

## **AFG Area 9 Event Information for Hosting District**

*Thank you for standing to host an Area 9 Event! It is the enthusiasm and willingness of Al-Anon members in our Groups and Districts that enable us to have such a strong Area. I hope that we can support you and your District as you move forward – be sure to let me know how I can help in any way.*

*During Panel 55 we reviewed and revised many Area Guidelines, including our Area Events. Please feel free to reference these Guidelines and work with your committees, your District volunteers and the Area Panel. We are all in this together and are very grateful for your service.*

*Here are some major points to remember:*

1. **Checking Accounts.** If your Event is going to have a checking account, then you will need to coordinate with the Area Treasurer who must personally open a business checking account. You may choose the bank, but you will need to cooperate to find a mutually beneficial time to make this happen in person. So far this has been done with the Area Treasurer and one or two members of the Event Committee (often the Event Chair and Event Treasurer). The account is then turned over to the Event. After all monies are collected and bills paid, the checks and info are given to the Area Treasurer who closes the account. Usually done within one month after the event. All monies taken in beyond expenses belong to Area9.
2. **Signing Contracts.** If your Event requires a signed contract this must be done by the Area Chairperson. If you are using a hotel we **STRONGLY** recommend that you use a meeting planner in preparation for booking (especially convention). This service is free to the Area, and more than that has saved us a lot of money since the contracts are negotiated to our advantage. There are many options in who to use, please contact the Area Chairperson for help.
3. I am including copies of our IRS Determination Letter and Florida Department of Revenue Tax Free Certificate. Please be aware these are to be used in conjunction with Event contracts and items paid directly from Event Funds. They are not to be used by individuals who are purchasing things and being reimbursed by your committee or by the Area.
4. Contracts are signed between NFA AFG, Inc and any other entity. Please use this name and the official address on all Event contracts. (1700 North Monroe Street, Suite 11-120, Tallahassee, FL 32303). This is the official address for our corporation. Contact person may be the Event Chair.
5. You may want to work with the Area Technology Coordinator to create an Event website that is attached to our Area site ([www.AFGArea9.org](http://www.AFGArea9.org)) And please work with the Technology Coordinator for the Event Chair email.

*We encourage strong and clear communication between the Event committee, the Hosting District and the Area Officers. This way we can all help each other create an exciting, successful and spiritual Event!*