



## First HA Convention Wrap Up and Pass It On

This document includes information about how the steering committee of the first HA world convention executed the first convention. We hope that the following information makes future convention committee's jobs easier. By no means do we think we did everything perfectly. We have outlined, in this document, what worked, didn't work, and other information that we think could be helpful. We also give a summary of the results, if you will, of the convention. The first convention was an incredible success and was a big step for the fellowship. If we can help future events, we are happy to.

Sincerely,

Chris G, First HA Convention Chair, 480-415-4638, [cgisriel@asu.edu](mailto:cgisriel@asu.edu)

**Chair:** The convention guidelines proved invaluable. If we would have been more thorough about defining position's responsibilities by them, and then staying on top of those, things would have been a little easier. In addition, many of the positions were changed many times. Finding reliable people to take some of these large commitments was important. Especially the Hotel Liaison, Treasurer, and Program Chair. One of the biggest challenges for everyone was to find people to head subcommittees. Maybe a better statement would be that it was difficult to find people who can find people to do things. Often, if a committee wasn't getting the job done because of a lack of participation or because they weren't organized, it was the responsibility for the steering committee whose responsibility the subcommittee fell under, or even the convention chair, to step in and take the responsibility. A perfect example of this is the chairperson getting the steering committee to literally *be* the outreach committee because it wasn't getting done otherwise. Many of the responsibilities of committee members who weren't being closely monitored by the chair went neglected until late in the game. Having more people who are more responsible about their commitments would have made things easier. As the chair, it was especially helpful to make lists of things to check on and ideas by the following method:

Once a month, make a list for each steering committee member. Write each of their subcommittees and any other responsibilities they have and then write everything that still needs to be done. Do this for each of the four steering committee members. Then you can send the list to each steering committee member and check about every detail. This may seem like micromanagement but it became very important, especially in the 4-6 months prior to the convention, making sure that we covered every aspect of the convention.

This position took up a huge amount of time and effort and was every bit of two years worth of work. It requires someone who is highly organized, motivated, and is not afraid to ask people to step down if the job isn't getting done (in as loving way as possible, of course). Whoever does this in the future: Godspeed.

**Secretary:** The secretary took minutes at the business meetings and e-mailed them out to everyone after the meeting. He had some other positions on subcommittees, but his main responsibilities as the secretary were fairly easily fulfilled. He also monitored the convention e-mail address.

**Trustee:** A non-heroin addict trustee who had experience with conventions in another fellowship provided valuable guidance.

#### **Vice Chair:**

**Their responsibilities and comments:** The amount of effort that an outreach chair person needs to put forth requires special attention because they need to be fairly highly organized and be able to have lots of communication (e-mail, facebook, phone, etc). The Source Table was successful in the examples it provided for guidelines for intergroup and newcomer packets, etc. Speaker CDs from the convention sold a lot so that worked well. Pre-recorded speakers sold but not nearly as well.

#### **Their subcommittees:**

**Public Info:** This was wrapped into outreach and newsletter but there was a component of a press room. We had a room set aside in the event that press showed up and a member had a mock meeting ready for that. For us, no press showed up because our press person disappeared.

**Outreach:** An outreach committee was formed and failed to produce multiple times. Although we hope that an outreach committee could be formed which can perform the required work, we eventually decided to ask the convention steering committee to do the work. The convention chair held pizza parties at his house and invited the convention steering committee and whoever else would help. Prior to the party, he would compile and print lists of H&I institutions, and anywhere else who would be interested in an HA convention, and he would print the phone lists. By the end, there were about 300-350 H&I institutions who were contacted per pizza party. The list was simply recycled for both of the two pizza parties so that we contacted those interested once about two months prior, and again about 2-3 weeks prior. In addition, the chair would go through HA e-mails where HA had corresponded with other HA groups in the country and send e-mails about the convention. We also called phone numbers on the web site to let our members know about the convention. Lastly, we made different flyers and a registration form which were regularly distributed to local half-way houses and meeting halls. These were attached to bulletins as well. The bulletins were also a valuable tool for outreach. Oh! Also, we made a private Facebook page where we could invite people to join but no others could see it. To deter unrelated HA solicitation on it, we pinned a post that explained the purpose of the page and we made it to that anything posted on it had to be verified by an admin before being posted. To allow people to, in a way, search for it, we made a person's profile named "HA Convention". On their profile, it said that the monitor of the profile would add them to the private group and then delete them as a friend, so that everyone's anonymity would be preserved. By the end, there were two thousand people in the group. This was a good way of keeping people updated on progress and for

moral. People posted things like pictures of their hotel booking confirmation and fundraisers for the convention, etc.

**Special Needs:** In multiple HA World Services bulletins and on the convention section of the HA web site, there were requests for people who have special needs (hearing impaired, etc) to let us know so we can accommodate them. No one requested any special needs. We did get information on how to hire an interpreter (sign language) if we needed but we never utilized that resource.

**Advanced Newsletter:** The HAWS Bulletin was utilized as a replacement for the newsletter outlined in the guidelines. Multiple bulletins were created up to the convention and a final bulletin, devoted entirely to the convention, was released about two weeks before the convention. It gave every bit of information instead of our previous efforts to consolidate information in hopes to encourage people to read it.

**Source Table:** The biggest problem we had was having people not follow through with their commitments. It defiantly kept us behind and we had to squeeze everything together very quickly. We'd have people not show up to their shifts at the booth and days before hand didn't know they were scheduled to be there. A suggestion I would have after my experience with the source table would be to give certain positions a sobriety requirement, which is something we kind of over looked. For example the Schedule Liaison could have a requirement of 6 months. The CD chair and Co-chair could have a suggestion of 1 year, and the Business Chair could have 1-2 years. The Flyers we something that everyone was interested in. you were able to see how far HA has grown, as well as the unity, recover, and service this fellowship has brought to many people all over. Being a part of the source table at the Heroin Anonyms World convention was a blast and was an awesome was to be of service.

Here is how we divided up the work:

- Chair: lead the business meeting
- Secretary: take minutes during the meeting
- CD Chair and Co-Chair: Order CD's, cases, and covers. Find good recordings get approval from speakers to distribute at convention. Burn disc of selected recordings. Get approval to record and distribute main speaker meetings and workshops. Record main speaker meeting and workshops. Burn CDs and send out recordings on the email list.
- Flyers/ and signs: Flyers and other things that show HA as a fellowship need to be printed and a sign must be made to show prices and information on what the source booth has
- Literature: Orders HA approved literature Big Book, 12x12's, Pamphlets.
- Schedule Liaison: Make a schedule for the booth also figure out what time it should be open and must get that approved at the business meeting.
- Important Documents: someone to print all documents and send out the intergroup guidelines with the email list.

**Children's Events:** Child care was not provided due to the high cost of having people certified or hiring people who are certified. This did not seem like a big issue. The only thing we had to do was make sure that we let the fellowship know that childcare would not be provided (bulletin, registration form). Laws may be different from state to state.

**Theme/Artwork:** This was dissolved and condensed with decorations under the hotel liaison.

**Treasurer:**

**Their responsibilities and comments:** Money was collected by processing credit cards through squares and by cash. We used cash envelopes and lock boxes for this. We paid for most things we could before convention and had a good idea going into the weekend that we had very little expenses left. A separate bank account for convention would make a lot of things easier and take a lot of unneeded work and stress off of world services treasurer. Better tracking of expenses and paid outs/ better organization of receipts and what they were for, what committee spent the money, convention having its own account will make this easier to track throughout the whole preparation process. We should have been more prepared for the amount of cash coming during big speaker meetings and at registration. We should have received more itemized budgets from other committees in advance. We quickly ran out of memorabilia and should have printed more than 200 shirts. We wasted money on buying syringe pens that we then decided not to sell because we thought it may not represent the fellowship well. A spending approval committee should have been in place at start of planning stage consisting of, perhaps, the convention chair, the treasurer, and maybe the secretary. An assistant treasurer should have been assigned but never was.

**Their subcommittees:**

**Vice-Treasurer:** This position was never filled. It would have made it easier on the treasurer if it had been.

**Fundraising:** Here you will find some of the struggles of what didn't work and also what worked. The money we started with was about \$200 that we collected from the 7th tradition at the world convention steering committee meetings. We used this money towards our first fundraiser which was a pool party bbq at my house. The event was great. We had a double speaker meeting. Pool party bbq worked great but the meeting happened too late and we had no lighting for the meeting which was the only downfall of this event. We raised about \$300.

Our next fundraiser was a scavenger hunt. Only about 5 people showed up and we decided as a group conscience that we would reschedule the event because of lack of attendance. We think that it was not outreached enough. Outreach is one of the most important things is what we found. We rescheduled the scavenger hunt and also added a potluck and a meeting. We had enough people to have 3 teams. Not many people showed up for the hunt but the meeting afterwards was huge and beautiful. Although we only raised \$70 we now are starting to see that money is not the important part. its helping the suffering addict which is exactly what happened.

Up until this next fundraiser we had been charging for food and our admission. We had a different inspiration with this event and decided that mostly everything will be free and we will take donations only that way everyone will feel welcome even the guy with 1 day sober that has no money. The only things we charged for were raffle tickets. At this fundraiser we decided we are not going to worry about making money. We are going to focus on having fun and creating unity and let God worry about the money. Well God came through! This event was called Change for Change. We had change jars placed

around for people to just bring their change that's been laying around and donate it. We had some chefs in our fellowship cook some good food and flew a speaker out from Cali to speak. We outreached like crazy and God brought us about \$1300. We had shirts made for this event. Also up until this point we had been rolling our profits over to the next event and with this event we decided that HA members need to be more self supporting. We called HA members and asked if they would be willing to donate either money to help create this event or \_\_\_\_\_ item that we need. We decided we do not want to do 50/50 raffle because we want 100% profit. Instead we went to home groups and HA members in Phoenix and asked if they would be willing to donate a gift. We did this at each event too. It worked great and a lot of people looked forward to what we were going to raffle of this time. We had signs made and a banner to get everyone excited for the convention. We also started putting donation baskets around for people to be able to donate.

Our next fundraiser was a volleyball tournament and BBQ. It was amazing! We found out our fellowship loves volleyball. We did all the stuff the same as the change for change event. Everything was donated, we had raffle gifts and everyone had a great time! We had a trophy made with a spoon on it and we went to hallway houses and told them to make teams. Before you know it hallway houses were excited to beat other houses and take the trophy home. We decided we should repeat this event because it was so fun! we raised about \$650.

Our next Fundraiser was a video game tournament and potluck. It was not outreached very well. We raised about \$120 and nobody brought any food so one of us went and got soda and cookies. Right after the game tournament we had the meeting and everyone left before the meeting. There was only about 8 of us at the meeting.

We then did a talent show. We brought a speaker from another city in Cali and it was fun but we didn't have a lot of people participate. Although it was not outreached very well we raised about \$450.

Phoenix Intergroup has a retreat every year so we baked some cookies and went to the retreat and handed out cookies and accepted donations. We raised about \$50 each retreat totaling \$100.

Our next fundraiser was a game night. We had a N64, and a Wii hooked to a projector screen. We also brought card games and board games, we played energy pong and had subs from Jimmy Johns. We raised about \$350.

We then had another pool party BBQ and raised about \$300.

After that we had our 2nd annual volleyball tournament. We asked the hallway house that won last year to come and bring their trophy and defend their title. They came and won again!!! It was fun again and we repeated the event the same because it was a lot of fun and it worked great! We raised about \$600.

I decided to reach out to some cities near Phoenix to see if they wanted to host a fundraiser and Prescott said yes. They had a field day and brought a speaker from Phoenix and raised about \$200

Our last fundraiser was a game night again but this time we added a spades tournament. This fundraiser was so easy to have and we raised about \$500.

In total we raised about \$4570.

Towards the end of our fundraising we started doing events every month. In the beginning we did events about every 4 months. We found that about 5 weeks is a good amount of time to plan and outreach an event. We printed flyers for most of our events and also made Facebook pages and invited people. We also used texting and phone calls for outreaching. All of these things combined make for good outreaching. We had a meeting at every event which sometimes had 2 speakers. We placed signs and had donation jars placed around each event. At each event we got everything donated and made 100% profit for HA. HA in Phoenix is to the point where it is self-supporting and we used our members and home groups to that advantage. We had food at every event towards the end and we found that food is a great way to get people to come. We had gifts to raffle off that were always donated by either home groups or HA members. Also we found that good speakers from out of state that are well known or semi-well known are a great way to bring a crowd. I ran into a lot of hiccups along the way and have tried to include some of them. I loved this position and would be more than happy to help the next fundraising with not only their questions but with fundraising in Phoenix. I hope this report is helpful to whoever takes on this position next. I love you and God Bless.

Joe Siciliano

(602) 319-7306

2014 HA World Convention Fundraising Chair

**Memorabilia:** Our only memorabilia for sale was a shirt. It was difficult finding people to design this sort of thing. We spent money on pens that, eventually, were not sold because the committee decided they did not represent HA well (pens that look like syringes). Even the shirt was controversial in that it incorporated a syringe. We only had 200 shirts for sale. We probably could have easily sold 300.

**Archive:** This position was never filled. Instead, the Source Table had some information on HA (i.e. when it started, how many states and countries it is in, how many cities, how many meetings, etc). It also decorated with copied flyers from HA meetings and events from all around the country. It would have been better to have a separate space for archives to display the fellowship's archives which are kept by the HAWS archives chair.

**Printing and Design:** Individual subcommittees were responsible for their own printing except things like signs which fell under decorations, a subcommittee of the Hotel Liaison. For example, the program chair came up with a list of signs and submitted it to them to have printed with all of the other decoration signs.

**Auction/Drawing:** The auction chairperson asked people in the fellowship to donate art and other auction-appropriate items. Many people donated art, recovery-related items, sports tickets, and other valuable things. Also, big books signed by all the members of the steering committee were auctioned off (one per banquet table).

**Hotel Liaison:**

**Their responsibilities and comments:** Negotiating the contract was very important and you should negotiate and all details like when we need to have rooms sold by, banquets, details of the rooms schedule, etc. This was a lot of work and needs constant communication with the hotel. Make sure that there is a co-chair to cover communicating with the hotel while the hotel liaison isn't available (sleeping, etc). Knowing every aspect of the contract in detail is very important. Also, add someone to set up sound, if we're not paying for it. Our committee had people who knew how to do that sort of thing.

**Their subcommittees:**

**Hospitality:** Should have charged people for energy drinks. Should have more than one person in charge because a lot of people flaked on their commitments (2-3 people hopefully) because the chair was literally there the whole time. Some home groups donated food and we bought some food with convention money. We accepted donations in hospitality and used that money to buy food (and drinks throughout). Make sure you have solid people you can trust to cover the room! Make sure there is a schedule of people to get stuff from the grocery store THE NIGHT BEFORE (not in the morning).

**Transportation:** We did not do official transportation. Members went to the airport to get people who were flying in from out of state.

**Decorations:** Decorations went well. It was important to have people who are into that sort of thing and care enough to make it great. Those who did decorations also had the burden of printing many signs for other committees. Here are tips they've provided for future decorations committees:

- Have an Army for the day of set up
- Create a vision with a small sub-committee
- Get a budget and research pricing online. Don't forget the small stuff like tape, string..
  - Same as banquet, search coupons online
  - Online pricing is often better than party stores
- Coordinate with hotel liaison to see space ahead of time, find out if you can tape on walls, and have open flame candles (we used LED candles)
- Consider clean-up
- Helium is expensive!
- Incorporate logo – we used logo balloons, stickers, and banners (vista print)
- We got together and prepared as much as we could before conference (i.e. centerpieces)
- Coordinate if you are in charge of Signage (I.e. registration sign, workshops sign)

**Information/Host:** Make sure to have committed security volunteers. OVERSTAFF! Plan for twice as many people as you really need because so many people flake. Need to have a security co-chair. Rented them from USA radio in Scottsdale

**Brunch:** We did not have a brunch.

**Banquet:** Decorations and banquet, for us, worked together. This wouldn't have really been necessary but it just worked out that way. The banquet went well but it was vital to have a good system of compiling what each individual wanted to eat *before* the convention and to have exactly a certain number of seats available. Here is what happened to us: We were contracted for 50 banquet seats. Although we were worried that we couldn't sell that many at \$60 a piece, we ended up accidentally going over 50. Then, we had to change it to 60 which required changing the contract, adding another table (and another centerpiece). By the end, we could have probably sold another 20-30 banquets easily. Everyone wanted a banquet as it got close to the convention. Here are some tips from the banquet committee:

- Consider the Hotel tax and gratuity in setting the price! Hotel tax/gratuity often adds 22%!
  - You will probably have a food and beverage minimum that doesn't include this!!
- Start reaching out early with specific benefits of purchasing a banquet such as prime seating close to speaker stage
- Get a menu from the hotel ASAP, and ask people their choice upon purchase
- Communicate w/ registration to have access to a central document
  - We used google docs and I could add banquet choices to reg document
- Print tickets with specific choices and put in envelopes with the persons' name to pick up at registration
- Music! We forgot the ambiance
- Send hotel a drawing (mine was very amateur) of what you want the room to look like and what time you plan to enter the room to decorate
- Have small committee to help create meaningful center pieces
  - Use the dollar store for knick-knacks
  - Many coupons are available online for places like jo-ann fabrics, just google
- Open doors to the public for Auction before Main Meeting

**Closing chair:** This position was neglected up until the convention and someone was asked to fill it. They simple grabbed some other volunteers and everyone helped clean up along the way.

**IT Chair:** We used a voice recorder to record the speakers and workshops and they were available for sale at the Source Table by people burning them with a mass CD burner rented from a local meeting hall. The PA for each event was provided by members who own that sort of thing and we probably saved us few thousand dollars by doing so.

### **Program chair:**

**Their responsibilities and comments:** This convention was a huge learning experience for both HAWS and the convention committee as well. The program chair alone is a very involved and integral part of the whole convention. Everything that occurs at the convention falls on the programs lap. The program chair's sub-committees are as follows: Speaker, vice chair(voice), registration, special events(which we did not have for this convention), workshops, marathons, entertainment, and survey

and evaluation committees. I hope I can shed some light on the duties of the program chair, what I could have done differently, and what really worked. To simplify this I'm going to bullet point all of my observations and my recommendations.

It is recommended to start your program meetings at least 15 months in advance.

Program meetings were held monthly until six months where we started to go bi-weekly and one month out from the convention we met every week.

- Finding committed committee members is by far the biggest hurdle for the program chair. It is imperative to disclose to each potential sub-committee chair member that this is a commitment and they are going to be expected to show up to every meeting with a full report and progress.
- It is to the committee's discretion to hold stipulations on attendance. For example if a committee member does not show up two meetings in a row they are relieved of their position.
- Be sure to fill *all* of your committee's positions. I couldn't fill the speaker chair and it is far too much work to be the program chair and another program committee chair.
- It is a good idea to have weekly deadlines for each sub-committee member even if you are not meeting every week. Be sure to follow up once that deadline is due.
- Pre-registration must have an online payment method. We had online registration for this convention but the method of obtaining the pre-registration information was very difficult. Online registration must record the name, email, what they paid for exactly, date, ask if they are willing to be of service, and if they need any special assistance (translator, transportation with in the convention). If webmaster is available have him/her have this information automatically inputted into a spreadsheet.
- Work closely with the hotel liaison and be sure to go to the venue with the hotel liaison before signing the contract to be sure you are receiving the correct amount of meeting space for the convention.
- It is a good idea to help support your committees but when you help too much and when it comes down to the convention it will be a disservice to you and the other committee members because you're the only one who knows certain important details. Be sure to be transparent with all of the help to each committee but do not withhold any details. Keep everyone in the loop.
- Follow the convention guideline. They are there for good reason and learned through experience.

If you have any questions please feel free to contact Joseph Knapp (602)-434-9409 or [jknapp5302@gmail.com](mailto:jknapp5302@gmail.com).

#### **Their subcommittees:**

**Speaker Chair:** The speaking chair is very straight forward. Work with HAWS archives and other sources to acquire speaker tapes of the potential speakers to listen to. Speakers *must* have a recording of their share before even considering them if you as the speaking chair have not heard their share in person. Also ask the steering committee for minimum requirements for main speakers. It is a very good idea to have speakers selected and asked to speak at least 1 year prior to the convention. Most circuit speakers are booked out 9months and sometimes more than a year out. This also gives them time to prepare for their share. The convention committee provided the travel expenses (if out of town), hotel room nights during the convention, registration and a banquet ticket for the speakers. We

selected Kelly S. from Austin, TX for Friday night's main meeting, Ken C. from L.A., CA for the main meeting on Saturday, and then Gilbert M. from PHX, AZ (local speaker) for Sunday's main speaker meeting. For out of town speakers you will want to pick them up from the airport and be their host for the duration of the convention. For all speakers you might ask them if they mind being recorded at the convention and ask if there is someone that would like to introduce them right before they speak. As the speaking chair you will design the main meeting format and setup with the venue's staff. This includes finding a meeting chair and readers for the readings (Steering committee members are a good choice because you know they will be there). Audio, stage and backdrop equipment will be something you will need to address with the venue's staff and could also be include into the contract (talk to program chair). For sobriety countdown you will have to coordinate with the vice-chair on the program committee. If you have any questions please contact Joseph Knapp at (602)-434-9409 or [jknapp5302@gmail.com](mailto:jknapp5302@gmail.com).

**Workshops:** Content – The topics and content of the workshops were kept to our common problem and focused on the common solution. We avoided any topics that addressed subjects or issues outside of Heroin Anonymous' primary purpose. The message in all the workshops and with the facilitators and panels was simple, solution based and consistent. We chose workshop leaders based on their membership and/or qualification for HA membership. That being said, with all of the workshops, save one, we thought outside of the box on how to present the material in an engaging manner. The men's and women's workshops were not about relationships with others rather overcoming the spiritual malady that blocks you from relationships with God and others. Singleness of Purpose was presented as an informative and experiential workshop, staying away from the controversy of saying anyone was right or wrong. Entering the World of the Spirit was an interactive workshop designed to support ideas and inspiration on how to not only maintain but continue to grow spiritually in thought and action. In Back to Basics we took participants through all 12 steps over the weekend.

What worked – The subject matter in all of the workshops, as well as the facilitators and panels being members or qualified to be, was well received and motivated great discussion and participation. The workshops' being interactive was crucial, especially since they were all 90 minute workshops. Participants actually doing work in the workshops and having an opportunity to share about it created a sense of trust and unity. The topics were very relevant, not only to sobriety, but to HA as a whole. Strong facilitators and panels helped keep the energy up and people engaged.

What didn't work – The times at which some of them were held. We had a workshop 1 hour after registration opened and right before the closing speaker, and regardless of content, were very poorly attended due to the timing. Also, it was brought to my attention that people do not want to "go through" all 12 steps at a convention, but rather "be exposed" to be broke down in different workshops.

-Sharmyn Townsend

**Marathons:** I have found that there is 2 ways in which to do the marathon meeting.

1. Find a bunch on groups or people and allow them to have whatever meeting they choose and supply all different formats for them.
2. Find whoever you are going to have chair the meeting and pick a topic out of the big book that the meeting chair can share on and then open up for discussion.

I used the second method at the world convention and found that to be a productive way of doing it. I would also put a sign on the table that says if the meeting chair does not show some can chair the meeting themselves that way you are not running around crazy looking for all the chairs and if one of your chairs does not show the meeting will still go on. If you have any question don't hesitate to call or email me [paulyea1980@gmail.com](mailto:paulyea1980@gmail.com) or 480-840-4589

**Registration:** Prior to the convention- Registration is very important and vital part to any convention. As far as pre-registration goes you are going to want to start as far in advance as possible. Working with the outreach committee is highly recommended. First things first, you're going to want to make a method to keep track of all the registers you're going to have, such as a spread sheet or something along those lines. Work with other committees to put together the online registration forms as well. Create your registration forms so you can start passing them out and getting people registered. Generally on the registration forms you're going to want a few essential requirements of information. Name, phone number, email, city/state, home group, are they willing to be of service, donation, and amount paid, and whatever else you feel is necessary. You also want to make an h&l registration form which would just include the treatment facility or half way house the register is in. (the h&l registration is generally less money than the regular registration) Once you have the form and tracking method in place, work with the outreach committee to get the word out. At meetings have it announced, set up registration tables at the fundraising events and try to get as many people pre-registered as possible, it will make the at-convention work much easier. Make sure you get a signup sheet to find volunteers to help you run the registration tables at the convention.

At the convention- Make sure you strategically set up your tables to where everybody coming in to the convention will either see them or have to walk by them. You don't want to give people the opportunity to sneak past and not register. You're going to need to have a couple tables for regular registration, a couple tables for h&l registration, and a table for the pre registers. You also need to make sure you have enough people to fill those seats at all times when registration is open (preferably people with some time sober, there is a lot of money flowing around). You're going to want to open registration at the time the convention starts, usually mid-day Friday. Closing time is up to your discretion. I opened it back up at 8am on Saturday morning, keeping it open until the main meeting started on Saturday night. You're going to need a safe or a bank bag to keep the money in to be able to give money drops to security periodically so you eliminate the chance of losing or getting the money stolen. Also you need to have a method set up to take electronic payment, as that's what most of the registers will be paying with. As the chair you should be hanging back over seeing all the operations of the registration tables and keeping tabs on the money and the completed forms. It gets pretty hectic and stressful so rely on your fellows for help and try to keep calm. If you have any more questions about the registration process I would be happy to talk to you and see if I can help. Good luck!!

Nicco Russo- (480)639-9313 [nicco.d.russo@gmail.com](mailto:nicco.d.russo@gmail.com)

**Entertainment:** Everything went off without a hitch! A few things that I would start off with what worked was having a professional DJ. By doing this, it gave the committee piece of mind knowing that they have all the equipment needed for the space provided as well as having the contract for services provided. We also had a theme 90s dance & awarded prizes for best dressed & best moves. What we should have taken into consideration was the median age. We resorted back to top 40 music & 90s that night just to get the crowd hyped up & dance. We also could have done more promoting this

dance as no one dressed up. Both dances went better than anticipated though. We also had a 3 hour block used for socializing/ indoor games. For that, we could have used more games or a larger selling point to draw a crowd in. We had a small crowd at a few points, but interest may have been lost. Overall, everything went smooth & everyone had a great time! –Melanie W.

**Survey and Evaluation:** My service commitment was to create and distribute the survey and evaluation portion of the convention. After I created the survey and printed out the projected amount of copies I would need, I came up with a strategy for handing out the surveys. We decided the best thing to do would be to leave them on the chairs before the main speaker meeting on both Saturday night and Sunday morning. I had the voice of the convention make an announcement before the meetings that there was a survey and to please fill one out after the meeting was done. In the back of the room I set up two tables and labeled them “Survey Drop”. At each of these tables there were pens provided, baskets for completed surveys, and space to fill them out. After Sunday mornings meeting I collected all of the completed surveys and counted 177. This number was low compared to the number of people that registered for the convention. A lot of people didn’t fill them out because the surveys were left on the chairs and by the time the meeting was over, most had forgotten about the survey...or were too excited to get to the next thing and didn’t consider filling it out to be very important. It would have been a little more effective if the announcement was made after the meeting to remind them about the surveys that were left on their chairs and to please fill it out.

I think it would have been more effective if I didn’t leave them on the seats and instead set up a survey booth at all of the exits. This way, when people are leaving the main meetings, they will see the booth and have no reason not to stop by for a couple minutes to fill it out. Also, I think if a couple of people were available to help at the booths to collect and remind them to fill out their surveys a lot more would have been filled out. Plus it would be a good chance for people to mingle and talk amongst each other. There was a suggestion in one of the surveys to include more “ice breaker” or “get to know each other” games as an entertainment idea (as a way to meet others from out of state or in your hometown). I liked this suggestion and think the survey part would be a good time for that. They did something like that at ICYPAA where they passed around a huge tie. And if the tie was passed to you, you had to tell that person something about yourself and ask them something about themselves. Maybe while at the booths a “get to know you” game could be going on or the host committee can do something interactive to get people to stay in the area while people finished taking the surveys. I don’t know just an idea, but I think having the announcement right after the meeting and then booths set up at the exits with hosts helping would help tremendously improve the number of survey completions.

Another thing I noticed, when I was going through the information, that seemed to be an issue was that quite a bit of people did not know that there was a back side to the survey, and so they only completed half of it. So believe it or not, an announcement saying please fill it out “front and back” would be good.

Below are the results of the survey, I think it has a lot of helpful information in it on the demographics of heroin addicts today. It tells what primary ages to target, what ethnicities are mainly effected, etc. I would use the information when doing outreach on next year’s event to see where you need to target. For example, since there is a substantial amount of newcomers at the convention (51 out of 177 who took the survey), going to more hospital/recovery programs would be a great way to spread the word to that group. Only 11 people who took the survey found out about the convention from

hospitals/recovery programs. So that seemed like an area we could have reached out to a little more. Over half of the people who participated in the survey found out about the convention through an H.A member or at a meeting. And only 3 found out about it through the internet.

On the survey, I left an area for comments or suggestions to be left if anyone had any. In that section, is a lot of helpful tips for the other future committees such as entertainment, outreach, merchandising, meeting and workshops. All of the comments are on the Excel spreadsheet I created with all of the survey input. But I listed some of the main tips below as a quick reference. Overall my commitment went smooth and efficient. I hope some of this information is helpful in making the next events an even better success. It was awesome to be a part of. Thank You!!!

<b>Place of residence</b>	<b>Arizona</b>	<b>Out of State</b>
138 were from Arizona	62 Phoenix	16 California
38 were from out of state	20 Prescott	10 Missouri
1 unanswered	13 Mesa	3 Colorado
	13 Tempe	2 Ohio
	9 Chandler	2 Nevada
	7 Gilbert	2 New York
	6 Scottsdale	1 Georgia
	3 Flagstaff	1 Louisiana
	1 Glendale	1 Virginia
	1 Tucson	
	1 El Mirage	
	1 Cave Creek	
	1 Ft. McDowell	

<b>Gender</b>	<b>Age Range</b>	<b>Ethnicity</b>
114 Male	0 under 18	156 Caucasian
62 Female	71 between 18-24	2 Native American
1 unanswered	79 between 24-34	1 African American
	18 Between 24-44	2 Asian
	4 between 45-54	7 Hispanic

4 between 55-64

3 Pacific Islander

1 over 65

1 Greek

5 Mixed Race

### Language

100 % of people who took this survey spoke English. Only three people were bilingual or spoke more than one language.

### Education

7 Grade school/Primary

35 High School/ Secondary

93 Some college

25 University

13 Graduate

4 Vocational

### Profession

39 Sales

27 Professional

21 Laborer

15 Student

15 Unemployed

12 Service Industry

12 Office/Clerical

10 Self employed

10 Behavior Health

7 Technical

6 Homemaker

1 Disabled

2 unanswered

### Method of heroin use

103 I.V.

22 Smoking

5 Snorting

38 Multiple answers

9 unanswered

### How did you find H.A?

57 Hospital/Recovery Program

47 H.A. member  
months)

31 Another fellowship

### Meetings Per week

28 Zero

106 (1-2 a week)

28 (3-4 a week)

### Clean Time

51 (1-90 days)

10 (4-6

9 (7-9 months)

17 On your own 1 year)	5 (5-6 a week)	28 (10 months-
16 Multiple answers	7 (7 or more a week)	8 (1-2 years)
7 Family/friend	3 unanswered	42 (2-5 years)
1 Family drug court		12 (6-10 years)
1 unanswered		1 (11-20 years)
		4 (21 or more years)

<b>Do you have a sponsor?</b>	<b>Do you sponsor others?</b>	12
unanswered	12 unanswered	98 Yes
153 Yes	67 No	
12 No	12 Unanswered	

<b>Ha Service Participation</b>	<b>Has H.A improved your life?</b>
103 Group	149 Yes
15 Area	1 No
7 District	11 Not yet
4 World	16 unanswered
22 Multiple answers	
26 unanswered	

<b>How did you hear about the convention?</b>	<b>Registration Smooth?</b>	<b>Like Location?</b>
53 H.A. Member	159 Yes	155 Yes
51 At a meeting	1 No	4 No
16 Sober Living	17 unanswered	18 unanswered
11 Hospital/Recovery Program		
3 Internet		
1 On the committee		
27 Multiple answers		

15 Unanswered

**Like Entertainment?**

122 Yes

8 No

29 I did not attend

18 unanswered

**Meetings & workshops**

148 Yes

6 No

23 Unanswered

**Mission & Purpose**

158 True

2 False

17 unanswered

**Rating**

0 (Rating of 1-0)

0 (Rating of 2-0)

13 (Rating of 3)

22 (Rating of 4)

123 (Rating of 5)

3 (Rating above 5)

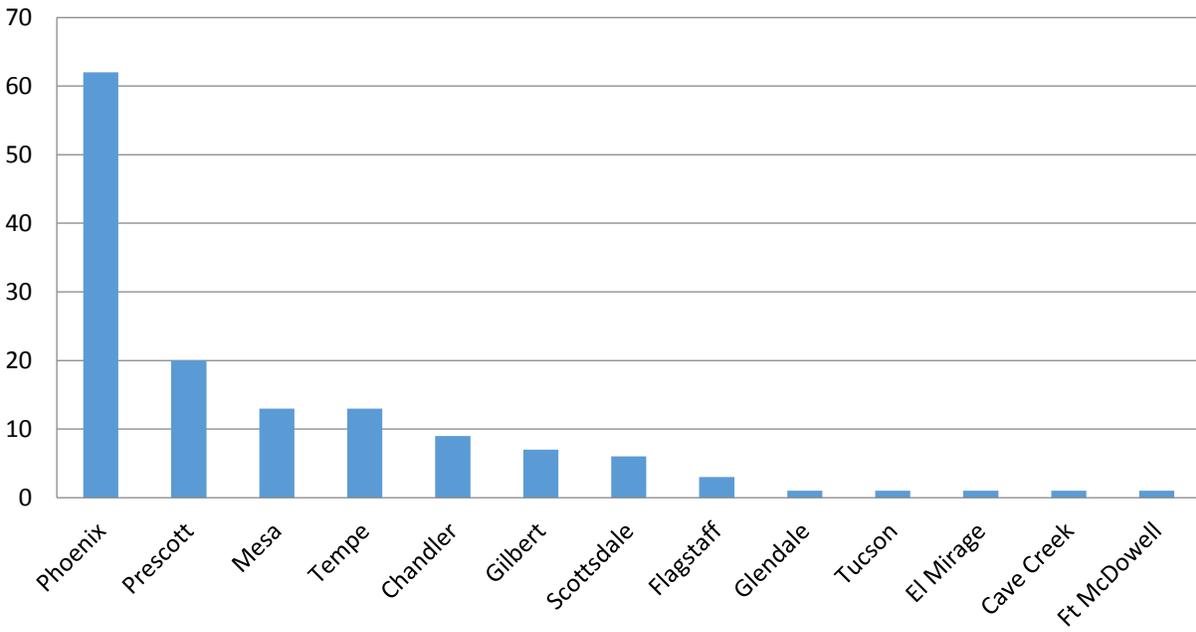
16 Unanswered

**Comments & Suggestions**

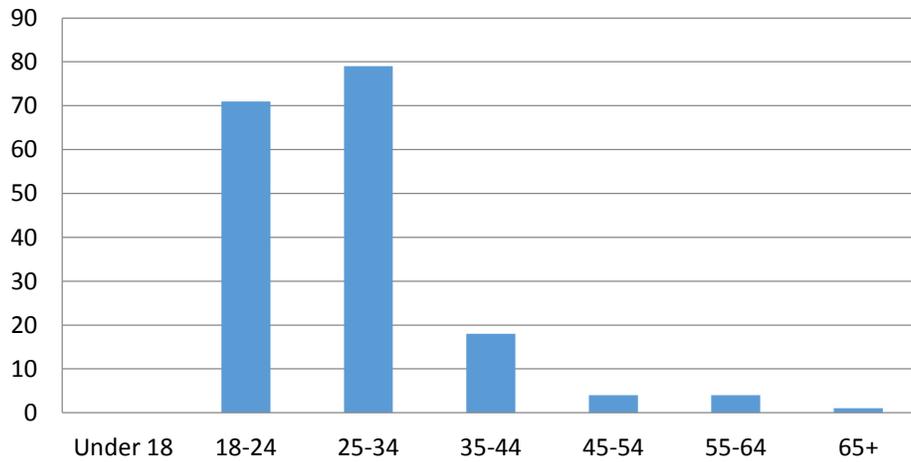
- Maybe have a big banner of the date and year of the meeting in front of the speaker
- Auou statement was excessive. (shorten it up)
- Have it in San Diego!!
- Let outside states chair some marathon meetings. This helps us get to know each other better
- Entertainment events were slow
- More slogans, More merchandise
- At a marathon meeting, it was recorded without being announced which goes against the 12th tradition.
- Move people at the dance. Better music.
- I'd like to see the event in San Diego. Recommend a poker tournament for entertainment
- Would love to see you in San Diego. Also maybe more mixer events to get to know each other.

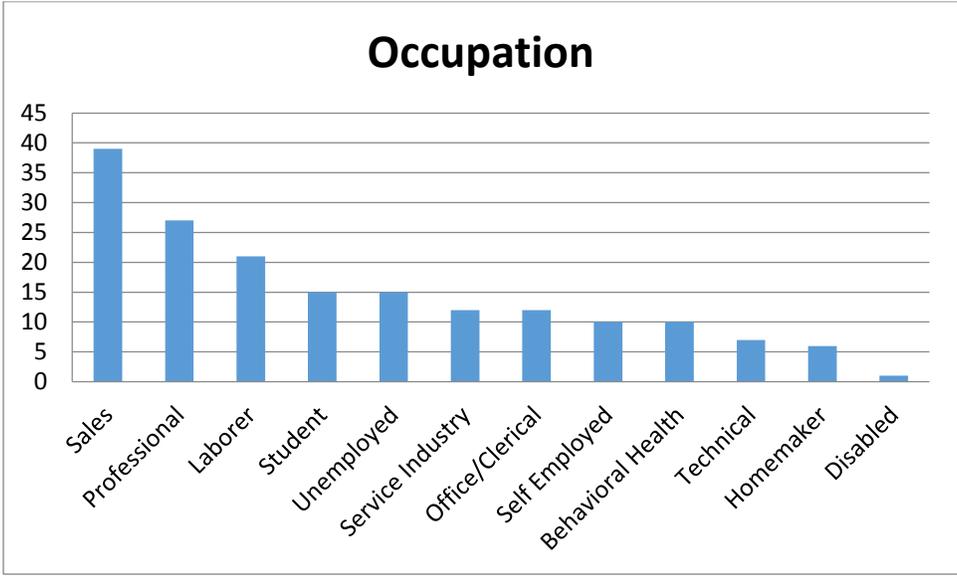
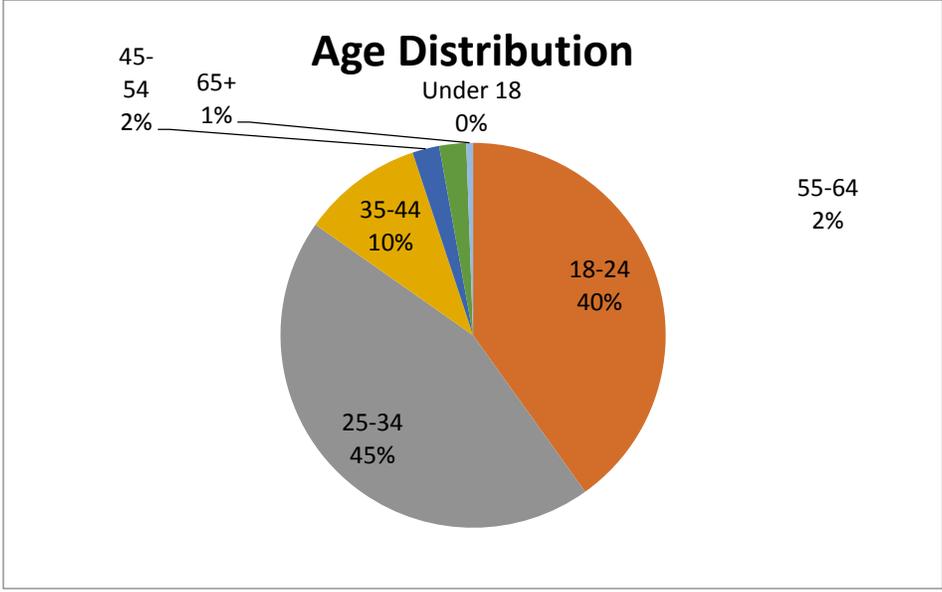
- Have music/small dancing event before the speaker to get everyone pumped up. Have more activities during the day. Promote H.A. convention a lot more in advance. Have workshops dealing with relationships, workshops focused more on younger adults would be interested in. Have/Start more H.A.. members across the united states (would help a lot more people). Great idea to have the convention. Location: Maybe a bigger resort with more rooms next time. Meetings: 8pm Sat speaker started too late
- Meetings: The first speaker at the singleness of purpose meeting spoke about NOTHING BUT HIMSELF!!!
- Have more outreach
- Needed more entertainment events
- More entertainment events would make it more fun. Volleyball tournaments, rap battles, talent shows, selling energy drinks, carnival.
- There weren't many entertainment events
- More activities throughout the day. There wasn't enough entertainment. Marathon meetings would be good. Rap battle. Volleyball tournament, talent show, selling energy drinks, have a carnival
- Friday meeting 8-9:30 period too long for speaker
- Focus on how HA work with heroin addicts (workshops on how to be effective in helping heroin addicts specifically. Also we need our own book tailored to our affliction. More options than just the dance for entertainment (Meet and greet, unity events, games, people groups ice breakers)
- More entertainment. Not many people at the entertainment.
- Meetings: not too many people showed up
- Convention nice need different state
- Come to San Diego!!
- I would like to see this event in other states
- More outreach to other states
- Location: Have it somewhere else. Entertainment: What entertainment?
- Meetings: There was paper, but no pens
- Workshops were too loosely structured. Registration: My pre-registration was not recorded
- Matt Cunningham should drop some knowledge and be the main speaker.
- More entertainment events throughout the day. More outreach.

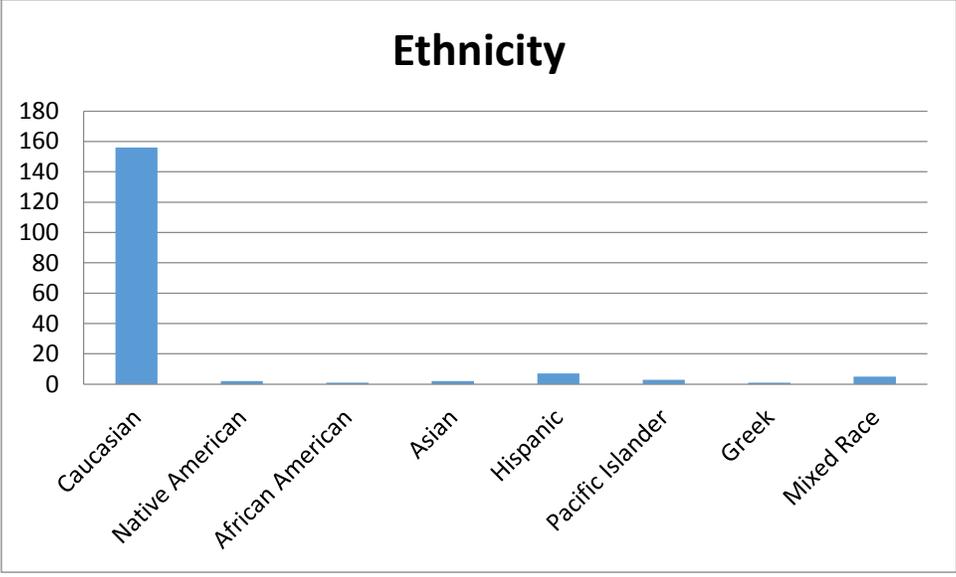
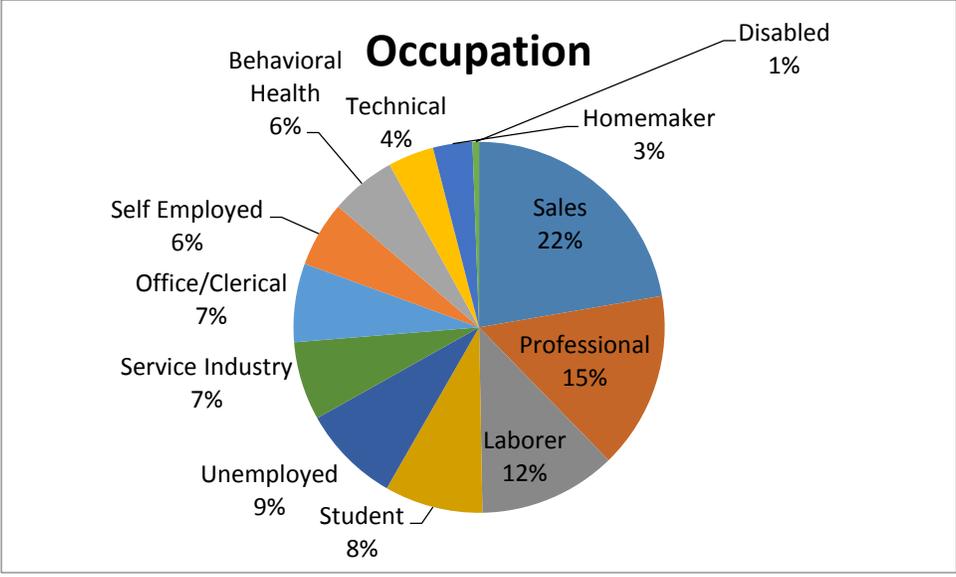
## Arizona Attendance

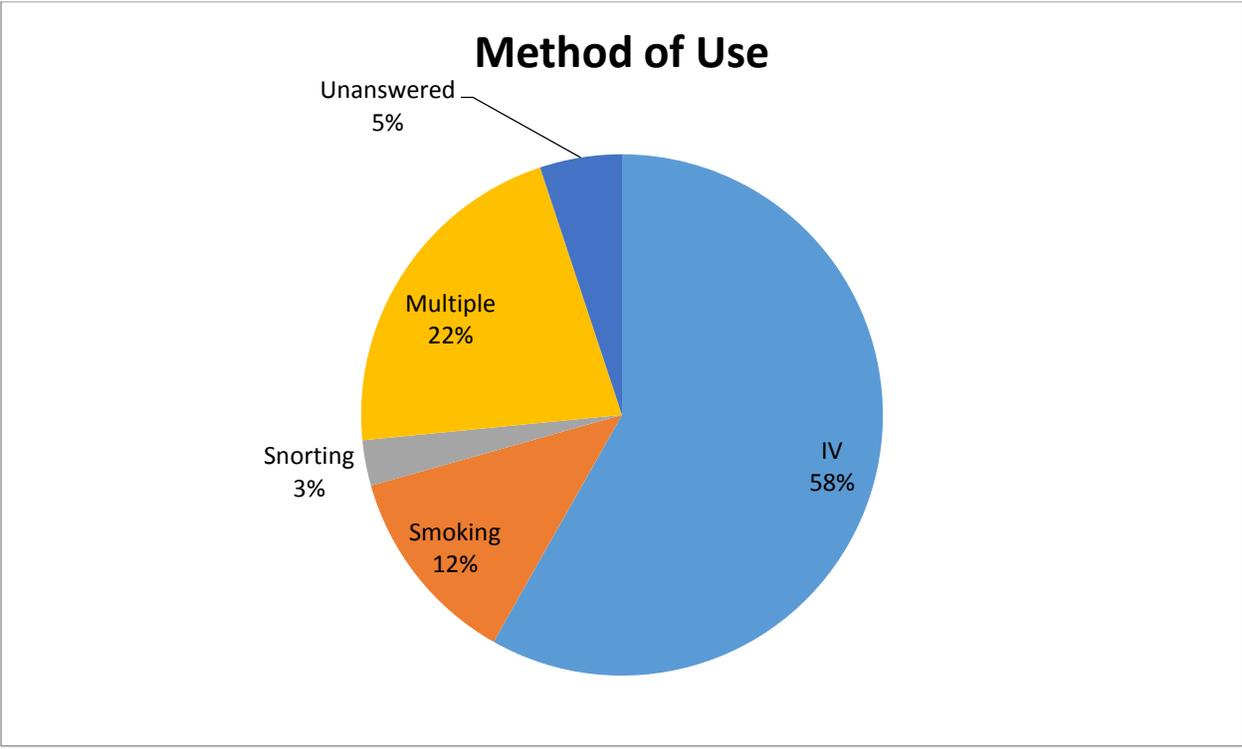
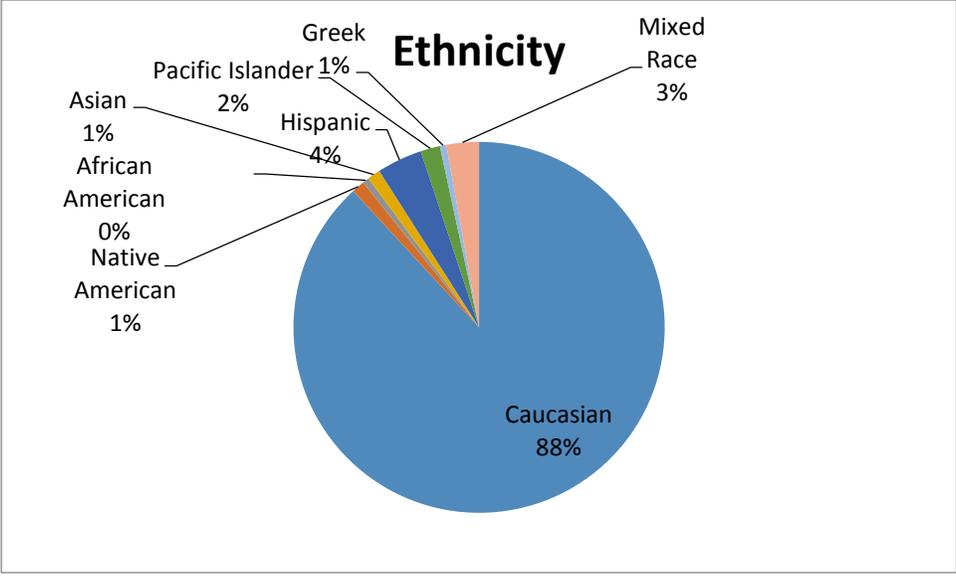


## Age Distribution

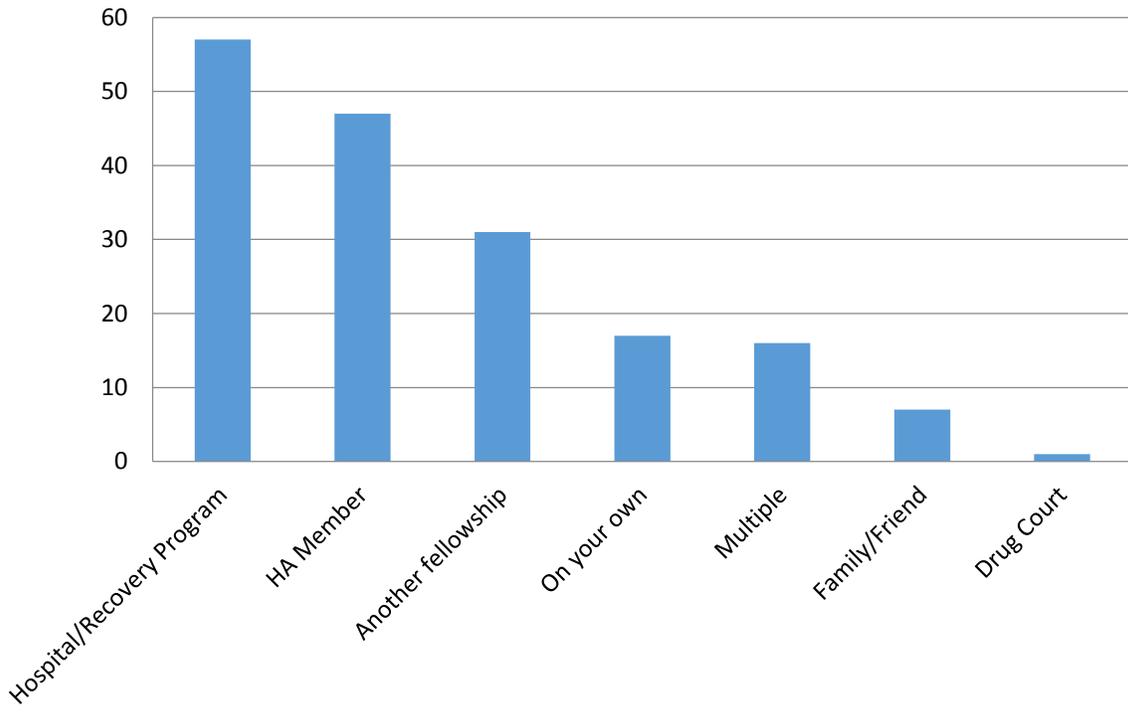




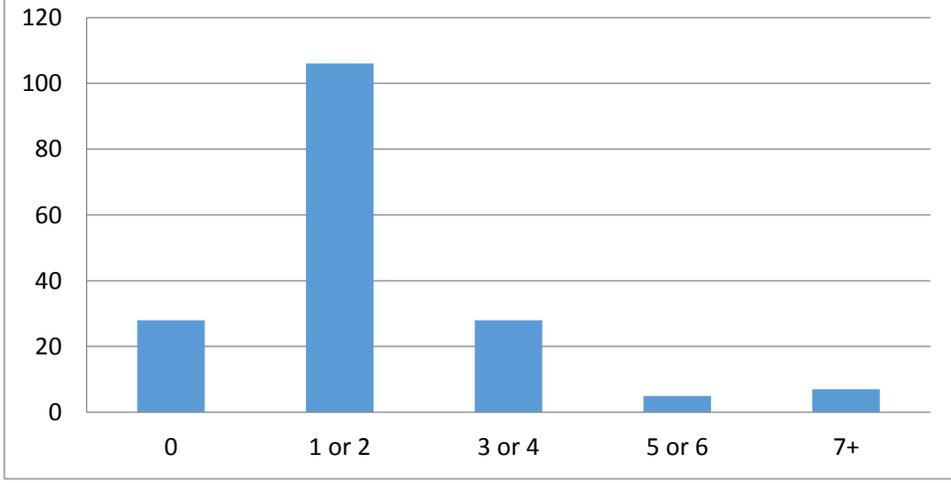


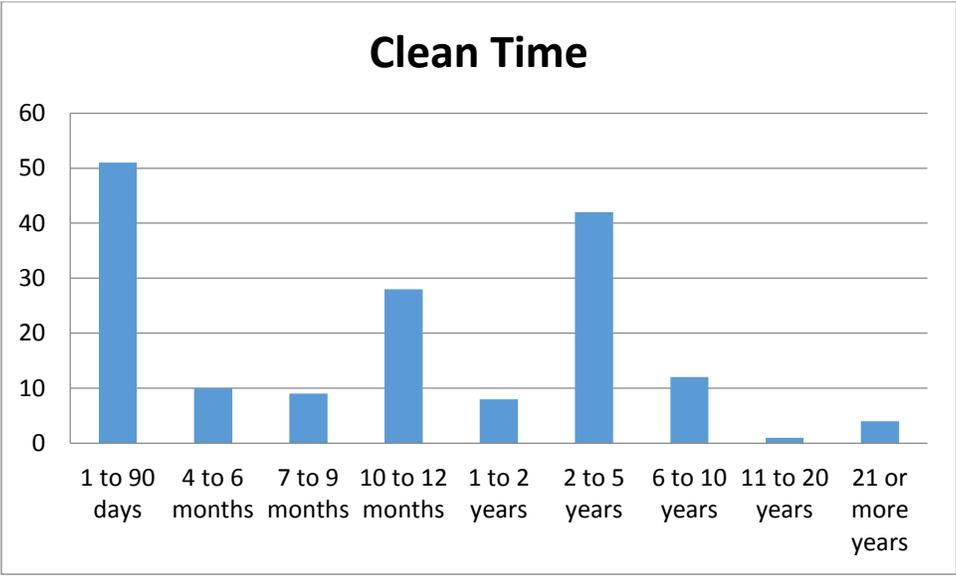
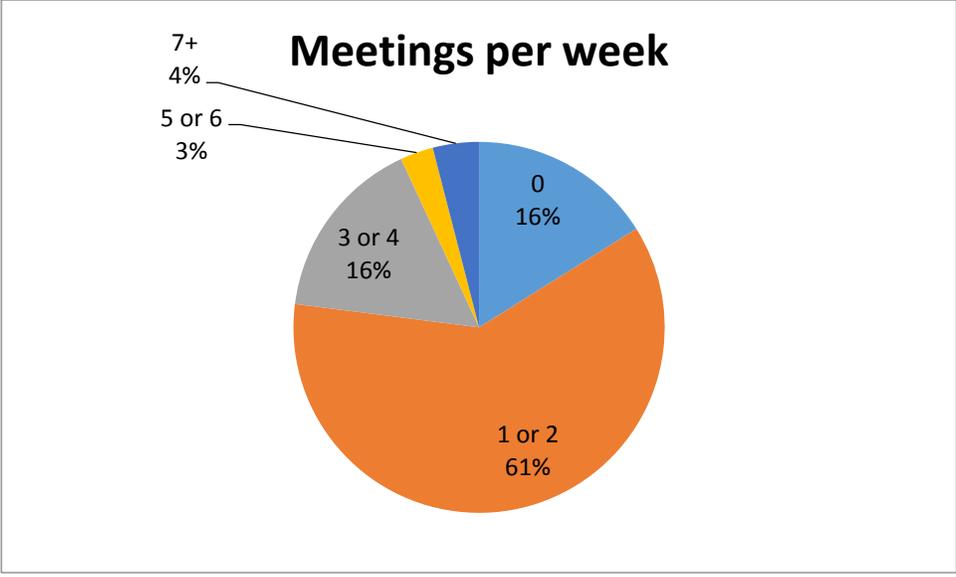


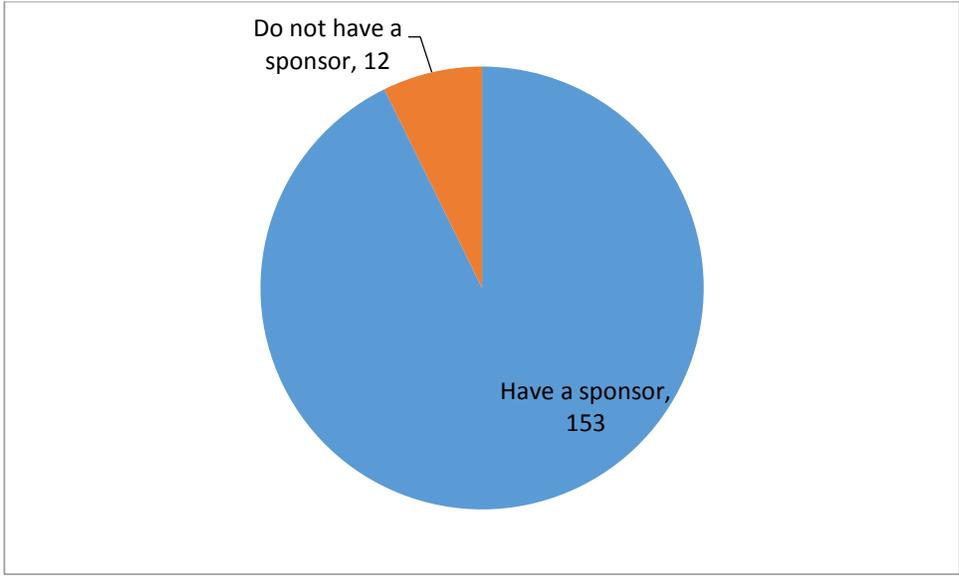
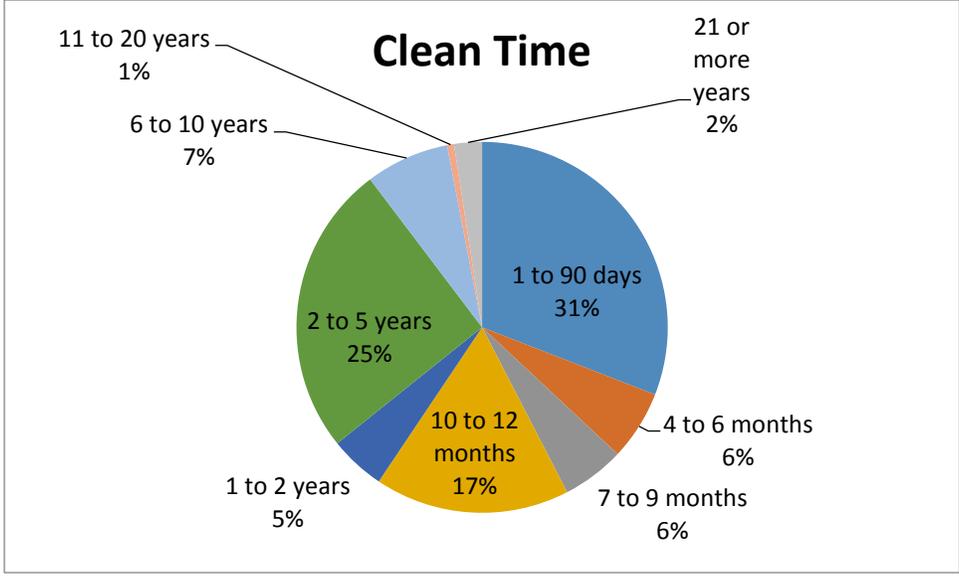
## How Did You Find HA?



## Meetings per week







## Service Participation

