

GUIDELINES FOR DCMS TO HOST AREA EVENTS

Area 48 is comprised of the following cluster formation:

1. Adirondack Cluster - Districts 5, 10, 13 & 19
2. Hudson Valley Cluster - Districts 3, 7, 11, 15, 16 & 17
3. Eastern Cluster - Districts 1, 2, & 18
4. Western Cluster - Districts 9 & 12
5. Central Cluster - Districts 4, 8 & 14

The following recommendations for the structure and function of District/Cluster hosted Area events are based on recent experience:

A. *Securing a Facility: The facility should have enough rooms/space to accommodate both Fellowship and Area Committee meetings. Remember that at least two and sometimes three meetings will be going on at the same time. Secure with a deposit from host District and send address and location to Alt Area Chair at althmbchair@aahmbny.org as soon as possible to draw up a flyer for newsletter and website.*

B. *Themes/Topics for Fellowship meetings are set by the Host District/Cluster.*

C. *Area Service Committees are responsible for contacting the Host Cluster to arrange for meeting space and times.*

D. *A flyer (to be made by Alt Chair or host district) should be published in the Area Newsletter two months prior to the event and need to include day and date, agenda, directions and contact info-email.*

E. *Coffee/Tea, doughnuts, etc. are provided during registration time. Lunch is provided during all Area events except for June Fellowship Day (9-1). 7th tradition cans supplied by Host District, placed in convenient locations.*

F. *The Area will reimburse the Host District for expenses not covered by the 7th Tradition, in accordance with the current budgeted amount. Current budgeted amount for Area events is 450.00 except for event w/no lunch-June Fellowship Day which is budgeted for 225.00*

Host district and all cluster district members helping w/coffee set-up, breakfast, paper items, etc.-KEEP ALL RECEIPTS! The Host District reimburses other districts when they are reimbursed from Area. Therefore, let your District know at a meeting before event held in your cluster that you will need some volunteers to help and seed money from District. Good to speak w/a member before meeting and let them know you will need a simple motion when new business comes around or as DCM make it yourself. DCMS need to keep track of costs and seed money back to District. If you are hosting the event, plan on feeding 75 people and let cluster districts know if they are helping w/morning food or coffee/beverages/paper items. Sometimes Districts will vote to support event with a direct monetary contribution from the District coffers.

G. *Host District responsible for arranging registration table which includes signup sheet and nametags—should have 2 people to greet at table and answer any questions about event—have flyer handy for agenda. Have a table/space available for Grapevine, Archives, and flyers. If your district is hosting an event and you have a flyer made, make 100 copies and bring to event. Make sure to bring up at previous District meeting as new business at district meeting to request copy funds for flyers.*

H. *If you don't have contact email or phone numbers for DCMs in your cluster, ask Records Chair or inquire to DCM in person! You will benefit from communicating amongst yourselves when hosting an event and build more fellowship and unity in the process!*

If you have more questions as a Host District please contact your Area 48 DCM Liaison, Hawk at althmbchair@aahmbny.org