

Eye Opener Format: Secretary's Instructions

[This group asks that you make sure the chairperson has read and understands the instructions for chairing the meeting. The chairperson will share for 10 minutes, pick a topic, call on people until 7:45 a.m., then open the meeting to people who raise their hands to be called on. Pick two people to carry baskets around during 7th Tradition. Look at the daily service chart to see who is doing each job; if one of those jobs is not being done, find someone to do it. We also ask that you choose a timekeeper seated somewhere in front of the podium, and that with the time keeper's help you enforce the five-minutes sharing limit for speakers.]

Hi. My name is _____, I'm an alcoholic, and I'm your secretary today. It is now time for the 7th Tradition, which states: "Every AA group ought to be fully self supporting, declining outside contributions." The money we collect pays for our rent, the coffee we drink, free literature, and support of AA at other levels. Coins are appreciated, every little bit helps!

Will all the people who are willing to be a sponsor, either permanent or temporary, please raise your hands. Thank you!

This meeting celebrates milestones in sobriety. Is there anyone who is new or returning to this way of life who would like a 24-hour coin? Is anyone celebrating 30, 60, or 90 days? 4 or 5 months? 6 months? 9 months? 1 year? 18 months? Multiple years? How about most important - just for today!

If you would like to celebrate your annual birthday or your sobriety milestone at the Eye-Opener, please see me at the end of the meeting and we will put your name on the calendar. The annual birthdays and milestones for the next 30 days are _____ *[read off calendar]*.

Please remember that we have been asked not to smoke in front of the entrance. The designated smoking area for our group is on the corner of 11th and Taylor.

We have Big Books, 12 and 12's, As Bill Sees It, and Daily Reflections available for sale at cost, and we have issues of the Grapevine that you can borrow.

By a show of hands, we need volunteers to help clean up at the end of the meeting, please! Meeting attendance slips will be signed and available only at the end of the meeting.

During the meeting, please refrain from side conversations. Also: any disruptive behavior will be dealt with by our group conscience. Continued disruptions will not be tolerated!!

Are there any other AA-related announcements?

Thanks to _____ for being our door-opener today, thanks to _____ for being our greeter, thanks to _____ for being our coffee maker, and thanks to _____ for being our hall monitor. And thank you to those of you who brought treats! And now we will turn the meeting back to our chairperson _____.

[After the basket has been passed the first time, please count it and make this announcement at 7:35]