

**Al-Anon Breakfast Meeting
Hosting Group Volunteer Sign Up Form**

NAME OF GROUP _____

TYPE OF MEETING: **SPEAKER** **PANEL**
(Circle one)

MEETING COORDINATOR _____
(Recruits Al-Anon and AA Speakers, coordinate meeting during event, assign a timer and counter person, assign a person to pass 7th tradition baskets; 1-2 people)

FLYER DESIGNER _____
(Design and produce flyer so it will be available for distribution online one month prior, see *Hosting Group Guidelines* for additional information on what is need on flyer, email to: stumpyree@icloud.com)

MEETING TREASURER _____
(Count all money, distribute money into labeled bags, fills out meeting report, give the District money to the Breakfast Coordinator at the meeting, keep raffle money for group)

TIMER PERSON _____
(Follow *Breakfast Timer Checklist* sheet)

MEETING SET-UP _____
(Set up chairs, raffle table, food tables)

READS OPENING AND CLOSING _____

READS STEPS _____

READS TRADITIONS _____

RUNS RAFFLE _____
(Sell tickets and conduct raffle; 2-3 people)

INTRODUCES SPEAKER _____

MEETING CLEAN UP _____
(See clean-up task list; 3 people)

BRING RAFFLE ITEMS _____

BRING FOOD ITEMS _____

