

# **ILLINOIS STATE CONFERENCE OF**



# **YOUNG PEOPLE IN A.A.**

## **HOST COMMITTEE INFORMATION PACKET**

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## **HOST COMMITTEE RESPONSIBILITIES**

1. Return to your city and disband as a Bid Committee. Schedule an election meeting for one month in the future and distribute fliers (make sure Advisory gets a copy so that they may attend and assist with elections). TAKE THE NEXT MONTH OFF!!!
2. At the election meeting, executive officers (chairperson, co--chairperson, treasurer, and secretary) and committee heads will be elected by those present at the meeting. Hopefully, all those who participated in the bid committee will want join the host committee as well. However, that is not a requirement for election to the Host Committee (see Host Committee Job Descriptions for more information regarding eligibility).
3. The Host Committee should be directly involved with any activity that will generate funds for the conference.
4. All flyers for events need to be sent out at least one month prior; please forward all fliers to Advisory's Webmaster so that they may be included on our website.
5. The Host Committee needs to approve any and all purchases and expenses
6. The Advisory Council is designed to assist the Host Committee and all Bid Committees. We urge all those working on either committee to contact us with any questions or problems that may arise. Contact information for the Advisory Council may be found on pages 16 and 17 of this packet.
7. The Host Committee is required to maintain a permanent mailing address AFTER the conference until ALL conference business is completed.
8. The Host Committee has sixty days after the end of the conference to forward a financial statement and all proceeds to the Advisory Council Treasurer by means of a cashier's check.
9. The Host Committee needs to make every effort to carry the message of ISCYPAA throughout the entire state. The Host Committee is encouraged to host a hospitality suite at the Illinois State Conference (conference funds may be used for the purpose of obtaining a suite).
10. Most Host Committee Members will be required to prepare a final report of their position and submit it to the Advisory Council within sixty days after the end of the conference (details regarding these reports can be found in the applicable job descriptions).
11. Facebook can be a great tool for drumming up support for events and meetings that you hold throughout the year and for the conference itself. To avoid redundancy and to help maintain the Eleventh Tradition, the Advisory Council requests that Host Committee members join the ISCYPAA page rather than creating a new page/group. This page can then be used to help promote your events, meetings, etc.

# HOST COMMITTEE JOB DESCRIPTIONS

## Chairperson

- One of the Executive Committee
- Coordinates elections of subcommittee chairpersons
- Prepares agendas for Host Committee meetings; facilitates these meetings
- Writes notes of appreciation to speakers before and after the conference
- Keeps close check on all phases of planning and progress
- Participates on individual subcommittees
- Is one of THREE signatures on all bank accounts for the Host Committee
- Allowed to vote at Host 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 the liaison between the Host Committee and General Service
- Is one of THREE signatures of all bank accounts for the Host Committee

## Treasurer

- One of the Executive Committee
- SHOULD BE EMPLOYED
- One of the post office key holders (i.e. PO Box Co--Chairperson)
- Opens Host Committee checking account with a 2 signature minimum requirement for each check written (one signature from Treasurer and one from either the Chairperson or Co--Chairperson)
- Pays all expenses and bills – every expense needs to be approved by the Host Committee
- Prepares a financial report for each Host Committee meeting – ensures that this is submitted to the Secretary prior to each meeting for copying and distribution
- Brings all necessary financial information to every Host Committee meeting (checkbook, bank statements, etc)
- Is prepared to accept money and disburse payments at all Host Committee meetings and events
- Prepares a Conference Budget in order to determine a suitable registration price; this will need to cover all the expenses required during the conference. This price will be based on information provided by the Hotel Chairperson, Program Chairperson, Events During Chairperson, and Registration Chairperson
- Personally responsible for making money drops with the Registration Chairperson during the conference every 2--3 hours during the time the Registration Desk is

- open
- Prepares a final financial statement within sixty days after the close of the conference to submit to the Advisory Council as a final report

### **Secretary**

- One of the Executive Committee
- In charge of keeping contact information for all Host Committee members; updating information as needed and disbursing updated information
- Keeps attendance records for all Host Committee meetings
- Takes minutes at each Host Committee meeting, also retains past meeting minutes and makes them available at each Host Committee meeting
- Sends copies of meeting minutes and meeting agendas to Advisory Council
- Handles all correspondence
- Responsible for submitting an archives of all meeting minutes to the Advisory Council as a final report

### **Printing/Flyers Chairperson**

- Responsible for making flyers for events before the conference and making copies of the fliers
- Distributes flyers to Host Committee members so that they may hand them out at meetings in the area
- Responsible for emailing fliers to Advisory Webmaster and any other emails from mailing list (please send flyers in a format that is not readily edited – jpeg, pdf, etc)
- Distributes packets of flyers for all major events to each Bid Committee for distribution
- Responsible for submitting an archive of all event fliers and an approximate printed amount of each as a final report to Advisory

## **Events Before the Conference 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 that are held prior to the conference
- Contacts all Bid Committees throughout state to help them plan one event in their respective cities
- Responsible for planning events throughout the ENTIRE STATE (help spread the word of ISCYPAA to those who have never heard of us)
- Responsible for assisting in the planning of the All Illinois State Young People's Open (coordinate with Hotel and Entertainment Chairpersons)
- All issues regarding expenses for functions events need to be voted upon by the Events Before Subcommittee; expenses exceeding \$100 need to be brought to the Host Committee for approval
- Remember that these events are not just fundraisers, they help to promote unity and they carry the message
- Submits to the Advisory Council as a final report, an archive of minutes from subcommittee meetings; a brief summary of each event held, including: an explanation of why each event was held, what went wrong with each event, and what went right with each event; and event suggestions for future committees

## **Events During the Conference Chairperson**

- Responsible for securing a DJ for both the All Illinois State Young People's Open and for the conference, the same DJ may be used as it may save money, but it is not required (suggestion: obtain bids from multiple DJ's to ensure the best pricing)
- In charge of coordinating all events that are to take place at the conference (i.e. scavenger hunts, nature hikes, Big Book Jeopardy, Family Feud, talent shows, skits, etc)
- Responsible for planning and arranging decorations for any events, including the Saturday Night Dance (consult Hotel Chairperson for hotel rules and regulations concerning decorations)
- Coordinates with Hotel Chairperson to secure rooms and/or areas for events
- Coordinates with Program Chairperson to list all events in the Program of Events
- Coordinates with Registration Chairperson to schedule an individual to take admissions for the Saturday Night Dance (for people who only come to the dance)
- Provides Treasurer with a complete budget of expenses for all events during the conference by the deadline set by the Treasurer
- Responsible for ensuring that the banner is in place for Friday night's kick-off meeting (coordinate with Hotel Chairperson to have hotel staff members hang this)
- Submits a breakdown of all expenses from conference events (i.e. DJ, decorations,

etc) as a final report to Advisory

### **Hotel Chairperson**

- Responsible for seeking hotel contracts in Host 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
- Works with hotel staff to ensure the best possible pricing for the conference
- Coordinates with Advisory regarding hotel contract (hint: ask for help and suggestions!)
- Responsible for signing hotel contract with a member of Advisory's Executive Committee – One of the Executive Committee from the Advisory Board MUST sign the hotel contract with the Hotel Chairperson.
- Schedules all hotel walkthroughs and any other hotel business required by other Host Committee members
- Selects Banquet Menu
- Provides Treasurer with a complete budget for all hotel expenses by the deadline set by the Treasurer
- Remains the liaison between Hotel and Host Committee throughout the entire conference
- Coordinates with hotel staff to arrange specific set-ups for alcathons/panel rooms, banquet rooms, hospitality suites, literature rooms, and registration desk
- Has the authority to sign tabs for coffee fills for each coffee station and to set the timing and amount of refills throughout the conference (also may elect someone specifically for this position)
- Keeps hotel staff informed of attendance throughout conference
- Responsible for submitting a final report to Advisory that shall consist of the following: final bill from hotel, information on room block and rooms sold, amount of coffee poured, information on any extra fees incurred, number of breakfasts and banquets sold (including the breakdown of each type of meal offered), and a detailed description of any problems encountered with the hotel staff or conference participants

### **Registration Chairperson**

- Maintains a running record of registrations by category (AA, Al--Anon, Ala--teen); numbers for each category need to be kept separate
- Keeps a running tally of meals ordered and by whom (Banquets, Sunday Breakfasts)
- Responsible for planning and printing the registration flyer/fliers (Host Committee may wish to utilize both a pre--registration flyer and final registration flyer, or they may wish to use just one final version). Fliers need to have a box for attendants to check if they would like their address information passed on to future Host Committees – ensure that this information is NOT passed on for those individuals who wish to keep it private

- Coordinates with Program Chairperson to get final copy of the Program for printing
- Responsible for the printing of both the registration fliers and the program – should get comparison pricing from multiple printing companies to determine the best price. Also needs to keep in mind specific lead times and deadlines prior to placing an order.
- Disperses registration fliers to Host Committee members – give extras to PO Box/Mailings Chairperson so that they may be mailed out
- Provides Treasurer with a completed budget of Registration Packets expenses by the deadline set by Treasurer
- Prepares Registration Packets with name badges, banquet status, program, and other conference items
- Staffs Registration Desk during open hours at the conference (these hours will be determined by Host Committee)
- Coordinates with Treasurer to make money drops at the conference
- Responsible for submitting a final report to Advisory that shall consist of the following: number of people registered each night of the conference and also the total number of registrants for the entire weekend (broken down into number of people pre-registered and number of people registered on-site)

### **Program Chairperson**

- Responsible for lining up speakers (under the age of 40), should have alternate speakers in case of an emergency (suggestion: listen to tapes of various speakers and contact the ones you like the best)
- Responsible for submitting a list of favorite speakers to the Host Committee so that they may vote on the keynote speakers
- Responsible for designing the topics and formats of Alcahons and panels
- Needs to schedule Chairpersons for each of these meetings (suggestion: have a sign-up sheet – with an area for phone numbers – at each event prior to your conference)
- Consults with other Sub-committee Chairpersons to arrange the Program format – includes Al-Anon and Al-Ateen, if applicable
- Arranges for the recording of main speakers and panel sessions
- Obtains an interpreter for any hearing-impaired individuals attending the main speaker meetings; coordinates the seating of hearing-impaired individuals at these meetings
- Assembles the Program of Events by the deadline set by the Registration Chairperson; needs to be prepared for changes up until the deadline
- Provides Treasurer with a budget for Program printing expenses by the deadline set by Treasurer
- Responsible for providing information on speaker expenses (lodging, food, travel, etc) and a copy of the Program of Events to Advisory as a final report



## **T-Shirts Chairperson**

- Responsible for forming a Sub--committee to gather ideas for all printed items (shirts, mugs, pens, etc)
- Needs to solicit and accept all ideas for the conference emblem and artwork; Sub--committee will present their designs to the Host Committee; Host Committee shall vote on the final design
- Responsible for arranging the printing of all items, should get quotes from various companies to find the best pricing (Host Committee will vote on whether or not printed items other than T--Shirts are feasible)
- Needs to have all printed materials available at events prior to the conference and at the Registration desk during the conference
- Responsible for submitting one piece of each purchased merchandise to the Archives Chairperson of the Advisory Council
- Responsible for submitting a final report to Advisory that includes all of the following: amount of merchandise purchased, amount of merchandise sold, how much individual types of merchandise were sold at, and the number of items sold at discounted rate(s)

## **Security Chairperson**

- Responsible for arranging a Sub--committee to work security at the conference, generally 8 individuals per 3 hour shift (suggestion: have a sign--up sheet at each event prior to the conference – obtain name and phone number)
- Coordinates with the Hotel Chairperson to see that all hotel rules and regulations are known and followed (Hotel Chairperson will arrange for a meeting with the hotel's security staff, if applicable)
- Responsible for obtaining any necessary communications equipment (walkie--talkies)
- Should work on other Sub--committees throughout the year
- Responsible for providing information regarding any complications (including the way in which they were handled) to Advisory for a final report

## **Displays, Literature, and Archives Chairperson**

- Responsible for working with Hotel Chairperson to designate a Literature and Archives room (or a combined room, if that is all that's available)
- Responsible for having these room(s) staffed with reliable individuals (they will be selling items) during the conference
- Orders literature prior to conference (needs to obtain all of the conference approved literature)

- Needs to contact your Area's Grapevine Committee and Conference Literature Committee to obtain displays for Grapevine and literature items
- Contacts Advisory Archives Chairperson to obtain all the displays necessary for the Archives room
- Obtains items to donate to the Archives display (t-shirt, mug, program, pictures, etc)
- No final report is necessary to submit to Advisory

### **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, each member of the Host Committee should be scheduled for at least one shift (suggestion: same as the previous suggestion)
- Responsible for organizing a hospitality suite at the Illinois State Conference (should be staffed with Host Committee members)
- Invites Bid Committees and any other groups (i.e. Illinois State Conference Committee, Chicago Bid for ICYPAA Committee, WCYPAA, OYPAA, etc) to host their own Hospitality Suites at the conference; coordinates with Hotel Chairperson to arrange for these rooms
- Responsible for reminding Bid Committees of their "Warm Fuzzy" duty
- In charge of obtaining donations of food items for the Host Committee Hospitality Suite (can also sign up volunteers to make food and/or purchase items if necessary)
- Coordinates with Program Chairperson to list the Hospitality Suite's hours
- Acts as the liaison between the Host Committee and groups hosting Hospitality Suites
- Staffs designated areas with greeters during conference, greeters need to be able to answer questions and give directions to different conference areas/rooms in addition to greeting attendees – greeters should have a ribbon or other kind of identification so attendees can easily identify them
- Responsible for providing a breakdown of expenses for hospitality suite(s) and also information on how suites were dispersed among Bid Committees to the Advisory Council as a final report

### **Public Relations Chairperson (Outreach)**

- Responsible for all aspects of spreading the word about your upcoming conference that does not involve direct mail. This includes, but is not limited to, the following:
  - o Contacts "Here's How" – the Chicago Newsletter, "Concepts" – Northern Illinois Area Newsletter, "Box 459" – the General Service Office Newsletter, "The Grapevine", and any other AA newsletters throughout the state (please note – many of these may require SEVERAL MONTHS notice in order to be included in publication)

- Coordinates meeting raids throughout the ENTIRE STATE
- Arranges for Public Service Announcements through the local media, if the Host Committee deems this necessary
- Acts as the liaison between the Host Committee and members of the media, (press, radio, television, and internet) while adhering to the Twelve Traditions at all times
- ☐ Responsible for compiling a list of email addresses (of those who did not opt--out) to pass on to future committees; responsible for submitting this list to Advisory after the conference
- ☐ Ensures that all email addresses obtained were given the opportunity to opt--out of future emails; works with Mailings Chairperson to ensure this is done for names and addresses as well
- ☐ Responsible for submitting a final report to Advisory that shall consist of the following: information on activities held (i.e. meeting raids, conferences, Bid Committee events, etc) or participated in, information on locations traveled to and actions taken to help spread the word, and suggestions for future committees

## SUGGESTED TARGET DATES

The following dates relate to the 12--month period immediately preceding the conference, assuming the conference is to be held in February.

### April/May

- Hold elections for all Host Committee members
- **Events Before:** Host a kick--off dance/event to let everyone know about the upcoming conference – CELEBRATE, you won the bid!!!
- **Treasurer:** Open bank account
- **Public Relations:** Begin scheduling meeting raids throughout the state to help spread the word

### June/July

- **Registration:** Begin drafting pre--registration flyer; present a preliminary budget for registration packets to help determine a price for registration
- **Program:** Contact taping companies (such as AMOT Tapes) and secure a commitment from them to tape the conference
- **Treasurer:** Prepare a preliminary conference budget, should include costs from Registration, Program, Events During, and Hotel; inform all Sub--committees of a date by which all final budgets need to be turned into you – should be by early--mid October
- **Events During:** Begin looking for DJ's and start planning activities for the conference
- **T-Shirts:** Establish a t--shirt design and place an order (if funds are available); begin checking into prices for mugs, buttons, pens, hoodies, etc
- **Hotel:** Meet with hotel to firm up room rates and prices for the Saturday Banquet, Sunday Breakfast, meeting rooms (will need approx. six rooms set up theatre style), and coffee. Have the Advisory Committee approve the final contract. Once it is approved, set--up a time for a member of Advisory's Executive Committee to sign the contract with you. Once signed, you can inform Registration Chairperson of any information that they need to update on the registration flyer
- **Events Before:** Begin setting up events at various locations throughout the state, 2--3 events per month should be held
- **Hospitality:** Secure a hospitality suite at the Illinois State Conference (consult Treasurer to obtain necessary funds), schedule Host Committee members to staff the room – remember that any Host Committee members attending are responsible for their own sleeping arrangements, sleeping is not permitted in hospitality suites
- **Public Relations:** Continue scheduling meeting raids throughout the state

## August/September

- **Registration:** Complete the registration flyer; ensure that the final Registration budget has been turned into the Treasurer
- **Events Before:** Continue scheduling 2--3 events per month THROUGHOUT THE ENTIRE STATE
- **Hotel:** Firm up the details of the All Illinois State Young People's Open and the conference itself with the hotel
- **Security, Hospitality:** Start getting volunteers
- **Public Relations:** Continue scheduling meeting raids throughout the state
- **Treasurer:** Remind Sub--committees of the date by which final budgets are due

## October

- **Events During:** Finalize details with the DJ; present Treasurer with a final budget for all events during the conference
- **Program:** Begin getting panel and alcathons topics together, start circulating a sign-up sheet for alcathons; begin picking main speakers and chairpersons for the main meetings
- **Displays, Literature, and Archives:** Contact the local intergroup or area literature committee to obtain literature on consignment, arrange for the pick--up of literature
- **Public Relations:** Begin making contact with various media outlets (i.e. Grapevine, local district's Public Information Chairperson, various AA newsletters, etc); continue scheduling meeting raids in various locations throughout the state
- **Events Before:** Continue scheduling events; begin the planning for the All Illinois State Young People's Open
- **Treasurer:** Prepare a final budget for the conference based on information from all other Sub--committees
- **Security, Hospitality:** Continue to get volunteers

## November

- **Registration:** Order registration packet items (i.e. pens, buttons, name tags, bookmarks, etc)
- **T-Shirts:** Double check inventory and order more items, if needed
- **Program:** Continue to sign--up volunteers for alcathons and continue looking for main speakers; schedule an interpreter for the hearing impaired for all main meetings (Friday night, Saturday night, and Sunday morning)
  
- **Events Before:** Continue scheduling events; finalize planning for the All Illinois State Young People's Open and get information to the Fliers Chairperson
- **Flyers:** Design the flyer for the All Illinois State Young People's Open and begin circulating
- **Hospitality:** Begin making "Warm Fuzzies", inform Bid Committees of the amount they should make; continue getting volunteers
- **Security:** Continue getting volunteers, if necessary
- **Public Relations:** Continue holding meeting raids throughout the state

## December

- **Events During:** Finalize details for all conference activities – acquire any necessary items for the activities
- **Hotel:** Confirm the arrangements for the All Illinois State Young People's Open with the hotel
- **Security, Hospitality:** Continue getting volunteers, if necessary
- **Program:** Make a final decision on main speakers and finalize the details with them; continue getting volunteers for alcathons, if necessary
- **Public Relations:** Finalize any PSA's; continue to hold meeting raids

## January

- **Registration:** Establish the open hours for registration desk and sign--up volunteers to manage it; obtain finalized program from the Program Chairperson and order copies; begin to put the registration packets together – label the packets for those who have already registered and also make plenty of blank packets for those who will register at the conference (don't forget to include the program)
- **Hotel:** Meet with the hotel to finalize all the details for the conference; confirm room block expiration, meeting rooms, archives/literature rooms, and banquet/breakfast count requirements; monitor room availability at the hotel and in the immediate area
- **Program:** Consult Events During Chairperson and Registration Chairperson to get information for the program; complete the program and give final copy to

- Registration Chairperson so that copies can be ordered
- **Displays, Literature, and Archives:** Organize literature and any other materials for display; coordinate with Hotel Chairperson to get easels and tables supplied by the hotel
  - **Public Relations:** Continue to spread the word
  - **Events Before:** Continue to schedule events; manage the All Illinois State Young People's Open
  - **Hospitality:** Obtain food and beverage items for hospitality suite (purchase, ask for donations from various groups, or sign--up volunteers to make food); ensure there are enough "Warm Fuzzies"
  - **Security:** Obtain any necessary communication devices; contact volunteers to ensure their commitment
  - **Treasurer:** Consult Hotel Chairperson to determine whether or not the hotel can lend empty cash drawers for both the registration desk and literature room, if they cannot see if these will need to be purchased

### **Week Preceding Conference**

- **Treasurer:** Withdraw a small amount of money to be used as a "bank" to make change at the registration desk and in the literature room
- **All Host Committee Members:** Meet at the hotel to take a final walk through. All members should know where everything will be and where they are supposed to be at all times during the conference.

### **Conference Weekend**

- **ENJOY YOURSELVES!!!**

# ADVISORY CONTACTS

## **CHAIR**

**Rachael H.**

217-493-7094

rachaelalysehiggins@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

## **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**

**Kelly B.**

815-572-1160

kellygoerlitz@gmail.com

Lakemoor, IL

*Previous Experience:*

Host: Program

Bidding: District & Secretary

**TRUSTED SERVANT**

**Steph R.**

224-688-9419

stephmurzyn@gmail.com

Antioch, IL

*Previous Experience:*

Host: Registration

Bidding: Secretary, Flyers,  
Events Before & Merchandise

## **OTHER IMPORTANT CONTACTS**

### **THE GRAPEVINE**

P.O. Box 1980 Grand Central Station New York, NY 10163  
[www.aagrapevine.org](http://www.aagrapevine.org)  
[gvcirculation@aagrapevine.org](mailto:gvcirculation@aagrapevine.org)

### **CHICAGO AREA SERVICE OFFICE (CASO)**

200 North Michigan Ave., Suite 501  
Chicago, IL 60601  
[www.chicagoaa.org](http://www.chicagoaa.org)

### **SOUTHERN ILLINOIS AREA**

[www.aadistrict14.org](http://www.aadistrict14.org)

### **AREA 21**

[www.area21aa.org](http://www.area21aa.org)

### **GENERAL SERVICE OFFICE (GSO)**

P.O. Box 459  
Grand Central Station  
New York, NY 10163  
[www.aa.org](http://www.aa.org)

### **NORTHERN ILLINOIS AREA**

[www.aa-nia.org](http://www.aa-nia.org)

**OTHER  
IMPORTANT  
CONTACTS**

**THE GRAPEVINE**

P.O. Box 1980  
Grand Central Station  
New York, NY 10163  
[www.aagrapevine.org](http://www.aagrapevine.org)  
[gvcirculation@aagrapevine.org](mailto:gvcirculation@aagrapevine.org)

**CHICAGO AREA SERVICE OFFICE (CASO)**

200 North Michigan Ave., Suite 501  
Chicago, IL 60601  
[www.chicagoaa.org](http://www.chicagoaa.org)

**SOUTHERN ILLINOIS AREA**

[www.aadistrict14.org](http://www.aadistrict14.org)

**AREA 21**

[www.area21aa.org](http://www.area21aa.org)

**OTHER  
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**THE GRAPEVINE**

P.O. Box  
1980 Grand  
Central  
Station New  
York, NY  
10163  
[www.aagrapevine.org](http://www.aagrapevine.org)  
[gvcirculation@aagrapevine.org](mailto:gvcirculation@aagrapevine.org)

**CHICAGO AREA SERVICE OFFICE (CA**

200 North Michigan Ave., Suite 501  
Chicago, IL 60601  
[www.chicagoaa.org](http://www.chicagoaa.org)

**SOUTHERN ILLINOIS AREA**

[www.aadistrict14.org](http://www.aadistrict14.org)

**AREA 21**

[www.area21aa.org](http://www.area21aa.org)

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**SOUTHERN ILLINOIS AREA**

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**AREA 21**

[www.area21aa.org](http://www.area21aa.org)

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**AREA 21**

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