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Insert AA Guidelines (yellow sheets) here

SPECIAL NEEDS/ACCESSIBILITY COMMITTEES

PURPOSE:

To meet the **Special Needs/Accessibility** of the disabled fellowship of **A.A.**

MEMBERS OF THE SPECIAL NEEDS/ACCESSIBILITY COMMITTEE:

Committee members from each group.

District-committee chairperson.

Area Committee chairperson.

HANDLING OF A SPECIAL NEED:

When a need arises that an individual member can't handle.

Individual A.A. member contacts Central Services or a committee member.

(*For example, to provide an **interpreter** for a meeting or workshop or to
Provide tapes or other special resources or assistance to a member*)

District or Area committee members contact and assist the disabled member or newcomer.

WHO DO WE SERVE:

Physically disabled.

Deaf and hearing impaired.

Blind and visually impaired.

Learning or reading impaired.

Seniors and homebound.

Language barrier.

Single parents requiring childcare.

HOW DO WE SERVE:

Provide interpreters for meetings and events.

Provide **Braille A.A. literature** and programs for **special needs/Accessibility**.

Assist the physically disabled at events; provide rides in special cases.

Encourage **wheel-chair** accessible meetings and events.

Encourage **Big Book tape** study meetings in each district.

Encourage groups to provide childcare.

Update special- needs information in meeting directories.

Bring meetings into the home, hospital or long-term care facilities.

Encourage districts and groups to support regular meetings in **special needs/accessibility**.

Facilities.

Provide literature and hold **workshops** on **special needs/Accessibility**.

Explore other **special needs**; work with **GSO** and other districts and areas.

AS SPECIAL NEEDS/ACCESSIBILITY VOLUNTEERS

WHAT TO DO?

- 1. COME TO THE SPECIAL NEEDS/ACCESSIBILITY MEETINGS.**
- 2. GO TO DISTRICT/AREA CENTRAL SERVICES/INTER GROUP.**
- 3. MAKE YOUR TELEPHONE NUMBER AVAILABLE TO THE SPECIAL NEEDS/ACCESSIBILITY CHAIR IN YOU AREA OR DISTRICT.**
- 4. AT LOCAL MEETINGS - ASK IF ANYONE KNOWS SOMEONE WHO IS HOMEBOUND. START A HOMEBOUND LIST FOR YOUR MEETING/DISTRICT/COUNTY. ASK IF ANYONE *WOULD* BE WILLING TO CALL PEOPLE WHO ARE HOMEBOUND. MAKE A LIST OF THESE PEOPLE. CALL HOMEBOUND A.A.'s. MAKE A LIST OF PEOPLE WHO WOULD BE INTERESTED IN BRINGING A MEETING TO A HOMEBOUND A.A. MEMBER.**
- 5. GO TO MEETINGS WITH WHEELCHAIR ACCESSIBLE (WC) IN THE MEETING BOOK TO SEE IF THE MEETINGS ARE TRULY WHEELCHAIR ACCESSIBLE; IE, NO STEPS AND AVAILABILITY TO BATHROOMS. IF NOT, TELL THE CHAIR AND ADVISE THE LOCAL INTER-GROUP, CENTRAL SERVICES OR AREA.**
- 6. CALL GSO - FIND OUT ALL OF THE SPECIAL NEEDS LISTED IN THE A.A. LITERATURE CATALOGUE. GET COPIES AND BRING THEM TO YOUR MEETING AND ANNOUNCE IT. LET OTHERS KNOW THAT IT IS AVAILABLE.**
- 7. MAKE A LIST OF VOLUNTEER SENIOR A.A.'s WHO WOULD BE WILLING TO SPEAK TO OTHER SENIORS, PERHAPS IN A NURSING HOME. CONTACT THE INSTITUTIONS COUNTY CHAIR TO ADVISE THEM.**

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AVAILABLE SERVICES
ALCOHOLICS ANONYMOUS
SPECIAL NEEDS/ACCESSIBILITY COMMITTEE

OUR COMMITTEE CAN HELP WITH A VARIETY OF TOOLS FOR PEOPLE WHO ARE UNABLE TO ATTEND ALCOHOLICS ANONYMOUS MEETING IN YOUR COMMUNITY.

OUR PURPOSE IS TO BE THERE FOR ALL WHO HAVE A DESIRE TO STOP DRINKING.

1. WE HAVE LITERATURE AND AUDIOVISUAL MATERIAL FOR **SPECIAL NEEDS**.
2. WHEN POSSIBLE A SIGN LANGUAGE INTERPRETER.
3. MEMBERS TO WRITE FELLOW MEMBERS IN EXTREME LOCATIONS.
4. MEMBERS HAVING TIME IN THE PROGRAM OF ALCOHOLICS ANONYMOUS, WILLING TO SHARE THEIR EXPERIENCE, STRENGTH AND HOPE.
5. WE ALSO, HAVE THE **“GRAPEVINE MAGAZINE”**, ALONG WITH THE NEWS LETTER: **“BOX 4-5-9”**.

YOURS IN LOVE AND SERVICE
YOUR AREA CHAIRPERSON

ALCOHOLICS ANONYMOUS
SPECIAL NEEDS/ACCESSIBILITY COMMITTEE

PUBLIC RELATIONS PERSON
P.O. BOX
ANT TOWN, STATE, ZIP CODE

DEAR MR., MRS., OR MISS.

DATE

YOU MAY BE FAMILIAR WITH ALCOHOLICS ANONYMOUS, BETTER KNOWN AS **A.A.** WE NOW HAVE A SPECIAL NEEDS /ACCESSIBILITY COMMITTEE IN OUR AREA AND ARE HOPING TO REACH ALL WHO MAY THINK THEY HAVE A PROBLEM WITH ALCOHOL. WE MAY BE ABLE TO HELP IF THEY HAVE THE DESIRE TO STOP DRINKING. IT IS POSSIBLE YOU HAVE PATIENTS OR RESIDENTS WHO NO LONGER CAN GO OUT TO **A.A. MEETING** IN YOUR COMMUNITY. WE ON THE COMMITTEE CAN HELP YOU GET SOME OF THIS INFORMATION TO THEM.

WITH YOUR PERMISSION, WE ARE WILLING TO BRING AN **A.A. MEETING** THEM. THE ATTACHED "**A.A. FACTS SHEET**" EXPLAINS BRIEFLY WHAT **A.A.** IS AND IS NOT. SHOULD YOU HAVE ANY QUESTIONS ABOUT **A.A.** THAT YOU MIGHT LIKE TO ASK A RECOVERING ALCOHOLIC, WE CAN SUPPLY AN **A.A.** CONTACT WHO WOULD BE GLAD TO ANSWER YOUR QUESTIONS ABOUT **A.A.** PERSONALLY. THEY ARE ALSO, AVAILABLE TO INTRODUCE YOUR PATIENTS OR RESIDENTS TO OUR FELLOWSHIP.

IF YOU ARE INTERESTED IN RECEIVING A PACKET OF INFORMATION, OR BEING CONTACTED BY AN **A.A. MEMBER**, PLEASE CALL OUR SPECIAL NEEDS REPRESENTATIVE. WE JUST WANT YOU TO KNOW WE ARE HERE TO HELP ALL THOSE WHO HAVE A DESIRE TO STOP DRINKING.

SINCERELY,
SPECIAL NEEDS/ACCESSIBILITY REP
NAME
PHONE
ENCLOSED **A.A. FACT**

**ALCOHOLICS ANONYMOUS
SPECIAL NEEDS/ACCESSIBILITY COMMITTEE**

ATTN: PUBLIC RELATIONS PERSON

DATE

P.O. BOX

CITY, STATE, ZIP CODE

TODAY WE HEAR A GREAT DEAL ABOUT ALCOHOLISM AMONG OUR YOUNG PEOPLE. FAR LESS IS SAID ABOUT THE ALARMING INCREASE IN ALCOHOLISM IN OLDER PEOPLE. A FACT THAT IS CAUSING CONCERN TO EVERYONE WITH RECOVERY, FROM THIS SERIOUS DISEASE.

WE OF THE AREA OF **SPECIAL NEEDS/ACCESSIBILITY COMMITTEE** OF ALCOHOLICS ANONYMOUS ARE ENCLOSING A COPY OF THE PAMPHLET **“TIME TO START LIVING”**. THIS PAMPHLET IS DESIGNED FOR PEOPLE SIXTY YEARS AND OLDER. IF YOU KNOW ANYONE WHO MAY BE INTERESTED IN THIS PAMPHLET, PLEASE LET US KNOW AND WE WILL FORWARD COPIES TO YOU AT NO CHARGE.

ANOTHER SERVICE WE MAKE AVAILABLE ON REQUEST, IS A SPEAKER WHO IS IN THE RECOVERY PROGRAM OF ALCOHOLICS ANONYMOUS. THE SPEAKER WILL BE A FORMER PROBLEM DRINKER WITH SOME YEARS OF SOBRIETY. THE ARE WELL QUALIFIED TO ANSWER QUESTIONS ABOUT HOW ALCOHOLICS CAN RECOVER IN A.A.. OUR EXPERIENCE SHOWS THAT EVEN THOSE WITH NO DRINKING PROBLEM OF THEIR OWN FIND SUCH PROGRAMS INTENSELY INTERESTING. IN OUR SOCIETY ALMOST EVERYONE HAS A RELATIVE OR FRIEND WHOSE DRINKING IS A CAUSE FOR WORRY.

IF WE CAN SUPPLY YOUR ORGANIZATION WITH LITERATURE OR ANY ADDITIONAL INFORMATION, PLEASE WRITE OR CALL US.

SINCERELY; NAME

ADDRESS;

CITY, STATE

PHONE

SPECIAL NEEDS/ACCESSIBILITY COMMITTEE

ATTN: PUBLIC RELATIONS PERSON
P.O. BOX
CITY, STATE, ZIP CODE

DATE

WE OF THE AREA OF OF ALCOHOLICS ANONYMOUS REQUEST YOUR PERMISSION TO BRING THE A.A. MESSAGE OF RECOVERY TO RESIDENTS, WHO MAY HAVE BEEN MEMBERS PRIOR TO LIVING IN YOUR FACILITY OR WHO MAY HAVE A DESIRE TO STOP DRINKING.

BRIEFLY THIS WOULD ENTAIL YOU ALLOWING ONE OR TWO A.A. MEMBERS TO VISIT YOUR FACILITY ON A REGULAR BASIS. THESE MEMBERS WOULD BE SHARING THEIR EXPERIENCE, STRENGTH, AND HOPE OF RECOVERY IN A GROUP SETTING. WE CAN OF COURSE PROVIDE COMPLETE DETAILS TO YOU.

ALCOHOLICS ANONYMOUS IS ACTIVE IN ALL **50** STATES AND OVER **140** COUNTRIES AROUND THE WORLD, IN ALL WALKS OF LIFE. MANY OF OUR MEMBERS WILL BE IN NEED OF CARE, IN FACILITIES LIKE YOURS. ALCOHOLICS ANONYMOUS WOULD LIKE TO BE THERE IN THEIR TIME OF NEED.

ALCOHOLICS ANONYMOUS **IS NOT** AFFILIATED WITH ANY OTHER ORGANIZATION OR INSTITUTION.

I WILL BE CALLING YOU SHORTLY TO ASK FOR AN APPOINTMENT TO TALK WITH YOU FURTHER ABOUT THIS MATTER.

SINCERELY YOURS
NAME
TELEPHONE NO's

WESTERN AREA OF MISSOURI

SPECIAL NEEDS COMMITTEE

WHO WE SERVE

ANY MEMBER OF ALCOHOLICS
ANONYMOUS WITH SPECIAL NEEDS,
LONG OR SHORT TERM:

LONG TERM CARE

- * HEARING IMPAIRED
- * SIGHT IMPAIRED
- * PHYSICALLY IMPAIRED
- * INJURED PATIENTS

SHORT TERM CARE

HOSPITALIZED

- * SURGICAL
- * PHYSICAL THERAPY PATIENTS

- * TERMINALLY ILL PATIENTS
- * INJURED PATIENTS

HOMEBOUND

- * DUE TO WEATHER
- * DUE TO AGE
- * DUE TO BLINDNESS
- * MEMBERS USING WALKERS OR
ORTHOPEDIC APPLIANCES
- * SINGLE PARENTS

CONTACT PHONE NUMBERS

KANSAS CITY, MO.
CENTRAL OFFICE
816-471-7229

SPRINGFIELD, MO.
CENTRAL OFFICE
417-823-7125

WHAT WE DO

- 1. PROVIDE RIDES TO AND FROM MEETING
OR SPECIAL A.A. EVENTS**

- 2. TAKE A MEETING TO HOSPITALIZED OR
HOMEBOUND MEMBERS ALONG WITH
THREE OR MORE MEMBERS OF THE
FELLOWSHIP.**

- 3. PROVIDE INTERPRETERS FOR THE
HEARING IMPAIRED AT MEETINGS OR
SPECIAL EVENTS.**

- 4. PROVIDE BRAILLE COPIES OF THE BIG
BOOK AND ALL SPECIAL EVENT PROGRAMS
FOR THE SIGHT IMPAIRED**

- 5. PROVIDE ASSISTANCE TO PHYSICALLY
DISABLED AT SPECIAL EVENTS.**

***I AM RESPONSIBLE.
WHEN ANYONE, ANYWHERE
REACHES OUT FOR HELP,
I WANT THE HAND OF A.A.
ALWAYS TO BE THERE.
AND FOR THAT,
I AM RESPONSIBLE***

MARCUS B. 816-756-1957
HARRIETT 417-462-3630
RHBOGGS@GETGOIN.NET

WESTERN AREA
OF MISSOURI

THE PURPOSE OF THE SPECIAL NEEDS/ACCESSABILITY COMMITTEE IS TO HELP MAKE A.A. ACCESSIBLE TO EVERYONE WHO DESIRES IT; TO HELP ALCOHOLICS WITH SPECIAL NEEDS EITHER GET TO MEETINGS OR HAVE MEETINGS BROUGHT TO THEM. ONE OF THE GUIDING PRINCIPLES OF MANY OF THESE COMMITTEES IS THAT THERE ARE NO SPECIAL A.A. MEMBERS... ONLY MEMBERS WITH SPECIAL NEEDS WHO WISH TO HAVE THE SAME PRIVILEGES AND RESPONSIBILITIES WITH REGARD TO TWELVE STEP WORK, SPONSORSHIP, AND SPEAKING AT A.A. AND NON-A.A. MEETINGS AS OTHER A.A.'S HAVE.

Insert AA lending library here

ADA AND EFFECTIVE COMMUNICATION: CONVENTIONS AND CONFERENCES

INTRODUCTION:

THE **AMERICANS WITH DISABILITIES ACT (ADA)** IS A **FEDERAL CIVIL RIGHTS LAW** FOR PERSONS WITH DISABILITIES. THE BASIC PURPOSE OF THE ADA IS TO PROHIBIT DISCRIMINATION IN EMPLOYMENT (**TITLE I**), ENSURES EQUAL ACCESS TO SERVICES OR STATE LOCAL GOVERNMENTS (**TITLE II**), AND ENSURES EQUAL ACCESS TO “**PLACES OF PUBLIC ACCOMMODATIONS**” (**12** CATEGORIES OF PRIVATE BUSINESSES AND/OR NON-PROFIT ORGANIZATIONS) (**TITLE III**). ONE OF THE MAJOR AREAS OF EQUAL ACCESS IS “**EFFECTIVE COMMUNICATION**” FOR PERSONS WHO ARE DEAF, HARD OF HEARING OR LATE DEAFENED.

IN GENERAL, THE CONCEPT OF “**EFFECTIVE COMMUNICATION**” FOR PERSONS WHO ARE DEAF, HARD OF HEARING OR LATE DEAFENED REFERS TO THE ASSURANCE OF EQUAL ACCESS TO ANY AURALLY DELIVERED COMMUNICATION THAT IS PART OF A SERVICE, ACTIVITY OR EVENT OF A COVERED ENTITY. THIS IS USUALLY ACCOMPLISHED WITH **AUXILIARY AIDS AND SERVICES**. IN GENERAL, THE ADA REQUIRES THAT COVERED ENTITIES PROVIDE THE AUXILIARY AIDS AND OR SERVICES, AT THEIR OWN EXPENSE, THAT ARE NECESSARY TO ENSURE EFFECTIVE COMMUNICATION, UNLESS DOING SO CREATES AN **UNDUE BURDEN**. ONE OF THE MANY SETTINGS WHERE COVERED ENTITIES ARE REQUIRED TO PROVIDE EFFECTIVE COMMUNICATIONS IS AT **CONVENTIONS AND CONFERENCES**.

CONVENTIONS AND CONFERENCES:

PROFESSIONAL ASSOCIATIONS, TRADE GROUPS, PUBLIC AGENCIES, INDUSTRIES, NON-PROFIT ORGANIZATIONS, TRAINING INSTITUTES, CORPORATIONS AND MANY OTHER ORGANIZATIONS ORGANIZE AND/OR SPONSOR CONVENTIONS AND CONFERENCES. MOST ENTITIES THAT ARE ORGANIZING AND/OR SPONSOR ANY GIVEN CONVENTIONS OR CONFERENCES ARE COVERED BY **TITLE II** OR **TITLE III**. BOTH **TITLE II** AND **TITLE III** REQUIRE COVERED ENTITIES TO ENSURE “**EFFECTIVE COMMUNICATION**” IN ORDER TO ENSURE CLIENTS, CUSTOMERS OR PARTICIPANTS WHO ARE DEAF, HARD OF HEARING OR LATE-DEAFENED CAN PARTICIPATE EQUALLY. AS MENTIONED BEFORE, **EFFECTIVE COMMUNICATION** IS USUALLY ACHIEVED THROUGH THE PROVISION OF **AUXILIARY AIDS AND SERVICES**. IF AUXILIARY AIDS OR SERVICES ARE REQUIRED IN ORDER TO ACHIEVE EFFECTIVE COMMUNICATION, THEN IT IS THE RESPONSIBILITY OF THE RESPECTIVE ENTITY OR ENTITIES TO ARRANGE THE AUXILIARY AID OR SERVICE. ANY COSTS ASSOCIATED WITH THE NECESSARY AUXILIARY AIDS OR SERVICES **MUST** BE ABSORBED BY THE ENTITY WITHOUT ANY SURCHARGES OR OTHER ADDITIONAL EXPENSES TRANSFERRED TO THE PARTICIPANTS. NO ENTITY IS REQUIRED TO DO ANYTHING THAT WOULD POSE AN **UNDUE BURDEN**.

IN GENERAL, THE AUXILIARY AID OR SERVICE THAT THE CLIENT, CUSTOMER, OR PARTICIPANT IS REQUESTING IS LIKELY THE ONE THAT IS REQUIRED FOR EFFECTIVE COMMUNICATION UNDER THE ADA

THERE ARE MANY KINDS OF AUXILIARY AIDS AND SERVICE, BUT THE MOST COMMONLY USED ONES TO ENSURE EFFECTIVE COMMUNICATION IN MANY INTERACTIVE SETTINGS ARE QUALIFIED SIGN LANGUAGE INTERPRETERS, ASSISTIVE LISTENING DEVICES, AND REALTIME CAPTIONING.

QUALIFIED SIGN LANGUAGE INTERPRETERS:

QUALIFIED SIGN LANGUAGE INTERPRETERS ARE HIGHLY SKILLED PROFESSIONALS. THEY **MUST** BE ABLE TO LISTEN TO ANOTHER PERSON'S WORDS, INFLECTIONS, INTENT, AND SIMULTANEOUSLY RENDER THEM INTO THE VISUAL LANGUAGE OF SIGNS USING THE MODE OF COMMUNICATION PREFERRED BY THE PERSON WHO IS DEAF, THE INTERPRETER **MUST** ALSO BE ABLE TO COMPREHEND THE SIGNS, INFLECTIONS AND INTENT OF THE PERSON WHO IS DEAF AND SIMULTANEOUSLY SPEAK THEM IN ARTICULATE, APPROPRIATE ENGLISH. THEY **MUST** UNDERSTAND THE CULTURES IN WHICH THEY WORK AND APPLY THAT KNOWLEDGE TO PROMOTE EFFECTIVE CROSS-CULTURAL COMMUNICATIONS.

FOR MOST PERSONS WHO ARE DEAF, AMERICAN SIGN LANGUAGE IS THEIR PRIMARY MODE OF COMMUNICATION. AMERICAN SIGN LANGUAGE IS VERY DIFFERENT FROM ENGLISH WITH ITS OWN GRAMMAR AND SYNTAX. IT IS A LANGUAGE AND IS THE BASIS FOR WHAT MANY REFER TO AS DEAF CULTURE, A STRONG CULTURAL BOND WITH ITS OWN HISTORY, SOCIAL RULES, AND FOLKLORE. SIGN LANGUAGE INTERPRETING IS A VERY DIFFICULT SKILL AND THE PROFESSION HAS EXCELLENT CERTIFICATION PROGRAMS AND EXTREMELY HIGH ETHICAL STANDARDS.

QUALIFIED SIGN LANGUAGE INTERPRETERS ARE USUALLY FREELANCE CONTRACTORS; HOWEVER, THERE ARE SIGN LANGUAGE INTERPRETER REFERRAL AND SCHEDULING SERVICES IN LARGER COMMUNITIES. IT IS RECOMMENDED THAT ENTITIES NEEDING SIGN LANGUAGE INTERPRETATION SERVICES USE THESE AGENCIES IN ORDER TO ENSURE THE QUALITY AND SKILL OF THE INTERPRETER. MANY INTERPRETERS HAVE BEEN NATIONALLY CERTIFIED BY THE **REGISTRY OF INTERPRETERS FOR THE DEAF (RID)** OR THE **NATIONAL ASSOCIATION OF THE DEAF (NAD)**. SKILL LEVEL VARIES GREATLY AMONG SIGN LANGUAGE INTERPRETERS, SO IT IS IMPORTANT TO USE ONE THAT CAN ENSURE EFFECTIVE COMMUNICATION IN ANY GIVEN SETTING. RATES VARY, AS WELL WITH NATIONALLY-CERTIFIED SIGN LANGUAGE INTERPRETERS USUALLY RANGING BETWEEN \$ 35 AND \$ 50 PER HOUR. DEPENDING ON WHAT LEVEL OF CERTIFICATION THEY HAVE OBTAINED. **"PRE-CERTIFIED"** INTERPRETERS, WHO DO NOT HAVE ANY CERTIFICATION, WILL USUALLY BE BETWEEN \$ 15 AND \$ 25 PER HOUR DEPENDING ON EXPERIENCE AND EDUCATION. AGAIN, IT IS RECOMMENDED THAT ENTITIES USE REFERRAL SERVICES TO ENSURE THAT THE PROVIDER IS QUALIFIED FOR THE ASSIGNMENT.

FOR SETTINGS WHERE THE COMMUNICATION IS CONTINUOUS AND NO LONGER THEN 2 HOURS, A TEAM OF INTERPRETERS WILL TYPICALLY BE NECESSARY IN ORDER TO PREVENT FATIGUE AND CUMULATIVE MOTION INJURY. IN SOME RARE INSTANCES, A TEAM MAY BE NEEDED FOR SHORTER ASSIGNMENTS, AS WELL.

ALWAYS CONSULT THE PERSON WHO NEEDS THE SIGN LANGUAGE INTERPRETER, THEY WILL OFTEN HAVE INTERPRETER PREFERENCES AND CAN ASSIST THE COVERED ENTITY IN MEETING THEIR NEEDS.

SIGN LANGUAGE INTERPRETERS:
SPECIFIC CONSIDERATIONS FOR CONVENTIONS AND CONFERENCES

IT IS RECOMMENDED THAT ENTITIES USE A PROFESSIONAL SIGN LANGUAGE INTERPRETER, SCHEDULING AGENCIES WHEN ARRANGING QUALIFIED SIGN LANGUAGE INTERPRETERS FOR CONVENTIONS AND CONFERENCES. THIS WILL ENSURE THAT ALL OF THE PROPER ELEMENT ARE ADDRESSED. OTHERWISE, THERE ARE A FEW ITEMS THAT ORGANIZATIONS SHOULD CONSIDER. FIRST, THE EASIEST WAY TO MEET THE NEEDS OF THE INDIVIDUAL WHO IS DEAF IS BY SIMPLY ASSIGNING A TEAM OF INTERPRETERS TO THAT PERSON. THIS OVERCOMES ANY CONFUSION ABOUT WHAT MAIN SESSION OR BREAKOUT ACTIVITY SHOULD BE COVERED. THIS OPTION MAY **NOT** BE COST EFFECTIVE IF THERE ARE MULTIPLE PARTICIPANTS WHO ARE DEAF. IF THERE ARE MULTIPLE PARTICIPANTS WHO ARE DEAF, ORGANIZERS SHOULD PLAN ON THE PARTICIPANTS BEING INTERESTED IN DIFFERENT SESSIONS, THUS REQUIRING ADDITIONAL INTERPRETERS. ORGANIZATIONS SHOULD ALSO, INCLUDE THE INTERPRETERS IN WHATEVER KINDS OF MEAL ARRANGEMENTS AND OTHER SUCH ELEMENTS OF THE CONVENTION OR CONFERENCE.

ASSISTIVE LISTENING DEVICES:

ANOTHER AUXILIARY AID OR SERVICE FOR ENSURING EFFECTIVE COMMUNICATION IS THE ASSISTIVE LISTENING DEVICE (**ALD**). ALD's ARE AUXILIARY AIDS THAT ASSIST PERSONS WHO ARE OF HEARING. THE BASIC PURPOSE OF AN ALD IS TO TAKE THE DESIRED AUDIBLE INFORMATION (PRESENTER, SPEAKER, PANEL MEMBERS, etc.) AND TRANSMIT IT DIRECTLY TO A PERSON'S HEARING AIDS OR RECEIVING DEVICE. ALTHOUGH THE LISTENER HAS INDIVIDUAL VOLUME CONTROL, THE MAIN PURPOSE IS NOT TO MAKE THE INFORMATION LOUDER, BUT RATHER TO ELIMINATE BACKGROUND NOISE AND "**CUT THE DISTANCE**" BETWEEN THE SPEAKER AND THE LISTENER. THE RESULT IS THAT THE LISTENER CAN FOCUS SOLELY ON THE PERSON(S) SPEAKING, THEREBY, BEING ABLE TO PARTICIPATE MORE FULLY. THE EFFECTIVENESS OF AN **ALD** DEPENDS GREATLY ON THE SET-UP OF MICROPHONES. SOME SETTINGS REQUIRE ONE MICROPHONE (i.e. THERE IS ONE PRESENTER OR SPEAKER). OTHER SETTINGS MAY REQUIRE MULTIPLE MICROPHONES AND EVEN MIXERS IN ORDER TO ENSURE THAT EACH PERSON SPEAKING IS ADEQUATELY TRANSMITTED THROUGH THE **ALD** (i.e. BOARD MEETING, PANEL DISCUSSIONS, etc.)

THERE ARE MANY TYPES OF **ALDs** THAT USE SEVERAL TYPES OF TRANSMISSION TECHNOLOGIES (FM RADIO, INFRARED, INDUCTION, etc.). EACH SETTING WILL REQUIRE A DIFFERENT APPLICATION DEPENDING ON THE SIZE OF THE ROOM, THE NUMBER OF PERSONS SPEAKING, AND THE INDIVIDUAL'S NEEDS. IN MOST AREAS, ENTITIES CAN BORROW OR RENT **ALDs** FROM COMMUNITY ORGANIZATIONS OR **ALD** DEALERS. PURCHASING ASSISTIVE LISTENING DEVICES IS RECOMMENDED IF THE ENTITY IS LIKELY TO NEED THE EQUIPMENT ON A REGULAR BASIS.

ALWAYS CONSULT THE PERSON WHO IS HARD OF HEARING, THEY ARE OFTEN THE "EXPERT" WHEN IT COMES TO WHAT WORKS BEST FOR THEM.

ALDs: SPECIFIC CONSIDERATIONS FOR CONVENTIONS AND CONFERENCES:

IF A PARTICIPANT NEEDS ALDs FOR A CONVENTION OR CONFERENCE, THE ORGANIZATION SHOULD TRY TO LOCATE AN AGENCY OR PROVIDER THAT CAN SET IT UP PROPERLY. THERE ARE MANY TECHNICAL DETAILS TO CONSIDER THAT USUALLY REQUIRE PROFESSIONAL ASSISTANCE HARD OF HEARING SERVICE ORGANIZATIONS OR LOCAL CHAPTERS OF SELF-HELP FOR HARD OF HEARING (SHHH) MAY BE ABLE TO PROVIDE MORE INFORMATION ON ALD's. MOST AUDIO/VISUAL PROVIDERS DO NOT UNDERSTAND OR HAVE EXPERIENCE WITH ALDs, ALTHOUGH, SOME SETTING WILL REQUIRE MULTIPLE MICROPHONE/MIXER SYSTEMS THEREBY STILL REQUIRING THEIR SERVICES. OFTEN, THERE IS ALREADY A MICROPHONE SYSTEM SET-UP FOR ANY GIVEN SESSION, EITHER AUXILIARY PA EQUIPMENT OR BUILT IN EQUIPMENT SUCH AS SYSTEMS FOUND IN HOTEL CONFERENCE ROOMS. ALDs CAN EASILY CONNECT TO PRE-EXISTING PA SYSTEMS, WHICH CAN REDUCE SOME OF THE COMPLEXITIES, INVOLVED IN THEIR USE.

REALTIME CAPTIONING:

REALTIME CAPTIONING OR COMPUTER AIDED REALTIME TRANSCRIPTION (**CART**) AS IT IS SOMETIMES CALLED, IS ANOTHER AUXILIARY AID OR SERVICE THAT CAN ENSURE EFFECTIVE COMMUNICATION. A WIDE VARIETY OF PERSONS WHO ARE DEAF, HARD OF HEARING, OR LATE-DEAFENED USE REALTIME CAPTIONING, ALTHOUGH IT TENDS TO BE USED MOSTLY BY PERSONS WHO ARE SEVERELY HARD OF HEARING OR LATE-DEAFENED. WITHOUT GETTING TOO TECHNICAL, REALTIME CAPTIONING INVOLVES A HIGHLY SKILLED COURT REPORTER WHO CAPTURES WHAT IS BEING SAID USING A PHONETIC-BASED LANGUAGE AND A STENO-TYPE MACHINE. THE INFORMATION FROM THE STENO-TYPE MACHINE IS INSTANTANEOUSLY FED INTO A COMPUTER THAT USES SPECIALIZE SOFTWARE TO CONVERT THE INFORMATION INTO ENGLISH AND DISPLAY IT ON A DATA PROJECTOR. THE RESULT IS AN INSTANTANEOUS VISUAL TEXT DISPLAY OF WHAT IS BEING SAID, MUCH LIKE CLOSED CAPTIONING ON TELEVISION. IT IS VERY ACCURATE (ASSUMING THE PROVIDER IS QUALIFIED) AND USUALLY HAS A LAG TIME OF ONLY A COUPLE OF SECONDS AT MOST. ALTHOUGH REALTIME CAPTIONING CAN SEEM OVERWHELMING, A QUALIFIED PROVIDER CAN MAKE THE PROCESS VERY SIMPLE AND UNDERSTANDABLE. COST CAN RANGE FROM \$ 40 PER HOUR TO \$ 90 PER HOUR DEPENDING ON THE CERTIFICATIONS AND EXPERIENCE OF THE PROVIDER.

THE EQUIPMENT AND SOFTWARE THAT THESE PROVIDERS USE CAN TOTAL \$ 15,000 OR MORE AND MOST PROVIDERS ONLY HAVE A COUPLE OF ASSIGNMENTS A MONTH SO THIS IS AN EXPENSIVE SERVICE TO OFFER. THE DISPLAY MEDIUM FOR REALTIME CAPTIONING IS VERY IMPORTANT. DEPENDING ON THE SETTING THE CAPTIONING CAN BE DISPLAYED ON A LAPTOP SCREEN, AN AUXILIARY COMPUTER MONITOR, AN LCD PANEL WITH OVERHEAD PROJECTOR, A DATA PROJECTOR, A TELEVISION SCREEN, AND EVEN “ENCODED” OR MIXED WITH A VIDEO SIGNAL TO DISPLAY AT THE BOTTOM OF A BROADCAST WHEN PRESENTERS ARE PROJECTED ON SCREENS. IT IS IMPORTANT TO DISCUSS THE MOST APPROPRIATE DISPLAY MEDIUM WITH THE CAPTIONING PROVIDER. THEY WILL KNOW WHICH ONE WILL WORK BEST FOR ANY GIVEN SETTING.

REALTIME CAPTIONING:
SPECIFIC CONSIDERATIONS FOR CONVENTIONS AND CONFERENCES

AS MENTIONED BEFORE, EQUIPMENT CONSIDERATIONS ARE OF THE UTMOST IMPORTANCE. OFTEN, THERE IS CONFUSION OVER EQUIPMENT OBTAINED FOR PRESENTERS AS OPPOSED TO THE EQUIPMENT THAT IS SET-UP FOR THE REALTIME CAPTIONER. IT IS IMPORTANT TO PLAN WELL IN ADVANCE AND GET EXACTLY THE KIND OF EQUIPMENT THAT THE REALTIME CAPTIONER HAS INDICATED. OTHERWISE, THE REALTIME CAPTIONER WILL BE THE BEST RESOURCE FOR ANY OTHER DETAILS THAT NEED TO BE ADDRESSED. IT IS IMPORTANT TO UNDERSTAND THAT THERE IS SET-UP TIME INVOLVED. IF ADEQUATE SET-UP TIME CANNOT BE ARRANGED BETWEEN SESSIONS, IT MAY BE NECESSARY TO HAVE AN ADDITIONAL CAPTIONER IN ORDER TO ENSURE THAT “BREAK-OUT SESSIONS” ARE ADEQUATELY COVERED. ADDITIONAL CAPTIONER’S ALSO MIGHT BE NEEDED IF THERE ARE MULTIPLE PARTICIPANTS NEEDING THE SERVICE.

CONCLUSION:

ALTHOUGH IT MAY NOT APPEAR SO AT FIRST, EFFECTIVE COMMUNICATION UNDER THE ADA IS REALLY A SIMPLE CONCEPT. COVERED ENTITIES ARE REQUIRED TO TAKE WHATEVER STEPS NECESSARY TO ENSURE THAT PEOPLE WHO ARE DEAF, HARD OF HEARING OR LATE-DEAFENED CAN PARTICIPATE EQUALLY. THE BEST WAY TO ENSURE CORRECT AUXILIARY AID OR SERVICE IS PROVIDED, IS TO CONSULT THE INDIVIDUAL NEEDING IT. WHETHER IT IS QUALIFIED INTERPRETER, ASSISTIVE LISTENING DEVICES, REALTIME CAPTIONING, OR THE MANY OTHER AUXILIARY AIDS OR SERVICES, THE PROVIDERS WILL ASSIST ENTITIES WITH THE DETAILS OF ARRANGING THE SERVICES. THE ONLY REAL STEP THAT THE ENTITY **MUST** TAKE ON ITS OWN IS THE DECISION TO MAKE THEIR SERVICES, BENEFITS, PROGRAMS, OR OTHER ACTIVITIES AVAILABLE TO ALL WHO ARE QUALIFIED, INCLUDING PERSONS WHO ARE DEAF, HARD OF HEARING OR LATE-DEAFENED.

ALCOHOLICS WITH DISABILITIES

THIS SECTION HAS **MANY AREAS** THAT CAN HELP YOU TO COME UP WITH **IDEAS** TO HELP THOSE IN THE FELLOWSHIP WITH **SPECIAL NEEDS**.

TRADITION THREE: “THE ONLY REQUIREMENT FOR **A.A.** IS A DESIRE TO STOP DRINKING”.

EARLY INTOLERANCE BASED ON FEAR; TO TAKE AWAY ANY ALCOHOLIC’S CHANCE AT **A.A.** IS SOMETIMES TO PRONOUNCE THEIR **DEATH SENTENCE**.

MEMBERSHIP REGULATIONS ABANDONED; ANY ALCOHOLIC IS A MEMBER OF **A.A.** WHEN HE SAYS SO. (PAGE OF THE 12&12)

TRADITION FOUR: “EACH GROUP SHOULD BE AUTONOMOUS EXCEPT IN MATTERS AFFECTING OTHER GROUPS OR **A.A.** AS A HOLE”

THE NEED TO EMPLOY SPECIAL WORKERS IS A NEED FOR **A.A.** AS A WHOLE IN EACH AREA. THE PROFESSIONAL SERVICE IS VITAL IN ORDER TO GIVE **DEAF ALCOHOLICS** THE OPPORTUNITY TO **PARTICIPATE** IN THE PROGRAM OF **ALCOHOLIC’S ANONYMOUS**.

TRADITION FIVE: “EACH GROUP HAS BUT ONE PRIMARY PURPOSE-TO CARRY ITS MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS”

BETTER DO ONE THING WELL THAN MANY BADLY. THE LIFE OF OUR FELLOWSHIP DEPENDS ON THIS PRINCIPLE. THE ABILITY OF EACH **AA** TO IDENTIFY HIMSELF WITH AND BRING RECOVERY TO THE NEWCOMER IS A GIFT FROM **GOD**... PASSING ON THIS GIFT TO OTHERS IS OUR ONE AIM. **SOBRIETY CAN’T BE KEPT UNLESS IT IS GIVEN AWAY**.

OPEN MEETING AND THE ADA; THIS TOPIC HAS COME UP FOR SOME ACCESS COMMITTEES. HOW IT IS ADDRESSED VARIES BETWEEN COMMITTEES. THE INFORMATION BELOW IS A BRIEF DESCRIPTION OF HOW SOME HAVE ADDRESSED THIS ISSUE.

A.A. GROUPS/MEETINGS: USING FACILITIES THAT ARE OPEN TO THE GENERAL PUBLIC ATTEMPT TO FOLLOW THE **AMERICANS DISABILITIES ACT LAW.**

* MANY OF THE FACILITIES WE RENT FROM ARE SET UP FOR ACCESS FOR PEOPLE WHO HAVE MOBILITY LOSS, USE WHEELCHAIRS, DEAF OR HARD OF HEARING, BLIND OR PEOPLE WHO HAVE LOW VISION PROBLEMS.

* THE GROUP CONTACTS THE FACILITY ENGINEER, MAINTENANCE PERSON OR THE AUDIOVISUAL DEPARTMENT TO FIND OUT IF THE FACILITY IS ACCESSIBLE.

* WHEELCHAIR ACCESSIBLE PARKING FACILITY AND RESTROOMS FOR PEOPLE WITH MOBILITY LOSS.

* ASSISTIVE LISTENING DEVICES (**ALD**) FOR PEOPLE WHO ARE HARD OF HEARING.

* BRAILLE FOR PEOPLE WHO ARE BLIND.

* POST HOW THE MEETING IS ACCESSIBLE IN THE MEETING SCHEDULE.

* THE PUBLIC FACILITIES WE RENT ARE NOT RESPONSIBLE FOR PROVIDING SIGN LANGUAGE INTERPRETERS. THAT IS THE RESPONSIBILITY OF THE PEOPLE WHO RENT THE ROOMS.

OPEN A.A. GROUPS: OFTEN ATTEMPT TO PROVIDE INTERPRETERS UPON REQUEST WITH THE HELP OF THE DISTRICT, INTERGROUP AND CENTRAL SERVICE OFFICE.

A.A. MEETINGS: TAKEN INTO JAILS, MENTAL HOSPITALS AND TREATMENT CENTERS.

* THE INSTITUTION IS RESPONSIBLE TO PROVIDE ACCESS TO THE FACILITY AND ALL SERVICES PROVIDED TO THEIR CLIENTS. IF AN **A.A.** MEETING IS BROUGHT INTO THEIR FACILITY THEY ARE REQUIRED TO PROVIDE ACCESS TO THAT MEETING FOR ANY DISABLED CLIENTS WISHING TO ATTEND. INCLUDING EMPLOYING CERTIFIED INTERPRETERS FOR DEAF CLIENTS WHO WANT TO ATTEND THE AA MEETING.

ISOLATED MEMBERS: SHIFT WORKERS, PARENTS WITH YOUNG CHILDREN, ELDERLY, HOUSE AND HOSPITAL BOUND INCLUDING NURSING AND FOSTER HOMES. THE BELOW INFORMATION IS A LIST OF WHAT SOME COMMITTEES HAVE DONE TO HELP PROVIDE ACCESS.

***VOLUNTEER SIGN-UP SHEET:** THE SIGN-UP SHEETS SHOULD INCLUDE THE TYPE OF SERVICE WORK NAME, PHONE NUMBER, E-MAIL, DATE AND TIMES AVAILABLE. SOMETIMES BOTH THE A.A. GROUP AND THE ACCESS COMMITTEES KEEP A COPY OF THE SIGN-UP SHEETS. (SEE AT END OF PACKAGE)

***RIDES TO MEETINGS:** (VOLUNTEER SIGN-UP SHEET) PROVIDE PUBLIC TRANSPORTATION INFORMATION.

***MEETING BROUGHT TO THEM:** (VOLUNTEER SIGN-UP SHEET)

***A.A. MEETINGS BY PHONE:** VOLUNTEER SIGN-UP SHEET FOR PEOPLE WILLING TO HELP SET UP TELEPHONE CONFERENCE CALL MEETINGS, ESPECIALLY FOR THOSE WITHOUT COMPUTERS.

***A.A. MEETING IN PRINT:** A.A. GRAPEVINE.

***A.A. LONERS INTERNATIONALISTS MEETING NEWSLETTER:** AN A.A. MEETING BY MAIL FOR LONERS, INTERNATIONALIST AND OTHER A.A.'s WHO CANNOT ATTEND REGULAR MEETINGS. FOR A COPY OF THE NEWSLETTER PLEASE WRITE AND REQUEST FROM GSO NEW YORK, (F-18) **LONERS INTERNATIONAL MEETING NEWSLETTER.**

***A.A. AREA TRAVELING LOAN LIBRARY:** SOME AREAS HAVE SET UP A LIBRARY AT AREA QUARTERLY ASSEMBLES. SERVICE MEMBERS CHECK OUT MATERIALS FOR A 3 MONTH PERIOD OF TIME . TO BE RETURNED BY THE FOLLOWING ASSEMBLY.

***LOCAL CITY/TOWN LIBRARY:** SOME COMMITTEES HAVE REQUESTED THE LOCAL CITY LIBRARY TO STOCK A.A. LITERATURE INCLUDING BUT NOT LIMITED TO THE FOLLOWING: A.A. LITERATURE, AUDIO-CASSETTES, AND VIDEO-TAPES AVAILABLE IN THE **SPECIAL NEEDS CATALOG. A.A. BIG BOOK AND TWELVE-STEPS** AND TWELVE TRADITIONS BOOK IN THE PRIMARY LANGUAGES USED IN THAT AREA, INCLUDING AMERICAN SIGN LANGUAGE (VIDEO-TAPES) AND BRAILLE. **NOTE** INFORM THE **LOCAL PI, CPC, CTF AND CCF** COMMITTEES OF WHAT IS AVAILABLE THROUGH THE LOCAL LIBRARY.

***SHIFT WORKERS:** SOME COMMITTEES ASSIST MEMBERS IN STARTING NEW A.A. MEETINGS AT A TIME THAT WILL WORK FOR THEM.

***PARENTS OF YOUNG CHILDREN:**

CHILDCARE SUPPORT:

1. ASSIST GROUPS IN SETTING UP MEETINGS TO PROVIDE CHILDCARE, WITH THE GROUP PAYING A CHILDCARE PROVIDER.
2. ASSIST GROUP IN STARTING A NURSERY NEAR THE MEETING ROOM, WITH MEMBERS OF THE GROUP ROTATING CHILDCARE RESPONSIBILITIES DURING THE MEETING. SOMETIMES A SPLIT SHIFT OF VOLUNTEERS DURING THE MEETING IS ESTABLISHED SO ALL MEMBERS GET TO PARTICIPATE IN THE A.A. MEETING.
3. VOLUNTEER SIGN-UP SHEET FOR PARENTS INTERESTED IN ROTATING CHILDCARE AND MEETING NIGHTS WITH OTHER PARENTS.
4. VOLUNTEER SIGN-UP SHEET FOR A.A. MEMBERS INTERESTED IN PROVIDING CHILDCARE FOR SPECIFIC MEETINGS AND TIMES.
5. POST MEETINGS THAT HAVE CHILDCARE IN THE MEETING SCHEDULES.

***ELDERLY:**

1. ASSIST MEMBERS IN STARTING REGULAR A.A. MEETINGS AT SENIOR CITIZENS CENTERS, NURSING HOMES, AND FOSTER CARE HOMES.
2. ASSIST THE SENIOR CITIZENS COMMUNITY ABOUT ACCESSIBLE A.A. MEETING.
 - A. SENIOR CITIZENS CENTERS/NEWSLETTERS.
 - B. LOCAL NEWSPAPER.
 - C. LOCAL LIBRARY/NEWSLETTER.
 - D. MEALS ON WHEELS.
 - E. NURSING HOMES, FOSTER HOMES AND HOSPITAL BULLETIN BOARDS.
 - F. CHURCH BULLETIN BOARDS.

CONTACT CAN BE MADE THROUGH THE FOLLOWING WEB SITE;

<http://www.aa-intergroup.org>

1. TEACHING A.A. MEMBERS HOW TO COMMUNICATE WITH OTHER MEMBERS USING A VARIETY OF INSTANT MESSAGE PROGRAMS AVAILABLE ON THE INTERNET. THIS ENABLES PRIVATE REAL-TIME COMMUNICATIONS BETWEEN A.A. MEMBERS.

2. **ACCESSING FREE INTERNET/ E-MAIL** THROUGH PUBLIC LIBRARIES.

3. **INTER-GROUPS/CENTRAL SERVICE OFFICES AND DISTRICTS:** SOMETIMES SET UP A COMPUTER FOR A.A. MEMBERS TO USE SO HEY CAN ACCESS ON-LINE A.A. MEETINGS. THIS HAS BEEN HELPFUL FOR THE DEAF, HARD OF HEARING, DEAFENED AND OTHER MEMBERS WITH LIMITED ACCESS TO A.A. MEETINGS.

4. **A.A. MEETING IN PRINT:** A.A. GRAPEVINE, <http://www.aagrapevine.org>.

MAILING ADDRESS: THE GRAPEVINE, P.O. BOX 1980, GRAND CENTRAL STATION, NEW YORK, N.Y. 10163-1980. TELEPHONE ORDERS

(CREDIT CARD ONLY): (212) 870-3404 (MONDAY-FRIDAY, 9:00 am-4:45 pm EST)

A.A. WEB-MASTERS: MANY AREAS ARE WORKING WITH A.A. WEB-MASTERS AND MEETING SCHEDULES HAVE A SECTION DEDICATED TO LISTING ACCESSIBLE A.A. MEETINGS. SEVERAL WEB SITES LIST THE FOLLOWING:

1. DEAF AND HARD OF HEARING.

2. INTERPRETED MEETING COORDINATOR AND LIST INTERPRETED MEETING.

3. WEB-SITE ADDRESS ADDED TO MEETING SCHEDULE.

INTERNET RESOURCES:

1. GSO A.A. WEB-SITE <http://www.aa.org>

2. ON-LINE INTER-GROUP A.A.: <http://www.aa-intergroup.org>

3. DEAF AND HARD OF HEARING A.A. 12STEP RECOVERY RESOURCES:

<http://www.dhh12s.com>

ACCESS FOR A.A. MEMBERS WHO HAVE A SPEECH DISABILITY:

THE INFORMATION BELOW LIST IS WHAT SOME COMMITTEES HAVE DONE TO PROVIDE ACCESS.

1. PROVIDE **COMMUNICATION TIPS** TO A.A. MEMBERS NOT FAMILIAR WITH COMMUNICATING WITH PEOPLE WHO HAVE A SPEECH DISABILITY.
2. TEACH THEM HOW TO USE A LAP TO COMPUTER AT THE A.A. MEETING. THEY WILL TYPE WHAT THEY WANT TO SHARE AT THE MEETING AND A VOLUNTEER WILL VOICE FOR THEM. SOME A.A. MEMBER'S WHO ARE SPEECH DISABLED ALSO HAVE MOBILITY LOSS AND ARE UNABLE TO TYPE ON A COMPUTER. AN ASSISTANT THAT IS FAMILIAR WITH INDIVIDUAL MAY ATTEND THE MEETING WITH THEM TO VOICE INTERPRET.
3. KEEP **PAPER AND PENCILS EASILY AVAILABLE** AT YOUR MEETING AS A COMMUNICATION AID.
4. **RIDES TO MEETING THAT ARE ACCESSIBLE FOR THEM**
5. **A.A. MEETING BY TELEPHONE**: TRAINING A.A. MEMBERS TO USE THE STATE PHONE RELAY SERVICE. VOLUNTEER LIST SIGN-UP SHEET FOR PEOPLE WILLING TO HELP SET UP PHONE CONFERENCE CALL MEETING, ESPECIALLY FOR THOSE WITHOUT COMPUTERS.

ACCESS FOR A.A. MEMBERS WHO ARE ORAL DEAF OR LATE- DEAFENED:

THE INFORMATION BELOW LIST WHAT SOME COMMUNITIES HAVE DONE TO PROVIDE ACCESS.

TRAINING A.A. MEMBERS TO:

1. ARRANGE FOR REAL-TIME CAPTIONING ALSO KNOWN AS COMMUNICATION ACCESS REAL-TIME TRANSLATION (CART)
2. EMPLOY PROFESSIONAL ORAL INTERPRETERS.
3. ARRANGE FOR COMPUTER-ASSISTED NOTE TAKING (SOME COMMITTEES HAVE EXPERIMENTED WITH USING COMPUTER-ASSISTED NOTE TAKING AND HAVE FOUND IT HELPFUL FOR DEAFENED ALCOHOLICS).

* PROVIDE **COMMUNICATION TIPS** TO A.A. MEMBERS WHO ARE NOT FAMILIAR WITH COMMUNICATING WITH PEOPLE WHO ARE DEAFENED.

* SOME COMMITTEES HAVE EXPERIMENTED WITH USING **COMPUTER VOICE RECOGNITION SOFTWARE** BUT, TECHNOLOGY HAS NOT ADVANCED FAR ENOUGH TO MAKE THIS A HELPFUL TOOL FOR A.A. MEETING AT THIS TIME. IT HAS BEEN HELPFUL FOR ONE ON ONE A.A. MEETINGS.

* KEEP **PAPER AND PENCILS EASILY AVAILABLE** AT YOUR MEETING AS A COMMUNICATION AID.

* VISIT AND ASSESS COMPLIANCE AT ALL MEETINGS CURRENTLY POSTED AS ACCESSIBLE. **UP-DATE MEETING CODES WITH THE ACCURATE CODE/SYMBOL FOR THEIR ACCESS NEEDS.**

* **RIDES TO MEETINGS THAT ARE ACCESSIBLE FOR THEM** PROVIDE PUBLIC TRANSPORTATION INFORMATION.

* **A.A. MEETINGS BY TELEPHONE:** TRAINING A.A. MEMBERS TO USE THE STATE PHONE RELAY SERVICE. VOLUNTEERS WHO ARE WILLING TO HELP SET UP PHONE CONFERENCE CALL MEETINGS, ESPECIALLY FOR THOSE WITHOUT COMPUTERS.

* **INFORM THE DEAFENED COMMUNITY:** ABOUT ACCESSIBLE A.A. MEETINGS.

1. ASSOCIATION OF LATE DEAFENED ADULTS (**ALDA**)
2. ORAL DEAF ASSOCIATIONS.
3. LOCAL NEWSPAPERS
4. SENIOR CITIZENS CENTERS/NEWSLETTERS.

KEY WORDS: FINDING INFORMATION IN THE **YELLOW PAGES** OF THE PHONE BOOK:

DEAF: NAT. ASSOC. FOR THE DEAF, STATE SCHOOL FOR DEAF, DEAF CULTURE, AMERICAN SIGN LANGUAGE INTERPRETERS, DEAFENED, TEAM INTERPRETING.

ORAL DEAF: ORAL INTERPRETERS, ASSOC. OF LATE-DEAFENED ADULTS(**ALDA**), COMMUNICATION ACCESS REAL-TIME TRANSLATION(**CART**).

HARD OF HEARING: SELF HELP FOR THE HARD OF HEARING (**SHHH**), ASSISTIVE LISTING DEVICES.

insert AA guidelines - carrying the message to the deaf alcoholic here

THE DEAF

THE FOLLOWING ITEM ARE SUGGESTION ON WAYS THAT OTHER GROUPS AND AREAS HOW TO HELP WITH THE DEAF

LITERATURE:

In some cases the committees will give a set of the **Big Book/Twelve Steps** and Traditions **ASL** videotapes to an **A.A.** member who is Deaf. The **ASL** videotapes cost about six times the cost of the hard copy big book in English.

For many members the key to their sobriety is having the opportunity to hear other **A.A.** members share their experience, strength, and hope. Alcoholics who are Deaf have no access to the **Big book A.A.** stories and find very limited access to **A.A.** meetings, thus makes it difficult for them to learn how other members of **A.A.** stay sober.

* Some Access Committees have had **A.A.** stories translated in **American Sign Language** (video tape) and make them available for loan.

* Some of the areas/districts that have had a lot of experience with making meetings accessible for Deaf **A.A.** members find it is best to schedule the interpreted meetings on a month-to-month request basis.

RIDES TO INTERPRETED MEETINGS: (volunteer sign-up sheet)

Make public transportation information available.

A.A. MEETINGS BY PHONE: Training **A.A.** members how to use the **STATE RELAY SERVICE**. Volunteer sign-up list for people willing to help set up phone conference call meetings, especially for those without computers.

SEE A.A. Guidelines MG-16: Special Needs.

KEY WORDS: for finding more information in the **YELLOW PAGES** of the phone book or searching the internet.

DEAF:

- * National Association for the Deaf
- * State school of the Deaf
- * Deaf culture
- * American Sign Language Interpreters
- * Registry of interpreters for the Deaf
- * Interpreter code of ethics
- * Team interpreting
- * Coordinating Interpreters For Conferences
- * Deafened

ORAL DEAF:

- * Oral interpreters
- * Association of Late-deafened Adults (ALDA)
- * Real-time Captioning
- * Communication Access Real-time Translation (CART)
- * Stenographers
- * Voice recognition software
- * **Computer Assisted Note taking (CAN)**

HARD OF HEARING:

- * Self Help for Hard of Hearing (SHHH)
- * Assistive Listening Devices

BLIND:

- * Deaf blind
- * Braille

Adapted from a publication by Dr. Leo E. Conner, director of the Lexington School for the Deaf, Queens, NY.

COMMUNICATE WITH THE DEAF

(by all means!!!)

1. IT IS IMPORTANT TO HAVE DEAF PERSON'S ATTENTION BEFORE SPEAKING. HE MAY NEED A TAP ON THE SHOULDER. A WAVE OF THE HAND, OR ANOTHER SIGNAL THAT YOU WISH TO COMMUNICATE.
2. SPEAK SLOWLY AND CLEARLY, BUT DON'T EXAGGERATE OR OVER-EMPHASIZE. THIS DISTORTS LIP MOVEMENTS AND MAKES SPEECH READING MORE DIFFICULT.
3. TRY TO SHOW FACIAL AND BODY EXPRESSION WHEN YOU SPEAK. YOU DON'T HAVE TO BE A PANTOMIME EXPERT TO DO THIS.
4. NOT ALL DEAF PEOPLE CAN READ LIPS, AND EVEN THE BEST SPEECH READERS MAY MISS MANY WORDS. THEREFORE, IF THE DEAF PERSON DOES NOT REPLY OR SEEMS TO BE HAVING DIFFICULTY IN COMPREHENDING, REPHRASE THE THOUGHT RATHER THAN REPEAT IT EXACTLY.
5. LOOK DIRECTLY AT THE PERSON WHILE SPEAKING. EVEN A SLIGHT TURN OF THE HEAD CAN OBSCURE THE DEAF PERSON'S VISION. OTHER DISTRACTING FACTORS INCLUDE BEARDS AND MUSTACHES. REMEMBER THIS.
6. DON'T BE EMBARRASSED ABOUT COMMUNICATING WITH PAPER AND PENCIL. GETTING THE MESSAGE ACROSS IS MORE IMPORTANT THAN THE MEDIUM USED.
7. ESTABLISH EYE CONTACT. IT HELPS CONVEY THE FEELING OF DIRECT COMMUNICATION.
8. DON'T RESTRICT CONVERSATION TO BUSINESS MATTERS. DEAF PEOPLE HAVE FEELINGS AND OPINIONS. HUMOR, GOSSIP AND SMALL TALK HELP EVERYONE TO RELAX.
9. IF YOU ARE CALLED ON TO READ SOMETHING WHILE AN INTERPRETER IS SIGNING, PLEASE READ SLOWLY AND CLEARLY. FORMAL WRITING IS MORE DIFFICULT TO INTERPRET QUICKLY.
10. NEVER MIMIC PEOPLE USING SIGN LANGUAGE-NOT EVEN IN FUN. AMERICAN SIGN LANGUAGE IS A REAL LANGUAGE, THE THIRD MOST COMMONLY USED LANGUAGE IN THE U.S.
11. BE AWARE OF SILENT CONVERSATIONS. OFTEN, HEARING PEOPLE INTERRUPT AN ONGOING DIALOGUE, NOT REALIZING WHAT THEY ARE DOING.
12. THE MOST IMPORTANT ADVICE FOR THOSE WHO CAN HEAR IS TO REMEMBER THAT DEAF PEOPLE CAN'T SPEAK. DEAFNESS IS NOT MUTENESS. LISTENING IS AN IMPORTANT PART OF COMMUNICATION ALSO.

ASSISTIVE LISTENING DEVICES

WHAT ARE ASSISTIVE LISTENING DEVICES (ALDS)

Assistive Listening Devices (**ALDs**) are amplification instruments that are designed to be helpful in specific, but not all listening situations. For instance, there are **ALDs** that; amplify the **TV**, amplify the telephones, amplify in theaters, amplify in places of worship and amplify public speakers. Hearing aids, which also amplify sound, are instruments that can be used in all listening situations., But because, a hearing aid is an all-purpose instrument, it may not be as successful in each and every specific application.

HOW DO ALDS DIFFER FROM HEARING AIDS?

The construction of an **ALD** is different from a hearing aid in one important aspect. All of the components of a hearing aid, the microphone, the amplifier, and the loudspeaker are located within the body of the instrument that is placed on the user's ear. Therefore, the microphone of a hearing aid picks up both signal and noise. In contrast, the microphone of an **ALD** is separated from the body of the instrument and is placed at the sound source so that it is most apt to pick up the desired signal at the expense of background noise. In practice, the ability to selectively amplify signal, but not background noise, is the biggest advantage of **ALDs**.

HOW DO ALDS TRANSMIT FROM SOURCE TO RECEIVER?

The method that is used to send the signal from microphone (transmitter) to receiver is the most important factor that distinguishes the various types of **ALDs**. There are four primary methods that are used.

*** HARD WIRED:**

The microphone is attached by a thin cable to the receiver. This type of **ALD** is useful for one-to-one conversation such as while traveling in a car.

*** FM:**

The signal is transmitted by an FM radio signal. An FM system is often used in classrooms for the hearing impaired or in auditory trainers for hearing impaired children.

*** INFRARED:**

The signal is transmitted by a infrared light signal, similar to the remote control on TVs or VCRs. An infrared system is often used in the home to amplify the TV or in movies, theaters, or public speaking situations. The infrared system requires a clear line-of-sight from the transmitter to the receiver.

ACCESS TO CLOSED A.A. MEETINGS
FOR MEMBERS WHO NEED AN INTERPRETER

To: District Committee Members & General Service Representatives

From: Excess Committee

Subject: Non-A.A., professional interpreter at closed meetings (SAMPLE)

REQUEST:

* Request all closed groups to take a group conscience to see if their group is **A.A.** certified/professional interpreters for **Deaf A.A.** members to attend their closed meeting. Note: this does not mean that the group would be responsible for paying the interpreter.

* Share information from the **GSO A.A. Guidelines MG-13 "Carrying the Message to the Deaf Alcoholic"** and **MG -16 "Serving Alcoholics With Special Needs."**..

* Inform the group of the interpreter's code of ethics.

* **Add** one of the meeting codes below:

(SIW) non-A.A. sign language interpreters welcome.

(CSI) closed to non-A.A. sign language.

* Inform **Access committee, DCM, Web-master,** and meeting schedule person.

INTENT/PURPOSE:

To get a preapproval process taken care of and to make it clear in the schedule what the group conscience is for each closed meeting. It is often very difficult Deaf Alcoholic to attend a closed **A.A.** meeting while a **Deaf** member may prefer to go to a closed meeting to better discuss their alcohol problem, the issue of whether the group will allow a **non-A.A.** professional interpreter to attend **must** be addressed

If a Deaf member “just shows up” with their interpreter at closed meeting and asks the group if they can attend, it can be very awkward while the group takes a group conscience. In some cases there are objections to the interpreter being there, and even if the group conscience votes to have the Deaf member stay with their interpreter, the feeling is ***NOT*** at all one being welcomed. If the group votes ***“NO,”*** it’s even worse! Once again, the **Deaf** alcoholic encounters a unique problem that most people in **A.A.** have never even thought of.

SUGGESTIONS FOR STARTING AN INTERPRETED MEETING

These are suggestions for the **A.A.** group that is interested in starting an interpreted meeting or, more accurately, adding an interpreter to an ongoing meeting. They are based on the experience of some individual members of **A.A.**'s Special Needs Committees that have been formed, and do not represent the ideas or viewpoints of anyone or any organization.

1. *DETERMINE THE NEED:* Is there a need for an interpreted meeting in your area? What type of meeting? What day? For example, if your group meets several nights a week with several different types of meetings, which is the best meeting to add an interpreter?

2. *DO SOME RESEARCH?* Contact your Area, or District **Special Needs Committee** or check your local meeting book and find out about currently interpreted meetings in your neighborhood. Attend a couple of these meetings and ask the deaf and hard of hearing AA'S who attend what their community needs. Ask a member of the-Special Needs Committee in your Area, or to District attend your group's business meeting to address these and other issues. If there is no need for an interpreted meeting during the times your group meets, consider using those funds for other, related **12th-Step work**, such as a donation to your **Area's Special Needs Committee**, or to a Share-a-Day for support of interpreting services.

Find out how much it would cost your group each week to have an interpreter at a meeting. Make sure there are interpreters available to work at the meeting on an on going basis.

3. **MAKING A COMMITMENT:** Adding an interpreter to a meeting is best done when the entire group is willing to make a commitment to this special kind of 12thStep work. Is the group willing to pay for an interpreter every week? Even if deaf or hard-of-hearing people don't come. Remember that the meeting will be listed in the meeting book as interpreted, which is also a commitment.

4. **CREATE A SERVICE POSITION:** Designate a group member to coordinate all the work related to an interpreted meeting. This has several advantages: the whole process runs more smoothly the group takes the effort more seriously, and there's a new opportunity to give service! (You don't need to know sign language to help a deaf or hard-of-hearing alcoholic.)

5. **SET UP A REGULAR SCHEDULE OF INTERPRETERS:** A rotation system seems to work best: a different interpreter is regularly scheduled for each week of the month.

6. **OUTREACH:** Leaving out these three steps is the most common mistake made by groups that want to attract deaf and hard-of-hearing alcoholics to **A.A.** and too there meeting in particular. If all you do is hire an interpreter and wait, it's unlikely, that many people will just show up at your meeting. Is there a sober Deaf community in your area? Make up fliers and give them out at the other interpreted meeting. Send fliers to local professionals' who work with the hearing impaired. Notify your local Inter Group, Area or Central Office, and local Special Needs Committees in writing.

7. **BE PATIENT:** Sometimes it takes a while *for*, word of an interpreted meeting *to* get around. *Also*, group members may occasionally complain that not enough deaf and hard of hearing people are showing upon enough deaf for an interpreted meeting. It's **important** to remember, however that not all hearing impaired people who want *to* identify themselves as such *by* sitting in the "**special sets**" reserved for them. They may be sitting elsewhere in the room, especially if they are new or if they arrive late.

Thus, it's important for the interpreter *to* stay and interpret even if *you* don't see anyone whom you think is deaf or hard of hearing.

8. **HOW TO MEASURE YOUR-SUCCESS:** As with all **12-Step-work**, your work in this area is successful if you stay sober.

If you have any questions, feedback or suggestions please contact the **Area Special Needs Committee**, through _____. For a complete list of interpreted meeting, Contact at _____-_____-_____ or _____-_____-_____. (TTY)

Working Effectively With an Interpreter

During communication, the interpreter will convey all messages from both the hearing person and the deaf person. The interpreter will sign what is said by the hearing person and will say in spoken English what is signed by the deaf person. The visual nature of sign language makes good lighting and placement of the interpreter important.

The presence of an interpreter does not guarantee clear communication. As a user of interpreter services, there are some things you can do to make the interpreting situation more comfortable. These hints will help you not to avoid engaging in behavior that may block communication through an interpreter.

The interpreter is a professional: It is customary to introduce the interpreter to the group and explain why he or she is present. Be attentive to the interpreter's special needs, such as a glass of water, a straight back chair, printed information, etc. If the interpreting situation involves lunch or other meals, the interpreter should be given the same privileges as the other group members. It is also helpful to meet with the interpreter to explain the topic of the meeting, or information that will be covered

Speak directly to the deaf person: **speaking through the interpreter, not to the interpreter.** Face the deaf person and speak to him or her in a normal manner. For example, **avoid** using phrase like "tell him" or "ask her" as these indicate that the speaker regards the deaf person as the third party rather than one of the participants involved in the conversation.

Remember that hearing loss does not affect intelligence: Research has shown that when intelligence is measured performance rather than a verbal test, the pattern of deaf people's scores is identical to the scores of people who can hear. Also, deaf people have many of the same feelings and needs as hearing people. Interpreters are trained to bridge the gap between different languages regardless of the education or sophistication of the communicators.

Speak at a normal rate of speed and use a natural tone of voice: The interpreter should be able to follow conversation at a normal pace or be no more than a few sentences behind, depending on the communication context and the individual involved. Maintain your everyday speech pattern. The interpreter or the deaf person will indicate if he or she the speaker to slow down or repeat a word or sentence for clarification.

Allow time for questions from the deaf person: and time for the interpreter to finish signing your message and/or voicing the deaf person's message. Allow the interpreter time to finish so that the deaf person can ask questions or join the discussion.

insert sample signs here

"A BRIEF GUIDE TO ALCOHOLICS ANONYMOUS?" **FOR SIGNING PURPOSES**

One translation of the A.A. pamphlet, "A Brief Guide to Alcoholics Anonymous"
for reading and signing purposes.

A BRIEF GUIDE TO ALCOHOLICS ANONYMOUS

ALCOHOLISM IS A BIG HEALTH PROBLEM. IN THE UNITED STATES, **ONLY** CANCER AND HEART DISEASE KILL MORE PEOPLE THAN ALCOHOLISM. ALCOHOLISM NOT ONLY HURTS THE ALCOHOLIC PERSON, BUT ALSO HURTS YOUR FAMILY, YOUR FRIENDS, AND YOUR JOB. IT CAN ALSO CAUSE YOU TO INJURE OR KILL PEOPLE IF YOU DRIVE WHEN YOU HAVE BEEN DRINKING.

THE WORD "ANONYMOUS" IN **A.A.** MEANS THAT YOUR NAME WILL BE KEPT SECRET UNLESS YOU WANT TO TELL OTHER PEOPLE THAT YOU BELONG TO **A.A.**. IN **A.A.** MEETINGS YOU USE ONLY YOUR FIRST NAME.

WHAT IS ALCOHOLISM?

ALCOHOLISM IS AN ILLNESS. PEOPLE WHO ARE ALCOHOLIC **CANNOT** CONTROL THEIR DRINKING. IF ALCOHOLICS DO NOT STOP DRINKING, THEIR ALCOHOLISM ALMOST ALWAYS GETS WORSE AND WORSE. NOBODY KNOWS HOW TO STOP ALCOHOLISM FROM HAPPENING. SOME PEOPLE CAN DRINK AND CONTROL THEIR DRINKING. OTHER PEOPLE CANNOT CONTROL THEIR DRINKING; THEY DRINK TOO MUCH OR THEY DRINK TOO OFTEN.

WHAT ARE THE SIGNS OF ALCOHOLISM?

NOT ALL ALCOHOLICS SHOW THE SAME SIGNS (SYMPTOMS) OF THE ILLNESS. BUT, MANY ALCOHOLICS - AT DIFFERENT TIMES IN THE ILLNESS- SHOW THESE SIGNS: THEY FEEL THAT ONLY AN ALCOHOLIC DRINK CAN MAKE THEM FEEL GOOD ABOUT THEMSELVES WHEN THEY'RE WITH OTHER PEOPLE; OFTEN WANT TO DRINK A LITTLE MORE THAN OTHER PEOPLE; LOOK FORWARD TO TIMES WHEN DRINKING WILL HAPPEN AND THINK ABOUT THOSE TIMES A LOT; GET DRUNK WHEN THEY DO NOT MEAN TO; TRY TO CONTROL THEIR DRINKING BY CHANGING THE KIND OF LIQUOR THEY DRINK, BY TRYING TO STOP DRINKING, OR BY PROMISING NOT TO DRINK; SNEAK DRINKS; LIE ABOUT THEIR DRINKING; HIDE BOTTLES; DRINK AT WORK (OR IN SCHOOL); DRINK ALONE; HAVE BLACKOUTS (THAT IS, ARE UNABLE TO REMEMBER WHAT THEY SAID OR DID WHEN THEY WERE DRINKING); DRINK IN THE MORNING TO STOP THE HEADACHE THEY GOT FROM DRINKING THE NIGHT BEFORE; HAVE GUILTY FEELINGS AND FEARS ABOUT DRINKING; DO NOT EAT AND WEAKEN THEIR BODIES; GET CIRRHOSIS (A DISEASE) OF THE LIVER; SHAKE A LOT; IMAGINE THINGS OR HAVE FITS (CONVULSIONS) WHEN THEY ARE NOT DRINKING.

WHAT IS ALCOHOLICS ANONYMOUS (A.A.)?

ALCOHOLICS ANONYMOUS (A.A.) IS A GROUP OF PEOPLE ALL OVER THE WORLD WHO HELP EACH OTHER TO STOP DRINKING. THEY GIVE THE SAME HELP TO ANYONE WHO HAS A DRINKING PROBLEM AND WANTS TO STOP DRINKING. BECAUSE THEY ARE ALL ALCOHOLICS THEMSELVES, MEMBERS OF A.A. HAVE A SPECIAL UNDERSTANDING OF EACH OTHER. THEY KNOW WHAT THE ILLNESS FEELS LIKE AND THEY HAVE LEARNED TO STOP DRINKING IN A.A.

A.A. MEMBERS SAY THAT THEY ARE ALCOHOLICS TODAY-EVEN WHEN THEY HAVE NOT HAD A DRINK FOR MANY YEARS. THEY DO NOT SAY THAT THEY ARE "CURED." THEY KNOW THAT THEY CAN NEVER BE SURE OF DRINKING SAFELY AGAIN. BUT IN A.A. THEY CAN BECOME NOT-DRINKING (RECOVERING) ALCOHOLICS.

HOW DOES A.A. HELP THE ALCOHOLIC?

A.A. HELPS WITH MEETINGS OF NOT-DRINKING (RECOVERING) ALCOHOLICS WHO SHOW FRIENDSHIP TO NEW MEMBERS AND SHOW THEM THAT NOT DRINKING CAN BE DONE. A.A. DOES NOT ASK NEW MEMBERS NOT TO DRINK FOREVER; A.A. ASKS THEM NOT TO DRINK TODAY. A.A. CALLS THIS, "ONE DAY AT A TIME."

BY KEEPING ALCOHOL OUT OF THEIR BODIES, NEW MEMBERS TAKE CARE OF ONE PART OF THEIR ILLNESS-THEIR BODIES HAVE A CHANCE TO GET WELL. BUT REMEMBER, THERE IS ANOTHER PART OF THE ILLNESS, IF ALCOHOLICS ARE GOING TO CONTINUE NOT DRINKING, THEY NEED HEALTHY THINKING AND HEALTHY FEELINGS, TOO. SO NEW MEMBERS BEGIN TO THINK RIGHT AND TO FEEL RIGHT BY FOLLOWING A.A.'s TWELVE STEPS TO RECOVERING FROM THE ILLNESS OF ALCOHOLISM IN THEIR THINKING AND IN THEIR FEELINGS. THESE TWELVE STEPS GIVE (SUGGEST) IDEAS AND ACTIONS THAT CAN HELP ALCOHOLICS BECOME HAPPY AND USEFUL PEOPLE.

TO KNOW OTHER MEMBERS AND TO LEARN ABOUT THE WAY TO NOT DRINK AND FEEL RIGHT AND THINK RIGHT, NEW MEMBERS GO TO A.A. MEETINGS VERY OFTEN.

WHAT ARE A.A. MEETINGS?

ALCOHOLICS ANONYMOUS HAS ABOUT 100,000 COMMUNITY GROUPS IN 150 COUNTRIES. THE PEOPLE IN THE GROUPS MEET OFTEN TO HAVE A.A. MEETINGS OF TWO MAIN KINDS:

(1) AT "**OPEN MEETINGS**" MEMBERS TELL HOW THE DRANK, HOW THEY FOUND A.A. AND HOW A.A. HAS HELPED THEM. MEMBERS MAY BRING FRIENDS OR RELATIVES TO THESE OPEN MEETINGS.

(2) "**CLOSED MEETINGS**" ARE FOR **ALCOHOLICS ONLY**. THESE ARE GROUP DISCUSSIONS WHERE ANY MEMBERS WHO WANT TO CAN SPEAK, CAN ASK QUESTIONS, AND CAN SHARE THEIR THOUGHT WITH OTHER MEMBERS. AT CLOSED MEETINGS MEMBERS OF **A.A.** CAN GET HELP WITH PERSONAL PROBLEMS IN NOT DRINKING AND EVERYDAY LIVING. SOME OTHER **A.A.** MEMBERS CAN EXPLAIN HOW THEY HAVE ALREADY SOLVED THE SAME PROBLEMS-OFTEN BY USING ONE OR MORE OF THE TWELVE STEPS.

WHO BELONGS TO A.A.?

LIKE OTHER ILLNESSES, ALL KINDS OF PEOPLE HAVE ALCOHOLISM, SO THE MEN AND WOMEN WHO BELONG TO **A.A.** ARE OF ALL COLORS (RACES) AND NATIONALITIES (FROM ALL COUNTRIES). THEY ARE HEARING AND DEAF. THEY ARE RICH AND POOR. THEY HAVE ALL KINDS OF JOBS-LIKE HOUSEWIVES, PRINTERS, TEACHERS, AND JANITORS.

A.A., BECAUSE IT IS ANONYMOUS, DOES NOT KEEP A LIST OF MEMBERS BUT GROUPS DO REPORT HOW MANY PEOPLE BELONG TO EACH GROUP. FROM THESE REPORTS, **A.A.** IS BELIEVED TO HAVE OVER 2,000,000 MEMBERS.

ARE THERE ANY YOUNG PEOPLE IN A.A.?

THERE ARE MANY YOUNG PEOPLE WHO ARE MEMBERS OF **A.A.** SOME ARE TEENAGERS. MANY YOUNG PEOPLE HAVE LEARNED HOW TO STOP DRINKING AND STAY HAPPY BE BEING MEMBERS OF **A.A.**

WHO RUNS A.A.?

A.A. HAS NO GOVERNMENT. EACH GROUP CAN DECIDE HOW AND WHERE IT WANTS TO HAVE MEETINGS, AS LONG AS IT DOES NOT HURT OTHER GROUPS OR ALL OF A.A. MEMBERS ELECT OFFICERS IF THEY WANT. OFFICERS DO NOT GIVE ORDERS TO ANYBODY; THEIR JOB IS TO MAKE MEETINGS RUN SMOOTHLY. IN MANY GROUPS, OFFICERS ARE ELECTED TWO TIMES A YEAR.

INDIVIDUAL GROUPS ARE NOT CUT OFF FROM THE REST OF A.A. A.A. GROUPS HELP ONE ANOTHER. HERE ARE TWO WAYS THEY HELP EACH OTHER:

(1) GROUPS EVERYWHERE SHARE THEIR EXPERIENCES BY WRITING TO THE A.A. GENERAL SERVICE OFFICE IN NEW YORK CITY.

(2) GROUPS IN THE U.S. AND CANADA CHOOSE 93 PEOPLE TO GO TO THE A.A. GENERAL SERVICE CONFERENCE ONLY A YEAR.

THE PEOPLE CHOSEN DO NOT MAKE RULES OR GIVE ORDERS TO ANYONE. THEY GIVE IDEAS, BASED ON EXPERIENCE, THAT MAY BE HELPFUL TO OTHER A.A. PEOPLE.

WHAT DOES IT COST TO BELONG TO A.A.?

THERE ARE NO CHARGES TO BECOME A MEMBER OF A.A. AT MEETINGS A BASKET IS USUALLY PASSED AROUND SO THAT MEMBERS CAN GIVE WHATEVER MONEY THEY WANT TO GIVE. THAT MONEY IS USED FOR THINGS LIKE RENTING THE MEETING PLACE, BUYING COFFEE, AND BUYING A.A. BOOKS AND THE A.A. MAGAZINE.

NO **A.A.** MEMBERS ARE PAID FOR HELP THAT THEY GIVE TO OTHER ALCOHOLICS. **A.A.** MEMBERS HAVE FOUND THAT HELPING OTHER ALCOHOLICS IS THE BEST WAY THEY CAN KEEP THEMSELVES FROM DRINKING.

WHAT CAN THE FAMILIES OF ALCOHOLICS DO?

A.A. IS JUST FOR ALCOHOLICS, BUT TWO OTHER GROUPS CAN HELP THEIR RELATIVES. ONE IS AL-ANON FAMILY GROUPS AND THE OTHER IS ALA-TEEN FOR TEENAGERS WHO HAVE ALCOHOLIC PARENTS.

WHAT A.A. DOES NOT DO.

(1) **A.A. DOES NOT TRY TO MAKE ALCOHOLICS JOIN. A.A. IS FOR ALCOHOLICS WHO WANT TO STOP DRINKING.**

(2) **A.A. DOES NOT SPY ON ITS MEMBERS TO SEE THAT THEY DO NOT DRINK. A.A. HELPS ALCOHOLICS TO HELP THEMSELVES.**

(3) **A.A. IS NOT A RELIGIOUS GROUP. ALL MEMBERS CAN DECIDE ON THEIR OWN IDEAS.**

(4) **A.A. IS NOT A HEALTH CARE GROUP. IT DOES NOT GIVE OUT MEDICINE OR MENTAL HEALTH SERVICES.**

(5) **A.A. DOES NOT RUN ANY HOSPITALS OR NURSING HOMES.**

(6) **A.A. IS NOT PART OF ANY OTHER GROUP. BUT A.A. DOES WORK WITH OTHER GROUPS THAT HELP ALCOHOLICS.**

(7) **A.A. DOES NOT TAKE MONEY FROM ANYBODY OUTSIDE A.A.**

(8) **A.A. DOES NOT GIVE ANY SOCIAL SERVICES, DOES NOT GIVE HOUSING, FOOD, CLOTHS, JOBS, OR MONEY. IT HELPS ALCOHOLICS NOT DRINK SO THAT THEY CAN GET THESE THINGS FOR THEMSELVES.**

(9) **ALCOHOLICS ANONYMOUS KEEPS THE NAMES OF MEMBERS ASECRET. MEMBERS DO NOT TELL THE NAMES OF OTHER MEMBERS TO PEOPLE WHO ARE NOT IN A.A.**

HOW CAN YOU FIND OUT MORE ABOUT A.A.?

(1) **MOST TOWNS AND CITIES HAVE AN A.A. LISTING IN THE TELEPHONE BOOK, FOR A GROUP OR CENTRAL OFFICE. OFTEN, LOCAL A.A. HAS A PUBLIC INFORMATION COMMITTEE TO TELL PEOPLE WHAT THEY WANT TO KNOW ABOUT A.A.**

(2) **IF YOU DO NOT FIND AN A.A. LISTING IN YOUR PHONE BOOK, WRITE TO:**

**GENERAL SERVICE OFFICE
BOX 459
GRAND CENTRAL STATION
NEW YORK, NY 10163**

(3) **YOU CAN GET OTHER A.A. PAMPHLETS EITHER FROM YOUR TOWN'S A.A. OFFICE, OR BY WRITING TO THE GENERAL SERVICE OFFICE (ADDRESS ABOVE), WHICH WILL SEND YOU FREE ONE COPY OF EACH PAMPHLET YOU WANT. SOME TITLES ARE:**

44 QUESTIONS

YOUNG PEOPLE AND A.A.

WHAT HAPPENED TO JOE (A.A. STORY TOLD IN CARTOON FORM)

IT HAPPENED TO ALICE (A.A. STORY TOLD IN CARTOON FORM)

TOO YOUNG? (CARTOON PAMPHLET FOR TEENAGERS)

A MESSAGE TO **TEENAGERS**

DO YOU THINK YOU'RE **DIFFERENT**?

A.A. FOR THE OLDER ALCOHOLIC - N EVER TOO LATE

THIS IS **A.A.**

THE **A.A.** MEMBER IS **A.A.** FOR YOU?

THE **A.A.** MEMBER - MEDICATIONS AND OTHER DRUGS

IS THERE AN **ALCOHOLIC** IN YOUR LIFE?

(4) IN LOCAL LIBRARIES, YOU MAY FIND COPIES OF THESE **A.A.** BOOKS:

ALCOHOLICS ANONYMOUS

ALCOHOLICS ANONYMOUS COMES OF AGE

TWELVE STEPS AND TWELVE TRADITIONS

AS BILL SEES IT

DR. BOB AND THE GOOD OLD-TIMERS

"PASS IT ON"

(5) THE **A.A. GRAPEVINE** (MONTHLY MAGAZINE) MAY BE OBTAINED FROM YOUR LOCAL **A.A.** OFFICE OR BY WRITING FOR INFORMATION TO:
BOX 1980, GRAND CENTRAL STATION, NEW YORK, NY.10163

AA Preamble©

ALCOHOLICS ANONYMOUS IS A FELLOWSHIP OF MEN AND WOMEN WHO SHARE THEIR EXPERIENCE, STRENGTH AND HOPE WITH EACH OTHER THAT THEY MAY SOLVE THEIR COMMON PROBLEM AND HELP OTHERS TO RECOVER FROM ALCOHOLISM.

THE ONLY REQUIREMENT FOR MEMBERSHIP IS A DESIRE TO STOP DRINKING.

THERE ARE NO DUES OR FEES FOR A.A. MEMBERSHIP; WE ARE SELF-SUPPORTING THROUGH OUR OWN CONTRIBUTIONS.

A.A. IS NOT ALLIED WITH ANY SECT, DENOMINATION, POLITICS, ORGANIZATION OR INSTITUTION; DOES NOT WISH TO ENGAGE IN ANY CONTROVERSY; NEITHER ENDORSES NOR OPPOSES ANY CAUSES. OUR PRIMARY PURPOSE IS TO STAY SOBER AND HELP OTHER ALCOHOLICS TO ACHIEVE SOBRIETY.

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WWW.AA.ORG

Rev.7 /20/02

"A NEWCOMER ASKS" FOR SIGNING PURPOSES

This is an American Sign Language (ASL) adaptation of the A.A. pamphlet, "A Newcomer Asks" for reading and signing purposes.

A DEAF NEWCOMER ASKS....

INTRODUCTION: SAME AS ORIGINAL

THIS LEAFLET IS FOR DEAF PEOPLE IN ALCOHOLICS ANONYMOUS (A.A.) FOR THE FIRST FEW TIMES. WE TRY TO ANSWER QUESTIONS THAT YOU MAY HAVE WHEN YOU FIRST COME TO THE A.A. FELLOWSHIP.

AM I AN ALCOHOLIC (A PERSON WITH A DRINKING PROBLEM)?

IF YOU CONTINUALLY DRINK MORE THAN YOU WANT AND YOU HAVE MORE TROUBLES - YOU FORGET WHAT HAPPENS WHEN YOU DRINK, YOU CAN BE ALCOHOLIC (PROBLEM DRINKER), ONLY YOU KNOW. NO A.A. PERSON WILL TELL YOU,

WHAT CAN I DO TO STOP DRINKING?

FIND HELP FROM ALCOHOLICS ANONYMOUS.

WHAT IS ALCOHOLICS ANONYMOUS?

WE (A.A.) ARE A GROUP OF ALCOHOLIC MEN AND WOMEN. WE HAD DIFFERENT KINDS OF PROBLEMS FROM DRINKING. WE TRY TO HELP AND SUPPORT EACH OTHER TO GET GOOD NEW LIFE WITHOUT DRINKING.

WHEN I DO TO A.A. MEETINGS, IS IT TRUE THAT I MUST SIGN UP OR ANYTHING?

NO! A.A. IS NOT LIKE JAIL OR HOSPITAL. A.A. NEVER CHECKS ON YOU. YOU DON'T HAVE TO TELL US ANYTHING ABOUT YOURSELF. NO ONE IN A.A. WILL BOTHER YOU IF YOU DON'T WANT TO COME BACK TO A.A..

WHAT HAPPENS IF I KNOW PEOPLE IN AA?

THE PEOPLE YOU KNOW ARE IN A.A. FOR THE SAME REASON LIKE YOU ARE IN A.A. BECAUSE OF DRINKING PROBLEM. THEY WILL NOT TALK ABOUT YOU OUTSIDE OF A.A. IN A.A. YOU DON'T NEED TO TELL YOU LAST NAME. THAT'S WHY THE WORD "ANONYMOUS" (ALCOHOLICS ANONYMOUS) MEANS SECRET.

WHAT HAPPENS IN AA MEETING?

AN A.A. MEETING HAS A FEW DIFFERENT WAYS, BUT AT ALL MEETINGS YOU WILL FIND ALCOHOLICS TALKING ABOUT THEIR PAST DRINKING LIVES AND WHAT ACTIONS THEY TOOK TO HELP THEMSELVES STOP DRINKING AND HOW THEY ARE LIVING TODAY.

HOW CAN A.A. HELP ME STOP DRINKING?

WE IN A.A. KNOW WHAT IT IS LIKE TO BE HOOKED TO WINE, BEER, AND HARD-LIQUOR (ALL ALCOHOL), AND THAT IT'S HARD TO STAY AWAY FROM DRINKING. WE ARE NOT PSYCHOLOGISTS, DOCTORS, ETC. OUR WAY TO HELP YOU IS THAT WE TELL YOU THAT WE REALLY ARE ALCOHOLICS AND HOW WE STOPPED DRINKING-DAILY.

WHY DO PEOPLE KEEP GOING TO A.A. MEETINGS AFTER THEY STOP DRINKING FOR GOOD?

WE IN A.A. BELIEVE WE CAN'T DRINK **OK** AFTER NO DRINKING FOR A LONG TIME. WE NEVER CAN DRINK OK AGAIN. WE KEEP GOING TO A.A. MEETINGS SO WE CAN PRACTICE NOT DRINKING AS BEST WE CAN FROM WHAT WE LEARN IN A.A. MEETINGS. ALSO, IT HELPS US TO HEAR TERRIBLE STORIES ABOUT DRINKING FROM A.A. PEOPLE BECAUSE THESE STORIES MAKE US REMEMBER WHAT HAPPENED TO US WHEN DRUNK. ONE MORE THING WE FIND--THAT WE CAN STAY SOBER (NOT DRINKING) IF WE HELP OTHER ALCOHOLIC PEOPLE.

HOW DO I JOIN A.A.?

YOU ARE AN AA MEMBER IF YOU BELIEVE YOU ARE AN ALCOHOLIC. THE ONLY REQUIREMENT FOR MEMBERSHIP IS A WANT TO STOP DRINKING. WE WERE NOT SURE IF WE REALLY WERE ALCOHOLIC WHEN WE FIRST CAME TO AA.

HOW MUCH MONEY DOES A.A. MEMBERSHIP COST?

NO! PAYMENT FOR A.A. MEMBERSHIP, BUT THE A.A. MEETING ALWAYS GETS MONEY FROM A.A. MEMBERS FOR RENT, COFFEE, PAMPHLETS, ETC. ALSO, A.A. MEMBERS FEEL FREE TO GIVE MONEY IF THEY WISH TO.

IS A.A. A CHURCH? NO!

No! A.A. DOES NOT WORK WITH ANY CHURCHES. NONE!

IN A.A. MEETINGS PEOPLE DO TALK ABOUT GOD-WHY?

MANY A.A. MEMBERS BELIEVE WE CAN'T STOP DRINKING BY OURSELVES ALONE AND WE FIND THE WAY TO STOP DRINKING THROUGH SOMETHING (HIGHER POWER) STRONGER THAN OURSELVES. SOME A.A. MEMBERS CALL HIGHER POWER "GOD," AND SOME OTHER MEMBERS THINK HIGHER POWER IS JUST A.A.. STILL, SOME A.A. MEMBERS DON'T BELIEVE IN GOD AT ALL. A.A. IS FOR DIFFERENT PEOPLE WHO BELIEVE IN GOD OR NOT--NO MATTER.

CAN I BRING MY FAMILY TO AN A.A. MEETING?

FAMILY MEMBERS OR FRIENDS ARE WELCOME IN "OPEN" MEETINGS,

WHAT ADVICE DO YOU GIVE NEW MEMBERS?

IN OUR EXPERIENCE THE PEOPLE WHO RECOVER IN A.A. ARE THOSE WHO:

- (A) STAY AWAY FROM THE FIRST DRINK OF BEER, WINE, HARD LIQUOR.
- (B) KEEP GOING TO AA MEETINGS.

- (C) FIND HELP FROM **A.A.** MEMBERS WHO ARE SOBER FOR LONG TIME.
- (D) PRACTICE HOW TO STAY SOBER WITH **A.A.** PROBLEM AND **A.A.** MEETINGS.

HOW CAN I CALL A.A.?

LOOK FOR ALCOHOLICS ANONYMOUS IN YOUR LOCAL PHONE DIRECTORY. SOME. ME **A.A.** CENTRAL OFFICES HAVE **TTD** OR **TTY** PHONES. IF NOT, GET A HEARING PERSON TO CALL FOR YOU. IF THERE IS NO **A.A.** TELEPHONE SERVICE CLOSE TO YOU, WRITE OR PHONE:

A.A. GENERAL SERVICE OFFICE

POST OFFICE Box 459

GRAND CENTRAL STATION

NEW YORK, NY 10163

PHONE: (212) 870-3400 (VOICE)

WEB SITE: WWW.AA.ORG

REMEMBER THAT ALCOHOLISM IS A PROGRESSIVE DISEASE. TAKE IT SERIOUSLY, EVEN IF YOU FEEL THAT YOU ARE ONLY IN THE EARLY STAGES OF THE ILLNESS. ALCOHOLISM KILLS DEAF PEOPLE AND HEARING PEOPLE. IF YOU ARE ALCOHOLIC, AND IF YOU CONTINUE, YOU WILL GET WORSE.

HERE IS A LIST OF A.A. PAMPHLETS WHICH MAY BE HELPFUL TO YOU:

IS THERE AN ALCOHOLIC IN YOUR LIFE?

AA-44 QUESTIONS

IS **A.A.** FOR YOU?

DO YOU THINK YOU'RE DIFFERENT?

A.A. FOR THE WOMAN

YOUNG PEOPLE AND **AA**

TOO YOUNG?

"HOW IT WORKS" FOR SIGNING PURPOSES

One translation of "How It Works" for reading and signing purposes excerpted from the Big Book, *Alcoholics Anonymous*.

"HOW IT WORKS"

WE IN **A.A.** NOT OFTEN SEE PEOPLE FAIL WHEN THEY EXACTLY FOLLOW OUR WAY. PEOPLE WHO DO NOT BECOME SOBER, SAME PEOPLE WHO CAN'T OR WON'T GIVE ALL OF SELF TO **A.A.** WAY... SOME PEOPLE WHO CAN NOT BE HONEST WITH SELF. TRUE, THERE ARE SOME PEOPLE NOT HONEST. IT NOT THEIR FAULT: THEY APPEAR BORN NOT HONEST. THEY CAN'T UNDERSTAND AND MAKE A WAY FOR LIFE THAT MUST BE FULLY HONEST WITH SELF. THEY WON'T BECOME SOBER. THERE ARE ALSO (SAME) PEOPLE WHO HAVE BAD EMOTIONAL AND MENTAL SICKNESS, BUT MANY OF THEM DO BECOME SOBER, IF THEY CAN BE HONEST WITH SELF.

OUR STORIES DESCRIBE SAME OUR LIFE BEFORE. WHAT HAPPENED, AND WHAT OUR LIFE IS NOW. IF YOU DECIDE YOU WANT THE NEW LIFE WE **A.A.** PEOPLE HAVE FOR SELF AND YOU SAY YOU WILL DO WHAT YOU **MUST** TO GET IT, THEN YOU CAN BEGIN WORK ON "**A.A. STEPS**".

WE DID NOT LIKE SOME "STEPS". WE WANTED LIFE MORE EASE. BUT, THERE IS NO EASY WAY. WE ASK YOU TO TRY VERY MUCH TO BE BRAVE AND DO GOOD WHEN YOU START **A.A.** SOME OF US WANTED KEEP SOME PAST THOUGHTS AND FEELINGS AND ACTS AND NO GOOD HAPPENED. IT WAS DIFFERENT WHEN WE REJECT ALL OLD WRONG THOUGHTS AND FEELINGS.

REMEMBER, WE C-O-P-E WITH ALCOHOL, DECEIVING, FOOL US, WE CAN'T UNDERSTAND, AND ALCOHOL CONTROL OUR LIVES. WITHOUT HELP, ALCOHOL IS TOO MUCH FOR US. BUT, ONE HAS ALL POWER THAT ONE (IS) SAME GOD. HOPE YOU BECOME - KNOW ABOUT GOD NOW.

WORKING THIS NEW WAY SOME GAVE US NOTHING. WE WERE READY FOR CHANGE, WE ASKED GOD'S HELP AND PROTECTION WITH ALL OUR HEART.

HERE ARE THE "STEPS" WE MADE. THEY TOLD HERE NOW. THEY ARE A PLAN FOR SOBER LIFE.

1. WE CONFESS WE HAVE NO POWER WITH ALCOHOL...THAT WE CAN'T MANAGE SELF LIFE.
2. UNDERSTOOD NEED TO BELIEVE THAT A SPIRITUAL "POWER" BIGGER THAN SELF COULD GIVE US AGAIN GOOD THINKING.
3. DECIDED SURRENDER OUR SELFISH IDEAS AND LIVES TO GOD...GOD AS WE, SELF, UNDERSTOOD GOD.
4. MADE A BRAVE AND COMPLETE STUDY OF THE GOOD AND WRONG IN OURSELVES.
5. CONFESSED TO GOD, SELF, AND ANOTHER PERSON EXACTLY WHAT WAS WRONG WITH SELF.
6. WE WERE READY FOR GOD REMOVE ALL THESE CHARACTER WRONGS IN SELF.
7. WE ASKED GOD HUMBLY TO REMOVE OUR SELF-WRONGS.
8. MADE A LIST OF ALL PEOPLE WE HURT AND WILLING CORRECT ALL HURTS.
9. TRIED CORRECT HURTS TO PEOPLE AND MAKE WRONGS CORRECT WHEN WE CAN, BUT NOT IF TRYING TO CORRECT WRONGS WOULD HURT SAME PEOPLE OR OTHER PEOPLE.
10. CONTINUED TO STUDY SELF HONESTLY, AND WHEN WRONG, CONFESSED RIGHT NOW.

11. USED PRAYER AND MEDITATION TO MAKE CLOSENESS WITH GOD AS SELF UNDERSTOOD GOD. WE ONLY PRAY FOR ONE THING...UNDERSTAND WHAT GOD WANTS AND ASK FOR STRENGTH TO DO GOD'S WISH.

12. WE FOLLOWED AND USED THESE "**A.A. STEPS**". THEN WE RECEIVED A GIFT FROM GOD OF UNDERSTANDING, AND FELT SPIRITUAL EXPERIENCE. WE USE THIS GIFT AND GIVE OUR STORY OF NEW WAY OF LIFE TO ALCOHOLICS AND PRACTICE **A.A.** IDEAS IN EVERYTHING.

MANY OF US SAID. "TOO MUCH FOR ME!" "I CAN'T DO IT ALL". DO NOT BE DISCOURAGED. NO ONE CAN BE PERFECT. WE ARE NOT SAINTS. MOST IMPORTANT IS, WE WANT GROW BETTER IN SPIRITUAL WAYS. **A.A.** "STEPS" SHOW US HOW IMPROVE. WE WORK FOR SPIRITUAL IMPROVEMENT, NOT PERFECT(ION).

IN THE **A.A.** BOOK, WE DESCRIBE AN ALCOHOLIC, WE HAVE A CHAPTER TO THE "AGNOSTIC" PERSON (PERSON NOT UNDERSTAND OR BELIEVE), AND OUR STORIES ABOUT LIFE BEFORE **A.A.** AND AFTER **A.A.** THIS ALL TELL US 3 IMPORTANT IDEAS:

A) WE WERE ALCOHOLIC AND CAN'T MANAGE OUR OWN LIFE.

B) NO PERSON COULD HAVE TAKEN AWAY OUR ALCOHOL PROBLEM.

C) THAT GOD CAN, AND GOD WILL, IF WE ASK GOD.

ADAPTED WITH PERMISSION, FROM *ALCOHOLICS ANONYMOUS*, CHAPTER 5, "How IT WORKS," PGS. 58-60, COPYRIGHT 1939,1955,1976,2001, A.A. WORLD SERVICES, INC.

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TEL: (212) 870-3400; FAX: (212) 870-3003; WEB SITE: WWW.AA.ORG

"IS A.A. FOR YOU?" FOR SIGNING PURPOSES

One translation of the A.A. pamphlet, "Is A.A. For You?" for reading and signing purposes. Developed by several hearing

IS A.A. FOR YOU?

A.A. PEOPLE WORK TOGETHER TO STOP DRINK TOO MUCH. WE DRINK MUCH DURING PAST. CAUSE TROUBLE WHEN DRINK MUCH PAST (FAMILY ARGUE MUCH TROUBLE WITH WORK - WORK MAYBE STOP). TRY **A.A.** TO STOP TROUBLE. FIND PEOPLE SAME WITH TROUBLE IN A.A. PEOPLE IN A.A. THINK SAME PAST. AFRAID TALK TO PEOPLE - MAYBE NOT UNDERSTAND TROUBLE. PEOPLE HAVE FEEL EMBARRASS BOUT TROUBLE. NOW FIND **A.A.** PEOPLE IN **A.A.**, FEEL SAME PAST - NOW TALK FINE, EMBARRASS FEEL NONE.

	YES	NO
1. WANT STOP DRINK FOR LONG TIME? START DRINK AGAIN SHORT TIME?	___	___
2. PEOPLE TELL YOU "STOP DRINK MUCH YOU!" WISH PEOPLE STOP TALK ABOUT DRINK MUCH?	___	___
3. DRINK WHISKEY YOU? BECAME DRUNK FAST? WANT STOP WHISKEY START BEER-THINK STOP BECOME DRUNK?	___	___
4. DRINK MORNING PAST YOU?	___	___
5. OTHER PEOPLE NOT HAVE TROUBLE DRINK MUCH JEALOUS YOU?	___	___
6. DRINK MUCH JAIL YOU? DRINK MUCH SICK TO HOSPITAL YOU? DOCTOR SAY STAY YOU HOSPITAL? SICK LONG TIME OR DOCTOR SAY STAY DRINK YOU DIE?	___	___

7. DRINK MUCH HAVE TROUBLE AT HOME? _____
- ARGUE MUCH WITH FAMILY? _____
- SPEND MUCH MONEY FOR DRINK? _____
- NOT ENOUGH MONEY PAY BILLS? _____
8. DRINK MUCH AT HOME BEFORE PARTY? _____
- ARRIVE AT PARTY DRINK MUCH? _____
- PARTY FINISH GO HOME OR DIFFERENT PARTY _____
- DRINK MORE YOU? _____
- GO TO PARTY, PARTY NOT SERVE ENOUGH DRINKS? _____
- GO TO OTHER PARTY GET MORE DRINKS? _____
9. DRINK LITTLE YOU. NOT PLAN BECOME DRUNK? _____
- WHEN FINISH DRINK MUCH THEN HAPPEN BECOME _____
- DRUNK ANYWAY? _____
10. DRINK MUCH TONIGHT YOU? _____
- TRY WORK TOMORROW? _____
- CANNOT WORK BECAUSE SICK FROM DRINK MUCH? _____
11. A. DRINK MUCH LONG TIME? _____
- FRIENDS TELL YOU "FUNNY LAST NIGHT YOU!" _____
- YOU NOT REMEMBER WHY FUNNY? _____
- B. DRINK MUCH LONG TIME, NEXT MORNING WAKE UP _____
- YOU IN JAIL OR HOSPITAL? _____
12. DRINK MUCH YOU. HAVE MUCH TROUBLE WITH FAMILY OR WORK? _____
- THINK STOP DRINK TROUBLE WITH FAMILY AND WORK STOP? _____

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TWELVE STEPS FOR SIGNING PURPOSES

One translation of the Twelve Steps for signing purposes. Developed by several hearing impaired A.A. members and interpreters.

("God" can mean anything, group of things, anyone or group of people.)

1. Admit alcohol more strong than us. We can't help ourselves.
2. Believe "God", which is stronger than alcohol and us, can make our minds well again.
3. We decided to allow "God" to help our minds and lives. We pick "God" to believe.
4. We made list of things, good and bad, about ourselves. Not afraid, ashamed to make list.
5. Tell "God" and friends about list of good and bad about ourselves.
6. Ready to allow "God" to help change our bad habits.
7. Humbly ask "God" to help change our bad habits to good habits.
8. Make a list of people we caused trouble, hurt. Become ready to tell them we are sorry.
9. Tell people we are sorry, never do it again. Make sure not to hurt those people or any other person.
10. Keep on, continue looking at our good, bad ways, habits. Change bad ones.
11. We pray to "God" to help us talk with and understand his way and follow his way.
12. Spirit becomes better, improved because we follow these 12 Steps. We try tell other alcoholics about 12 Steps. We want to follow 12 Steps every day.

Adapted with permission, copyrighted by AA World Services, Inc.

General Service Office, Box 459, Grand Central Station, New York, N.Y. 10163
Tel: (212) 870-3400; Fax: (212) 870-3003; Web Site: www.aa.org

THE TWELVE TRADITIONS(SHORT FORM) FOR SIGNING PURPOSES

One translation of the Twelve Traditions for signing purposes. Developed for the video of the Big Book, *Alcoholics Anonymous*, (Appendices Section), ASL, 1992.

1. Taking care ourselves should come first, recovery individual depends on **A.A.** unity.
2. For our group purpose - there (is) only on (final) authority - (loving) God (as) He maybe express Himself (in) our group conscience. Our leader trusted servants, they not govern.
3. Only requirement for **A.A.** membership: desire (to) stop drinking.
4. Each group should be independent except for something affecting other groups or **A.A.** as a whole.
5. Each group has (but) one important purpose - carry its message (to) alcoholic who still suffers.
6. Any **A.A.** group should never receive payment, rule money or lend **A.A.'s** name to) any related facility or outside business (enterprise) why? Problems - money, property (prestige) separated us from our primary (important) purpose.
7. Every **A.A.** group should be fully self-supporting, declining outside contributions.
8. Every AA group should remain forever non-professional, but our service centers can hire special workers.
9. **A.A.** (itself) should never be organized; but maybe we create service boards or committees directly responsible (to) those they serve.
10. **A.A.** has no opinion on outside issues; so name **A.A.** should never be involved into public controversy.
11. Our public relations (PR) policy based on attraction rather than promotion; we need always maintain personal anonymity - (level of) press, radio, film.
12. Anonymity (is) spiritual foundation (of) all our Traditions, (ever) reminding us show principles first, **2nd** - personalities (names).

Adapted with permission, copyrighted by **A.A.** World Services, Inc.
General Service Office, Box 459, Grand Central Station, New York, N.Y. 10163
Tel: (212) 870-3400; Fax: (212) 870-3003; Web Site: www.aa.org

LONERS-INTERNATIONALISTS CORRESPONDENCE SERVICE

The *Loners-Internationalists Meeting (LIM)* is a *confidential* bimonthly bulletin sent to Loners, Homers, Internationalists, and to Loner Sponsors and Port Contacts. The bulletin contains excerpts from *LIM* members' letters, and includes full names and addresses. *LIM* is distributed only to the members mentioned above who appreciate the need for confidentiality of personal sharing through correspondence.

A **G.S.O.** staff member coordinates the Loners, Homers & Internationalists correspondence service, which is open to **A.A.** members in one of the categories listed below.

To participate, an **A.A.** member needs to: 1) read and write English; 2) provide a permanent mailing address; and, 3) be willing to share experience, strength and hope via correspondence. Most *LIM* members communicate via regular mail, although a few utilize e-mail.

Loner: An **A.A.** member who is unable to attend meetings regularly because there is no **A.A.** meeting in the vicinity where he or she lives.

Homer: An **A.A.** member who is unable to attend **A.A.** meetings because of physical incapacity.

Internationalist: An **A.A.** member working on a seagoing vessel for long periods.

Port Contact: An **A.A.** member willing to serve as a contact for Internationalists when in port.

Loner Sponsor: An **A.A.** member, active in local **A.A.** meetings, who shares his or her experiences and group activity with Loners, Homers, and Internationalists through correspondence. (A Loner Sponsor is not a "Loner" or a "sponsor" in the traditional **A.A.** sense.)

Loners, Homers, and Internationalists receive bimonthly copies of the confidential bulletin= *Loners-Internationalists Meeting (UM)* and **Box 4-5-9**, a newsletter published by **G.S.O.** The *Loners-Internationalists & Homers Directory* is printed annually and lists active *UM* members. Interested **A.A.** members who fit a *LIM* category may contact the Loners Assignment, c/o General Service Office, P.O. Box **459**, Grand Central Station, New York, NY. 10163, or e-mail: lim@aa.org

Overview of *LIM* History

The first *LIM* bulletin, printed in 1949 as *The Internationalists Round Robin*, was a few pages of excerpts from letters received at G.S.O. and mailed to a small band of Internationalists determined to stay sober no matter how isolated they were.

By 1963, the bulletin consisted of 5 or 6 one-sided pages, mimeographed on blue paper. In 1976, an AA *Loners* meeting merged with the original *Internationalists* meeting. Since the March-April 1980 issue, *LIM* has been printed on the familiar yellow pages.

LIM began through the efforts of **Captain Jack S.**, a sailor who found sobriety in **A.A.** and understood that to maintain sobriety he needed to reach out to other members through correspondence.

Initially, Captain Jack was looking for **A.A.** contacts in port cities when he wrote a letter to **G.S.O.** dated **March 28, 1946**. **Captain Jack** requested information on **A.A.** contacts because he was ". . . still at sea on oil tankers, on which I have served for ten years. I have few contacts ashore with **A.A.**, and have to rely on the Book and the guy upstairs." A **G.S.O.** staff member provided **Captain Jack** with the names of **A.A.** contacts in port cities, and encouraged him to write to other seagoing members, which he did.

After the publication of a *three-part* article, "**A 'Loner' at Sea**," by **Captain Jack** in the **October, November, and December 1948** issues of the **A.A. Grapevine**, plans began to take shape to start an Internationalists meeting-by-mail. Letters responding to that *Grapevine* article prompted another **G.S.O.** staff member to suggest to **Captain Jack** that he consider starting a "**Round Robin Meeting**" via letters. **Captain Jack** responded positively and suggested the name be "**The Far East Internationalist Group**." He said that name ". . . would leave it open to lone members stationed ashore in the Far East and also to men who sail these waters under flags of different nations."

Captain Jack *died* in **December 1988** at *age 91*, a few months after celebrating his **42nd A.A.** anniversary. He had remained active in the Fellowship, seeking newcomers in Portland, Maine, where he had retired, while continuing to answer the many letters he received.

Some of **A.A.'s** phenomenal worldwide growth is attributed in part to **Captain Jack** and hundreds of Internationalists like him who, sailing the seven seas, carried the message wherever they dropped anchor.

HOME BOUND MEETINGS

THE AREA'S ANSWERING SERVICE WOULD MAINTAIN A STATEWIDE LIST OF HOME BOUNDERS, AND THEY WOULD ASSIST THOSE IN NEED OF A HOMEBOUND MEETING.

SUGGESTIONS ON CONDUCTING HOMEBOUND MEETINGS;

A. IT'S IMPORTANT TO MAKE CLEAR WHAT KIND OF MEETING YOU ARE BRING TO THE PERSON'S HOME, HOSPITAL OR NURSING HOME.

1. OPEN: FAMILY MEMBERS AND PUBLIC INVITED DEPENDING ON THE LOCAL SITUATION.

2. CLOSED: FOR ALCOHOLICS ONLY.

B. CONTACT; HOW DO YOU MAKE CONTACT WITH HOME BOUNDERS? IT MAYBE THROUGH CONTACT WITH A GROUP MEMBER, BY PERSONAL CONTACT OR BY TELEPHONE CONTACT WITH ANY OF THE AREA'S ANSWERING SERVICES.

C. QUALIFICATIONS-HOME; WHAT QUALIFICATIONS SHOULD AN AA MEMBERS HAVE TO CARRY A MEETING TO A HOME? IN A HOME MEETINGS SPECIAL CARE SHOULD BE TAKEN TO ENSURE FOR ALL WHO ARE CONCERNED THERE ARE NO HARDSHIPS PLACED. IT MAYBE BETTER IF ONLY A PREDETERMINED NUMBER OF KNOWN RECOVERING MEMBERS ARE INVITED, BECAUSE IT WOULD BE VERY BAD TO HAVE, AN ACTIVELY DRINKING NEWCOMER UPSET SOMEONE'S HOME. IT IS BETTER TO CALL AHEAD AND MAKE THE NECESSARY ARRANGEMENTS RATHER THAN JUST SHOWING UP.

D. QUALIFICATIONS - HOSPITAL/NURSING HOME; IN A HOSPITAL OR NURSING HOME, WHERE A RECOVERING ALCOHOLIC MIGHT BE TEMPORALITY OR PERMANENTLY RESIDING: REQUESTING PERMISSION FROM THE AUTHORIZED STAFF CAN PUT A MEETING TOGETHER. AS IT MAY BE A PUBLIC OR PRIVATE FACILITY ANONYMITY MUST BE MAINTAINED SO ONE MAY WANT TO ARRANGE TO HAVE THE MEETING PRIVATE IF POSSIBLE. AGAIN CALLING AHEAD MAYBE BEST FOR ALL CONCERNED TO DETERMINE WHAT FACILITY IS GOING TO BE USED.

E. PROFESSIONAL STAFF; IN A HOME, HOSPITAL OR NURSING HOME, LEAVE THE PROFESSIONAL WORK TO THE PROFESSIONALS SUCH AS DOCTORS, NURSES, AIDES OR COUNSELORS. REMEMBER WE COME TO CARRY THE MESSAGE AND WE HAVE NO OPINION ON OUTSIDE ISSUES AND A REVIEW OF THE TRADITIONS MAYBE HELPFUL AS WELL.

HOME BOUND SAMPLE FORM FOR ANSWERING SERVICES

NAME _____

TELEPHONE NUMBER _____ - _____ - _____

ADDRESS _____

WOULD THEY PREFER THE MEETING TO BE OPEN _____ OR CLOSED _____?

WHAT IS THE DATE AND TIME? DATE _____ TIME: _____ AM _____ / PM _____

WOULD THIS MEETING BE REQUESTED ON A REGULAR BASIS? _____

SPECIFY DAY'S WITH DATE AND TIMES: _____

WHAT IS THE MAXIMUM NUMBER OF MEMBERS CAN ATTEND? _____

DOES THE VISITING MEMBERS NEED TO CALL BEFORE THE MEETING? _____

ARE THERE ANY RESTRICTIONS SUCH AS SMOKING ECT? _____

WOULD THEY BE AVAILABLE FOR SERVICE IF NEEDED? _____

WOULD THEY BE INTERESTED IN HAVING A GRAPEVINE REP CONTACT THEM? _____

IF A REQUEST **FROM** AN INSTITUTION OR NURSING HOME IS MADE, ARE THERE FACILITIES AVAILABLE TO HOLD THE MEETING AND ARE SPECIAL ARRANGEMENTS NEEDED TO BE MADE?

SPECIAL NEEDS/ACCESSABILITY GUIDE FOR MEETINGS

SITE ACCESS:

ACCESSIBLE PARKING SPACES WITH CURB RAMPS 36" WIDE.

AUTOMATIC DOORS OR DOORS THAT CAN BE WORKED WITH ONE HAND.

DOORS AT LEAST 32" WIDE.

ELEVATOR ACCESS:. ELEVATOR **BUTTONS CENTERED 42" ABOVE FLOOR.**

FLOORS: STABLE, FIRM AND SLIP RESISTANT. CARPET ½" THICK OR LESS.

STAIRWAYS WITH RELIABLE HANDRAILS ON BOTH SIDES.

ACCESSIBLE BATHROOMS ON AN ACCESSIBLE ROUTE.

COMMUNICATIONS:

HAVE LITERATURE AVAILABLE IN LARGE-PRINT OR CASSETTE VERSIONS.

GRAPEVINE TAPES MAY ALSO BE **HELPFUL FOR NON-READING MEMBERS.**

BRAILLE LITERATURE IS AVAILABLE FROM **GSO**, IF NEEDED.

BRAILLE PROGRAMS AT CONVENTIONS AND BRAILLE MEETING SCHEDULES.

ADEQUATE LIGHTING FOR IMPAIRED & LIP-READERS OR WATCH INTERPRETERS.

AVOID HIGH BACKGROUND NOISE AND ROOMS THAT **ECHO.**

OTHER:

CONSIDER FACILITIES THAT HAVE SPACE FOR CHILD CARE.

IDENTIFY ACCESSIBILITY FACTORS IN SCHEDULES AND NEWSPAPER LISTINGS.

SPECIAL NEEDS/ACCESSIBILITY CHECK-OFF LIST

ACCESSIBILITY CHECK-OFF LIST

Yes No

1. PARKING FACILITIES SPOTS (12 feet wide and 2 or 3 spaced marked by international sign for handicapped)
2. CURB CUTOUTS (32" wide; flush with ground, proper surface)
3. RAMPS (1 foot elevation for every 12 feet length, 6 feet of straight clearance at bottom. 48" wide and level platform every 30 feet)
4. EXITS AND ENTRANCES (32" clear space; crush bar, 15 lbs. pressure for fire exits (marked with "EXIT") 8 lbs. pressure for interior doors.
5. FIRE ALARM SYSTEM/BOX (no higher than 48" and method to notify hearing impaired of possible fire e.g., tactile)

MALE | *FEMALE*

6. BATHROOMS

- Sinks (27" from floor to bottom of apron)
- Urinals (19" from floor to lip)
- Mirrors (.40" from the floor)
- Towel Racks (40" from the floor)
- Stalls (36" x 60" door swings out, 48" from wall to front of stall entrance)
- Commodes (Seat 20" above floor)
- Grab bars (1-1/2" diameter, 33" from floor)

7. AUDITORIUM (access to stage; ramps or lift gate)

YES *NO*

8 ELEVATORS (32" wide, controls no higher than 54", lateral 48")

9. WATER FOUNTAINS (wall-mounted: 36" from floor; floor mounted: 30" from floor, no higher up-front spout and control).

10. TELEPHONES (48" front, 54" lateral).

COMMENT:

ACCESSIBILITY CHECKS

SPECIAL NEEDS/ACCESSABILITY AREA SURVEY

TO ENSURE THE AREA IS INCLUSIVE AND MEETS ALL OF ITS MEMBERS NEEDS TO CARRY OUT 12-STEP WORK. . ***THE SURVEY BELOW IS NEEDED SO THAT AN ASSESS AREA/GROUP FACILITIES AND INDIVIDUAL REQUIREMENTS.*** PLEASE ADD ANY COMMENTS OR CONCERNS IN THE SECTION AT THE END OF THE SURVEY.

1. IS YOUR MEETING **OPEN** OR **CLOSED**? OPEN___ CLOSED___

2. IS THERE AN **ELEVATOR** IN THE BUILDING? YES___ NO___

3. DOES YOUR FACILITY HAVE **ACCESSIBLE** RESTROOMS? YES___ NO___

4. IS A **WHEELCHAIR RAMP** AT THE ENTRANCE OF YOUR MEETING PLACE? YES___ NO___

5. IS **HANDICAP PARKING** NEAR THE ENTRANCE OF YOUR MEETING PLACE? YES___ NO___

6. ARE THERE **STEPS** INSIDE THE BUILDING OF YOUR MEETING PLACE? YES___ NO___

7. ARE PEOPLE IN YOUR GROUP OR SERVICE FUNCTION **NEED** SUCH ACCOMMODATIONS? YES___ NO___

8. WOULD AN INTERPRETER FOR THE HEARING IMPAIRED MEETING BE OBJECTIONABLE IF **NON AA MEMBER**? YES___ NO___

9. IS YOUR GROUP OR SERVICE COMMITTEE WILL TO **ASSIST** SPECIAL NEEDS MEMBERS IN **GETTING TO** YOUR MEETING? Y E S _ _ _ _
NO___

10. DOES YOUR COMMITTEE GUIDELINES PRESENTLY **REVIEW** SPECIAL NEEDS AS PART OF THEIR COMMITTEE STRUCTURE IN SELECTING MEETING PLACES AS PART OF THEIR **SERVICE RESPONSIBILITIES.** YES___ NO___

SURVEY CONTINUED

11. CAN THOSE WITH SPECIAL NEEDS ACCESS INTER-GROUP AND CENTRAL SERVICE FUNCTIONS ON A **DAILY BASIS** TO SUPPORT THE AREA COMMITTEE OR GROUPS? YES___ NO___

12. DO YOU **HAVE** ANY MEMBERS, WHO WANT TO **GET ACTIVE IN SERVICE WORK**, BUT CANNOT ACCESS THE CURRENT AREA FACILITY? YES___ NO___

13. DO YOU HAVE ANY ONE **REQUIRING SPECIAL ACCESS** OR ASSISTANCE ATTENDING YOUR MEETING OR SERVICE FUNCTION? YES___ NO___

14. **AREA COMMITTEES ONLY, PI/CPC/TREATMENT/CORRECTIONS.** HAS THERE BEEN A POINT OF CONTACT ESTABLISHED WITH THE VA, **DISABLED, HEARING AND SEEING IMPAIRED INSTITUTION'S** IN THE AREA TO SEE IF THERE WAS A NEED TO ASSIST THEM IN GETTING TO MEETING OR SERVICE FUNCTIONS? YES___ NO___

15. WOULD YOU LIKE TO BE **CONTACTED** FOR FURTHER INFORMATION IF SO PLEASE CONTACT THE UNDERSIGNED BELOW? YES___ NO___

COMMENTS/CONCERNS:

WE WOULD LIKE TO HAVE THESE SURVEYS COMPLETED AND RETURNED BY ___/___/___ TO YOUR DCM, AREA COMMITTEE, CENTRAL SERVICE OR INTERGROUP CHAIR OR OFFICER.

RESPECTFULLY _____

DISTRICT ACCESS COMMITTEE

DISTRICT ACCESS COMMITTEES; are most often started when an **A.A.** member volunteers for the service position. **All districts need an Access Chair.**

- * The primary focus of each committee varies on the **access needs** requested.
- * Some districts have had an **Access Chairperson** and **Committee officer** who are on for years, responding to the needs of **A.A.** members in the district.
- * Some districts have active Committees with several volunteers
- * Some Access Committees work in cooperation with other service committees.
- * Some Access Committees work with the district groups, inter-groups, central service offices to schedule interpreted meetings on a request basis.

- * **District Access Budget** is set up through district budget.
 - A. There are a **variety of ways** that districts have **collected funds** to employ special workers.
 1. From the general district funds.
 2. Group donations that are specifically for employing special workers for Interpreting or other access related expenses.
 - a. Some groups **pass** an Access/SI can.
 - b. Some groups donate a **percentage** of their funds for Access.
 - c. Individual **A.A.** members **donate** funds for Access.

 - B. **Fund-raiser AA events.**

- * The districts that **do not have** an **official Access Chair** or committee may have:
 1. Volunteers for taking meetings to **A.A.** members who are house or hospital bound.
 2. Volunteers who help improve the number of meetings accessible for people who have mobility loss or use wheelchairs.
 3. Have an interpreting budget within the district budget.
 4. **Intergroup, central service office** and the **district donate funds** to pay for interpreting expenses

District Access Survey

AREA _____ DISTRICT _____ DATE _____ PHONE/E-MAIL _____

* Has the district had any of the following access needs over the **last five years**? How did the district provide access?

- | | |
|------------------------------------------------------------------------------------------------|--------|
| 1. Access for A.A. members who are isolated . | Yes/No |
| 2. Access for A.A. members who are Deaf . | Yes/No |
| 3. Access for A.A. members who are Hard of Hearing . | Yes/No |
| 4. Access for A.A. members who are oral deaf or late-deafened . | Yes/No |
| 5. Access for A.A. members whose primary language is not English . | Yes/No |
| 6. Access for A.A. members that have limited English reading and writing skills. | Yes/No |
| 7. Access for A.A. members who have a speech disability . | Yes/No |
| 8. Access for A.A. members who are blind or have low Vision . | Yes/No |
| 9. Access for A.A. members who have had a head injury . | Yes/No |
| 10. Access for A.A. members who are dual diagnosed . | Yes/No |
| 11. Access for A.A. members who have mobility loss or use a wheelchair . | Yes/No |
| 12. Other: _____ | |
- * Does the district **have an Access Chairperson**? Yes/No
- * If not, **which district committee member** helps to address access needs? _____
- * Would the district be **willing to budget** for an access committee? Yes/No
- * Does the district **have access need information** available from **GSO**? Yes/No
- * Does the district have a **sign up sheet** for **temporary sponsors** who know **Sign Language or Spanish**? Yes/No
- * Do the **closed meetings** In the district welcome **Deaf alcoholics**? Yes/No
- * Does the **district budget funds** to employ **special workers** when needed? Yes/No
- * If a **Deaf alcoholic** *wants to attend A.A.* meetings, what is the procedure the district goes through to set up a sign language interpreted meeting for that person?

A.A. Group Access Check List

DATE: _____ GSR: _____ PHONE/E-MAIL: _____

- * Does the district *have* a website? Yes/No
- * Are the group members familiar with **Assistive Listening Devices (ALDs)** and how to find out if the facility has them? Yes/No
- * If a Deaf alcoholic makes contact with someone in the group and requests attending a meeting, what is the procedure the group would follow to arrange for a **sign language interpreter**. **Use the backside of paper.**
- * Group **willing to pass**, a second basket to fund the district for Access needs? Yes/No
- * **Does** the group or district **have** the following **A.A.** literature available?
 1. **A.A.** literature available in **American Sign Language**.
 2. **A.A.** *closed captioned videotape*.
 3. **A.A.** literature available on *auto cassettes*, in Braille and large print.
 4. Easy to read **A.A.** literature.
- * Is the meeting accessible for **A.A.** members with **mobility loss?** Yes/No
- * Is the facility **wheelchair accessible?**
 1. Is the *meeting or conference* room **wheelchair accessible?** Yes/No
 2. Is the *restroom* **wheelchair** accessible? Yes/No
 3. Is the **parking** wheelchair accessible? Yes/No
 4. Is there wheelchair accessible **seating?** Yes/No
 5. Is the **entry door** used for the meeting *accessible* wheelchair? Yes/No
 6. Is the **access information** posted in the *meeting schedule?* Yes/No
- * Does the facility have **Braille Sign-age?** Yes/No
 1. If so is It **posted** In the meeting schedule? Yes/No
- * Does the group have a **sign-up sheet** for service work **volunteers?** Yes/No
 1. To *give rides* to the meeting? Yes/No
 2. To provide **childcare** during the meeting time? Yes/No
 3. To take **A.A.** meetings to members of the group when they become house or hospital bound? Yes/No
 4. To assistant **A.A. members** who are **blind?** Yes/No

insert special needs servant list here

GROUP SERVANT LIST

POSITION **NAME** **ADDRESS** **PHONE/E-MAIL**

GSR _____

ALT. GSR _____

ARCHIVES _____

C.P.C. _____

CORRECTIONS _____

GRAPEVINE _____

LITERATURE _____

P.I. _____

SPECIAL NEEDS _____

TREATMENT _____

OTHER _____

OTHER _____

OTHER _____

NOTE: GSR, ALTERNATE GSR PLEASE FILL THIS FORM OUT AND BRING WITH YOU TO DISTRICT MEETING

**INFORMATION ON A.A. GENERAL SERVICE CONFERENCE-APPROVED
BOOKS, BOOKLETS AND PAMPHLETS AND A.A. GRAPEVINE ARTICLES ON
TAPE AND IN BRAILLE**

SEPTEMBER 1995

GENERAL SERVICE OFFICE OF A.A.

A.A. World Services, Inc.

P.O. Box 459

Grand Central Station

New York, NY 10163 (212) 870-3400

(212) 870-3003 (FAX)

Braille: Copies of ***Alcoholics Anonymous*** (Big Book) and ***Twelve steps and Twelve Traditions*** in Braille are available from **G.S.O.** The Complete Third Edition of the Big Book comes in five (5) volumes, and the Twelve and Twelve in two (2) volumes.

"This is A.A."

"Is A.A. for You?"

"44 Questions"

Tapes: Alcoholics Anonymous (Big Book) - On seven (7) cassettes (first 11 Chapters, Personal Stories 1 & 2) English.

Twelve Steps and Twelve Traditions - A reading on five (5) cassettes: Includes Braille tabs.

A.A. Comes of Age On eight (8) cassettes.

A.A. in Prison: Inmate to Inmate

A Brief Guide to A.A.

Three Legacies, by Bill -Tape cassette of co-founders talk on Recovery, Unity and Service.

Voices of Our Co-Founders - 5 excerpts from different talks by Dr. Bob and Bill W. are heard on one 28-minute tape cassette.

Bill Discusses the Twelve Traditions Tape cassettes from the sound track of the Film.

ALCOHOLICS ANONYMOUS GRAPEVINE

The Grapevine
P.O. Box 1980
Grand Central Station
New York, NY 10163-1980
(212) 870-3400
(212) 870-3301 (FAX)

Audiotapes of Grapevine Articles

"Attitudes" and "Character Defects" - Coping with anger, resentment, fear, and other problems in sobriety. (Sold separately.)

Classic Tapes #1, #2 and #3 - Each tape contains a selection of articles from the annual

"classic" issues.(Sold separately.)

"Pathways to Spirituality" and "Maintaining Spirituality" - How we came to believe, then grow in the AA. way of life. (Sold separately.)

"Not for Newcomers Only" (Vol's. 1 and 2) - A.A. tools for beginners - using the principles and dealing with everyday problems. (Sold separately.)

"History Lights the Way" and "What We Were Like" - A.A. history and the experiences of old-timers. (Sold separately.)

"Our experience Has Taught Us (Traditions)" and "Practice These Principles (Traditions)" The Twelve Traditions - how they grew and how they work in groups and in the lives of individuals. (Sold separately.)

"Back to Basics" (Vol's. 1 and 2) - The importance of having a home group, anonymity, sponsorship, and other fundamental AA principles. (Sold separately.)

"Sponsorship" (Vol's. 1 and 2) - Articles by AAs who have made a solid start because of sponsorship, and whose lives have been enriched by sponsoring others. (Sold separately.)

"Sonidos de Sobriedad" (Spanish) and "Les Sons de la Sobriete" (French) - Selected articles in French and Spanish on a variety of A.A. topics. (Sold separately.)

OTHER AGENCIES AND INSTITUTES IN U.S. AND CANADA

ARIZONA

Office of Special Services for Persons with Disabilities
Catholic Diocese
1825 W. Northern Ave.
Phoenix, AZ. 85021

Twelve steps and Twelve Traditions- Tape

"44 Questions and Answers" - Tape

CALIFORNIA

The Braille Institute of America, Inc.
741 North Vermont Avenue
Los Angeles, CA 90029
Telephone: 1-800-272-4553
(323-906-3104)
www.brailleinstitute.org
8:30A.M.-5:30 P.M. (Pacific)

Alcoholics Anonymous (Big Book) - Tape

"The Jack Alexander Article About

Twelve Steps and Twelve Traditions - Tape

A.A." (Pamphlet) - Tape

A.A. Comes of Age - Tape

"A.A. Tradition - How It Developed"

Bill Sees It (formerly "The A.A. Way of Life) Tape

(Pamphlet) - Tape

Books Aloud, Inc.
(Cassette Program for the Blind and Physically Handicapped)
P.O. Box 5731
San Jose, CA 95150
Telephones: (408) 808-2613

FLORIDA

Florida Division of Blind Services
Library for the Blind and Physically Handicapped
420 Platt Street
Daytona Beach, FL 32114
Attn: Technical Services and Reference Librarian
Telephone: 1-800-342-1828

Has taped the following pamphlets:

<i>"AA. for the Woman"</i>	<i>"Do You Think Your Different"</i>
<i>"A Letter to a Woman Alcoholic"</i>	<i>"A Member's Eye-View of A.A."</i>
<i>Questions & Answers on Sponsorship"</i>	<i>"This is A.A."</i>
<i>"44 Questions"</i>	<i>"A Brief Guide to A.A."</i>
<i>"A Newcomer Asks"</i>	

KANSAS

American Red Cross
Midway-Kansas Chapter/Division
707 North Main
Wichita, KS 67203.
Telephone: (316) 265-6601

"A Message to Teenagers" (Pamphlet) - Brail
Master Copy held by KIRI VIB-1100 State Ave., Kansas City, KS 66102)

MINNESOTA

Communication Center State
Services for the Blind
2200 University Avenue
Suite 240
St. Paul, MN 55104-1840
Attn: Tape Librarian
Telephones: (651)-642-0878
Fax (651)-649-5927

Alcoholics Anonymous (Big Book) - On Tape

NEW JERSEY

Recording for the Blind
The Anne T. Macdonald Center
20 Roszel Road
Princeton, NJ 08540

For ordering material: (800) 221-4792/93
or (609) 452-0606

(Has extensive material on **A.A.** literature and Grapevine on tape.)

NEW YORK

Recording for the Blind, Inc. (New York Studio)
545 Fifth Avenue
New York, NY 10017
Telephone: (212) 557-5720

Alcoholics Anonymous (Big Book)

English & Spanish - Tape

Twelve Steps and Twelve Traditions - Tape

A.A. Comes of Age - Tape

Living Sober- Tape

Came to Believe - Tape

Third Legacy Manual - Tape

Dr. Bob and the Good Old-timers - Tape

OKLAHOMA

Ok1ahoma library for the Blind and Physically Handicapped

300 N.E. 18th St. .

Oklahoma City, OK 73105

Telephone: (405) 521-3514

Alcoholics Anonvmous (Big Book) - Tape, *Pass it On - Tape (11 Cassettes)*
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