

June 2026

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Cocaine Anonymous

PETITION TO BECOME AN AREA

NOTE: An Area seeking recognition by the World Service Conference must submit a completed petition to become an Area. If you cannot provide the information within the space provided, please attach separate documents or sheets as required.

1. Reason or need to become a World Service Conference approved Area:

Our Online District has continued to grow in both size and participation over the six years since it formed in 2020. The number of online groups we now serve, and the range of service needs that come with that growth, have reached a point where a District structure is no longer sufficient to support them effectively. In addition, the Area we have stemmed from is the largest within the European Region, and we feel that it has naturally reached a stage where forming our own Area service structure is the next step.

Our previous service structure was largely based around face-to-face meetings and physical geography, and was not originally designed with the Online Fellowship in mind. While this works well for in-person groups, it does not always fully meet the needs of our online community, whose service and support needs are different in nature.

Many people affected by addiction are unable to access face-to-face recovery support due to illness, disability, caring responsibilities, anxiety, geographical isolation, or other barriers to leaving their place of residence. Whilst Cocaine Anonymous is a worldwide peer-support fellowship, there is currently no dedicated online Area within the UK, or in the European Region. C.A. Online GB Area would address this gap by supporting accessible, online 12 Step recovery, ensuring that individuals who cannot attend physical meetings are not excluded from opportunities for recovery and wellbeing.

By forming C.A. Online GB Area, and becoming part of the wider virtual fellowship of C.A., we will be able to better serve our groups through focused representation, stronger support, and a clearer collective voice at World level. An Online Area would also allow us to bring all online services together within a single, unified structure, helping ensure that our groups remain supported, connected, and able to carry the C.A. message effectively, whatever their situation.

2. Are you a proposed Area in a State, Province or Country that has not been represented at the World Service Conference before?

Yes No United Kingdom, part of the European Region (Name of State, Province or Country)

Please see Item No 8 for our Report given to Region for the European Regional Assembly in March 2026

3. Proposed Area name: C.A. Online GB Area

4. If applicable: Attach map of regional geographic division of Area as it now exists.

Please refer to Item No. 1

This map shows the following Areas that currently make up the European Region, which we would petition to remain part of.

C.A. UK (previous Area) , C.A. Wales, C.A. West Country, C.A. Scotland, C.A. Hong Kong. C.A. Central UK, C.A. Ireland, C.A. Thailand, C.A. South Africa and C.A. London.

5. Attach a map and a written description of the proposed division of areas.

Item No. 2 Shows the European Region. We are not dividing the Region or splitting up any previous Area as we are non-geographical and not targeting a particular "Area" with a boundary like physical ones. We are simply providing a space for Online Groups to grow and flourish. As the first fully Online Area within this region, our Area would serve online meetings that choose to participate in this service structure.

Our fellowship operates online, meaning our meetings are not restricted by physical location. Whilst the majority of the meetings currently connected to the C.A. Online GB Area originate from within the UK, they are accessible to anyone with an internet connection.

For this reason, the proposed Area is not defined by geographical boundaries but by the collective participation of online groups that choose to join, be represented by, and served by this Area. This reflects the growing role of online recovery and allows those groups to participate fully in the service structure while remaining connected to the UK & the European Region. **(As explained further in Question 6).**

6. Total population in proposed Area:

As we are a non-geographical (online) Area, this question is difficult to answer with a clear number. The population of the United Kingdom is approximately 69.5 million, and this is currently where most of our meetings are based. **(See Item 3)**

As the first fully online Area within the European Region, our meetings are accessible to anyone under that umbrella, regardless of country/territory. This effectively means our reach includes the populations of all countries/territories in the European Region.

Furthermore, as highlighted in **Item 3**, our availability extends well beyond the umbrella. Because our meetings are held online, anyone with internet access can join a meeting within seconds, regardless of where they are in the world.

At that point, the figures become so broad that they lose much of their practical meaning. As our meetings are not limited by geography, it is not feasible to provide an exact population figure. We hope this explanation helps clarify why a precise total cannot reasonably be given.

7. C.A. Population in Proposed Area?

Item 4 highlights the groups currently aligned with us and the approximate number of people they reach on a weekly basis. This total is estimated to be over 2,000 people.

We work with a number of treatment centres through our H&I Committee, helping to carry the message of recovery into rehabs, detox centers, institutions, and currently in discussion with other Areas within the UK to hopefully reach more that have a need for Online C.A. In addition, we currently hold five Zoom Business licences, which we make available to groups that are starting out, struggling financially, or do not yet have a treasurer and therefore cannot hold funds to pay for their own licence. Based on the data we obtain from these licences, we estimate that last year these meetings on the licences alone, not including those groups who have their independent licences, reached approximately 90,000 participants. Our figures also show that January & February of 2026, there was an increase of 60% - a clear indication of the online Fellowships growth.

Put together, this demonstrates the scale of our fellowship and highlights the need for our District to begin functioning at an Area level, so that the voice of online groups can be represented directly at world.

Items 5 & 6 were part of the presentation that went out to our GSRs to show the amount of Online Groups within the Region, and that around 49% of them are aligned with the C.A. Online GB Area. It also showed the growth of the Online Groups, from 6 to 51 in the space of just under 5 years, and if this growth continued, then we could be serving up to 300 online Groups, some of them with multiple meetings, within the next 5 years. **(We have also provided this presentation in full to show the length our Adhoc Committee went to in informing our GSR's of the pros and cons of becoming an Area before we asked them to vote for or against. See Item No 11)**

Public health data shows that substance use remains a significant global issue. In the United Kingdom, approximately 2% of adults reported using cocaine each year, equating to close to 1.4 million people annually.* Across Europe, several million people are estimated to use cocaine**, and globally the United Nations estimates that around 25 million people use cocaine each year, with nearly 300 million people using illicit drugs overall.*** Even if only a small fraction of those affected seek recovery, the number of people who may benefit from access to Cocaine Anonymous remains significant.

As recovery increasingly takes place in online spaces, accessible online meetings can help reach people

who may not otherwise find, or attend face-to-face meetings. The creation of an Online Area within the European Region allows these groups to participate more effectively in the service structure while continuing to carry the message of recovery to those who are still suffering.

* - <https://tinyurl.com/hkr5syud>

** - <https://tinyurl.com/yc2v9w9z>

*** - <https://tinyurl.com/ysebm5af> and <https://tinyurl.com/35defr23>

8. Number of CA Groups in proposed Area: *See Item No 7 (attach meeting schedule)*

We currently have 45 groups with a total of 66 meetings. When the second Online District formed within CAUK, some meetings chose to align with that District, which reduced our number of groups from 51 to 45. Over the past couple of months, a small number of meetings have since joined us. This reflects the continuing development and natural movement of online groups as they find the service structure that best supports them.

9. Attach a brief five year history of CA Groups and membership in the proposed Area

The CAUK Online District was established in 2020, beginning with just six aligned groups operating entirely in an online format. Despite its modest start, the district quickly demonstrated the potential of virtual organisation, providing a platform for engagement, collaboration, and growth beyond geographical boundaries.

In 2021, the District experienced an increase in the number of groups, up to nine. Momentum continued in 2022, with thirteen groups now part of the district. By 2023, it had expanded further to twenty-one groups and the pace of growth accelerated in 2024, with the district reaching thirty-six groups. By the end of 2025, the number of groups peaked at fifty four, showing the success and demand for online meetings, rising interest in online participation and the appeal of a flexible, digitally connected structure. To better manage this rapid expansion, a second district (known as the Digital District) was formed. Following this restructuring, the original CAUK Online District adjusted to forty-six groups, allowing for more focused online service and improved support for members.

In 2026, reflecting its maturity and reach, the CAUK Online District voted to pursue recognition from C.A. World Services as its own Area. The district initiated the process and initially named themselves the "International Online Area". However, following the advice from the European Regional Trustees to focus on where our Charity and financing is based while also leaving room within the fellowship structure for future growth and the possibility of other online Areas forming, we decided, upon reflection, to call ourselves C.A. Online GB.

10. Structure and function of proposed Area:

- a) **No. of GSRs:** 45 - One for every meeting, plus a couple of groups have a second GSR due to their size and frequency. We also have a lot of GSRs within the Area that take part in the service structure.
- b) **Proposed Dist. Service Committee meetings:** None at present as we do not have any Districts, however, as our Area grows we would welcome any groups wishing to form their own Districts in the future.
No. of DSRs: None at present - We made a decision to create a service for a Group Liaison Officer that replaced the DSR Role, meaning that Groups still had a point of contact and support when needed.
- c) **Proposed Area Service Committee Meetings:** 3rd Saturday of the month from 4pm-6.30pm.
Frequency - Once a month until the Area is fully established, after which the issue will be reassessed, and may be adjusted **No. in attendance:** 35 - 40+

Committees/Officers within the Area - **See Item No 9** for Roles & Responsibilities

- Area Chair
- Area Vice Chair
- Area Treasurer
- Area Vice Treasurer
- Area Secretary
- Area Public Information
- Area Structure & Bylaws
- Area Information Technology
- Area Archivist
- Area Helpline/Webchat Chair
- Area Literature Chair
- Area Unity, Fundraising & Events Chair
- GDPR Liaison Officer
- Safe Guarding Liaison Officer
- Petitioning Committee Chair
- Group Liaison Officer
- World Service Delegate x 2
- World Service Alt Delegate x 2
- Board of Directors (Charity Trustees)

These are the current roles within the CA Online GB Area. Presently, 76% of these positions are filled...with the others hopefully being assigned in the near future.

In the meantime, it has been decided by the conscience of the Area that any serving Officer may cover vacant positions in an Interim Roll to ensure the continuity within the Area



Area Activities

Each month at our Area Meeting we focus on the Groups and how best we can serve them. We currently finance and maintain five Business Zoom licences which we make available to Groups that are starting out, or to Groups that may be struggling for a period of time for a variety of reasons. We also provide the ability for members to contribute directly to the Area through a Collectiv QR Code during meetings. This Tradition Seven is collected alongside contributions from Groups that maintain their own treasury arrangements.

At present, these contributions help cover the following expenses:

- Accountant and consultant fees associated with preparing our application to the Charity Commission to become a Charitable Incorporated Organisation;
- Banking and insurance charges;
- Zoom licences;
- Public media resources such as Canva;
- Google Workspace, which provides a secure and organised platform for the collection and storage of past, present, and future administration;
- Information Technology resources, including our domain costs;
- Literature;
- The use of CAUK resources, including our inclusion on their website and webchat
- All costs covering sending a delegate or Area representative to the World Service Conference to present our petition or other SR14,

All payments are made using our two-step verification process in accordance with our financial guidelines.

As a District we have built relationships with Hospitals & Institutions providing online meetings to

rehab and other recovery focused establishments. We intend to continue, and hopefully, expand this work should our petition be successful.

Our Public Information committee also ran a competition within the Fellowship to design a logo for the Area, which proved to be a great success. The committee intends to attract more people to the online accessible world of C.A. through poster drives across the country.

We aim to remain closely connected to the Groups through their GSRs, and to support this we appointed a Group Liaison Officer to replace the DSR positions which were no longer required when the Area was formed.

Our 'Celebrate Around the World' event was also a great success and helped strengthen unity within the Area.

Finally, our Structures and Bylaws Committee has been working on our first C.A. Online GB Area Manual. The purpose of this document is to support anyone wishing to start a new online meeting by outlining a suggested path and making it clear that the Area is here to support them. As this remains an ongoing project, we have in the meantime produced a GSR Information Pack, a working document, containing the essential information needed by established and new Online Groups. **(See Item 10)**

CAUK have continued to provide support in areas that we have yet to establish ourselves, such as allowing our meetings to remain on their website and to facilitate us on the helpline/webchat. Initially, the friendly amendment that was passed was that we continue to send 10% of our closing balance each month to CAUK for these services and support. However, CAUK declined this and said they would not accept it from us. As a fully self-supporting Area however, we will continue to cover the costs of using resources from CAUK as they arise. All of this goes towards helping carry the message online to the still suffering.

NB - When looking into whether it was going to be feasible to run as an Area, we looked into the important factor as to if we could finance ourselves, in line with Tradition 7. The following figures are what we have sent to either CAUK or to World, after paying for our running costs as a District.

2023 -£11,164

2024 -£11,761

2025 -£11,638

When calculating our predicted running costs, it is evident that we will be able to fully self-support

(See Page 18 of the GSR Presentation - Item No. 11)

11. Distance and travel time to nearest current Area Service Committee meeting:

Being online means that the distance and time it takes to get to our Area Service committee meeting is however long it takes to press "connect" to the Zoom call. This opens up our service opportunities along with the involvement of our GSRs to anyone who may not necessarily be able to attend a physical meeting. Our current committee includes people with physical disabilities, people with childcare responsibilities, and others who find travelling difficult. We believe that it is because we are online that nearly 2 thirds of our GSR's attend the Area meetings alongside the committee members.

12. How would the Fellowship benefit by establishing a new Area as opposed to adding more DSRs, creating a new district, or redistricting would accomplish?

CAUK has traditionally operated as a predominantly face-to-face Area, within which we existed as the sole Online District. With the formation of an additional Digital District, it became clear that the online fellowship is growing rapidly. Following a GSR suggestion, an Ad Hoc Committee was formed to explore whether becoming an Online Area would better serve this growth.

We reviewed our size, structure, and resources, and found that online meetings already make up around 15% of the Area, with continued growth. It also became clear that the current structure was not designed with the needs of a virtual fellowship in mind. While adding more DSRs or creating another district may offer short-term solutions, they do not fully address the unique needs of online meetings. Establishing a new Area allows for a dedicated service structure that can better support virtual groups, improve communication, and increase accessibility. It also ensures that the voice of the Online Fellowship is more clearly represented at World level.

Ultimately, this is about creating a structure that can sustainably support growth while staying aligned with our primary purpose.

13. If the proposed Area is in a State, Province, or Country which the Fellowship has not been previously established, have you investigated incorporating as a non-profit organization in order to protect the CA name?

C.A. Online GB is in the process of applying to the Charity Commission to become a Charitable Incorporated Organisation (CIO).

Becoming a CIO offers a number of benefits, including providing a recognised legal structure, limited liability for members, and ensuring that the C.A. name and assets are protected. It also allows us to operate with greater transparency, accountability, and credibility when managing funds and engaging with external organisations.

We have appointed three Board of Directors, who will act as Charity Trustees. These trusted servants are members of our Online Fellowship, ensuring that the charity remains fully aligned with our principles, Traditions, and primary purpose, while also meeting all legal and regulatory requirements. Overall, this structure supports responsible stewardship, safeguards our resources, and strengthens our ability to serve the fellowship both now and in the future.

13. If this Petition to Become an Area is approved, are you prepared to be responsible for all liabilities the fellowship may incur? Are you prepared to pay all applicable sales taxes and file all the necessary State and Federal tax forms as required?

Yes. C.A. Online GB is prepared to take full responsibility for all liabilities incurred and to meet all applicable legal, financial, and regulatory requirements, including the filing of any necessary tax returns and compliance obligations.

14. Note any comments or special considerations:

- As an online fellowship, we place a strong emphasis on GDPR compliance, cyber-security and safeguarding. We recognise the additional responsibilities that come with operating in a digital environment and are committed to maintaining the highest standards in both areas. We currently have seven committee members who hold between Level 3 and to Level 5 safeguarding qualifications (4 Safeguarding Leads), ensuring that appropriate knowledge, awareness, and procedures are in place to support and protect our members. **(See Items 14 and 15)**
- We take the protection of our fellowship and its members very seriously, particularly in relation to data protection and privacy. Currently we have 3 members in our Area Officers Committee who are GDPR Qualified, with more going through the process in the near future. We recognise the potential risks associated with handling personal data, especially within an online environment. To ensure that we are meeting our responsibilities under the General Data Protection Regulation (GDPR) and related UK legislation, we are seeking guidance from external consultants with appropriate expertise. Their advice is helping us establish clear policies, procedures, and safeguards to ensure that any data handled by the Area is managed responsibly and securely. Essentially, we will have independent GDPR Compliance **(See Items 12 and 13)** This approach reflects our commitment to protecting the fellowship, maintaining trust, and ensuring that our service structure operates in a responsible and legally compliant manner. ***Please note, the above policies are in the ratification process with our Charity Trustees and therefore have not officially been "approved yet". However, the Trustees have been involved in the creation of them so their input is already within. We also have a number of other policies that are currently sitting with our Data Protection Officer so we were unable to send these, however, if you wish to see them, they will hopefully be available soon.***
- We are fully insured as an Online Area, with comprehensive cover in place to support our

activities and responsibilities. This includes public liability cover of up to £10,000,000, Trustees' and Directors' indemnity up to £1,000,000, cyber insurance (essential for an online environment) up to £100,000, and volunteers' and employers' liability up to £10,000,000. Together, these provisions ensure we are appropriately protected in the event of any incidents arising from our meetings, operations, or financial responsibilities. **(See Item16)**

- Our new website, www.caonline.org, will be launching soon. In the meantime, members can continue to access meetings and information via our existing District website, www.caukonline.org.uk
- Throughout this process, we have remained guided by Tradition One and Concept One, ensuring that unity, transparency, and collective conscience are at the heart of all decision-making. We are committed to enabling our online community to make informed decisions through Area conscience, in line with Concepts Two and Four. We have attached the initial presentation that was delivered to the groups on several occasions, ensuring that members had the opportunity to ask questions and fully understand the proposal. This allowed each group to hold an informed group conscience, after which their Group Service Representative (GSR) brought the group's vote back to the District. The motion to petition to become an Area within the European Region passed with 98% support. **(See Items 11 - GSR Presentation & Item No 17 - Voting Results)**
- We will continue to seek guidance from **Region and World**, recognising the value of shared experience and trusted service. Our goal is to ensure a smooth and responsible transition, always keeping our groups at the forefront, while encouraging members within the online fellowship to participate in Area service so that the Area may continue to grow and effectively carry the message.
- Please note that Steve P, one of our Board of Directors (Charity Trustee) will be at Conference this year as an acting delegate and will be able to answer any questions you may have about our new Online GB Area.



ONLINE
GB AREA

Voting Results

From 17th Jan 2026

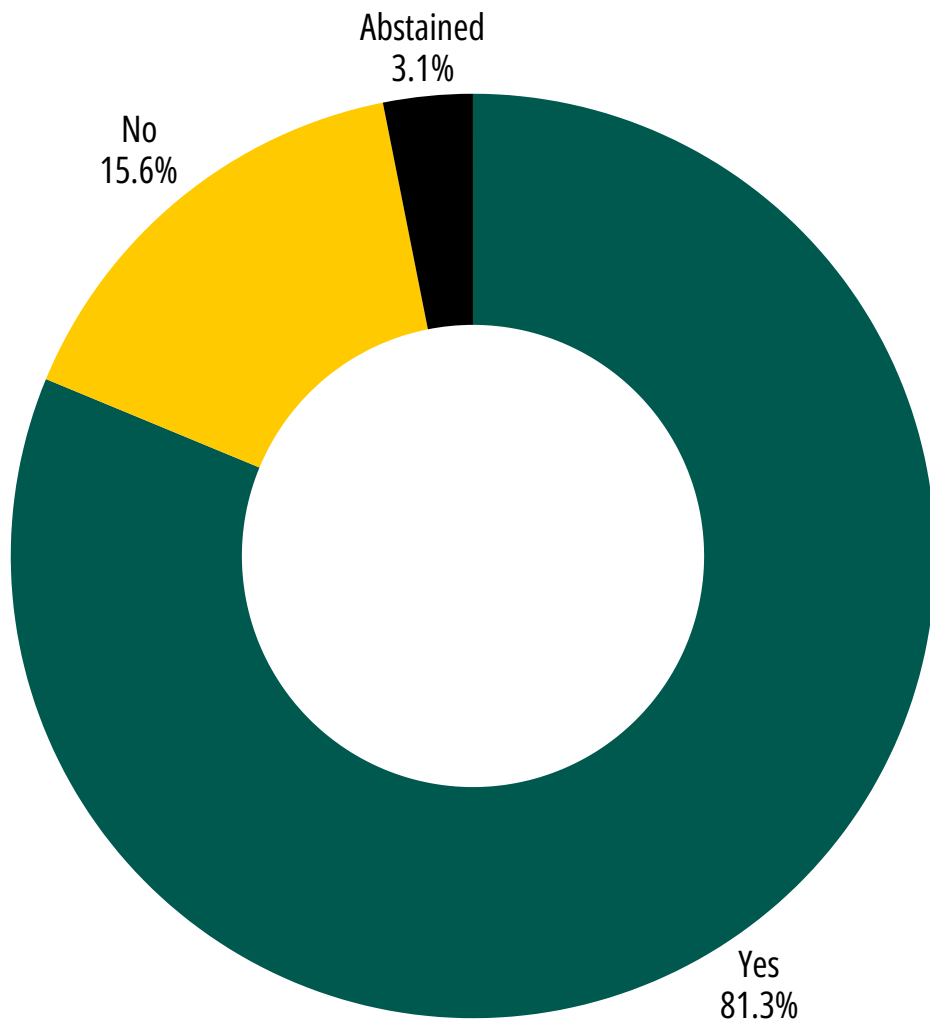
MOTION 1 — To Begin the Process of Becoming an Area

Motion:

That the Online District of Cocaine Anonymous moves forward with the Petition to become an Area within the European Region, calling ourselves C.A. Online GB Area and begin operating as such.

Intent:

To give the Online District clear authority to begin the formal process of becoming an Area. This is so we can organise, plan, and operate in alignment with Area-level structure and responsibilities while completing the petition and recognition process





ONLINE
GB AREA

Voting Results

From 17th Jan 2026

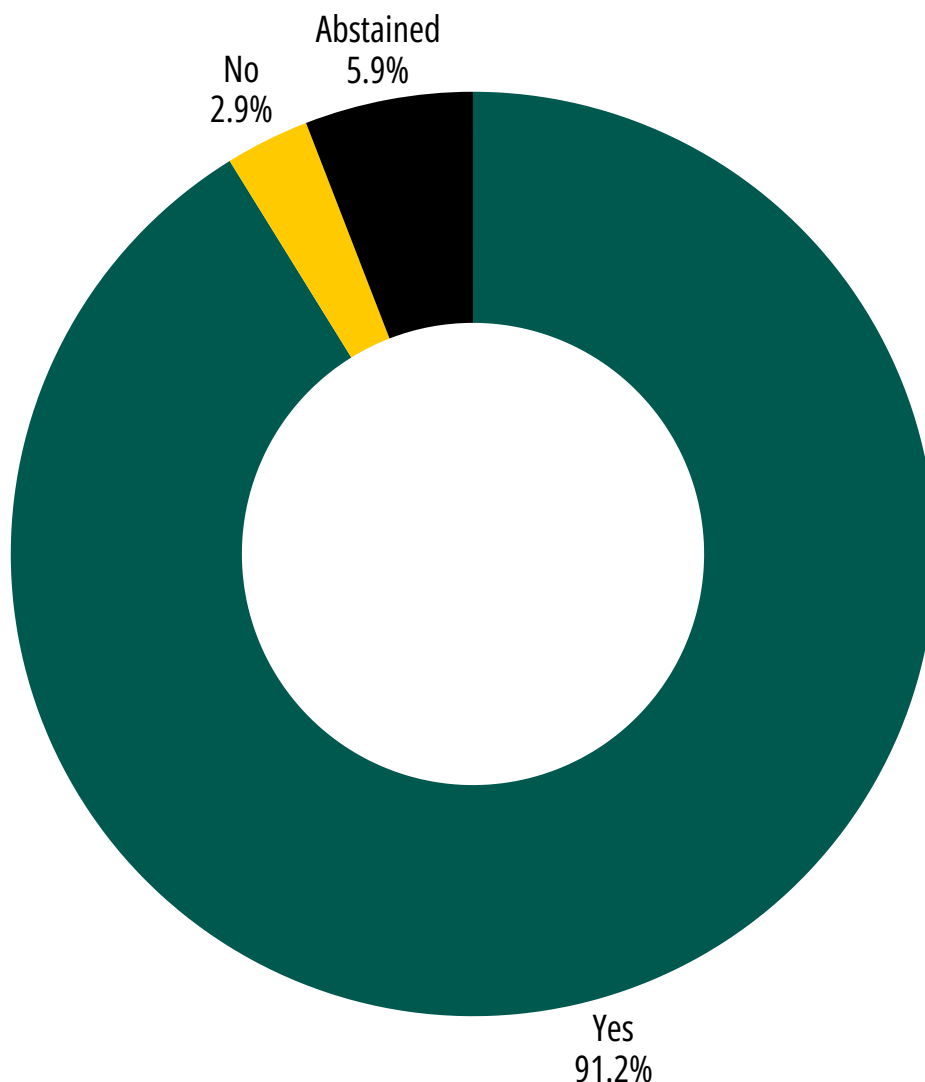
MOTION 2— For the District Service Committee to operate as an Area:

Motion

That the officers move from being District Officers to Area Officers until their current service terms ends or sucessful completion of recognition at the WSC. After this all new roles will be voted in with the new Area Service Structure

Intent:

To provide continuity during the transition to Area status by allowing current officers to serve as Area Officers until their terms end and until an Area Service Structure is established and future roles are elected.





ONLINE
GB AREA

Voting Results

From 17th Jan 2026

MOTION 3— Temporary Suspension of Tradition Seven Payments & to begin accumulating funds for the new Area

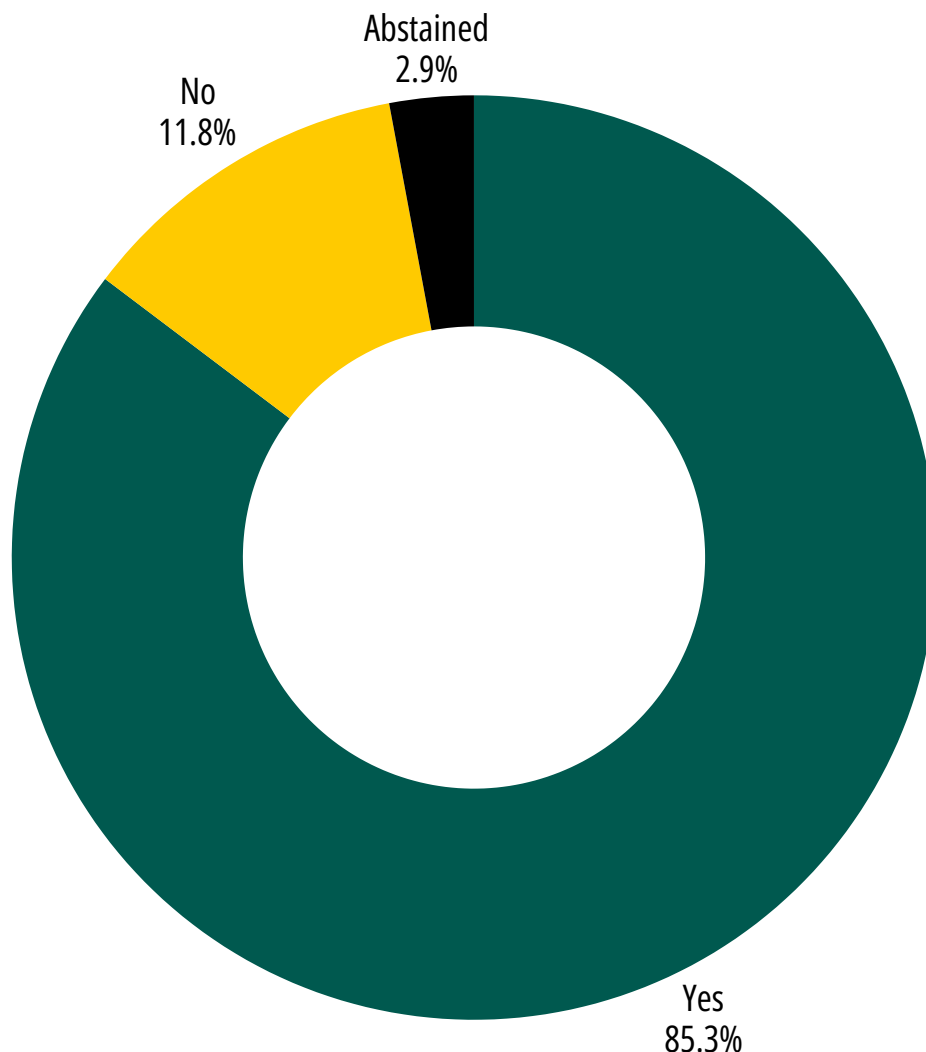
Motion

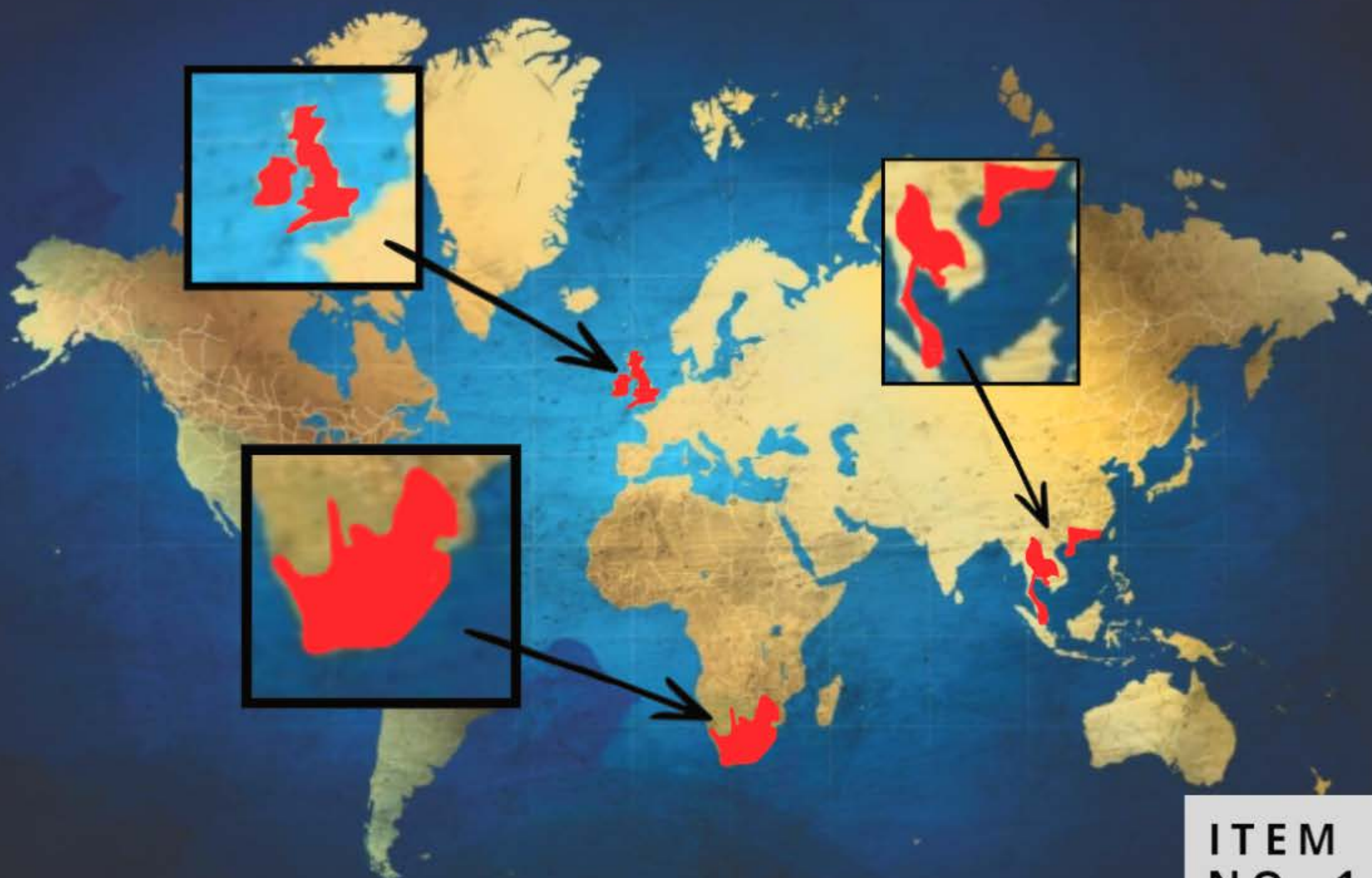
The new Area temporarily suspend sending Tradition Seven donations to CAUK Area and CA World Services (for up to 12 months) in order to facilitate this transition.

(Friendly Amendment - we continue to send 10% of our closing balance to CAUK for their continuous support and services until we become recognised)

Intent:

This is to ensure that we have the required liquid assets to cover all costs incurred during the process of moving from being a District to an Area within the C.A. Fellowship.





ITEM
NO. 1



This map outlines the areas within the European Region that form our initial scope. As an online body, however, we are not limited by geographical boundaries. While our focus is aligned with the European Region as defined in the World Service Manual (WSM), The Conference may also recognize Areas whose boundaries do not fit a geographic description

The C.A. Online GB Area is available to support the entire fellowship worldwide, should they choose to join a meeting. Although our meeting catchment areas fall within Great Britain & the European Region, our online structure enables us to grow and expand globally as fellowship needs develop.

ITEM
NO. 2



CAOGB Area Population.

- Powerless Penguins United- 7 days a week (7.15am- 8.45am)
- The Breakfast Club- 7 days a week (7.30am-8.45am)
- Daily Meds- 7 days a week (08.00am- 09.30am)
- OOTPAITS- 7 Nights a week (10pm- 11.30pm)
- Lifeboat Recovery- Tues/ Thurs (10.00pm- 11.30pm)
- The Lunchtime Solution- Tues/Thurs (12.30- 2pm)
- The Tree of Willingness- Tues/ Thurs/Sun (5.30pm-7pm)
- Safe Haven- Thurs/ Sun (8.30pm- 9.45pm)
- Powerlessness- Mon (12.30pm- 1.45pm)
- CA How It Works?- Mon (7.15pm-8.30pm)
- Monday Night Newcomers- Mon (7.30pm-9.00pm)
- Brothers in Arms- Mon (8pm- 9.30pm)
- Hope Faith and Courage Women's- Tues (12.00pm- 1.00pm)
- The Broadband Highway- Tues (6.30pm- 8pm)
- No Half Measures- Tues (7.00pm- 8.30pm)
- CA Warriors Women's- Tues (7.30pm- 9pm)
- Quiet Peace- Wed (10.00am- 11.30am)
- Hinde Street- Wed (1.00pm-2.30pm)
- Three Pertinent Ideas- Wed (7pm-8.30pm)
- Richmond Thus We Grow- Wed (8pm-9.30pm)
- This Time Will Be Different- Wed (8pm- 9.30pm)
- Together in Serenity- Wed (8pm- 9.30pm)
- Newcomer Big Book Study- Thurs (7.30pm- 9pm)
- Serenity Sisters Women's- Thurs (7.30pm- 9pm)
- Gratitude and Meditation- Fri (7am- 8.15am)
- Listen to the Similarities- Fri (1pm- 2.30pm)
- Hearts of Hope- Fri (7pm- 8.30pm)
- Newcomers Men's meeting- Fri (7pm- 8.30pm)
- Hope Faith and Courage- Fri (7.30pm- 9pm)
- Women's Circle- Fri (8pm-9.30pm)
- A Quiet Peace- Sat (10am- 11.30am)
- Against All Odds- Sat (1.30pm- 3pm)
- Flood Street Flyers- Sat (8pm- 9.30pm)
- South Woodham Ferrers- Sat (8pm-9.30pm)
- Forest Hill Breakfast Club- Sun (9am-10.30am)
- Practising the Principles- Sun (9am- 10.30am)
- Gratitude Not Attitude- Sun (11am- 12.30pm)
- Hope Faith and courage Topic- Sun (6.30pm- 8pm)
- NeuroUnity Community- Sun (8pm- 9.30pm)
- H&I Meetings Online

Population per Daily Meeting

- 26
- 100
- 40
- 25
- 10
- not available
- 15
- 25
- 8
- 6
- 11
- not available
- 18
- 5
- 7
- 8
- 26
- 7
- 15
- 140
- not available
- 20
- 10
- 13
- 4
- 6
- 88
- 12
- not available
- 10
- 6
- 30
- 10
- 15
- not available
- 5
- not available
- 18
- 10
- 15

Population per Week

- 178
- 700
- 280
- 175
- 20
- not available
- 45
- 50
- 8
- 6
- 11
- not available
- 18
- 5
- 7
- 8
- 26
- 7
- 15
- 140
- not available
- 20
- 10
- 13
- 4
- 6
- 88
- 12
- not available
- 10
- 6
- 30
- 10
- 15
- not available
- 5
- not available
- 18
- 10
- 90

TOTAL WEEKLY
POPULATION

2000+

TOTAL YEARLY
POPULATION

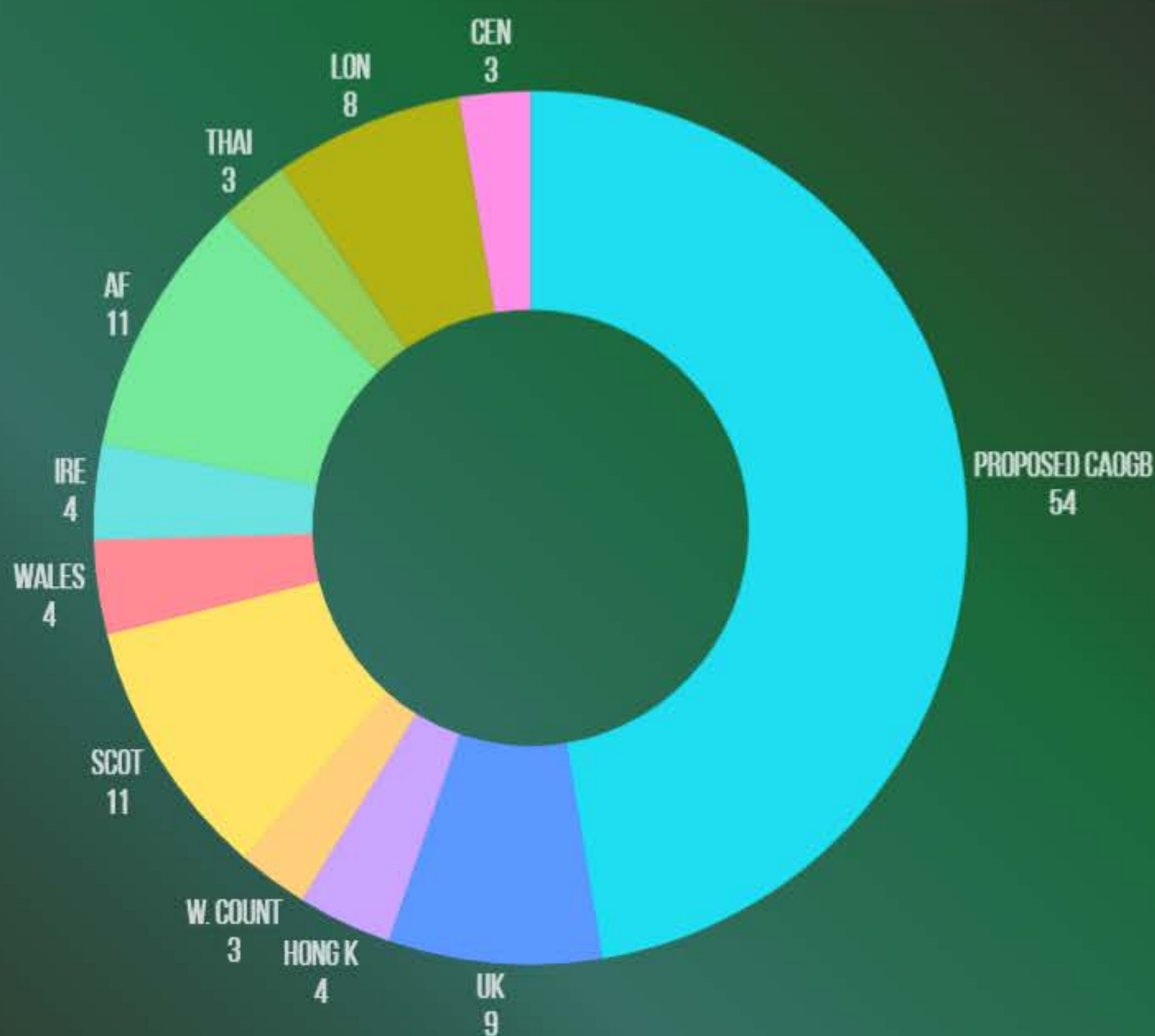
102, 250+

AN AVERAGE
OF 9-10
MEETINGS
PER DAY.

ITEM
NO. 4

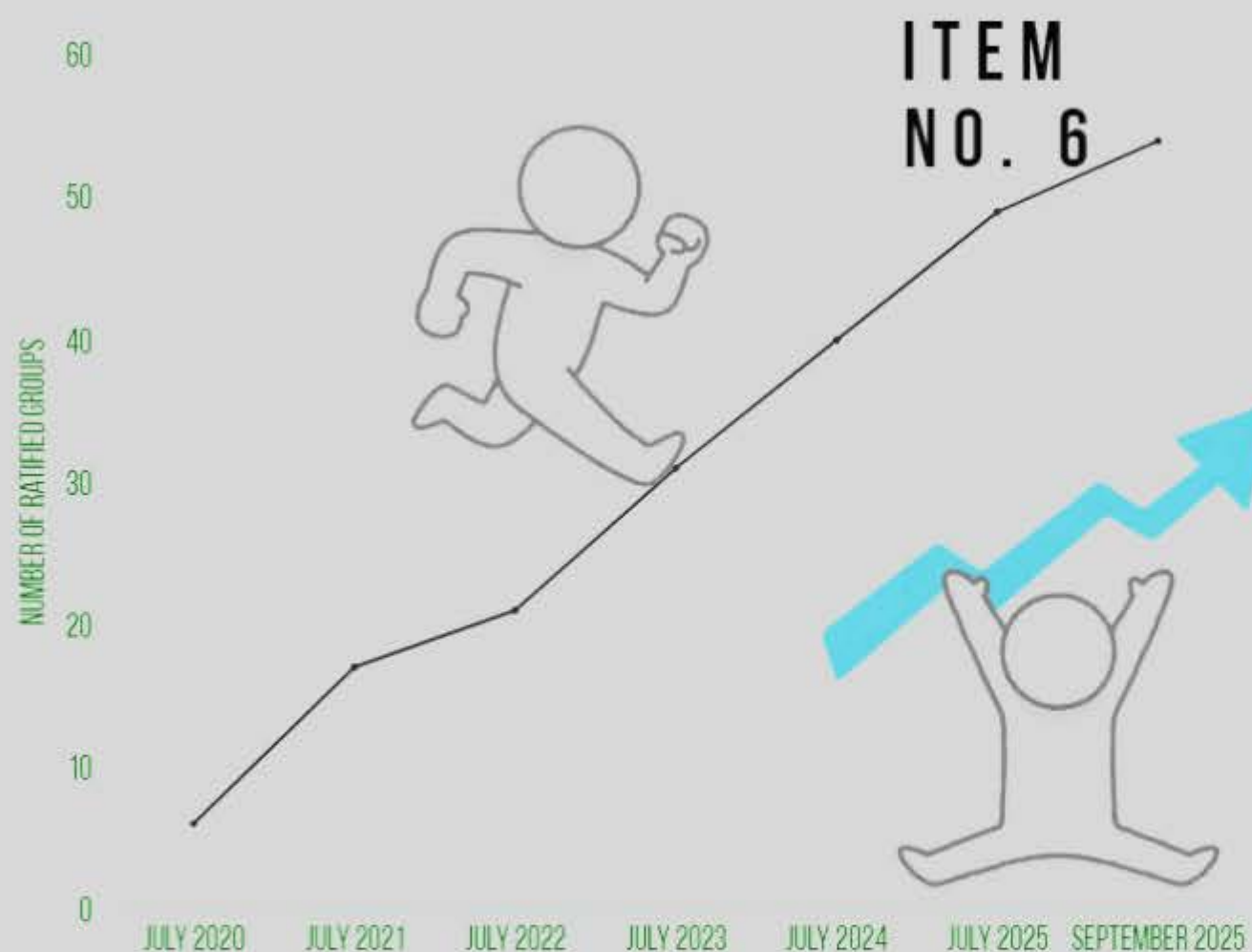
ONLINE GROUPS WITHIN THE EUROPEAN REGION

ITEM
NO 5



THIS MAP SHOWS THAT THE PROPOSED NEW AREA HAS OUTGROWN DISTRICT LEVEL AND SERVES NEARLY AS MANY GROUPS AS ALL OTHER AREAS PUT TOGETHER

GROWTH OF THE ONLINE DISTRICT



IN EARLY 2020 - SIX ONLINE MEETINGS. BY SEPTEMBER 2025 GROWN TO 48 MEETINGS (PLUS 6 H&I)- ALMOST A TEN-FOLD INCREASE IN UNDER SIX YEARS

IF THIS RATE CONTINUES - IN 5 YEARS WE COULD BE SERVING UP TO 300 ONLINE MEETINGS.

SHOWS THAT AS AN ONLINE DISTRICT WE HAVE ORGANICALLY OUTGROWN OURSELVES AND A NEW AREA STRUCTURE FOR THE ONLINE COMMUNITY IS NECESSARY

BECOMING AN AREA WOULD ENSURE WE HAVE THE CAPACITY, STABILITY, AND ACCOUNTABILITY TO SUPPORT THIS ONGOING GROWTH IN A RESPONSIBLE AND SUSTAINABLE WAY.

DAY	TIME	MEETING	LOCATION/GROUP
Monday	07.15	Powerless Penguins United	C.A. Online GB
Monday	07.30	The Breakfast club	C.A. Online GB
Monday	08.00	Daily Meds	C.A. Online GB
Monday	12.30	Powerlessness	C.A. Online GB
Monday	19.15	C.A. How it Works	C.A. Online GB
Monday	19.30	Monday Night Newcomers	C.A. Online GB
Monday	20.00	Brothers-in-arms (Men's meeting)	C.A. Online GB
Monday	22.00	Out of the Pollution, into the Solution	C.A. Online GB
Tuesday	07.15	Powerless Penguins United	C.A. Online GB
Tuesday	07.30	The Breakfast club	C.A. Online GB
Tuesday	08.00	Daily Meds	C.A. Online GB
Tuesday	12.00	Hope, Faith and Courage (Women's meeting)	C.A. Online GB
Tuesday	12.30	The Lunchtime Solution	C.A. Online GB
Tuesday	17.30	The Tree of Willingness	C.A. Online GB
Tuesday	18.30	The Broadband Highway	C.A. Online GB
Tuesday	19.00	No Half Measures (Womens meeting)	C.A. Online GB
Tuesday	19.30	C.A.Warriors (Women's meeting)	C.A. Online GB
Tuesday	22.00	Out of the Pollution, into the Solution	C.A. Online GB

**ITEM
NO. 7**

**C.A.
ONLINE
GB
AREA
MEETING
LIST**

DAY	TIME	MEETING	LOCATION/GROUP
Day	Time	Meeting	Location/Group
Wednesday	07.15	Powerless Penguins United	C.A. Online GB Area
Wednesday	07.30	The Breakfast Club	C.A. Online GB Area
Wednesday	08.00	Daily Meds	C.A. Online GB Area
Wednesday	10.00	Quiet Peace	C.A. Online GB Area
Wednesday	13.00	Hinde Street Online	C.A. Online GB Area
Wednesday	19.00	Three Pertinent Ideas	C.A. Online GB Area
Wednesday	20.00	Richmond Thus we Grow	C.A. Online GB Area
Wednesday	20.00	This Time Will be Different	C.A. Online GB Area
Wednesday	20.00	Together in Serenity (Women's Meeting)	C.A. Online GB Area
Wednesday	22.00	Out of the Pollution and Into the Solution	C.A. Online GB Area
Thursday	07.15	Powerless Penguins United	C.A. Online GB Area
Thursday	07.30	The Breakfast Club	C.A. Online GB Area
Thursday	08.00	Daily Meds	C.A. Online GB Area
Thursday	12.30	The Lunchtime Solution	C.A. Online GB Area
Thursday	17.30	The Tree of Willingness	C.A. Online GB Area
Thursday	19.30	Newcomer Big Book Meeting	C.A. Online GB Area
Thursday	19.30	Serenity Sisters (Womens meeting)	C.A. Online GB Area
Thursday	20.00	Safe Haven (Women's meeting)	C.A. Online GB Area
Thursday	22.00	Out of the Pollution and Into the Solution	C.A. Online GB Area

DAY	TIME	MEETING	LOCATION/GROUP
Friday	07.00	Gratitude and Meditation Meeting	C.A. Online GB Area
Friday	07.15	Powerless Penguins United	C.A. Online GB Area
Friday	07.30	The Breakfast Club	C.A. Online GB Area
Friday	08.00	Daily Meds	C.A. Online GB Area
Friday	13.00	Listen to the Similarities	C.A. Online GB Area
Friday	19.00	Hearts of Hope	C.A. Online GB Area
Friday	19.00	Newcomer Men's Meeting (Men's Meeting)	C.A. Online GB Area
Friday	19.30	Hope, Faith and Courage	C.A. Online GB Area
Friday	20.00	Women's Circle	C.A. Online GB Area
Friday	22.00	Out of the Pollution and Into the Solution	C.A. Online GB Area
Saturday	07.30	The Breakfast Club	C.A. Online GB Area
Saturday	08.00	Powerless Penguins United	C.A. Online GB Area
Saturday	10.00	A Quiet Peace (Women's Meeting)	C.A. Online GB Area
Saturday	13.30	Against All Odds - Recovery after Recovery	C.A. Online GB Area
Saturday	20.00	Flood Street Flyers	C.A. Online GB Area
Saturday	20.00	South Woodham Ferris - We Can Recover	C.A. Online GB Area
Saturday	22.00	Out of the Pollution and Into the Solution	C.A. Online GB Area

TOTAL NUMBER OF GROUPS - 44
(AS OF 20TH MARCH 2026)

TOTAL NUMBER OF MEETINGS - 65
PLUS 6 + CLOSED H&I MEETINGS PER WEEK

DAY	TIME	MEETING	LOCATION/GROUP
Sunday	07.30	The Breakfast Club	C.A. Online GB Area
Sunday	09.00	Forest Hill Breakfast Club	C.A. Online GB Area
Sunday	09.00	Practising the Principles	C.A. Online GB Area
Sunday	11.00	Gratitude Not Attitude	C.A. Online GB Area
Sunday	17.30	The Tree of Willingness	C.A. Online GB Area
Sunday	18.30	Hope, Faith and Courage Topic Meeting	C.A. Online GB Area
Sunday	20.00	Neurounity Community	C.A. Online GB Area
Sunday	20.00	Safe Haven Women's Meeting	C.A. Online GB Area
Sunday	22.00	Out of the Pollution and into the Solution	C.A. Online GB Area



Cocaine Anonymous

PETITION TO BECOME AN AREA

NOTE: An Area seeking recognition by the World Service Conference must submit a completed petition to become an Area. If you cannot provide the information within the space provided, please attach separate documents or sheets as required.

1. Reason or need to become a World Service Conference approved Area:

Massachusetts Area of CA (MACA) would like to be combined with Massachusetts, New Hampshire, Maine, Rhode Island, + Vermont to make one area.

* 2. Are you a proposed Area in a State, Province or Country that has not been represented at the World Service Conference before?

☐ Yes ☒ No

Name of State, Province or Country

3. Proposed Area name: New England Area of CA (NEACA)

* 4. If applicable: Attach map of regional geographic division of Area as it now exists.

* 5. Attach a map and a written description of the proposed division of areas.

* 6. Total population in proposed Area: 11.8 million in all 5 states in area
CA population in proposed Area: 518-600 in 3 states w/ meetings

7. Number of CA Groups in proposed Area: 5 (attach meeting schedule) → currently all listed on the website

* 8. Attach a brief five year history of CA Groups and membership in the proposed Area.

9. Structure and function of proposed Area:

a) Proposed Area Service Committee meetings:

Frequency 6 times annually No. in attendance: 10-12

b) Proposed Dist. Service Committee meetings:

Frequency n/a No. in attendance: n/a

c) No. of DSRs: n/a Describe activities: n/a

We currently don't have any districts

d) No. of GSRs: 5 Describe activities: Attend all area

meetings + report on their respective meetings
then report back to their group w/ announcements

www.caofma.org



Cocaine Anonymous

PETITION TO BECOME AN AREA

10. Distance and travel time to nearest current Area Service Committee meeting:

All Area Service meetings are online via zoom

11. How would the Fellowship benefit by establishing a new Area as opposed to adding more DSRs, creating a new district, or redistricting would accomplish?

This Area has been under represented for a very long time as the Northern New England Area (representing NH, ME, + VT) dissolved in 2013,

* 12. If the proposed Area is in a State, Province, or Country which the Fellowship has not been previously established, have you investigated incorporating as a non-profit organization in order to protect the CA name?
 So MA Area has gotten their vote to be represented by us.
 Yes, we are already operating as such just need to update name.

13. If this Petition to Become an Area is approved, are you prepared to be responsible for all liabilities the fellowship may incur? Are you prepared to pay all applicable sales taxes and file all the necessary State and Federal tax forms as required?

Yes, the Mass. Area of CA has already been doing that so we will keep everything the same except for the name +

14. Note any comments or special considerations:

Even though there are currently no meetings w/ state + IRS.
 in Vermont + Rhode Island,
 we would still like to represent them in case anything changes but NH and ME states are already on board w/ this plan.

5 Year History of Massachusetts Area of Cocaine Anonymous (MACA)

MACA has been representing MA, NH, ME, VT, and RI states in New England on our meeting list and private Facebook group page for over 5 years now, hence the proposed Area name change to New England Area of Cocaine Anonymous (NEACA). The longest standing CA Tuesday night and Friday night meetings in Cambridge, MA which have been around since 1987 became Hybrid in person and via Zoom in late 2021 or early 2022 when the CHA Cambridge Hospital - Macht Building location reopened to the public after COVID. The Tuesday night meeting in Andover, MA started in July 2021 and has been well attended in person only ever since. The Sunday night meeting in Norwood, MA was a thriving group for over 10+ years, but unfortunately it permanently closed in January 2025 due to group members and attendees choosing to go to other Anonymous fellowship meetings in the area on the same night (mostly AA meetings). The Friday night meeting in Dover, NH was a thriving group for over 10+ years but dwindled down due to COVID and new Anonymous fellowship meetings in the area on the same night opening after COVID (AA and CMA meetings) so they permanently closed in March 2026. There used to be a couple CA meetings in Burlington, VT and one in Rhode Island but those meetings closed 5+ years ago. As of now, there is only one active meeting in Manchester, NH (started November 2025) and one active meeting in Portland, ME (started at least 5 years ago) who were under-represented so they came on board with MACA and have been attending our Area Business Meetings. We have several H&I Commitments every month which are listed on our website at www.caofma.org and are well attended. Currently, every CA group in New England except the Manchester, NH group does their own H&I commitments. We have 6 Area Officers and 5 GSR's at every Area Business Meeting which is held on the 2nd Monday of every other month on the odd months at 7pm via Zoom. The name MACA doesn't accurately represent who we are anymore. We are hoping to be more inclusive and bridge the gap between individual CA meetings in New England by changing the name since there are only 5 meetings total.

6:30 pm
Tuesday

[Andover Coc-A-Nuts](#)

The ROBB Senior Center

 Whittier Court 30

Andover

7:30 pm
Tuesday

[No Matter What](#)

 Cambridge Street 1493

 Zoom

Cambridge

7:30 pm
Thursday

[Hope for CA](#)

NH Recovery Center

 Wilson Street 293

 Zoom

Manchester

7:00 pm
Friday

[Freedom to Choose](#)

 Cambridge Street 1493

 Zoom

Cambridge

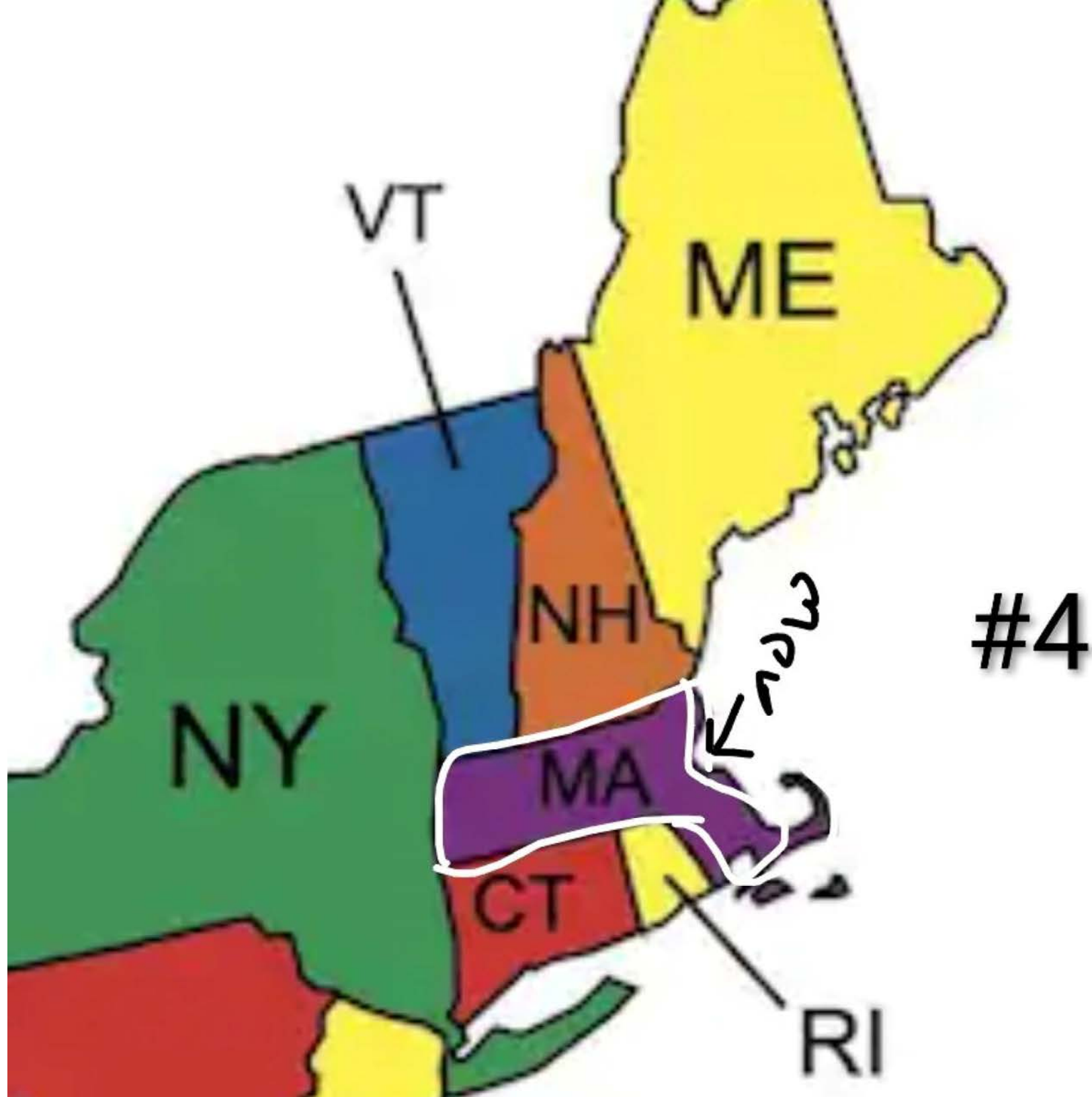
6:00 pm
Monday

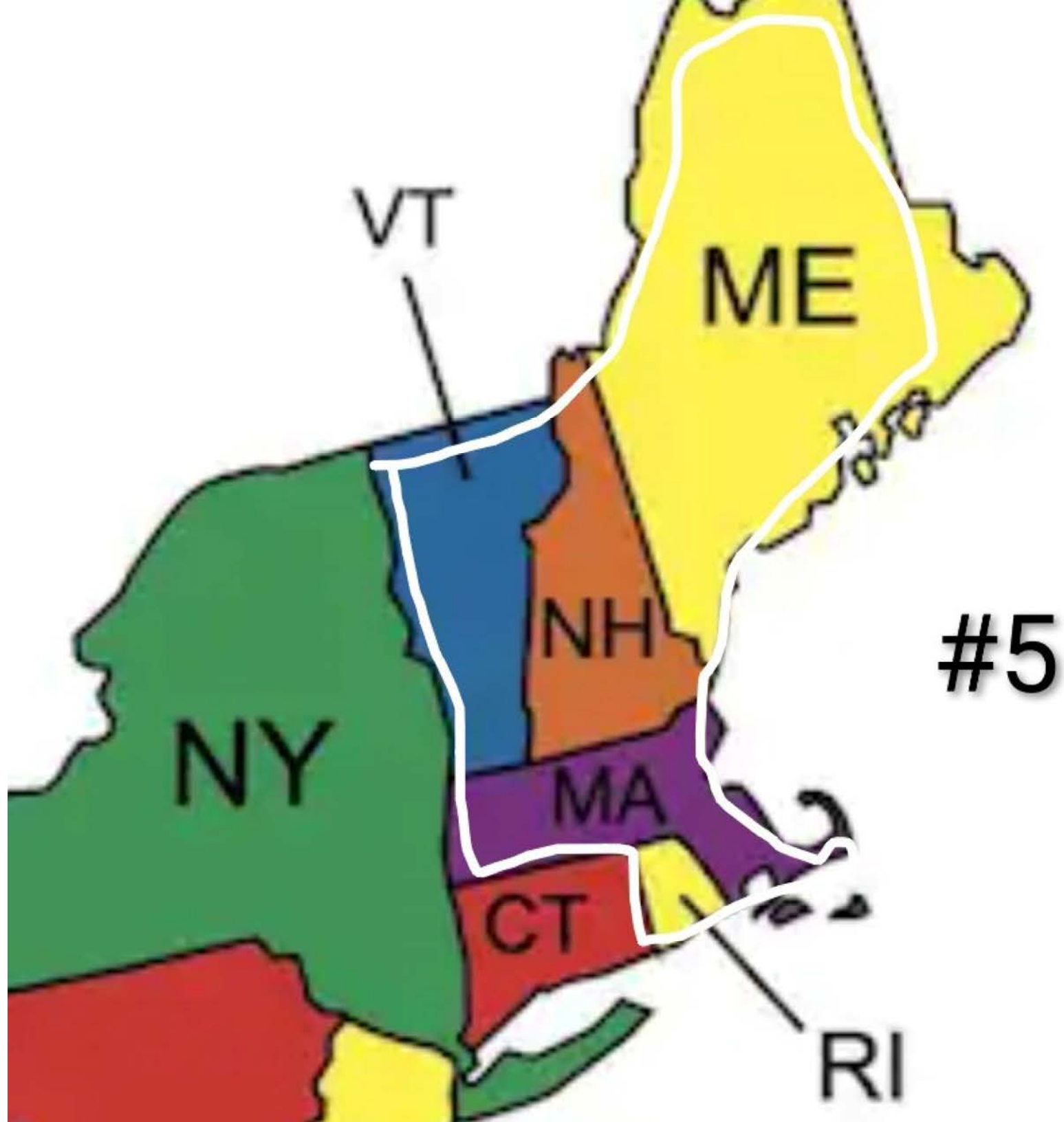
[Portland CA - Open to All](#)

Portland Recovery Community
Center

 Bishop Street 102

Portland





#5

The ONLINE RECOVERY AREA is seeking recognition by the 2026 World Service Conference and submits this completed petition to become a ratified Area of C.A

1. Reason or need to become a World Service Conference approved Area:

a) The Opportunity: It is apparent that the growth of modern-to-modern online recovery will continue to expand from hundreds of online groups to thousands of online groups in the coming years, thus the vital need for more than one Area to effectively serve a growing number of C.A. Groups.

b) The Challenge: Many countries have no CA presence. Huge parts of the world have: no CA meetings, no CA Areas, no CA literature distribution, no local service structure. Potential online members and groups seeking opportunities to find online recovery solutions and groups who wish to grow their membership can meet those challenges and opportunities in the emerging online world with new C.A. Areas such as the Online Recovery Area who can provide attentive and responsive service committee structures to maximize C.A. growth and group participation. The C.A. Area structure is designed to fulfill our primary purpose: to carry the C.A. 12 Steps of recovery to the addict who still suffers.

c) The Solution: The ratification of the new, Online Recovery Area, presents a simple, yet effective service committee structure: **1)** a website that is currently attracting over a thousand visitors a month looking for recovery solutions who are directed to the member groups so that they, the Groups, can do what the C.A. Groups do best, "Carry their message to the addict who still suffers," thus fulfilling our primary purpose and increasing C.A.'s growth throughout the online world; and **2)** a service committee of elected trusted servants who are technologically adept and savvy to the online virtual world of recovery and who are equipped to deliver an online forum to maximize GSR participation at the Group, Area, and World level of service in C.A.

2. Are you a proposed Area in a State, Province or Country that has not been represented at the World Service Conference before? Yes

Name of State, Province or Country: Not Applicable. We're an online area that circumvents the entire globe. We have no geographical boundaries. We embrace the "global village" of Cocaine Anonymous and as such, we have no affiliation to any particular country or geographic region.

3. Proposed Area name: Cocaine Anonymous Online Recovery Area |

4. If applicable: Attach map of regional geographic division of Area as it now exists. Not Applicable for the Online Recovery Area. **NOTE:** “The Conference may also recognize Areas whose boundaries do not fit a geographic description – WSM pg 26.”

5. Attach a map and a written description of the proposed division of areas. Not Applicable. The Online Recovery Area boundaries do not fit a physical geographic description but occupies the realm of the virtual. There is no geographical division of Areas, per se because the Areas function entirely online in 24/7 around the world virtual environment.

6. Total population in proposed Area: According to Global drug use statistics & facts 39.5 million people around the world could be considered “problem drug users” or categorized as having a drug use disorder.

CA population in proposed Area:

1. 12 Steps 4 Hours Workshop Group averages 2400 participants per year with over 16,000 participants in 18 years of service.
2. TGIF & the Midnight Rounders average 25 to 40 members per week.
3. The CA Service Sponsorship Group has been of service to over 1000 participants who have participated in various workshop meetings.
4. 6IX AND SE7EN averages 80+ people per week
5. Ten & Eleven averages 80 - 100 people per week
6. Spiritual Cartel averages 120+ daily (840 people per week)
7. Crossing the River of Denial averages 35 people per week
8. Pocket Our Pride averages 100 people per month
9. Keep It Simple averages 80 - 100 people per week
10. The High Road Group averages 5 - 10 people per week
11. Spiritual Ignited averages 85 - 90 people per week
12. Ignited Paradox averages 30 to 40 people per week
13. Extravagant Promises averages averages 100 people per month
14. Recovery Movie Matinee Group averages people (25 - 35 per month)
15. Walking Shoulder to Shoulder averages 40 people per week
16. Emotional Sobriety averages 30 - 50 people per week
17. Unshakeable Foundation averages 100 people per week
18. No Half Measures - averages 45 people per meeting
19. Cyber Serenity Group - averages 130 people per month
20. A Common Solution - 10 - 15 people per week
21. Al Mena - averages 40 - 60 people per week
22. From Sinners to Saints - 40 - 60 people per week
23. The Truth, The Light, The Way - 10 - 15 people per week
24. Into Action Big Book Study - 20 - 30 people per week
25. Twice Gifted - 20 - 25 people per week

26. Kilburn Steppas Unity - 15 - 20 people per week

7. Number of CA Groups in proposed Area: (attach meeting schedule) 22 Groups with 34 meetings per week, 3 Groups with monthly meetings and 1 Group that is 24/7. Also, we are in 3 H&I facilities (1 in Pakistan) holding 11 H&I meetings as of 2026-04-27.

8. Attach a brief five-year history of CA Groups and membership in the proposed Area.

Sept. 3, 2025. This is our history of joining C.A. Groups:

1. 12 Steps 4 Hours Workshop Group joined September 3, 2025
 2. The CA Service Sponsorship Group joined September 3, 2025
 3. TGIF & the Midnight Rounders joined September 4, 2025
 4. Keep It Simple joined September 8, 2025
 5. Walking Shoulder to Shoulder joined September 8, 2025
 6. Extravagant Promises joined September 9, 2025
 7. Pocket Our Pride joined September 9, 2025
 8. Ten & Eleven joined September 15, 2025
 9. Recovery Movie Matinee Group joined October 7, 2025
 10. Emotional Sobriety joined October 8, 2025
 11. Ignited Paradox joined October 8, 2025
 12. Spiritual Ignited joined October 8, 2025
 13. Crossing the River of Denial joined October 20, 2025
 14. The High Road Group joined October 30, 2025
 15. Cyber Serenity Group joined November 13, 2025
 16. 6IX AND SE7EN joined November 15, 2025
 17. Spiritual Cartel joined November 15, 2025
 18. Unshakeable Foundation joined December 10, 2025
 19. No Half Measures joined January 8, 2026
 20. A Common Solution joined January 16, 2026
 21. Al Mena, Middle East, N. Africa, & Africa joined February 7, 2026
 22. From Sinners to Saints joined February 12, 2026
 23. The Truth, The Light, The Way joined March 10, 2026
 24. Into Action Big Book Study joined March 19, 2026
 25. Twice Gifted joined March 21, 2026
 26. Kilburn Steppas Unity joined April 16, 2026
-

9. Structure and function of proposed Area:

a) Proposed Area Service Committee meetings: Once every 3 months.

Frequency: 4 times per year (Jan, April, July, Oct)

Number in attendance: 15 - 20

b) Proposed Dist. Service Committee meetings: Zero
Frequency: 0
Number in attendance: Zero

c) No. of DSRs:) Zero
Describe activities: 0

d) No. of GSRs: 26

Describe activities: Groups and elected trusted servants attend Area once per quarter. (January, April, July, October) Committee elections are held in October.

10. Distance and travel time to nearest current Area Service Committee meeting: Not Applicable. We're accessible via the internet to anyone with a smart phone, computer or tablet.

11. How would the Fellowship benefit by establishing a new Area as opposed to adding more DSRs, creating a new district, or redistricting would accomplish? We believe establishing a new online area will enhance C.A.'s growth and unity, assist communication, and improve our Tradition Five effectiveness.

As C.A. membership continues to grow, we anticipate the formation of new online groups, online districts and online areas coming into existence. The reason for this online expansion and growth is due to a number of factors, including language barriers, time zones, area service structure, safety procedures and new technology advancements.

As the fellowship adage goes: "Resentment and a virtual platform" will lead to the proliferation of new online districts and new online areas to effectively service their member groups and their growing numbers of group members.

The Online Recovery Area provides a new and forward-looking committee service structure that supports online groups to effectively carry their message to those who suffer from addiction. Lastly, the Online Recovery Area is already up and running and growing to serve the respective needs of its member groups well into the future in unity and service of the C.A. fellowship.

12. If the proposed Area is in a State, Province, or Country which the Fellowship has not been previously established, have you investigated incorporating as a non-profit organization in order to protect the CA name?

We are investigating the possibilities of incorporating the Area.

13. If this Petition to Become an Area is approved, are you prepared to be responsible for all liabilities the fellowship may incur? Are you prepared to pay all applicable sales taxes and file all the necessary State and Federal tax forms as required?

Yes, we are.

14. Note any comments or special considerations: The creation of online areas and the service committees that serve the online member groups helps to remove any impediments that suffering addicts may encounter when trying to find the recovery they seek and maximizes C.A. member participation. Barriers to 12 Step recovery that C.A. online meetings can resolve or overcome include, but are not limited to:

1. Physical disabilities and/or liabilities
2. Social anxiety, fear of anonymity breaches, reputations, social stigma.
3. Mobility and transportation issues i.e. no vehicle, can't drive, no license or vehicle access, city transportation strikes and shutdowns
4. Old and infirm, i.e. physical weakness and instability, mental insecurities
5. Financial limitations or constraints
6. Parents with children or other care-giving needs
7. Geographical distance i.e nothing local is available
8. Sickness, health issues, chronic illness or pain
9. Incarcerated: treatment facilities, institutions, detox, hospital, hospice care
10. On vacation or on a business trip or just out of the country or city and looking to attend a meeting
11. Inclement weather conditions: blizzards, severe thunderstorms, tornadoes, hurricanes, flooding, etc.
12. City traffic and driving congestion and other urban barriers to an in-person meeting, i.e. parades, protest & demonstrations.
13. Pandemics, flu & cold season
14. Age vulnerabilities and issues, i.e. adolescents, teenagers and young adults.
15. Travel impediments: flight cancellation or rescheduling, visas, entering a country with travel restrictions, i.e. criminal convictions, medications, passports, entry permits,
16. Political unrest, wars, riots, curfews, lock-downs, oppressive regimes
17. In-person meetings can be expensive: i.e. venue and parking costs, room rent, meeting insurance, damage deposits.

Meeting List Attachment

Time	Name	Address / Platform
1:30 PM Wednesday	Spiritually Ignited Paradox	Zoom

Time	Name	Address / Platform
3:00 PMWednesday	Keep it Simple (O) Participation Traditions Workshop	Zoom
3:00 PMWednesday	Spiritual Cartel	Zoom
5:00 PMWednesday	6IX AND SE7EN	Zoom
7:30 PMWednesday	The High Road	Zoom
2:00 PMThursday	Ten and Eleven	Zoom
2:30 PMThursday	Kilburn Steppas Unity	Zoom
3:00 PMThursday	Spiritual Cartel	Zoom
4:00 PMThursday	Pocket Our Pride	Zoom
1:00 PMFriday	Crossing the River of Denial	Zoom
1:30 PMFriday	Keep It Simple	Zoom
3:00 PMFriday	Spiritual Cartel	Zoom
11:30 PMFriday	T.G.I.F. and the Midnight Rounders	Zoom
4:30 AMSaturday	The Truth, The Light, The Way	Zoom
12:00 PMSaturday	A Common Solution	Zoom
2:00 PMSaturday	CA Service Sponsorshp - Every 2nd Sat. of the Month	Zoom
2:00 PMSaturday	Recovery Movie Matinee - Every 3rd Sat. of the Month	Zoom
3:00 PMSaturday	Spiritual Cartel	Zoom
4:00 PMSaturday	Extravagant Promises	Zoom
8:30 AMSunday	Twice Gifted	Zoom
12:00 PMSunday	A Common Solution	Zoom
12:00 PMSunday	Into Action Big Book Study	Zoom
1:00 PMSunday	CA No Half Measures, Online	Zoom
1:30 PMSunday	AL MENA - Middle East, North Africa, & Africa	Zoom
2:00 PMSunday	12 Steps in 4 Hours - Last Sun. of the Month	Zoom
2:30 PMSunday	The Truth, The Light, The Way	Zoom
3:00 PMSunday	Spiritual Cartel	Zoom
10:30 PMSunday	Ignited Paradox	Zoom
8:30 AMMonday	From Sinners to Saints	Zoom
2:00 PMMonday	Walking Shoulder to Shoulder	Zoom
3:00 PMMonday	Spiritual Cartel	Zoom
3:00 PMMonday	The Truth, The Light, The Way	Zoom
1:30 PMTuesday	Keep It Simple - 12 Step Series	Zoom
2:00 PMTuesday	Emotional Sobriety	Zoom

Time	Name	Address / Platform
3:00 PMTuesday	Spiritual Cartel	Zoom
3:00 PMTuesday	Unshakeable Foundation	Zoom
8:30 AMWednesday	From Sinners to Saints	Zoom

24/7 MEETINGS

[The Cyber Serenity Group of C.A. – 24/7 AI Big Book Sponsor Group](#)



Cocaine Anonymous

PETITION TO BECOME AN AREA

NOTE: An Area seeking recognition by the World Service Conference must submit a completed petition to become and Area. If you cannot provide the information within the space provided, please attach separate documents or sheets as required.

1. Reason or need to become a World Service Conference approved Area:

We believe becoming an Area will better help us in New Jersey carry out our primary purpose of carrying the message of Cocaine Anonymous. It will allow us to keep our focus on the local area, building within and spreading throughout the state. In addition to that it will increase our involvement at the world level rather than bidding between 3 states for representation. The individual group's conscience will be better reflected toward the whole.

2. Are you a proposed Area in a State, Province or Country that has not been represented at the World Service Conference before?

Yes No -No, currently represented by the Eastern Pennsylvania, New Jersey, Delaware Area

3. Proposed Area name: C.A. New Jersey

4. If applicable: Attach map of regional geographic division of Area as it now exists. Eastern Pennsylvania, New Jersey and Delaware compose one area while Western Pennsylvania District reports to Ohio Area, that district includes Washington County PA, Beaver County PA, Allegheny County PA and Chester, West Virginia See attachment 1

5. Attach a map and a written description of the proposed division of areas. The proposed division would simply have the state of New Jersey separate to become its own Area, leaving Eastern Pennsylvania and Delaware as an Area. See attachment 2

6. Total population in proposed Area: 9.55 million
CA population in proposed Area: 400

7. Number of CA Groups in proposed Area: 17 (attach meeting schedule)

See attachment 3

8. Attach a brief five year history of CA Groups and membership in the proposed Area. We came out of the covid quarantine with 7 groups standing the test of being confined to zoom and also dealing with low attendance when meetings first opened up. During those times some groups had a zoom of their own, some combined for a zoom, and we had 2 zoom H&I meetings. Coming into late 2021 as groups started to open we rallied and made a strong push to reestablish an active district. We did so by creating structured guidelines, encouraging new folks to become involved in service work and put a big focus on establishing active committees. Since 2022 we have had 10 new groups open up, district committees meet regularly on their own, and our H&I has grown from the 2 zoom meetings to about 20 per week. With a few exceptions New Jersey has operated independently from Area, we host our own events, have always made our own contributions directly to World as a district and even a few groups do so. All this in preparation to be well established before submitting this application.

9. Structure and function of proposed Area:

a) Proposed Area Service Committee meetings:

Frequency monthly No. in attendance: approx. 20

b) Proposed Dist. Service Committee meetings:

Frequency n/a No. in attendance: n/a

c) No. of DSRs: n/a Describe activities: n/a

d) No. of GSRs: 17 Describe activities: Basic function is to bring information from the group to Area and vice versa, encourage enthusiasm for Cocaine Anonymous, help make service work more attractive, create excitement for involvement outside of the group.



Cocaine Anonymous

PETITION TO BECOME AN AREA

10. Distance and travel time to nearest current Area Service Committee meeting:

___over 1 hour upwards to 2 hours

11. How would the Fellowship benefit by establishing a new Area as opposed to adding more DSRs, creating a new district, or redistricting would accomplish?

The idea of establishing a new area has already created more enthusiasm in our local fellowship. Since bringing the idea by motion to the New Jersey District of C.A., we tabled the motion in order to for GSR's to bring it back to the groups, then ultimately the District voted unanimously to move. We have seen 3 new groups start up within the last month's time. Between travel time and distance many folks find it difficult to be more involved in our current Area.

12. If the proposed Area is in a State, Province, or Country which the Fellowship has not been previously established, have you investigated incorporating as a non-profit organization in order to protect the CA name?

The seeds of an idea of becoming our own area were planted 5 years ago. Coming out of covid we felt the need to be able to stand on our own and started working towards that. Our District has been incorporated as a 501c Non-Profit Corporation in the state of New Jersey since 2022. Although we have been covered under the Eastern Pennsylvania, New Jersey, Delaware Area general liability insurance policy we have received quotes for general liability insurance in preparation for this move and are in position financially to handle those costs.

13. If this Petition to Become an Area is approved, are you prepared to be responsible for all liabilities the fellowship may incur? Are you prepared to pay all applicable sales taxes and file all the necessary State and Federal tax forms as required?

Yes, as stated in the previous response we have operated as such since 2022.
We have filed our yearly tax returns and our treasurer provides monthly financial reports including profit and loss and balance sheets.

14. Note any comments or special considerations:





NJ District of C.A. MEETING LIST

Monday

6:30pm – The Last Line – B/BB/L/D/O/S/T

Church By The Bay

244 E. White Horse Pike, Galloway, NJ 08205

7:00pm – Outright Mental Defectives Group – O/S/T/D

ZOOM INFO:

Meeting ID: 898 3096 1410

Passcode: 754237

7:00pm – The Firing Line – O/ST/D

Church Without Borders

60 Branch St., Medford, NJ 08055

7:00pm – The Cheap Fix – B/D/S

Hope Sheds Light Building

2510 Apache Road, Manasquan, NJ 08736

7:30pm – New Freedom – C/D

Good Shephard Lutheran Church

3139 Route 516, Old Bridge, NJ 08857

7:30pm – Live Free – O/S

SMT Center

731 Washington St., Hoboken, NJ 07030

Tuesday

7:30pm – Serenity In The Sand – O/ST/D

Parish of St Teresa of Calcutta

510 5th Ave, Bradley Beach, NJ 07720

On The Beach: June 1 thru August 31 (Weather Permitting) 4th Ave Beach

4th Ave & Ocean Ave, Bradley Beach NJ 07720

7:30pm – A Fighting Chance – O/S

C.H.E.E.R.S. Clubhouse

340 W 1st St, Roselle, NJ 07203

Wednesday

6:30pm – Under New Management– O/BB

Aldersgate United Methodist Church

568 Ryders Ln, East Brunswick, NJ 08816

7:00pm – Dark Side of the Spoon – O/BB

Bright Harbor – The Nook

954 NJ-166 First Floor, Toms River, NJ 08753

7:30pm – Keep It Simple – O/B/D

Christ Episcopal Church

90 Kings Highway, Middletown, NJ 07748

Thursday

7:30pm – Safe Space – C/CG/S/D

Grace Christian Church

1961 Wayside Rd. Eatontown, NJ 07724

Friday

7:30pm – Speedball to Recovery – O/BB/D

Berkeley Township Parks & Rec

630 Atlantic City Blvd, Bayville, NJ 08721

7:45pm – This Group Is Lit– C/BB/D

New Attitudes Clubhouse

41 Throckmorton St., Freehold, NJ 07748

Saturday

10:00am – The Cookie Jar – O/B/T

Bright Harbor – The Nook

954 NJ-166 First Floor, Toms River, NJ 08753

9:00am – Weekend Warriors – S/D

The Q Spot

1601 Asbury Ave., Asbury Park, NJ 07712

Sunday

6:30pm The Last Push – O/B/S/T

Bright Harbor – The Nook

954 NJ-166 First Floor, Toms River, NJ 08753

LEGEND

B - Beginner, BB - Big Book, C -Closed, ST – Step,

L – Literature, D - Discussion, O - Open,

S – Speaker, T – Topic, CG – Companion Guide



Cocaine Anonymous

PETITION TO BECOME AN AREA

NOTE: An Area seeking recognition by the World Service Conference must submit a completed petition to become an Area. If you cannot provide the information within the space provided, please attach separate documents or sheets as required.

1. Reason or need to become a World Service Conference approved Area:

CA in Norway has experienced steady growth, developing from a single meeting into multiple weekly meetings and an increasing number of groups. With this growth, the need for coordinated service has become evident, as groups now provide essential functions such as literature distribution, telephone contact for those still suffering, and shared financial responsibilities.

As more groups are formed, it is no longer effective for each group to manage these services independently. Without coordination, groups risk working in isolation rather than in unity. An Area structure would allow services to be organized responsibly, while respecting group autonomy and remaining guided by group conscience and the CA Traditions.

Becoming a World Service Conference approved Area would enable CA in Norway to support cooperation between groups, ensure continuity in service, and better carry the CA message throughout the country. For these reasons, CA Norway believes Area recognition is a necessary step in order to serve the fellowship and support continued growth.

2. Are you a proposed Area in a State, Province or Country that has not been represented at the World Service Conference before?

Yes. Norway has not previously been represented as an Area. This is the country's first application for Area recognition.

3. Proposed Area name:

Cocaine Anonymous Norway

4. If applicable: Attach map of regional geographic division of Area as it now exists.



5. Attach a map and a written description of the proposed division of areas.

The proposed Area encompasses the entire country of Norway. At this time, all CA groups in Norway are located in Oslo, with one additional online meeting serving members across the country. As the fellowship grows, the Area is intended to support and serve all CA groups within Norway.

6. Total population in proposed Area: 5.500.000
CA population in proposed Area: 1600
7. Number of CA Groups in proposed Area: 4

Currently, there are three in-person CA meetings in Norway, along with one online meeting serving members across the country. Please see the attached meeting schedule for details.

<https://www.ca-norge.no>

Cocaine Anonymous®

CA OSLO - KRYPTEN
mandag kl. 20-21 (åpner kl. 19)
fredag kl. 20-21 (åpner kl. 19)
Holtegata 15, 0259 Oslo
se kart nederst
(ikke tillatt med hund)

CA ST. HANSHAUGEN LUNCHMØTE
start tirsdag 3. februar
tirsdag kl. 12-13
Akersbakken 30, 0172 Oslo,
(ikke tillatt med hund)

CA ONLINE - GI DET VIDERE
onsdag kl. 19-20
Zoom møte-ID: 85603686376
<https://us06web.zoom.us/j/85603686376#success>

ALLE MØTER ER ÅPNE

8. Attach a brief five-year history of CA Groups and membership in the proposed Area.

Application for CA Norway to Be Recognized as an Area:

Once upon a time, there was a man from Norway who, in the year 2022, crossed the border to Sweden to attend his very first CA meeting. He did not travel in search of recognition or position, but with a quiet hope for recovery. In that room, he encountered a fellowship built on honesty, equality, and the sharing of experience, strength, and hope. Something was awakened.

He knew that this fellowship had once existed in Norway. It had been tried before, but for reasons both known and unknown, it had faded away. Still, like many figures in Norwegian folk tales, he was not discouraged by what had not worked in the past. He believed that what is planted with humility and patience may yet grow.

In 2023, CA was brought back to Norway. The beginning was modest: one meeting per week, few members, but a strong sense of unity. On average, nine people gathered - enough to listen, enough to share, and enough to carry the message forward.

As time passed, the fellowship grew. After a year and a half, the meeting schedule expanded to two meetings per week. More members found their way in. The message was carried not through ambition, but through example. Attendance grew from an average of nine to thirty members per meeting. What had begun as a small seed had taken root.

Now, in the year 2026, CA in Norway holds three weekly in-person meetings in Oslo, with plans to add a fourth soon, in addition to one online meeting that allows the fellowship to reach beyond geography. What once was an attempt has become a living and growing fellowship.

With growth comes responsibility. We now see a clear need to become recognized as an Area. Not to govern, not to control, but to better serve the groups and the fellowship. We believe that establishing CA in Norway with a clear Norwegian identity - firmly grounded in the CA Traditions - will strengthen connection and belonging for both current members and those still seeking recovery.

We wish to be part of something greater than ourselves, while allowing the fellowship to grow in Norwegian soil, shaped by local culture and united through shared principles. In this way, the CA message can become even more accessible, recognizable, and safe for those who need it.

And perhaps, if we are allowed to continue this journey together as part of CA World, we may be able to write a happy ending to our story. Or perhaps simply a new chapter - where the story continues.

9. Structure and function of proposed Area:

a) Proposed Area Service Committee meetings:

The proposed frequency is six to twelve Area meetings annually, allowing the Area to adjust based on experience and service needs during the initial development period.

We propose to begin with the following Area service positions:

- Area Chair
- Area Secretary
- Area Treasurer

In addition, we plan to form service committees made up of representatives from the groups, based on current needs. At this time, Literature and Public Information (PI) are considered the most critical service areas.

As the Area develops, we intend to gain experience and regularly assess our service needs, allowing the structure to evolve in response to the needs of the fellowship in Norway.

b) Proposed Dist. Service Committee meetings:

Frequency - No. in attendance: -

c) No. of DSRs: - Describe activities: -

d) No. of GSRs: - Describe activities: -

10. Distance and travel time to nearest current Area Service Committee meeting:
700 km (Stockholm)

11. How would the Fellowship benefit by establishing a new Area as opposed to adding more DSRs, creating a new district, or redistricting would be accomplished?

The Fellowship currently sees a need only for an Area structure. Establishing a District at this time would require additional service positions to be filled, placing increased service responsibilities on members. This would involve members holding multiple roles at the group, District, and Area levels simultaneously.

At present, we do not consider this to be practical or beneficial. An Area structure allows us to coordinate services effectively while keeping service commitments manageable and aligned with the current size and capacity of the

Fellowship.

12. If the proposed Area is in a State, Province, or Country which the Fellowship has not been previously established, have you investigated incorporating as a non-profit organization to protect the CA name?

Yes. CA Norway is registered as a non-profit organization in the Norwegian national registry, and the CA name is registered as a domain.

13. If this Petition to Become an Area is approved, are you prepared to be responsible for all liabilities the fellowship may incur? Are you prepared to pay all applicable sales taxes and file all the necessary State and Federal tax forms as required?

Yes.

14. Note any comments or special considerations: N/A



Cocaine Anonymous

PETITION TO BECOME A REGION

NOTE: An Area or Group of Areas seeking recognition by the World Service Conference must submit a completed Petition to Become a Region. If you cannot provide the information within the space enclosed, please attach separate documents or information as necessary.

1. Have two-thirds of all the GSR's from the Area approved this petition in person or in writing?

Yes, timely and informed interaction with all groups, GSR's, Districts and ASC's have taken place with substantial unanimity to proceed with petition. Below is outcome from GSR feedback. The process was thorough and informed.

- ***C.A. Australia 100% in approval of petitioning to become a Region***
- ***C.A. Hong Kong 100% in approval of petitioning to become a Region***
- ***C.A. Indonesia 100% in approval of petitioning to become a Region***
- ***C.A. Thailand 100% in approval of petitioning to become a Region***
- ***C.A. South Africa 91.2% in approval of petitioning to become a Region***

2. Have two-thirds of all the Delegates from the Areas approved this petition in person or in writing?

100% approval from all Area Delegates within the proposed Region

3. Reasons or needs to become a World Service Conference approved Region. (attach separate sheet if necessary)

The Areas and Groups within the proposed Region would firstly like to thank their current Regions, WSOB, WSBT, for the ongoing encouragement and support while they laid the foundation of Cocaine Anonymous within their respective communities in Africa, Asia and Australia. We have experienced various unique challenges regarding our locations, culture and economy. During the past several months we have had numerous meetings and the connection through identification has been warming and productive. It has proven difficult for our Areas to find understanding of our unique experiences building and maintaining a fellowship within our current Regions and the common bond we have found amongst us has, without doubt, fuelled our enthusiasm to continue with attempting to 'keep the lights on' and respect our fellowships principle spiritual aim. Just as our challenges are unique so are our solutions. We believe that supporting us as a new Region would be as beneficial to our Fellowships broader worldly attitude as it would be to allowing the areas involved to be part of. We ask you trust us, even if you don't understand our reasoning, to move forward with our far-flung Region.

- We have 3 Areas (South Africa, Hong Kong and Thailand) served by the ER Trustee, 1 Area (Indonesia) served by MER Trustee and the newest Area (Australia) utilising the TAL if needed.***

5. Proposed Region name:

Asia-Pacific & Africa Region

-
- European Region**
- Mainland European Region**
- RUSSIA**
- CHINA**
- INDIA**
- CA Hong Kong [ER]**
- CA Thailand [ER]**
- CA Indonesia [MER] (Jakarta)**
- CA South Africa [ER]**
- CA Australia [No Region]**
- AUSTRALIA**
- Current Regional Alignment 2026**

7. Attach a map and written description of regional geographic division of Area(s) as they **will exist if** a new Region is allowed.



8. Total population in proposed Region:

The population of South Africa is estimated to be approximately 65.5 million
Thailand's population is approximately 65.8 million
The population of Indonesia is approximately 287.9 million
Hong Kong's population is approximately 7.53 million
Australia's population is estimated to be over 27 million people

Total population in proposed Region = 453.73 million people.

9. C.A. population in proposed Region:

- **30 members - Hong Kong**
- **40 members - C.A. Indonesia**
- **350 members - C.A. South Africa**
- **35 members - C.A. Australia**
- **40 members - C.A. Thailand**

10. Name of Area(s) to be included in proposed Region:

- **C.A. Australia**
- **C.A. Indonesia**
- **C.A. Hong Kong**
- **C.A. South Africa**
- **C.A. Thailand**

11. Number of C.A. Groups in proposed Region. [attach meeting schedule(s)].

- **C.A. Australia 7 Meetings (6 Groups)**
- **C.A. Indonesia 4 Meetings (1 Group)**
- **C.A. Hong Kong 5 Meetings (1 Group)**
- **C.A. South Africa 41 Groups**
- **C.A. Thailand. 13 Meetings (6 Groups)**

Total for proposed Region 55 Groups with 70 Meetings

12. Attach a brief five year history of C.A. Groups and membership, and Area(s) in the proposed region.

Cocaine Anonymous South Africa – History Summary

Cocaine Anonymous South Africa became a recognized Area in 2008. In the early years, growth was slow and progress remained limited. From around 2014, the fellowship began to gain momentum, with new groups forming and increased participation.

Over time, the Area expanded to include two districts and approximately 25 meetings. Following the challenges of COVID-19, the fellowship experienced significant growth, emerging stronger and more unified.

Today, Cocaine Anonymous South Africa consists of 4 districts, 30 regular meetings, 11 online meetings and 35 Hospitals & Institutions (H&I) meetings. The Area is supported by strong, active subcommittees and continues to carry the message through annual conventions and ongoing service efforts.

Cocaine Anonymous Australia – History Summary

CA Australia was recognised as an Area by the 2025 WSC. Assembly Meetings are held quarterly. There are presently six meetings, four in Sydney, two on the Gold Coast. Estimated membership is approximately 30.

H&I efforts include a monthly meeting held in a rehab facility in Sydney, and contacts have been made at a number of hospitals and detoxes as we strategize further on how to reach the still suffering addict.

Cocaine Anonymous Indonesia – History Summary

Indonesia was recognised as an area by World Conference on 1 Sept 2021, since that time we have been a grateful member of the Mainland European Region. We have 1 Face to Face meeting and 3 zoom meetings per week, 2 in English, 1 in Bahasa Indonesia - all of which are attended virtually by patients from a local rehab centre. Upon leaving that rehab many of the addicts are now regularly attending CA meetings, are actively working the steps and are being of service in the fellowship. Thus we grow organically in the Indonesian recovery community.

Cocaine Anonymous Hong Kong – History Summary

C.A. Hong Kong has been steadily growing over the past 5 years, it has an active fellowship of around 30 members and recently, we have been seeing more newcomers in the rooms. CAHK has been under the European region since it established in 2002 and we are grateful for their guidance and support. CAHK currently has 5 meetings: 2 in person, 3 online. We have difficulty with H&I reach outs due to differences in culture and legislation, however we are making efforts to reach out to private facilities. Our fellowship is mainly expats and we hope to be able to reach out to the locals more in the future.

Cocaine Anonymous Thailand – History Summary

Cocaine Anonymous Thailand had a couple of false starts with early group activity as far back as 2010. In late 2018 groups started simultaneously in Chiang Mai and Phuket; a group soon opened in Bangkok and C.A. took a small but secure foothold in Thailand.

C.A. Thailand was recognised as an Area by CAWS Conference in 2019.

C.A. has continued to grow in various provinces around Thailand and is fully self-supporting through its own contributions. Meetings are located on our Area Website and on the C.A Meeting Finder App.

C.A. Thailand has just began printing C.A. literature with support and encouragement of our CAWSO.

There are currently 6 pockets of C.A. activity throughout Thailand and a clear message of recovery is carried passionately and effectively.

C.A. Thailand.... “We’re Here & We’re Free”™

13. Structure and function of Area(s) in proposed Region:

a. Do the Area(s) have Area Service Committee meetings?

Yes

1. For each, how often are they held?

- ***C.A. Australia - Quarterly ASC Meetings***
- ***C.A. Indonesia - Quarterly ASC Meetings***
- ***C.A. Hong Kong - Monthly ASC Meetings***
- ***C.A. South Africa - Every 6 Weeks***
- ***C.A. Thailand – As and when needed, all activity is online***

2. For each, average attendance?

- ***C.A. Australia - 8***
- ***C.A. Indonesia - 8***
- ***C.A. Hong Kong - 6***
- ***C.A. South Africa - 25***
- ***C.A. Thailand – 4/6***

b. Have the Area(s) previously cooperated in any Inter-Area assemblies or events? If so, for each:

1. What?

We have had several online assemblies to discuss how we can better serve the groups, support each other and better carry the message.

2. When?

We have been meeting regularly (monthly) online for several months although there has been a demonstrative attitude of supporting each other for much longer.

3. Where?

Online

4. Number in attendance?

8-10 Delegates and Area Service Members

5. Describe the Inter-Area cooperation:

Primarily we have encouraged each other, discussed options and solutions for procurement of literature, discussed the ease and ability to be in contact with our WSO. Shared experiences with regards to diversity in cultures and economy.

c. If applicable, the number of active District Service Representatives:

Describe activities:

South Africa has a structure that involves Districts, total of 4 Districts with 5 DSR's. All other Areas with this petition are ASC><Group structure with no Districts.

d. Number of active General Service Representatives in each Area:

Describe activities:

- ***C.A. Australia - 5***
- ***C.A. Indonesia - 2***
- ***C.A. Hong Kong - 6***
- ***C.A. South Africa - 41***
- ***C.A. Thailand - 6***

14. If any of the Area(s) in the proposed new Region are in a current Region, describe the relationship with the current Region:

South Africa, Hong Kong and Thailand are part of the European Region. The ER is primarily made up of larger UK & Ireland based Areas and there is little understanding or identification when sharing well intentioned feedback on area activity. Indonesia is part of the Mainland European Region and issues are similar to the other Areas within this petition.

We are all very blessed to have been involved in our respective Regions and we are genuinely grateful for the opportunity to have been involved. We believe the relationships have been wholesome and healthy but believe we now have a desire, need and necessity to move forward with the establishment of a new Region as laid out within this petition.

15. What would establishing another Region accomplish?

By meeting regularly to discuss our fellowships, we've found that our areas share many common concerns. We've learned a great deal from one another about navigating cultural differences, overcoming logistical challenges, and sharing a message of hope with smaller groups that sometimes struggle with low attendance. This ongoing exchange has encouraged our fellowships in outlying locations, and we have both given and received practical guidance for challenges they may not previously have encountered in other countries. We hope to continue learning and growing together as an established Region so we can carry the message - and, through experience, become more effective at reaching the still-suffering addict. We also want to keep providing support to one another through any future challenges we may face.

16. Additional comments / special problems:

The members involved in this proposed Region are hopeful of the recognition and support of our petition. As previously stated within this document we are blessed with unique challenges that give ample opportunity for solution-based service.

During our discussion we reviewed donations from this collective of groups and on a pro rata 'donations total to number of groups ratio' we discovered that donations can be shown as approx \$51 per group per annum. If such an exercise were carried out amongst many other areas/regions you will see we are on par with many other larger areas. If your consideration of this petition is focused solely of costs or cost efficiency we ask you to broaden your views.

We are extremely grateful for all the help and support throughout the years but we simply don't fit into our assigned Regions. While we are often heard we don't believe we are understood, the bond we have established amongst the Areas within this petition is on a level that only the experience itself can warm to. As Bill W writes in his essay on Concept Four "All of us deeply desire to belong". The unity that has developed during the discussions regarding the possibility of becoming a Region has sparked a small flame and created a bond of belonging. Please support this petition and trust us as other regions were similarly trusted and encouraged.

In love and service,

Members of The Asia-Pacific & Africa Region

Cocaine Anonymous World Service Archives Committee 2026 World Service Conference
SR14 Submission – 21 May 2026

Dear Delegates, The Archives Committee would appreciate your consideration of the following motion that we intend to bring to this year's conference for approval.

We ask that you please distribute with accompanying documents to your local fellowship for review in accordance with 'Standing Rule 14' for consideration prior to the 2026 World Service Conference.

Motion: To approve new language regarding duties on pages 3, 6-9, new language regarding activities on page 11, and new language regarding access on page 14 of the Archives guidelines.

Sincerely,

CAWS Archives Committee

Chairperson	Jennifer G.	ladywolfr@gmail.com	303-919-7241
Vice-Chair	Veronica W.	oxylou2003@yahoo.com	346-357-8723
Secretary	Cameron F.	info@cameronfreeman.com	416-533-6024

Cocaine Anonymous World Service Archive Committee



"Protecting C.A.'s Future By Preserving C.A.'s Legacy"

<https://ca.org/service/world-service-conference/archives/>

"Pass-It-On" **Archiving Guidelines and Procedures**

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INTRODUCTION

The purpose of the Cocaine Anonymous World Services (CAWS) Archive Committee is to document the work of Cocaine Anonymous, make the history of the organization accessible to C.A. members and to provide a context for understanding C.A.'s progression, principles and traditions. Thus, the CAWS Archive Committee collects, preserves, catalogs and curates the CAWS Archive, which holds valuable documentation about C.A. actions and accomplishments that are intrinsic to our collective memory. These records establish and maintain our identity as a Cocaine Anonymous members and tell us stories to help us to understand of our fellowship, both locally and globally—focusing our C.A. identity and facilitating C.A. Unity.

ABOUT THE CAWS ARCHIVE COMMITTEE

Tradition Nine: C.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

An Archive Committee ought to be comprised of positions elected by the Archive Committee:

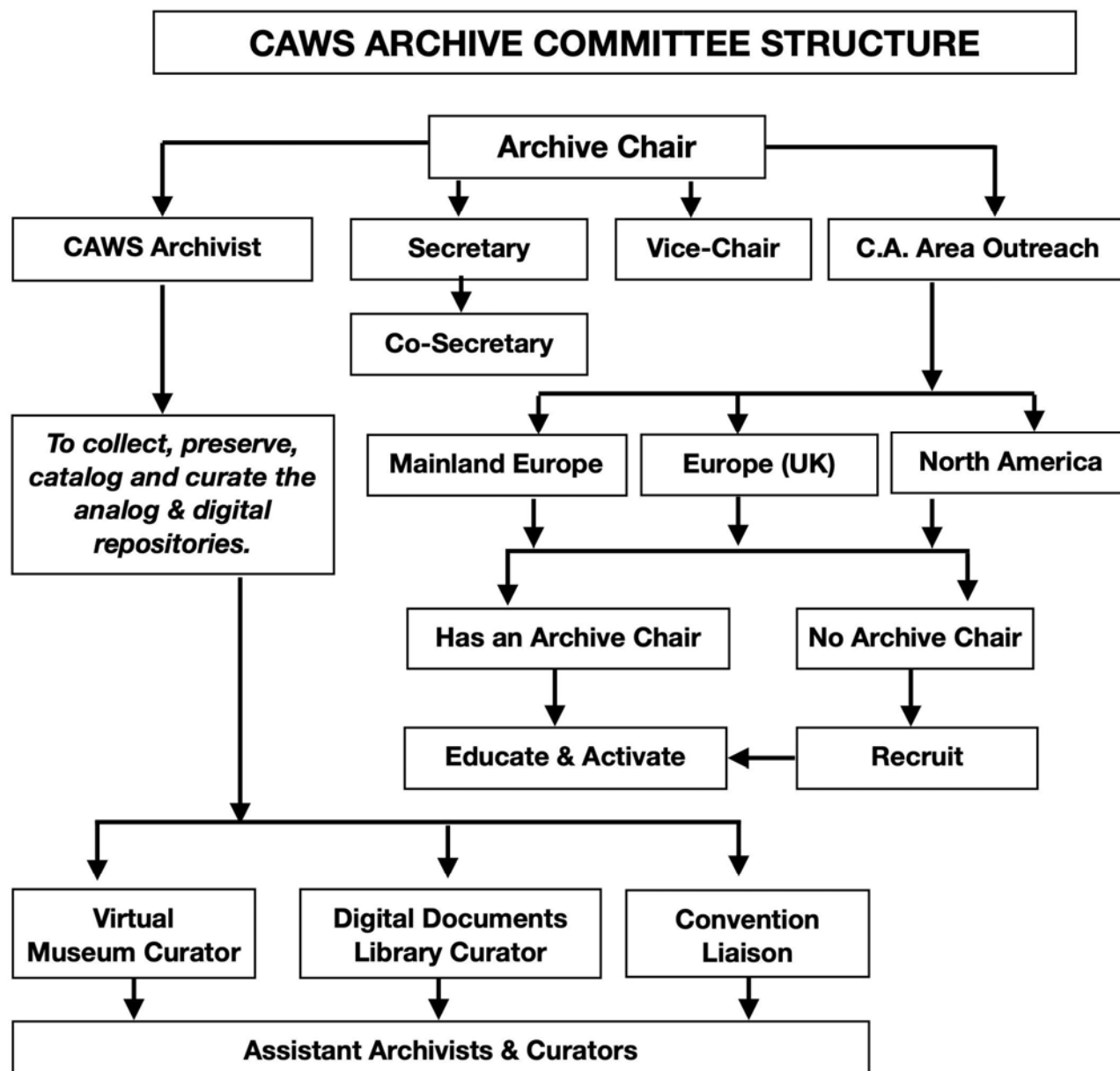
- ARCHIVE CHAIR
- VICE-CHAIR
- SECRETARY
- **CO-SECRETARY**
- OUTREACH SUB-COMMITTEE CHAIR
- **CONVENTION LIAISON**
- ARCHIVISTS & CURATORS
- COMMITTEE MEMBERS

THE ROLE OF THE ARCHIVE COMMITTEE

Concept Ten: Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.

The Archive Committee ought to maintain responsibility and authority, as suggested in Concept Ten, for the uses of the archives, as well as all other matters of policy through its collective group conscience, including: establishing policies, budgets, and procedures—exercising its group conscience in regard to matters of general policy. In all of its actions, the CAWS Archives Committee needs to be mindful of and guided by C.A.'s primary purpose, *“to carry the C.A. message to the addict who still suffers.”*

- To Liaise with the fellowship
- Establish working relationships with Area Archive Chairs and Archivists
- To make the Archive Accessible to the fellowship
- Rotating Positions
- Be an Elder States-person



CHAIRPERSON - 2 Year Term

Prerequisite: A minimum of two (2) years continuous sobriety. A minimum 1 year previous experience on the Conference floor and a minimum of 1 year experience as a member of the CAWS Archive Committee.

Recommended Experience: A C.A. member and elder states-person who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous and has proven organizational skills, proficient interpersonal skills, and a working knowledge of computers—ideally both personal and server-side skills are an asset. The Chairperson candidate ought have a strong working knowledge of the policy, procedures and Guidelines of the Archive Committee.

Responsibilities:

1. Non-voting member of the Archive Committee.
 2. Schedule and Attend Archive Committee Meetings.
 3. Attend the World Service Conference.
 4. Upholds The 12 Traditions And 12 Concepts.
 5. Provides general guidance and oversight of all committee activities, including, collecting, preserving, cataloging and curating archive materials.
 6. Act as a parliamentarian during Committee business.
 7. Act as the liaison between the Archive Committee and WSOB on matters of budgets, repository needs, access to the World Service office equipment i.e. scanner, printer, etc.
-

Vice Chairperson – 2 Year Term

Prerequisite: A minimum of two (2) years continuous sobriety. A minimum 1 year previous experience on the Conference floor and a minimum of 1 year experience as a member of the CAWS Archive Committee.

Recommended Experience: A C.A. member and elder states-person who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous and has proven organizational skills, proficient interpersonal skills, and a working knowledge of computers—ideally both personal and server-side skills are an asset. The Vice-Chairperson candidate ought have a good working knowledge of the policy, procedures and Guidelines of the Archive Committee and has the ability to lead the Committee in the absence of the Chair.

Responsibilities:

1. Voting member of the Archive Committee.
2. Attend Archive Committee Meetings.
3. Attend the World Service Conference.
4. Upholds The 12 Traditions And 12 Concepts.
5. Learn the duties and responsibilities of the Chairperson.
6. Assume all responsibilities in the event the Chairperson is unavailable or unable to attend the Conference.

Secretary - 2 Year Term

Prerequisite: A minimum of two (2) years continuous sobriety.

Recommended Experience: A C.A. Member and elder states-person who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous and has good organizational skills, as well as excellent communication and interpersonal skills. Computer skills are an asset, especially keyboarding. The Secretary candidate ought to have a working knowledge of the policy, procedures and Guidelines of the Archive Committee.

Responsibilities:

1. Voting Member of the Archive Committee.
 2. Attend Archive Committee Meetings.
 3. Attend the World Service Conference.
 4. Upholds The 12 Traditions And 12 Concepts.
 5. Keep accurate notes and record the minutes of the Archive Committee meetings.
 6. Participate in the archival process by assisting in collecting, preserving and cataloging items for the Archive.
 7. Keep copies of the minutes in electronic formats, i.e. docx and pdf.
 8. Record committee conference calls, backed by email for all committee meetings.
 9. Assist the Chair in preparing Conference Reports
-

Co-Secretary - 1 Year Term

Prerequisite: A minimum of two (2) years continuous sobriety.

Recommended Experience: A C.A. Member and elder states-person who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous and has good organizational skills, as well as excellent communication and interpersonal skills. Computer skills are an asset, especially keyboarding. The Secretary candidate ought to have a working knowledge of the policy, procedures and Guidelines of the Archive Committee.

Responsibilities:

- **Learn duties and responsibilities of the Secretary position.**
 - **Assist Secretary when needed.**
-

Outreach Chair – 1 Year Term

Prerequisite: A minimum of two (2) years continuous sobriety.

Recommended Experience: A C.A. Member who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous and has good organizational skills, as well as excellent communication and interpersonal skills. Computer skills are an asset. The

Outreach Chair ought to have a working knowledge of the policy, procedures and Guidelines of the Archive Committee.

Responsibilities:

1. Voting Member of the Archive Committee.
2. Attend Archive Committee Meetings.
3. Upholds The 12 Traditions And 12 Concepts.
4. Contact Area Chairs and Area Delegates and assist to recruit an Area Archive Chair where none exists.
5. Submit detailed WRITTEN reports on calls and outcomes on monthly basis.

CAWS Convention Archive Liaison position - 1 Year Term

Prerequisite: A minimum of two (2) years continuous sobriety.

Recommended Experience: A C.A. Member and elder states-person who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous and has good organizational skills, as well as excellent communication and interpersonal skills. Basic computer skills are an asset. Have a working knowledge of the policy, procedures and Guidelines of the Archive Committee.

A. Contact the upcoming CAWS Convention Steering Committee.

B. Collect CAWS Convention artifacts for the archive repository, including:

- a. **Convention program**
- b. **Ephemera (coins, pens, buttons, tickets, patches, fridge magnets, key-tags, etc.).**
- c. **Textiles (i.e. t-shirt, hoodie, hats, etc., if resources permit)**
- d. **Convention Steering Committee Minutes (digital documents)**
- e. **Hi-resolution digital artwork (i.e. logo, etc.)**
- f. **Digital recording of Convention speakers and workshops.**

C. Responsible to create a budget of monies needed to acquire these artifacts which will be paid for out of the CAWS Archive yearly budget.

D. Responsible to compile (4) Flip Books with 80 inserts of various early CA fliers, ephemera, posters, etc., for the upcoming World Convention. (Note: flip books are compiled every year by Archives and presented to the Host Area's Archive Committee as a gift from the World Archive Committee).

CAWS ARCHIVIST (Analog & Digital) - Indefinite Term

Tradition Eight: Cocaine Anonymous should remain forever nonprofessional, but our service centres may employ special workers.

From shared experience we know that it takes a considerable amount of time to become familiar with a collection of historical information. Thus, “in the spirit of rotation — the more responsible the assignment the longer the term of service must be if we are to have effectiveness. Bill Wilson writes that for a trustee to be of any use whatever they must serve four years.” (CA NewsGram, Third Quarter 2003, Vol. 19 No. 3. *Concept Eleven—Best possible ‘members’*) Therefore, it is recommended that **the archivist NOT rotate frequently**. (A.A. Archives Workbook, 2001)

Prerequisite: A minimum of two (2) years continuous sobriety. It is suggested that the Analog Archivist be a C.A. member who is in close proximity to the analog repository, whereas the Digital Archivist can work virtually with digital repository and can reside anywhere.

Recommended Experience: A C.A. Member and elder states-person who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous and has good organizational skills, as well as excellent communication and interpersonal skills. Should have strong computer skills, both personal and server-side, as well as experience with office equipment—scanners, photocopiers, Optical Character recognition software (OCR). The Archivist ought have a strong working knowledge of the policy, procedures and Guidelines of the Archive Committee. Archiving knowledge and practice is an asset.

Responsibilities:

1. Voting Member of the Archive Committee.
 2. Attend Archive Committee Meetings.
 3. Upholds The 12 Traditions And 12 Concepts.
 4. SERVE as the focal person for the collection/repository.
 5. Responsible for collecting, preserving, cataloging and curating the CAWS archives.
 6. Liaises with the Archive Chair and Committee members.
 7. Acts as the guardian of the analog & digital repositories and is responsible for their protection, security, and maintenance.
 8. **Subject to a performance review and re-ratification every 2 years by the Archive Committee.**
-

VIRTUAL MUSEUM CURATOR (Digital) - Indefinite Term

Prerequisite: A minimum of two (2) years continuous sobriety.

Recommended Experience: A C.A. Member and elder states-person who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous and has good organizational skills, as well as excellent communication and interpersonal skills. Ought to have strong computer skills, including keyboarding, Wordpress, Graphic Arts, Word, Excel, and PPT. Experience with office equipment such as, scanners, photocopiers and optical character recognition (OCR) software is an asset. Curators ought to have a working knowledge of the

policy, procedures and Guidelines of the Archive Committee. Archiving knowledge and practice is an asset.

Responsibilities:

1. Voting Member of the Archive Committee.
 2. Attend Archive Committee Meetings.
 3. Upholds The 12 Traditions And 12 Concepts.
 4. ASSIST the CAWS ARCHIVIST in maintaining, updating and protecting the C.A. Virtual Museum (<https://museum.ca.org>).
 5. **Subject to a performance review and ratification every 2 years by the Archive Committee.**
-

CAWS DOCUMENTS LIBRARY CURATOR (Digital) - Indefinite Term

Prerequisite: A minimum of two (2) years continuous sobriety.

Recommended Experience: A C.A. Member and elder states-person who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous and has good organizational skills, as well as excellent communication and interpersonal skills. Ought to have strong computer skills, including keyboarding, Wordpress, Graphic Arts, Word, Excel, and PPT. Experience with office equipment such as, scanners, photocopiers and optical character recognition (OCR) software is an asset. Curators ought to have a working knowledge of the policy, procedures and Guidelines of the Archive Committee. Archiving knowledge and practice is an asset.

Responsibilities:

1. Voting Member of the Archive Committee.
 2. Attend Archive Committee Meetings.
 3. Upholds The 12 Traditions And 12 Concepts.
 4. ASSIST the CAWS ARCHIVIST in maintaining, updating and protecting the C.A. Documents Library (<https://docs.ca.org>)
 5. **Subject to a performance review and re-ratification every 2 years by the Archive Committee.**
-

ARCHIVE COMMITTEE MEMBERS

The only prerequisite is a desire to be a part of the protecting and preserving of our Fellowship's history. Committee members may be called upon to lead sub-committee activities at the Conference and throughout the year. Also, committee members are urged to support their local Area and assist and support their Area Archive Chair and/or Archivist. If there is no Archive Chair, to help recruit, educate and activate a C.A. member from their Area who could be nominated and elected to the position.

CAWS ARCHIVE COMMITTEE PROCEDURES AND PRACTICES

One of the most important functions of the CAWS Archives Committee is to establish parameters for the selection of material to be collected. These parameters will guide the CAWS Archive Committee in gathering material of historical significance and will reduce the time and space of preserving random bits and pieces of *dubious* value.

It is helpful for the CAWS Archives Committee to meet on a regular basis, and with the aid of the CAWS Archivists (Digital and Analog), become familiar with the CAWS Archive holdings.

The CAWS Archives Committee ought to maintain records of historical value and facilitate access to the history of C.A. World Services by any C.A. member. Therefore, the CAWS Archives Committee initiatives ought to include the following:

- A. Elect Archive Committee members to fill positions in the Committee Structure.
- B. When necessary, implement industry practiced archival procedures so that the newest or most effective types of archival storage, preservation, cataloging and curating techniques can be utilized.
- C. Protect restricted and/or confidential material such as, the full names of CA members, whose identity must be protected from those outside the C.A. fellowship.
- D. Ensure that the archival holdings are safely stored, preserved and secured against theft, damage, and environmental or human hazards.
- E. It is suggested NOT to lend out CAWS archival material, NOR allow materials to leave the archives, except in a few instances, such as for exhibits or reproduction, or where a case can be made for allowing archival material to be removed from the repository.

It is suggested that a CAWS Archive Committee ought to consider the following objectives:

- ❑ Specialize in acquiring and preserving both analog and digital CAWS historical records.
- ❑ Work with the CAWS Conference Committee, WSBT and WSOB to collect all approved Minutes and other historically relevant documents.
- ❑ Communicate with other CAWS Committees (Convention, Unity, H&I, Public Information, Structure and Bylaws, IT, Literature, Chips and Format) to collect pertinent analog and digital documents and artifacts created by them—pamphlets, programs, memorabilia and event ephemera, PSAs, posters, speaker recordings, logos, etc.
- ❑ Contact members of the CA fellowship who may have documents, items, artifacts, ephemera and memorabilia they wish to donate/gift to the CAWS Archive for the purpose of creating a meaningful CAWS Archive. All donated/gifted materials ought to become the property of C.A. World Services Inc. **(See Sample Deed of Gift - Appendix II)**
- ❑ Cooperatively work with the CAWS Committees and other C.A. AREA OR DISTRICT Archive Committees to coordinate collecting efforts so that a maximum amount of archival

material is retained with a minimum of duplication and competition. Should the CAWS Archive Committee acquire items related to another area, then, if the opportunity arises and is appropriate, pass such items onto the appropriate C.A. Area/District Archive.

- **Due to physical limitations of repository space, that the: “CAWS Archive Committee policy for handling DUPLICATE ITEMS (more than 4) in the repository is as follows:”**
 - **We keep at least 4 duplicates (best condition) for insurance against loss or damage**
 - **(2) for the Archive**
 - **(2) For display and curation purposes**
 - **For excess duplicates, dispersion could include (on case-by-case basis):**
 - **to be included in an “Area Archive Committee Starter Kit”**
 - **given to an upcoming World Convention for their auction/fundraising**
 - **repatriated to respective C.A. Area**
 - **Repatriation Policy: If and when a C.A. Area Archive Committee should formally request that an object previously donated to or acquired by the World Archive, be repatriated, that the CAWS Archive Committee should consider certain criteria before the CAWS Committee votes on whether or not to repatriate the requested item:**
 - **The object was created by the C.A. Area requesting it and ought not be associated with another C.A. Area, Regional or World Event.**
 - **The requesting C.A. Area should have an active Archive Committee and repository where the object will be preserved and protected.**
- Assist any C.A. AREA OR DISTRICT Archive Committee to collect, preserve, catalogue and curate historically valued C.A. minutes, meeting lists, documents, printed materials, items, artifacts, ephemera and memorabilia into various collections:
1. C.A. Area or District General History
 2. C.A. Area or District or Regional Convention History
 3. C.A. Area or District Committee History i.e. Unity, H&I, Special Events, etc.
-

RECOMMENDED ENVIRONMENTAL CONDITIONS FOR THE CAWS REPOSITORY

- The process of protection requires the use of acid-free storage boxes and containers, Mylar sleeves, and buffered tissue paper (Calcium carbonate (chalk), is often added to paper pulp during the paper making process as a buffering agent – or ‘buffer’. This buffering agent raises the pH level of the paper to the alkaline side of the scale.) These materials can be obtained from a host of online archival and stationary companies.
- A fire-resistant environment with fire extinguishers, smoke and heat detectors and a carbon monoxide alarm. Secure the archives room with a lock.
- An area free from possible flooding or water damage, avoid basements and if possible store the archive at ground level or higher. Keep all archival materials on shelves and off the floor.

- ❑ An area free of insects, rodents, mold, or fungus. Have a specialist inspect the archives and suggest controls that are not harmful to human health or the archive collection.
- ❑ An area with consistent temperature of 70 degrees Fahrenheit or 20 degrees Celsius or less is preferable and 30% to 50% humidity is best. Monitor heat and humidity regularly and check materials periodically for any change in their condition. Use a dehumidifier or air conditioner to control the temperature if necessary.
- ❑ Avoid uncontrolled natural or fluorescent light and instead, limit light exposure with the use of heavy curtains, shades, light filters, or incandescent lights.
- ❑ An accessible, sheltered receiving area. In poor weather, cover archival materials in waterproof containers or bags while they are being moved. Do not leave archival materials outside or in exposed areas for long periods of time.
- ❑ A separate processing area with sufficient space to arrange and box materials without crowding, close to supplies and stationery but separated from researchers. Set aside an area, even a desk or table to be used strictly for processing.
- ❑ A separate storage area, large enough for materials on hand and for new accessions. Ideally you need enough room to grow at a rate of 10-15 per cent a year for five years. Make sure the floor is strong enough to hold the weight of the entire archive. Divide the research and storage areas with walls, bookcases, or shelving.
- ❑ A separate research area, such as a desk or table, with good lighting and sufficient workspace, close to the archivist but separate from the storage and processing areas.
- ❑ An area for administrative work, including a desk, telephone, computer/s with Internet access.
- ❑ Other space, if needed, such as meeting rooms, a conservation area, exhibit space, a vault for valuable materials, equipment for playing audio files.
- ❑ For earthquake sensitive areas (i.e. California), seismically retrofitting, i.e. earthquake proofing the analog repository is strongly suggested. Strap bookcases and shelves to walls to prevent tipping. Secure cabinets to wall studs; use latches to keep cabinet doors from flying open during an earthquake. Secure small breakable valuables to lower open shelves with lip guards, Velcro adhesives or to locked cabinets. You can also use QuakeHOLD!—Museum putty to keep delicate items in place.
- ❑ Procedures for handling archive materials, include:
 1. No smoking, eating or drinking in or around the archive room or archive items.
 2. Make sure your hands are clean and dry.
 3. Wear appropriate gloves when handling archive materials i.e. latex (ceramics), nitrile (photographs), white cotton (pulp)
 4. Do not leave the Archives unattended.
 5. Only members of the Archive Committee ought to handle archival items.
 6. Unauthorized C.A. members ought not to have unsupervised access to the archives.
 7. At the CAWS Conference, the Archive Breakout Room is to locked when not in use.

ANALOG & DIGITAL REPOSITORY ACCESS POLICY

- There ought to be no charge for information requests or access.
- Requests can be made here: <https://ca.org/service/world-service-conference/archives/archive-request-form/>
- ACCESS to the the physical, analog repository located at the World Service Office in Phoenix, AZ is determined by the CAWS Archive Committee via the CAWS ARCHIVIST and their respective assistants.
- ACCESS to the digital repository be restricted to the CAWS DIGITAL ARCHIVIST, in most cases would search the database on a per request basis to find files that pertain to the request AND make a decision if requested files be sent to the requesting member.
 - Access to the documents library (<https://docs.ca.org>) ought to be granted on a per request basis:
 - Trustees
 - WSOB
 - Standing Committee Chairs
 - If the member's request requires extensive searching and research, then individual access might be granted on a time-limited basis which would be determined by the Archive Committee on a case-by-case basis.
 - ACCESS AGREEMENT: Because there are non-redacted documents and audio files that would breach C.A. Tradition Eleven and Twelve, its necessary to restrict access to the DOCUMENTS LIBRARY TO C.A. MEMBERS ONLY.
 - It is understood that the access to the repository is granted to the C.A. Member and that C.A. Member only. Access is not to be shared without prior permission from the World Archive Committee. Furthermore, because many of the Conference, WSOB and WSBT documents and World Convention audio files are UN-REDACTED, adherence to our Eleventh and Twelfth Tradition is required.

ORGANIZING THE ARCHIVE

The CAWS Archives Committee ought to be responsible for collecting, preserving and cataloging all pertinent analog and digital items. Therefore, the CAWS Archive ought to be organized into the following categories:

A = Audio: C.A. Event Speakers and C.A. Historical Interviews recorded in various file formats, including, cassette and reel-to-reel tape, mp3, wav, etc.

B = Books: Hardcover and Softcover HFC I, II, A Quiet Peace, etc.

C = Ceramics: Coffee mugs, teacups, glassware, plates.

CH = Chips: Plastic, metal and commemorative C.A. tokens, Eternity and Principles chips, etc.

D = Digital: Hardware and software: Hard-drives, CD-ROM, DVD, M-Discs, Thumb-drives, Computer files (i.e. docxs, pdf, jpegs, etc.)

LG = Large Format: Banners, Posters, Signage and all other large display items.

M = Miscellaneous: For whatever doesn't fit into a specific category.

O = Objects: God boxes, umbrellas, mouse pads, artwork, jewelry, vases, artwork, golf balls & tees, key chains, buttons, etc.

P = Pulp: Paper documents such as, fliers, newspaper, C.A. pamphlets, guidelines, magazine articles, tickets, photographs, ought to be digitally scanned (300 dpi or higher for print resolution) (if there is no associated electronic file).

Paper documents ought to be placed in acid-free Mylar sleeves and stored in either binders or acid free boxes.

- Conference, WSOB and WSBT Minutes
- Delegate Mailings
- Convention Programs, Registration Brochures, Event Ephemera
- National Directories, Flyers



BOOK BOXES



SMALL OBJECTS BOX

- Legal Documents, incorporation papers, legal suits, etc.



MYLAR SLEEVES FOR PHOTODUPLICATION



ACID-FREE DOCUMENT STORAGE

- Financial Records

T = Textiles:

All fabric items - T-shirts, jackets, hoodies, sweatshirts, sweat pants, shorts, boxers, polo, baseball, soccer, et al shirts, ball caps, quilts, cloth banners, bandanas, towels, etc.

Fabrics ought to be stored in linen clothing bags or place in archival fabric storage boxes.

Dangers to all textiles include: light (both artificial and daylight), dirt, dampness, insects, and excessive heat.



ACID-FREE TEXTILE STORAGE BOX

CATALOGING THE ARCHIVE

The CAWS Archive catalog provides an inventory of what items are in the collection.

Box Inventory Record - A Simple Inventory Approach (Appendix III & IV)

1. Box or Tube Number / Acid Free (YES / NO)
 2. Box Content List / Description
 3. Archivist who conducted the inventory
 4. Date when the Inventory was taken
-

CURATING ARCHIVAL DISPLAYS FOR C.A. EVENTS

The WSC Archive Committee has created a series of historical displays and slide presentations. Historical flip books containing scanned documents, early fliers, newspaper articles, etc. are made available by request.

<https://ca.org/service/world-service-conference/archives/archive-request-form/>

To download a C.A. historical slide-show, please visit:

<https://museum.ca.org/wp-content/uploads/downloads/CAWS-History-Slide-Show.pdf>



HISTORICAL FLIP BOOKS

Every C.A. Object Has A Story:

Created in March of 2018 – The “C.A. Virtual Museum” promotes the value of a Cocaine Anonymous archives and highlights interesting C.A. objects from around the world and their representative C.A. Areas. The C.A. Virtual Museum allows C.A. members to have greater access to their collective history. Please Visit the C.A. Virtual Museum <https://museum.ca.org>

CREATING A DIGITAL REPOSITORY

DIGITAL (Electronic File)Archive Practices

The advantage of a C.A. Digital Archive is that it takes up little physical space and can be backed up to multiple redundant storage media i.e. M-disc, thumb-drives, external hard-drives, and server-side cloud accounts. For example, the CAWS digital archive (as of Sept. 22, 2021) has 18,266 files and takes 107.4 GB of disk space. Therefore, it is important to organize your digital archive so that files can be easily and readily obtained when required. The following suggestions are some best practices we use today.

ORGANIZING A DIGITAL REPOSITORY

Folder File structure: Hierarchical file structures can add additional organization to your files. As with file naming, use whatever makes most sense for your data.

- Top Level Folder - CAWS Archives
 - Sub-Folder - CAWS Conference Minutes
 - Sub-Folder - 2019 WS Conference Minutes
 - Document - 2019-08-28 Conference Day 1 Minutes.pdf
 - Sub Folder - WSOB Minutes
 - Sub Folder - 2019 WSOB Minutes
 - Document - 2019-01-16 WSOB Minutes Approved.pdf

Suggested Uniform Naming Conventions

The following uniform naming conventions have been suggested to provide guidance on consistent production of naming files to ensure the ability of fellowship members to retrieve said documents.

Element	Description	Examples
Date	Date associated with the document (generally date of document creation or date of meeting memorialized)	YYYY-MM-DD, YYYYMMDD
Service Body	Committee, Board, Area/District, etc. associated with document	LCF, CALA, Archives
Title or Project Name	A brief description of what is being documented	Pamphlet X, Conference Call
Type of File	If applicable (to help distinguish agendas and minutes for the same date, for example)	Agenda Minutes, Report, Guidelines
Status	Status of the document (general)	Draft, Final, Approved
Conference Approval Status	More specific status if document is to be presented at Conference	SR13 draft, SR14 draft, WSC approved

Version/Revision	Changes made to the original document are tracked 1. Distinct version each time the document is changed 2. Who made the change	v3-KS
File Extension	What type of document is being saved	.doc, .docx, .pdf, .wav, .mp3, .png, .tif/.tiff

Uniform Examples:

2020-11-14 SOCA Area Minutes approved.pdf

20201114 LCF Pamphlet X Point 6 draft v3-KS.docx

2005-08 WSC Finance Committee Report.docx (if the day is not given, use only 6 digits)

2021 PI Guidelines WSC approved.docx

Version Control:

1. Why changes to a document were made can be explained outside of the title.
2. References can also be provided within the document to explain any problems that were fixed, or amplifications introduced, by the changes made.
3. It can be easy for files to accidentally be overwritten or deleted when working collaboratively, therefore it is important to remember to save version files for working documents.

Change Control:

1. The approval of documents based on their relevancy and suitability before they are issued to relevant parties/committees.
2. Reviewing and updating documents when it is required (if it is required). This can also include re-approvals.
3. Changes and revisions are documented within the status of each controlled document.
4. Having available the most relevant or recent version of the document in question when it is needed for usage by fellowship members.
5. Making documents legible and named appropriately for ease of identification.
6. Having documents ready for distribution within the fellowship.
7. Avoiding unauthorized use of documents which are controlled.

Miscellaneous Notes:

1. Placing the date at the beginning of the file name aids in computer sorting of the documents by date
2. Ideally descriptions will be short as to not overburden the reader with too much information to sort through to find the necessary file
3. If using autosave create a copy with the current date before revising a file
4. Best practices for file naming are important to ensure time is not wasted searching for the desired file and that files are not lost without the possibility of retrieval
5. File naming conventions when used properly allow for an “audit trail” (a record of changes made to a particular file) so that each file can be traced and retrieved
6. Automatically generated file names (such as those from a digital camera for images) ideally will be replaced with a file name that meets the conventions outlined above to ensure retrieval is more seamless

Establishing fellowship-wide standards may not be practical, As such, the naming conventions and related practices set forth above are only suggestions. Committees or other service bodies may choose to implement any or all of them. Before implementation, it is suggested that existing practices be carefully reviewed and that a realistic timeline for implementation of new standards be established. If a service body wishes to retain its own practices, hopefully this document will be of assistance in establishing and maintaining internal uniformity and consistency.

SOME NOTES ON DIGITAL FILES

IMAGE RESOLUTION (72 dpi for web and 300 dpi or higher resolution for print quality)

LOSSLESS (EX. RAW) Preserves or captures all the files’ original data. All photos, art pieces, and text are NOT lost. Lossless files can be compressed and still preserve all the files’ data to its original state.

LOSSY (EX. JPEG) Loses the data and quality of an image file, which is irreversible. The Lossy files will get rid of unnecessary data. Making the file smaller and, in the process, reducing the quality of the image.

RASTER (BITMAP) IMAGE FILES (FINITE)

Raster (or bitmap) images are described by an array or map of bits within a rectangular grid of pixels or dots.

JPEG/JPG

JPEG is a raster format and is the most used online file format because of the flexibility of compression. If you need an image to download quickly, JPEG is a perfect choice. Using the method of lossy compression for photos, email graphics, and large web images. Granted, JPEG

file sizes can leave a poor-quality image by an increase or decrease of an image compressed. As a result, JPEG's are created for posting images online and are not recommended for printing.

Use JPEG when:

- You want to send a quick preview image. JPEGs offer the most flexibility with raster editing and compression, making them ideal for web images.
- Downloading a file quickly.
- Working with online photos.

Avoid using JPEG when:

- Needing transparency. JPEGs don't have transparency channels and must have a solid colored background. GIF or PNG files are best for transparencies.
- You need a layered, editable image. JPEGs are a flat image format, which means all the edits are saved into one layered image and cannot be undone. Use EPS, AI, or PSD files for multi-layered editable images.
- For sharp edges. JPEGs are raster files that are made up of pixels producing blurred edges.

GIF (Graphics Interchange Format)

GIFs are a series of soundless animated videos or images that loop continuously together and doesn't require anyone to press play.

For instance, GIF files are a web image format, typically used for animated graphics like ads, emails, and social media memes. They are exported in several customizable settings that reduce file size, colors, and image information.

How do you pronounce gif? The creator of GIF says "JIFF" like peanut butter, while a large part of the world calls it "GIFF" with the "GUH" sound. It's up to you how you want to pronounce it.

Use GIF when:

- Creating web animation. GIF files can hold all of the individual image frames and timing information in one single file.
- Specifically, for online use only.
- Needing a small video file. GIFs can be compressed down tremendously for very simple icons and web graphics.
- Needing transparency videos. Can also place GIFs on any colored background.

Avoid using GIF when:

- You need a photographic-quality image. GIFs have a limit of 256 colors, while photos typically have thousands of colors. TIFF, PSD or JPG files if you need to print photos.
- Needing a layered, editable image. GIFs are flat image formats that stack images on top of each other. Choose a PSD file for fully editable layered images.
- Wanting a high quality video.

PNG (Portable Network Graphics)

PNGs are best used for online text and graphics with high-quality image sizes. They have a built-in transparency background that allows other images to be seen behind them. Also, allowing a true replication of a RAW image with reduced file size. PNGs are quickly becoming one of the most common image formats used online.

Use PNG when:

- Needing high-quality transparent web graphics. PNG images have a variable “alpha channel” that can have any degree of transparency.
- You have illustrations with limited colors. Though any image will work, PNG files are best with a small color palette, or with greater depths of True Colors, you'll have a more vibrant image than you would with a GIF file.
- Needing a large or small file. PNG files can shrink and grow to incredible sizes—especially for simple colors, shapes, or text. This makes it the ideal image file type for web graphics.

Avoid using PNG when:

- You're working with photos. Thanks to PNGs' high color depth, the format can easily handle high resolution photos. However, because it is a lossless web format, file sizes tend to get too large to send to a different platform.
- You're dealing with a print project. PNG graphics are optimized for the screen and not for print. You can use a PNG for print but it is best to use a JPEG or TIFF file for printing.

TIFF stands for Tagged Image File Format which, are large file formats with extremely high-quality raster images used with professional photography. The files; are also used as a storage container for multiple image files like JPEGs to be edited at a later date.

Use TIFF when:

- Needing large high-quality prints. Along with RAW, TIFF files are among the highest quality graphic formats available. If your printing photos—especially at enormous sizes—use this format.
- You are making a high-quality scan (300 dpi or higher for print quality). Using TIFFs to scan your documents, photos and artwork will ensure that you have the best original file to work with.
- For storing high quality images together in one place.

Avoid using TIFF when:

- You're working with web graphics. TIFF files are optimized for transport only, because, they are a very large file size. JPEG or PNG files are your best bet when it comes to displaying high-quality images online or printing quality images.

PSD = Photoshop Document (works with photos).

PSD is a proprietary layered image format that stands for Photoshop Document. These are original design files created in Photoshop that are fully editable with many layers and image adjustments. PSDs are primarily used to create and edit raster images, making them flexible for

many different projects. as a result, PSD files can be exported into any number of image file formats, including all the raster formats listed above.

Use PSD when:

- It's time to retouch photos. Needing to color correct a photo or remove part of a photo? Photoshop is your tool!
- You need to edit artwork for digital or print. That could be a photo, painting, drawing, or anything else. Photoshop is the right tool to make sure every line, shadow and texture is in place.
- You want digital images for the web like social media images, banner ads, email headers, videos etc. Creating these images in Photoshop will ensure they are the right size and optimized for the web.
- Having to create a website or app mockup. Layers make it easy to move UI elements around.

Avoid using PSD when:

- You need to post a photo online or send a preview to a client. The web is JPEG friendly. Convert PSD files to JPEG or PDF first to make sure your audience can see your image quickly.
- You're ready to print your photos. Many printers won't accept the PSD format, so first convert to PDF.

VECTOR FILES (INFINITE):

Vector images are described by lines, shapes, and other graphic image components stored in a format that incorporates geometric formulas for rendering the image elements. A Vector file means they can be enlarged or shrunk down to any size, over and over for whatever project you have, and they will always come out looking great.

A RAW image contains the unprocessed data captured by a digital camera or scanner's sensor. These files are of the highest quality that you can get in any image format. Typically, images are processed and then converted and compressed into another format (e.g. JPEG or TIFF). Raw images store the unprocessed and processed data in two separate files. So you're left with the highest quality image possible that you can then edit with either Adobe Lightroom or Adobe Photoshop.

There are dozens and dozens of raw formats, but some of the typical formats are CRW (Canon), NEF (Nikon), and DNG (Adobe).

Use RAW when:

- You are shooting and editing photos. Make sure your camera is set to RAW so you can capture the most versatile image. Then, use a compatible photo-editing application to adjust your image lighting.

Avoid using RAW when:

- You're working with web graphics. RAW is built for photo editing. When you're ready to present your photos for the web, convert them to JPEG.
- You're ready to print your photos. Many printers won't accept raw formats, so first convert to JPEG or TIFF.

PDF (Portable Document Format) is an image file format used to display documents and graphics. No matter the device, PDF files have a powerful vector graphic foundation. They can display everything from digital graphics to spreadsheets while keeping the quality intact. PDF files are often the standard file format requested by printers to be sent into production. Both Adobe Photoshop and Adobe Illustrator can export straight to PDFs. Great for sharing with clients.

Use PDF when:

- You're ready to print. As we mentioned, many printers prefer PDF as their primary delivery format because it is so universal. Check with your printer providers to see how they'd like you to prepare your file.
- You want to display documents on the web. You wouldn't use a PDF for a single icon or logo, but it's great for posters, flyers, magazines and booklets. PDFs will keep your entire design in one package, making it easy to view, download, or print.

Avoid using PDF when:

- You need to edit your design. PDFs are great containers but use other applications for creating content. You can edit raster images with Photoshop and vector graphics with Illustrator. After that, You can combine those into a PDF for easy viewing.

REMEMBER TO BACK UP THE DIGITAL REPOSITORY

It is suggested that all file backups be migrated to an independent cloud account with at least two (2) trusted servants who have full access (login url, user name, password, security questions, etc.) AND that said files (working and archived) be downloaded to a minimum of two (2) hard-drives or thumb-drives. This should be done on a regular basis depending on how often the files are changing i.e. daily, weekly, monthly? Furthermore, it is suggested that the last (2) previous backups be always on file and accessible.

What's the difference between backup and archiving.

- A. **Backup** is for recovery from hardware failure or recent data corruption or loss.
- B. **Archiving** is for space management and long term retention.

Document Corruption

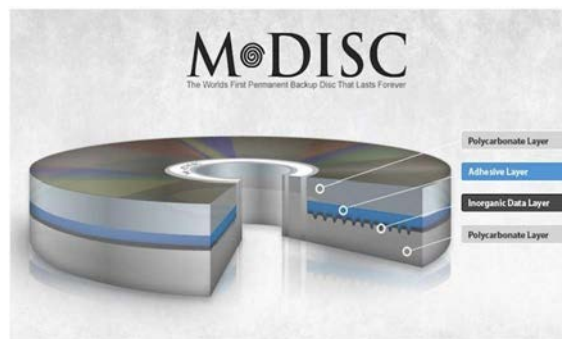
File corruption usually occurs in the process of incomplete saving of a document, or incorrect saving. To avoid file corruption, make sure to SAVE OFTEN and to a backup to ensure, if there is a loss due to corruption, the file can be retrieved elsewhere.

Best practices suggest having four (4) redundant systems for backing up the digital files.

1. The computer on which the Archive is saved.
2. The cloud backup in which the Archive information is saved.
3. The external hard drive on which the Archive information is saved.
4. An "M-DISC" similar to a CD that has more storage and will last 1000 years.



STORAGE MEDIA



LONG-TERM ARCHIVE STORAGE

With 4 redundant systems, the chance of losing the majority of the Archive through corruption or total system failure is significantly decreased.

CREATING AN AUDIO ARCHIVE

Of particular interest are the **audio histories of our pioneering members**. These oral accounts help C.A. to understand its early beginnings with the fellowship and C.A. structure. New C.A. members can learn about where we come from and how we have progressed. There is much wisdom embedded in our collective history.

The information of **an audio interview ought to contain historical details** of C.A.'s growth. Remember, we are focused on the history of Cocaine Anonymous at the World, Area, District and Group level. These oral history interviews are not about a single individual's personal recovery story, although the interview may touch upon it.

The structure of an audio history ought to record the following:

1. Basic Personal Information
2. Contributions to C.A. Growth
3. Specific Memories
4. Involvement with C.A. now
5. Closing Comments

Interview questions ought to be administered with consideration of and adherence to the Twelve Traditions of Cocaine Anonymous. The Archive Committee may wish to re-purpose the content of the historical interviews, so a release form from every recorded interviewee prior to the interview will be needed. Obtain a signed audio history release form from every Interviewee recorded for Cocaine Anonymous Area Audio History Archives (**See suggested release form - Appendix I**).

An audio archives for your C.A. Area ought to include interviews with:

1. Area and District Pioneers
2. Past C.A. AREA Trusted Servants:
 - a. Area Chairs
 - b. Convention Chairs
 - c. World Service Delegates
 - d. Service Committee Chairs (Unity, H&I, Special Events)
3. Past Regional Trustees

Audio Archiving is another way of preserving our area, district or groups history. At the world level we began the process of conducting oral histories of founding members. The purpose of maintaining and storing an accurate account of earlier membership is so that new members of Cocaine Anonymous can learn about where we come from and how we are progressing and growing. There is much wisdom in our collective "Experience, Strength and Hope."

Conventions, marathons, workshops, and alike are perfect venues to conduct oral histories. The information process should contain historical details of C.A.'s growth. To this end we offer the following suggested topics. Remember we are focused on the History of Cocaine Anonymous and not on a single individual's personal recovery story.

- Basic Personal Information

- Contributions to C.A. Growth
- Specific Memories
- Involvement with C.A. now
- Closing comments.

We have to keep in mind that these interview questions will be administered with consideration of and adherence to the 12 Traditions of Cocaine Anonymous. The Archive Committee may wish to repurpose the content of interviewees into PSAs, pod casts, H&I videos, or use in a traveling archive, and other venues for carrying the message. Please be sure to obtain a release form from every interviewee prior to recording. Please keep in mind some state laws require this permission before making it for public use. It is suggested you also refer to the IT guidelines for information on using these audio archives.

Suggested C.A. Audio Archive Interview Format

The purpose of maintaining and storing an accurate account of earlier membership and how our fellowship developed into what it is now is the goal of the archive committee's historical interview process. Interview questions should always be administered with consideration of and adherence to the 12 Traditions of Cocaine Anonymous.

Introduction: (Hi, Good Morning, etc) this is (first name & initial), from the C.A. World Service Archive Committee. I'm here with (first name & initial) on this (date) and do I have your permission to record this interview for the posterity of Cocaine Anonymous. (Wait for audible response) Thank you.

Closing: I want to thank you for your time today (interviewee's first name). On behalf of the WSC Archive Committee and our worldwide fellowship, thank you for your time and your service.

A. Suggested Topics & Questions for Original and Early Organizers

1. When did you come into Cocaine Anonymous?
2. How would you describe C.A. in those early days?
 - a. the name of any particular groups?
 - b. group size? meeting formats?
 - c. anything else you remember?
3. Did you attend Area or District meetings? If so, what were they like?
 - a. Did you hold any service positions? If so, which ones?
4. Do you remember who your World Delegate/s and Trustees were at that time?
 - a. What do you remember about them?
5. What can you tell me about the history of your District or Area?
 - a. Inception date? First meeting, early members?
 - b. Controversies
 - c. Schisms, splits, new district or Area formations?
6. What are some of your most memorable moments in those early days C.A.?
7. What were some of the growing pains of C.A. in those days?
 - a. Can you think of any short-comings of C.A. in those days?
 - b. In those early days, what do you think C.A. did right?
8. Was there any relationship with A.A. in those early days? If so what was that like?

9. In those early days, did you attend any C.A. events - local, regional, world? Conventions, Unity Events, etc. If so, what do you remember about them?
10. What are your thoughts about how C.A. has developed over the years?
11. Do you still attend C.A. meetings?
12. Is the C.A. Fellowship different now? How so?
13. What would you say to today's trusted servants?
14. How would you like to be remembered in C.A.?
15. Is there anything else you'd like to say about C.A.?

B. Suggested Questions for a Standard Audio Archive Interview

These basic questions were created at the 2010 CAWS Conference and approved by the 2011 Conference. They are meant to be an interview framework from which to be drawn.

A. Basic Personal Information

1. What name do you go by?
2. What is your sobriety date?
3. What drugs did you use?
4. How were you first introduced to C.A.?
5. How did you get to your first C.A. meeting?
6. What C.A. meetings did you go to regularly?
7. Who took you through the Steps?
8. What was your C.A. home group?
9. What attracted you or kept you coming back to C.A.

B. Contributions to C.A. Growth

1. Do you know who started C.A. in your Area and how?
2. What were the meetings like in the beginning?
3. Why was it necessary to start C.A. meetings where you lived?
4. How did potential members find out about meetings?
5. What was the social climate around C.A. meetings at that time?
6. How did you attract new members?
7. How did C.A. conduct business in the beginning?
8. Did you find the World Service Office or did they find you?
9. How did meetings change after contact with World Service?
10. Do you remember any of the early Delegates from your Area?

C. Specific Memories

1. Who else was going to C.A. meetings in those early days?
2. What literature was read in early C.A. meetings?
3. What was your reaction to hearing "Who's a Cocaine Addict?" for the first time?
4. What's your favorite C.A. reading?
5. Where was the first C.A. Convention you attended?
6. Any memorable controversies? Did they help or hinder the growth of C.A.?
7. What's the most fun you ever had in C.A.?
8. What is your most memorable moment in early C.A.?

9. What growing pains did your Area experience?
10. What mistakes were made?
11. What do you think you did right?
12. What would you do differently?
13. Were there any particular difficulties you encountered?

D. Involvement with C.A. Now

1. Do you still attend C.A. meetings? If yes, Why? If, no Why not?
2. Do you have any C.A. service commitments now?
3. What area of service interests you most?
4. Is the Fellowship different now? How?

E. Closing comments

1. Has the torch been passed?
2. How would you like to be remembered in C.A.?
3. What C.A. service work gave you the most satisfaction?
4. What are you doing to make C.A. be a better Fellowship today?
5. What could be done to make C.A. be a better Fellowship?

SOME NOTES ON AUDIO FILES

Uncompressed audio formats encode both sound and silence with the same number of bits per unit of time. Encoding an uncompressed minute of absolute silence produces a file of the same size as encoding an uncompressed minute of music. In a lossless compressed format, however, the music would occupy a smaller file than an uncompressed format and the silence would take up almost no space at all. **A compressed audio format** stores data in less space without losing any information. The original, uncompressed data can be recreated from the compressed version.

LOSSLESS (RAW) Preserves or captures all the files' original data. All photos, art pieces, and text are NOT lost. Lossless files can be compressed and still preserve all the files' data to its original state. Uncompressed audio formats, such as WAV, AIFF, AU or raw header-less PCM. (large files) great for preserving high definition audio recordings. Formats with lossless compression, such as FLAC, Monkey's Audio (filename extension .ape), WavPack (filename extension .wv), TTA, ATRAC Advanced Lossless, ALAC (filename extension .m4a), MPEG-4 SLS, MPEG-4 ALS, MPEG-4 DST, Windows Media Audio Lossless (WMA Lossless), and Shorten (SHN).

LOSSY (MP3) Loses the data and quality of an image file, which is irreversible. The Lossy files will get rid of unnecessary data. Making the file smaller and, in the process, reducing the quality of the image. Formats with lossy compression, common examples include: MP3, AAC, ATRAC and Windows Media Audio Lossy (WMA lossy). Great for audio voice interviews, speaker shares, etc. ***NOTE: For audio interviews or speaker/share recordings, lossy (mp3 or an equivalent is fine for our purposes.**

Appendix I: Sample Audio History Release Form

Audio History Release Form for: **(Your Area or District) COCAINE ANONYMOUS ARCHIVES**

I _____,

hereby give this interview or keynote talk recorded on this day _____ to the **(Your Area or District) Archives** as a donation. With this gift, I transfer to the **(Your Area or District) COCAINE ANONYMOUS ARCHIVES** legal title and all literary recorded on rights, including copyright.

I understand the recorded interview or keynote talk may be made available for research and Archives may determine. This includes right and license to reproduce, copy, modify, display, distribute, perform, broadcast, transmit, and create derivatives from the recording. This may include use of the interview or keynote talk material in print and in live or recorded programs for radio, television, or any electronic publishing medium.

I transfer all of the above rights without limitation, to support the mission of C.A. and to disseminate information about C.A., upon the condition that I, and any other C.A. member I identify, remain anonymous at the level of the public media, (including, but not limited to, any newspapers, internet, radio, television, press, or other existing or future form of communication which would be available to the general public, rather than just to members of C.A.)

This gift does not preclude any use that I may wish to make of the information in the recordings.

Signature of Interviewee or Speaker

Name (printed)

City

State/Province

Date Signed

Signature of Interviewer (if applicable)

Name (printed)

City

State/Province

Date Signed

Additional Comments:

Appendix II: Sample Deed of C.A. Gift Form

Deed of Gift to Cocaine Anonymous World Services.

Thank you for your generous contribution to the Archives of Cocaine Anonymous. Contributions such as yours have made it possible for us to continue building a comprehensive history of our Fellowship. Please know that we are most grateful for your contribution and we will handle it with loving and professional care. We are sure you understand that this is a permanent contribution and we hope you are confident that we will make the best possible use of it.

We think you will feel, as our thousands of other C.A. Members have, that our history is alive and strengthening the Fellowship. Thank you for your loving generosity.

Please fill out and sign the attached form and email it to: (your C.A. Area Archives email address.

C.A. Deed of Gift

I, _____, residing at

_____, hereby gift, transfer, convey and assign to the Cocaine Anonymous Area Archives of _____ all of my right, title and interest in and to the following property, of which I am the sole owner and which property is free of any liens, claims or encumbrances. This gift is made free of any terms and conditions except:

Signed: _____

Dated: _____

COUNTRY | STATE/PROVINCE | CITY

Appendix III: Example of a Box Inventory Record

Recommend one printed copy for the catalog and a duplicate printed copy that goes into the box.

CAWS Repository Box / Tube Inventory

Box Number	Tube Number	Acid-Free Box YES / NO?
1041		YES

Box Contents

Various years from 1999 - 2010 WSBT Quarterly Minutes
 WSOB 2000 Minutes
 WSOB 1999 Minutes
 WSOB 2006 Minutes
 2007 Conference WSBT report
 2003 Conference Daily Summary 2003-08-27
 2004 Conference Daily - Day 4 & 5
 2010 Conference Daily - Day 1, 2, & 4
 2009 Conference Mailing List
 2010 WSC - CD audio transcript (6) CD ROM Cases holding several CDs each

Archivist

Cameron F

Date of last inventory (Year | Month | Day)

2022-05-07

Appendix IV: Example of a Blank Box Inventory Record

CAWS Repository Box / Tube Inventory

Box Number

Tube Number

Acid-Free Box | YES / NO?

Box Contents

Archivist

Date of last inventory (Year | Month | Day)

Cocaine Anonymous World Service Conference Committee 2026 World Service Conference
SR14 Submission – 31 May 2026

Dear Delegates,

The Conference Committee has had a productive year and would appreciate your consideration of the following 3 motions that we intend to bring to this year's conference for approval.

We ask that you please distribute with accompanying documents to your local fellowship for review in accordance with 'Standing Rule 14' for consideration prior to the 2026 World Service Conference.

MOTION 1:

To amend the wording of Standing Rule 5 Item a, on Page 49 of the current World Service as follows:

a. To be credentialed and carry votes at the WSC, the chair of the body you are representing must submit complete names, ~~complete mailing addresses~~, email addresses, phone numbers, and number of votes being carried must be submitted in writing to the World Service Office 30 days prior to the World Service Conference.

MOTION 2:

Final 3 Proposals for the 2028-2030 World Services Conference location. *This is from the RFP Sub-Committee of the Conference Committee (Request for Proposals) from hotels across the United States and Europe to host the C.A. World Service Conference in 2028 & 2029 & 2030.*
(Attachment 1)

MOTION 3:

To approve the Conference Committee revised Committee Guidelines. (Attachment 2);

We welcome any questions or feedback at any time.

Thank you for allowing us to be of service

CAWS Conference Committee

Rudi V	Conference Committee Chair	+2774 627 6455	ravanrooyen@gmail.com
Duane M	Conference Chair	+1 951 830 7854	duanemiller95@yahoo.com
Robyn G	Conference Coordinator	+1 512 549 0790	rlgreenway7@gmail.com

**Request For Proposal for Conference Location
For 2028, 2029 and 2030
SR14 Submission**

Table of Contents

Request for Proposal Overview and Analysis	9 pages
Conference Host Hotels for 2028, 2029 and 2030 At A Glance	2 pages
2028-2029-2030 Hotel Proposal Comparison	1 page
2028-2029-2030 Hotel Proposal Comparison Total Numbers	1 page
Data Master Comparing Airfares for the three finalist cities	7 pages

Request For Proposal Overview and Analysis

Securing a Conference Hotel for the years 2028, 2029 and 2030

To be Presented to the CA World Service Conference 2026

For inclusion in the Conference Committee's SR14 Submission as of May 28, 2026

Overview:

The Request for Proposal ("RFP") Subcommittee is part of the CA World Service Conference Conference Committee ("WSCCC"). The Subcommittee is tasked with recommending to the Conference Committee who then presents to the Conference the choice(s) for the Hotel to host the World Service Conference for the next three year Conference cycle including the years 2028, 2029 and 2030.

Approximately 175 people attend the CA World Service Conference ("Conference") each year from all over the world, requiring approximately 575-600 room nights (peak 110 rooms per night) along with access to a range of conferencing facilities and resources. By way of background, the Conference was hosted in Los Angeles, California, USA for 30+ years and relocated to Dallas, Texas, USA for the years 2022 through 2027, inclusive. There are current contracts in place for the 2026 Conference and the 2027 Conference, both to be held in Dallas, Texas at the DFW Airport Marriott (8440 Freeport Parkway, Irving Texas).

Our Subcommittee task has been to investigate alternative hotels to the current Dallas Hotel for the next three year contract cycle. Note, please that we do have a proposal from the current Dallas Hotel that we are considering as a part of this process. We present our findings to the entire WSCCC who reviews and approves our work and then includes the findings as part of its SR14 report to the delegates which will go out in early Summer 2026. The entire Conference floor then votes on the findings and thereby selects a Conference Hotel for the next three year cycle, this will occur at CAWS Conference 2026 in early September, 2026.

This cycle, we cast a particularly wide net sending out the Requests for Proposals to the following cities: Seattle, San Diego, Dallas, San Antonio, Houston, San Francisco, Las Vegas, Denver, Chicago, Atlanta, Austin, Washington DC, Miami, Kansas City, Phoenix, metro New York, also international cities including Toronto, Montreal, London, Birmingham, Paris, Frankfurt, Amsterdam, and Dublin. We focused on cities which have a large easily accessible international airport with diverse flight service. We also targeted airport conference type properties which have free airport transportation and are readily accessible to other conference conveniences such as nearby restaurants, grocery stores, coffee services and the like. We also reached out to properties we knew previously from past RFP and Convention cycles, where we had worked with, visited, and/or received bids to host the Conference previously from those properties. We also reached out to visitor's bureaus too in all these major cities listed above. We were able to connect directly with the international sales office for Hyatt and Marriott who also helped even more broadly circulate the RFP to their interested properties all over the world. All in all, we had over 80 separate responses and received over 39 actual bids. We completed site visits (often seeing multiple properties per visit) in Chicago, Washington DC, Dublin, Amsterdam, Toronto and Dallas.

Our subcommittee process involved culling the massive amount of information into a spreadsheet of comparable data and then reviewing the pricing variables at the respective properties. We also initially conscientized that the Conference needed to stay in its current time zone (Central time US) or move further East to Eastern time zone or even abroad. This was to make it easier on the time zone adjustment(s) for our non-US based Conference attendees. This, therefore, ruled out the properties in the Mountain Time Zones and Pacific time zones. Interestingly, not one property we considered in either of these time zones put forth a proposal which made economic sense and/or came close to matching the other selected finalist bidding properties.

We did also consider strongly international cities in either Canada or Western Europe too which would cater to more of our international fellowship. We ran some comparative calculations too based upon these possible non-US choices (see below please).

Our Conference dates for the upcoming three year cycle:

- 30-AUG-2028 – 03-SEP-2028
- 29-AUG-2029 – 02-SEP-2029
- 28-AUG-2030 - 01-SEP 2030

Recent Historical Conference Data:

Historical occupancy figures for our annual Conferences held in recent years are as follows:

2019 – 446 room nights (Sheraton Gateway LAX)

2020 – Cancelled Due to COVID-19

2021 – 281 room nights (Sheraton Gateway LAX) – Hybrid Live/Virtual due to COVID-19

2022 – 549 room nights (Dallas / Ft. Worth Airport Marriott)

2023 – 627 room nights (Dallas / Ft. Worth Airport Marriott)

2024 – 565 room nights (Dallas / Ft. Worth Airport Marriott)

2025 – 623 room nights (Dallas / Ft. Worth Airport Marriott)

Our Analytical Process:

We created a purely economic spreadsheet of the cost of having the Conference at a particular property. Strictly comparison-based. We included any rebates we would receive either from the hotel itself and/or from an affiliated local visitors or tourist bureau. This was one aspect of our analysis. As an Appendix (Appendix A) to this report is the detail we inquired about and shared with the various properties who were considering responding to our RFP.

We created comparative spreadsheets showing the “cost” to fly/drive/travel all of the delegates to a Conference city from their home city; as well as the “cost” to fly/drive/travel both sets of boards (WSOB and WSBT), the four Dias trusted servants, and all non-delegate chairs. This information is in Appendix B to this Report. We did this exercise based upon actual attendees for the 2025 Conference and will do this again once the registration is closed for the 2026 Conference over the summer 2026. This analysis also helped get us closer to a total “cost” for each property for each year of the upcoming cycle. When we completed this exercise, our assumptions were mostly verified. We also looked at some subjective matters such as social media ratings, reviews, on-property restaurant ratings, coffee service access also. That information appears below as well.

We did a deep analysis of hotels in the Washington DC area out of Dulles airport, out of Toronto, which had the strongest bid in Canada. We also reviewed properties in Amsterdam and Dublin. We included the Chicago airport since flights were the lowest flying in and out of that airport ORD as well, plus of course our current Hotel in Dallas at DFW. After this analysis was completed and after several lengthy subcommittee zoom meetings, our Subcommittee conscienced to bring three hotels forward for consideration by the Conference this year, namely our current Hotel in Dallas, the DFW Marriott, the Hilton Rosemont at the Chicago airport (ORD) and the most favorably priced property in Europe for our group, the Crown Plaza in Dublin near the Dublin (DUB) airport. These three properties are analyzed below and in the attached/accompanying spreadsheets.

Here are the current economics for this year and next year (2026 and 2027) in a nutshell:

The economics of these Conference Hotel deals have changed significantly in the past three years since we last did the full RFP process. Remember please that we did a three year deal with the current DFW Marriott Hotel, which finishes at the Conference next year in 2027. These contracts were completed in 2024, actually.

Current Hotel contract key points for this year (2026):

Room rate \$140 per room per night
\$10 rebate back to CA on all rooms except staff rooms
1 Complimentary room for every 40 rooms booked
\$12,000 food and beverage minimum
75% attrition rate on rooms
No charge for outside AV
Free parking
Staff rooms \$99 – up to 16 staff rooms per day at this price
20,000 meeting planner points for Bonvoy
Complimentary airport shuttle
Complimentary wireless in all meeting space for the week and in guest rooms
20% discount at restaurants on property
\$7 rebate per room per night on all rooms from the Irving Convention and Visitors Bureau
Rate good 3 days before and 3 days after
Room block 629 rooms
No lower rate on-line than this rate
27% gratuity for all banquet charges

DFW Marriott for 2027 (already signed contract):

Room rate \$146 per room per night
\$10 rebate back to CA on all rooms except staff rooms
1 Complimentary room for every 40 rooms booked
\$12,000 food and beverage minimum
75% attrition rate on rooms
No charge for outside AV
Free parking
Staff rooms \$99 – up to 16 staff rooms per day at this price
20,000 meeting planner points for Bonvoy
Complimentary airport shuttle
Complimentary wireless in all meeting space for the week and in guest rooms
20% discount at restaurants on property
\$7 rebate per room per night on all rooms from the Irving Convention and Visitors Bureau
Rate good 3 days before and 3 days after
Room block 629 rooms
No lower rate on-line than this rate
27% gratuity for all banquet charges

Our results:

We present the best three bids now. This will provide the Conference with a wide diverse choice of which city to select for the next three year cycle. Please refer to the spreadsheet with the comparative data on each property per year. This is in Appendix C to this Report. This group *does* include the current property

in Dallas as well, namely the DFW Marriott. There is also a property in Chicago – Hilton Rosemont O’Hare, less than two miles from the Chicago (ORD) airport. The Crowne Plaza Hotel near the Dublin (DUB) airport was included also.

Of the three finalists, two have **free** meeting space for our group with a set minimum food and beverage spend. Also, the room charge in Dublin includes breakfast each day. The Dublin property though charges for meeting space but has no food and beverage minimum spend requirement and its room rate includes full English breakfast each day, so it is just a very different model.

We then studied the cost of the attendees to get to the Conference hotel. We did this based upon the full list of attendees for the 2025 Conference. We then looked at the comparative cost of getting all those people to these various airports. The cost to get the attendees to Dallas was \$65,824. The cost to Chicago was by far the lowest at \$58,912, about \$6,000 lower than Dallas. The cost to get to everyone to Dublin, was higher at \$112,427.

As to the Dublin bid, we liked the Property quite a bit and believe it time for the Conference to consider a move across to Europe. This was by far the most favorable bid from outside the US, and it was in Europe with a significant and growing part of our Fellowship. *We are ever mindful of the Warranty within our Twelfth Concept which asks that the Conference be democratic in thought and action. As applied, rather than our Committee decide on only one property we thought it time to present a North American option and a European option for review, conscience and vote.* **So we have conscienced to bring that Dublin bid forward as well as one new bid from Chicago plus a bid from our current hotel in Dallas.**

So the North American decision comes down to the DFW Marriott and the Hilton Rosemont Hotel. The DFW Marriott gives CA a rebate, \$10 per room night for regular rooms in our block, not staff rooms. The Hilton Rosemont gives us 7% back on these regular rooms which equals slightly more than the flat \$10 per room night, plus the same 7% back on all staff rooms also. We also have received back \$7 from each room night, even staff room nights from the Irving visitors bureau at the DFW (roughly \$5000). The Hilton Rosemont will give us \$8.33 per night for staff rooms as well. Notably, the Hilton Rosemont has offered 10% off our entire bill each year – this includes the Food and Beverage spend plus the rooms on the master account (about 100 staff rooms x \$119) – a roughly \$3,300 rebate to us. Of note also, the comp nights earned are 1 in 40 at the DFW Marriott and 1 in 30 at the Hilton Rosemont, this would equal 12 night credits at the first two and 17 night credits at the Rosemont – an approximate savings of \$600 on this part of the contract in comparison. Dublin’s comp rate is 1 in 50. Also of note, the Dublin hotel has offered 5% off our whole bill for all rooms. The visitors bureau in Ireland has offered \$35 per person as an incentive, much like what the City of Irving does as part of the DFW contract.

The DFW Marriott gives us 3 days before and after at the same rate, the other two give us 5 days before and after. The DFW Marriott has the coffee station off the bar area in the lobby, the Hilton Rosemont has a full Starbucks in the lobby, This fact may be very important to our attendees. Dublin gave us 5 days before and after as well. Dublin does have a dedicated coffee station as well.

In comparison, the attrition commitment is 75% at the DFW Marriott and at the Hilton Rosemont. This means that is our room block slips below this %, we have to pay toward meeting space. This should not be a concern as we usually meet and exceed our block each year, still worth pointing out though.

Staff rooms are \$129 for all three years at the DFW Marriott and \$119 at Hilton Rosemont. The hotel tax is slightly higher at DFW Marriott 15.81% and the lowest 14% at the Hilton Rosemont. The tax at the Dublin hotel is already included in the room price and in fact, we can apply for a refund of those taxes under the VAT refund program in Ireland.

The regular rooms at the DFW are \$156 in 2028, \$166 in 2029 and \$170 in 2030. The Hilton Rosemont has \$149, \$159, and \$164 respectively. This is for about 500 room nights.

Please refer to the Spreadsheet (Appendix C) for each comparative detail line by line item.

We did put the analysis together which follows below based upon 500 regular rooms and 100 staff rooms. There is a spreadsheet with the total cost to our group to be at the three hotels per year. This represents the all in figures with all rebates, taxes and expenses, based upon their current offers to us. If you want to follow along in the detailed analysis, it appears in Appendix D to this Report. Note, we even added comparative costs of power and hard wired internet between the DFW Marriott and the Hilton Rosemont.

	DFW Marriott	Hilton Rosemont	Crowne Plaza Dublin
2028	\$119,768.59	\$104,047.60	\$116,640.00
2029	\$129,230.11	\$108,688.18	\$122,040.00
2030	\$135,300.73	\$111,008.47	\$134,640.00
Airfare Difference	\$+ 6,912.00	\$.00	\$+63,515 higher than ORD

Subjectively, we looked at a few intangibles. Here is a sampling of what we found in reviews and guest comments:

Hilton Rosemont O'Hare

Staff – Exceptional
 Airport noise minimal
 Shuttle and parking available, Public Transportation available
 Coffee (Starbucks) on site
 Restaurants & Groceries within walking distance
 Storage Facilities nearby
 Sales staff has been there 15 years
 CA in Illinois has had events at this property previously

DFW Marriott / Dallas

Staff – Helpful
 Hotel- Complaints about cleanliness, appearance and inconsistent shuttle service
 Coffee – Available
 Restaurants & Groceries– Driving distance, not conducive to walking
 Shuttle & Parking Available
 No Public Transportation
 Storage Facilities nearby

Crowne Plaza Dublin

Staff – Strong
 Shuttle & parking available / Airport 3 miles away
 Coffee available
 Restaurants & Groceries– Driving distance, not conducive to walking
 Several food choices near by
 Solid event and sales staff
 Property has a lounge too for elite guests
 24 hour room service
 Dedicated Conference Center
 No food and beverage minimum
 Breakfast is included in the room price

Hotel Ratings:	DFW Marriott	Hilton Rosemont	Crown Plaza Dublin
Trip Advisor	3.9 w 825 reviews	4.1 w 1612 reviews	4.5 w 3105 reviews
Google Maps	4.1 w 2916 reviews	4.1 w 2753 reviews	4.4 w 4237 reviews
Trivago	8.3 w 4884 reviews	8.2 w 5593 reviews	9.0 w 2862 reviews
Hotel site	4.0 w 1702 reviews	4.1 w 2,800 reviews	NA

Followup over the Summer:

Once Conference registration closes, we will do another hotel flight analysis to update the cost to get the attendees to each of these three possible host cities. We will also put together a one page information sheet on all three properties with links for each attendee to do their own advance research. We will also provide a best guess of what the registration costs might be at each property based upon their respective menu pricing.

Analysis:

In the current state of proposals the current hotel the DFW Marriott comes in third price/expense wise, it is much higher than the Chicago property. This is especially true when we factor in the \$7,000 higher price our attendees would pay to go to Dallas versus Chicago. But it is a known quantity/entity to us. Dublin is a nice property but presents some different decision possibilities perhaps.

So, our recommendation will be to bring forward these three properties for consideration by the Conference floor to host our Conference for the next three year cycle of 2028, 2029, 2030.

Thanks for allowing us to be of service.

Appendix A (3 pages of detail)

What information our Subcommittee requested from each Property – each property had to respond to this entire list:

General requirements – Accommodation:

- Two guest rooms must be ADA compliant
- Early check in at 14:00 required for all accommodation, all arrival dates,
- Late checkout required at 14:00 on final day of Conference
- Reservations at negotiated rate, within specified allocation, to be available up to and included throughout Conference period
- Negotiated ‘shoulder’ accommodation rates to be available five days prior to and five days after Conference period
- Negotiated room rate to be less than any online or discounted room rate available through third party vendors or direct booking with venue
- All accommodation to include free Wi-Fi in the guest rooms
- 24-hour use of pool, spa, health club
- Extended hours for coffee and grab-n-go food locations
- \$10 per Fully Paid Night Room Rebate for regular rooms, not for staff rooms
- Any other Room Rebates from local tourist bureaus or equivalent agencies
- Airport transportation logistics and costs to your Hotel, since over 85% of attendees are from outside of the host city area

General requirements – Conference/Meeting rooms:

- All meeting spaces on ‘24-hour hold’
- All meeting rooms to have full access 06:00-00:00
- All meeting rooms to have water stations
- All meeting rooms must be secure with bespoke key access only
- All meeting spaces to include free basic Wi-Fi
- Main Conference Hall
 - Two (2) Power Drops
 - Seating/tables sufficient for 200 delegates (dressed) – classroom style
 - One raised podium with microphone
 - One centre aisle with microphone
 - Main/Front Stage (Dais) – Raised
 - Four (4) tables and Four (4) “Executive/Boardroom” style chairs
 - Three (3) large banners to be suspended behind the Dais
 - 20’ of “Clear Space” at front of Dais
 - Dedicated/Separate Wi-Fi to accommodate 200 laptops
 - Power availability throughout the Conference seating area
- Conference Office - Adjacent to Main Conference Hall
 - Must have secured/restricted access with four (4) keys.
 - Three (3) 20 Amp dedicated circuits for equipment and devices (Computers, Printer, Scanner, etc.)
 - Dedicated wired internet line or separate Wi-Fi internet connection
 - Twelve (12) 6’ trestle tables (skirted)
 - Two (2) 5’ round tables (skirted)
 - Three (3) trash and recycling units
- One separate board room to accommodate 20 people, to be used for the entire week, and several days prior to the Conference with included wired ethernet connection for One (1) day

General requirements – Miscellaneous:

- Group parking rate with in/out privileges
- Complimentary shuttle to/from airport
- Discounted food/beverages from vendor outlets
- Venue to permit our group to contract external vendors to provide audio and visual technology as required in main Conference Hall at no additional fee to our group
- Venue to permit Conference delegates to consume refreshments purchased from external vendors in the Conference foyer area at no fee to our group

Other Items:

Please provide details of any of the following enhancements that your property is able to include in your package:

- Attrition or Break clauses that you would include in your contract. If no attrition clause is included in your proposal, it will be assumed no attrition rate exists and no addition of an Attrition Requirement will be allowed in a final contract
- Complimentary refreshments
- Accommodation accrual bonuses e.g.: 1 complimentary room night for each 20 nights reserved
- Accommodation occupancy rebate incentives
- Inclusive audio/visual technology
- Business suite access for printing/copying and associated fees
- Other restaurants, amenities and services available nearby to your Facility
- Location of the closest coffee vendor(s) – on-site or nearby
- Any related governmental or similar rebates/credits
- Cost if any for the meeting space we need
- Cost if any for the set-up of the meeting space we need
- Group parking rate with daily in/out privileges, including self-parking and valet rates
- Cost of internet access in the meeting space and during the conference and in the respective guest rooms
- Is your Hotel meeting internet sufficient and robust enough to meet the needs of up to 150 simultaneous users at any given time?
- Reservation cut-off date to be 15 days of less and rate shall be honored if rooms are still available.
- Possible free room upgrades depending upon room pickup
- Deposit Needs– amounts and timing
- Note, two other times during the year, likely over a weekend in October and again in February, our board (12 people) will also need to meet at your Hotel. 5 rooms per night for two weekend nights will be needed please and one board size and/or quality meeting room will be needed from that Friday noon though that Sunday at 5pm. What would the room rate be for these 5 rooms per night and the related meeting space cost as well? Note, that every Hotel we have been at in the last 15 years has matched the Conference room rate or in some cases a lower staff rate and provided the meeting space for this weekend complimentary based upon getting this big Conference contract for the year.

Pricing Breakdown:

Please provide a pricing break down as follows:

Accommodation:

- Room rate per night
 - 28-AUG-2028 – 04-SEP-2028 (with +/-5 Day Shoulder Availability)
 - 27-AUG-2029 – 03-SEP-2029 (with +/-5 Day Shoulder Availability)
- Staff room rate per night
 - 23-AUG-2028 – 04-SEP-2028 (with +/-5 Day Shoulder Availability)
 - 22-AUG-2029 – 03-SEP-2029 (with +/-5 Day Shoulder Availability)

Conference and Meeting Rooms:

- Cost per day, per meeting room as per the attached RFP table
- Price for any audio or visual equipment described in this specification; or any applicable fees if we provide our own Audio/Visual equipment
- Tax rates (CAWSO, Inc. is a 501(c)3 Tax-Exempt Organization)
- Set up and/or break down costs
- Service fees

In addition, if available from your facility, please provide pricing for the following, including any discounts for meeting minimum Food & Beverage (F&B) requirements? Please also specify the minimum F&B requirements for each year.

1. Welcome Dinner
 - Typically Wednesday evening 30-Aug-2028 and 29-Aug-2029
 - 150 attendees
 - Cost per person
 - Menu options for buffet and plated w/ Vegan Choice
 - Pricing to be valid for any evening and for additional dinners
2. General Session Lunches:
 - Typically Friday and Saturday Lunch – 01-SEP-2028 & 02-SEP-2028 and 31-Aug-2029 & 01-SEP-2029
 - 150 attendees each day
 - Cost per person
 - Box Lunch Menu Options w/ Vegan Choice
 - Pricing to be valid for any box lunch and for additional box lunches
3. Unity Breakfast
 - Typically, Sunday morning 03-SEP-2028 and 02-SEP-2029
 - 100 attendees
 - Cost per person
 - Menu options for buffet or plated w/ Vegan Choice
 - Pricing to be valid for any morning and for additional breakfasts

Conference Host Hotels for 2028, 2029 and 2030 At A Glance

The RFP Subcommittee of the WSC Conference Committee put forth three hotels for consideration to host the World Service Conference for the next three year cycle, starting in 2028, and for 2029 and for 2030. The Conference Committee accepted the report and recommendation and brings these three hotels forward for consideration by the Conference itself in early September 2026. This At-A-Glance document presents a brief overview of each of the three hotels. For further detail, please refer to the report and supporting documentation and spreadsheets which were a part of the SR14 submission from the Conference Committee. Please note that the links embedded in this document will take you to various websites which contain supplemental information about each of the three hotels. Please Note at the outset of this document that *in the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution.* The links listed below are for informational purposes only.

Chicago Hilton Rosemont Hotel at O'Hare Airport

Hilton Rosemont/Chicago O'Hare is a full-service hotel in Rosemont, Illinois, known mainly for its proximity to O'Hare (1 mile), and its airport shuttle service. It's a practical choice for convention attendees, airport travelers, and people wanting quick access to Rosemont entertainment and shopping. Amenities include an indoor pool, fitness center, on-site restaurant, bar, and Starbucks. The hotel is near Fashion Outlets of Chicago, Rosemont Theatre, Parkway Bank Park Entertainment District, and Allstate Arena. The Hotel has meeting and banquet space, making it strong for business events and group stays. The hotel is built around convenience more than luxury, with a focus on business travel and event access. Rooms are described as spacious and equipped for work-friendly stays, including desks and Wi Fi. The Hotel is a good fit for: conference attendees who want the easiest possible access to adaptable event and meeting space; Business groups needing meeting space and full-service amenities. Note all rooms and all event space will be renovated with a completion date of December 2027.

Meeting space tour: <https://visitingmedia.com/tt8/?ttid=hilton-rosemontchicago-ohare#/360?group=0&tour=0>

Virtual Tour: <https://visitingmedia.com/tt8/?ttid=hilton-rosemontchicago-ohare>

Website: <https://www.hilton.com/en/hotels/ordhrhh-hilton-rosemont-chicago-ohare/>

DFW Marriott at DFW (Dallas) Airport

Dallas/Fort Worth Airport Marriott is a full-service airport hotel in Irving, Texas, near DFW Airport, with complimentary shuttle service to the terminals, on-site dining, pools, a fitness center, and extensive meeting space. It's geared toward business travelers, airport layovers, and event guests. Complimentary airport shuttle to and from DFW. Indoor pool, outdoor pool, whirlpool, fitness center, business center, and over 23,000 square feet of meeting/event space. This property makes the most sense if you want an upscale, reliable airport hotel with easy terminal access, especially for an early flight, overnight connection, or conference stay.

Website: <https://www.marriott.com/en-us/hotels/dfwap-dallas-fort-worth-airport-marriott/overview/>

Virtual Tour: <https://visitingmedia.com/app/properties/1704/all-assets-share?asset=83119>

Other Information/Photos: <https://www.cvent.com/venues/irving/hotel/dallas-fort-worth-airport-marriott/venue-2a4996cc-59d8-43af-9c00-36914d4188d4>

Crowne Plaza Airport Hotel at Dublin, Ireland Airport

The Crowne Plaza Dublin Airport is a contemporary 4-star hotel set in the peaceful parkland surroundings of Northwood Park, Santry, offering a calm and relaxing environment just minutes from Dublin Airport. Combining convenience with comfort, the hotel is ideally suited to business travelers, conference delegates, and leisure guests alike. The hotel features over 200 stylish, modern guest rooms designed for rest and productivity, with high-speed Wi-Fi, air-conditioning, spacious work areas, and soundproofing to ensure a comfortable stay. A complimentary 24-hour shuttle service provides quick and easy access to Dublin Airport, while excellent road links place the hotel approximately 15 minutes from Dublin city Centre, allowing guests to enjoy the capital's cultural, dining, and entertainment offerings. Crowne Plaza Dublin Airport is home to one of Ireland's largest dedicated conference and event centers, offering flexible meeting spaces supported by advanced AV technology and an

experienced events team—making it a leading choice for national and international conferences. There is 24 hour room service also. Guests can enjoy a variety of on-site dining options, providing convenient and high-quality food and drink throughout the day. Additional amenities include a fitness suite, secure parking, and business services. Blending a tranquil parkland setting with excellent transport links to both Dublin Airport and Dublin city, Crowne Plaza Dublin Airport offers the perfect balance of accessibility, professionalism, and comfort—setting it apart as a premier hotel for both travel and events. The following are some of the reasons to select the Crowne Plaza Dublin to host CAWS Conference:

Unrivalled Airport Convenience. Located just minutes from Dublin Airport, the hotel is ideal for international delegates, reducing transfer times and eliminating the stress of city traffic. This is especially valuable for short stays or tight schedules. **Global Connectivity.** Dublin Airport offers direct flights to major cities across Europe, North America, the Middle East, and beyond, making it highly accessible for a truly international audience. In addition, the airport provides US Preclearance, allowing delegates travelling to the United States to complete US immigration and customs before departure, ensuring a faster and more seamless arrival on return. **Purpose-Built Conference Facilities.** The hotel features extensive, modern conference and event spaces with flexible layouts, advanced AV technology, and dedicated event coordination teams to ensure smooth delivery of large-scale international conferences.

Client Testimonials from recent events: <https://cpireland.crowneplaza.com/dublin-airport/conference-centre/virtual-walkthrough/>

Hotel Drone Video: [Crowne Plaza Dublin Airport Drone Video](#)

3D Interactive Floor Plans: [Crowne Plaza Dublin Airport \(matterport.com\)](#)

Hotel Website: <https://www.ihg.com/crowneplaza/hotels/us/en/dublin/dblnp/hoteldetail>

Comparisons:

Hotel	Best for	Airport access	Standout amenities
Dallas/Fort Worth Airport Marriott	DFW layovers, business travel, full-service stay	About 4.6 miles from DFW; complimentary shuttle on request	Indoor/outdoor pool, fitness center, signature restaurant
Hilton Rosemont/Chicago O'Hare	Convention center stays, O'Hare access, Rosemont entertainment	About 1 mile from O'Hare; free airport shuttle	Great food and entertainment nearby, indoor pool, restaurant, Full Starbucks
Crowne Plaza Dublin Airport	Airport stopover, Dublin city access	About 5 minutes from Dublin Airport; free shuttle	3 restaurants, indoor pool, pets allowed

We did put an analysis together which follows below based upon 500 regular rooms and 100 staff rooms. There is a spreadsheet with the total cost to our group to be at the three hotels per year. This represents the all in figures with all rebates, taxes and expenses, based upon their current offers to us. If you want to follow along in the detailed analysis, it appears in Appendix D to our main SR14 Report.

	DFW Marriott	Hilton Rosemont	Crowne Plaza Dublin
2028	\$119,768.59	\$104,047.60	\$116,640.00
2029	\$129,230.11	\$108,688.18	\$122,040.00
2030	\$135,300.73	\$111,008.47	\$134,640.00
Airfare	\$+ 6,912.00**	\$0.00	\$+63,515.00**

** higher than Hilton airfare (ORD)

If you have any questions which come up during your review, feel free to reach out to us during the summer: Jay +1-303-596-5592 at finesilver1988@gmail.com or to Jesse at docac@ca.org.

RFP REVIEW 2028-2029-2030 FOR SR 14

May 28-2026

INFORMATION ABOUT ALL THREE HOTELS

	DFW Marriott - current hotel	DFW Marriott - current hotel	DFW Marriott - current hotel	Hilton Rosemont O'hare Chicago Ill 2028	Hilton Rosemont O'hare Chicago Ill 2029	Hilton Rosemont O'hare Chicago Ill 2030	Crowne Plaza Airport Dublin 2028	Crowne Plaza Airport Dublin 2029	Crowne Plaza Airport Dublin 2030
Major City	Dallas TX	Dallas TX	Dallas TX	Chicago Ill	Chicago Ill	Chicago Ill	Dublin Ireland		
Year	2028	2029	2030	2028	2029	2030	2028	2029	2030
Distance from Airport (Miles)	2	2	2	1.5	1.5	1.5	3 miles	3	3
Room Rate per Night (\$)	\$156.00	\$166.00	\$170.00	\$149.00	\$159.00	\$164.00	231.08/242.71	242.71/254.33	265.95/277.56
Hotel Tax	15.81%	15.81%	15.81%	14.00%	14.00%	14.00%	31.20/32.77	32.77/34.33	35.90/37.47
Total Room Rate per Night	\$180.66	\$192.24	\$196.88	\$ 169.86	\$ 181.26	\$ 186.96	199.88/209.94	209.94/220.00	230.05/240.09
Attrition Commitment	75%	75%	75%	75%	75%	75%			
Room Rebate per Night (\$)	\$10 for revenue rooms	\$10 for revenue rooms	\$10 for revenue rooms	\$ 10.43	\$ 11.13	\$ 11.48	11.55/12.14	12.14/12.72	13.30/13.88
Additional Credit per Night (\$)	\$7 from City	\$7 from City	\$7 from City	\$ 8.33	\$ 8.33	\$ 8.33	9.29/9.77	9.77/10.45	10.45/11.03
Staff Room Rate - (\$)	\$129.00	\$129.00	\$129.00	\$ 119.00	\$ 119.00	\$ 119.00	185.82/197.45	197.45/209.06	209.06/220.68
Hotel Tax	15.81%	15.81%	15.81%	14.00%	14.00%	14.00%	25.09/26.66	26.66/28.22	28.22/29.79
Total Staff Room Rate per Night (\$)	\$149.39	\$149.39	\$149.39	\$ 135.66	\$ 135.66	\$ 135.66	160.73/170.79	170.79/180.84	180.84/190.89
Comp Room per Occupancy	1-for-40	1-for-40	1-for-40	1 for 30	1 for 30	1 for 30	1 in 50	1 in 50	1 in 50
Food & Beverage Minimum Spend (\$)	\$15,000.00	\$18,000.00	\$21,000.00	\$15,000	\$15,000	\$15,000	none	none	none
F&B Taxes & Service Charge (+/-)	27%	27%	27%	25.00%	25.00%	25.00%			
Total F&B Spend (\$)	\$19,050.00	\$22,860.00	\$26,670.00	\$18,750.00	\$18,750.00	\$18,750.00			
shoulder	3 days before/after	3 days before/after	3 days before/after	5 days before/after	5 days before/after	5 days before/after	5days/ before/after	5days/ before/after	5days/ before/after
Meeting Space Cost	complimentary if F&B met	complimentary if F&B met	complimentary if F&B met	complimentary if F&B met	complimentary if F&B met	complimentary if F&B met	\$18,430	\$18,430	\$18,430
earned comp nights	1 in 40	1 in 40	1 in 40	1 for 30	1 for 30	1 for 30			
meeting planner perks added to the offer	20,000	20,000	20,000	20,000	20,000	20,000			
Available Meeting Space (Sq/Ft)	20,000	20,000	20,000	22,000	22,000	22,000	16800	16800	16800
Airport Shuttle	comp	comp	comp	comp	comp	comp	comp	comp	comp
Hotel Parking	comp	comp	comp	\$15	\$15	\$15	comp	comp	comp
Standard WiFi in rooms and meeting spaces	comp	comp	comp	comp	comp	comp	comp	comp	comp
discounted food at hotel outlets	20%	20%	20%	10%	10%	10%			
Other Key Info				free shuttle to local area. Many restaurants within two blocks	free shuttle to local area. Many restaurants within two blocks	free shuttle to local area. Many restaurants within two blocks	23% VAT rebate on rooms and 13% VAT rebate on food	we receive 5% rebate on all rooms	we receive 5% rebate on all rooms
comments				on site Starbucks, we can bring our own powerstrips, no need to pay for power would do 3 years, 5% off final invoice for two years 10% off final invoice for three years, includes staff rooms on the master account so if F&B and staff rooms is \$50k, we get \$5,000 off	on site Starbucks, we can bring our own powerstrips, no need to pay for power would do 3 years, 5% off final invoice for two years 10% off final invoice for three years, includes staff rooms on the master account so if F&B and staff rooms is \$50k, we get \$5,000 off	on site Starbucks, we can bring our own powerstrips, no need to pay for power would do 3 years, 5% off final invoice for two years 10% off final invoice for three years, includes staff rooms on the master account so if F&B and staff rooms is \$50k, we get \$5,000 off	rates include breakfast	rates quoted are for single/double occupancy	rates quoted are for single/double occupancy
							\$30 Euro rebate per person from Dublin tourist board = \$35USD	\$30 Euro rebate per person from Dublin tourist board = \$35USD	\$30 Euro rebate per person from Dublin tourist board = \$35USD
							rates quoted are in dollars	rates quoted are in dollars	rates quoted are in dollars

**2028-2029-2030
HOTEL PROPOSAL COMPARISON**

Hotel	TOTALS WITH DETAIL			Hilton	Hilton	Hilton			
	DFW Marriott - current hotel	DFW Marriott - current hotel	DFW Marriott - current hotel	Rosemont O'hare	Rosemont O'hare	Rosemont O'hare	Dublin Crowne Plaza Airport	Dublin Crowne Plaza Airport	Dublin Crowne Plaza Airport
City	Dallas TX	Dallas TX	Dallas TX	Chicago Ill	Chicago Ill	Chicago Ill	Dublin	Dublin	Dublin
Year	2028	2029	2030	2028	2029	2030	2029	2030	2031
Regular Room Rate	\$156.00	\$166.00	\$170.00	\$149.00	\$159.00	\$164.00			
Room Tax	15.81%	15.81%	15.81%	14.00%	14.00%	14.00%			
Room Total per regular room	\$180.66	\$192.24	\$196.88	\$ 169.86	\$ 181.26	\$ 186.96	\$200/\$210	\$210/\$220	\$230/\$240
Total Cost for 500 regular rooms	\$90,331.80	\$96,122.30	\$98,438.50	\$ 84,930.00	\$ 90,630.00	\$ 93,480.00	\$102,500.00	\$107,500.00	\$117,500.00
Staff Room Rate	\$129.00	\$129.00	\$129.00	\$ 119.00	\$ 119.00	\$ 119.00			
Room Tax	15.81%	15.81%	15.81%	14.00%	14.00%	14.00%			
Room Cost per Staff Rooms	\$149.39	\$149.39	\$149.39	\$ 135.66	\$ 135.66	\$ 135.66	\$ 165.00	\$ 175.00	\$ 215.00
Total Cost for 100 Staff Rooms	\$14,939.49	\$14,939.49	\$14,939.49	\$ 13,566.00	\$ 13,566.00	\$ 13,566.00	\$16,500.00	\$17,500.00	\$21,500.00
Total Cost for All Needed Rooms	\$105,271.29	\$111,061.79	\$113,377.99	\$ 98,496.00	\$ 104,196.00	\$ 107,046.00	\$ 119,000.00	\$ 125,000.00	\$ 139,000.00
Room Credit Based upon 500 Rooms	1-for-40 12 rooms	1-for-40 12 rooms	1-for-40 12 rooms	1 for 30 17 rooms	1 for 30 17 rooms	1 for 30 17 rooms	1 for 50 10 rooms	1 for 50 10 rooms	1 for 50 10 rooms
Total Room Credit	\$2,167.96	\$2,306.94	\$2,362.52	\$ 2,887.62	\$ 3,081.42	\$ 3,178.32	\$2,100.00	\$2,100.00	\$2,100.00
Total Room Cost with Credit	\$103,103.33	\$108,754.85	\$111,015.47	\$ 95,608.38	\$ 101,114.58	\$ 103,867.68	\$ 116,900.00	\$ 122,900.00	\$ 136,900.00
Rebate to CA based upon 500 Rooms	\$5,000.00	\$5,000.00	\$5,000.00	\$ 5,215.00	\$ 5,565.00	\$ 5,740.00	\$ 5,845.00	\$ 6,145.00	\$ 6,845.00
Room Cost	\$98,103.33	\$103,754.85	\$106,015.47	\$ 90,393.38	\$ 95,549.58	\$ 98,127.68	\$ 111,055.00	\$ 116,755.00	\$ 130,055.00
Subtotal									
City rebate per room or per person	\$7 per room per night	\$7 per room per night	\$7 per room per night	\$ 10.43	\$ 11.13	\$ 11.48	\$35 per attendee	\$35 per attendee	\$35 per attendee
Rebate	\$4,200.00	\$4,200.00	\$4,200.00	\$ 9,039.34	\$ 9,554.96	\$ 9,812.77	\$7,000.00	\$7,000.00	\$7,000.00
Total Room Cost	\$93,903.33	\$99,554.85	\$101,815.47	\$ 81,354.04	\$ 85,994.62	\$ 88,314.91	\$104,055.00	\$ 109,755.00	\$ 123,055.00
				\$ 833.00	\$ 833.00	\$ 833.00			
				\$ 80,521.04	\$ 85,161.62	\$ 87,481.91			
Total Room Cost Food and Beverage Spend or Meeting Room Cost with Service Fee	\$93,903.33	\$99,554.85	\$101,815.47	\$ 80,521.04	\$ 85,161.62	\$ 87,481.91	\$104,055.00	\$ 109,755.00	\$ 123,055.00
	\$19,050.00	\$22,860.00	\$26,670.00	\$18,750.00	\$18,750.00	\$18,750.00	\$18,430.00	\$18,430.00	\$18,430.00
Subtotal	\$112,953.33	\$122,414.85	\$128,485.47	\$99,271.04	\$103,911.62	\$106,231.91	\$122,485.00	\$ 128,185.00	\$ 141,485.00
Rebate off Final Bill - for Food and Staff rooms	\$0.00	\$0.00	\$0.00	\$2,856.60	\$2,856.60	\$2,856.60	\$ 5,845.00	\$ 6,145.00	\$ 6,845.00
Subtotal cost of power and internet	\$112,953.33	\$122,414.85	\$128,485.47	\$96,414.44	\$101,055.02	\$103,375.31	\$116,640.00	\$ 122,040.00	\$ 134,640.00
	\$6,815.26	\$6,815.26	\$6,815.26	\$4,776.56	\$4,776.56	\$4,776.56	\$ -	\$ -	\$ -
Grand Total	\$119,768.59	\$129,230.11	\$135,300.73	\$104,047.60	\$108,688.18	\$111,008.47	\$116,640.00	\$ 122,040.00	\$ 134,640.00

DATA MASTER COMPARING COST TO ATTEND CONFERENCE IN EACH OF THE THREE CITIES BASED UPON 2025 ACTUAL REGISTRATION

Area	First Name	AIRPORT	DFW DALLAS	ORD CHICAGO	DUB DUBLIN
New York	Attendee 1	1 LGA	\$259	\$208	\$601
New York	Attendee 1	1 LGA	\$259	\$208	\$601
PA-NJ-DE	Attendee 2	1 PHL	\$255	\$234	\$711
PA-NJ-DE	Attendee 3	1 PHL	\$255	\$234	\$711
PA-NJ-DE	Attendee 4	1 PHL	\$255	\$234	\$711
Quebec	Attendee 5	1 YUL	\$424	\$286	\$524
Quebec	Attendee 6	1 YUL	\$424	\$286	\$524
Southern Ontario	Attendee 7	1 YYZ	\$474	\$257	\$514
Southern Ontario	Attendee 8	1 YYZ	\$474	\$257	\$514
Southern Ontario	Attendee 9	1 YYZ	\$474	\$257	\$514
Southern Ontario	Attendee 10	1 YYZ	\$474	\$257	\$514
Alabama	Attendee 11	1 BHM	\$355	\$363	\$834
Alabama	Attendee 12	1 BHM	\$355	\$363	\$834
Arkansas	Attendee 13	1 LIT	\$180	\$269	\$737
Arkansas	Attendee 14	1 LIT	\$180	\$269	\$737
Florida	Attendee 15	1 MCO	\$203	\$187	\$809
Florida	Attendee 16	1 MCO	\$203	\$187	\$809
Florida	Attendee 17	1 MCO	\$203	\$187	\$809
Florida	Attendee 18	1 MCO	\$191	\$187	\$809
Georgia	Attendee 19	1 ATL	\$191	\$189	\$908
Georgia	Attendee 20	1 ATL	\$191	\$189	\$908
Louisiana	Attendee 21	1 MSY	\$195	\$210	\$798
South Carolina	Attendee 22	1 CHS	\$313	\$305	\$741
South Carolina	Attendee 23	1 CHS	\$313	\$305	\$741
Tennessee	Attendee 24	1 BNA	\$283	\$238	\$768
Tennessee	Attendee 25	1 BNA	\$283	\$238	\$768
Tennessee	Attendee 26	1 BNA	\$283	\$238	\$768
PI	Attendee 27	1 LHR	\$1,078	\$810	\$117
CAUK	Attendee 28	1 LHR	\$1,078	\$810	\$117

DATA MASTER COMPARING COST TO ATTEND CONFERENCE IN EACH OF THE THREE CITIES BASED UPON 2025 ACTUAL

Area	First Name	AIRPORT	REGISTRATION		
			DFW DALLAS	ORD CHICAGO	DUB DUBLIN
CAUK	Attendee 29	1 LHR	\$1,078	\$810	\$117
Central Area UK	Attendee 30	1 LHR	\$1,078	\$810	\$117
Ireland	Attendee 31	1 DUB	\$1,009	\$685	\$0
Ireland	Attendee 32	1 DUB	\$1,009	\$685	\$0
London	Attendee 33	1 LHR	\$1,078	\$810	\$117
Scotland	Attendee 34	1 EDI	\$1,138	\$702	\$56
Scotland	Attendee 35	1 EDI	\$1,138	\$702	\$56
Scotland	Attendee 36	1 EDI	\$1,138	\$702	\$56
South Africa	Attendee 37	1 JNB	\$1,234	\$1,246	\$628
South Africa	Attendee 38	1 JNB	\$1,234	\$1,246	\$628
Sussex	Attendee 39	1 LGW	\$1,062	\$722	\$100
Wales	Attendee 40	1 LHR	\$1,078	\$810	\$117
West Country UK	Attendee 41	1 BRS	\$1,153	\$653	\$77
Denmark	Attendee 42	1 CPH	\$805	\$497	\$142
Germany	Attendee 43	1 FRA	\$788	\$567	\$206
Holland	Attendee 44	1 AMS	\$1,014	\$796	\$100
Noord-Holland	Attendee 45	1 AMS	\$1,014	\$796	\$100
Sweden	Attendee 46	1 ARN	\$690	\$525	\$179
Sweden	Attendee 47	1 ARN	\$690	\$525	\$179
CA Nebraska	Attendee 48	1 OMA	\$304	\$275	\$827
CA Nebraska	Attendee 49	1 OMA	\$304	\$275	\$827
Greater Missouri	Attendee 50	1 MCI	\$307	\$327	\$758
Greater Missouri	Attendee 51	1 MCI	\$307	\$327	\$758
Greater Missouri	Attendee 52	1 MCI	\$307	\$327	\$758
Illinois	Attendee 53	1 ORD	\$193	\$0	\$763
Indiana	Attendee 54	1 IND	\$257	\$247	\$820
Indiana	Attendee 55	1 IND	\$257	\$247	\$820
Manitoba	Attendee 56	1 YWG	\$409	\$507	\$698
Michigan	Attendee 57	1 DTW	\$230	\$180	\$920
Western Pennsylvania/Ohio	Attendee 58	1 PIT	\$323	\$251	\$777
Western Pennsylvania/Ohio	Attendee 59	1 PIT	\$323	\$251	\$777

DATA MASTER COMPARING COST TO ATTEND CONFERENCE IN EACH OF THE THREE CITIES BASED UPON 2025 ACTUAL

Area	First Name	AIRPORT	REGISTRATION		
			DFW DALLAS	ORD CHICAGO	DUB DUBLIN
Wisconsin	Attendee 60	1 MKE	\$369	\$208	\$737
CAWS Archives	Attendee 61	1 LAX	\$274	\$289	\$888
Conference Chair	Attendee 62	1 LHR	\$1,078	\$810	\$117
Conference Officer	Attendee 63	1 LAX	\$274	\$289	\$888
Conference Officer	Attendee 64	1 BKK	\$1,102	\$1,078	\$806
Alberta	Attendee 65	1 YYC	\$444	\$254	\$723
Alberta	Attendee 66	1 YYC	\$444	\$254	\$723
Alberta	Attendee 67	1 YYC	\$444	\$254	\$723
Alberta	Attendee 68	1 YYC	\$444	\$254	\$723
British Colombia	Attendee 69	1 YVR	\$538	\$308	\$700
British Colombia	Attendee 70	1 YVR	\$538	\$308	\$700
British Colombia	Attendee 71	1 YVR	\$538	\$308	\$700
Idaho	Attendee 72	1 BOI	\$286	\$323	\$896
Idaho	Attendee 73	1 BOI	\$286	\$323	\$896
Northern Alberta	Attendee 74	1 YEG	\$470	\$413	\$698
Northern Alberta	Attendee 75	1 YEG	\$470	\$413	\$698
Northern Alberta	Attendee 76	1 YEG	\$470	\$413	\$698
Northern Alberta	Attendee 77	1 YEG	\$470	\$413	\$698
Northern California	Attendee 78	1 SFO	\$210	\$310	\$898
Northern California	Attendee 79	1 SFO	\$210	\$310	\$898
Northern California	Attendee 80	1 SFO	\$210	\$310	\$898
Oregon & SW Washington	Attendee 81	1 PDX	\$347	\$307	\$834
Utah	Attendee 82	1 SLC	\$242	\$270	\$866
Utah	Attendee 83	1 SLC	\$242	\$270	\$866
Utah	Attendee 84	1 SLC	\$242	\$270	\$866
Washington State	Attendee 85	1 SEA	\$301	\$334	\$871
Washington State	Attendee 86	1 SEA	\$301	\$334	\$871
Washington State	Attendee 87	1 SEA	\$301	\$334	\$871
Washington State	Attendee 88	1 SEA	\$301	\$334	\$871
Inland Empire	Attendee 89	1 ONT	\$224	\$338	\$901

DATA MASTER COMPARING COST TO ATTEND CONFERENCE IN EACH OF THE THREE CITIES BASED UPON 2025 ACTUAL

Area	First Name	AIRPORT	REGISTRATION		
			DFW DALLAS	ORD CHICAGO	DUB DUBLIN
Inland Empire	Attendee 90	1 ONT	\$224	\$338	\$901
Inland Empire	Attendee 91	1 ONT	\$224	\$338	\$901
Los Angeles	Attendee 92	1 LAX	\$274	\$289	\$888
Los Angeles	Attendee 93	1 LAX	\$274	\$289	\$888
Nevada	Attendee 94	1 LAS	\$227	\$271	\$773
Online Service	Attendee 95	1 PHX	\$201	\$296	\$814
Online Service	Attendee 96	1 PHX	\$201	\$296	\$814
Online Service	Attendee 97	1 PHX	\$201	\$296	\$814
Online Service	Attendee 98	1 PHX	\$201	\$296	\$814
Orange County	Attendee 99	1 SNA	\$356	\$319	\$927
Orange County	Attendee 100	1 SNA	\$356	\$319	\$927
Orange County	Attendee 101	1 SNA	\$356	\$319	\$927
Orange County	Attendee 102	1 SNA	\$356	\$319	\$927
Orange County	Attendee 103	1 SNA	\$356	\$319	\$927
San Diego	Attendee 104	1 SAN	\$226	\$298	\$855
San Diego	Attendee 105	1 SAN	\$226	\$298	\$855
San Fernando Valley	Attendee 106	1 BUR	\$270	\$289	\$901
San Fernando Valley	Attendee 107	1 BUR	\$270	\$289	\$901
San Fernando Valley	Attendee 108	1 BUR	\$270	\$289	\$901
San Gabriel/Pomona Valley	Attendee 109	1 ONT	\$224	\$338	\$901
San Gabriel/Pomona Valley	Attendee 110	1 ONT	\$224	\$338	\$901
San Gabriel/Pomona Valley	Attendee 111	1 ONT	\$224	\$338	\$901
West Inland Empire	Attendee 112	1 ONT	\$224	\$338	\$901
Arizona	Attendee 113	1 PHX	\$201	\$296	\$814
Arizona	Attendee 114	1 PHX	\$201	\$296	\$814
Arizona	Attendee 115	1 PHX	\$201	\$296	\$814
Arizona	Attendee 116	1 PHX	\$201	\$296	\$814
Colorado	Attendee 117	1 DEN	\$154	\$241	\$851
Colorado	Attendee 118	1 DEN	\$154	\$241	\$851
Colorado	Attendee 119	1 DEN	\$154	\$241	\$851

DATA MASTER COMPARING COST TO ATTEND CONFERENCE IN EACH OF THE THREE CITIES BASED UPON 2025 ACTUAL

Area	First Name	AIRPORT	REGISTRATION		
			DFW DALLAS	ORD CHICAGO	DUB DUBLIN
Colorado	Attendee 120	1 DEN	\$154	\$241	\$851
Kansas	Attendee 121	1 MCI	\$307	\$327	\$758
Kansas	Attendee 122	1 MCI	\$307	\$327	\$758
New Mexico	Attendee 123	1 ABQ	\$335	\$451	\$776
North Texas	Attendee 124	1 DFW	\$0	\$195	\$771
North Texas	Attendee 125	1 DFW	\$0	\$195	\$771
Oklahoma	Attendee 126	1 OKC	\$247	\$334	\$758
Oklahoma	Attendee 127	1 OKC	\$247	\$334	\$758
South Central Texas	Attendee 128	1 AUS	\$303	\$286	\$810
South Central Texas	Attendee 129	1 AUS	\$303	\$286	\$810
South Central Texas	Attendee 130	1 AUS	\$303	\$286	\$810
South Central Texas	Attendee 131	1 AUS	\$303	\$286	\$810
Texas Area Service Gulf Coast	Attendee 132	1 IAH	\$230	\$203	\$833
Texas Area Service Gulf Coast	Attendee 133	1 IAH	\$230	\$203	\$833
Texas Area Service Gulf Coast	Attendee 134	1 IAH	\$230	\$203	\$833
WSBT	Attendee 135	1 IAH	\$230	\$203	\$833
WSBT	Attendee 136	1 LGA	\$259	\$208	\$601
WSBT	Attendee 137	1 SLC	\$242	\$270	\$866
WSBT	Attendee 138	1 SAN	\$226	\$298	\$855
WSBT	Attendee 139	1 OKC	\$247	\$334	\$758
WSBT	Attendee 140	1 GLA	\$1,115	\$847	\$62
WSBT	Attendee 141	1 ONT	\$224	\$338	\$901
WSBT	Attendee 142	1 RSW	\$327	\$326	\$748
WSBT	Attendee 143	1 SEA	\$301	\$334	\$871
WSBT	Attendee 144	1 MKE	\$369	\$208	\$737
WSBT	Attendee 145	1 ARN	\$690	\$525	\$179
WSOB	Attendee 146	1 LGA	\$259	\$208	\$601
WSOB	Attendee 147	1 PHX	\$201	\$296	\$814
WSOB	Attendee 148	1 YYZ	\$474	\$257	\$514
WSOB	Attendee 149	1 AUS	\$303	\$286	\$810
WSOB	Attendee 150	1 PHX	\$201	\$296	\$814

DATA MASTER COMPARING COST TO ATTEND CONFERENCE IN EACH OF THE THREE CITIES BASED UPON 2025 ACTUAL

Area	First Name	AIRPORT	REGISTRATION		
			DFW DALLAS	ORD CHICAGO	DUB DUBLIN
WSOB	Attendee 151	1 PHX	\$201	\$296	\$814
WSOB	Attendee 152	1 PHX	\$201	\$296	\$814
WSOB	Attendee 153	1 CPH	\$805	\$497	\$142
WSOB	Attendee 154	1 YUL	\$424	\$286	\$524
Misc	Attendee 155	1 AUS	\$303	\$286	\$810
Misc	Attendee 156	1 LHR	\$1,078	\$810	\$117
Misc	Attendee 157	1 LGA	\$259	\$208	\$601
Misc	Attendee 158	1 DEN	\$154	\$241	\$851
Misc	Attendee 159	1 LAX	\$274	\$289	\$888
Misc	Attendee 160	1 PHX	\$201	\$296	\$814
Misc	Attendee 161	1 PHX	\$201	\$296	\$814
Misc	Attendee 162	1 PHX	\$201	\$296	\$814
			\$65,824	\$58,912	\$112,427

Notes: in some cases, we didn't know the exact city where the attendee was from, we have no addresses any more. In such instances, we assigned the largest airport in the attendee's area. We looked for flights with two stops or less and then selected the lowest economy fare possible.

All flight searches were done on the same day, May 15, 2026.

Arrival dates are the Wednesday Sept 2 to Sun Sept 6, 2026, international flights arrive on Tuesday Sept 1, 2026

Where we had no readily available information on an attendee's City, we defaulted the person to PHX, where the World Office is located.

Cocaine Anonymous World Service



Conference Committee Guidelines

Initially Approved at the 2002 CA World Service Conference

Revised 9/2023 **09/2026**

(Reflecting revisions at the ~~2023~~ **2026** World Service Conference and general housekeeping)

CONERENCE COMMITTEE GUIDELINES

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Statement of Purpose: From C.A. World Service Manual

(reflecting revisions as 09/06)

The purpose of the WSC Conference Committee is to organize the World Service Conference **(WSC)**, which includes:

- A) Hotel site selection and negotiation.
- B) Preparation of the agenda **by the Conference Chairperson.**
- C) Preparation and review of the minutes from each Conference for distribution **by the Conference Officers.**
- D) Compile the Delegates packets. ~~and~~
- E) Develop policies and procedures for the Conference.

The **World Service Office Board (WSOB)** and its Board of Directors are responsible for negotiations of contracts related to the Statement of Purpose of the Conference Committee. This includes WSC hotel contracts and ~~taping~~ **audio visual (A/V) and recording** contracts, which will be coordinated with the Conference Committee.

A subcommittee of the Conference Committee also serves as a ~~Credentialsing~~ **Subc**ommittee. This **Sub**committee reviews all ~~petitions to the WSC for Area recognition, as well as the~~ Delegate Credentialing forms.

A subcommittee of the Conference Committee also serves as a Conference Coordination ~~s~~**Sub**committee. This ~~s~~**Sub**committee assists in all aspects of Conference planning. The Conference Coordinator shall ~~e~~**Chair** this ~~s~~**Sub**committee. The ~~Administrative Coordinator~~ **WSOB Director of Conferences & Conventions (DoCAC)** shall serve on this ~~sub-~~**Sub**committee. The Conference Coordinator is responsible to the Conference Committee and the Conference as a whole for meeting the requirements of the statement of purpose of the Conference Committee. ~~The Conference Coordinator shall not be a voting member of the Conference. The term of service begins with the end of the Conference during which he/she is selected and ending at the end of the second successive Conference.~~

WSC Conference Committee General Guidelines

- 1) The annual Conference will be held on dates agreed by the previous Conference, traditionally during August or September, starting midweek and concluding Sunday mid-day.
- 2) The Conference Committee will present a recommendation for the location and date of the Conference.
- 3) The Conference ~~e~~**C**ommittee is to research possible hotel sites, collect 3 competitive bids, perform an on-site inspection (if required) and recommend the most beneficial location for the Conference. It is understood that the hotel contracts may need to be negotiated and executed for a multiple year cycle.

- 4) Final contracts with the selected hotel should be signed a minimum of two years prior to the Conference.
- 5) All contracts for goods and services are to be made out to Cocaine Anonymous World Service Office, Inc. **(CAWSO)**, a California Corporation (~~“CAWSO”~~), **doing business in Arizona**. CAWSO will be the signer on all contracts entered into ~~by~~**for** the World Service Conference. Only authorized representatives of CAWSO may sign contracts.
- 6) These Conference guidelines recognize the responsibilities of the Board of Trustees as more fully described in the bylaws of Cocaine Anonymous World Services, Inc., **(CAWS)** a California Corporation, **doing business in Arizona**, (~~“CAWS”~~) the Twelve Concepts, and the Conference Charter to oversee the activities of CAWSO, including the Conference with respect to finances, ~~†~~Traditions and all matters which affect C.A. as a whole.
- 7) The WS Conference will be covered by the liability insurance of CAWSO.
- 8) When possible, all contracts for goods and services should be signed a minimum of three months before the Conference, including, but not limited to audiotaping, audio/visual, information technology, etc.
- 9) The Conference Committee will use the appropriate platform to conduct business throughout the year.
- 10) Any revisions or modifications to the Conference approved Conference Committee budget must be submitted to ~~the~~ **CAWSO** per the then existing Finance and Conference Guidelines.
- 11) All services and goods to be used for conducting business at the WS Conference must be selected from the supplier judged to be most beneficial to the Conference through a 3-bid process for expenditures over ~~\$500~~**1,500**. All World Service Conference contracts are forwarded to the CAWSO Board and executed per the current contract signing protocol.

ADDITIONAL FUNCTIONS OF THE COMMITTEE Subcommittees

Mailing Review

Credentialing

Coordination

Request for Proposal

Mailings Review Subcommittee

Chair: Conference Committee Chair

Members: Representative of WSBT

Representative of WSOB

Conference Coordinator

Conference Chair

Purpose: To review all **C**onference-related materials submitted by members and **C**ommittees for dissemination to the World Service Conference members via a regular or special mailing including the SR-14 mailing.

Tasks:

- Review all materials being submitted for distribution for adherence to the C.A. Twelve Concepts and Conference Charter. **This to include but not limited to, Area and Region petitions, for completeness and accuracy.**
- Evaluate those materials which violate the 10th Tradition and the General Warranties contained in the Twelfth Concept without excluding the other Concepts or Traditions from consideration.
- Refer to the Traditions for guidance when reviewing the materials.
- The **C**onference **C**ommittee will forward mailings materials 1 week before the deadline to the WSO for them to complete their process
- Establish mailing dates for **C**onference-related materials
- Meet and complete review of materials within 14 days prior to the mailing
- For material in question:
 - o Discuss any concerns with the author of the material, seeking consensus.
 - o If a resolution is reached:
 - Have the author resubmit the material with agreed upon revisions.
 - o If no resolution is reached:
 - Vote, by majority, whether to withhold an item or items from a mailing.
 - Advise the author, in writing, why the material was withheld.
 - If the author disagrees, they may appeal the decision of the subcommittee to the full Conference Committee or the WSC as a whole.

Accreditation **Credentialing Subcommittee**

Chair: Conference ~~Officer~~ **Chairperson**

Members: Conference Coordinator
Conference Committee Chair

Purpose: To ensure that all credentials for Delegates and other voting members of the Conference are correct and remain so throughout the course of the Conference.

Tasks:

- Review submitted credentials for compliance with SR-5.
- Review proxies for completeness and accuracy.
- ~~Review area petitions for completeness and accuracy.~~
- Review submitted registrations for compliance with SR-6.

- Provide current forms for credentialing, registration, proxy and petitions.

Coordination Subcommittee

Chair: Conference Coordinator
 Members: Conference Vice-Coordinator
 Conference Referrals Coordinator
~~WSOB Liaison~~
~~Conference Co-Secretaries~~
Budget Coordinator
DoCAC
Conference Committee Co-Secretaries
 Other Committee Members

Purpose: Assists in all aspects of Conference ~~planning~~ **logistics**.

Tasks:

- Manages and maintains the cloud-based storage system, including individual access, file structure and file management.
- Manages and maintains the electronic Conference ~~Registration~~ platform, including development of the forms, managing the database and reconciling the data with credentialed voting members for the Conference Chair.
- Manages and maintains the electronic Conference ~~Accreditation~~ **Credentialing** platform, including development of the forms, managing the database and reconciling the data with registered members for the Conference Chair.
- Coordinates all programs which occur for the Conference which includes meal functions, new ~~Delegate~~ introductions and workshops, and other functions as applicable.
- **Develop, produce, and sell memorabilia, if desired.**

COMMITTEE MEMBERS WSC Conference Committee Officers:

CONFERENCE COMMITTEE CHAIRPERSON: Conference Committee Chair

Responsibilities:

- Presides over WSC Conference Committee meetings.
- Appoints ~~S~~subcommittees as needed.
- Develops Committee ~~A~~agenda for the work to be done for the upcoming Conference.
- Maintains and encourages contact between ~~C~~committee members.
- Oversees all WSC Conference Committee budgeting matters.

- Submits ~~of~~ a quarterly report **to the Lead Trustee serving on the Committee.**
- Provides a timely pass-it-on and orientation **to incoming Chair.**

Qualifications:

- Five ~~(5)~~ years **of** continuous sobriety.
- Voting member at **any** previous Conference.
- Must have served on the Conference Committee for at least one year prior to election as Chair.
- Must have working knowledge of the Twelve Steps ~~of Cocaine Anonymous~~, the Twelve Traditions ~~of Cocaine Anonymous~~, the Twelve Concepts ~~of Cocaine Anonymous~~, and the Conference Charter.
- Good organizational skills and strong leadership ability.

Length of commitment: Two ~~(2)~~ Conferences. No person may serve more than two ~~(2)~~ consecutive terms.

Note: It is preferred that the Conference Committee Chair and the Conference Coordinator do not rotate out at the same Conference.

CONFERENCE COMMITTEE VICE-CHAIRPERSON: Conference Committee Vice-Chair

Responsibilities:

- Assumes duties of **the** Chair if **the** Chair is indisposed or unable to complete commitment.
- Attends all **WSC Conference** committee meetings,
- ~~Chairs at least one (1) subcommittee (when applicable).~~
- **Chair of one standing subcommittee, when position available.**
- **Leads and reports on Conference evaluation.**

Qualifications:

- Four ~~(4)~~ years continuous sobriety.
- Voting member at **a** previous Conference.
- Must have served on the Conference Committee for at least one year prior to election as Vice-Chair.
- Must have working knowledge of the Twelve Steps ~~of Cocaine Anonymous~~, the Twelve Traditions ~~of Cocaine Anonymous~~, the Twelve Concepts ~~of Cocaine Anonymous~~, and the Conference Charter.
- Good organizational skills and strong leadership ability.

Length of commitment: One ~~(1)~~ Conference. No person may serve more than two ~~(2)~~ consecutive terms.

CONFERENCE COMMITTEE SECRETARY Conference Committee Co-Secretaries (two positions):

Responsibilities:

- ~~Records~~ **Takes** minutes of Conference Committee meetings.
- Distributes minutes of previous meetings, ideally within two weeks, and manages correspondence to the ~~Ceommittee~~.
- Maintains a list of ~~Ceommittee~~ members' phone numbers, and e-mail addresses.
- Assists ~~Committee~~ Chairperson with ~~notification of~~ **notifying** ~~Ceommittee~~ members regarding upcoming ~~Ceommittee~~ meetings.
- Maintains ~~Ceommittee~~ archives **and cloud based storage**.
- ~~Prepares~~ **If necessary, assists in preparing** the seating chart at the Conference prior to the start of the first session.
- **Monitors conference@ca.org inbox.**

Qualifications:

- Two ~~(2)~~ years continuous sobriety.
- Ability to type.
- **Familiarity with cloud-based storage and applications.**
- **Computer literate.**
- Good organizational skills.

Length of Commitment: One ~~(1)~~ Conference.

~~CONFERENCE COORDINATOR:~~ Conference Coordinator

Responsibilities:

- Acts as the hotel liaison for the Conference ~~Ceommittee~~. ~~Ceoordinatesing~~ meeting space within the hotel, including breakout rooms for the ~~Ceommittees~~, **Boards, & and R**regional caucuses., **Other hotel related tasks include:** and setting up **the** Conference office, including **liaising with** the catering department, reservations, security, **and front desk etc.**
- The Conference Coordinator ~~will~~ chairs and facilitates the Coordination ~~S~~subcommittee.
- ~~Works with the WSO in making all arrangements for copiers, computers and other office equipment to be delivered to the hotel site before the Conference.~~
- **Works with the WSO to arrange for supply of Conference office materials and other items that require shipping prior to Conference.**
- Assists Conference attendees during the Conference, allowing voting members to participate in the proceeding to the fullest extent possible.
- Prepares and distributes information to attending ~~D~~delegates regarding day-to-day changes or information needed.
- **Member of Delegate Mailing Subcommittee.**

Qualifications:

- Four ~~(4)~~ years continuous sobriety.
- Previous Conference voting member.
- Must have served on the Conference Committee at least ~~1~~ **one** prior year.
- Working knowledge of the Twelve Steps ~~of Cocaine Anonymous~~, the Twelve Traditions, ~~of Cocaine Anonymous~~ and, the Twelve Concepts, ~~of Cocaine Anonymous~~ and the Conference Charter.
- Good organizational skills.
- Previous hotel **liaison** experience ~~recommended~~ **beneficial**.
- Non-voting status at the Conference.
- **Familiarity with cloud based storage and messaging applications.**
- **Computer literate.**

Length of commitment: Two ~~(2)~~ Conferences with no more than a one ~~(1)~~ Conference extension.

Note: It is preferred that the Conference Committee Chair and the Conference Coordinator do not rotate out at the same Conference.

~~CONFERENCE VICE-COORDINATOR:~~ **Conference Vice Coordinator**

Responsibilities:

- Assists the Conference Coordinator in all of the above activities.
- Assumes duties of Coordinator if Coordinator is absent.
- Becomes Coordinator and assumes all Coordinator responsibilities, for balance of Coordinator term in event of Coordinator vacancy.
- Attends all WSC Conference ~~C~~committee meetings.
- Coordinates any new ~~D~~delegate orientation and workshops.

Qualifications:

- Four ~~(4)~~ years continuous sobriety.
- Previous Conference voting member.
- Currently serving on the Conference Committee.
- Working knowledge of the Twelve Steps ~~of Cocaine Anonymous~~, the Twelve Traditions ~~of Cocaine Anonymous~~, the Twelve Concepts ~~of Cocaine Anonymous~~, and the Conference Charter.
- Good organizational skills.
- Previous hotel **liaison** experience ~~recommended~~. **beneficial**.

Length of commitment: Two ~~(2)~~ Conferences. ~~No person may serve~~ **with no** more than ~~2 consecutive terms.~~ **one Conference extension.**

~~CONFERENCE REFERRALS COORDINATOR:~~ **Conference Referrals Coordinator**

Responsibilities:

- Assists the Conference Coordinator and Vice-Coordinator in all of the above activities and serves on the Conference Coordination Subc-Committee.
- Is responsible for the coordination of all referrals ~~received by~~ **addressed to** the Conference Committees **and Boards** throughout the year, including dissemination of the referrals to the applicable **World Service** Conference Committees **and Boards**.
- Also responsible for the compilation of all referrals into a ~~working~~ **tracking** document.
- **Liaises with the World Service Conference Committees and Boards to advise on status of referrals and obtain updates.**
- **Issues a report for each Conference Committee meeting.**

Qualifications:

- Four ~~(4)~~ years continuous sobriety.
- Previous conference voting member.
- Currently serving or having past experience on the Conference Committee.
- Working knowledge of the Twelve Steps of ~~Cocaine Anonymous~~, the Twelve Traditions of ~~Cocaine Anonymous~~, the Twelve Concepts, of ~~Cocaine Anonymous~~ and the Conference Charter.
- Good organizational skills

Length of commitment: Two (2) Conferences. No person may serve more than 2 **two** terms.

Budget Coordinator

Responsibilities:

- **Assists the Conference Committee Chair and Conference Coordinator to develop an annual budget.**
- **Assists the Conference Committee Chair to submit an updated budget to the World Service Conference Finance Committee, for the current year's Conference.**
- **Assists the Conference Committee Chair, to submit the annual budget to the World Service Conference Finance Committee for the following year's Conference.**
- **Assists the Conference Coordinator to keep track of expenditure throughout the year against the current budget.**
- **Liaises with the Conference Committee Chair and Conference Coordinator to prepare a financial report to be reviewed at Conference Committee meetings, of any transactions.**
- **Serves as a member of the Coordination Subcommittee.**

Length of Commitment: Two Conferences, serving no more than two consecutive terms.

Qualifications

- Four years continuous sobriety.
- Must have served on the Conference Committee at least one prior year.
- Gainfully employed and/or financially stable.
- Bookkeeping or Accounting experience would be beneficial.
- Experience of spread sheet and cloud storage software.

If it is not possible to fill this commitment then the responsibility will be taken on by the Conference Committee Vice Chair, until a Budget Coordinator is found.

WSOB LIAISON:

- ~~This position is appointed by the WSOB to serve on the Conference Committee.~~
- ~~Liaises between the World Service Office ("WSO") and Conference Committee.~~
- ~~Performs tasks as requested by the Conference Committee Chair, and the Conference Committee Coordinator.~~
- ~~Supports the Conference Coordinator in coordinating set up of Conference office, including all arrangements for copiers, computers, office equipment and supplies to be delivered to the hotel site before the Conference.~~
- ~~During the Conference works with the Conference Committee Conference Coordinator to ensure smooth operations following Conference Committee and WSO procedures.~~
- ~~Serves on the Conference Coordination subcommittee.~~
- ~~The individual fulfilling this position shall be ratified by a subcommittee consisting of one member of the WSOB, one member of the WSBT (Trustee serving to the committee), the Conference Committee Chair, and the Conference Committee Coordinator. The needs of the Conference and Conference Committee should be taken into consideration in determining the qualifications of this individual.~~

~~CONFERENCE OFFICERS:~~ World Service Conference Officers:

Conference Chair, Vice-Chair / Parliamentarian, and Conference Co-Secretaries

Responsibilities to Conference Committee:

The World Service Conference officers serve on the Conference Committee to assist in the proper function of the Conference. Some of their duties are as follows:

- WSC Chair and Vice-Chair/Parliamentarian chair the Conference proceedings and the Delegate Orientation prior to the Conference opening.
- WSC Chair formulates the Conference Agenda and submits it for inclusion in Delegate mailings.
- Responsible for the update and circulation of Conference report forms/templates for each committee.

For detailed description of the Conference Officer's responsibilities and qualification requirements please refer to the C.A. World Service Manual.

PROPOSAL FOR WORLD SERVICE CONFERENCE VENUES Proposals for World Service Conference Host Venues

The Request For Proposal (RFP) Subcommittee forms on an Ad-Hoc basis when Conference Hotel bids are required. This Subcommittee disbands when Hotel comparison documents are **accepted by the Conference Committee for inclusion in the SR-14 Mailing and presentation at Conference.** ~~submitted to the World Service Conference Committee for final review and approval.~~

The purpose of this subcommittee is to research prospective Conference venues, keeping in mind that the Conference is first and foremost a business meeting. The Subcommittee is tasked with researching, developing, and investigating potential host venues to provide the most value to the Fellowship as a whole. The Subcommittee accomplishes this with C.A. World Services in mind with no preference or bias given to individual Regions, Areas, or Districts, **countries, or even continents.** Issues of utmost concern are total actual cost to the Fellowship **and including those attendees to be funded by World Services, as well as the costs to the respective Areas and costs also to the** individual Delegates, Fellowship population centers, travel times and time-zone changes, fostering Unity and Fellowship, and encouraging growth of our Organization as a whole. All Conference bids shall go through the RFP Subcommittee prior to being submitted to the Conference Committee, and **ultimately to** the Conference as a whole.

Individual Areas are encouraged to participate in this process. That is best achieved by working with the RFP Subcommittee; however, Areas are free to work independently of the RFP Subcommittee. These bids for Conference venues will still be researched, developed, and investigated by the RFP Subcommittee in the same manner as any other hotel being considered. If it is determined that these Area bids meet the criteria for advancement in the process, the RFP Subcommittee will do so. If it is determined that the bid does not meet the advancement criteria, the RFP Subcommittee will inform the Area that the bid is no longer being considered. These activities are conducted as outlined in the **WSC CONFERENCE COMMITTEE** ~~committee~~ **GENERAL GUIDELINES** ~~Guidelines~~, Items 2 and 3 of this document. **these Guidelines.**

These are general guidelines and may be modified dependent upon the particular circumstances at the time venues are being reviewed **current review cycle.** The basic process and timeline for the RFP Subcommittee is as follows:

- 1) At Conference prior to an RFP year, the WSC Conference Committee should include in its Conference Report that next year will be an RFP year and notify all Delegates that any area interested in potentially submitting a bid should contact the WSC Conference Committee for further instructions.

- 2) Immediately following the close of Conference 1 year prior to the RFP requirement, the WSC Conference Committee will initiate the RFP Sub-Committee and elect a ~~S~~sub-committee ~~C~~hair.
- 3) It is suggested that the RFP Sub-~~C~~committee be formed with members 11 months prior to the next Conference, approximately October 1st of that year cycle. Participation on this Sub-~~C~~committee is open to any member of C.A. that wisheds to participate. It is suggested that the current Conference Coordinator and the WSOB Director of Conferences and Conventions serve on this Sub-~~C~~committee. The ~~e~~Committee should spend approximately 2 months researching potential venues and developing an ~~an~~ all applicable RFP document for that particular year's needs. These activities should be completed by December 31st of that particular year cycle. If an individual ~~a~~Area is interested in submitting a bid for Conference **location and venue** and has decided to work with the RFP Sub-~~C~~committee, it is suggested that ~~they~~ **those members** join the Sub-~~C~~committee during this time.
- 4) On approximately January 1st of that year cycle, potential venues should be contacted using a pre-qualification document to establish base level requirements for **hosting the** Conference. Many factors should be taken into consideration at this point; however, it does not need to be a lengthy or detailed document. Careful consideration should be taken for respect of Sub-~~C~~committee member and potential venues' valuable time. If a venue is not able to accommodate the initial needs of the Conference, there is no need to send them an RFP.
- 5) At the pre-qualification stage, potential items of consideration are as follows:
 - a. ~~Hotel Venue Size and Space Accommodation~~ **Hotel venue size, number of rooms, room configurations, and meeting space accommodations.**
 - b. Proximity to international "Hub" airports.
 - c. **Cost of transport, if any, from the airport to the venue (or free shuttle).**
 - d. **(strike c, and insert d)** Proximity to a C.A. Fellowship.
 - e. **(strike d and insert e)** General experience or Conference/Convention style hotels.
 - f. **Cost and availability of power, internet and sound.**
 - g. **Whether the potential venue has a food & beverage minimum spend.**
 - h. **Note; Typically the bid from the venue is for a two-year cycle which means that they would submit pricing for and other requirements for both years of that cycle.**

- 6) Pre-qualification Proposals from prospective venues should be due back to the Sub-Committee by February 15th of that year cycle. Depending on the number of proposals received that advance to the following stages; the Sub-Committee may decide to continue venue investigation or close / **reject** prospective venues at that point. If an individual ~~a~~Area is interested in submitting a bid for Conference and has decided to work independently of the RFP Sub-Committee, it is suggested that they follow this same procedure. If possible, it is requested these Areas submit their bids to the Sub-Committee at this time to allow for proper review.
- 7) Once all Pre-qualification Proposals have been received, the Sub-Committee will review the offerings to determine a "Short List" of 5 to 10 venue finalists. This number may be more or less depending on responses that cycle year; however, this is the target. At this stage, additional items of consideration are as follows:
 - a. Room Rental Rates.
 - b. Food & Beverage Requirements.
 - c. Meeting Space rental cost (if applicable).
 - d. Cost of internet, sound connection, and power.**
 - e. (strike d and insert e) General willingness of the venue to host this event.**
 - f. Costs, if any, of transportation of our attendees to that venue.**
 - g. Other food and amenities near the venue.**
 - h. Note; Typically the bid from the venue is for a two-year cycle which means that they would submit pricing for and other requirements for both years of that cycle.**
- 8) Upon completion of the Finalist "Short List", a detailed Request ~~For~~ **for** Proposal (RFP) document will be sent to the targeted venues by approximately March 15th of that year cycle. This detailed RFP will include all pertinent requirements for Conference for the years being bid on. The proposals received back from the venues will become the basis for the Hotel Contract if awarded, so it is important that all information be submitted to, and received back from, the potential venues.
- 9) The final Venue Proposals should be received by the Sub-Committee no later than April 30th of that year cycle. Any Area working on a bid independently of the Sub-Committee must submit their final bid to the ~~sub-Committee~~ **Subcommittee** no later than April 30th of that year cycle.
- 10) The ~~sub-Committee~~ **Subcommittee** will review all of the final proposals to reduce the "Short List" to 5. This number may be more or less depending on responses that cycle year; however, this is the target. The "Short List" must have

at least 3 potential Bids. At this stage, potential items of consideration are as follows:

- a. Room Rental Rates.
- b. Food & Beverage Requirements.
- c. Meeting Space rental cost (if applicable).
- d. General attendee travel costs to the potential venue.
- e. Relative location, time of travel and time zone changes for attendees.
- f. Other potential costs for attendees in the venue host city (ie: cost of living indexes, proximity to food/services, etc).
- g. General willingness of the venue to host this event.
- h. Increase, if any, of the costs over both years of the venue proposal.**

11) The final report of the Sub-Committee is to be presented to the WSC Conference Committee no later than one week prior to the May WSC Conference Committee Meeting (Approximately May 15th) of the year cycle. In the event that there are more than 3 potential bids, the WSC Conference Committee shall determine and vote on the final list of 3 Bids. In the event there are only 3 bids, the WSC Conference Committee shall vote to ratify the list as is.

12) The WSC Conference Committee shall include the ~~F~~final ~~L~~list of 3 Bids with the SR-14 package to go out to all ~~d~~Delegates of the WSC. The information will then be presented during the WSC Conference Committee Report along with the WSC Conference Committee recommendation. All three bids will then be voted on in a manner determined by the Conference Chair; however, it is suggested that a simple majority vote be used to make the final decision.

Please contact the WSC Conference Committee if interested in the RFP details at conference@ca.org. It is understood that these are reference documents and may be partially or fully modified by the RFP Sub-Committee or Areas independently submitting bids based on the specific needs of the year cycle.

Seth Newsome, WSCCC Chair

May 2026

Motions for SR14

Referral #16323264 that resulted in a motion:

Motion 1: On page 25 of the WSCCC guidelines under “Production & Technology Chair Duties” add new language after 1) Works closely with Program Chair and Entertainment Chair in identifying and determining Convention Audio/Visual technology needs, including any plans for streaming and/or recording of speakers and workshops.

Insert new language:

- a) In the spirit of preserving the legacy and shared experience, strength, and hope of Cocaine Anonymous, it is encouraged, where feasible, to obtain audio recordings of convention speakers and workshops. It is important to communicate recording practices in advance & work closely with the Workshop & Speaker Chair to obtain appropriate release documentation and respect all anonymity and privacy guidelines. Recordings should be made available after the convention in a suitable format, if resources permit.**

Internal committee work that resulted in a motion:

Motion 2: On page 22 of the WSCCC guidelines under “Speaker Chairperson Duties” add new language after Responsible for proposing no less than two (2) speakers for each slot to be filled.

- a) Final selection of the speakers for each slot filled will be chosen by group conscience by the Host Area/Region Program Committee and submitted to the General Convention Committee for approval at least nine (9) months prior to convention.

Insert new language

Add bullet point b) and renumber accordingly:

- b) It is suggested that the speaker selection committee coordinate with the C.A. World Service Conference Archive Committee to be provided with a list of previous speakers. It is suggested that World Service Convention committees avoid recruiting speakers who have spoken at a CAWS Convention within the last 10 years**

~~—b)~~ C)-Submit speaker selection to WSOB for financial eight (8) months prior to convention.

CAWSFC SR-14

Submitted 1st June 2027

Dear members,

Please see attached documents to support motions to be presented to World Service Conference 2026. We have included the proposed revised CAWS2027 budget also although please be aware that the WSC Convention Committee may assist further with input.

- Motion to approve the amended 2026 Budget [#1].
- Motion to approve the proposed 2027 Budget [#2].
- Motion to send out a survey to the fellowship to create a fundraising repository [#3].
- Motion to approve revised CAWS2027 Budget [#4]

ILAS

WSC Finance Committee

CAWSO - Proposed Revised 2026 Budget

	Approved Budget 2026	Proposed Revised Budget 2026	Changes From Final Income ↑, Cost ↓ Income ↓, Cost ↑
Income			
400400 · Product Sales			
400401 · Sales - Chips Plastic	\$200,000.00	\$200,000.00	\$0.00
400403 · Sales - Special Coins	\$8,000.00	\$6,500.00	-\$1,500.00
400404 · Sales - Metal Coin	\$47,500.00	\$47,500.00	\$0.00
400405 · Sales - Literature	\$3,000.00	\$3,000.00	\$0.00
400406 · Sales - Pamphlets	\$40,000.00	\$35,000.00	-\$5,000.00
400407 · Sales - Literature Other	\$0.00	\$0.00	\$0.00
400408 · Sales - Books	\$105,000.00	\$75,000.00	-\$30,000.00
400409 · Sales - Other Merch	\$5,000.00	\$5,000.00	\$0.00
Total 400400 · Product Sales	\$408,500.00	\$372,000.00	-\$36,500.00
400410 · Contrib - 7th Tradition			
400411 · Contrib - 7th Tradition	\$230,000.00	\$150,000.00	-\$80,000.00
400412 · Freedom Fund Contributions	\$24,000.00	\$24,000.00	\$0.00
400413 · S.M.A.R.T. Contributions	\$0.00	\$0.00	\$0.00
400415 · Gratitude Can Contributions	\$1,000.00	\$1,000.00	\$0.00
400418 · Income - Birthday Donations	\$0.00	\$0.00	\$0.00
400419 · Give Butter Contributions	\$12,000.00	\$12,000.00	\$0.00
Total 400410 · Contrib - 7th Tradition	\$267,000.00	\$187,000.00	-\$80,000.00
400425 · Miscellaneous Income			
400426 · Merchandise Shipping	\$60,000.00	\$45,000.00	-\$15,000.00
400430 · Royalties	\$10,000.00	\$15,000.00	\$5,000.00
400431 · Licensing	\$15,000.00	\$10,000.00	-\$5,000.00
400432 · Interest Income	\$0.00	\$0.00	\$0.00
400434 · Miscellaneous Income	\$0.00	\$0.00	\$0.00
400445 · Foreign Exch Gain/Loss	\$0.00	\$0.00	\$0.00
400425 · Miscellaneous Income - Other	\$0.00	\$0.00	\$0.00
Total 400425 · Miscellaneous Income	\$85,000.00	\$70,000.00	-\$15,000.00
800010 · Convention Income**	\$371,328.00	\$371,328.00	\$0.00
802100 · Conference Income			
802172 · Conference Registration	\$24,750.00	\$24,750.00	\$0.00
802175 · Unity Event	\$2,500.00	\$2,500.00	\$0.00
802176 · Kick Off Dinner	\$0.00	\$0.00	\$0.00
802177 · Saturday Night Dinner	\$0.00	\$0.00	\$0.00
802179 · Contribution	\$0.00	\$0.00	\$0.00
802181 · Delegate Products	\$2,000.00	\$2,000.00	\$0.00
802183 · Hotel Rebate	\$11,585.00	\$11,585.00	\$0.00
802170 · Conference Gross Receipts - Other	\$0.00	\$0.00	\$0.00
Total 802170 · Conference Income	\$40,835.00	\$40,835.00	\$0.00
Total Income	\$1,172,663.00	\$1,041,163.00	-\$131,500.00
Cost of Goods Sold			
500100 · Cost of Goods Sold			
500000 · COGS (at cost)	\$0.00	\$0.00	\$0.00
500101 · COGS - Chips, Lit	\$130,000.00	\$120,000.00	\$10,000.00
500102 · COGS - Books	\$40,000.00	\$35,000.00	\$5,000.00
500103 · COGS - Merchandise Other	\$6,500.00	\$6,500.00	\$0.00
500105 · Merchandise Freight	\$75,000.00	\$70,000.00	\$5,000.00
500108 · Shipping Supplies	\$5,500.00	\$5,500.00	\$0.00
500115 · Inventory Adj.(+ or -)	\$0.00	\$0.00	\$0.00
500100 · Cost of Goods Sold - Other	\$0.00	\$0.00	\$0.00
Total 500100 · Cost of Goods Sold	\$257,000.00	\$237,000.00	\$20,000.00
Gross Profit	\$915,663.00	\$804,163.00	-\$111,500.00
Expense			
500200 · Program Services Expenses			
500202 · Bad Debt	\$0.00	\$0.00	\$0.00
500204 · Bank Charges			
500205 · Bank Charges/Fees	\$1,500.00	\$2,500.00	-\$1,000.00
500206 · Credit Card Fees	\$12,500.00	\$10,000.00	\$2,500.00
500204 · Bank Charges - Other	\$0.00	\$0.00	\$0.00
Total 500204 · Bank Charges	\$14,000.00	\$12,500.00	\$1,500.00
500212 · Insurance	\$5,000.00	\$5,000.00	\$0.00
500214 · Maintenance and Repairs	\$1,000.00	\$1,000.00	\$0.00
500215 · Copier Maintenance	\$2,500.00	\$2,500.00	\$0.00
500217 · Office Shipping	\$250.00	\$250.00	\$0.00
500220 · Office Expense			
500222 · Post Office Box	\$0.00	\$0.00	\$0.00
500223 · Office Supplies	\$4,500.00	\$3,000.00	\$1,500.00
500224 · Paper/Copier Supplies	\$500.00	\$500.00	\$0.00
500226 · Misc Office Expense	\$1,000.00	\$1,000.00	\$0.00
500228 · Food and Beverages	\$1,250.00	\$1,250.00	\$0.00
500230 · Equip. & Maintenance	\$1,000.00	\$1,000.00	\$0.00
500231 · Video/Media	\$1,000.00	\$1,000.00	\$0.00
500233 · Misc Staff Expense	\$0.00	\$0.00	\$0.00
500235 · Employee Training	\$2,000.00	\$2,000.00	\$0.00
500238 · Employee Travel	\$2,000.00	\$2,000.00	\$0.00
500239 · Moving Expense	\$0.00	\$0.00	\$0.00

CAWSO - Proposed Revised 2026 Budget

	Approved Budget 2026	Proposed Revised Budget 2026	Changes From Final Income ↑, Cost ↓ Income ↓, Cost ↑
500243 · Office Furniture	\$500.00	\$500.00	\$0.00
500245 · Printer/Copier	\$8,000.00	\$8,000.00	\$0.00
Total 500220 · Office Expense	\$21,750.00	\$20,250.00	\$1,500.00
500240 · Outside Professional	\$20,000.00	\$20,000.00	\$0.00
500244 · Outside Services	\$1,000.00	\$1,000.00	\$0.00
500248 · Payroll Service Fees	\$1,500.00	\$8,000.00	-\$6,500.00
500252 · Licenses & Fees	\$500.00	\$500.00	\$0.00
500254 · Postage	\$250.00	\$250.00	\$0.00
500255 · Professional Fees			
500256 · Bookkeeping Fees	\$24,000.00	\$24,000.00	\$0.00
500257 · Accounting Fees	\$1,250.00	\$1,250.00	\$0.00
500259 · Legal Fees	\$15,000.00	\$15,000.00	\$0.00
500260 · Trademarks	\$5,000.00	\$5,000.00	\$0.00
Total 500255 · Professional Fees	\$45,250.00	\$45,250.00	\$0.00
500270 · Rent	\$50,000.00	\$50,000.00	\$0.00
500271 · Storage Fees	\$1,500.00	\$1,500.00	\$0.00
500273 · Postal Machine Rental	\$2,000.00	\$2,200.00	-\$200.00
500280 · Salaries	\$210,000.00	\$210,000.00	\$0.00
500281 · Employee Benefits	\$0.00	\$0.00	\$0.00
500281A · Employee Healthcare	\$25,000.00	\$26,000.00	-\$1,000.00
500282 · Workers Comp Insurance	\$2,000.00	\$2,000.00	\$0.00
500283 · Taxes - Payroll	\$19,000.00	\$19,000.00	\$0.00
500290 · Taxes - Business	\$500.00	\$500.00	\$0.00
500291 · Sales Tax Adjustments	\$0.00	\$0.00	\$0.00
500300 · Telephone / Internet	\$3,000.00	\$3,500.00	-\$500.00
500303 · Website & email	\$12,000.00	\$12,000.00	\$0.00
500305 · Software	\$12,000.00	\$12,000.00	\$0.00
500330 · Travel (WSOB)			
500332 · Transportation	\$10,000.00	\$11,000.00	-\$1,000.00
500335 · Hotel	\$7,500.00	\$7,500.00	\$0.00
500337 · Meals	\$4,000.00	\$4,000.00	\$0.00
500338 · Parking	\$0.00	\$0.00	\$0.00
Total 500330 · Travel	\$21,500.00	\$22,500.00	-\$1,000.00
500340 · Utilities	\$7,500.00	\$7,500.00	\$0.00
500390 · Miscellaneous Expense	\$500.00	\$500.00	\$0.00
500502 · Pamphlets (Printing)	\$2,000.00	\$1,500.00	\$500.00
500560 · Starter Kits - No Charge	\$2,000.00	\$2,000.00	\$0.00
500563 · H&I Donations	\$0.00	\$0.00	\$0.00
500566 · Newsgrams	\$50.00	\$50.00	\$0.00
500569 · Translations	\$15,000.00	\$15,000.00	\$0.00
Total 500200 · Program Services Expenses	\$498,550.00	\$504,250.00	-\$5,700.00
800900 · CAWS Convention Expense**	\$287,400.00	\$287,400.00	\$0.00
802200 · Conference Expenses			
802215 · Meeting & Conference			
802216 · Delegate Notebooks	\$0.00	\$0.00	\$0.00
802217 · Delegate Flash Drives	\$0.00	\$0.00	\$0.00
802215 · Meeting & Conf - Other	\$1,000.00	\$1,000.00	\$0.00
Total 802215 · Meeting & Conference	\$1,000.00	\$1,000.00	\$0.00
802219 · Office Exp/Fundraising	\$800.00	\$800.00	\$0.00
802220 · Outside Professional	\$3,800.00	\$3,800.00	\$0.00
8022xx · Hotel Service Charge/Tax	\$4,400.00	\$4,400.00	\$0.00
802225 · Rental / Purchase of Equipment	\$8,000.00	\$8,000.00	\$0.00
802230 · Travel			
802232 · Hotel	\$5,000.00	\$5,000.00	\$0.00
802234 · Transportation	\$8,100.00	\$8,100.00	\$0.00
802236 · Meals	\$2,900.00	\$2,900.00	\$0.00
80223X · Registration	\$900.00	\$900.00	\$0.00
Total 802230 · Travel	\$16,900.00	\$16,900.00	\$0.00
802240 · Online Registration Fees	\$1,500.00	\$1,500.00	\$0.00
xxxxxx · Conference Unity Event*	\$0.00	\$0.00	\$0.00
802242 · Food & Beverage	\$17,000.00	\$17,000.00	\$0.00
Total 802200 · Conference Expenses	\$53,400.00	\$53,400.00	\$0.00
900050 · Common Trustee Expenses			
900060 · WSBT Meeting One			
900062 · Mtg One Hotel	\$7,000.00	\$14,595.00	-\$7,595.00
900063 · Mtg One Prepaid Meals	\$4,250.00	\$4,343.00	-\$93.00
900066 · Mtg One Transportation	\$7,000.00	\$8,976.00	-\$1,976.00
900067 · 900067 - Misc (Other)	\$120.00	\$6,869.00	-\$6,749.00
Total 900060 · WSBT Meeting One	\$18,370.00	\$34,783.00	-\$16,413.00
900070 · WSBT Meeting Two			
900072 · Mtg Two Hotel	\$10,000.00	\$8,500.00	\$1,500.00
900074 · Mtg Two Prepaid Meals	\$7,000.00	\$6,500.00	\$500.00
900075 · Mtg Two Office Expense	\$0.00	\$0.00	\$0.00
900078 · Mtg Two Transportation	\$7,000.00	\$7,000.00	\$0.00
900079 · Mtg Two WSC Reg/Banquet	\$3,000.00	\$3,000.00	\$0.00
900070 · WSBT Meeting Two - Other	\$0.00	\$0.00	\$0.00

CAWSO - Proposed Revised 2026 Budget

	Approved Budget 2026	Proposed Revised Budget 2026	Changes From Final Income ↑, Cost ↓ Income ↓, Cost ↑
Total 900070 · WSBT Meeting Two	\$27,000.00	\$25,000.00	\$2,000.00
900080 · WSBT Meeting Three			
900082 · Mtg Three Hotel	\$7,500.00	\$7,000.00	\$500.00
900084 · Mtg Three Prepaid Meals	\$7,750.00	\$7,250.00	\$500.00
900085 · MtgThree Office Expense	\$0.00	\$0.00	\$0.00
900087 · Mtg Three Transportation	\$7,000.00	\$7,000.00	\$0.00
900088 · Mtg Three Registration	\$1,650.00	\$1,650.00	\$0.00
Total 900080 · WSBT Meeting Three	\$23,900.00	\$22,900.00	\$1,000.00
900090 · WSBT Meeting Four			
900092 · Mtg Four Hotel	\$4,000.00	\$4,000.00	\$0.00
900094 · Mtg Four Prepaid Meals	\$3,250.00	\$3,250.00	\$0.00
900098 · Mtg Four Transportation	\$7,000.00	\$7,000.00	\$0.00
Total 900090 · WSBT Meeting Four	\$14,250.00	\$14,250.00	\$0.00
Total 900050 · Common Trustee Expenses	\$83,520.00	\$96,933.00	-\$13,413.00
901000 · Regional Trustees Expenses			
900100 · Atlantic North			
900102 · Hotel	\$750.00	\$500.00	\$250.00
900104 · Transportation	\$1,250.00	\$750.00	\$500.00
900105 · Meals	\$650.00	\$400.00	\$250.00
900106 · Registrations	\$200.00	\$200.00	\$0.00
Total 900100 · Atlantic North	\$2,850.00	\$1,850.00	\$1,000.00
900110 · Atlantic South			
900113 · Hotel	\$750.00	\$500.00	\$250.00
900114 · Transportation	\$1,250.00	\$750.00	\$500.00
900116 · Meals	\$650.00	\$400.00	\$250.00
900117 · Registrations	\$200.00	\$200.00	\$0.00
Total 900110 · Atlantic South	\$2,850.00	\$1,850.00	\$1,000.00
900120 · Midwest			
900123 · Hotel	\$750.00	\$500.00	\$250.00
900124 · Transportation	\$1,250.00	\$750.00	\$500.00
900126 · Meals	\$650.00	\$400.00	\$250.00
900128 · Registrations	\$200.00	\$200.00	\$0.00
Total 900120 · Midwest	\$2,850.00	\$1,850.00	\$1,000.00
900130 · Southwest			
900132 · Hotel	\$750.00	\$200.00	\$550.00
900133 · Transportation	\$1,250.00	\$350.00	\$900.00
900135 · Meals	\$650.00	\$200.00	\$450.00
900137 · Registrations	\$200.00	\$100.00	\$100.00
Total 900130 · Southwest	\$2,850.00	\$850.00	\$2,000.00
900140 · Pacific North			
900143 · Hotel	\$750.00	\$500.00	\$250.00
900145 · Transportation	\$1,250.00	\$750.00	\$500.00
900146 · Meals	\$650.00	\$400.00	\$250.00
900148 · Registrations	\$200.00	\$200.00	\$0.00
Total 900140 · Pacific North	\$2,850.00	\$1,850.00	\$1,000.00
900150 · Pacific South			
900153 · Hotel	\$750.00	\$250.00	\$500.00
900154 · Transporation	\$1,250.00	\$0.00	\$1,250.00
900156 · Meals	\$650.00	\$400.00	\$250.00
900158 · Registrations	\$200.00	\$200.00	\$0.00
Total 900150 · Pacific South	\$2,850.00	\$850.00	\$2,000.00
900160 · European Trustee			
900163 · Hotel	\$750.00	\$500.00	\$250.00
900164 · Transportation	\$2,000.00	\$1,500.00	\$500.00
900165 · Meals	\$650.00	\$400.00	\$250.00
900167 · Registrations	\$200.00	\$200.00	\$0.00
Total 900160 · European Trustee	\$3,600.00	\$2,600.00	\$1,000.00
900169 · Mainland European Trustee			
900169.1 · Hotel	\$750.00	\$500.00	\$250.00
900169.2 · Transportation	\$2,000.00	\$1,500.00	\$500.00
900169.3 · Meals	\$650.00	\$400.00	\$250.00
900169.4 · Registrations	\$200.00	\$200.00	\$0.00
Total 900169 · Mainland European Trustee	\$3,600.00	\$2,600.00	\$1,000.00
900170 · WSO Trustee			
900172 · Hotel	\$250.00	\$0.00	\$250.00
900174 · Transporation	\$500.00	\$0.00	\$500.00
900176 · Meals	\$250.00	\$0.00	\$250.00
900178 · Travel - Other	\$0.00	\$0.00	\$0.00
Total 900170 · WSO Trustee	\$1,000.00	\$0.00	\$1,000.00
900180 · World Service Trustee			
900183 · Hotel	\$250.00	\$250.00	\$0.00
900185 · Transportation	\$500.00	\$500.00	\$0.00
900186 · Meals	\$250.00	\$250.00	\$0.00
900182 · Travel - Other	\$0.00	\$0.00	\$0.00
Total 900180 · World Service Trustee	\$1,000.00	\$1,000.00	\$0.00
900190 · Trustee @ Large 1			

CAWSO - Proposed Revised 2026 Budget

	Approved Budget 2026	Proposed Revised Budget 2026	Changes From Final Income ↑, Cost ↓ Income ↓, Cost ↑
900193 · Meals	\$750.00	\$500.00	\$250.00
900194 · Hotel	\$1,000.00	\$500.00	\$500.00
900195 · Transportation	\$2,000.00	\$750.00	\$1,250.00
900197 · Registrations	\$200.00	\$200.00	\$0.00
Total 900190 · Trustee @ Large 1	\$3,950.00	\$1,950.00	\$2,000.00
900191 · Trustee @ Large 2			
900196 · Meals	\$0.00	\$0.00	\$0.00
900198 · Hotel	\$0.00	\$0.00	\$0.00
900199 · Transportation	\$0.00	\$0.00	\$0.00
Total 900191 · Trustee @ Large 2	\$0.00	\$0.00	\$0.00
Total 901000 · Regional Trustees Expenses	\$30,250.00	\$17,250.00	\$13,000.00
901100 · WSC Committee Expenses			
901110 · Trustee Election Comm.			
901112 · Hotel	\$4,000.00	\$4,000.00	\$0.00
901113 · Transportation	\$0.00	\$0.00	\$0.00
Office Expense	\$0.00	\$0.00	\$0.00
Conference Room Rental	\$0.00	\$0.00	\$0.00
901115 · Meals	\$3,000.00	\$3,000.00	\$0.00
Total 901110 · Trustee Election Comm.	\$7,000.00	\$7,000.00	\$0.00
901120 · Structure & Bylaws	\$500.00	\$500.00	\$0.00
901130 · Lit. Chips & Formats	\$2,000.00	\$2,000.00	\$0.00
901140 · Hospitals & Institutions	\$1,600.00	\$1,600.00	\$0.00
901150 · Convention Committee	\$0.00	\$0.00	\$0.00
901160 · Public Information			
901161 · NADCP	\$2,500.00	\$2,500.00	\$0.00
90116x · Non American Professionals Out	\$1,000.00	\$1,000.00	\$0.00
901162 · Material & Media Dev	\$0.00	\$0.00	\$0.00
901163 · Travel & Workshops	\$2,000.00	\$2,000.00	\$0.00
901164 · Census & Surveys	\$0.00	\$0.00	\$0.00
901165 · Non-Delegate Chair Travel	\$0.00	\$0.00	\$0.00
901166 · PI Summits US/Euro	\$1,500.00	\$1,500.00	\$0.00
Total 901160 · Public Information	\$7,000.00	\$7,000.00	\$0.00
901170 · Unity Committee	\$2,000.00	\$2,000.00	\$0.00
901180 · Finance Committee	\$0.00	\$1,500.00	-\$1,500.00
901190 · IT Committee	\$1,000.00	\$1,000.00	\$0.00
901200 · Archive Committee	\$3,200.00	\$3,200.00	\$0.00
Total 901100 · WSC Committee Expenses	\$24,300.00	\$25,800.00	-\$1,500.00
Total Expenses	\$977,420.00	\$985,033.00	-\$7,613.00
Net Income / (Loss)	-\$61,757.00	-\$180,870.00	-\$119,113.00

CAWSO - Proposed 2027 Budget

	Approved Budget 2026	Proposed Budget 2027	Changes From Final Income ↑, Cost ↓ Income ↓, Cost ↑
Income			
400400 · Product Sales			
400401 · Sales - Chips Plastic	\$200,000.00	\$200,000.00	\$0.00
400403 · Sales - Special Coins	\$8,000.00	\$6,500.00	-\$1,500.00
400404 · Sales - Metal Coin	\$47,500.00	\$47,500.00	\$0.00
400405 · Sales - Literature	\$3,000.00	\$3,000.00	\$0.00
400406 · Sales - Pamphlets	\$40,000.00	\$35,000.00	-\$5,000.00
400407 · Sales - Literature Other	\$0.00	\$0.00	\$0.00
400408 · Sales - Books	\$105,000.00	\$75,000.00	-\$30,000.00
400409 · Sales - Other Merch	\$5,000.00	\$5,000.00	\$0.00
Total 400400 · Product Sales	\$408,500.00	\$372,000.00	-\$36,500.00
400410 · Contrib - 7th Tradition			
400411 · Contrib - 7th Tradition	\$230,000.00	\$150,000.00	-\$80,000.00
400412 · Freedom Fund Contributions	\$24,000.00	\$24,000.00	\$0.00
400413 · S.M.A.R.T. Contributions	\$0.00	\$0.00	\$0.00
400415 · Gratitude Can Contributions	\$1,000.00	\$1,000.00	\$0.00
400418 · Income - Birthday Donations	\$0.00	\$0.00	\$0.00
400419 · Give Butter Contributions	\$12,000.00	\$12,000.00	\$0.00
Total 400410 · Contrib - 7th Tradition	\$267,000.00	\$187,000.00	-\$80,000.00
400425 · Miscellaneous Income			
400426 · Merchandise Shipping	\$60,000.00	\$45,000.00	-\$15,000.00
400430 · Royalties	\$10,000.00	\$15,000.00	\$5,000.00
400431 · Licensing	\$15,000.00	\$10,000.00	-\$5,000.00
400432 · Interest Income	\$0.00	\$0.00	\$0.00
400434 · Miscellaneous Income	\$0.00	\$0.00	\$0.00
400445 · Foreign Exch Gain/Loss	\$0.00	\$0.00	\$0.00
400425 · Miscellaneous Income - Other	\$0.00	\$0.00	\$0.00
Total 400425 · Miscellaneous Income	\$85,000.00	\$70,000.00	-\$15,000.00
800010 · Convention Income**	\$371,328.00	\$371,328.00	\$0.00
802100 · Conference Income			
802172 · Conference Registration	\$24,750.00	\$24,750.00	\$0.00
802175 · Unity Event	\$2,500.00	\$2,500.00	\$0.00
802176 · Kick Off Dinner	\$0.00	\$0.00	\$0.00
802177 · Saturday Night Dinner	\$0.00	\$0.00	\$0.00
802179 · Contribution	\$0.00	\$0.00	\$0.00
802181 · Delegate Products	\$2,000.00	\$2,000.00	\$0.00
802183 · Hotel Rebate	\$11,585.00	\$11,585.00	\$0.00
802170 · Conference Gross Receipts - Other	\$0.00	\$0.00	\$0.00
Total 802170 · Conference Income	\$40,835.00	\$40,835.00	\$0.00
Total Income	\$1,172,663.00	\$1,041,163.00	-\$131,500.00
Cost of Goods Sold			
500100 · Cost of Goods Sold			
500000 · COGS (at cost)	\$0.00	\$0.00	\$0.00
500101 · COGS - Chips, Lit	\$130,000.00	\$120,000.00	\$10,000.00
500102 · COGS - Books	\$40,000.00	\$35,000.00	\$5,000.00
500103 · COGS - Merchandise Other	\$6,500.00	\$6,500.00	\$0.00
500105 · Merchandise Freight	\$75,000.00	\$70,000.00	\$5,000.00
500108 · Shipping Supplies	\$5,500.00	\$5,500.00	\$0.00
500115 · Inventory Adj.(+ or -)	\$0.00	\$0.00	\$0.00
500100 · Cost of Goods Sold - Other	\$0.00	\$0.00	\$0.00
Total 500100 · Cost of Goods Sold	\$257,000.00	\$237,000.00	\$20,000.00
Gross Profit	\$915,663.00	\$804,163.00	-\$111,500.00
Expense			
500200 · Program Services Expenses			
500202 · Bad Debt	\$0.00	\$0.00	\$0.00
500204 · Bank Charges			
500205 · Bank Charges/Fees	\$1,500.00	\$2,500.00	-\$1,000.00
500206 · Credit Card Fees	\$12,500.00	\$10,000.00	\$2,500.00
500204 · Bank Charges - Other	\$0.00	\$0.00	\$0.00
Total 500204 · Bank Charges	\$14,000.00	\$12,500.00	\$1,500.00
500212 · Insurance	\$5,000.00	\$5,000.00	\$0.00
500214 · Maintenance and Repairs	\$1,000.00	\$1,000.00	\$0.00
500215 · Copier Maintenance	\$2,500.00	\$2,500.00	\$0.00
500217 · Office Shipping	\$250.00	\$250.00	\$0.00
500220 · Office Expense			
500222 · Post Office Box	\$0.00	\$0.00	\$0.00
500223 · Office Supplies	\$4,500.00	\$3,000.00	\$1,500.00
500224 · Paper/Copier Supplies	\$500.00	\$500.00	\$0.00
500226 · Misc Office Expense	\$1,000.00	\$1,000.00	\$0.00
500228 · Food and Beverages	\$1,250.00	\$1,250.00	\$0.00
500230 · Equip. & Maintenance	\$1,000.00	\$1,000.00	\$0.00
500231 · Video/Media	\$1,000.00	\$1,000.00	\$0.00
500233 · Misc Staff Expense	\$0.00	\$0.00	\$0.00
500235 · Employee Training	\$2,000.00	\$2,000.00	\$0.00
500238 · Employee Travel	\$2,000.00	\$2,000.00	\$0.00
500239 · Moving Expense	\$0.00	\$0.00	\$0.00

CAWSO - Proposed 2027 Budget

	Approved Budget 2026	Proposed Budget 2027	Changes From Final Income ↑, Cost ↓ Income ↓, Cost ↑
500243 · Office Furniture	\$500.00	\$500.00	\$0.00
500245 · Printer/Copier	\$8,000.00	\$8,000.00	\$0.00
Total 500220 · Office Expense	\$21,750.00	\$20,250.00	\$1,500.00
500240 · Outside Professional	\$20,000.00	\$20,000.00	\$0.00
500244 · Outside Services	\$1,000.00	\$1,000.00	\$0.00
500248 · Payroll Service Fees	\$1,500.00	\$8,000.00	-\$6,500.00
500252 · Licenses & Fees	\$500.00	\$500.00	\$0.00
500254 · Postage	\$250.00	\$250.00	\$0.00
500255 · Professional Fees			
500256 · Bookkeeping Fees	\$24,000.00	\$24,000.00	\$0.00
500257 · Accounting Fees	\$1,250.00	\$1,250.00	\$0.00
500259 · Legal Fees	\$15,000.00	\$15,000.00	\$0.00
500260 · Trademarks	\$5,000.00	\$5,000.00	\$0.00
Total 500255 · Professional Fees	\$45,250.00	\$45,250.00	\$0.00
500270 · Rent	\$50,000.00	\$50,000.00	\$0.00
500271 · Storage Fees	\$1,500.00	\$1,500.00	\$0.00
500273 · Postal Machine Rental	\$2,000.00	\$2,200.00	-\$200.00
500280 · Salaries	\$210,000.00	\$210,000.00	\$0.00
500281 · Employee Benefits	\$0.00	\$0.00	\$0.00
500281A · Employee Healthcare	\$25,000.00	\$26,000.00	-\$1,000.00
500282 · Workers Comp Insurance	\$2,000.00	\$2,000.00	\$0.00
500283 · Taxes - Payroll	\$19,000.00	\$19,000.00	\$0.00
500290 · Taxes - Business	\$500.00	\$500.00	\$0.00
500291 · Sales Tax Adjustments	\$0.00	\$0.00	\$0.00
500300 · Telephone / Internet	\$3,000.00	\$3,500.00	-\$500.00
500303 · Website & email	\$12,000.00	\$12,000.00	\$0.00
500305 · Software	\$12,000.00	\$12,000.00	\$0.00
500330 · Travel (WSOB)			
500332 · Transportation	\$10,000.00	\$11,000.00	-\$1,000.00
500335 · Hotel	\$7,500.00	\$7,500.00	\$0.00
500337 · Meals	\$4,000.00	\$4,000.00	\$0.00
500338 · Parking	\$0.00	\$0.00	\$0.00
Total 500330 · Travel	\$21,500.00	\$22,500.00	-\$1,000.00
500340 · Utilities	\$7,500.00	\$7,500.00	\$0.00
500390 · Miscellaneous Expense	\$500.00	\$500.00	\$0.00
500502 · Pamphlets (Printing)	\$2,000.00	\$1,500.00	\$500.00
500560 · Starter Kits - No Charge	\$2,000.00	\$2,000.00	\$0.00
500563 · H&I Donations	\$0.00	\$0.00	\$0.00
500566 · Newsgrams	\$50.00	\$50.00	\$0.00
500569 · Translations	\$15,000.00	\$15,000.00	\$0.00
Total 500200 · Program Services Expenses	\$498,550.00	\$504,250.00	-\$5,700.00
800900 · CAWS Convention Expense**	\$287,400.00	\$287,400.00	\$0.00
802200 · Conference Expenses			
802215 · Meeting & Conference			
802216 · Delegate Notebooks	\$0.00	\$0.00	\$0.00
802217 · Delegate Flash Drives	\$0.00	\$0.00	\$0.00
802215 · Meeting & Conf - Other	\$1,000.00	\$1,000.00	\$0.00
Total 802215 · Meeting & Conference	\$1,000.00	\$1,000.00	\$0.00
802219 · Office Exp/Fundraising	\$800.00	\$800.00	\$0.00
802220 · Outside Professional	\$3,800.00	\$3,800.00	\$0.00
8022xx · Hotel Service Charge/Tax	\$4,400.00	\$4,400.00	\$0.00
802225 · Rental / Purchase of Equipment	\$8,000.00	\$8,000.00	\$0.00
802230 · Travel			
802232 · Hotel	\$5,000.00	\$5,000.00	\$0.00
802234 · Transportation	\$8,100.00	\$8,100.00	\$0.00
802236 · Meals	\$2,900.00	\$2,900.00	\$0.00
80223X · Registration	\$900.00	\$900.00	\$0.00
Total 802230 · Travel	\$16,900.00	\$16,900.00	\$0.00
802240 · Online Registration Fees	\$1,500.00	\$1,500.00	\$0.00
xxxxxx · Conference Unity Event*	\$0.00	\$0.00	\$0.00
802242 · Food & Beverage	\$17,000.00	\$17,000.00	\$0.00
Total 802200 · Conference Expenses	\$53,400.00	\$53,400.00	\$0.00
900050 · Common Trustee Expenses			
900060 · WSBT Meeting One			
900062 · Mtg One Hotel	\$7,000.00	\$7,000.00	\$0.00
900063 · Mtg One Prepaid Meals	\$4,250.00	\$4,250.00	\$0.00
900066 · Mtg One Transportation	\$7,000.00	\$7,000.00	\$0.00
900067 · 900067 - Misc (Other)	\$120.00	\$120.00	\$0.00
Total 900060 · WSBT Meeting One	\$18,370.00	\$18,370.00	\$0.00
900070 · WSBT Meeting Two			
900072 · Mtg Two Hotel	\$10,000.00	\$10,000.00	\$0.00
900074 · Mtg Two Prepaid Meals	\$7,000.00	\$7,000.00	\$0.00
900075 · Mtg Two Office Expense	\$0.00	\$0.00	\$0.00
900078 · Mtg Two Transportation	\$7,000.00	\$7,000.00	\$0.00
900079 · Mtg Two WSC Reg/Banquet	\$3,000.00	\$3,000.00	\$0.00
900070 · WSBT Meeting Two - Other	\$0.00	\$0.00	\$0.00

CAWSO - Proposed 2027 Budget

	Approved Budget 2026	Proposed Budget 2027	Changes From Final Income ↑, Cost ↓ Income ↓, Cost ↑
Total 900070 · WSBT Meeting Two	\$27,000.00	\$27,000.00	\$0.00
900080 · WSBT Meeting Three			
900082 · Mtg Three Hotel	\$7,500.00	\$7,500.00	\$0.00
900084 · Mtg Three Prepaid Meals	\$7,750.00	\$7,750.00	\$0.00
900085 · MtgThree Office Expense	\$0.00	\$0.00	\$0.00
900087 · Mtg Three Transportation	\$7,000.00	\$7,000.00	\$0.00
900088 · Mtg Three Registration	\$1,650.00	\$1,650.00	\$0.00
Total 900080 · WSBT Meeting Three	\$23,900.00	\$23,900.00	\$0.00
900090 · WSBT Meeting Four			
900092 · Mtg Four Hotel	\$4,000.00	\$4,000.00	\$0.00
900094 · Mtg Four Prepaid Meals	\$3,250.00	\$3,250.00	\$0.00
900098 · Mtg Four Transportation	\$7,000.00	\$7,000.00	\$0.00
Total 900090 · WSBT Meeting Four	\$14,250.00	\$14,250.00	\$0.00
Total 900050 · Common Trustee Expenses	\$83,520.00	\$83,520.00	\$0.00
901000 · Regional Trustees Expenses			
900100 · Atlantic North			
900102 · Hotel	\$750.00	\$750.00	\$0.00
900104 · Transportation	\$1,250.00	\$1,250.00	\$0.00
900105 · Meals	\$650.00	\$650.00	\$0.00
900106 · Registrations	\$200.00	\$200.00	\$0.00
Total 900100 · Atlantic North	\$2,850.00	\$2,850.00	\$0.00
900110 · Atlantic South			
900113 · Hotel	\$750.00	\$750.00	\$0.00
900114 · Transportation	\$1,250.00	\$1,250.00	\$0.00
900116 · Meals	\$650.00	\$650.00	\$0.00
900117 · Registrations	\$200.00	\$200.00	\$0.00
Total 900110 · Atlantic South	\$2,850.00	\$2,850.00	\$0.00
900120 · Midwest			
900123 · Hotel	\$750.00	\$750.00	\$0.00
900124 · Transportation	\$1,250.00	\$1,250.00	\$0.00
900126 · Meals	\$650.00	\$650.00	\$0.00
900128 · Registrations	\$200.00	\$200.00	\$0.00
Total 900120 · Midwest	\$2,850.00	\$2,850.00	\$0.00
900130 · Southwest			
900132 · Hotel	\$750.00	\$750.00	\$0.00
900133 · Transportation	\$1,250.00	\$1,250.00	\$0.00
900135 · Meals	\$650.00	\$650.00	\$0.00
900137 · Registrations	\$200.00	\$200.00	\$0.00
Total 900130 · Southwest	\$2,850.00	\$2,850.00	\$0.00
900140 · Pacific North			
900143 · Hotel	\$750.00	\$750.00	\$0.00
900145 · Transportation	\$1,250.00	\$1,250.00	\$0.00
900146 · Meals	\$650.00	\$650.00	\$0.00
900148 · Registrations	\$200.00	\$200.00	\$0.00
Total 900140 · Pacific North	\$2,850.00	\$2,850.00	\$0.00
900150 · Pacific South			
900153 · Hotel	\$750.00	\$750.00	\$0.00
900154 · Transporation	\$1,250.00	\$1,250.00	\$0.00
900156 · Meals	\$650.00	\$650.00	\$0.00
900158 · Registrations	\$200.00	\$200.00	\$0.00
Total 900150 · Pacific South	\$2,850.00	\$2,850.00	\$0.00
900160 · European Trustee			
900163 · Hotel	\$750.00	\$750.00	\$0.00
900164 · Transportation	\$2,000.00	\$2,000.00	\$0.00
900165 · Meals	\$650.00	\$650.00	\$0.00
900167 · Registrations	\$200.00	\$200.00	\$0.00
Total 900160 · European Trustee	\$3,600.00	\$3,600.00	\$0.00
900169 · Mainland European Trustee			
900169.1 · Hotel	\$750.00	\$750.00	\$0.00
900169.2 · Transportation	\$2,000.00	\$2,000.00	\$0.00
900169.3 · Meals	\$650.00	\$650.00	\$0.00
900169.4 · Registrations	\$200.00	\$200.00	\$0.00
Total 900169 · Mainland European Trustee	\$3,600.00	\$3,600.00	\$0.00
900170 · WSO Trustee			
900172 · Hotel	\$250.00	\$250.00	\$0.00
900174 · Transporation	\$500.00	\$500.00	\$0.00
900176 · Meals	\$250.00	\$250.00	\$0.00
900178 · Travel - Other	\$0.00	\$0.00	\$0.00
Total 900170 · WSO Trustee	\$1,000.00	\$1,000.00	\$0.00
900180 · World Service Trustee			
900183 · Hotel	\$250.00	\$250.00	\$0.00
900185 · Transportation	\$500.00	\$500.00	\$0.00
900186 · Meals	\$250.00	\$250.00	\$0.00
900182 · Travel - Other	\$0.00	\$0.00	\$0.00
Total 900180 · World Service Trustee	\$1,000.00	\$1,000.00	\$0.00
900190 · Trustee @ Large 1			

CAWSO - Proposed 2027 Budget

	Approved Budget 2026	Proposed Budget 2027	Changes From Final Income ↑, Cost ↓ Income ↓, Cost ↑
900193 · Meals	\$750.00	\$750.00	\$0.00
900194 · Hotel	\$1,000.00	\$1,000.00	\$0.00
900195 · Transportation	\$2,000.00	\$2,000.00	\$0.00
900197 · Registrations	\$200.00	\$200.00	\$0.00
Total 900190 · Trustee @ Large 1	\$3,950.00	\$3,950.00	\$0.00
900191 · Trustee @ Large 2			
900196 · Meals	\$0.00	\$0.00	\$0.00
900198 · Hotel	\$0.00	\$0.00	\$0.00
900199 · Transportation	\$0.00	\$0.00	\$0.00
Total 900191 · Trustee @ Large 2	\$0.00	\$0.00	\$0.00
Total 901000 · Regional Trustees Expenses	\$30,250.00	\$30,250.00	\$0.00
901100 · WSC Committee Expenses			
901110 · Trustee Election Comm.			
901112 · Hotel	\$4,000.00	\$4,000.00	\$0.00
901113 · Transportation	\$0.00	\$0.00	\$0.00
Office Expense	\$0.00	\$0.00	\$0.00
Conference Room Rental	\$0.00	\$0.00	\$0.00
901115 · Meals	\$3,000.00	\$3,000.00	\$0.00
Total 901110 · Trustee Election Comm.	\$7,000.00	\$7,000.00	\$0.00
901120 · Structure & Bylaws	\$500.00	\$500.00	\$0.00
901130 · Lit. Chips & Formats	\$2,000.00	\$2,000.00	\$0.00
901140 · Hospitals & Institutions	\$1,600.00	\$1,600.00	\$0.00
901150 · Convention Committee	\$0.00	\$0.00	\$0.00
901160 · Public Information			
901161 · NADCP	\$2,500.00	\$2,500.00	\$0.00
90116x · Non American Professionals Out	\$1,000.00	\$1,000.00	\$0.00
901162 · Material & Media Dev	\$0.00	\$0.00	\$0.00
901163 · Travel & Workshops	\$2,000.00	\$2,000.00	\$0.00
901164 · Census & Surveys	\$0.00	\$0.00	\$0.00
901165 · Non-Delegate Chair Travel	\$0.00	\$0.00	\$0.00
901166 · PI Summits US/Euro	\$1,500.00	\$1,500.00	\$0.00
Total 901160 · Public Information	\$7,000.00	\$7,000.00	\$0.00
901170 · Unity Committee	\$2,000.00	\$2,000.00	\$0.00
901180 · Finance Committee	\$0.00	\$1,500.00	-\$1,500.00
901190 · IT Committee	\$1,000.00	\$1,000.00	\$0.00
901200 · Archive Committee	\$3,200.00	\$3,200.00	\$0.00
Total 901100 · WSC Committee Expenses	\$24,300.00	\$25,800.00	-\$1,500.00
Total Expenses	\$977,420.00	\$984,620.00	-\$7,200.00
Net Income / (Loss)	-\$61,757.00	-\$180,457.00	-\$118,700.00

Hello Members,

Currently, Cocaine Anonymous World Services does not maintain a standing committee on fundraising. As a result, individual Areas and Districts often face uncertainty about what types of fundraisers are appropriate, and sustainable.

The Fundraising Sub Committee of the WSC Finance Committee will:

1. Create and maintain a Fundraising Resource Bank which will collect, document, and share examples of fundraisers that have worked well for groups, districts, and areas (e.g., dances, speaker jams, marathons).
2. Identify common pitfalls.
3. Support Fellowship Participation and encourage fundraising formats that foster unity and participation while maintaining the spirit of self-support.
4. Respect the autonomy of Groups, Districts, and Areas.

In order to create a Fundraising Resource Bank, we are asking for your help in collecting examples of the fundraisers that have worked well for you and those that haven't gone so well.

The next page will contain the survey with an example in red.

The final page will be the survey for you to complete.

Thank you for your help,

Patrice F.

Telephone number: 614-886-5185

Email address: trice956@msn.com

Please complete the following survey to assist us with this project.

- 1) Name/Type of fundraiser: **Hope Group of CA's Annual Cookout in the Park**
- 2) This fundraiser appropriate for: **☒ Groups/Meetings** **☐ Districts** **☐ Areas**
- 3) Supplies needed for the fundraiser: **Hotdogs/buns , Chips, Coleslaw, Soda, games, Raffle tickets, Music**
- 4) Venue needed for fundraiser: **Park**
- 5) Details of executing the fundraiser: **Minimum 3 months or longer before proposed date contact city to secure a permit for the venue.**
- 6) Pre-fundraiser work needed: **The Home group members, discuss, decide and approve details of what refreshments will be served what games will be played, who will be responsible for bringing various supplies. Decision by the group what amount will charged for refreshments. (\$1.00 for hotdogs and chips \$.50 per bag.) What time the members will arrive for set-up? Who will be in charge of clean up? Decide who will purchase raffle tickets for the 50/50 raffle and who will be selling the tickets? Get Flyer approved by the District for distribution to all other meetings and treatment facilities in the area. Give each home group member flyers to distribute.**
- 7) Funds needed to execute fundraiser: **\$100.00 for supplies**
- 8) Ideally the number of members needed to support fundraiser: **50**
- 9) 7th Tradition passed at the event: **☒ Yes** **☐ No**
- 10) Expected net gain for fundraiser: **\$200.00**
- 11) What worked well: **The cookout was attended by more than 50 people. The 7th tradition yielded more than expected.**
- 12) What didn't work so well: **Some members arrived late for set up.**
- 13) What helpful hints would you recommend for others doing this type of fundraiser: **Make sure you check with your city Parks & Rec department in case they need a six month of more notice to secure the venue. Have a rain date just in case.**
- 14) Anything you would like to add: **Have fun!**

Please complete the following survey to assist us with this project.

- 1) Name/Type of fundraiser:**
- 2) This fundraiser appropriate for:**
___ Groups/Meetings ___ Districts ___ Areas
- 3) Supplies needed for the fundraiser:**
- 4) Venue needed for fundraiser:**
- 5) Details of executing the fundraiser:**
- 6) Pre-fundraiser work needed:**
- 7) Funds needed to execute fundraiser:**
- 8) Ideally the number of members needed to support fundraiser:**
- 9) 7th Tradition passed at the event: ___ Yes ___ No**
- 10) Expected net gain for fundraiser:**
- 11) What worked well:**
- 12) What didn't work so well:**
- 13) What helpful hints would you recommend for others doing this type of fundraiser:**
- 14) Anything you would like to add:**

2027 CAWS Seattle Committee Convention Operating Budget Request - Preliminary Budget | Aug, 2025

2027 CAWS Seattle Committee Convention Operating Budget - Aug, 2025	Budgeted Expenses	Expected Income	Expected Profit	Expected Margin
800812 - Pre-Con Fundraising ***	\$12,420	\$31,050	\$18,630	60.00%
800820 - Registration	\$20,700	\$93,150	\$72,450	77.78%
800824 - Early Reg	\$0	\$ -	\$0.00	
800822 - Reg Reg	\$0	\$ -	\$0.00	
800822 - Late Reg	\$0	\$ -	\$0.00	
Basic Registration	\$0	\$0		
Early Reg	\$0	\$0		
Reg Reg	\$0	\$0		
Late Reg	\$0	\$0		
\$149 Pike Place Registration Package	\$0	\$0		
Early Reg	\$0	\$0		
Reg Reg	\$0	\$0		
Late Reg	\$0	\$0		
Package Discount	\$0	\$0		
\$279 Space Needle Registration Package	\$0	\$0		
Early Reg	\$0	\$0		
Reg Reg	\$0	\$0		
Late Reg	\$0	\$0		
Package Discount	\$0	\$0		
\$449 Mount Rainier Registration Package	\$0	\$0		
Early Reg	\$0	\$0		
Reg Reg	\$0	\$0		
Late Reg	\$0	\$0		
Package Discount	\$0	\$0		
\$849 Orca Registration Package	\$0	\$0		
Early Reg	\$0	\$0		
Reg Reg	\$0	\$0		
Late Reg	\$0	\$0		
Package Discount	\$0	\$0		
Total Registration Package Discounts	\$0	\$0		
800910 - Entertainment	\$20,700	\$28,075	\$7,375	26.27%
Entertainment Package	\$7,499	\$0		
Early Reg	\$0	\$0		
Reg Reg	\$0	\$0		
Late Reg	\$0	\$0		
Package Discount	\$0	\$0		
800831 - (Thursday Night)	\$1,811	\$6,781	\$6,781	100.00%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
800833 - (Friday Night)	\$1,811	\$6,781	\$6,781	100.00%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
800835 - (Saturday Night)	\$1,811	\$6,781	\$6,781	100.00%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
800838 - (Sunday Night)	\$1,811	\$6,781	\$6,781	100.00%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
800840 - Special Events	\$27,048	\$31,762	\$10,592	33.35%
800841 - Golf Tournament (Thursday)	\$518	\$259	\$9	3.38%
800842 - Seattle Underground Tour (Friday Morning)	\$3,105	\$3,881	\$1,381	35.59%
800843 - Pier 57 Miners Landing (Friday Afternoon)	\$10,350	\$12,420	\$3,420	27.54%
800844 - Pike Place Coffee Crawl (Saturday Morning)	\$7,763	\$6,210	\$1,890	30.43%
800845 - Seattle Space Needle (Saturday Afternoon)	\$1,035	\$5,175	\$1,775	34.30%
800846 - Argosy Sunset Dinner Cruise (Saturday Evening)	\$1,294	\$1,811	\$561	30.99%
800847 - Forest Hike (Sunday Morning)	\$1,035	\$311	\$161	51.69%
800848 - TBD (Sunday)	\$1,035	\$621	\$321	51.69%
800852 - Banquet (Sunday)	\$49,680	\$51,926	\$4,944	9.52%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
800854 - Breakaway Breakfast (Monday)	\$41,400	\$45,644	\$5,290	11.59%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
	\$0	\$0		
800858 - Blues & BBQ (Friday)	\$8,280	\$12,420	\$972	7.83%

	\$0	\$0	\$0	
Via Website	\$0	\$0	\$0	
Onsite	\$0	\$0	\$0	
800862 - 7th Tradition	\$0	\$9,315	\$9,315	100.00%
800867 - Scholarships	\$0	\$4,140	\$4,140	
800868 - Miscellaneous Income	\$0	\$8,280	\$8,280	
800870 - Auctions/Drawings	\$8,280	\$48,205	\$40,365	83.74%
800922 - Opportunity Drawing	\$2,588	\$7,245	\$4,658	64.29%
800873 - Live Auction	\$3,623	\$18,630	\$15,008	80.56%
800874 - Silent Auction	\$0	\$10,350	\$10,350	100.00%
800876 - Raffle	\$0	\$5,175	\$5,175	100.00%
800878 - Suite Auctions	\$0	\$5,175	\$5,175	100.00%
800880 - Memorabilia (Convention Sales Income)	\$20,700	\$25,875	\$5,175	20.00%
800883 - Centerpieces	\$2,070	\$0	(\$2,070)	
800890 - Hotel Rebate	\$0	\$10,557	\$10,557	
800905 - A/V	\$31,050	\$0	(\$31,050)	
800909 - Decorations	\$2,846	\$0	(\$2,846)	
800914 - Hospitality	\$3,105	\$0	(\$3,105)	
800924 - Pre-Con Fundraising Costs	\$12,420	\$0	(\$12,420)	
800925 - Printing / YappApp	\$3,105	\$0	(\$3,105)	
800928 - Security	\$2,070	\$0	(\$2,070)	
800930 - Speakers	\$12,319	\$0	(\$12,319)	
800931 - Airfare	\$6,210	\$0		
800933 - Hotel	\$3,623	\$0		
800935 - Meals	\$518	\$0		
800936 - Recognition	\$1,035	\$0		
800930 - Other	\$518	\$0		
800960 - Bank & Online Fees	\$10,177	\$0.00	(\$10,177)	
800961 - Online Registration Fees	\$3,623	\$0.00	(\$3,623)	
800962 - Bank Charges	\$1,035	\$0.00	(\$1,035)	
800964 - Credit Card Fees	\$5,175	\$0.00	(\$5,175)	
800972 - Child Care	\$1,760	\$0	(\$1,760)	
800973 - Public Information	\$776	\$0	(\$776)	
800976 - H&I	\$1,553	\$0	(\$1,553)	
800977 - Outreach	\$1,553	\$0	(\$1,553)	
800975 - Scholarships	\$1,035	\$0	(\$1,035)	
800979 - Workshops	\$673	\$0	(\$673)	
800980 - Special Needs	\$1,553	\$0	(\$1,553)	
800982 - Evaluations	\$104	\$0	(\$104)	
800984 - Marathons	\$362	\$0	(\$362)	
800990 - Miscellaneous (Transportation)	\$5,175	\$0	(\$5,175)	
800995 - Upcoming Chair Exp	\$1,397	\$0	(\$1,397)	
800998 - Staff Rooms	\$6,210	\$0	(\$6,210)	
Trustee Registration	\$12,938	\$0	(\$12,938)	
WSOB Registration	\$518	\$0	(\$518)	
Speaker/Trustee/WSOB Registration (Contra-Accrual)	\$1,811	\$0	(\$1,811)	
Totals	\$305,086	\$387,978	\$82,892	21.37%

2027 CAWS Seattle Committee Convention Operating Budget Request - Adjusted Budget | June, 2026

2027 CAWS Seattle Committee Convention Operating Budget - Aug, 2025	New Budget	Expected Income	Expected Profit	Expected Margin
800812 - Pre-Con Fundraising ***	\$22,420	\$33,630	\$11,210	33.33%
800820 - Registration	\$20,700	\$93,150	\$72,450	77.78%
800824 - Early Reg	\$0	\$ -	\$ -	
800822 - Reg Reg	\$0	\$ -	\$ -	
800822 - Late Reg	\$0	\$ -	\$ -	
Basic Registration	\$0	\$0	\$0	
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
\$149 Pike Place Registration Package	\$0	\$0	\$0	
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
Package Discount	\$0	\$0	\$0	
	\$0	\$0	\$0	
\$279 Space Needle Registration Package	\$0	\$0	\$0	
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
Package Discount	\$0	\$0	\$0	
\$449 Mount Rainier Registration Package	\$0	\$0	\$0	
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
Package Discount	\$0	\$0	\$0	
\$849 Orca Registration Package		\$0	\$0	
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
Package Discount		\$0	\$0	
Total Registration Package Discounts	\$0	\$0	\$0	
800910 - Entertainment	\$20,700	\$28,075	\$7,375	26.27%
Entertainment Package	\$7,499	\$0	(\$7,499)	
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
Package Discount	\$0	\$0	\$0	
800831 - (Thursday Night)	\$3,101	\$6,781	\$3,681	54.28%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
800833 - (Friday Night)	\$4,000	\$6,781	\$2,781	41.01%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
800835 - (Saturday Night)	\$3,000	\$6,781	\$3,781	55.76%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
800838 - (Sunday Night)	\$3,101	\$6,781	\$3,681	54.28%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
800840 - Special Events	\$27,048	\$31,762	\$4,714	14.84%
800841 - Golf Tournament (Thursday)	\$2,185	\$2,566	\$381	14.84%
800842 - Seattle Underground Tour (Friday Morning)	\$1,602	\$1,882	\$279	14.84%
800843 - Pier 57 Miners Landing (Friday Afternoon)	\$2,185	\$2,566	\$381	14.84%
800844 - Pike Place Coffee Crawl (Saturday Morning)	\$2,450	\$2,877	\$427	14.84%
800845 - Seattle Space Needle (Saturday Afternoon)	\$2,185	\$2,566	\$381	14.84%
800846 - Argosy Sunset Dinner Cruise (Saturday Evening)	\$12,071	\$14,175	\$2,104	14.84%
800847 - Forest Hike (Sunday Morning)	\$2,185	\$2,566	\$381	14.84%
800848 - TBD (Sunday)	\$2,185	\$2,566	\$381	14.84%
800852 - Banquet (Sunday)	\$49,680	\$51,926	\$2,246	4.33%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	
Late Reg	\$0	\$0	\$0	
800854 - Breakaway Breakfast (Monday)	\$41,400	\$45,644	\$4,244	9.30%
Early Reg	\$0	\$0	\$0	
Reg Reg	\$0	\$0	\$0	

Late Reg	\$0	\$0	\$0	
	\$0	\$0	\$0	
800858 - Blues & BBQ (Friday)	\$8,280	\$12,420	\$4,140	33.33%
	\$0	\$0	\$0	
Via Website	\$0	\$0	\$0	
Onsite	\$0	\$0	\$0	
800862 - 7th Tradition	\$0	\$9,315	\$9,315	100.00%
800867 - Scholarships	\$0	\$4,140	\$4,140	1
800868 - Miscellaneous Income	\$0	\$8,280	\$8,280	1
800870 - Auctions/Drawings	\$8,280	\$48,205	\$39,925	82.82%
800922 - Opportunity Drawing	\$2,588	\$7,245	\$4,658	64.29%
800873 - Live Auction	\$3,623	\$18,630	\$15,008	80.56%
800874 - Silent Auction	\$690	\$10,350	\$9,660	93.33%
800876 - Raffle	\$690	\$5,175	\$4,485	86.67%
800878 - Suite Auctions	\$690	\$5,175	\$4,485	86.67%
800880 - Memorabilia (Convention Sales Income)	\$20,700	\$25,875	\$5,175	20.00%
800883 - Centerpieces	\$2,070	\$0	(\$2,070)	
800890 - Hotel Rebate	\$0	\$10,557	\$10,557	100.00%
800905 - A/V	\$56,050	\$0	(\$56,050)	
800909 - Decorations	\$2,846	\$0	(\$2,846)	
800914 - Hospitality	\$3,105	\$0	(\$3,105)	
800924 - Pre-Con Fundraising Costs	\$22,420	\$33,630	\$11,210	33.33%
800925 - Printing / YappApp	\$3,105	\$0	(\$3,105)	
800928 - Security	\$2,070	\$0	(\$2,070)	
800930 - Speakers	\$18,100	\$0	(\$18,100)	
800931 - Airfare	\$8,000	\$0	(\$8,000)	
800933 - Hotel	\$7,600	\$0	(\$7,600)	
800935 - Meals	\$1,000	\$0	(\$1,000)	
800936 - Recognition	\$1,000	\$0	(\$1,000)	
800930 - Other	\$500	\$0	(\$500)	
800960 - Bank & Online Fees	\$10,177	\$0.00	(\$10,177)	
800961 - Online Registration Fees	\$3,623	\$0.00	(\$3,623)	
800962 - Bank Charges	\$1,035	\$0.00	(\$1,035)	
800964 - Credit Card Fees	\$5,175	\$0.00	(\$5,175)	
800972 - Child Care	\$1,760	\$0	(\$1,760)	
800973 - Public Information	\$776	\$0	(\$776)	
800976 - H&I	\$1,553	\$0	(\$1,553)	
800977 - Outreach	\$1,553	\$0	(\$1,553)	
800975 - Scholarships	\$1,035	\$0	(\$1,035)	
800979 - Workshops	\$673	\$0	(\$673)	
800980 - Special Needs	\$1,553	\$0	(\$1,553)	
800982 - Evaluations	\$104	\$0	(\$104)	
800984 - Marathons	\$362	\$0	(\$362)	
800990 - Miscellaneous (Transportation)	\$5,175	\$0	(\$5,175)	
800995 - Upcoming Chair Exp	\$1,397	\$0	(\$1,397)	
800998 - Staff Rooms	\$6,210	\$0	(\$6,210)	
Trustee Registration	\$0	\$0	\$0	
WSOB Registration	\$0	\$0	\$0	
Speaker/Trustee/WSOB Registration (Contra-Accrual)	\$0	\$0	\$0	
Totals	\$330,600	\$390,558	\$59,958	15.35%

Items to Raise	Raise Amount
800905 - A/V	\$25,000
800924 - Pre-Con Fundraising Costs	\$10,000
800930 - Speakers	\$5,781
Total	\$40,781

Items to Free Up	Free Up Amount
Trustee Registration	(\$12,938)
WSOB Registration	(\$518)
Speaker/Trustee/WSOB Registration (Contra-Accrual)	(\$1,811)
Total	(\$15,266)

Net Variance	Amount
Total Raises	\$40,781
Total Free Up	(\$15,266)
Additional Budget Requested	\$25,515

Justification for Budget Increases	Justification
800905 - A/V	\$25,000
After seeing what happened in Orlando, we want to make sure A/V is top tier. We also want to be as inclusive as possible by live-streaming speaker meetings to the fellowship, similar to what Arizona has done. We are required to work with the contracted A/V company, which makes cost cutting difficult. That said, we have someone in the fellowship taking this position on who understands the space and knows how to do it right while staying within budget.	
800924 - Pre-Con Fundraising Costs	\$10,000
Fundraising has consistently delivered at least 50% profit on most items. We need to keep them spending money to make money — those funds are what allow us to cover deposits during the leadup to the convention.	
800930 - Speakers	\$5,781
After analysis, due to oil prices and broader uncertainty, we need to pad the flight budgets a bit. We expect to be able to reduce this with comped rooms, but want to have it budgeted just in case.	

Cocaine Anonymous World Service Conference Information Technology Committee

2026 SR14 Submission

The WSCIT committee is pleased to present the following two motions for approval at the 2026 World Service Conference. We ask that you please distribute these motions with the accompanying documents/links to your local fellowship for review in accordance with 'Standing Rule 14'.

- **Motion 1:** Motion to approve the A.I. Educational Guidance document to be added to the WSCIT Workbook. (Attachment A)
- **Motion 2:** Motion to approve the digital area map.

<https://cawscit.github.io/area-maps/>



Thank you for allowing us to be of service,

The WSCIT Committee

Email: itcommittee@ca.org

AI Educational Guidance (Cover Page)

“In spite of the great increase in the size and the span of this Fellowship, at its core it remains simple and personal. **Each day, somewhere in the world, recovery begins when one alcoholic talks with another alcoholic, sharing experience, strength, and hope.**

— *Alcoholics Anonymous, Foreword to the Third Edition, P. xxii.*

This package provides guidance on the use of AI tools in fellowship and recovery-related service work. The focus is on **education, not rules**. It emphasizes **neutrality, anonymity, and human connection**, and is shared for **information only**, not to create policy or enforcement.

AI Educational Guidance

Purpose

This document provides educational guidance on the responsible and informed use of Artificial Intelligence (AI) tools within fellowship-related settings. It is intended to raise awareness, outline risks and limitations, and support informed decision-making.

This guidance does **not** create rules, mandates, or endorsements.

What is AI?

Artificial Intelligence (AI) is a general term for computer tools that can help with tasks like writing or organizing information. AI is a tool, not a person. It does not have lived experience, recovery, or spiritual understanding.

Because AI is changing quickly, this guidance speaks in broad terms and does not focus on specific tools.

Privacy, Anonymity, and Other Considerations

Many members explore AI chatbots or apps for support, information, or reflection. While these tools can sometimes feel helpful, **Cocaine Anonymous encourages awareness of the following considerations:**

Privacy and Anonymity

Conversations with AI tools are often stored, reviewed, or used to improve those systems. Even when names or locations are not shared, patterns in what is discussed (such as meeting attendance, emotions, or struggles) could potentially identify a person or be accessed by others.

C.A.'s tradition of anonymity applies in all spaces, including online tools.

Data Ownership

Most AI tools are owned by for-profit companies. Information shared may be stored long-term, shared with other parties, or accessed through legal requests. Members are encouraged to assume that information shared with AI is not fully private or temporary.

Accuracy and Bias

AI tools do not have lived experience, spiritual understanding, or knowledge of the Fellowship. Information provided may be incomplete, outdated, or influenced by bias, and may not align with C.A.'s program or traditions.

Risk of Replacing Human Connection

Relying on AI for guidance or emotional support can gradually take the place of sponsorship, meeting participation, or sharing with others—core elements of recovery in Cocaine Anonymous.

No Confidentiality Guarantee

Unlike a closed C.A. meeting, AI tools are not guided by our traditions or group conscience. There is no accountability or confidentiality comparable to fellowship relationships.

AI and Recovery Support

AI tools may be used by some members for general information, administrative help, or personal reflection. However, Cocaine Anonymous does not recommend using AI as a substitute for recovery support or human connection.

What AI *Can* Do

- Assist with general information or summaries
- Help with writing, organizing thoughts, or journaling
- Support bookkeeping, record-keeping, scheduling, or other fellowship-related service activities that are not personal recovery guidance

What AI *Cannot* Do

- Act as a sponsor or recovery guide
- Offer lived experience, accountability, or spiritual understanding
- Understand emotional nuance or group conscience
- Replace meetings, sharing, sponsorship, or fellowship connection

AI does not participate in recovery and does not follow the principles or traditions of Cocaine Anonymous. Human connection, shared experience, meetings, and sponsorship remain essential to recovery.

Ongoing Considerations

These materials will be reviewed from time to time as AI tools change and as feedback from the fellowship is shared.

Standard AI Disclaimer (For Fellowship Use)

This service or resource may use Artificial Intelligence (AI) tools for informational or administrative purposes only. AI is not a sponsor, counselor, or substitute for human connection or lived recovery experience. Information provided by AI may be inaccurate or incomplete. Members are encouraged to verify important information through official fellowship materials and trusted human sources. **We do not recommend sharing personal, identifying, or confidential information when using AI tools.**

C.A. World Service Literature, Chips, and Formats
c/o CAWSO
11460 N. Cave Creek Road, Suite 12 Phoenix
AZ 85020 USA

June 04, 2026

Dear Delegates,

Your Literature, Chips, and Formats Committee (LCF) Committee is pleased to provide you with the following materials.

LCF has reviewed its guidelines; please see as follows the sections requiring WSC review and approval.

1. **N/A:** Motion to approve the revised section “Committee Trustees”:

Committee Trustee(s) Trustees

The LCF Committee Trustees are assigned by the WSBT and provide support and guidance in all matters related to the Committee’s purpose. Whenever LCF-approved Guidelines or other LCF-related materials are to be distributed to the Fellowship, it is the responsibility of the Lead Trustee(s) ~~assigned at the time such materials are approved~~ to review the materials for accuracy, ~~following approval by the LCF Committee,~~ and to sign off on materials forwarded to the WSO for publication and/or distribution. ~~In such cases where the LCF Committee had a Trustee who has rotated off the Board, or in such instances where the LCF Committee had one Trustee at the Conference but due to the spirit of rotation has a different Trustee for the remainder of the year through the next WS Conference, the review~~ **Review** shall include **one or both LCF Committee Trustees where possible.**

The LCF Committee Trustees also coordinate reviews by the WSBT of draft literature or chip designs ~~as specified~~ **to ensure there are no Tradition violations or other concerns that might affect C.A. as a whole.**

In addition, LCF Committee Trustees, in coordination with the LCF Chairperson, review and approve all expenditures.

Finally, the LCF Committee Trustees receive, review and share the LCF Committee Quarterly report with the WSBT.

2. **N/A:** Motion to approve the new section “Committee WSOB Liaison”, inserted after the “Committee Trustees” section:

Committee WSOB Liaison

The WSOB Liaison is assigned by the World Service Office Board (WSOB) to serve as a voting member of the LCF Committee.

Key Responsibilities:

1. **Attends monthly main LCF Committee meetings.**
2. **Ensures access to all forms of communication platforms and electronic documents to the main LCF Committee.**
3. **Submits regular written progress reports as necessary.**
4. **Adheres to LCF file naming convention as best as possible.**

5. Ensures clear, timely and consistent communication between LCF and the WSOB, without representing the WSOB as a whole.
6. Assists in tasks which support and facilitate Committee functions.
7. Oversees and coordinates the implementation of all WSC-approved changes to literature and chips with the assistance of CAWSO, Inc. vendor(s) and WSO staff.
8. Ensures all materials comply with established Intellectual Property (with assistance of WSBT Trustee(s)) and WSOB Publication Guidelines.
9. Updates Publication tracker on behalf of WSO as deemed necessary.

3. N/A: Motion to approve the updated section “Peer Review of Subcommittee Draft(s)”:

Peer Review of Subcommittee Draft(s): Peer review is a process of evaluation which may be utilized for pamphlet or pamphlet-sized drafts. Once a subcommittee approves a draft (or determines that it is unable to do so), it forwards its most recent draft to the LCF Chairperson, who makes it available to the main committee. The time allotted for peer review to begin is suggested to be no less than one month prior to the next scheduled main committee meeting, or other designated meeting for the purpose of literature review drafts of pamphlets, chip designs, meeting formats, readings and books. Peer review helps expand the group conscience process and often provides additional insight into how the Fellowship is likely to respond to the draft. Additionally, peer review provides extended time for an open discussion forum where LCF members may suggest revisions and interact directly with the draft subcommittee. Once the peer review is closed, the draft subcommittee should ideally be given at least two weeks prior to the next main committee meeting for any needed redrafting and finalization Subcommittee.

Once the Subcommittee approves a draft (or determines that it is unable to do so), it forwards its most recent draft to the LCF Chairperson, who makes it available to the main LCF Committee. The time allotted for peer review is suggested to be two (2) weeks beginning no less than one (1) month prior to the next scheduled main LCF Committee meeting, or other designated meeting for the purpose of literature/chip review. Once the peer review is closed, the Subcommittee should ideally be given at least two (2) weeks prior to the next main LCF Committee meeting for any needed redrafting and finalization. A final draft should be sent to the LCF Chairperson to be included in the next meeting’s agenda.

4. N/A: Motion to approve the updated definition of “pamphlets”, in “Statement of Purpose” in both “C.A. Pamphlet Approval Process” and “C.A. Pamphlet Publication Process” sections:

Statement of Purpose: The C.A. Pamphlet Publication Process covers publication of pamphlets following approval by the World Service Conference and professional editing. The term “pamphlet” applies to **tri-folded leaflets pamphlets**, booklets or other publications, **such as meeting formats and readings**, from 1 to 25 pages, or less than 15,000 words in length.

5. N/A: Motion to approve the updated Point 11 of the “C.A. Pamphlet Approval Process” section:

Point 11: Following approval by the WSC, the pamphlet ~~is~~ **and all signed WSO-approved release forms gathered from the project’s contributors are** promptly transmitted within five (5)

business days by the LCF Chairperson to the ~~WSO~~**WSOB Liaison**, with a copy to the LCF Trustee ~~and the WSOB Liaison~~, to arrange for professional editing. **Professional editing should take less than thirty (30) days to complete.** As part of this process, the WSO should provide the professional editor with a copy of the Cocaine Anonymous World Service Office Publication Guidelines. ~~Professional editing should take less than thirty (30) days to complete. All signed WSO approved release forms gathered from the project's contributors should also be transmitted to the WSO at this time.~~ **The WSO should discuss the importance of C.A.'s primary purpose with the professional editor, stressing that carrying the C.A. message should take precedence over being grammatically correct.**

6. **N/A:** Motion to approve the updated Point 5 of the “C.A. Pamphlet Publication Process” section:

Point 5: The final wording and formatting (i.e., italics, bold type, paragraphing, etc.) of each piece, both in hard copy and on the website, shall be identical to that approved at Point 12 of the Pamphlet Approval Process. Housekeeping issues may be addressed by the main LCF Committee, working in conjunction with the **WSOB Liaison and WSO**. No substantive changes shall be made to a piece approved at Point 12 without going back to the Pamphlet Approval Process, starting at Point 5. **Once a piece is published, no substantive changes shall be made for a period of five (5) years.**

7. **N/A:** Motion to approve the updated Points 8 to 17 of the “C.A. Book Approval Process” section:

Point 8: The Subcommittee reviews all **anonymized** submissions as they are received from the designee and determines by group conscience which submissions will be included in the book. If a Subcommittee member recognizes the author of a submission and believes they cannot be impartial, they should abstain from voting on that particular submission.

Point 9: LCF's involvement in cover design varies from project to project. If the Subcommittee wishes to propose language and/or artwork for the front and/or back cover, it should be included with the draft book reviewed by the main LCF Committee in Points 11.

~~Point 9~~ **Point 10:** An initial rough edit of the book will be performed by Subcommittee members. Although correcting spelling, grammar and punctuation is generally desirable, the Subcommittee may opt in favor of preserving the author's voice and the original flavor of the submission. Once the Subcommittee has approved a draft, the book is forwarded to LCF. LCF's involvement in cover design varies from project to project. If the subcommittee wishes to propose language and/or artwork for the front or back cover, it should be included with the draft book reviewed ~~review~~ by the main LCF and by the ~~WSB~~**T**Committee in ~~Points 10 and~~**Point 11**, respectively.

~~Point 10~~ **Point 11:** The main LCF Committee reviews the draft (including any cover language and/or artwork) and may make revisions as needed. **The goal is for the review to be completed within ninety (90) days.** If approved by the main LCF Committee, the book moves ~~and cover language and/or artwork move~~ to Point ~~4~~**12**. If not approved, the main LCF Committee will return it to the Subcommittee for revision, reassign it to a new Subcommittee, or make a motion at the next WSC to remove it from the process. If the main LCF Committee finds that ~~significant~~**substantive** changes have been made to the outline or table of contents initially

approved by the WSC, the new book structure will be submitted to the WSC for approval before proceeding.

~~Point 11~~ **Point 12:** ~~The~~ **Within five (5) business days, the LCF Chairperson forwards the approved draft is reviewed by the (including any cover language and/or artwork) to the World Service Board of Trustees (WSBT). The draft is reviewed by the WSBT to ensure that there are no Traditions violations or other concerns that might affect Cocaine Anonymous as a whole. If approved by the WSBT, the book moves to Point 1213. If the WSBT finds problems with the draft, which may also include spelling, punctuation and grammar errors, it will provide a written list of specific recommendations and the book returns to Point 911. The WSBT review process should take less than ninety (90) days to complete. Spelling, punctuation and grammar may be entrusted to the professional editor to resolve at Point 12.**

~~Point 12~~ **Point 13:** Following approval by the WSBT, the book **(including any cover language and/or artwork)** is promptly transmitted within five (5) business days by the LCF Chairperson to the ~~WSO~~**WSOB Liaison**, with a copy to the ~~WSOB liaison~~**Lead Trustee**, to arrange for professional editing. Professional editing should take less than ninety (90) days to complete. All original WSO-approved release forms gathered from the book's contributors should be transmitted to the WSO at this time and submitted in hard copy whenever possible. **also be transmitted to the WSOB Liaison by the designee. As part of this process, the WSO should provide the professional editor with a copy of the Cocaine Anonymous World Service Office Publication Guidelines. The WSO should inform the professional editor on what our primary purpose is and its importance, as it should take precedence over content being grammatically correct. Care should be taken by the professional editor to ensure that the original meaning of the piece remains unchanged.**

~~Point 13~~ **Point 14:** The professionally edited draft is returned as a red-lined document by the ~~WSO~~**WSOB Liaison** to the LCF Chairperson within five (5) business days of receipt from the professional editor. The main LCF Committee will carefully review each of the editor's revisions to ensure that they do not change the meaning of the original language. **meaning has not been changed. The main LCF Committee also takes this opportunity to check for any missed spelling, grammatical or typographical errors and make sure that the Publication Guidelines are applied appropriately.** This review should be completed within ninety (90) days of receipt. ~~Any edits which are deemed to materially alter the meaning of the piece~~ **As a result of professional editing, substantive changes are warranted, the piece** ~~main LCF Committee may be rejected by LCF.~~ **refer the draft to the WSBT for review and approval.** Once the main LCF Committee has approved the edited draft, the book ~~moves to Point 14~~ **is submitted to the WSOB Liaison by the LCF Chairperson within five (5) business days, with a copy to the LCF Trustee, for professional design as outlined in Point 15.**

~~Point 14:~~ **Point 15:** The book is delivered by the WSO to a ~~professional~~**qualified** book designer (**professional or volunteer typesetter,**), who will prepare the book for ~~production.~~ **publication. The book designer is responsible for creating the overall visual and physical presentation of the book, including cover, interior layout, and typography. They take the raw text and cover art, if any, approved at Point 14 and create a book that is visually appealing, readable and fits within specific print or digital formats. If a cover language and/or art was not provided cover language and/or art with the approved draft, the WSO shall be charged with completing these tasks as part of the overall book design and publication process, subject to review and approval by the main LCF Committee and the WSBT. If the WSO wishes to make substantive changes to any cover elements provided by LCF, these changes**

must go back to both the main LCF Committee and the WSOB for review and approval. ~~This process~~**The book design** should be completed within ninety (90) days of LCF's approval**the WSO's receipt of book and any cover language or artwork approved at Point 14.**

~~Point 15~~ **Point 16: While the book is being designed, the LCF Chairperson and WSOB Liaison lead the formation of the edited draft in Point 13, an Ad-hoc Committee comprised of members of the WSOB, WSO staff, WSOB and LCF Committee selected based on their familiarity with the source material, proofreading skill and ability to complete the project in an expeditious manner. The WSO may also enlist other volunteers to assist with the proofreading. The Ad-hoc Committee determines the communication process, file naming convention, tools to be used and meeting frequency. Once the book design is completed, an electronic proof is made available by the WSO to the Ad-hoc Committee. Extreme care should be taken to ensure that the text does not differ from the draft approved in Point 13.** ~~14. In addition to proofreading for content, all formatting (including italics and bold fonts, as well as paragraphing) is double-checked. The WSO will serve as the intermediary between LCF~~**the Ad-hoc Committee** and the ~~third-party book designer or typesetter, relaying all necessary corrections and updated drafts as expeditiously as possible. The WSO may also enlist other volunteers to assist with the proofreading~~**This process. will be repeated as many times as necessary.** Once ~~LCF~~**the Ad-hoc Committee** has approved the proof, the book moves to Point ~~16~~**17.**

~~Point 16: The book is delivered by the WSO to the production company. Depending on the availability of proofs from the production company, one or more copies of the book are made available to an Ad hoc committee comprised of members of the WSOB, WSO staff and/or LCF selected by the WSOB based on their familiarity with the source material, proofreading skill and ability to complete the project in an expeditious manner. Here again, extreme care should be taken to ensure that the text does not differ from the draft approved in Point 13. In addition to proofreading for content, all formatting (including italics and bold fonts, as well as paragraphing) is double-checked. The Ad hoc committee shall prepare and submit a list of any necessary corrections within a reasonable time frame to be determined by the WSO.~~

Point 17: The WSO will then obtain and forward corrected proofs to LCF. This process will be repeated as many times as necessary. Once the ~~piece~~**book** is in its final, correct form, the WSO will proceed with ~~publishing the book,~~**its publication.** The LCF Trustee's signature indicating approval will also be required before publication.

The following motions are based on referrals received from our members, which LCF decided to bring to Conference so that we can start creating those new pieces of literature.

8. **Referral 7199215:** The Fellowship currently has 32 pamphlets. Could the LCF committee please look into reducing and consolidating the number of pamphlets? A lot of the pamphlets provide information that could be consolidated or removed from our service document offering. Reducing the number of pamphlets would provide an opportunity to more efficiently document the information to our fellowship and wider community. This effort would also significantly reduce the cost to meetings to stock and resupply their pamphlets.

Pursuant to Point 4 of the C.A. Pamphlet Approval Process, motion to approve the concept of consolidating selected C.A. pamphlets to reduce the number currently available.

9. **Referral 16668884:** Dear Committee, I would like to draw your attention to a piece of literature recently produced by our Area in Wales. The booklet was developed with the aim of dispelling many of the myths surrounding service and, importantly, to encourage greater participation at all levels of service. At the time of writing, our Area was experiencing difficulty filling service positions, and participation in committees was low. Since distributing this booklet to all of our meetings, however, we have seen a remarkable turnaround: every service position has been filled, and our committees are now buzzing with energy and enthusiasm. Given this success, I would recommend that the Committee consider reviewing this material with a view to expanding the work that it be a book in excess of 50 pages and is used more widely. We believe it could serve as an inspiring resource for other Areas facing similar challenges, supporting broader engagement in service and strengthening the Fellowship as a whole.

Pursuant to Point 4 of the Pamphlet Approval Process, motion to approve the concept to create a new piece of an illustrated literature which would provide greater information regarding the different levels of C.A. service.

Please see attachment LCF01, containing the C.A. Wales version, which is provided for information purposes only and is not the version that will be created. It is presented solely in support of the above motion.

The following motion is based on motion debated during Conference 2025, which LCF revised based on the feedback we received at the time.

10. **N/A:** Pursuant to Point 4 of the Pamphlet Approval Process, motion to approve the concept to create a new piece of literature to help groups create their meeting formats.

LCF will review the Fellowship's feedback on all of the above. If LCF determines that there are either no changes or only minor revisions needed, it will bring the motions to this year's World Service Conference.

Please distribute these materials as widely and as quickly as possible within your Area for review and input. Feedback may be e-mailed to lcf@ca.org.

We welcome any questions or concerns at any time, and we thank each of you for allowing us to be of service.

ILAS,
Nadz L., Chairperson
CAWSC Literature, Chips, and Formats Committee
Email: lcf@ca.org

C.A. World Service Conference Public Information Committee

c/o CAWSO

11460 N. Cave Creek Road, Suite 12

Phoenix, AZ 85020

310.559.5833

May 31st, 2026

Dear Delegates,

The WSCPI Committee would appreciate consideration of the following motions that we will be bringing for approval at this year's conference. We ask that you please distribute with accompanying documents to your local fellowship for review in accordance with standing rule 14 for consideration prior to the Conference.

1. Motion to approve the PI Rocks Roadshow 2026 Version 1 – (Attachment 1 A) and (Attachment 1 B HYPERLINK)

Background: We as a committee took a hard look at the state of our dated "P.I. Rocks Roadshow. Last updated in 2018, it was in a desperate bit of a "lift." The tireless efforts of our Media Subcommittee not only brought us into the current decade, but also produced two versions of this presentation to choose from.

2. Motion to approve the PI Rocks Roadshow 2026 Version 2 – (Attachment 2 A) and (Attachment 2 B HYPERLINK)

Background: We as a committee took a hard look at the state of our dated "P.I. Rocks Roadshow. Last updated in 2018, it was in a desperate bit of a "lift." The tireless efforts of our Media Subcommittee not only brought us into the current decade, but also produced two versions of this presentation to choose from.

3. Motion to approve Cocaine Anonymous World Service PI Summit Handbook (Attachment 3)

Background: The PI Summit Handbook has been two years in the making. Having been brought to the conference floor in 2025 and returned to committee; requested edits were made, and we now believe it is ready for the approval of the fellowship.

4. Motion to approve the Presentation to the Healthcare Professional Slideshow (Attachment 4)

Background: It was recognized by our committee members, that the current professional presentation slide show available to our fellows was less than stellar. Our new Professional Outreach Committee has created this presentation for outreach to the healthcare professionals

5. Motion to approve the “We Are All Here to Help” poster (Attachment 5)

Background: This is an individual submission from a P.I. Committee member. The creator intended for this poster to be more appropriate for professional settings

6. Motion to approve the “12 Step Fellowship” poster (Attachment 6)

Background: This is an individual submission from a P.I. Committee member. The creator intended for this poster to be more appropriate for professional settings.

7. Motion to approve the “Dying to Live?” poster (Attachment 7)

Background: This submission was created by the P.I. Committee members during this year’s Summit.

8. Motion to approve the “You Are Not Alone” version 1 poster (Attachment 8)

9. Motion to approve the “You Are Not Alone” version 2 poster (Attachment 9)

10. Motion to approve the “You Are Not Alone” version 3 poster (Attachment 10)

Background: This is an individual submission from a P.I. Committee member.

11. Motion to approve “So Did We” poster (Attachment 11)

Background: This is an individual submission from the fellowship.

12. Motion to approve the “When You’re Ready” two-sided information card (Attachment 12)

Background: This is an individual submission from a P.I. Committee member. This is intended to be printed as a 5”x 7” double-sided informational card.

13. Referral #16652583 Motion to approve the “Meeting Finder App Flyer” 2026 version (Attachment 13)

Background: This motion is in response to Referral #16652583 that was a submission from a P.I. Committee member.

14. Motion to approve the “PI North American call” flyer (Attachment 14)

Background: This poster is an individual submission from a P.I. Committee member.

15. Motion to approve “C.A. Sticker Template” (Attachment 15)

Background: This sticker is an individual submission from the fellowship. It is fully customizable with localized approved logo, contact information, QR codes, etc.

16. Motion to approve the “...And All Other Mind Altering Substances” poster (Attachment 16)

Background: This poster is a variation of the original banner design passed in 2019. This is intended to have space for localized contact information, QR codes, etc.

17. Referral #17597385 Motion to approve the “Animated Postcard” (Attachment 17)

Background: This motion is in response to Referral #17597385 that was an individual submission from the fellowship. This is an animated version of the postcard that was approved at the 2022 Conference.

Thank you for allowing us to be of service,
WSCPI Committee



PI ROCKS

Public Information Roadshow

STATEMENT OF PURPOSE

THIS IS A FELLOWSHIP TO FELLOWSHIP PRESENTATION. THIS PRESENTATION IS TO BE DELIVERED BY PI SERVANTS TO THE WIDER FELLOWSHIP AT EVENTS, UNITY DAYS AND CONVENTIONS — ITS AIM IS TO EXPLAIN WHY PI IS OUR PRIMARY PURPOSE, TO GARNER INTEREST AND FOSTER ENTHUSIASM IN AND FOR PI, AND TO ENABLE DISTRICTS AND AREAS TO START THEIR OWN LOCAL PI COMMITTEE.

TRADITION 11 STATEMENT

IN THE SPIRIT OF OUR 11TH TRADITION, WHICH STATES WE SHOULD MAINTAIN OUR PERSONAL ANONYMITY AT THE LEVEL OF ALL PUBLIC MEDIA, AND IN KEEPING WITH OUR PUBLIC INFORMATION COMMITTEE'S STATEMENT OF PURPOSE, WE TRY TO MAKE OUR PRESENCE KNOWN TO INDIVIDUALS, COMMUNITY GROUPS, AND INTERESTED PARTIES AFFECTED BY ADDICTION.

TRADITION 11 STATEMENT

WE ARE NOT A SECRET SOCIETY.

**QUITE OFTEN WHEN CARRYING THE C.A.
MESSAGE PUBLICLY, OUR TRUSTED SERVANTS
HAVE ENCOUNTERED, WITHIN OUR FELLOWSHIP,
AN ATTITUDE OF RESISTANCE BASED ON A
PERCEPTION THAT TRADITION 11 IMPLIES
SECRECY.**

**WHAT DOES THIS TRADITION MEAN TO OUR
FELLOWSHIP?**

TRADITION 11 STATEMENT

**ATTRACTION RATHER THAN PROMOTION.
AS MEMBERS WHO HAVE RECOVERED FROM
OUR ADDICTION, WE ARE THE ATTRACTION.**

**RATHER THAN PROMOTING OURSELVES AS THE
SOLUTION TO THEIR DRUG AND ALCOHOL
PROBLEM, WE SHOULD AIM TO ATTRACT NEW
PROSPECTS TO JOIN US IN OUR PROGRAM OF
RECOVERY BY SHOWING THEM
HOW OUR LIVES HAVE TURNED AROUND.**

TRADITION 11 STATEMENT

**BY LIVING THE MESSAGE, WE HAVE
RECOVERED AND ARE LIVING A NEW
AND PEACEFUL WAY OF LIFE.**

**LET'S BE CLEAR — AS INDIVIDUALS WE
MUST STAY AWAY FROM THE
POTENTIAL PITFALLS OF ENGAGING
AT A PUBLIC LEVEL, BUT AS A
FELLOWSHIP, AND INDEED, AS A
PUBLIC INFORMATION COMMITTEE,
OUR VERY PURPOSE IS TO REACH OUT
TO THE ADDICT WHO STILL SUFFERS.**

TRADITION 11 STATEMENT

**OPENNESS AND PURPOSE CANNOT BE
ACHIEVED FROM BEHIND A WALL OF SECRECY.**

WE MUST BE OPEN AND TRANSPARENT TO SAY:

- **THIS IS WHO WE ARE**
- **THIS IS WHAT WE HAVE TO OFFER**

TRADITION 11 STATEMENT

**THE PUBLIC INFORMATION COMMITTEE
OF COCAINE ANONYMOUS SEEKS TO
EDUCATE AND SHARE THE C.A. MESSAGE
OF RECOVERY TO THE GENERAL PUBLIC,
PROFESSIONAL COMMUNITIES,
AND THE ADDICT WHO STILL SUFFERS.**

PI ROCKS VIDEO

PROFESSIONAL WEEK VIDEO



PI ROCKS VIDEO

THE FIRST STEP



PI ROCKS VIDEO

TIME TO CHANGE YOUR DIET



PI ROCKS VIDEO

MOVING IN



PI ROCKS VIDEO

COLLECTIVE LIVING



CARRY THIS MESSAGE TO THE ADDICT WHO STILL SUFFERS

Twelve-Step Companion Guide



Updated and Expanded 2nd Edition

- “THOSE OF US WHO LIVE IN LARGE CITIES ARE OVERCOME BY THE REFLECTION THAT CLOSE BY HUNDREDS ARE DROPPING INTO OBLIVION EVERYDAY. MANY COULD RECOVER IF THEY HAD THE OPPORTUNITY WE HAVE ENJOYED. HOW THEN SHALL WE PRESENT THAT WHICH HAS BEEN SO FREELY GIVEN US?”

PAGE 19 - ALCOHOLICS ANONYMOUS

- THINK ABOUT A 2 MILE RADIUS OF YOUR HOME GROUP - WHERE CAN YOU REACH THOSE WHO ARE DROPPING INTO OBLIVION?

WHY PI?



"ANOTHER REASON FOR THE WIDE ACCEPTANCE OF A.A. WAS THE MINISTRATION OF FRIENDS - FRIENDS IN MEDICINE, RELIGION, AND THE PRESS, TOGETHER WITH INNUMERABLE OTHERS WHO BECAME OUR ABLE PERSISTENT ADVOCATES. WITHOUT SUCH SUPPORT A.A. COULD HAVE ONLY MADE THE SLOWEST PROGRESS." - PAGE XVI ALCOHOLICS ANONYMOUS



**"....THOUGH WE COOPERATE WIDELY WITH THE MEN OF MEDICINE AS WELL AS THE MEN OF RELIGION"
- PAGE XVI ALCOHOLICS ANONYMOUS**

WHERE'S THE DRUGS AT?

NOW LET'S HAVE SOME FUN - INTERACTIVE

- ✓ **Where did you use and see others using?**
Consider the locations and circumstances where using occurred.
How might PI efforts reach people in those places?
- ✓ **Where do people typically go to engage in this behavior?**
Consider the environments, circumstances, and locations where it most often happens—what stands out?
- ✓ **What are the other places, situations, and environments including digital media where these activities could occur—what are the patterns or commonalities?**

HELP!!!

MORE INTERACTIVE FUN!!!

- ✓ When did you hit rock bottom? Where were you when you first reached out for help.
- ✓ Was it at work, at home, in a hospital, or somewhere else entirely?
- ✓ Understanding where we were at our lowest helps us recognize where others may be right now—waiting for someone to reach them with support.

WHO LOVES YA BABY?



Who was affected by your substance use, and who was the most concerned about what was happening and the impact it had on you and those around you?



Where did your loved ones go when they were searching for help, and what places or resources did they reach out to?



Who did your family or close supporters speak with about your situation, and how did those conversations help them begin to seek guidance and solutions?

FOUR PILLARS OF PI

THE FOUR PILLARS REPRESENT THE CORE AUDIENCES AND AREAS OF FOCUS FOR PUBLIC INFORMATION WORK IN COCAINE ANONYMOUS:



**PUBLIC AT LARGE
PROFESSIONALS
FELLOWSHIP
STILL SUFFERING**

DOING IT PI STYLE

PI SPEAKER



JOIN US ON THE ROAD OF HAPPY DESTINY



WSCPI MESSAGING GROUPS – JOIN A GLOBAL NETWORK OF PUBLIC INFORMATION MEMBERS TO COLLABORATE INTERNATIONALLY, SHARE BEST PRACTICES, AND LEARN FROM DIVERSE APPROACHES TO PI WORK ACROSS COUNTRIES AND COMMUNITIES WORLDWIDE.



NORTH AMERICAN PI MESSAGING GROUP – CONNECT WITH PI COMMITTEES ACROSS THE U.S. AND CANADA TO SHARE RESOURCES, EXPERIENCES, AND BEST PRACTICES FOR CARRYING THE MESSAGE.



EURO PI MESSAGING GROUPS – JOIN AN INTERNATIONAL PUBLIC INFORMATION NETWORK TO COLLABORATE WITH MEMBERS ACROSS REGIONS, SHARE BEST PRACTICES, AND LEARN FROM DIVERSE APPROACHES TO PI WORK WITHIN DIFFERENT COUNTRIES AND COMMUNITIES.



MONTHLY CONNECTION CALL – JOIN US IN SHARING WORLD-WIDE PRACTICES, EFFORTS, AND METHODS THAT WE ARE CURRENTLY USING TO CARRY THE PI MESSAGE.



PLEASE CONNECT WITH US FOLLOWING THE SESSION TO BE ADDED TO ANY OF THESE GROUPS AND RECEIVE ONGOING SUPPORT AND UPDATES.

RESOURCES

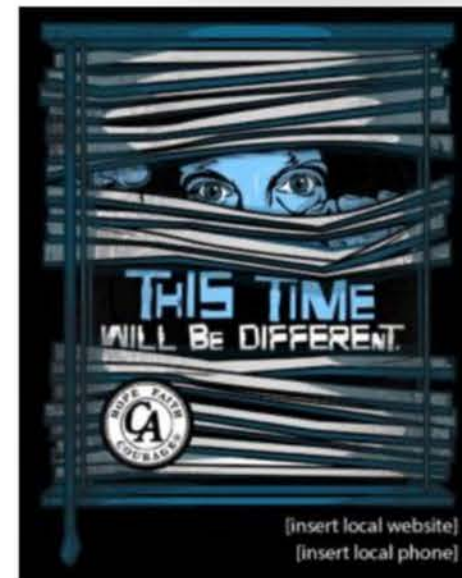
Here are tools and resources available to support your Public Information Committee efforts:

- **Access our PI Members Area Website at PI.CA.ORG for resources that are customizable* to your areas, districts and have been approved by C.A. World Services**
- **Meeting Schedules/C.A. Meeting Finder App iOS & Android**
- **Flyers**
- **Posters***
- **Tape/Tacks/Staplers**
- **Chit Cards***
- **Business Cards***
- **Post Cards***
- **Banner**
- **Start Where You Are – If a PI committee does not exist in your area, or district consider starting one today - WE CAN HELP!!!**

For more information or to get involved, please contact: PI@CA.ORG

WHAT IS PI READY?

PI READY MEANS BEING PROPERLY ARMED WITH RESOURCES
AND TOOLS OF PI TO USE WHEN AN OPPORTUNITY ARISES.



NOW YOU ARE PI READY!

UPCOMING AWARENESS INITIATIVES



**POSTER BLITZ -
FIRST WEEK OF JUNE**

**PROFESSIONALS
WEEK CAMPAIGN -
THIRD WEEK OF
JANUARY**

SUGGESTIVE TIMELINES



THE QUESTIONS

- ✓ Who are the key professional audiences in your community—such as those in medicine, treatment, counseling, law enforcement, Employee Assistance Programs, Human Resources, clergy, or community services?
- ✓ What connections do you have within Employee Assistance Programs, and how might those relationships help reach individuals facing addiction?
- ✓ Who do you know in the medical field—doctors, nurses, counselors, or therapists—and how could those connections support carrying the message?
- ✓ How can we strengthen and use these professional connections to better carry the message and expand access to recovery?
- ✓ What relationships could you develop in your local legal system, such as lawyers, judges, probation officers, or correction officers and how might they help connect us with those in need?



THANK YOU!!!

**WE ARE ALWAYS HERE TO HELP!!!
WE'RE HERE AND WE'RE FREE™
REMEMBER: WE ABSOLUTELY INSIST ON
ENJOYING LIFE.
CARRYING THE MESSAGE IS HOW WE GIVE
BACK WHAT WAS FREELY GIVEN TO US.**

IN THE SPIRIT OF TRADITION SIX, C.A. IS NOT ALLIED WITH ANY SECT, DENOMINATION, POLITICS, ORGANIZATION OR INSTITUTION.

JOIN THE FELLOWSHIP AT LARGE



WSCPI MESSAGING GROUPS



MONTHLY CONNECTION CALL



SURVEY



NORTH AMERICAN PI MESSAGING GROUPS



EURO PI MESSAGING GROUPS



LOCAL GROUP

**[INSERT
ADDITIONAL
APPROVED
LOCALIZED
VIDEOS]**



PI ROCKS

Public Information Roadshow

STATEMENT OF PURPOSE

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QUITE OFTEN WHEN CARRYING THE C.A. MESSAGE PUBLICLY, OUR TRUSTED SERVANTS HAVE ENCOUNTERED, WITHIN OUR FELLOWSHIP, AN ATTITUDE OF RESISTANCE BASED ON A PERCEPTION THAT TRADITION 11 IMPLIES SECRECY.

WHAT DOES THIS TRADITION MEAN TO OUR FELLOWSHIP?

TRADITION 11 STATEMENT

ATTRACTION RATHER THAN PROMOTION.
AS MEMBERS WHO HAVE RECOVERED FROM
OUR ADDICTION, WE ARE THE ATTRACTION.

RATHER THAN PROMOTING OURSELVES AS
THE SOLUTION TO THEIR DRUG AND ALCOHOL
PROBLEM, WE SHOULD AIM TO ATTRACT NEW
PROSPECTS TO JOIN US IN OUR PROGRAM OF
RECOVERY BY SHOWING THEM
HOW OUR LIVES HAVE TURNED AROUND.

TRADITION 11 STATEMENT

BY LIVING THE MESSAGE, WE HAVE
RECOVERED AND ARE LIVING A NEW AND
PEACEFUL WAY OF LIFE.

LET'S BE CLEAR — AS INDIVIDUALS WE
MUST STAY AWAY FROM THE POTENTIAL
PITFALLS OF ENGAGING AT A PUBLIC LEVEL,
BUT AS A FELLOWSHIP, AND INDEED, AS A
PUBLIC INFORMATION COMMITTEE,
OUR VERY PURPOSE IS TO REACH OUT TO
THE ADDICT WHO STILL SUFFERS.

TRADITION 11 STATEMENT

OPENNESS AND PURPOSE CANNOT BE
ACHIEVED FROM BEHIND A WALL OF SECRECY.

WE MUST BE OPEN AND TRANSPARENT TO SAY:

- THIS IS WHO WE ARE
- THIS IS WHAT WE HAVE TO OFFER

TRADITION 11 STATEMENT

THE PUBLIC INFORMATION
COMMITTEE OF COCAINE
ANONYMOUS SEEKS TO EDUCATE AND
SHARE THE C.A. MESSAGE OF
RECOVERY TO THE GENERAL PUBLIC,
PROFESSIONAL COMMUNITIES,
AND THE ADDICT WHO STILL SUFFERS.

PI ROCKS VIDEO

PROFESSIONAL WEEK VIDEO



PI ROCKS VIDEO

THE FIRST STEP



PI ROCKS VIDEO

TIME TO CHANGE YOUR DIET



PI ROCKS VIDEO

MOVING IN



PI ROCKS VIDEO

COLLECTIVE LIVING



CARRY THIS MESSAGE TO THE ADDICT WHO STILL SUFFERS

Twelve-Step Companion Guide



Updated and Expanded 2nd Edition

- "THOSE OF US WHO LIVE IN LARGE CITIES ARE OVERCOME BY THE REFLECTION THAT CLOSE BY HUNDREDS ARE DROPPING INTO OBLIVION EVERYDAY. MANY COULD RECOVER IF THEY HAD THE OPPORTUNITY WE HAVE ENJOYED. HOW THEN SHALL WE PRESENT THAT WHICH HAS BEEN SO FREELY GIVEN US?"

PAGE 19 - ALCOHOLICS ANONYMOUS

- THINK ABOUT A 2 MILE RADIUS OF YOUR HOME GROUP - WHERE CAN YOU REACH THOSE WHO ARE DROPPING INTO OBLIVION?

WHY PI?



"ANOTHER REASON FOR THE WIDE ACCEPTANCE OF A.A. WAS THE MINISTRATION OF FRIENDS - FRIENDS IN MEDICINE, RELIGION, AND THE PRESS, TOGETHER WITH INNUMERABLE OTHERS WHO BECAME OUR ABLE PERSISTENT ADVOCATES. WITHOUT SUCH SUPPORT A.A. COULD HAVE ONLY MADE THE SLOWEST PROGRESS." - PAGE XVI ALCOHOLICS ANONYMOUS



"...THOUGH WE COOPERATE WIDELY WITH THE MEN OF MEDICINE AS WELL AS THE MEN OF RELIGION" - PAGE XVI ALCOHOLICS ANONYMOUS

WHERE'S THE DRUGS AT?

NOW LET'S HAVE SOME FUN - INTERACTIVE

- ✓ Where did you use and see others using?
Consider the locations and circumstances where using occurred.
How might PI efforts reach people in those places?
- ✓ Where do people typically go to engage in this behavior? Consider the environments, circumstances, and locations where it most often happens—what stands out?
- ✓ What are the other places, situations, and environments including digital media where these activities could occur—what are the patterns or commonalities?

HELP!!!

MORE INTERACTIVE FUN!!!

- ✓ When did you hit rock bottom? Where were you when you first reached out for help.
- ✓ Was it at work, at home, in a hospital, or somewhere else entirely?
- ✓ Understanding where we were at our lowest helps us recognize where others may be right now—waiting for someone to reach them with support.

WHO LOVES YA BABY?



Who was affected by your substance use, and who was the most concerned about what was happening and the impact it had on you and those around you?



Where did your loved ones go when they were searching for help, and what places or resources did they reach out to?



Who did your family or close supporters speak with about your situation, and how did those conversations help them begin to seek guidance and solutions?

FOUR PILLARS OF PI

THE FOUR PILLARS REPRESENT THE CORE AUDIENCES AND AREAS OF
FOCUS FOR PUBLIC INFORMATION WORK IN COCAINE ANONYMOUS:



PUBLIC AT LARGE
PROFESSIONALS
FELLOWSHIP
STILL SUFFERING

DOING IT PI STYLE

PI SPEAKER



JOIN US ON THE ROAD OF HAPPY DESTINY



WSCPI MESSAGING GROUPS — JOIN A GLOBAL NETWORK OF PUBLIC INFORMATION MEMBERS TO COLLABORATE INTERNATIONALLY, SHARE BEST PRACTICES, AND LEARN FROM DIVERSE APPROACHES TO PI WORK ACROSS COUNTRIES AND COMMUNITIES WORLDWIDE.



NORTH AMERICAN PI MESSAGING GROUP — CONNECT WITH PI COMMITTEES ACROSS THE U.S. AND CANADA TO SHARE RESOURCES, EXPERIENCES, AND BEST PRACTICES FOR CARRYING THE MESSAGE.



EURO PI MESSAGING GROUPS — JOIN AN INTERNATIONAL PUBLIC INFORMATION NETWORK TO COLLABORATE WITH MEMBERS ACROSS REGIONS, SHARE BEST PRACTICES, AND LEARN FROM DIVERSE APPROACHES TO PI WORK WITHIN DIFFERENT COUNTRIES AND COMMUNITIES.



MONTHLY CONNECTION CALL — JOIN US IN SHARING WORLD—WIDE PRACTICES, EFFORTS, AND METHODS THAT WE ARE CURRENTLY USING TO CARRY THE PI MESSAGE.



PLEASE CONNECT WITH US FOLLOWING THE SESSION TO BE ADDED TO ANY OF THESE GROUPS AND RECEIVE ONGOING SUPPORT AND UPDATES.

RESOURCES

Here are tools and resources available to support your Public Information Committee efforts:

- Access our PI Members Area Website at PI.CA.ORG for resources that are customizable* to your areas, districts and have been approved by C.A. World Services
- Meeting Schedules/C.A. Meeting Finder App iOS & Android
- Flyers
- Posters*
- Tape/Tacks/Staplers
- Chit Cards*
- Business Cards*
- Post Cards*
- Banners
- Start Where You Are — If a PI committee does not exist in your area, or district consider starting one today - WE CAN HELP!!!

For more information or to get involved, please contact: PI@CA.ORG

WHAT IS PI READY?

PI READY MEANS BEING PROPERLY ARMED WITH RESOURCES
AND TOOLS OF PI TO USE WHEN AN OPPORTUNITY ARISES.



NOW YOU ARE PI READY!

UPCOMING AWARENESS INITIATIVES



POSTER BLITZ -
FIRST WEEK OF JUNE

PROFESSIONALS
WEEK CAMPAIGN -
THIRD WEEK OF
JANUARY

SUGGESTIVE TIMELINES



THE QUESTIONS

- ✓ Who are the key professional audiences in your community—such as those in medicine, treatment, counseling, law enforcement, Employee Assistance Programs, Human Resources, clergy, or community services?
- ✓ What connections do you have within Employee Assistance Programs, and how might those relationships help reach individuals facing addiction?
- ✓ Who do you know in the medical field—doctors, nurses, counselors, or therapists—and how could those connections support carrying the message?
- ✓ How can we strengthen and use these professional connections to better carry the message and expand access to recovery?
- ✓ What relationships could you develop in your local legal system, such as lawyers, judges, probation officers, or correction officers and how might they help connect us with those in need?



THANK
YOU!!!

WE ARE ALWAYS HERE TO HELP!!!
WE'RE HERE AND WE'RE FREE™
REMEMBER: WE ABSOLUTELY INSIST ON ENJOYING LIFE.
CARRYING THE MESSAGE IS HOW WE GIVE BACK WHAT
WAS FREELY GIVEN TO US.

IN THE SPIRIT OF TRADITION SIX, C.A. IS NOT ALLIED WITH ANY SECT, DENOMINATION, POLITICS, ORGANIZATION OR INSTITUTION.

JOIN THE FELLOWSHIP AT LARGE



CAWS PI Committee
WhatsApp group



WSCPI MESSAGING GROUPS



CAWS PI MEDIA
WhatsApp group



QR
CODE

MONTHLY CONNECTION CALL



SURVEY



C.A. North America PI •
WhatsApp group



NORTH AMERICAN PI MESSAGING GROUPS



2027 North American Summit
WhatsApp group



EURO PI MESSAGING GROUPS



C.A. European PI
WhatsApp group



SOCA Public Information
WhatsApp group



LOCAL GROUP



[INSERT
ADDITIONAL
APPROVED
LOCALIZED
VIDEOS]



[INSERT
ADDITIONAL
APPROVED
LOCALIZED
VIDEOS]



COCAINE ANONYMOUS WORLD SERVICE PI SUMMIT HANDBOOK

MAY 2026



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Public Information Summit Handbook

Purpose

This handbook has been developed to provide a basic format and simple ideas to assist hosting Areas and Committees in designing a summit event **that is informative, enjoyable, safe and legal**. Our ideas are meant to be suggestive only as we realize we know only a little. Each Area or Event will add its own flair to the Summit Agenda. We hope that after using this handbook you will provide your own material for inclusion.

Public Information Summit - Statement of Purpose

The purpose of a Public Information Summit is to provide a dedicated space for all those involved or interested in CA Public Information service to meet face to face. Our aim is to promote unity, develop a unified PI service structure, to foster and grow enthusiasm, share ideas, experience and also, as always...TO MAKE NEW FRIENDS.

The Public Information Summit is intended to be held approximately 6 months into the Summit year, as another opportunity for the World PI Committee to come together and work on the important task of carrying CA's message of recovery to the Public.

Public Information - Statement of Purpose

The purpose of the Public Information Committee is to carry the message of Cocaine Anonymous to the still suffering addict. We do this by making our presence known to the individuals, community groups and interested parties affected by drug addiction. We also have the task of keeping our fellowship members informed and up to date on changes with respect to Cocaine Anonymous. Any further information and guidance around what PI is and is not, and how best to conduct yourself whilst carrying our PI work can be found in our WSCPI Handbook.

ORGANIZING A SUMMIT

INITIAL DECISIONS

There are **some** options we have found to be successful in deciding how to organize a PI Summit. (We may have other ideas too!)

- 1) Hold the Summit alongside an existing event, i.e. a convention, unity day, fundraiser.
- 2) Hold a standalone PI SUMMIT – operating similar.

Both options have their benefits and limitations – alongside an existing event means that people are already attending so we may have a wider audience and reach people who would never normally attend a PI summit, also personal costs may be reduced, however timing will possibly be restricted by trying not to conflict with convention programming.

A stand-alone Summit is an event in itself, and can operate like a convention. Here activities can be varied and time constraints are not an issue.

You can also decide whether to make the summit Face to Face, Online or Both.

COMMITTEE FORMATION

Once the location has been agreed nothing can really be decided until there is a committee in place. Please don't be concerned if all positions are not filled, these can be covered by existing committee members.

Sometimes it may not be possible for an area to offer a 'host committee' but this is no real cause for concern. An ad hoc committee can be formed by anyone, anywhere, not necessarily from the host area. This committee would be disbanded at the end of the event.

Producing a C.A. event with a 24-month timeline is challenging because of service rotation. By combining clear expectations, proper documentation, and structured transitions, you can implement an effective system for rotating committee members in and out of positions without losing momentum. We suggest considering the following:

1. **Ensure Leadership Continuity**
 - a. Have one or two permanent roles that remain the same throughout the event planning process to maintain consistent leadership and decision-making.
 - b. Make these roles 2.5 year service commitments
2. **Setting Rotation Timelines**
 - a. Decide the duration of each rotation, depending on the event's timeline.
 - b. Specify when the rotation occurs (e.g., midway through the planning)
3. **Establishing Overlapping Transition Periods**

- a. To ensure a smooth handover of responsibilities, consider overlapping periods where the outgoing person trains or mentors the incoming person.
 - b. The transition period should be long enough for knowledge transfer.
- 4. **Creating a Succession Plan**
 - a. Identify potential successors for each role ahead of time. Have a list of people who are prepared to take on the role when needed.
 - b. This helps avoid last-minute scrambling and ensures that there's a smooth transition.
- 5. **Document Processes and Procedures**
 - a. Maintain a comprehensive guide of processes, timelines, contacts, and any important event details.
 - b. This documentation can be used by the new person taking over the role, reducing the learning curve.
 - c. **Develop Communication Channels**
 - Set up regular meetings or check-ins for the entire committee to discuss progress and any issues.
 - Use a project management tool to track tasks, deadlines, and notes that everyone can access.
 - d. Have a central repository for all information, documents, contracts etc. with shared access. Have a separate back-up housed elsewhere.
- 6. **Create a Rotation Schedule**
 - Prepare a formal rotation schedule that outlines who will take over which role and when, so everyone knows when to expect changes.

If the host area can offer a host committee, the guidelines on **pages 9 and 10** will help the host committee understand roles and responsibilities.

FUNDING THE SUMMIT

Our WSCPI committee can apply for a summit budget at the annual Summit in August, this funding can be used to cover hosting costs such as venue hire and Summit Chairs travel costs. PI Fundraising activities can also be arranged throughout the year. Area PI representatives can be funded either by area PI budgets, area contributions, or specific fundraising activities.

AGENDAS

The agenda may be formed by asking areas and/or regions to provide feedback on what would be useful for them in their PI service efforts. It may also include educational and/or information sessions for attendees. Agenda items may include any project work or tasks that need to be completed prior to Summit, such as SR14 submissions, referral materials, etc. The agenda may also include projects raised or started at the previous years' Summit.

In pages **21** and **22** we have included sample agendas.

SUGGESTED TIMELINE

Host Area, as well as Theme & Logo will be determined by European/North American PI Committees.

Throughout the year, regional PI committees will gather agenda items via requests from areas – i.e. 'we'd really like some guidelines for'

Timeline

- 24 months/2-Summits Out
 - Discuss upcoming summits
- After Summit
 - Elect 2-year in-advance chair and theme at WSCPI
 - Beginning identifying the committee
- At both Summits
 - Choose the next location
 - Present ideas and artwork for vote
- After Summit
 - Final vote on art for SR-14
 - Create files, registration form (if applicable), create digital marketing materials
 - Begin outreach process
- 1 Conference Out
 - Approve materials on conference floor
 - Begin focused outreach including local areas surrounding summit location
- After Conference
 - Tentative agendas formed by Summit Chair and North American/ EURO chairs.
 - Ratify agenda by respective sub-committees
- Prior to Summit
 - Acquire and distribute printed materials and needed equipment.
 - Items may include: projectors, laptops, power strips, extension cords, whiteboards, notebooks, pens.
 - Ensure digital materials for virtual attendees.

IDEAS TO BUILD A SUMMIT

When organizing a PI Summit – the possibilities are endless. Here are some ideas to get you started. Please remember that these are just ideas that may be considered. New ideas are always welcomed and encouraged!

Ideas for Summit Venues:

- Hotels
- Colleges/ Universities
- Retreat centers
- Church Facilities
- In conjunction with fellowship events/conventions
- Community Centers
- Independent Conferencing Venues
- Fellowship Halls

Ideas for Workshops:

Workshops and projects may include, but are not limited to:

- Outreach
- Poster Campaigns
- PI.CA.ORG – How to Use PI Resources
- Social Media
- Getting PSA's Aired
- Local Community Papers – Spotlight Articles
- Presenting to Professionals
- Working together - PI and H&I
- Reaching the Public at Large (PAL)
- Cooperating with Professional Communities (CPC)
- Translation Processes
- Getting started with PI service/ Starting a PI Committee

Ideas for Committee Activities:

- Local Meetings
- Sharing Various Area PI Successes
- New PI Approaches

Ideas for Outreach:

- Share to District, Area, and cA.org Websites
- Share with Area PI Chairs and PI Members
- Share to the Newsgram
- Share in appropriate social media groups and PI Committee/ Fellowship messaging groups

- If alongside a convention, have this included in their printer literature, such as the flyer and program

European PI Summit Committee Roles and Responsibilities

Position	Role & Responsibilities
European Summit Committee Chair	Chair all summit committee meetings Set agenda and distribute at least 7 days before meeting Coordinate/support/oversee committee members Arrange summit timetable in liaison with committee Ensure summit resources are available (agenda, timetables, etc) Facilitate summits – introduce speakers, workshops, and where necessary lead sessions or work groups Liaise with Area/Regional PI chair re: treasury/transfer of funds This post will be taken by your European PI Chair
Secretary	Liaise with Chair to set and distribute agenda – distribute at least 7 days before meeting Minute committee meetings Save and store all documents to the PI Google drive, create a new folder each year Follow up with committee on action items
Host Area Chair * if applicable	Coordinate with applicable chair Chair host area committee meetings Oversee local preparations
Summit Recorder	Take minutes for entire summit, record list of action items
PR/promotions *	Produce and create summit artwork ideas for committee to approve All artwork to be approved by applicable chair and trustee Produce fliers Be point person for committee members who need artwork/design (t-shirts, cakes, programs etc.)
Hotel/ venue liaison *	Point of contact for all venue enquiries, bookings and arrangements Reports to committee on all venue/hotel arrangements Will be the point of contact if summit is running alongside an Area event
Outreach coordinator *	Inform fellowship of event via fliers and invites Add event information to regional / area websites Supply Area/district PI Chairs with invites/fliers for distribution; use appropriate social media APPS to share summit information, create enthusiasm and interest Ensure trustees receive invites
Treasurer *	Work with Registration, CAWSO to collect and manage registration funds and venue deposits
Registration * (If applicable)	Create and distribute summit registration form (template provided) with Chair's approval Collate list of attendees and contact details Report attendees list to committee
Transportation Coordinator *	Coordinate transportation from airport to venue and vice versa Arrange transportation to any local meetings/events/outside meals and trips
Hospitality *	Ensure water/coffee/refreshments are provided throughout the summit

Printing *	Coordinate between host committee and attendees to have all relevant printing prior to summit
Memorabilia (Optional) *	Work in conjunction with PR to create t-shirts, lanyards, programs, etc Have on hand swag from prior local CA events
Serenity keeper	Assist chair by creating and maintaining speaker's list Keep group focused and on task Diffuse tensions with Serenity Prayer when needed

Roles in bold are imperative – others can be filled or covered on an ad hoc basis if necessary

North American PI Summit Committee Roles and Responsibilities

Position	Role & Responsibilities
North American Summit Committee Chair (This post will be taken by the North American PI Chair – Expenses for this role are pulled from the PI budget)	➤ Chair all summit committee meetings ➤ Set agenda and distribute at least 7 days before meeting ➤ Coordinate/support/oversee committee members ➤ Arrange summit timetable in liaison with committee ➤ Ensure summit resources are available (agenda, timetables, etc) ➤ Facilitate summits – introduce speakers, workshops, and where necessary lead sessions or work groups ➤ Liaise with Area/Regional PI chair re: treasury/transfer of funds
Secretary	➤ Liaise with Chair to set and distribute agenda – distribute at least 7 days before meeting ➤ Minute committee meetings ➤ Save and store all documents to the PI Summit folder in 'The Box', creating a new folder each year ➤ Follow up with committee on action items ➤ Coordinated production of all relevant materials prior to summit
Host Area Chair *	➤ Coordinate with applicable chair ➤ Chair host area committee meetings ➤ Oversee local preparations
Summit Digital Recorder	➤ Runs the recording of the meeting, facilitates zoom meeting, uploads digital files to the PI Summit Folder in 'The Box'
Theme and Artwork *	➤ Produce, create, and/or collect Summit artwork ideas for committee to approve ➤ Produce fliers ➤ Be point person for committee members who need artwork/design (t-shirts, cakes, programs etc.)

Hotel/ Venue Liaison *	➤ Point of contact for all venue inquiries, bookings and arrangements ➤ Reports to committee on all venue/hotel arrangements ➤ Will be the point of contact if summit is running alongside an Area event
Outreach coordinator *	➤ Inform fellowship of event via fliers and invites ➤ Add event information to Regional / Area websites ➤ Supply Area/district PI Chairs with invites/fliers for distribution ➤ Shares summit information, creates enthusiasm and generates interest
Treasurer *	➤ Creates and manages budget for the event ➤ Collects and manages funds for registration and venue deposits ➤ Works with CAWSO as needed
Registration * (If applicable)	➤ Create and distribute summit registration form and flyer, with Committee's approval ➤ Collate list of attendees and contact details ➤ Report attendees list to committee
Transportation Coordinator *	➤ Proposes budget to committee ➤ Coordinate transportation from airport and venue
Hospitality *	➤ Proposes budget to committee ➤ Ensure water/coffee/refreshments are provided throughout the summit
Memorabilia *(Optional)	➤ Work in conjunction with Theme and Artwork to create t-shirts, lanyards, programs, etc. ➤ May have swag from prior local C.A. events

* To be filled whenever possible by the host committee.

Positions in bold are imperative; other positions may be filled on an ad hoc basis.

BEST PRACTICE TIPS FOR ORGANIZING A SUMMIT

Organizing a successful summit requires careful planning and attention to detail. Here are best practice tips covering key aspects of the process. These suggestions are designed to help you create a memorable and impactful event that meets the needs of the fellowship and the members who attend.

1. Objectives

Define Clear Goals: Establish specific, realistic and measurable objectives for your summit, such as creating guidelines, the chance to meet fellows, knowledge sharing.

Align Objectives with C.A.: Ensure that the summit goals align with the interests of C.A. and the attendees.

2. Theme

Choose a Compelling Theme: Select a relevant and engaging theme that resonates with C.A., participants and challenges in the fellowship.

Consistency: Ensure the theme is consistently reflected throughout all aspects of the summit, including content, promotional materials, and sessions.

3. Audience (attendees)

Clearly define who within C.A. you would like to attend. Create content and promotions with them in mind.

Engage Stakeholders: Involve the relevant C.A. committees, decision makers and potential attendees in the planning process to gain insights and make sure you stay on track.

4. Budget

Create a Detailed Budget: Outline all potential expenses, including venue, equipment, catering, and promotions. Include a contingency for unexpected costs.

Monitor Your Spending: Regularly track expenses against your budget to ensure you stay within financial limits.

5. Venue

Select an Appropriate Venue: Choose a venue that aligns with your summit size, theme, and audience preferences. Consider accessibility, facilities, and ambiance.

Visit the Venue: Conduct a site visit to assess the layout, technical capabilities, and overall suitability. Visit the venue more than once and at different times of the day if necessary.

Understand what might impact on the summit (e.g. noise levels, other guests' behaviour). Identify key contact personnel at the venue at an early stage, build good relationships with them and communicate with them regularly.

6. Agenda

Develop a Balanced Agenda: Create a mix of speakers, breakout sessions, panel discussions, and networking opportunities, to help ensure everyone has a chance to participate fully, have a positive experience and achieve the summit goals.

Time Management: Allocate appropriate time slots for each session, allowing for Q&A sessions and breaks to maintain engagement.

7. Promotion

Utilise Multiple Channels: Promote the summit through various channels, including social media, email newsletters, and partnerships with relevant organizations.

Create Engaging Content: Develop eye-catching promotional materials that highlight the summit theme, objectives, and key features.

8. Speakers/ Session Leaders

Identify knowledgeable and engaging members who align with your theme and can attract attendees.

Provide Support: Brief the speakers thoroughly on the audience, session goals, and logistics to improve the outputs of the summit.

9. Balance Professionalism with Fun

Ensure that any entertainment aligns with the summit theme and maintains a professional atmosphere.

10. Technology

Leverage Technology: Use technology for registration, content production, presentations, audience polling, and virtual participation to increase engagement.

Test Equipment: Conduct thorough testing of all technology in advance to prevent technical issues during the summit. Know and comply with the Venue's requirements for portable equipment that you bring (e.g. safety testing, compatibility with on-site systems)

11. Participant Engagement

Interactive Sessions: Incorporate interactive elements such as Q&A sessions, workshops, and group discussions to encourage participation.

Networking Opportunities: Designate time for networking, providing attendees with opportunities to connect and build relationships.

12. Plan B (Alternative Arrangements in Case Something Goes Wrong)

Accept changes with good grace and inform participants accordingly.

Prepare for Contingencies: Develop a contingency plan for potential issues, such as speaker cancellations, technical failures, or venue changes.

Communication: Ensure clear event-specific communication channels are in place to inform attendees of any changes or emergencies. Establish and maintain regular communications with your key contacts at the venue.

13. Evaluation

Build sufficient time into your timeline to properly assess, report and pass learnings onto the next Summit Organizers

Assess Outcomes: Evaluate the summit against the initial objectives to determine its success and areas for enhancement.

Collect Feedback: Use surveys and feedback forms to gather attendee insights on their experiences and suggestions for improvement.

Pass Knowledge Forward: Create a report for WSPI and allocate sufficient time to engage and present to the appropriate forums within C.A.

14. Follow-Up

Thank You Communications: Send thank-you emails to attendees, speakers, and sponsors, expressing gratitude for their participation and support.

Share Resources: Provide access to outputs, presentation materials, key takeaways and closing reports, to maintain engagement post-summit.

EVENT SAFETY AND THE LAW

As the summit organizer, you are responsible for the safety of all participants at your event; and for ensuring C.A.'s name is not brought into disrepute and that its reputation is not compromised.

Here are the key areas to focus on:

1. Tax Liability

Understanding Tax Obligations: Familiarise yourself with local, national, state and/or federal tax regulations that apply to your summit. This includes sales tax on ticket sales, vendor services, and any applicable income tax.

Tax Exemptions: If your organization is a registered non-profit entity (e.g. a registered charity), there are likely to be tax exemptions. Make sure you are clear about tax from the start and ensure compliance with the requirements to maintain your status.

Record Keeping: Maintain accurate financial records, including income and expenditures, to facilitate tax reporting and compliance if needed.

2. Legal and Contractual Issues

Contracts with Vendors: Draft clear contracts with all vendors (caterers, AV providers, venue, etc.) outlining terms, deliverables, payment schedules, and cancellation policies. All contracts signed on behalf of Cocaine Anonymous World Services need to be submitted to the World Service Trustee for review, or if hosted by an Area, submitted to the hosting C.A. Area legal entity for review. (Check out the C.A.'s Convention Contract Negotiation Tool on Page 42 of the WS Convention Committee Guidelines). It's a great help. **Liability Waivers:** Consider obtaining liability waivers from attendees to limit your organization's liability for unforeseen incidents. **Insurance:** Ensure adequate and appropriate insurance coverage, including general liability, event cancellation, and property damage insurance, exists for your event. If your C.A. Area's insurance does not cover you, acquire some before you start to encounter risks.

3. Use or Infringement of Trademarks

Trademark Research: Ensure that the summit name, logo, and any promotional material does not infringe on existing trademarks. Conduct thorough searches and seek further advice if you are in doubt. Don't take risks.

4. Testing Electrical Equipment

Safety Standards: Ensure all electrical equipment meets safety standards and is tested prior to the event. This includes lighting, sound equipment, and any technology used during the summit.

Qualified Personnel: Co-opt or hire qualified technicians to set up, test and operate equipment to minimize risks and ensure compliance with safety regulations.

5. Safety Liability and Responsibility

Venue Safety Compliance: Verify that the venue complies with local safety regulations and has the necessary safety measures in place, such as fire exits, safety equipment, emergency plans, and first aid stations. If they do not, you may still be liable for any issues that affect participants at your event.

Risk Assessments: Identify any potential hazards and develop strategies to mitigate risks.

Communicate any safety concerns to the venue and ensure they are resolved before the event starts.

6. Potential Licences and Local Permissions

Event Permits: Research and obtain any necessary permits or licenses required for hosting a large event in your area, such as occupancy permits, maximum numbers, music licences or special event permits.

Health Regulations: Check local health regulations, especially if food and beverage service is involved, to ensure compliance with health and safety standards.

7. Security

Ensure you can keep equipment secure for the entire time you are at the venue.

Emergency Protocols: understand the venue's emergency protocols and communicate them to participants at the summit, including procedures for evacuations and medical emergencies.

FLYERS AND OUTREACH

Flyers are a great way to garner interest in a PI Summit, here is an approved example of how artwork can be used to make our effort attractive to wider fellowship. Flyers may be shared electronically and/ or printed and distributed to local districts and areas.





IDEAS FOR OUTREACH

SHARE TO DISTRICT, AREA, REGION AND WORLD WEBSITES

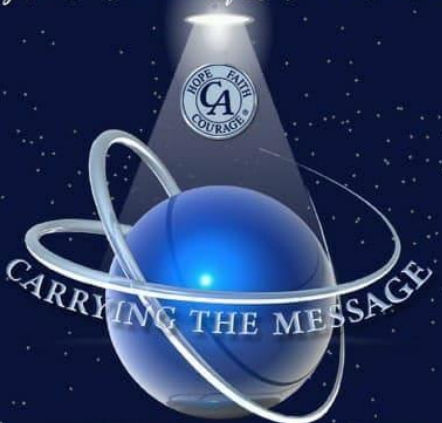
SHARE WITH AREA PI CHAIRS AND PI REPS

SEND TO WRITELINES AND NEWSGRAM MAGAZINES

SHARE IN APPROPRIATE SOCIAL MEDIA GROUPS AND PI COMMITTEE/FELLOWSHIP MESSAGING GROUPS

INCLUDE IN CONVENTION PUBLICITY (IF ALONGSIDE A CONVENTION)

Working To Raise Awareness Of CA Around The World!



TORONTO AREA PUBLIC INFORMATION
Presents

3RD ANNUAL CA WORLD PI COMMITTEE SUMMIT
JANUARY 31ST - FEBRUARY 4TH, 2018
RAMADA PLAZA HOTEL | 300 JARVIS ST., TORONTO, ON M5B 2C5

Thurs - Fri: PI Work-All Welcome | Sat Day: Workshops & Speakers
Fri Night: Dinner & Meetings | Sat Night: CA Dinner & Party!!!

Saturday Events Will Be Held At STEEL WORKERS HALL
25 Cecil Rd., Toronto On

JOIN US ON FEBRUARY 19-22 FOR THE 4TH ANNUAL NORTH AMERICAN PI SUMMIT HOSTED BY AZ AREA PI COMMITTEE



IN BEAUTIFUL PARADISE VALLEY ARIZONA HELD AT THE CASA RETREAT CENTER - A BEAUTIFUL HEALING PLACE IN THE ARIZONA DESERT. ALL MEALS INCLUDED FOR THE INCREDIBLY LOW PRICE OF \$149 PER NIGHT OR \$109 PER NIGHT FOR SHARED ROOMS. THE SETTING IS BEAUTIFUL, THE FOOD IS GREAT! WHEN YOU REGISTER LET US KNOW ABOUT ANY SPECIAL DIETARY NEEDS....

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CRYSTAL RINGER
2262 S COTTONWOOD
MESA, AZ 85202-6188
(628) 380-5612

ARIZONA
WWW.CAARIZONA.ORG

A C.A. group ought never endorse, finance, or lend the C.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.



Sample Registration Form

Public Information Committee Summit
Hosted By [INSERT HOST AREA HERE]

[HOST LOGO]

P.I. Summit Registration Form

[INSERT LOCATION, DATES]

Personal Information

Name		Badge Name	
Phone		Email	
Address		City, State, Zip	
Area			

Additional Registration

Name		Badge Name	
Phone		Email	
Address		City, State, Zip	
Area			

Hotel Registration [INCLUDE HOTEL CONTACT INFO]

Room Type	Cost	# of Reservations
Single [PRICE]	[TOTAL COST]	
Double [PRICE]	[TOTAL COST]	

Email completed form to [EMAIL ADDRESS]

In the spirit of Tradition Six, 'C.A. is not allied with any sect, denomination, politics, organization, or institution.'

Pull Date [DATE AFTER SUMMIT ENDS]
OF 2 CONTACTS]

Contact: [NAME, NUMBER, EMAIL]

North American PI SUMMIT 2019

February 19- February 22
(Tentative Schedule)

Tuesday Feb 19, 2019

4:00 PM – 6:00 PM Arrivals
Meet and Greet

6:00 PM – 7:00 PM Dinner
7:30 PM Introductions
Area PI Reports
Public Information and the Traditions
Close for evening

Wednesday Feb 20, 2019

8:00 AM – 9:00 AM Breakfast

9:00 AM Meditation

10:00 AM Area Outreach
(a) Reaching out to our Areas respectively
(b) Area outreach as a group activity

12:00 PM – 1:00 PM Lunch

1:00 PM After Lunch PI Speaker

2:00 PM Break

2:30 PM Yearly PI Event – World Poster Week
(a) How do we create awareness of World Poster Week?
(b) Use this as an opportunity to also create awareness of PI Members Area page – pi.ca.org
(Resource for flyers, posters)
(c) Committee activity – contacting as many people as possible

5:00 PM Break for Dinner

Wednesday Feb 20, 2019 (cont'd)

6:00 PM – 7:00 PM Dinner

7:00 PM New PI Literature
(a) Letters
(b) Summit Handbook
(c) WSPI Handbook Revisions
Close for evening

Thursday Feb 21

8:00 AM – 9:00 AM Breakfast

9:00 AM Meditation

10:00 AM Fact file

12:00 PM – 1:00 PM Lunch

1:00 PM LCF & PI Working in Unity

6:00 PM – 7:00 PM Dinner

7:15 PM Social Media Workshop

Friday Feb 22

8:00 AM – 9:00 AM Breakfast

9:00 AM Meditation

10:00 AM Tie up Loose Ends
Referrals
Closing

Euro PI Summit Agenda 2018

FRIDAY morning session 1100-1300 FACILITATOR:

Greetings, introductions and statement of purpose – 30 mins

Summit Project * – (ideas session / work group volunteers (work towards presentation Sunday) – 30 mins

Additional agenda items for consideration (Saturday lunchtime session)

Friday afternoon session 1400-1600 FACILITATOR:

Work group* – 2 hours

Friday 1800 (with sandwiches!) FACILITATOR:

PI Share – 20 minutes

Question and answer session – 1 hour

Friday evening (after opening speaker) with cake! FACILITATOR:

Welcome and introduction from the attending WSB Trustees

Area Introductions and Report 1 hour

Recap: Work group outcomes from afternoon session 30 mins

SATURDAY FACILITATOR:

930-1045 presentations of PI projects* – 1 hour (Area projects completed prior to Summit to be approved by Summit to take forward to Summit)

1230-130: Additional agenda items requested on Friday

SUNDAY 10-12noon FACILITATOR:

PI Work group presentation – 30 mins

Workshop – Pi resources - 1 hour

Presentation of project – 30 mins

Close Summit – All go home happy joyous and free ever after

Cocaine Anonymous Public Information (PI) Presentation to the Health Professional



Why Are We Here?

Cocaine 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 recover from their addiction.

The best way to reach someone is to speak to them on a common level. The members of C.A. are all recovering addicts who maintain their individual sobriety by working with others. We come from various social, ethnic, economic and religious backgrounds, but what we have in common is addiction.

Cocaine Anonymous Is:

C.A. IS a global fellowship of recovering addicts whose members meet in local groups as well as via the Internet.

C.A. IS an international, community-based 12-Step program for daily recovery that has worked for many thousands of people worldwide.

C.A. IS helping its members achieve continuous abstinence from cocaine and all other mind-altering substances.

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Cocaine Anonymous Is NOT:

C.A. IS NOT drug specific, nor is it about any particular group of drugs.

C.A. IS NOT the only solution to drug addiction.

C.A. IS NOT affiliated with any other organization or funded by any third party.

C.A. IS NOT a referral service.

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Cocaine Anonymous Further Explained

The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.

Anyone who wants to stop using cocaine and all other mind-altering substances (including alcohol and other drugs) is welcome.

There are no dues or fees for membership; we are fully self-supporting through our own contributions.

We do ask for voluntary contributions at meetings to cover expenses such as coffee, rent, literature and services to help those who are still suffering. However, newcomers need not feel obligated to contribute. We do not accept donations from organizations or individuals outside the Fellowship.

Cocaine Anonymous...

We are not allied with any sect, denomination, politics, organization or institution.

In order to maintain our integrity and avoid any possible complications, we are not affiliated with any outside organization. Although C.A. is a spiritual program, we do not align ourselves with any religion. Our members are free to define their spirituality as they see fit. Our individual members may have opinions of their own, but C.A. as a whole has no opinion on outside issues. We are not affiliated with any rehabs, recovery houses or hospitals, but many do refer their patients to Cocaine Anonymous to maintain their sobriety.

Cocaine Anonymous...

Our primary purpose is to stay free from cocaine and all other mind-altering substances and to help others achieve the same freedom.

The only purpose of Cocaine Anonymous is to offer recovery to individuals who are suffering from addiction. Our experience has shown that the most effective way to attain and maintain sobriety is to work with others suffering from the same malady.

We use the Twelve-Step recovery program because it has already been proven that the Twelve-Step recovery program works.

How Cocaine Anonymous Can Help

Public Information: We can provide literature, posters, and informative speakers to your teams OR DIRECTLY TO the PATIENTS your organization serves. We can host information booths or tables at events or conferences.

Telephone Helpline: Our telephone helplines are available to anyone looking for help or information. The helpline provides initial contact between the individual seeking help and a member of cocaine anonymous with knowledge of the local fellowship.

Cooperation with Health professions: We work with general practitioners, hospitals, treatment center staff, and others. We can offer a variety of help, from educating your staff, to leaving resources such as schedules and literature, to having individual contact with the patients with a substance use disorder.

HOSPITALS AND INSTITUTIONS (H&I) PANELS

C.A. also has Hospitals and Institutions (“H&I”) Panels to carry the message of Cocaine Anonymous to those in hospitals and institutions. Institutions served may include, but are not limited to: correctional facilities, sanitariums, detoxification units, treatment centers, hospitals, juvenile detention centers, half-way houses, and shelters; either governmental or private. Confinement may be voluntary or involuntary. The Committee is organized under the Ninth Tradition of Cocaine Anonymous, which states: "C.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." C.A. H&I meetings are held at the invitation of the hospital or institution, ever mindful of the admonition "cooperation, not affiliation!"

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HOSPITALS AND INSTITUTIONS (H&I) PANELS...

GENERAL INFORMATION

H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H&I Committee. H&I meetings are basically beginners' meetings, with the chairperson of each meeting providing the speakers. They are not usually listed in the Area or World directory; and they do not observe the 7th Tradition. Certain facilities may require H&I participants to be subject to sobriety requirements, dress and conduct codes.

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COCAINE ANONYMOUS PUBLIC INFORMATION (PI) EXHIBITOR TABLES-BOOTHS

What you could expect to see on the table:

1. C.A. literature, pamphlets, and books
 2. Tablecloth, banners and/or posters
 3. Business cards with local hotline and website
 4. Meeting directories
 5. Online Service Area materials
 6. C.A. wristbands, pens, bookmarks, candy, giveaway items, etc.
 7. Clipboard for contact information for future contact, and/or a bowl to collect business cards
 8. Flat screen monitor to display PSAs, slideshows, or videos
- 
- A decorative horizontal bar at the bottom of the slide with a gradient from orange to dark purple.

COCAINE ANONYMOUS PUBLIC INFORMATION (PI) EXHIBITOR TABLES-BOOTHS





Where Do We Come From?

The majority of our fellowship, and **33.2%** of survey participants, have found their way to Cocaine Anonymous through the tireless efforts of our members reaching out to addicts personally through hospitals & institutions (H&I) panels/meetings & recovery programs.

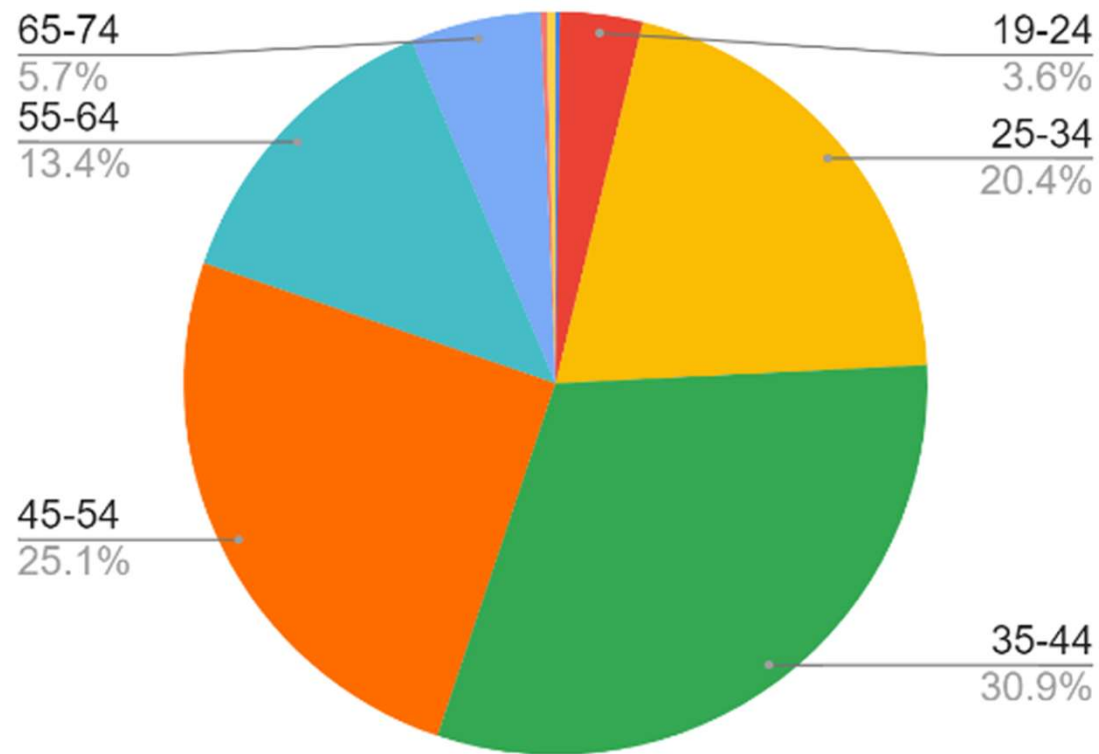
A recent survey of our membership revealed that only **0.8%** were referred by the courts, correctional & penal systems; and only **3.86%** of our members were referred to C.A. by doctors and therapists.

Additionally, this survey indicated that **10.26%** of our membership was referred to Cocaine Anonymous by P.S.A.'s with radio, television, billboards, internet searches, social media, and phone hotlines. Given these outreach numbers, we feel we have an obligation to reach out to the professional community to help provide a solution for the addict/alcoholic who is still suffering.



Who Is Our Membership?

Age Group

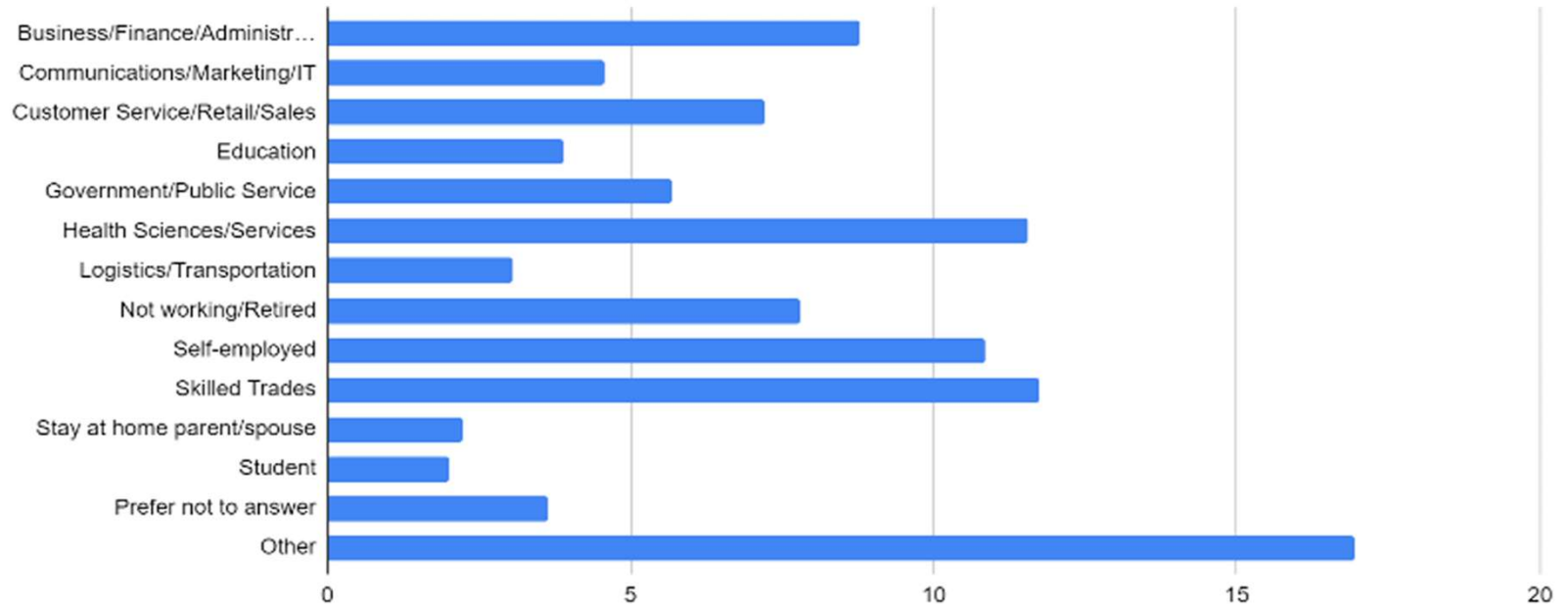


Graphs and Stats Based on 2023 CA Fact File



Who Is Our Membership?

Occupation

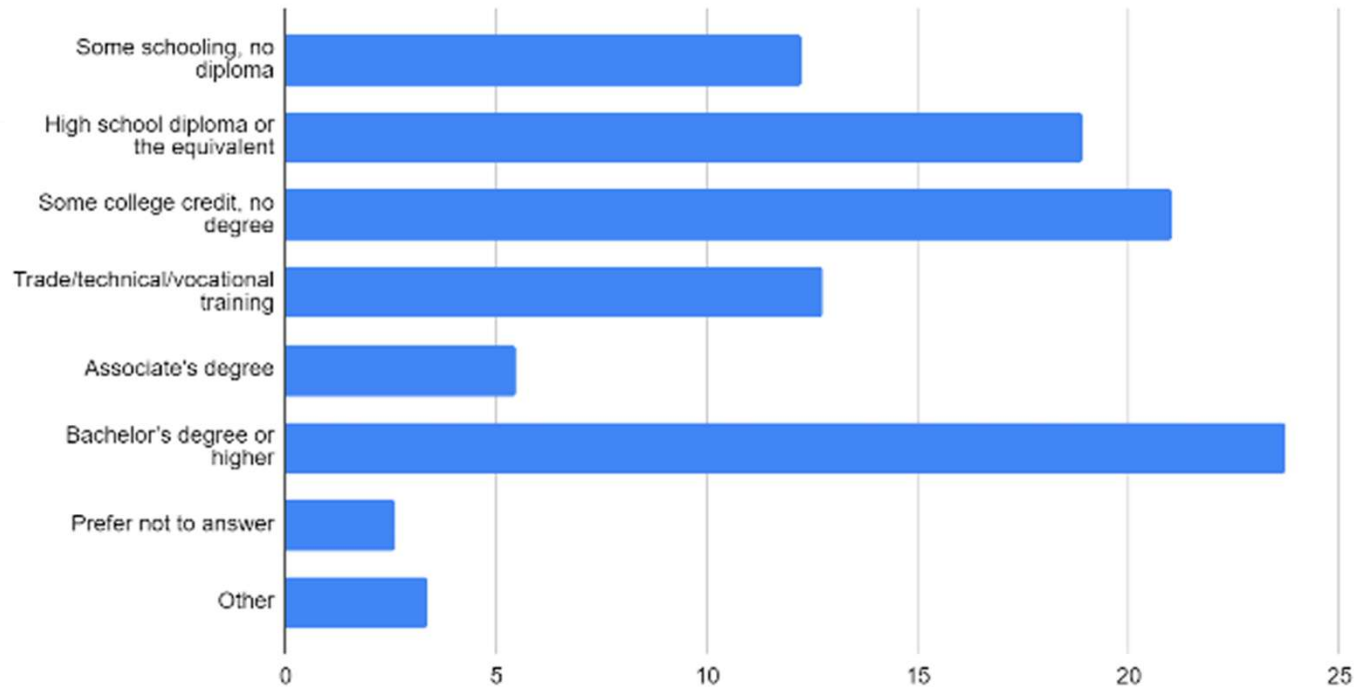


Graphs and Stats Based on 2023 CA Fact File



Who Is Our Membership?

Highest Level of Education



Graphs and Stats Based on 2023 CA Fact File

C.A. Unity Statement

Unity is a common bond that transcends all differences. We've discovered no matter how different our circumstances or the paths that brought us here, we all suffer from the same disease: addiction.

We admitted our lack of power and accepted that we could not recover alone. The strength and direction of our recovery is found in our unity.

We are people who might never have mixed. Addiction and recovery are the threads that bind us. We relate to such feelings as grandiosity, insecurity, jealousy, and false pride and are reminded we are all alike. By sharing our experience with other addicts and working the Twelve Steps of C.A., we come to know humility, security, acceptance, and self-worth.

Through applying the Twelve Steps and the Twelve Traditions, we grow in love, tolerance, and respect for each other. This spiritual growth allows us to rise above prejudice, regardless of religion, ethnicity, economic status, age, gender, or sexual orientation, to carry the C.A. message. Though we are different, we are the same. Regardless of the author, we share the same story.





Proof of Attendance

NAME: _____

DATE	NAME OF GROUP	SIGNATURE

- The Cocaine Anonymous fellowship realizes that there may be individuals at meetings that benefit from providing evidence of their attendance to meetings.
- We appreciate the positive impact the fellowship of Cocaine Anonymous can have in cooperating with treatment centers or other health programs that may be making 12-step attendance a component of a participant's program compliance.
- These proof of attendance sheets, signatures, or stamped cards do not confirm that the attendee is clean and sober, or if they have obtained a sponsor, or are working the 12-step program. The signed verification sheets simply confirm that the individual attended the meeting.
- Some groups choose to use a stamp and for the sake of anonymity do not provide names or signatures of the meeting secretary.



How To Help Your Patients Find Cocaine Anonymous

Cocaine Anonymous® World Services

A Twelve Step Fellowship of, by and for addicts seeking recovery.

AVAILABLE NOW

C.A. Meeting Finder App

**Find your fellows
*anytime, anywhere!***

- Connect to a meeting near you
- In-Person & Online Directory
- Sobriety Tracker
- Available on iOS & Android

Search for "C.A. Meeting Finder" or scan below.

Download on the App Store

GET IT ON Google Play



In the spirit of Tradition 6, C.A. is not allied with any sect, denomination, politics, organization, or institution.

Online at:
ca.org
or
ca-online.org

FOR FREEDOM FROM COCAINE
AND OTHER DRUGS

HELPLINE
INSERT PHONE NUMBER

INSERT URL



Additional Resources

- **Presentations to your organization**
- **Representatives to speak to your patients**
- **Educational and informational literature**
- **Our lifeline program – connecting your clients to C.A. meetings in your local community**
- **If your organization would like more information on how Cocaine Anonymous can benefit your community and its residents, please contact us: PI@CA.ORG**
- **Read our pamphlet: <https://ca.org/literature/a-message-to-the-professionals/>**
- **Visit [CA.ORG](https://ca.org)**



Help Your Patients Find Cocaine Anonymous

Contact CAWSO

Contacting C.A. World Services

You can contact the C.A. World Services office by phone 9:00 am to 5:00 pm, Monday through Friday (U.S. Pacific Time; GMT -0800)

Phone: 310.559.5833

Email: Direct questions, comments and correspondence to cawso@ca.org.

Mailing Addresses:

CAWSO

11460 N. Cave Creek Road, Suite 12

Phoenix, AZ 85020

Add/Change Area Information

To contact the Office Board or to add or change your Area or Regional Information, please call the Cocaine Anonymous World Services office (CAWSO) at 310-559-5833, Monday through Friday, 9am to 5pm, Pacific Time. Our staff will be happy to help you with your request and update your information on the website.

PUBLIC
INFORMATION

Cocaine Anonymous

WE'RE HERE AND
WE'RE FREE™

COCAINE ANONYMOUS

WE ARE ALL HERE TO HELP!

WELCOME TO COCAINE ANONYMOUS. WE ARE ALL HERE FOR THE SAME REASON—OUR INABILITY TO STOP USING COCAINE AND ALL OTHER MIND-ALTERING SUBSTANCES.

The first step towards solving any problem is admitting that there is a problem.

The problem, as we see it, consists of an obsession of the mind and an allergy of the body. The obsession is a continued and irresistible thought of the drugs and the next high. The allergy creates an absolute inability to stop using once we begin.

We wish to assure you that there is a solution and that recovery is possible. It begins with abstinence and continues with practicing the Twelve Steps of recovery, one day at a time. Our program, the Twelve Steps of Cocaine Anonymous, is the means by which we move from the problem of addiction to the solution of recovery.



**Helpline:
Website:
Email:**



WHO IS A C.A. MEMBER?

While the name "Cocaine Anonymous" may sound drug-specific, we wish to assure you that our program is not. Many of our members did a lot of cocaine; others used only a little, and some never even tried coke. We have members who drank only on occasion, those who casually referred to themselves as drunks, and others who were full-blown alcoholics. Lots of us used a wide variety of mind-altering substances. Whether we focused on a specific substance or used whatever we could get our hands on, we had one thing in common: eventually we all reached a point where we could not stop.

We are a Fellowship of addicts who meet together to share our hope, faith, and courage for the purpose of staying sober and helping others achieve the same freedom. Everything heard at our meetings is to be treated as confidential. There are no dues or fees of any kind. To be a member, you only have to want to quit. We also exchange phone numbers, and give and seek support from one another between meetings.

HOPE



FAITH



COURAGE

IN THE SPIRIT OF TRADITION SIX, C.A. IS NOT ALLIED WITH ANY SECT, DENOMINATION, POLITICS, ORGANIZATION OR INSTITUTION.



Freedom from the terror, misery, and pain of addiction.

12 STEP FELLOWSHIP OF, BY AND FOR ADDICTS SEEKING RECOVERY.



Cocaine 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 recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self supporting through our own contributions. We are not allied with any sect, denomination, politics, organization, or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others achieve the same freedom.

COCAINE ANONYMOUS
Helpline:
Website:
Email:

LEARN MORE



In the spirit of Tradition 6, C.A. is not allied with any sect, denomination, politics, organization or institution.

DYING TO LIVE?



SO WERE WE. THERE IS A SOLUTION!

SCAN

Cocaine Anonymous
Phone:
Website:

In the spirit of Tradition Six, C.A. is not affiliated with any sect, denomination, politics, organization or institution.



YOU ARE NOT ALONE.

**DO YOU HAVE A PROBLEM WITH DRUGS
OR ALCOHOL?
SO DID WE.**

**HELP
IS
AVAILABLE.**

SCAN

COCAINE ANONYMOUS

Helpline:

Website:

Email:

**IT DOESNT MATTER TO US WHAT KIND OF DRUGS YOU DID
IF YOU HAVE A DESIRE TO STOP YOU ARE WELCOME HERE.**

IN THE SPIRIT OF TRADITION SIX, C.A. IS NOT ALLIEF WITH ANY SECT DENOMINATION, POKITICS, ORGANIZATION OR INSTITUTION.



YOU ARE NOT ALONE.

**DO YOU HAVE A PROBLEM WITH DRUGS
OR ALCOHOL?
SO DID WE.**

**HELP
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YOU ARE NOT ALONE.

**DO YOU HAVE A PROBLEM WITH DRUGS
OR ALCOHOL?**

SO DID WE.

**HELP
IS
AVAILABLE.**

SCAN

COCAINE ANONYMOUS

Helpline:

Website:

Email:

**IT DOESNT MATTER TO US WHAT KIND OF DRUGS YOU DID
IF YOU HAVE A DESIRE TO STOP YOU ARE WELCOME HERE.**

IN THE SPIRIT OF TRADITION SIX, C.A. IS NOT ALLIEF WITH ANY SECT DENOMINATION, POKITICS, ORGANIZATION OR INSTITUTION.

Do you have a **problem**
with **drugs** or **alcohol**?

So did we.



CONTACT:

SCAN



"In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organisation, or institution."

**WHEN YOU'RE READY
WE'RE READY.**

*Cocaine Anonymous
We're Here & We're Free™*

*C.A.'s Twelve Steps are not drug-specific, and
Cocaine Anonymous is not a drug-specific
Fellowship. It means that it doesn't matter to
us if you drank or what type of drugs you
used, you are welcome here.*



You are not alone.

Contact:

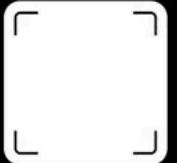
TALK TO US

helpline:

email:

website:

SCAN ME



In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.

FRONT

BACK

5x7 size handout



Download the **MEETING FINDER** app



C.A. NORTH AMERICA PUBLIC INFORMATION CONNECTION MEETING



The purpose of the call is to connect PI members within North America to share their "HOPE, FAITH, COURAGE, and IDEAS" on how to carry the C.A. message to the Public and to keep the Fellowship updated on P.I. initiatives.

**ALL ARE WELCOME
TO JOIN US!**

See how
Public Information
is making a difference
in the lives of others

**Monthly on the 3rd
Thursday**

@

**5:00pm PST / 6:00pm MT
7:00pm CT / 8:00pm EST
1:00am (Fridays) GMT**

**ZOOM ID: 811 5167 3068
PWD: PIROCKS**

Be Informed * Be Involved * Be Inspired * Be of Service

CA ZIP-STICKER TEMPLATE





...and all other mind altering substances



COCAINE ANONYMOUS

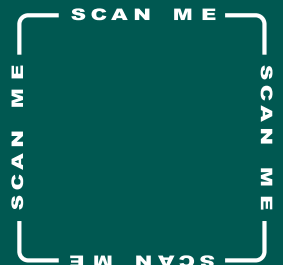
Helpline:

Website:

LEARN MORE



In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politic, organization or institution.





CAWS Structure and Bylaws SR14 Motions 2026

Please see below for the motions that will be brought to the World Service Conference 2026.

1. To add the following language to page 26 of the World Service Manual:

Duties and Responsibilities:

1. Have a working knowledge of the 12 Traditions.
2. Follow the format in accordance with the group conscience.
3. See that the responsibilities of the other Group servants are met.
4. Keep an accurate, up-to-date record of changes of the group conscience **and/or motion log**.

2. To add the following language to page 59 of the World Service Manual:

The World Service Trustee is the primary signatory of all contracts negotiated by the Trustee Negotiation Committee.

When the Trustees receive complaints relevant to the Fellowship they are to publish the correspondence in the WSBT meeting minutes while preserving the anonymity by redacting names and private personal information of any members and respond within 30 days. If a member does not wish the correspondence to be published they may make that stipulation, that the summary of the complaint be published.

3. To add the following language to page 63 of the World Service Manual:

Trustee Election Committee

Final selection of a Trustee shall be made by a Trustee Election Committee (TEC) consisting of the following: Full Board of Trustees and one WSC Delegate from each Region (currently eight). **The interview process will include the service resume, interview questions, clarifying questions, and/or any additional questions that may be necessary for selecting the best possible candidate decision.**

4. To amend page 8 and 80-81 of the World Service Manual by striking and replacing the language contained within **Concepts 1 through 11** of the Twelve Concepts for World Service.

~~1. Final responsibility and ultimate authority for C.A. World Services should always reside in the collective conscience of our whole Fellowship.~~

~~2. The World Service Conference of C.A. has become, for nearly every practical purpose, the active voice, and the effective conscience of our whole Society in its world affairs.~~

~~3. To ensure effective leadership, we should endow each element of C.A. — the Conference, the World Service Board of Trustees and its service corporations, staffs, committees, and executives — with a traditional “Right of Decision.”~~

~~4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.~~

~~5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration.~~

~~6. The World Service Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the World Service Board of Cocaine Anonymous.~~

~~7. The Charter and bylaws of the World Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the C.A. purse for final effectiveness.~~

~~8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.~~

~~9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.~~

~~10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.~~

~~11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.~~

Insert New Language for Concepts 1–11

1. The final responsibility and ultimate authority for Cocaine Anonymous (C.A.) World Services rests in the collective conscience of the entire Fellowship, ensuring that the voice of the groups, our members, guides what happens in C.A. as a whole.

2. The World Service Conference, as the active voice and effective conscience of the entire Fellowship, is entrusted with authority to guide and maintain C.A.'s World Services, except for changes to the Twelve Steps, Twelve Traditions, or Article 10 of its Charter. It serves as the practical voice of the Fellowship in all matters of World Service, enabling the Fellowship to delegate authority while preserving ultimate responsibility with the groups.

3. To maintain a clear and effective working relationship among the groups, the Conference, the World Service Board of Trustees, the World Service Office Board, and all related service entities, committees, staff, and executives, each level of service is entrusted with a traditional "Right of Decision." This principle supports effective leadership and sound judgment, grounded in experience, humility, and trust.

4. To preserve balance and fairness, we ought to maintain a traditional "Right of Participation," ensuring that every classification of trusted servant has a voice and a vote in proportion to the responsibility they carry, and that decision-making remains democratic and inclusive at all levels of C.A. World Service.

5. Throughout our World Service structure, a traditional "Right of Appeal" is recognized. This ensures that minority perspectives are heard and that concerns or grievances receive thoughtful and fair consideration, helping to maintain balance and guard against misuse of authority.

6. The World Service Conference holds primary responsibility for C.A.'s World Services and makes final decisions on major policy and finance. Most ongoing operations rest with the World Service Board of Trustees, who act as custodians, not governors, providing guidance and oversight to keep services running smoothly and in harmony with our Traditions. This balance allows the Conference to focus on broad policy while delegating day-to-day authority, preserving accountability and efficiency.

7. The Conference's Charter is not a legal document. It relies on the strength of tradition and the power of the C.A. purse for its effectiveness. While the Trustees manage World Service affairs, the Conference retains ultimate practical power through its ability to guide policy and, if necessary, withhold funding. It ensures cooperation and prevents either body from becoming a mere formality, preserving harmony and accountability within C.A.'s service structure.

8. The World Service Board of Trustees serves two primary roles. In matters of policy and finance, they act as principal planners and stewards, working through their committees to guide the Fellowship's long-term direction. In relation to separately incorporated service entities, their role is one of custodial oversight, exercised through governance mechanisms such as board selection and accountability structures. This balance supports both continuity and effective day-to-day operations.

9. Effective service leadership, supported by sound and fair methods of selection, is essential for the continued health and safety of our Fellowship. Leadership is not about authority but about responsibility, humility, and service. At the World level, the World Service Board of Trustees exercises primary responsibility for World Service leadership.

10. Every service responsibility within C.A. should be supported by clearly defined and appropriate authority, established through tradition, resolution, job description, or governing document. By entrusting capable and dependable servants and empowering them to act, we promote clarity, accountability, and effective service.

11. While the Trustees hold final responsibility for C.A.'s World Service administration, they must be supported by the best possible committees, service boards, executives, staff, and consultants. Cooperation and qualified individuals at every level are essential. Careful attention should be given to committee composition, member qualifications, induction processes, rotation systems, and fair compensation for paid workers.

5. Motion to change the language on page 66:

WSO Board of Directors Interview Process

All Directors, except for Paid Directors, will be interviewed first by the World Service Office Board (WSOB); and ~~viable~~ **preferred** candidates will be used to create a slate of candidates. This slate, along with the WSOB's recommendation, shall be forwarded to the World Service Board of Trustees (WSBT). The WSBT will then conduct additional candidate interviews, at the WSBT's discretion, and make the final selection. It is suggested that the WSBT take the WSOB's recommendation into serious consideration; however, the final election will be at the discretion of the WSBT.

In love and service,

Sydney Peterson, on behalf of the World Service Structure and Bylaws Committee

Cocaine Anonymous World Service Unity Committee 2026 World Service Conference

Dear Delegates,

The Unity Committee has had a busy and productive year and would appreciate your consideration of the following 6 motions that we intend to bring to this year's conference for approval.

We ask that you please distribute with accompanying documents to your local fellowship for review in accordance with 'Standing Rule 14' for consideration prior to the 2026 World Service Conference.

Motion 1: Motion to approve CAWSC 'Unity Brand' Logo

This would be added to all approved Committee resources (flyers, documents, workshop formats etc) making them easily and immediately identifiable as CAWSC Unity activity.

Motion 2: Motion to include new language to page 4 of CAWSC Unity Guidelines: revised CASWC Unity Committee Statement of Purpose

Motion to approve new language on page 4 CAWSC Unity Committee Guidelines – providing clarity to the wider fellowship as to the purpose of a Unity Committee.

Motion 3: 16695814: LCF Committee Referral: Motion to approve CAWSC Unity Resource Approval Process

Any workshops or resources created by CASWC Unity Committee would be taken through this process prior to submitting as a SR14

Motion 4: Motion to include new language to page 17 in CAWSC Unity Committee Guidelines: Celebrate around the World

New language inserted to Page 17 in CAWSC Unity Committee Guidelines with updated information about and history of the Celebrate Around the World event, to better inform fellowship of the purpose / intent of this event.

Motion 5: Motion to approve 12 Concepts Workshop (PowerPoint)

To be added to the Unity Resource bank on ca.org/service/world-service-conference/unity-committee/ for wider fellowship use.

Motion 6: Motion to approve 12 Concepts Workshop accompanying notes

Facilitator notes to accompany motion 6

Motion 7: Motion to insert new language to page 12 Unity Guidelines: Group Unity Survey

Motion to insert new language to page 12 Unity Guidelines – adding 3 additional questions to Group Unity Survey

CAWS Unity Committee

Chair Person	Caroline H	delegate@casw.co.uk	+447970665691
Vice Chair Person	Sara L	lindvall82@outlook.com	+46732504049
Secretary	Jackie R	jacquelinerosa325@gmail.com	+19172049619

CASWC Unity 'Brand' Logo: to be added to all approved CASWC Unity Committee materials so that they are easily and immediately identifiable as such:



ATTACHMENT 2 – Proposed new CAWSC Unity Statement of Purpose:

CAWSC Unity Committee – Statement of Purpose

The Unity Committee of Cocaine Anonymous exists to strengthen and support the bond of unity among members, groups, and service bodies of C.A. Guided by the Twelve Traditions, and other C.A. approved literature and guidelines, we aim to foster a spirit of fellowship, inclusivity, and cooperation within our fellowship.

Our primary purpose is to help the addict who still suffers, and we recognise that unity is essential to achieving this. The Unity Committee works to:

- Encourage participation in service at all levels of C.A.**
- Promote understanding and respect between individuals, groups, and in our service structure.**
- Organise and support events and initiatives that bring the fellowship together in the spirit of recovery and unity.**
- Provide information and resources that help C.A. members work together in harmony.**
- Uphold the principle that personal recovery depends upon C.A. unity.**

We serve as a bridge—not a barrier—between people, groups, districts, and areas, striving to build connections based on mutual respect, love, and the shared purpose of carrying the message of recovery to the addict who still suffers

~~The Unity Link~~

~~Cocaine Anonymous is a diverse group. Our membership reaches all socio-economic classes from Park Place to park benches.~~

~~The purpose of the Unity Committee is to enhance communication and outreach among diverse elements within the fellowship of Cocaine Anonymous in the interest of carrying the message to the addict who still suffers and promoting C.A. Unity.~~

~~The group is guided by the 12 traditions. This committee was organized under the First and Third Traditions of Cocaine Anonymous. Our First Tradition tells us that, as a group, “Our common welfare should come first; personal recovery depends upon C.A. Unity and our Third Tradition tells us that “The only requirement for C.A. membership is a desire to stop using cocaine and all other mind-altering substances.~~

~~Diversity is not a source of weakness in our fellowship, but a source of strength.~~

~~We are all inclusive.~~

If you are interested in more information regarding Unity in your area, contact the Cocaine Anonymous World Service Conference Unity Committee at unity@ca.org

For more information on World Service Convention guidelines see page 15 and suggestions for Unity Events see page 11



Resource Approval Process: DRAFT June 2026

Statement of Purpose:

The CAWSC Unity Committee Resource Approval Process covers resources from development phase through to approval by the World Service Conference

The term 'resource' applies to any suggested Unity workshop, presentation and / or activity that is to be made available for fellowship use.

The spiritual intent of this process is that it be followed in principle and as timely and expeditiously as possible to fulfil our Primary Purpose; carrying the C.A. message to the addict who still suffers

- Point 1.** Resource Development Sub Committee creates workshop / presentation or activity.
- Point 2.** Resource Development Sub Committee brings draft resource to CAWSC Unity Committee and receives feedback from members – resource is edited / amended where necessary.
- Point 3.** CAWSC Unity Committee members trial proposed resource (in person and online) with pilot group who will feedback suggestions for edits / amendments. Lead and 2nd Trustee are invited to participate.
- Point 4.** Resource Development Subcommittee make final amendments based on feedback and refers back to CAWSC Unity Committee for final approval
- Point 5.** CAWSC Unity Committee send final resource draft to WSBT, via lead trustee with a clear deadline for ratification / feedback
 - Point 5a.** CAWSC Unity Committee consider Trustee feedback: refer back to Resource Development Subcommittee where necessary
- Point 6.** Resource is prepared and submitted for SR14, seeking fellowship approval at WSC
- Point 7.** Approved Resource is submitted to WSO for addition to Unity section at ca.org/service/world-service-conference/unity-committee/

Celebrate Around the World

Statement of Purpose: The purpose of Celebrate Around the World (CATW) is to promote enthusiasm and unity within the fellowship of Cocaine Anonymous and financially support the fellowship's effort to send World Service Delegates to the World Service Conference.

Guideline and Procedures:

1. To compile art design for next year's CATW event and memorabilia. Submitted artwork cannot be signed by the artist.
2. Obtain signed release form for the design from the artist, which becomes property of Cocaine Anonymous World Services, Inc.
3. Art design must be brought to Unity Committee for approval; (Artwork must be submitted in JPEG and/or JPG format.) The Unity Committee will view all artwork and select one a piece to present to the World Service Conference for final approval.
4. Art design will reflect the theme of the upcoming World Service Convention
5. Any necessary changes of approved artwork (color or design) will be approved by a steering committee that consists of the CATW Chair and Unity Committee officers.
6. It is suggested that all net proceeds be used by the Areas/Districts to send delegates to the World Service Conference.
7. It is suggested that each Area's/District's event be held on the first Saturday in March to promote C.A. unity.

What is "Celebrate Around the World"?

"Celebrate Around the World" (CATW) is a recurring worldwide event of the fellowship of Cocaine Anonymous, held annually.

It originally began in 1989 as "Dance Around the World," was officially renamed "Celebrate Around the World" in 1995 and has since become a fixed date in the C.A. annual calendar.

It is typically celebrated on the first Saturday in March, with local events taking place in many different C.A. Areas around the world.

Why is "Celebrate Around the World" celebrated?

- 1. Strengthening unity and enthusiasm in the fellowship**

The primary purpose is to strengthen unity and motivation within the C.A. fellowship worldwide. It provides an opportunity for members to feel connected, celebrate together, and reinforce awareness of our shared recovery.

2. Supporting World Services and recovery work

The event also serves as a fundraising effort to support the work of C.A. on a global level—particularly the costs associated with delegates attending the World Service Conference and other worldwide services. In this sense, CATW is not only a social event but also a deliberate mechanism for providing practical resources for service to the fellowship as a whole.

Why is this important for C.A.?

A. Unity across borders

C.A. is an international fellowship with many countries, languages, and cultures. Without a direct central structure, promoting unity and cooperation is essential—CATW serves as a shared point of connection.

B. Visibility and awareness

A common event with a clearly defined date helps make C.A. more visible—both within the fellowship and potentially to the outside world, while still respecting the Traditions.

C. Financial support

Through local events, the fellowship helps ensure that important services (for example World Service Conference Delegates travelling to the Conference) can take place.

This structure distributes responsibility across the fellowship rather than placing the burden on individual Areas and strengthens collective responsibility.

Development & History (Brief Overview)

- **1989–1994:** Originally created as Dance Around the World.

- **1995:** Official decision to rename the event Celebrate Around the World

1999: Clarification that proceeds should primarily support delegates attending the World Service Conference.

- **2004:** Structural change—responsibility for the event was assigned to the Unity Committee to further strengthen fellowship unity.

Practical notes for presenting this in an Area

If you present this to your Area:

- **Emphasise that Celebrate Around the World is not only a celebration event, but an international expression of unity and shared responsibility.**
- **You can highlight that local events take place worldwide during the same weekend, creating a sense of global connection.**
- **If your Area organises a local event, it is appropriate and consistent with fellowship purpose to use proceeds in ways that support the fellowship's service structure (for example, supporting World Service Delegate travel expenses).**

Sources (Websites / Documents)

Direct documentation sources include:

- **Celebrate Around the World timeline and purpose description – Cocaine Anonymous Virtual Museum (historical documentation).**
- **Unity Committee Statement of Purpose – official World Services website (ca.org), describing unity and fundraising purpose.**
- **Examples of local CATW events and shirts – archival photos and descriptions showing how different Areas participate.**

Celebrate Around the World Statement of Purpose: The purpose of Celebrate Around the World (CATW) is to promote enthusiasm and unity within the fellowship of Cocaine Anonymous and financially support the fellowship's effort to send World Service Conference Delegates to the World Service Conference.

The 12 Concepts of World Service



These Workshop format examples are meant to be suggestive only.

They are not reflective of the opinions of C.A. As a whole.

They are potential workshop ideas for fellowship utilisation.

For further information or guidance on how to use these resources please contact unity@ca.org



“

What are the Concepts? Why should I care?

”

Think of them as a “Bill of Rights”

Negative v. Positive Right

“Freedom From... v. Freedom To...”

Description of Authority and Responsibility

“

The Concepts are Guardrails

”

Details matter... A difference of 10 degrees says whether the shuttle lands or burns up in the atmosphere.

Having well defined areas of “operation” allow us to go forward knowing where authority begins and ends, reduces conflict when we can have clarity, and brings a sense of duty to our trusted servants that they discharge their positions following those defined lines.

Concept One: Ultimate Authority

- ▶ Final responsibility and the ultimate authority for C.A. World Services should always reside in the collective conscience of our whole Fellowship.

Ultimate Authority (cont.)

- ▶ Tradition 2 “For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.”
- ▶ The Upside-Down Pyramid- Leadership derives Authority from the Bottom up (really the Top-Down, perspective is key)
- ▶ The Ultimate Authority is the Groups but they Delegate that Group Conscience to....

Concept Two: The Conscience

- ▶ The World Service Conference of C.A. has become, for nearly every practical purpose, the active voice, and the effective conscience of our whole Society in its world affairs.

The Conscience (cont.)

- ▶ In Practice, we operate functionally akin to a Republic (a representative Democracy).
- ▶ Groups have final Authority; however, they exercise it through DSR's, GSR's, and Delegates from the floor of an area all the way to the floor of the World Service Conference.

Concept Three:

The Right of Decision

- ▶ To ensure effective leadership, we should endow each element of C.A. — the Conference, the World Service Board of Trustees and its service corporations, staffs, committees, and executives — with a traditional “Right of Decision.”

Decision (cont.)

- ▶ Freedom TO: How to vote, what to vote for, what you consider.
- ▶ Freedom FROM: Outside Interference in any of those areas of defined responsibility. (Also see Concept 10)
- ▶ Your areas, districts, and groups are not in the room. They have not heard the fullness of debate like you have. This is why you have the “right to decide”, free of interference. When a delegate is sent to the WSC they are sent with the groups consent to participate in the manner the delegate feels is right or appropriate.

Concept Four:

The Right of Participation

- ▶ At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

Participation (cont.)

- ▶ The most misunderstood of the Concepts.
- ▶ You have a right to send representation who can vote on your behalf. The ABILITY of that person to participate is irrespective of the right of your groups to send them.
- ▶ The right to participate should only be exercised by those who can participate. Not everyone can be the arms and legs, sometimes you need a backbone, eyes, or ears. These parts are all essential to the function of the body in C.A.
- ▶ Examples: Work Schedules, Childcare etc.
- ▶ Also: This can refer to expansion of voting rights. If there is meaningful responsibility (WSBT, WSOB, Non-delegate Chairs, etc.) there should be meaningful participation.

Concept Five:

The Right of Appeal

- ▶ Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration.

Concept 5 (cont.): Minority Opinion

- ▶ After a vote, the most common usage of Concept 5.
- ▶ Ensures that we get the fullness of debate.
- ▶ Ensures that the minority opinion can have the last word.
- ▶ Ensures that we are always spiritually conscious in decision making.

Concept 5 (cont.): Personal Grievances

- ▶ The most uncommon usage of the Concept and often forgotten or overlooked.
- ▶ An important right to have personal grievance aired when the conference NEEDS to be made aware.
- ▶ Can be used in scenarios regarding “Special Workers”, Board Malfeasance/Negligence, or even inappropriate behavior of any member towards another that could affect the Unity of the Conference or Fellowship.
- ▶ See Article 4 of the Conference Charter.

Concept Six:

World Service Board of Trustees

- ▶ The World Service Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the World Service Board of Cocaine Anonymous.

Freedom of Action

- ▶ Endows the Trustees the ability for 51 weeks of the year, when conference is not in session, to act in the fellowship's stead.
- ▶ Authority for Representation; Responsibility for our Best Interest.

Concept Seven:

Tradition and the C.A. Purse

- ▶ The Charter and bylaws of the World Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the C.A. purse for final effectiveness.

Concept 7 (cont.)

- ▶ The “legality” of the charter and bylaws. (how do we interpret this?)
- ▶ The Bylaws state: “As a condition of election as a Director and election as a Trustee of the World Service Board, each person shall, before qualifying to serve as a Director and Trustee, execute an appropriate instrument addressed to the World Service Board of Cocaine Anonymous, stating that he or she agrees to comply with and be bound by all the terms and provisions of these Bylaws.” Pg. 84 2025 C.A. WSM
- ▶ “The members of the Board, subject to the laws of the State of California, are expected to exercise the powers vested in them by law in a manner consistent with the faith that permeates and guides the Fellowship of Cocaine anonymous, inspired by the Twelve Steps of Cocaine Anonymous, in accordance with the Twelve Traditions and the Conference Charter of Cocaine Anonymous.” Pg. 84-85 2025 C.A. WSM

Concept Eight:

Capacity of the Trustees

- ▶ The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

Concept Nine:

Good Leadership

- ▶ Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

Concept Ten:

Responsibility and Authority

- ▶ Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

Concept Eleven:

Help, hiring, and Consideration

- ▶ The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

Concept Twelve:

▶ General Warranties of the Conference:

- ▶ (One) The Conference shall observe the spirit of the C.A. tradition, taking care that it never becomes the seat of perilous wealth or power;
- ▶ (Two) that the sufficient operating funds, plus an ample reserve, be its prudent financial principle;
- ▶ (Three) that it place none of its members in a position of unqualified authority over others;
- ▶ (Four) that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity;
- ▶ (Five) that its actions never be personally punitive nor an incitement to public controversy;
- ▶ (Six) that it never perform acts of government; and that, like the Fellowship it serves, it will always remain democratic in thought and action.

- ▶ This concludes our presentation. Please feel free to ask any questions you may have. Go forward and make use of what you know to better yourselves, one another, and to work in harmonious action!



Questions & Answers

- Floor is open for questions

Thank you!



THE 12 CONCEPTS OF WORLD SERVICE (FOR WSC UNITY USE)

This workshop is by no means comprehensive; it is intended to be a concise and simple way to explain the 12 Concepts as they apply to world service delegates or any service body that uses them as a basis for their dealings. Much like the Steps and Traditions, comprehensive study of the Concepts is very much possible, and such is what informs the following explanations given regarding them in brief. Further study is always a good decision. Knowledge is meant to be shared, so never forget that asking questions at any time is **HIGHLY** encouraged!

What are the Concepts? Why Should I Care?

They are a Bill of Rights FOR WORLD SERVICE. They define what Trusted servants should and should not do. It's rarely a matter of "Can I?", almost always a matter of "Should I?". WE must also understand the difference between a negative right and a positive one. A positive right is "Freedom To" (i.e. to do something), the Negative right is "Freedom From" (i.e. interference). We have to make sure we recognize our "Rights" properly and then be able to determine how they **ACTUALLY** apply.

At their essence, the Concepts are that "Description of Authority and Responsibility" that we need to function without stepping over one another. We can, and do, delegate responsibilities through our various group consciences.

Think about the conference this way, and we can move forward in the right mindset.

1. The final responsibility and the ultimate authority for C.A. World Services should always reside in the collective conscience of our whole Fellowship.

Where have I heard these words before? Tradition 2 states: *“For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.”* **The basis of this Concept is in Tradition 2. Our group conscience here is not like other interests within CA. It is a representative conscience of the whole fellowship. This Concept tells us who is in charge. In any organization, you have to know where the authority lies, and this tells us it is with the groups. You might have heard this referred to as “The upside-down pyramid” (or triangle, whatever, it works). Our leadership, in actuality, comes from the bottom down. (contradictory I know, but since when was contrary action a bad thing in recovery?) You, the voting members of the conference, ARE the voice of the final authority. Now, how do we get from this representation of authority to what we have here at conference? Keep in mind that word, Authority, and how we have just defined it, and let’s keep going!**

2. The World Service Conference of C.A. has become, for nearly every practical purpose, the active voice, and the effective conscience of our whole Society in its world affairs.

Don't think of Conference as a direct Democracy, quite often that is impractical, and other than individual exceptions regarding the Steps, Traditions, and Article 10 of the Charter, we operate as a Republic (a representative Democracy) when exercising our Group Conscience. The groups have the final authority, but in practice they choose representatives from every level of our structure. From DSR's to GSR's on down, we have representatives to our Areas and Districts. They in turn elect delegates to be their voice at the World Service conference. Very simply put, this concept is the delegation of the final authority that we defined in Concept 1, to be represented by the World Service Conference. The voting members have a responsibility given by that authority to discharge. Keep in mind now the words Representation and Responsibility, and its relation to our definition of Authority and where it comes from.

3. To ensure effective leadership, we should endow each element of C.A. — the Conference, the World Service Board of Trustees and its service corporations, staffs, committees, and executives — with a traditional “Right of Decision.”

This one is easy on the surface, but incredibly important. This concept endows the members of the world service conference with a “Right of Decision”. This means that when you are here in your capacity as a delegate (or other voting member) YOU carry the group conscience of your groups/areas, HOWEVER, except for specific directives of the Conference Charter and our Structure and Bylaws (see your handy World Service Manual i.e. The Steps, Traditions, and Article 10 of the Charter), every trusted servant at all levels of service has the right to decide how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises. In short, you have the ability to decide what you will discuss, how you vote, and how you carry your group’s conscience. You cannot always get a consensus as things arise, and your areas/districts/groups are not in the room to hear the fullness of debate. You may be privy to information they are not. As Bill W., founder of AA once said, “If the gsr’s instruct the area delegates rather than giving them the right of decision, the conference is hamstrung” While you are here, your areas trusted you to do this, and therefore your “Right of Decision” endows you with that scope of authority.

4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

“The right of participation” allows all members throughout the conference structure the opportunity to participate in its affairs. The larger the Area’s population (higher meeting counts = greater responsibility), a reasonably larger proportion of voting representation should be given. It also sets the expectation that not just our areas will be represented, it endows those with certain responsibility in our structure to have a vote in our conference affairs. This includes (but is not limited to) Trustees, Standing Committee Chairs, Directors of the Office Board et cetera. The principle behind this is that we should always strive to expand representation rather than contract it, so long as that expansion is in proportion to responsibility. HOWEVER: this is often misquoted! This gives Areas the right to participate but does not endow them with the capacity. It is still up to the Areas to follow Tradition 7 in relation to this participation, and still up to the Areas to choose suitable trusted servants.

5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration.

This is going to be one of the most important Concepts you can learn. Outside of our structure, the minority opinion often does not get the chance to express their view in an adequate manner to a good exchange of ideas. Generally, the prevailing side in any conflict has the last word. We have all heard “history is written by the victor”. In our structure we do not believe this. We have spiritual principles that dictate we should allow the non-prevailing side to express why they feel the majority is in error. This is a deep spiritual process, and sometimes the minority opinion can be so persuasive that a motion to reconsider is appropriate. I have seen this conference vote with substantial unanimity, only to hear a 5th concept statement of one of our members and the entire vote swings the opposite way to Total Unanimity. This concept protects us from a “tyranny of the majority”. Not seen as often, but still incredibly important, it also allows that a petition for any grievance can be aired at this conference, considered by it, and based upon this, adopt a possible correction of the course of the conference, should it be warranted and within the group’s conscience (the ultimate authority). See Article 4 of the Charter for an example of the conference’s ability to exercise its authority.

6. The World Service Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the World Service Board of Cocaine Anonymous.

Remembering what we learned about Concept 1 (Authority) and Concept 2 (Representation/Responsibility) This concept endows our Trustees with a certain freedom of action. As for the conference, we cannot be in session every day of the year. WE must have Trusted servants to act in our interests throughout the year. This concept gives the Trustees the AUTHORITY to act as our REPRESENTATION in day-to-day matters. They have a scope of authority, but also RESPONSIBILITY. Remember this for later.

7. The Charter and bylaws of the World Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the C.A. purse for final effectiveness.

We, as the conference, are not a LEGAL entity. This is given to the World Service Board of Trustees, WHICH IS THE LEGAL ENTITY, to act, be fully empowered, and to conduct the business of Cocaine Anonymous. HOWEVER. The Trustees are in fact bound to this conference. The bind is this, the FORCE of Tradition, which is the binding principles of the 12 traditions. AND the power of the purse. World Service is supported by YOUR contributions. The groups, the areas, and therefore the conference itself, can CUT the flow of finances to world service. You control the money. This is a nuclear option. The conference recommends something to the board. The board SHOULD take those recommendations as directives. TECHNICALLY speaking, they can veto these directives, but to my knowledge it has NEVER been done, and if it were so, never lightly. This is a check and balance between us and the Trustees. This is Authority and Responsibility meeting ACCOUNTABILITY.

8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

Remember Concepts 1, 2, and 7. The Trustees are the ones who plan for our future in the interest of our corporate policy and financial administration. They are endowed with the LEGAL authority to act in this manner. The second part of this concept allows the trustees custodial oversight mainly of the Office Board, and they exercise this by simply having the authority to elect the people who direct this board. Remember “Plan, manage, execute”. The WSBT needs the ability to act in this manner as they exercise this oversight.

9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

WE CANNOT STRESS THE IMPORTANCE OF THIS CONCEPT!!! “Good leadership cannot function well in a poorly designed structure... Weak leadership can hardly function at all even in the best of structures.” We first must have good structure, to allow for those good methods of choosing our trusted servants. From top to bottom, we want all members to be able to participate in service. But some positions require that we choose GOOD leadership. While this might seem subjective, I think we all have a basic idea of what a good leader does and doesn’t do. But the further down the pyramid the responsibility is, the better the method for choosing them must be. It’s why a GSR can be chosen from any member of a group with minimal requirements, but a Trustee must go through a long, multi-level, and highly scrutinous process to be chosen. This Concept protects our Trusted Servant positions from putting those in place of unqualified authority (remember this for later.)

10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

REMEMBER CONCEPT 1,2, and 9???? Here we have what defines the scope of authority, as delegated by the conference. The Trustees, and the concepts of 6 and 7. The WSBT and WSOB and its right of participation under concept 4. The Standing Committees of the conference are given responsibility, and their ability to deal with all matters delegated to them by the mandate that we see in the WSM. The charter, bylaws, and standing rules of the conference tell us where that RESPONSIBILITY is given, and defines the AUTHORITY given to them to ACT within the scope of that responsibility. A well-defined structure gives us this ability. AS delegates of this conference, the ability to discharge this authority and carry your responsibility is protected from constant interference by well-defined lines in the sand. This is your side, this is my side, that is their side. Same team, different positions, best outcomes.

11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

The ability of the Trustees to administrate the World Service affairs should have the best possible assistance. The ability to hire, fire, rotate and inspire, and get the best possible help through their internal committees and hired special workers. They should always be allowed the discretion of choosing who will occupy the special positions, and the advice of others through their internal committee work.

12. The Conference shall observe the spirit of the C.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that, like the Fellowship it serves, it will always remain democratic in thought and action.

The Steps, Traditions, and Concepts are not pillars; they are a tapestry. They weave amongst each other, and rest one upon the other. The spirit (not always the letter) of the Traditions should permeate all the actions of the conference. It should never be wealthy, so as to never be tempted to use that wealth in a way that affects things outside the scope of our Traditions. We do this through proper financial planning, and in doing so we keep ourselves within this ideal. Remember this from Concept 9 earlier, we can place in our trusted servants a scope of authority, but only so long as it is equal to a responsibility that a person can live up to it. We choose carefully, so as to never give authority to one who cannot or should not be able to act RESPONSIBLY with that authority. Anything of import to the conference or fellowship as a whole should always follow the democratic process laid out in our structure. We have a responsibility to discuss, make motions, debate, vote, and put checks and balances on ourselves through the process so that we might reach a majority consensus in our group conscience. We do not punish. EVER. Full stop. We take no action against any individual to punish, nor do we take any act which would tarnish the name of CA to the public. Though we act as a group and with group conscience of the fellowship, we do not ever dictate compliance under threat of any type of punishment or mandate outside the scope of our traditions. (groups are autonomous with few exceptions). And last but not least, the democratic actions of the conference bring us back around to Concept 1 and tradition 2; The Ultimate Authority speaks through the group conscience.

Group Unity Survey

1.	Does the group have a greeting committee or greeters at their meetings?	☐ -Yes	☐ -No
2.	Does the group provide meeting lists, pamphlets and chips?	☐ -Yes	☐ -No
3.	Does your group reach out to new members and speak to them before/after the meeting?	☐ -Yes	☐ -No
4.	Does your meeting have tea / coffee available to all members?	☐ -Yes	☐ -No
4. 5.	Do members promote unity by providing information about other meetings/events?	☐ -Yes	☐ -No
5. 6.	Are all members treated with the spirit of Love, Tolerance, and Respect?	☐ -Yes	☐ -No
6. 7.	Do all members share a message of hope, faith and courage?	☐ -Yes	☐ -No
7. 8.	Does your area encourage sponsorship?	☐ -Yes	☐ -No
8. 9.	Is your meeting space accessible and inclusive for all members?	☐ -Yes	☐ -No
9. 10.	Does your group have a GSR that regularly attends area/district meetings?	☐ -Yes	☐ -No
11.	Does your meeting post C.A. posters in the local area and / or at the meeting venue	☐ -Yes	☐ -No
12.	Does the date / time of the meeting overlap with any other C.A. meeting in the local area?	☐ -Yes	☐ -No

If you have any additional solutions regarding what your area can do to keep newcomers coming back, please let our committee know. You may write to: Unity@ca.org