

Volunteer Facility Guidelines Treasure Valley TSNAC Treatment

Thank you for your willingness to participate in TSNAC Treatment service work!

We sincerely appreciate you volunteering at our Treatment Center meetings! Please understand that the following guidelines are meant for the protection of you, the clients, the facility, your local TSNAC Treatment subcommittee, and AA as a whole. We have set these standards in an effort to eliminate any misunderstanding or miscommunication.

In order to volunteer you should be approved by the facility's Volunteer Coordinator or the TSNAC Treatment Chairperson. You should be actively involved with the Alcoholics Anonymous program and in contact with the Treasure Valley TSNAC Treatment subcommittee. It is the understanding of the meeting coordinator that you are committed to attend regularly unless you, as the volunteer, state otherwise. If you are ill, or cannot otherwise fulfill your commitment please notify your meeting coordinator as soon as possible.

Treatment Center Volunteers need to become familiar with any guidelines or rules of the facility(s) they are volunteering at. It is the responsibility of your facility's Volunteer Coordinator to provide you with this information. If you do not receive this information please contact the TSNAC Treatment Chairperson.

- Remember, we are guests in their house! Please be respectful at all times to staff and clients. Watch your language and be respectful! Many people are offended by foul language.
- It is the volunteer's responsibility to become familiar with the AA GSO guidelines and suggested literature for treatment facilities. Your TSNAC Volunteer Coordinator or the TV TSNAC Treatment Chair will provide you with access to this information.
- Do not discuss or share information about any clients at the facility. Even if you know this person, it is a breach of their anonymity.
- No more than three (3) TSNAC Treatment volunteers per meeting. At least one of those volunteers should be a female, unless of course the meeting is not a coed meeting.
- Meetings will begin and end on time! Volunteers arriving late or needing to leave early are asked not to attend. At the request of the facilities we do not arrive earlier than 15 minutes before the meeting, or stay later than 15 minutes after and only access areas allowed.
- AA volunteers will chair the meetings and will find client volunteers to read the designated readings for the meeting.
- Dress appropriately and neatly! Some facilities have specific rules. Please abide by them. Usually these rules consist of the following: Nothing revealing (no exposed mid-drifts), no inappropriate logos, no bandanas, no gang or club related colors, no hats or caps and no sunglasses, open toed shoes are discouraged and in some institutions they are not allowed.
- Absolutely no cell phone use during the meeting! Leave it in the car. Do not bring personal items into the facility. Items such as purses, briefcases, cards, letters, notes, cigarettes, and or course cell phones should be left at home or in your car.

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Please remember our singleness of purpose, and abide by what our AA Preamble states. As alcoholics we represent Alcoholics Anonymous, carrying a message of recovery and hope through the twelve steps. We do not represent any religious, political, or other affiliation.

Keep AA meetings positive and on topic. Sometimes it is difficult, but remember your purpose is to carry the AA message of hope to the suffering alcoholic. You are not there to share your drunkalog! Please do not share gruesome and horrifying details of your story. It does not help anyone get sober, and often will discourage people from coming to AA when they are in the general public. Remember, if scaring someone could get them sober they probably wouldn't be there in the first place!

- WE DO NOT counsel clients about medications! This is not only inappropriate, but can be DANGEROUS.
- Keep your judgments and criticism to yourself. You are there to be helpful and be of service.
- If you are sick or under the weather in any way, stay home. We need you at your best and in this case, we do not want you to share what you have!
- We are *not* there to recruit dates, employees, roommates, sponsees, etc. Behave appropriately! We are representatives of Alcoholics Anonymous. We are there to carry the message of AA and the Twelve Steps.
- We do not sponsor clients in treatment. If asked we encourage them get to a meeting within the first 24 hours of their release and that they find a sponsor or temporary sponsor at that meeting. Become familiar with the “*Bridging The Gap*” program and how it works. It is designed to provide them with a temporary contact that will assist them in getting to their first meetings and finding a sponsor.

The Following are unacceptable and may be grounds for immediate dismissal:

- ✓ Any inappropriate behavior with clients, including flirting, touching, sexual comments, or anything else that may be abusive or make a client feel uncomfortable.
- ✓ Fraternizing with the clients.
- ✓ Lack of cooperation with facility staff and, or Treatment coordinators and committee chairs.
- ✓ Repeated disregard of AA Treatment or facility guidelines.
- ✓ Any phone use during the meeting or in the facility.

Again, *thank you* for your service and if you have any questions or concerns, please contact the TSNAC Treatment Volunteer Coordinator for *your* facility or your area Treasure Valley TSNAC Treatment Chairperson.

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(NOTE: this portion will be signed by the volunteer and returned to the TSNAC Treatment Chairperson for their records.)

I, as a volunteer at _____ on _____, understand and will abide by the guidelines stated above. I understand that it is my responsibility to read the AA Guidelines and recommended GSO literature for Treatment Facilities provided to me by the TSNAC Treatment Committee.

Signature *printed name* *phone#* *email address*