

Secretary Script Sample

My name is _____ and I am your alcoholic secretary.

Welcome to the “<name of meeting>” meeting of Alcoholics Anonymous at Stepping Stones.

We have the Big Book and other approved literature for sale. If you do not have a Big Book, please see me at the end of the meeting.

Children

Children are the sole responsibility of their parents. Children of any age are not allowed to be left unattended inside or outside of Stepping Stones.

Parking

Please do not park anywhere on the Cycle Gear side of the parking lot. That side of the parking lot needs to be completely clear of any Stepping Stones cars. Please only park directly in front of Stepping Stones or anywhere to the east.

Stepping Stones has a designated smoking section in the back of the building. Place your cigarettes butts in the cans provided. Please be courteous to our neighbors.

To keep from disturbing the meeting, please turn off the ringers of your cell phones or devices that make noise to keep from disturbing the meeting.

There is no texting during the meeting.

There will be no cross-talk or side conversations during this meeting. If you need to have side conversations, please do so outside.

Court cards are signed as a favor to you. Please have your name on your court card and place it in the basket when passed. We are not affiliated with the courts in anyway. You can pick up your card at the end of the meeting.

Are there any other AA related announcements from the floor?

The 7th tradition states that we are fully self-supporting, declining outside contributions; I will pass the basket around <meeting time>:30.

The rent for this meeting is \$60 and that includes coffee, treats, and literature.

(over)

We do give chips at this meeting, to recognize various lengths of sobriety. <handled by Chip Commitment> Does anyone have...

- Welcome (orange)
- 30 days (white chip)
- 60 days (green chip)
- 90 days (red chip)
- Six months (blue chip)
- Nine months (yellow chip)

<handled by Cake Commitment> After 365 days of continuous sobriety, you may take a cake at this meeting. Put your name on the Birthday Board. Please let the secretary know a week in advance so that we can have something for you. Are there any birthdays that I am unaware of?

The Group requests that if you have had anything to drink, or used drugs, in the past 24 hours, please state your name, disease, and refrain from sharing, but please keep coming back.

I would like to thank _____ for leading this meeting, and I will now turn the meeting back over to our leader.

Thank you for letting me be of service.