

## 12 Step Volunteers

Each group, that would like to participate in this program, will elect a 12-step chairperson. The chairperson does not have to be an Intergroup Rep., nor will they be required to attend Intergroup Meetings.

The chairperson will establish and maintain a list of qualified 12 step volunteers for their home group. Establishing the 12-step list through your own home group, makes it is much easier to explain to the individual what true twelfth step work is all about before they volunteer, and to determine if they qualify. The qualification of individual member should be decided the group. Maintenance of your home group list will also be much easier since members of a home group see and talk to each other on a regular basis.

When the Central Office, or Night Owl volunteer, receives a call from someone who is need of 12-step work, they will call a 12-Step chairperson from the corresponding area (sorted by zip code). The 12-step chairperson will then contact their home group members to take the 12-step call. If you are not able to find someone to take the call, let the office or Night Owl volunteer know immediately. They will then try to contact another group to fill the request.

The only information that will be maintained by the Central Office and Twelve Step Committee Is the list of 12-step Chairpersons and the zip-codes the members of their Home Group can cover. This list will also be used by our Night Owl phone volunteers.

Ideally, chairpersons will be accessible 24 hours a day. Co-chairpersons or alternates would also be most helpful. The more Information we have for contacting the group, the sooner we will be able to help the person in need. We are currently receiving around 12-15 12-step requests per month. 12-step chairpersons need not be concerned that their phones are going to be ringing all night long.

The more groups we get Involved, the better we can carry out our 12-step responsibilities. Everyone will benefit if we have more groups covering smaller areas; rather than a couple large groups covering half of the city.

# HOME GROUP TWELVE STEP CHAIRPERSON REGISTRATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s) \_\_\_\_\_

E-mail \_\_\_\_\_

It is extremely helpful to have a daytime phone; even If the twelve-step call cannot be made till later that day.

Home Group \_\_\_\_\_

Areas Your Group Will Cover by Gender in Zip Code, Area, Part of Town, City, etc.

Men \_\_\_\_\_

\_\_\_\_\_

Women \_\_\_\_\_

\_\_\_\_\_

Both \_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

If your home group has an alternate contact, please provide the same information as requested at the top of this form.

Mail completed form to:  
Twelve Step Committee  
C/O Central Service Office  
2245 Gilbert Ave Ste. 304  
Cincinnati OH 45206

For additional information,  
call the Central Office 351-0422

# HOME GROUP TWELVE STEP SIGN UP SHEET

Please sign below if you are willing to serve on this groups 12 step list.

Volunteers should have worked the twelve steps of Alcoholics Anonymous; "you can't transmit something you haven't got". *Page 164 of the Big Book*. You should also be a regular attendee of this meeting.

NAME & Gender (M/W)	Phone	Zip Code, Area, Part of Town, City, etc.

## TWELVE STEP GROUP CHAIRPERSONS

Retain this sheet for your records: forward the zip codes your group can cover and your chairperson information to the central office on the enclosed sheet. Please include whether it is a male female or both that can cover the zip code.