

**ILLINOIS STATE CONFERENCE
OF**

YOUNG PEOPLE IN A.A.



**BID COMMITTEE INFORMATION
PACKET**

Revised March 2018

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BID REQUIREMENTS

The fulfillment of the following requirements must be made in writing; a copy must be made available for each member of the Advisory Council. A “bid book” (a packet containing your written fulfillment of all requirements) is a necessity. This gives the Advisory Council something to look at to see how your committee has fulfilled the requirements. It makes no difference if these are fancy or plain – photocopies will do in a pinch.

Please see the Helpful Hints for more details

***** The deadline for turning in packets is Friday night of the Conference at 10:00 pm. Once packets are turned in, no corrections or changes may be made. 20 packets are requested.**

*****The deadline for turning in HOTEL PROPOSALS electronically is one week prior to the Conference at 10:00 p.m. *****

1. The bidding city must be represented by three members of Alcoholics Anonymous who are under the age of 40 and have at least one year of continuous sobriety. They may be accompanied by supporters of any age.
2. Bidders must have a commitment from at least one hotel. This commitment must include the dates of availability for the banquet and meeting rooms and proof that the hotel will not require a minimum number of attendees.
*****Experience has shown us that securing more than one hotel bid strengthens our ability to negotiate with the primary hotel.**
3. Bidders must show that they have hosted or co-hosted one event during the bidding year in which proceeds have been given to the present ISCYPAA Host Committee
4. Bidders must obtain assurance that no large scale A.A. activity will be held in the bidding city within a 30 day period before and after the dates of the proposed conference.
5. Bidders must show financial autonomy and responsibility within the traditions of A.A. The bidders must have been directly involved in any activity

that generated funds.

6. Bidders must agree to turn over their profits to the Advisory Council within 30 days of the close of the conference at which they are bidding.
7. Bidders must agree to present their bid for no longer than 30 minutes
8. Bidders must provide a concise, written statement illustrating the need for this conference in their area.
9. Bidders must agree that, upon becoming the host city, they will be required to host the All Illinois Young People's Open. This event would have to be held one to four weeks prior to the proposed conference, at the hotel where the conference is planned.
10. Should a bid disband before the year is over, after paying any debts, any remaining funds shall be given to advisory to be dispersed at the end of the year.

***All bidding cities must meet all of the above requirements in order to place a bid. In the event that a requirement is not met, the bid will only be accepted if there are no complete bids being presented.

HELPFUL HINTS

Over the years, certain questions have come up over and over again. While we have made the bid requirements vague on purpose to allow for your group's own interpretation, we do feel some clarification is due. Please contact a member of the Advisory Council should you have any further questions.

1. The three people principle is really about presenting your bid. It does not matter what position they hold on your committee (chair, co-chair, etc) as long as they are members of said committee and are under 40 years of age (please try hard). Your committee may have as many members as you would like; the rest of the committee is not limited by age or length of sobriety. A large cheering section that accompanies the bid committee is more than welcome – The more the merrier!
2. No group should be discouraged from bidding because their town cannot support two hotels. We understand that Illinois is home to many towns of different sizes. Try your best to find two hotels but if they don't exist, the Advisory Council will not hold it against you. Negotiating with hotels can be quite an ordeal, especially if no one on your committee has experience in this. The Advisory Council can be extremely helpful with this, so please ask for help if you need it.
3. It is encouraged to participate in this requirement. This gives all bidding cities a way to connect with other cities. It has been an ISCYPAA tradition for years and shows unity and support to ISCYPAA as a whole. Bidders can draft a letter stating that all proceeds went to the host committee and have a member from the host committee sign it or include the event flyer.
4. Network with your local service organizations (i.e. Intergroup, District, etc) in order to find out what events they might be planning. You don't want to plan a conference and find out later that your Intergroup is hosting an area assembly the same weekend or two weeks later. Don't needlessly compete with other events; work with them to create a buzz in your area.
5. We assume that you already know the traditions, if not; maybe your committee should host a workshop as one of your events! Financial autonomy needs to be demonstrated so be sure to keep good records of all incomes and expenses. Your group does not need to raise a bunch of money; you may even lose money on a function. If you are advertising a function as a Bid Committee event, members of your committee **must** be involved. Your group should not "farm" out events to far off cities if no one from your group can attend the function.
6. After the conference at which you are bidding, all leftover funds must be turned over to the Advisory Council. Some groups take this as a challenge to spend every last

penny prior to the close of the conference – please act responsibly.

7. We do check our watches.
 8. **Con · cise** [kən sɪss] *adj.* **1.** short and clearly written or stated **2.** using as few words as possible to give the necessary information **3.** compressed in order to be brief
Be sure to discuss this during your bid presentation but keep it simple!
 9. If you do win the bid, plan the dates for the All Illinois Young People's Open and conference as soon as possible; the earlier that you start promoting these dates, the better turnout you will get. Try to promote the All Illinois Young People's Open and your conference throughout the entire state.
- ❖ Having tabs or dividers in your packets are helpful for advisory members when they are looking at your completed packed
 - ❖ Advisory Council suggests that you have your packets bound in some way, shape, or form.
 - ❖ Have fun with your presentations and your committee. This is truly an amazing experience.

We strongly suggest planning the conference to take place during the winter months (January, February, March) because currently, there are no other large scale conferences during this time of the year. However, if hotel bookings are not available for this time of the year in your area, the Advisory Council will try to be flexible.

Please look at each of the position descriptions below. Each position has helpful hints and suggestions. Each group can enhance or add descriptions and positions how they feel necessary.

When in doubt, call a member of the Advisory Council. Having their input can help prevent mistakes. However, each Bid Committee is autonomous, so ultimately, decisions are up to the group conscious and a loving God. Providing that you follow the 12 Steps and 12 Traditions of Alcoholics Anonymous, this will be one of the greatest experiences of your life.

GOOD LUCK AND HAVE FUN!!!

SUGGESTED BID COMMITTEE JOB DESCRIPTIONS

(These are simply guidelines that have worked in the past, a greater or fewer number of positions may be necessary as determined by your Committee)

CHAIRPERSON

- One of the Executive Committee
- Coordinates elections of Subcommittee Chairpersons
- Prepares agenda for Bid Committee meetings; facilitates these meetings
- Keeps close check on all phases of planning and progress
- Participates on individual Subcommittees
- In one of THREE signatures on all bank accounts (if obtained) for the Bid Committee
- Allowed to vote at Bid Committee meetings only in the event of a tie

CO-CHAIRPERSON

- One of the Executive Committee
- In the absence of the Chairperson, shall accept the full responsibilities and duties of the Chairperson
- Is one of THREE signatures on all bank accounts (if obtained) for the Bid Committee

TREASURER

- One of the Executive Committee
- SHOULD BE EMPLOYED
- Opens Bid Committee checking account (if Committee determines an account to be necessary) with a 2 signature minimum requirement for each check written (one signature from Treasurer and one from either the Chairperson or the Co-Chairperson)
- Pays all expenses and bills, with prior approval by the Committee
- Prepares a financial report for each Bid Committee meeting – ensures that it is submitted to the Secretary prior to each meeting for copying and distribution
- Brings all necessary financial information to every Bid Committee meeting (checkbook, bank statements, etc)
- Is prepared to accept money and disburse payments at all bid committee meetings and events
- Prepares a final financial statement within sixty days after the close of the conference

SECRETARY

- One of the Executive Committee
- In charge of keeping contact information for all Bid Committee members; updating information as needed and disbursing updated information
- Keeps attendance records for all Bid Committee meetings
- Takes minutes at each Bid Committee meeting, also retain past meeting minutes and makes them available at each Bid Committee meeting
- Send copies of meeting minutes and meeting agendas to Advisory Council
- Handles all correspondence

EVENTS CHAIRPERSON

- Responsible for forming a Subcommittee and running this committee as Chairperson (suggestion: get new people involved here, you are going to need the help!!)
- Responsible for the planning and execution of all functions and events
- All issues regarding expenses for functions or events need to be voted upon by the Events Subcommittee; expenses exceeding \$100 need to be brought to the Bid Committee for approval
- Remember that these events are not just fundraisers, they help to promote unity and they carry the message

PUBLIC RELATIONS CHAIRPERSON (OUTREACH)

- Responsible for all aspects (excluding direct mail) of spreading the word about your bid and the upcoming conference within the Bidding City's area

HOTEL CHAIRPERSON

- Responsible for seeking hotel bids in the Bid Committee's area (does not necessarily need to be in the same city). In order to receive the best pricing, this person is strongly encouraged to obtain contracts from multiple hotels
- Needs to keep close contact with the Advisory Council for suggestions and assistance with these contracts

T-SHIRTS CHAIRPERSON

- Responsible for forming a Subcommittee to gather ideas for all printed items (shirts, mugs, pens, etc)
- Needs to solicit and accepts all ideas for the conference emblem and artwork; Bid Committee will vote on the final design
- Responsible for arranging the printing of all items, should get quotes from

various companies to find the best pricing (Bid Committee will vote on whether or not printed materials other than T-Shirts are feasible)

- Needs to have all printed materials available at event prior to the conference

PRINTING/FLYERS CHAIRPERSON

- Responsible for making flyers for events and making copies of the fliers
- Distributes flyers to Bid Committee members so that they may hand them out at meetings in the area
- Responsible for emailing fliers to the Advisory Webmaster and any other emails on the mailing list (please send flyers in a format that is not readily edited – jpeg, pdf, etc)

HOSPITALITY CHAIRPERSON

- SMILE!!!
- Finds volunteers willing to greet during the conference (suggestion: have a sign-up sheet available at each event prior to the conference – obtain names and phone numbers)
- Finds volunteers to staff the Hospitality Suite during the conference
- Responsible for Bid Committee's "Warm Fuzzy" duty
- In charge of obtaining donations of food items for the Bid Committee Hospitality Suite (can also sign-up volunteers to make food and/or purchase items if necessary)

-Additional Suggested/Utilized Chair Positions:

- 1. Prayer Chair (*helps keep cooler heads during business meetings*).**
- 2. Security Chair (*Assists with Suggested Donations during events and assists Host with security slots during Conference*).**
- 3. Specialized Outreach (*Mtg Raids, Host Outreach, Out of State Outreach, Local Outreach, etc.*)**
- 4. Registration Chair (*Assists in Pre-reg for Conference, keeps in contact with and assists Host*)**

Facebook can be a great resource for drumming up excitement for your events. To avoid redundancy and to help maintain the Eleventh Tradition, the Advisory Council requests that bid committee members join the ISCYPAA page rather than creating their own page/group. This page can then be used to inform others about upcoming events.

All Committee members should make themselves available to assist the Hospitality Chairperson make the “Warm Fuzzies”

All Committee members should participate and assist in the creation of your Bid Packet, especially with the 8th requirement (the need) and with the creation of your presentation

Also, make sure all 9 requirements are met in the Bid Packet . You have done the work, show it! If one of the items are missing from your packet, it will lead to disqualification of your Bid.

ADVISORY CONTACTS

CHAIR

Rachael H.
217-493-7094
rachaelalypsehiggins@gmail.com
Champaign, IL
Previous Experience:
Host: Events Before & During
Bidding: Events

TREASURER

Grace N.
309-706-8265
gbennet15@gmail.com
Bloomington, IL
Previous Experience:
Host: Registration
Bidding: Registration

ARCHIVES CHAIR

Ben W.
331-302-6904
Benjaminlabs@gmail.com
Downers Grove, IL
Previous Experience:
Host: Hotel & Hospitality
Bidding: Flyers & Events

WEBMASTER

Isidro "Sid" B.
815-388-3593
isidro.d.botello@gmail.com
Lakemoor, IL
Previous Experience:
Host: Outreach
Bidding: Newcomer & Chair

TRUSTED SERVANT

Kelly B.
815-572-1160
kellygoerlitz@gmail.com
Lakemoor, IL
Previous Experience:
Host: Program
Bidding: District & Secretary

TRUSTED SERVANT

Steph R.
224-688-9419
stephmrzyn@gmail.com
Antioch, IL
Previous Experience:
Host: Registration
Bidding: Secretary, Flyers,
Events Before & Merchandise

CO-CHAIR

Meridith B.
630-518-7136
meridith.bell@gmail.com
North Barrington, IL
Previous Experience:
Host: Registration

SECRETARY

Nicki C.
708-205-6116
c.nicki.c@gmail.com
West Suburbs
Previous Experience:
Host: Secretary
Bidding: Treasurer, Secretary, & Chair

HOTEL CHAIR

Jason W.
309-839-5993
jasonallenwark@gmail.com
Champaign, IL
Previous Experience:
Host: In-State Outreach & Social Media
Bidding: Hotel & Treasurer

OUTREACH CHAIR

Andy C.
217-493-8296
Aclodfe2@gmail.com
Bloomington, IL
Previous Experience:
Host: Program & Outreach
Bidding: Chair, Co-Chair, & Hotels

TRUSTED SERVANT

Laken W.
217-303-3092
laken.gary@yahoo.com
Springfield, IL
Previous Experience:
Host: Secretary
Bidding: Merchandise, Chair

TRUSTED SERVANT

Steven W.
217-720-6193
sweakley85@gmail.com
Springfield, IL
Previous Experience:
Host: Treasurer
Bidding: Chair, Co-Chair, Outreach

TRUSTED SERVANT

Annie I.
217-414-4053
anniekingsoll@gmail.com
Springfield, IL
Previous Experience:
Host: Chaircial Media
Bidding: Hotel & Treasurer

OTHER IMPORTANT CONTACTS

ISCYPAA ADVISORY COUNCIL

www.iscypaa.org

SOUTHERN ILLINOIS AREA

www.aadistrict14.org

NORTHERN ILLINOIS AREA

www.aa-nia.org

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