

**ILLINOIS STATE CONFERENCE
OF
YOUNG PEOPLE IN A.A.**



**BID COMMITTEE INFORMATION
PACKET**

February 2021

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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.

Please see the Helpful Hints for more details

***** The deadline for submitting bid packets is 10 pm one week before the conference. Once packets are turned in, no corrections or changes may be made. *****

**ALL ELECTRONIC SUBMISSIONS SHALL BE EMAILED TO
ISCYPAA@GMAIL.COM**

-Electronic bid books must be in PDF format

**-Electronic submissions are due by 10pm ONE WEEK before the
conference**

**-One physical copy of the bid book identical to the electronic submission
must still be turned in by 10PM Friday of the conference for archives purposes.**

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 with another ISCYPAA committee, one event during the bidding year.

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. Two projected budgets shall be submitted. The first budget will detail convention costs and expenses (meeting rooms, coffee, banquet, entertainment, etc.) and potential sources of income (merchandise sales, registrations, events, etc.). These should be derived from your contract and financial figures from previous conventions. The second budget will be a "worst-case" scenario, showing the minimum expense of the convention under legal obligation from the hotel contract.
11. Bidders must have a general outreach plan for the conference. Assistance with outreaching current conference with the Host Committee is highly encouraged.

***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.

It is strongly suggested that bid committees do not form or re-form until at least 30 days after the conference. This encourages the spirit of rotation within the committee, prevents service "burnout", and allows adequate time for an advisory member to be present for elections.

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. This requirement gives all bidding cities a way to connect with other cities. It has been an ISCYPAA tradition for years to co-host events and it shows unity and support to ISCYPAA as a whole. Bidders can include the event flyer as well as budget or what went well/what was learned from the event.
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. Financial autonomy in accordance with tradition 7 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. IF for some reason the bid disbands before presenting at the conference, all remaining funds must be turned over to advisory.

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. See the bylaws in the Advisory Committee packet to find out how excess funds are distributed.
7. Please be creative and thoughtful as well as respectful to everyone’s time with your bid presentations.
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. Upon the selection of the next host committee, the incoming host committee should 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.
10. This is a great opportunity to reach out to Advisory to obtain previous host committee’s budgets and other reports. These budgets are tentative and can be changed as needed once awarded the conference. The proposed budgets give Advisory the opportunity to see that your committee can plan for a large scale conference. This can be a useful tool upon being awarded host - it will give your treasurer a jump start on budgeting.
11. Outreach is vital to the survival of ISCYPAA - carrying the message of recovery is our primary purpose in Alcoholics Anonymous.

We strongly suggest planning the conference to take place during the winter months (January, February, March). Historically this is the best time to get the most cost-effective hotel contract and not conflict with other conferences. 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. 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, 12 Traditions, and 12 Concepts of Alcoholics Anonymous, this will be “an experience you must not miss”

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)

When electing our service members, please keep Concept 9 in mind. Our literature states, "Personal ambitions should be cast aside; feuds and controversies forgotten. "Who are the best qualified people?" should be the thought of all." (*The Twelve Concepts for World Service*)

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 in 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
- Are one of THREE signatures on all bank accounts (if obtained) for the Bid Committee

TREASURER

- One of the Executive Committee
- 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)
- Sets up an avenue to collect electronic payments (venmo, paypal, etc;) - this should be available for immediate use should the bid be awarded Host to accept pre-registrations
- 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 to be included in the bid book

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 throughout the year
- 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 or as decided per your group's bylaws
- Remember that these events are not just fundraisers, they help to promote unity and they carry the message. These events should follow the 12 traditions, especially concerning using the AA name with outside enterprises or related facilities.

PUBLIC RELATIONS CHAIRPERSON (OUTREACH)

- Responsible for all aspects 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

MERCH 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 events prior to the conference

PRINTING/FLYERS CHAIRPERSON

- Responsible for making flyers for events and making copies of the flier
- 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

- 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
- 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 tradition 2 at the forefront of meetings*).
2. **Security Chair** (*Assists with Suggested Donations during events and assists Host with security slots during Conference*).
3. **Specialized Outreach** (*Meeting Raids, Host Outreach, Out of State Outreach, Local Outreach, Virtual meetings, Hospitals & Institutions, etc.*)
4. **Registration Chair** (*Assists in pre-registering attendees for Conference, keeps in contact with and assists Host*)
5. **Bylaws Chair** (*Through group conscience, helps create bylaws that assist with the running of the bid committee. Keeps track of current practices/amendments. PLEASE reach out to an advisory member for examples of past bylaws. Should have knowledge of the traditions and concepts*)
6. **Birthday/Anniversary Chair** (*In charge of keeping track of birthdays and sobriety dates of committee members and celebrating at committee meetings*)
7. **Unity/Fellowship Chair** (*Plans fellowship events for committee members outside of committee business*)

To avoid redundancy and to help maintain the Eleventh Tradition, the Advisory Council requests that bid committee members join the ISCYPAA facebook page rather than creating their own page/group. This page can then be used to inform others about upcoming events.

Additionally, ISCYPAA has a **non-discrimination and anti-harassment policy**. This policy can be found on the ISCYPAA website or ask any Advisory Council member.

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 11 requirements are included in the Bid Packet. You have done the work, show it! If one of the items are missing from your packet, your bid will not be considered as a candidate to become Host

ADVISORY CONTACTS

CHAIR

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

CO-CHAIR

James P.
224-715-6040
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McHenry, IL
Previous Experience:
Host: Hotel, Co-Chair
Bidding: Chair, Merch,
Treasurer, Event

HOTEL CHAIR

Ryan M.
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Springfield, IL
Previous Experience:
Host: Hotels
Bidding: Hotel & Chair

TRUSTED SERVANT

Michelle D.
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McHenry, IL
Previous Experience:
Host: Outreach
Bidding: Events, Merchandise

TRUSTED SERVANT

Ben G.
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Previous Experience:
Host: Merchandise
Bidding: Outreach,
Merchandise

TREASURER

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Previous Experience:
Host: Chair
Bidding: Security & Co-Chair

SECRETARY

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Previous Experience:
Host: Registration
Bidding: Secretary, Flyers,
Events & Merchandise

OUTREACH CHAIR

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Host: Outreach & Co-Program
Bidding: Chair, Hotels,
Outreach

TRUSTED SERVANT

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Previous Experience:
Host: Security
Bidding: Bylaws & District
Chair

TRUSTED SERVANT

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Arnold, MO
Previous Experience:
Host: Hotel
Bidding: Treasurer, Hotel

ARCHIVES CHAIR

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Previous Experience:
Host: Co-Chair
Bidding: Events & Flyers

WEBMASTER

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Previous Experience:
Host: Chair & Media
Bidding: Hotel & Treasurer

TRUSTED SERVANT

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Previous Experience:
Host: Program
Bidding: District & Secretary

TRUSTED SERVANT

Jeanette R.
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Arnold, MO
Host: Treasurer
Bidding: Chair, Secretary,
Events

OTHER IMPORTANT CONTACTS

ISCYPAA WEBSITE

www.iscypaa.org

ICYPAA (INTERNATIONAL CONFERENCE OF YOUNG PEOPLE IN AA)

www.icypaa.org

SOUTHERN ILLINOIS AREA

www.area21aa.org

NORTHERN ILLINOIS AREA

www.aa-nia.org

CHICAGO AREA SERVICE OFFICE (CASO)

www.chicagoaa.org

GENERAL SERVICE OFFICE (GSO)

www.aa.org

P.O. Box 459 Grand Central Station
New York, NY 10163

THE GRAPEVINE

www.aagrapevine.org

P.O. Box 1980 Grand Central Station
New York, NY 10163

DISTRICT

district websites can be found at the Illinois area websites