

**Southern California World Service (SCWS)
District Representative Orientation
Agenda**

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

1. Serenity Prayer

2. Introductions: Area Alternate Delegate (altdelegate@scws-al-anon.org)
 - a. DR Service Orientation Material on the Area Website
 - b. *Service* tab
 - c. District Representatives Guidelines (G-37)
 - d. Ask-It Basket Questions: askitbasket@scws-al-anon.org

3. Orientation to our website: (webhost@scws-al-anon.org)
 - a. <https://www.scws-al-anon.org/>
 - b. Español tab, upper right hand corner
 - c. **Contact Us** tab
 - d. Area World Service Committee (AWSC) page and Assembly page
 - e. Calendar

4. Assembly/AWSC Meeting Information: Area Chairperson (chairperson@scws-al-anon.org)
 - a. Area World Service Assembly/AWSC Meeting Frequently Asked questions (FAQs);
 - b. Guidelines for Virtual Meeting Participation
 - c. Knowledge-Based Decision-Making (KBDM)

5. Treasury Information: Area Treasurer (treasurer@scws-al-anon.org)
Contributions tab
 - a. Expense Reimbursement Form
 - b. Reserve Fund Guideline (G-41)

6. Bulletin Information: Bulletin Coordinator: (bulletin@scws-al-anon.org)
 - a. Bulletin submission

7. Group Records Information: Area Group Records Coordinator (grouprecords@scws-al-anon.org)
 - a. Updating your District meeting information DR/ADR/DAL and meeting information <https://www.scws-al-anon.org/district-meetings/>
 - b. What are our SCWS forms used for? DRs teach GRs why/how to submit new group registrations and submitting changes - [Al-Anon Group Records - Southern California World Service Area](#)
 - c. Educating your GRs on their responsibilities to their group - they share that information with their Group Secretary & Treasurer
 - d. Finding the WSO Number of a Meeting - sharing that WSO No. with their Group
 - e. WSO Group Records Report Tutorial

8. Alateen Information: Area Alateen Sponsor Coordinator(ateensponsor@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)
 - d. AMIAS Recertification

9. Alateen Group Information: Area Alateen Processing Person (aapp@scws-al-anon.org)
 - a. AMIAS certification
 - b. Alateen Group information & Change form

10. Alateen Events: Alateen Events Coordinator: (alateenevents@scws-al-anon.org)
 - a. Alateen events requests

11. Connecting to Our Links of Service: Area Delegate (delegate@scws-al-anon.org)
 - a. Navigating AFG Connects/Online Group Records for Al-Anon & Alateen
-Your AMIAS list access
 - b. *Al-Anon/Alateen Service Manual, 2022-2025* - always use newest version
 - c. Safety in Al-Anon Meetings
 - d. Group Inventory (G-8, a /b)
 - e. Welcoming Checklist - share with GRs/CMAs
 - f. Service Sponsorship (P-88)
 - g. Guidelines (links to al-anon.org)

12. Questions