

FOR VOLUNTEERS STAFFING AN A.A. EXHIBIT

Dear A.A. Friends,

We know you will find staffing A.A.'s exhibit booth a rewarding way to do A.A. service. Here are a few suggestions we hope will be helpful:

- First impressions matter! Please “dress up:” slacks, sweaters, sports coats, business suits, skirts, dresses or other appropriate business attire. Do not wear sweatshirts, sweatpants, or shorts. It is important that A.A. volunteers be on time, well-groomed, and courteous.
- When a professional approaches the booth, stand and welcome them with a cheerful “good morning” or “hello,” as appropriate. Professionals visiting an exhibit area are more inclined to stop at a particular booth when they are given a warm smile and a friendly greeting.
- We suggest the following approaches (or something similar) as people approach the booth:
 - “May we help you?”
 - “Would you like some information on A.A.?”
 - “Could we sign you up for our complimentary newsletter?”
- When talking with professionals visiting the A.A. booth, it is important to let them know:
 - That we are not there to “recruit them” as A.A. members! We are there because we believe they may come into contact with alcoholics in the course of their work, and we want them to know about A.A. as a resource.
 - That those staffing the booth are all volunteers and members of A.A. This usually brings out some good questions.
 - That you are happy to answer any questions they may have about A.A., and that if you don't know the answer, you would be happy to have someone get back to them. Please then pass the question along to your Area CPC Chair or to the CPC Coordinator at GSO.

A.A. LITERATURE AND OTHER MATERIAL

- Two or three pamphlets are probably all anyone will want to take with them, as most conventioners are loaded down with material from other booths. Please inform visitors that they are encouraged to sign up for the *About A.A.* newsletter at <https://www.aa.org/about-aa>, find us on LinkedIn, <https://www.linkedin.com/company/aaworldservicesinc/>, and on aa.org.
- If allowed, you may wish to leave a few of the pamphlets and other materials on the table overnight for professionals who might pass by.
- Please display the books published by A.A. World Services, Inc., and the AA Grapevine.

Following the event, please complete an evaluation form. Your comments and suggestions are very valuable, so thank you for taking the time to fill out the evaluation! We appreciate you sharing your experience with us!

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Thank you for your service!