

**General Service Dance Guidelines****Windsor District #16**

**REMINDER:** *as to why we are here Tradition 5 states our primary purpose is to carry the message to the alcoholic who still suffers.*

**I. Dance Coordinator's Responsibilities**

1. The Dance Coordinator is the liaison between District 16 and the Dance Chairperson.
2. The Dance Coordinator shall be responsible for submitting a written monthly report to District 16 detailing all activities, receipts and expenditures.
3. To keep all dance records from previous years and to make them available to the current committee.
4. The Dance Coordinator will book the dance facilities well in advance of a dance and all dealings with the dance facility must be done through the Dance Coordinator.
5. The Dance Coordinator shall choose a responsible chairperson to chair each function and supply the Committee with updated guidelines. The dance chairperson should have 2 years of sobriety, and a working knowledge of the Twelve Traditions. The Dance Chairperson is subject to the approval of District 16.
6. The Dance Coordinator should attend all dance committee meetings, be available to assist the Chairperson, and review the flyer with the Dance Chairperson before printing.

**II. Dance Chairperson's Responsibilities**

1. The Dance Chairperson will form a committee to plan the meeting agenda and delegate job responsibilities. He/she should also confer with the Dance Coordinator when necessary.
2. A committee treasurer (suggested 2 years of sobriety) should be elected from the dance committee members to handle the funds for each dance.
3. It is the Chairperson's responsibility to insure that the anonymity statement is read; preceding the Dance Speaker.
4. The Chairperson is responsible for making a complete report on each event's finances and attendance numbers to the Dance Coordinator as soon as possible following the dance. All records should then be filed and be made available to future committees.
5. All money remaining after a dance must be turned over to the Dance Coordinator.

### III. Dance Committee's Responsibilities

1. First Committee Meeting:

Committee is responsible to review these guidelines at their first meeting.

A Committee Treasurer should be selected to handle the funds for each dance. Two years' continuous sobriety is suggested.

2. It is the responsibility of all committee members to inform the fellowship that there is a dance being held. This may be done by having flyers distributed to all Windsor and Essex County groups and, most importantly, by having committee members announce the dance at all A. A. meetings, whenever possible. The success of the dances depends on the fellowship being informed.

### IV. Cost of Registration

1. All dances must be funded through a registration cost (Ticket sales). The cost of registration should be set in an effort to avoid the possibility of losing money, as well as the possibility of making a profit. The only intention of such a cost is to meet the actual expenses of the dance. With this objective in mind, the cost of registration should be kept at a minimum.
2. Meals should be self-supporting, paid for entirely by those enjoying the meal.

**For example:** If the cost of registration (for speaker and dance) is \$5.00, then the cost of registration for Dinner, Speaker and Dance is \$5.00 + cost of Meal. Thus, if the meal cost is \$12.00, then the cost of registration and meal should be \$17.00.

3. In the spirit of being self-supporting, all dance costs should be covered by the cost of registration. Donations are not required.
4. It is recommended that a budget be created using previous year's financial and attendance records to estimate this year's costs. This will help the committee in establishing a responsible cost of registration.
5. All in attendance must register at full price with the exception of speaker and DJ whose meals will be provided and considered a dance expense.

### V. General

1. Any monies in excess of \$2000.00 at the end of January are transferred to the District Operating Account.