Manager is a member of Overeaters Anonymous.

Suggested duties for Web Manager Chairperson:

1. Shall be knowledgeable about website editing and have computer and internet access to perform duties of the position. The pass codes to access the website will be provided to two (2) Service Board Members for their record keeping.
2. Prepare the template and research methods for maintaining the LVOAI Website by coordinating with the WSO Website Committee.
3. Provide the following items:
 - a) Upcoming events.
 - b) LVOAI meeting announcements.
 - c) Provide a method or link for contacting LVOAI Service Board Members and standing committee chairs.
 - d) Current meeting list including day, time, and place and have monthly listing available for distribution at Intergroup meetings.
 - e) LVOAI's Bylaws and Policy Manual without signature pages.
4. Follow any WSO guidelines concerning Websites.
5. Use the remaining space for items submitted by local contributors, Lifeline, and other newsletters. List credit on any materials from Overeaters Anonymous, Alcoholics Anonymous, and others if known. Do not use copyrighted materials without prior permission.
6. Ensure links to other web pages or sites are not made without prior approval of LVOAI.
7. Maintain the LVOA.org domain name, registration with Service Provider and payment of pertinent fees.
8. Maintain LVOAI e-mail account and respond or forward correspondence as appropriate.
9. The Web Manager will strictly follow Tradition 11 and protect all members' anonymity. Member's first name and contact information may be published on the web site with express permission of the member. This includes meeting contacts and event flyers provided as links. Full names, e-mail addresses, and other contact information will be kept confidential.

G. Ways and Means

Suggested duties for Ways and Means Chairperson:

1. Work with LVOAI and all groups on fund-raising ideas/events to help raise monies for use in carrying the message to compulsive overeaters who still suffer.
2. Be familiar with the Twelve Traditions and ensure there is no tradition violation in any fund-raising event.
3. Present all fund-raising ideas to LVOAI, along with information concerning cost and plan for implementation. All fund-raising ideas/events shall be approved by LVOAI prior to implementation.
4. Once approved, take action to implement fund-raiser, ensuring that groups and members are aware of the fund-raiser.

H. Virtual Meeting Administrator

Suggested duties for the Virtual Meeting Administrator:

1. Establish and maintain the virtual meeting resources.
2. Monitor virtual meeting resources, and their configurations and settings. Ensure that meeting hosts and attendees do not accidentally or otherwise change global configurations.
3. Train new volunteer meeting hosts.
4. Keep all hosts informed of any changes to the resources.
5. Request payment of all bills associated with virtual meeting resources.

I. Twelfth Step Within

Suggested duties for Twelfth Step Within Chairperson:

1. Keep a copy of the WSO 12th Step Within Manual.
2. Form a Committee to identify the focus of 12th Step Within in LVOAI.
3. Work with others on the 12th Step Within Committee and with LVOAI to present activities that will enhance recovery in LVOAI. For example, workshop topics have included The Tools, Sponsorship, Meditation, Abstinence, etc.
4. Provide information to LVOAI, groups, and members concerning member retention and how to reach out to the still suffering compulsive overeater within the fellowship.

5. Facilitate the Commitment to Recovery workshop or similar workshops.
6. Sponsor or aid in sponsoring 12th Step Within meetings or events for those in relapse or struggling with the program.

J. Resident Agent

The Resident Agent position is exempt from term limits.

It is suggested that the Resident Agent be a long-term member of OA, be a long-term resident of Nevada, and be someone who expects to have a stable residential address.

Suggested duties for Resident Agent:

1. Maintain current residence address listing with LVOAI and with State of Nevada for Corporation Status.
2. Upon receipt of correspondence from the State of Nevada, promptly deliver it to the Treasurer for handling.
3. Double-check with the Treasurer to ensure the annual filing of officers is completed and fees paid.

K. Special Event

(See Appendices A and B)

Suggested duties for Special Event Chairperson(s):

1. Present ideas for Special Event(s) to LVOAI and secure approval for the event(s).
2. Read and become familiar with all WSO Guidelines concerning Special Events.
3. Determine the location and times for the Special Event.
4. Abide by any laws, codes, ordinances, and/or rules that may affect the facilities where the Special Event is to be held.
5. Choose a theme for the Special Event when desirable.
6. Plan and submit flyers/announcement for approval to the Service Board or their designee, then print and distribute approved flyers.
7. Work with PI/PO Chairperson and Web Manager to publicize the event.
8. Arrange for speakers.

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9. Ensure development of Special Event Committees that may include, but not be limited to: registration, refreshments, literature, programs, fund raiser, Special Event treasurer, entertainment, and/or decorations.
 - a) The **Registrar** may take suggested donations for the event at the door or advance registration by mail. The Registrar may also provide registration supplies such as nametags, pens, sign-in book, change, money box, etc.
 - b) The **Refreshment person** may be responsible for securing soft drinks, coffee, tea, water, ice, cups, napkins and other items for use at the event. The Refreshment person may also provide a sign indicating cost of refreshments and basket for payment.
 - c) The **Literature person** may be responsible for ordering a supply of literature in advance from the LVOAI Literature Chairperson and for getting volunteers to staff the literature table.
 - d) The **Program person** may work with the Special Event Chairperson to select topics for the event, arrange speakers for the topics, and select the order of speakers for the Event. The Program Person may also design, print and distribute programs for use at the Event. These programs may be handed out to Event attendees or posted on the door of the room where the speakers will be. In accordance with the Traditions, the name(s) of the speaker(s) will not be listed on the program.
 - e) The **Fund Raiser Person** may contact groups to solicit donations and sell tickets for drawing of anonymously-donated items that should be in accordance with the 12 Traditions. However, it should be emphasized that ticket sales, where applicable, may only be offered at meetings, either before or after the meetings.
 - f) The **Workshop Treasurer** will keep records of the receipts and expenditures of the Special Event and forward all proceeds from the workshop to the LVOAI Treasurer for deposit in the general fund (or special event fund if so designated). See Appendix C for Income/Expense Report Form.
 - g) The **Decorations Person** may solicit appropriate posters, banners, and/or other decorations for the Event from individual OA members and/or groups.
10. Try to get as many groups as possible to participate in the planning and actual working of the Special Event.

(See Appendix B)

L. Retreat

Suggested duties for Retreat Chairperson:

1. Coordinate the scheduling of the Retreat to not conflict with any other OA event.
2. Investigate the location for amenities, cost of room, availability and cost of meal catering, distance from Las Vegas, dates available, and any special considerations (i.e., size of meeting room, accessibility, and time or menu constraints).
3. Submit facility research for LVOAI approval.
4. Negotiate the hotel or other facility contract at least six months prior to the Retreat.
5. Solicit members and groups for speaker(s). Candidates and these choices shall be contacted concerning availability, interviewed for personal program or biographical information. This information shall be brought to LVOAI for a vote.
6. Select theme for the Retreat and present it, with flyer, for approval at LVOAI. Flyers must include cost of goods and services provided with the statement *“Any amount paid in excess of the value of goods and services provided, as stated, is tax deductible for charitable purposes.”*
7. The Retreat Committee may include:
 - a) **Retreat Treasurer** keeps records of all receipts and expenditures. The proceeds of the Retreat shall be forwarded to the LVOAI Treasurer and deposited in the general fund (or separate Retreat fund if so designated).
 - b) **Retreat Registrar** provides a mailing address for registration forms and keeps accurate records of the names and addresses of those registered. Registration receipts are forwarded to the LVOAI Treasurer. The registrar may also form a committee or handle registration at the Retreat, provide nametags, registration packets, etc.
 - c) **Facility Liaison** may work directly with the facility concerning the Retreat. All arrangements concerning rooms, prices, rates, meeting rooms, meal functions, responsibilities, hospitality suites, speakers’ rooms, etc. must be in writing and signed by the Facility Liaison (or Chairperson) and the Facility personnel. The Facility Liaison may also handle any problems concerning the facilities or Retreat participants.

- d) **Program Person** works with the retreat committee and speaker(s) to provide a program.
 - e) **Publicity Person** may be responsible for sending approved notices to WSO, and other newsletters, and work with the LVOAI PI/PO Chairperson and Web Manager to obtain publicity.
8. Try to get as many groups as possible to participate in the planning and actual working of the Retreat.

M. Region III Assembly/Convention Host

Refer to the Region III Convention Planning Manual.

Intergroup Meeting Guidelines

The following guidelines are suggested for the conduct of the regular monthly meeting:

1. Read the Step of the month, Tradition of the month, and two (2) Concepts.
2. All Intergroup meetings will be non-smoking.
3. All persons attending should introduce themselves, their LVOAI position and/or the group they represent.
4. Time should be provided at the end of the meeting to allow for announcements.

Appendices

Appendix A – One-Day Events

The following are guidelines, notes, and suggestions for workshops and other one-day events.

1. **Rental of a facility** for the special event should be arranged as early as possible, preferably two to three months in advance. Three to four separate areas are required: one area where coffee, soft drinks, tea, etc. can be set up, another for the fund-raiser, and one to two areas for the speaker sessions. Dates for the event may depend on the availability of a satisfactory facility.
2. **Decide what committee chairs are needed** to handle the event. Committees usually include speaker/topic chair, fund-raiser chair, registration, huggers, refreshment, literature, decorations, and entertainment. Normally, the committee chairs decide how they want their parts in the event organized. The Chairperson stays available to help where needed. If there are several committee chairs, it will be unnecessary for the event chairperson to worry about all the details. It also helps with attendance to have as many people and groups involved as possible.
3. **Select a theme or topic.** It is easier to lay out a flyer/brochure, and also to select appropriate program topic, if you have first chosen a theme.
4. **The opening/closing sessions** are normally held in one area and consist of introductions, a featured speaker sharing his/her story in detail, and a skit or other entertainment. The balance of the event can run in the manner of a mini-convention, with different topics and with different speakers. These workshops are scheduled for 50 minute sessions and normally have two speakers sharing for about ten to fifteen minutes each on a particular topic, incorporating the chosen theme, with 20 to 30 minutes for open sharing at the end of the session. Having a timer available to signal if someone is speaking too long is very helpful.
5. **Organization.** The program and event chairs usually meet early in the planning to organize and select the theme and topics. The Committee can also do this. Once the topics are chosen, the program chair has the responsibility for obtaining speakers. He/she may have special people in mind when choosing the topics. It is also a good idea to leave some topics open and solicit speakers from different groups. This allows for a wider variety of speakers. It also allows an opportunity for persons who feel a desire to share to volunteer and avoids hurt feelings if there is someone who really wants to speak. It is also helpful to have a few extra speakers lined up to fill in on short notice, as, inevitably, at least one person can't show for one reason or another.
6. **For registration,** the flyer is made up and distributed announcing the Special Event, and should include the address of the registrar with a couple of names and phone numbers to contact for additional information. Each person can then mail the

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completed registration, give to their Intergroup representative, or register at the door. Two prices are given for registration: one price for early registration, and another price at the door. This is always noted as a suggested donation. For people who cannot afford the fee, there is no charge. Usually someone from the home meeting will let the chair(s) know of a situation where this problem exists. Everyone is encouraged to register in advance and Intergroup reps are asked to announce that at the meetings as much as possible. At the event, the Registrar will have a table staffed until at least early afternoon to take registrations and hand out nametags. Registration forms should be coordinated at least two weeks prior to the event so the person doing the nametags has time to make the tags.

7. **Refreshments** normally include coffee (regular and decaf), tea (including herbal teas), bottled water and diet soft drinks, with and without caffeine.

Hot and cold cups, ice, sweetener, creamer, stirrers, spoons, napkins, etc. are also required.

Donations are on the honor system and most people are very honest about paying. Prices should be sufficient to cover the cost of beverages. In recent years, the bottled water has sold far more than the soda so purchases should be made accordingly. Coffee pots can usually be borrowed, and the soda/water is packed in ice in coolers. The chair usually watches the ads starting about six weeks in advance and purchases the necessary items on sale whenever possible.

8. **Fund-raiser** should be included for the event. On the flyer, requests are made for donations and all announcements at group meetings ask for program items. These can be brought to the meetings, to the Intergroup Rep, or any event chairperson. The items are brought to the facility the day of the event and, where possible, set up for display in a separate area. It helps if the area for the fund-raiser can be locked during lunch, so items can be left unattended while everyone goes out to eat. Envelopes are set up for each item, then people purchase their tickets and put one-half of each ticket in the envelope for the item they would like to win. Pins, tape, envelopes (small manila ones work best), pens or markers and raffle tickets are needed. The fund-raiser chair will enlist help of several people to sell the tickets during the event at breaks and before the morning and afternoon sessions start.
9. **Huggers** should be lined up in advance either for all day or particular shifts. A hugger badge is usually different from the regular name tags. The hugger chair usually makes or has someone make the hugger tags. Be sure there are plenty of people to greet and hug.
10. **Literature** includes a variety of OA/AA books and pamphlets. The Literature table can be staffed at the beginning of the event and between sessions by either the LVOAI Literature Chair or other OA members. The honor system works well for the rest of the time, although it is a good idea to have someone at least keeping an eye on things.

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11. **Decorations** include anything appropriate for the theme. Often, each group is asked to donate two decorative items. This spreads the workload and gets more people involved. Even if not all groups participate, there are usually plenty of decorations.
12. **Entertainment** is left to the Entertainment Chair. Every year there have been new, different, and fun things. Let people's imaginations run wild, as long as it is appropriate. A starting skit and one at the end may be sufficient. Music and dance can be incorporated.
13. **Other basics.** The event usually runs from about 9:00 a.m. to 4:00 p.m. or so. The schedule will often start at 9:00 a.m. for the kick-off speaker, a skit, and general information. Sessions then start at 10:00 a.m. and run about 50 minutes each with a ten minute break in between to chat, buy tickets and refreshments, and a bathroom break. Lunch break is from about 12:00 p.m. to 1:30 p.m. Sessions are scheduled at 10:00 a.m., 11:00 a.m., 1:30 p.m., and 2:30 p.m. The closing speaker, ending skits, and drawing start at 3:30 p.m. and usually conclude by 4:30 p.m.

At least 30 days in advance, Public Service Announcements are sent to radio and TV stations and to the Newspapers. It helps to call the media and verify the public service director (it helps to send to a specific person – the response is greater), and correct mailing address. The announcement should be written as you would like it read and include contact phone numbers that can be published or given over the air. This task should be coordinated with the PI/PO Chairperson.

If the event is to be recorded, it will be necessary to make arrangements well in advance. Previous event chairs should be able to provide information on what has been done in the past.

If facility permits, the event can provide a salad bar lunch with LVOAI providing lettuce and dressing and participants providing a topping to share. If not, about three days before the event a near-by restaurant may be contacted to request group seating based on the number of registrants and the time slated for lunch.

If two meeting rooms are to be used, a program should be prepared and posted so attendees can select the topics they wish to attend. A sign for the doors indicating Room 1 or Room 2, and so on, is also necessary where more than one room will be used.

Previous special event chairs will be happy to expand on the information presented here to help you in chairing your first special event.

Appendix B – Retreat and Multi-Day Events

The following are guidelines, notes, and suggestions for retreats and other multi-day events.

1. Introduction

Traditionally the LVOAI has sponsored an annual weekend Retreat with one or more outside speakers. Hotels or other facilities must be contacted to negotiate costs and a contract. Prices are based on cost of food, lodging, meeting facilities, retreat leader expenses, flyers, and transportation. This information is brought back to Intergroup for discussions as far in advance as possible, preferably no less than six months prior to the Retreat. Final selection of the hotel/facility will depend on availability, cost, and cooperation.

2. Venue

Selection of the hotel will somewhat define the dates for the Retreat. If a specific speaker has already been selected, the availability of the speaker must also be considered.

Once the hotel is selected and dates are set, it will be necessary to work with the hotel to have the contract prepared. The contract should be very specific – cost of meals, hours for the room, coffee and beverages for the meeting rooms (and their cost), and a definitive contract regarding menus should be included. Normally a deposit is required at the time of the signing of the contract. Further payment may be necessary a month prior to the Retreat. The contract should call for a free room for every so many rooms booked if possible and the meeting hall is usually free when meals are a part of the contract package.

3. Menus

Dinner menus should specify broiled meats, no butter, no sugar, fresh fruit assortment (be specific), vegetables and how they are to be cooked, salad bar, and beverages with regular and decaf coffee and tea. The lunch menu should also include a salad bar, fresh fruit, lean deli meats, beverages, etc. Breakfast menus should include meat, eggs, cereals, nonfat milk, juice and/or fresh fruits, and whole wheat breads for those who desire. Vegetarian meals should be available for those who prefer. Keep things general enough to appeal to everyone's plan of eating, but specific enough to avoid the same meal every day or twice a day or foods that are in conflict with general preferences. Also, the cost of the food is usually higher than any other costs for the Retreat and must be in writing with requirements spelled out! If the fee exceeds \$25, the value of the dinner must be shown on the ticket, invitation, or other written document. This written document must include the wording "Any amount paid in excess of the value of goods and services provided, as stated, is tax deductible for charitable purposes."

4. Leaders and Speakers

Groups and members of the LVOAI should be solicited to get names of possible Retreat leaders and speakers. A good source of names for potential retreat leaders and speakers is the Region III and World Service Delegates, and members who have moved here from other areas and attended retreats there. The final selection is made by the LVOAI. You should not contact the proposed leader except in generalities, such as for biographical qualifications, to ascertain if they are available on the selected retreat date, and to determine if they would be interested in doing a retreat here, until approved by LVOAI.

In selecting candidates, the Retreat Chair should keep in mind that Region III has funding available every other year for any Intergroup who wishes to offset leader expenses. Funding amount is up to \$350 per event. The stipulation is that the Retreat Leader must be selected from within Region III. The procedure requires the Intergroup Treasurer and/or Chair to apply to the Region III Treasurer for funding prior to the retreat. If approved by Region III, the funding is provided following the Retreat and the provision of receipts showing the Retreat Leader's expenses. Allowable expenses are transportation, lodging, and meals.

5. Retreat Leader

The Retreat Chair may choose to appoint a single Retreat Leader, who will emcee the Retreat, as well as speak.

Alternatively, the Retreat Chair may choose to appoint several speakers, including a keynote speaker. The Retreat Chair may appoint an emcee or may choose to emcee the event himself/herself.

6. Workshop Leaders

The Retreat Chair may appoint as many workshop leaders as he/she feels is appropriate.

7. One-Day Registration

A decision must be made by the LVOAI prior to each Retreat to allow or disallow one-day registration.

8. Flyers

After the contract is drawn up, then flyers must be prepared and distributed to announce the Retreat. The flyer should include the dates of the Retreat, registration form, topic, cost (for single, double, triple, and quad occupancy and commuter rate), and numbers to contact for additional information, general information on the Retreat location, and deadline registration date. The following additional information is also needed: Smoking or Non-smoking preference, name of roommate(s), and whether the person registering needs vegetarian meals. As requested by World Service, the flyer should not list the name of the Retreat leader. We are promoting the Retreat, not a personality. Remember, the flyer must be presented to LVOAI for approval.

9. Retreat Topic

The Retreat title (or topic) is up to the Retreat Chair and/or the Retreat leader. Often the flyer has been composed prior to the selection of Retreat leader, so the Chair will probably wish to select a general topic. The Retreat Leader may wish to do the Retreat in a manner successful for him/her in the past. However, if the Chair has something particular in mind, the Retreat Chair may wish to discuss this with the Retreat leader.

10. Recordings

If the Retreat is to be recorded, it will be necessary to arrange for a media service. LVOAI has, in the past, provided meals and lodging for the media staff, but has not paid for the service.

11. Announce

At least four months in advance an announcement should be sent to neighboring Intergroups, to Region III, and posted on the LVOA website.

12. Travel Arrangements

At least two to three months in advance, it will be necessary to coordinate with the Retreat leader to obtain the best possible flight and fare. Working with the Retreat leader will ensure the best possible schedule and rate. Transportation from the airport to the Retreat location must also be arranged.

13. Verify With Hotel One Month Before

About a month prior to the Retreat, it is necessary to check back with the hotel to go over specific details and be sure everything is in order. They will also require a list of attendees. A trip to the hotel a week or so in advance is desirable to discuss layout and setup, times of meals and meetings, morning meditation (if it is to be held), equipment needed (such as easels, trolleys, tables), etc.

14. Verify Topics Two Weeks Before

About two weeks prior to the Retreat, it is good to contact the leader again to discuss topics, reservations, transportation, and answer any questions he or she may have. It is also thoughtful to send a Retreat reminder/confirmation to all that have registered for the Retreat. The letter should include confirmation of payment or a reminder of any additional fees still owed if the person is paying on time, and should also include a map or more detailed directions to the Retreat location. If desired, a menu may also be provided at that time.

15. Programs

As a part of the Registration materials, programs should be made up and should include mealtimes, meditation time, meeting times, and any other pertinent information. Registration/information packets should be prepared for each attendee and should be coordinated with the hotel and passed out with the room key. A few little handouts like a copy of the Third Step Prayer, slogan bookmarks, etc. are also nice if they can be made up with little expense. Some of the Retreats have included time and paper for love notes to a secret pal.

16. Responsibilities During Retreat

If the Retreat Chair has appointed a single Retreat Leader, then, once the Retreat begins, the Retreat leader is in charge. In that case, the Retreat Chair and Committee stay in the background except for announcements, liaison with the hotel, and other mechanical details.

If the Retreat Chair has not appointed a Retreat Leader, then the Retreat Chair is in charge.

Committee members could handle many of the details discussed here, if desired. However, the Retreat Chair has overall responsibility from negotiating the original contract to signing off on the meals, for ensuring registrations are in order, and that all charges have been checked once the final bill is received. It is usually necessary to have the Treasurer (and/or others authorized to sign checks) present so that payment can be made once the Retreat has ended.

17. Timeline

The following is a suggested timeline for the Retreat, starting from 10 months before the event:

| Time | Description |
|--------------------------|--|
| December or January | LVOAI should select Retreat Chair. |
| February and early March | The Retreat Chair should investigate potential retreat locations to ascertain prices for lodging and meals. |
| March | At the Intergroup meeting the Retreat Chair should be prepared to present information concerning potential locations to LVOAI. This information should include cost of rooms, cost of meals, estimated leader/retreat costs, and price breakdown for at least single and double occupancy. Be prepared to answer questions about the locations and to give input concerning which location may be the best. Try to strike a balance between overwhelming the LVOAI with information, failing to provide information that may determine a decision, and "driving" the decision by pushing a particular location. Begin soliciting names of potential Retreat leaders. |
| Late March | Get contract drawn up with the facility selected by LVOAI for Retreat location. Contact other facilities and thank them for bids and for providing information but advise they were not selected. |
| April | Continue to solicit names of potential Retreat leaders; contact leaders, and get biographies to present. |
| April Intergroup meeting | Have flyer prepared and present to LVOAI for approval. Prepare biographies of Retreat leaders and present information on available leaders to LVOAI. |
| May | Send Retreat information to Region III's online events calendar. |

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| Time | Description |
|--|---|
| May through August | Talk up retreat at meetings. Encourage LVOAI members and reps to talk up the retreat and encourage participation. It helps generate interest when the person announcing sounds enthusiastic and indicates how much they have benefited from retreats in the past and how much they are looking forward to the next one. |
| June through August | Send flyers to neighboring OA Intergroups (i.e.: Phoenix, Salt Lake City, Reno, Tucson and Los Angeles). |
| August or early September | Contact retreat leader to verify transportation arrangements and confirm dates. |
| August and September Intergroup meetings | Remind reps and board of cutoff for retreat registration. |
| September and October | Maintain close contact with Retreat Registrar concerning count on registrations, and keep facility informed as the cut-off for final count draws near. The precise date will depend on what has been negotiated in the contract. |
| Just before the deadline to give names and count to the facility | Secure complete list of registrations from the Retreat Registrar and send count with names to the Retreat facility. |
| Two weeks before the Retreat | Send out confirmation letters with maps to location and any additional information to those registered for the Retreat. |
| The week after the Retreat | Send a Thank You letter to Retreat Leader. |

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Appendix C – Suggested Event Budget Form

**Las Vegas Overeaters Anonymous Intergroup
Event Budget Income/Expense Report Form
(Projected and Actual)**

| Item | Projected | Actual |
|-------------|------------------|---------------|
|-------------|------------------|---------------|

| | | |
|------------------------|--|--|
| Number of Participants | | |
|------------------------|--|--|

| Income | | |
|---|--|--|
| 7 th Tradition/Registration | | |
| Refreshments | | |
| Drawings | | |
| Literature (if not handled by LVOAI Lit Committee) | | |
| Other (Description): | | |
| Total Income | | |

| Expenses | | |
|-----------------------|--|--|
| Facilities | | |
| Decorations | | |
| Refreshments | | |
| Copy Charges | | |
| Other (Description): | | |
| Total Expenses | | |

Summary

| | |
|-------------------|--|
| Income | |
| Less Expenses | |
| Net Profit (Loss) | |

This form is to be presented to the LVOAI group at the next Intergroup meeting that is at least 30 days after the date of the event.

Updated November 12, 2016