

Southern California World Service (SCWS) District Representative Orientation Agenda

Welcome! And thank you for your service as a District Representative (DR)!

¡Bienvenidos! ¡Y gracias por su servicio como Representante de Distrito (RD)!

- 1 Serenity Prayer; Oración de serenidad
- 2 **Introductions; Introducciones:** Area Alternate Delegate (altdelegate@scws-al-anon.org)
 - a) Forum magazine subscriptions + Information & Tips for GRs as Forum Representatives (F-2)
 - b) Ask-It Basket Questions (Frequently Asked Questions/FAQs)
- 3 **Orientation to our website; Orientación a nuestro sitio web:** Web Coordinator (webhost@scws-al-anon.org):
<https://www.scws-al-anon.org/>
 - a) Español tab, upper right-hand corner
 - b) Contributions tab
 - c) Contact Us tab
 - d) Area World Service Committee (AWSC) page <https://www.scws-al-anon.org/area-world-servicecommittee-meeting-information/>
 - e) Assembly page <https://www.scws-al-anon.org/area-world-service-assembly-meeting-information/>
 - f) Service tab
 - i) Al-Anon/Alateen Service Manual (<https://al-anon.org/for-members/membersresources/manuals-and-guidelines/service-manual/>) pgs: 68; 74; 147-148; 153-154; 163
 - ii) District Meetings + Area map: <https://www.scws-al-anon.org/district-meetings/>
 - iii) Forms: <https://www.scws-al-anon.org/forms/>
 - iv) Guidelines (link to all WSO Guidelines on al-anon.org) <https://al-anon.org/for-members/membersresources/manuals-and-guidelines/guidelines/>
 - v) Acronyms: https://www.scws-al-anon.org/wpcontent/uploads/2020/09/Acronyms_English.pdf
https://www.scws-al-anon.org/wp-content/uploads/2020/09/Acronyms_Spanish.pdf

- 4 **Assembly/AWSC Meeting Information:** Area Chairperson (chairperson@scws-al-anon.org)
 - a) Area World Service Assembly/AWSC Meeting Frequently Asked questions (FAQs); Preguntas más frecuentes (FAQ) de la Asamblea de Servicio Mundial de Área https://www.scws-al-anon.org/wp-content/uploads/2021/02/Assembly_AWSC-FAQs-for-NEW-GR_DRs.pdf
 - b) Guidelines for Virtual Meeting Participation; Directrices para la Participación en Reuniones Virtuales:https://www.scws-al-anon.org/wp-content/uploads/2022/05/Guidelines-for-Virtual-Participation-English-Spanish_05302022.pdf
 - c) Knowledge-Based Decision-Making (KBDM) <https://www.scws-al-anon.org/knowledge-baseddecision-making/>
- 5 **Insurance Information:** Area Insurance Coordinator (insurance@scws-al-anon.org)
 - a) Requesting insurance certificates
 - b) Who can be insured?
 - c) District meetings?
 - d) Some special events
 - e) Renewals
- 6 **Treasury Information:** Area Treasurer (financials@scws-al-anon.org)
 - a) Service tab--SCWS Reimbursement Policy for Group/District Reps (for in-person Assemblies)
 - b) Bulletin – Group Contributions Received
 - c) Reserve Fund Guideline (G-41); Guía para el Fondo de Reserva (SG-41)
 - d) Contributions tab—How to contribute to the Area SCWS
- 7 **Group Records Information:** Area Group Records Coordinator (grouprecords@scws-al-anon.org)
 - a) <https://www.scws-al-anon.org/alanon-group-registration-records-change-form/>
 - b) Group Records New DR Orientation; Registros de grupo - Orientación DG
 - c) Finding the WSO ID Number of a Meeting: <https://www.scws-al-anon.org/how-to-find-a-meetings-wso-id-number/> -- <https://www.scws-al-anon.org/es/como-encontrar-el-numero-de-idde-la-osm-de-una-reunion/>
 - d) WSO Group Records Report Tutorial
- 8 **Bulletin Coordinator:** (bulletin@scws-al-anon.org)
 - a) Please send your AWSC/Assembly Report to her no later than two weeks after each Area meeting.
Envíele su AWSC/Informe de la Asamblea a más tardar dos semanas después de cada reunión del Área.
- 9 **Alateen Information: Area Alateen Sponsor Coordinator (AASC) or Area Alateen Process Person (AAPP)** (alateensponsor@scws-al-anon.org or aapp@scws-al-anon.org).
 - a) Role of the DR regarding Al-Anon Members Involved in Alateen Service (AMIAS)
 - b) Role of the District Alateen Liaison (DAL)
 - c) Alateen Table Card (M-80); Tarjeta de Alateen para colocar sobre la mesa (SM-80)

- 10 **DR Resources from WSO:** Area Delegate (delegate@scws-al-anon.org)
- a) District Representatives Guidelines (G-37); [Representantes de Distrito \(SG-37\)](#)
 - b) Al-Anon/Alateen Service Manual, 2018-2021; Manual de Servicio
 - c) Safety in Al-Anon Meetings; La seguridad dentro de las reuniones de Al-Anon
 - d) Group Inventory (G-8, a /b); Realicemos un Examen del Grupo (SG-8, a/ b)
 - e) Welcoming Checklist; Lista de Verificación de Bienvenida
 - f) Service Sponsorship (P-88); El Padrino o Madrina de Servicio (SP-88) -- for sale @ WSO