

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



BID COMMITTEE INFORMATION PACKET

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ISCYPAA Purpose Statement

The Illinois State Conference of Young People in Alcoholics Anonymous is an annual Alcoholics Anonymous conference. It is an event for any and all members of AA, and is organized primarily by young, recovering alcoholics. We define young as "room to grow". ISCYPAA was first held in 1983 to provide a setting for an annual celebration of sobriety among young people in A.A. throughout the state of Illinois. This meeting is an opportunity for young A.A. 's from all over the state and elsewhere to come together and share their experience, strength, and hope as members of Alcoholics Anonymous.

ISCYPAA Structure

The work of the registered 501-(c)(3) corporation known as "ISCYPAA, Inc." shall be carried out through the joint cooperation of the Host Committee and the ISCYPAA Advisory Council. A brief description of ISCYPAA's basic organizational elements can be found below:

1. ISCYPAA's annual conference, its Host Committee, Bid Committees and its Advisory Council shall be formed and maintained as A.A. service entities, geared towards carrying A.A.'s message of recovery. It is suggested that all members of ISCYPAA's Advisory Council and its Host Committee, conduct themselves in adherence to the principles of the 12 Steps, 12 Traditions and 12 Concepts of Alcoholics Anonymous.
2. ISCYPAA Advisory Council activities throughout the Host/Bid year are always ultimately aimed at the preservation and growth of ISCYPAA as an A.A. conference, and its survival as an incorporated organization. The Conference and all ISCYPAA activities are considered "open" to members of Alcoholics Anonymous as well as those wanting to support or learn more about alcoholism, unless clearly stated otherwise - certain portions of the Conference may be deemed "closed" to those who have a desire to stop drinking per the Host Committee. All ISCYPAA bidding/ hosting related activities carried out annually by Illinois AA members are overseen and supported by the Advisory Council with the sole incentive of carrying A.A. 's message to the suffering alcoholic.
3. ISCYPAA as an A.A. conference meets annually and its operation/A.A. service activity is modeled after the Bidding/Hosting conference structure used by ICYPAA and other "YPAA" conferences. Generally speaking, the ISCYPAA Advisory Council oversees where the conference itself is hosted, after formal bid packets, which meet all bidding requirements, are taken into consideration via the site selection process. This process is repeated cyclically on an annual basis, and important to ISCYPAA's wellbeing is the Advisory Council's consistent work with Bid Committees and the Host Committee throughout the Host/Bid year.
4. The conference and events throughout the year may have a registration price or suggested donation, however, no participant shall be turned away solely for lack of funds.

Bid Requirements

The fulfillment of the following requirements must be made in writing; One physical copy shall be given to Advisory Friday night of the conference - the electronic submission shall be sent one week prior to the conference. 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 contract from at least one hotel. This contract 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 **(See Appendix: Hotel Negotiation Guide attachment for additional guidance)**.
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 all remaining funds 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 - Advisory contact information can be found at www.iscypaa.org. 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 (**See Appendix: Hotel Negotiation Guide attachment for additional guidance**).
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. In the spirit of unity, committees should work together to avoid conflicting dates and locations for events.
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 remaining funds (must be turned over to the Advisory Council. See the bylaws in the Advisory Committee packet to find out how excess funds are distributed. Please act responsibly.

7. Advisory makes available \$150 seed money to any bid – wherever possible, the expectation is this amount is returned to advisory council along with all remaining funds at end of bidding year.

8. Please be creative and thoughtful as well as respectful to everyone's time with your bid presentations.

9. **Con · cise** [kən síss] *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!

10. 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.

11. 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.

12. Outreach is vital to the survival of ISCYPAA - carrying the message of recovery is our primary purpose in Alcoholics Anonymous. Bid committees should work to get pre-registrations for the conference at which they are bidding.

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*)

Executive committee: Host shall elect from its membership an executive committee consisting of, but not limited to, a Chairperson, Co-Chairperson, Treasurer, and Secretary. The committee can at any time elect more members to the Executive Committee. They shall act on the direction of the committee and shall only take any action concerning time sensitive/emergency matters. Any action taken shall be brought to the full committee and may be overturned per the committee’s bylaws “*We are directly responsible to those we serve*”

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 accept 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

- Works with the Host committee to find volunteers willing to greet and staff the Hospitality Suite during the conference
- In charge of food/beverages for Bid Committee Events

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 any ISCYPAA social media pages rather than creating their own page/group to use for outreach and to inform the ISCYPAA community about upcoming events.

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 being considered as a candidate to become Host

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

Appendix: Hotel Contract Negotiation Guide

Remember: This is a professional negotiation for a multi-thousand dollar hotel contract. Those negotiating hotel contracts should dress professionally, act respectfully, and remember that they are representing ISCYPAA and Alcoholics Anonymous as a whole.

Room Block: Hotel rooms in a hotel contract are referred to as room nights, i.e if one room is booked for Friday and Saturday night, it is considered two room nights.

Chicago-Area Conferences: 200-250 Room Nights

Outside Chicago-Area: 150-200 Room Nights

Attrition: A hotel will ask us to guarantee a certain number of the rooms in that room block are booked. Typically this number is around **70-80%**. (For example, with a 200 room block with 80% attrition, the committee would be guaranteeing that 160 room nights will be booked. If the committee ends up booking less than that, the committee is responsible to pay the difference.)

Hotel Room Price: The price of hotel rooms should not exceed \$130/night. Ideally this number is closer to \$100/night*.

Food and Beverage: Hotels will sometimes include a food and beverage minimum that has to be met by the committee. Whether it be through coffee, banquets or breakfast, it is an amount owed to the hotel.

No food and beverage minimum is ideal.

If the hotel requires a small food and beverage minimum, this amount can easily be used to provide coffee service during the conference. Coffee is expensive and adds up quickly. Costs can be upwards of \$100+/gallon. Coffee prices should be under \$50/gallon and some committees choose to only provide it during the main speaker meetings to avoid large costs.

If there is no banquet for the conference, plan to have a hospitality suite to provide food for attendees. Make sure that the hotel allows outside food to be brought into the hospitality suite.

Main Speaker Meeting Space:

Chicago-Area: 800-1000 attendees.

Outside Chicago-Area: 700-800 attendees. This requirement will exclude many hotels from your search because they do not have a room with the capacity to hold our main speaker meetings.

Breakout Rooms: In addition to the ballroom for the main meetings, the conference will require smaller 'breakout' rooms for other activities including, but not limited to, archives, advisory room, host room, hospitality (which oftentimes is a suite room in the hotel), alcathons, workshops/panels, games and dances. These rooms can range in size from 15 person capacity-300 person capacity. **It is**

recommended committees have a minimum of 5 breakout rooms. Typically the ballroom can also be subdivided when not in use to accommodate activities on Saturday during the day. **Meeting rooms should be accessible 24 hours/day!** Evening dances should be spelled out in the contract with an endtime between 2am-4am.

Meeting Space Fee: Oftentimes hotels will utilize a sliding fee scale based on hotel rooms sold. The goal is for this fee to be as minimal as possible. Some hotels will waive the meeting space fee if the room block is 100% filled.

Total Cost Rating (Out the door, service fees and all hotel costs included)

Free-\$2000: Amazing! We love free/cheap conferences!

\$2000-\$4000: We can work with that! We might be able to negotiate some better pricing to get it down even further.

\$4000-\$6000: A little pricey; we would like to negotiate that down

\$6000+: Too expensive; Need some major work to cut costs

Additional Fees to Consider

Audio/Visual: Utilizing the hotels A/V has an inherent cost. Check to make sure that the hotel allows outside A/V that can be provided by the DJ/committee. Some hotels have policies where committees need to utilize their designated A/V company.

Young People's Open: Make sure the Young People's Open is included in the contract. The event is typically 1-4 weeks prior to the conference and requires a meeting room size of approximately 20% of the anticipated attendees. It is advisable to procure a room block for this event for out-of-towners. These rooms can potentially contribute to your room block attrition. Some hotels will waive the fee associated with this additional event, while others will charge a fee.

Fines: Are there fines/fees associated with additional room flips? Outside food? Confetti? Internet? Security? These things should all be discussed prior to signing the contract.