

H&I ORIENTATION MEETING FORMAT

INTRO

Welcome to the L.A. Hospitals and Institutions Committee (LAHIC) orientation meeting. My name is _____ and I am an alcoholic.

This orientation meeting is a pre-meeting to the main H&I Business Meeting at 8:00pm. It is designed to introduce the LAHIC to those who are interested in H&I service. We are going to explain what the H&I committee is all about, how it functions, its requirements, and to answer any questions you may have.

ATTENDANCE

We meet the 2nd Monday of every month per H&I policy guidelines. Attendance is recorded at the sign in desk for the Business Meeting. Tonight you will sign in here. This information will go to the sign-in desk. It is very important for us to have an accurate record of those who are actively involved. Please sign in at every meeting you attend. Please sign your own name only. You will be doing the Committee and other members a disservice by signing in people who are not here.

MEMBERSHIP

There are a few simple requirements for committee membership:

- Be an A.A. Member who attends a Southern California A.A. Group on a regular basis.
- Attend an LAHIC orientation meeting.
- Be sober a minimum of 6 months to go to hospitals, treatment centers and mental hospitals.
- Be sober for at least one year to go to correctional facilities as a panel speaker.
- You must be sober for one year and have 6 months of active Committee service to become a panel leader. Being a panel leader is like being a meeting secretary. Leaders have their own panels and take panel speakers to the same facility every month on their designated day and time.

These are requirements for panel participation. However, any member of AA and an invited guest may attend the monthly H&I meeting.

Any member of the Committee is disqualified from further H&I activity if any of the following occurs:

- Loss of sobriety
- Acting in a manner unbecoming a Committee or AA member
- Refusal to abide by the rules and regulations of the institution being served
- Refusal to abide by LA H&I Committee guidelines
- Giving a confined person advice regarding any facility or professional treatment program
- Promotion of a member's private business via H&I information and /or activity
- Sexual harassment
- Advising, belittling or opinionating on issues of medication while on a panel

SIGNING UP FOR PANELS

After this meeting there will be a short break before the business meeting begins at 8:00pm. If you go to the tables during the break you will find the sign-up sheets for panels that need speakers. There are two sheets for each open position. The hospital sign-up sheets are on one side of the room, the correctional facilities are on the other.

[Show and explain the table locations]

[Show and explain the two types of sign-up sheets.]

Find a panel that fits your schedule, is close to home, is somewhere you want to go, and sign-up. Please remember that signing up as a speaker is a commitment, the same as a regular meeting. If for some reason you cannot keep this commitment, it is your responsibility to find someone to cover for you and to notify the panel leader of the change. If you cannot find someone, let the panel leader know as soon as possible. Remember not to overbook yourself. Take only as many panels as will fit comfortably into your personal schedule.

Signing up as a panel speaker is a one-time commitment. You will only be going to that panel on the specific day that you signed up for it. If you are a panel leader, it is the panel leader's responsibility to find speakers, first by sign-up sheets here, then by asking friends at meetings or people that have spoken before with you. There will be several announcements about open speaker and panel leader positions during the business meeting. It is a good idea to go as a speaker to a facility to get a feel for it before signing on as a panel leader there.

PANEL RULES

There are a few simple instructions that all panel speakers and leaders must adhere to. Panel rules for speakers are at the bottom of your copy of the sign-up sheet and include the following:

Hospital and Jail Panels:

1. Please identify as an alcoholic.
2. DO NOT give a prolonged drunk-a-log. Please share about recovery and living sober with the 12 step program.
3. DO NOT criticize institution, personnel, facilities, policies or practices. This includes opinions on medication.
4. DO NOT talk down to the group or use profane or vulgar language.
5. Please abide by facility rules. This includes phone number exchange protocol.
6. Dress appropriately. DO NOT wear short pants, sandals, short/slit skirts, low-cut tops, or tight fitting clothes.
7. DO NOT bring any guests to the panel. DO NOT use your phone during the panel.

Jail Panels Only:

8. All literature must be brought in without staples in a clear plastic bag.
9. DO NOT exchange phone numbers or messages with any inmate.
10. Leave your cell phone in the car or check it into a locker. Absolutely no phones or cameras allowed inside panels at correctional facilities.

CLEARANCES

No special clearance is required at Hospital, Transitional or Metro 1-on-1 police facilities. However, special clearance is required at all correctional facilities. Hospital sign-up sheets are on one side of the room, the correctional facilities are on the other.

Now I will turn the meeting over to _____ who will share on the process of receiving clearance for correctional facilities, and share his/her experience, strength and hope doing H&I service in correctional facilities.

Corrections Clearance

- Our Corrections/Jails programs will take your sobriety to new, beautiful and profound levels of service. It may become one of the most meaningful things you do.
- We have two Corrections programs that require special clearance:
 1. L.A. County Jails for ADULTS under the Los Angeles Sheriff's Dept.
 2. Visto for JUVENILESThese are separate programs and require separate applications.
- You must have a minimum of one year of sobriety and nothing outstanding on your record to apply for clearance. You should have done at least three H&I Hospital panels. We lead meetings in three Juvenile detention facilities and four Adult jails.
- **Your commitment is to speak on at least one panel a month per program** once you receive clearance.
- The application process takes about 6 months.
- Please see the Corrections Director with any questions. We hope you will join us!

[allow time for questions and answers before closing out the meeting]

Thank you for attending today's orientation and joining the LA H&I Committee.

After a moment of silence, please join me in the serenity prayer.