

# Southern California World Service (SCWS)

## District Representative Orientation

### Agenda

**Welcome! And thank you for your service as a District Representative (DR)!**

**¡Bienvenidos! ¡Y gracias por su servicio como Representante de Distrito (RD)!**

1. **Serenity Prayer; Oración de serenidad**
  
2. **Introductions; Introducciones: Area Alternate Delegate**  
([altdelegate@scws-al-anon.org](mailto:altdelegate@scws-al-anon.org))
  - a. *Forum* magazine subscriptions + Information & Tips for GRs as Forum Representatives (F-2)
  - b. Ask-It Basket Questions (Frequently Asked Questions/FAQs)
  
3. **Orientation to our website; Orientación a nuestro sitio web: Web Coordinator**  
([webhost@scws-al-anon.org](mailto:webhost@scws-al-anon.org)):  
<https://www.scws-al-anon.org/>
  - a. Español tab, upper right hand corner
  - b. **Contributions** tab
  - c. **Contact Us** tab
  - d. Area World Service **Committee** (AWSC) page  
<https://www.scws-al-anon.org/area-world-servicecommittee-meeting-information/>
  - e. **Assembly** page  
<https://www.scws-al-anon.org/area-world-service-assembly-meeting-information/>
  - f. **Service** tab
    - i. Al-Anon/Alateen Service Manual  
(<https://al-anon.org/for-members/membersresources/manuals-and-guidelines/service-manual/>) pgs: 68; 74; 147-148; 153-154; 163
    - ii. District Meetings + Area map: <https://www.scws-al-anon.org/district-meetings/>
    - iii. Forms: <https://www.scws-al-anon.org/forms/>

- iv. Guidelines (link to all WSO Guidelines on al-anon.org)  
<https://al-anon.org/for-members/membersresources/manuals-and-guidelines/guidelines/>
- v. Acronyms:  
[https://www.scws-al-anon.org/wp-content/uploads/2020/09/Acronyms\\_English.pdf](https://www.scws-al-anon.org/wp-content/uploads/2020/09/Acronyms_English.pdf)  
◆ [https://www.scws-al-anon.org/wp-content/uploads/2020/09/Acronyms\\_Spanish.pdf](https://www.scws-al-anon.org/wp-content/uploads/2020/09/Acronyms_Spanish.pdf)

#### 4. **Assembly/AWSC Meeting Information: Area Chairperson**

([chairperson@scws-al-anon.org](mailto:chairperson@scws-al-anon.org))

- a. Area World Service Assembly/AWSC Meeting Frequently Asked questions (FAQs); Preguntas más frecuentes (FAQ) de la Asamblea de Servicio Mundial de Área  
[https://www.scws-al-anon.org/wp-content/uploads/2021/02/Assembly\\_AWSC-FAQs-for-NEW-GR\\_DRs.pdf](https://www.scws-al-anon.org/wp-content/uploads/2021/02/Assembly_AWSC-FAQs-for-NEW-GR_DRs.pdf)
- b. Guidelines for Virtual Meeting Participation; Directrices para la Participación en Reuniones Virtuales:  
[https://www.scws-al-anon.org/wp-content/uploads/2022/05/Guidelines-for-Virtual-Participation-English-Spanish\\_05302022.pdf](https://www.scws-al-anon.org/wp-content/uploads/2022/05/Guidelines-for-Virtual-Participation-English-Spanish_05302022.pdf)
- c. Knowledge-Based Decision-Making (KBDM)  
<https://www.scws-al-anon.org/knowledge-baseddecision-making/>

#### 5. **Insurance Information: Area Insurance Coordinator**

([insurance@scws-al-anon.org](mailto:insurance@scws-al-anon.org))

- a. Requesting insurance certificates
- b. Who can be insured?
- c. District meetings?
- d. Some special events
- e. Renewals

#### 6. **Treasury Information: Area Treasurer** ([treasurer@scws-al-anon.org](mailto:treasurer@scws-al-anon.org))

- a. *Service tab--SCWS Reimbursement Policy for Group/District Reps* (for in-person Assemblies)
- b. *Bulletin* – Group Contributions Received
- c. Reserve Fund Guideline (G-41); Guía para el Fondo de Reserva (SG-41)

- d. **Contributions** tab—*How* to contribute to the Area SCWS
  
7. **Group Records Information: Area Group Records Coordinator**  
([grouprecords@scws-al-anon.org](mailto:grouprecords@scws-al-anon.org))
  - a. <https://www.scws-al-anon.org/alanon-group-registration-records-change-form/>
  - b. Group Records New DR Orientation; Registros de grupo - Orientación DG
  - c. Finding the WSO ID Number of a Meeting;  
<https://www.scws-al-anon.org/how-to-find-a-meetings-wso-id-number/> --  
<https://www.scws-al-anon.org/es/como-encontrar-el-numero-de-idde-la-osm-de-una-reunion/>
  - d. WSO Group Records Report Tutorial
  
8. **Bulletin Coordinator** ([bulletin@scws-al-anon.org](mailto:bulletin@scws-al-anon.org))
  - a. Please send your AWSC/Assembly Report to her no later than two weeks after each Area meeting. Envíele su AWSC/Informe de la Asamblea a más tardar dos semanas después de cada reunión del Área.
  
9. **Alateen Information: Area Alateen Sponsor Coordinator(AASC) or Area Alateen Process Person (AAPP)**  
([alateensponsor@scws-al-anon.org](mailto:alateensponsor@scws-al-anon.org) or [aapp@scws-al-anon.org](mailto:aapp@scws-al-anon.org)).
  - a. Role of the DR regarding Al-Anon Members Involved in Alateen Service (AMIAS)
  - b. Role of the District Alateen Liaison (DAL)
  - c. Alateen Table Card (M-80); *Tarjeta de Alateen para colocar sobre la mesa (SM-80)*
  
10. **DR Resources from WSO: Area Delegate** ([delegate@scws-al-anon.org](mailto:delegate@scws-al-anon.org))
  - a. District Representatives Guidelines (G-37); Representantes de Distrito (SG-37)
  - b. *Al-Anon/Alateen Service Manual, 2018-2021; Manual de Servicio*
  - c. Safety in Al-Anon Meetings; *La seguridad dentro de las reuniones de Al-Anon*
  - d. Group Inventory (G-8, a /b); *Realicemos un Examen del Grupo (SG-8, a/ b)*
  - e. Welcoming Checklist; *Lista de Verificación de Bienvenida*
  - f. Service Sponsorship (P-88); *El Padrino o Madrina de Servicio (SP-88) -- for sale @ WSO*
  
11. **Questions, Comments, Concerns**

