

VALUE ADD ONS-FREE TO YOU!!!!!!

- 1. Concepts crossword puzzle and answer key**
- 2. OA Delegate Support Fund Information and Application**
- 3. OA Guidelines for a Group Conscience Meeting**
- 4. Index to OA 12 and 12**
- 5. Region 7: “Making Service Attractive Workshop”**
- 6 World Wide Service Structure**

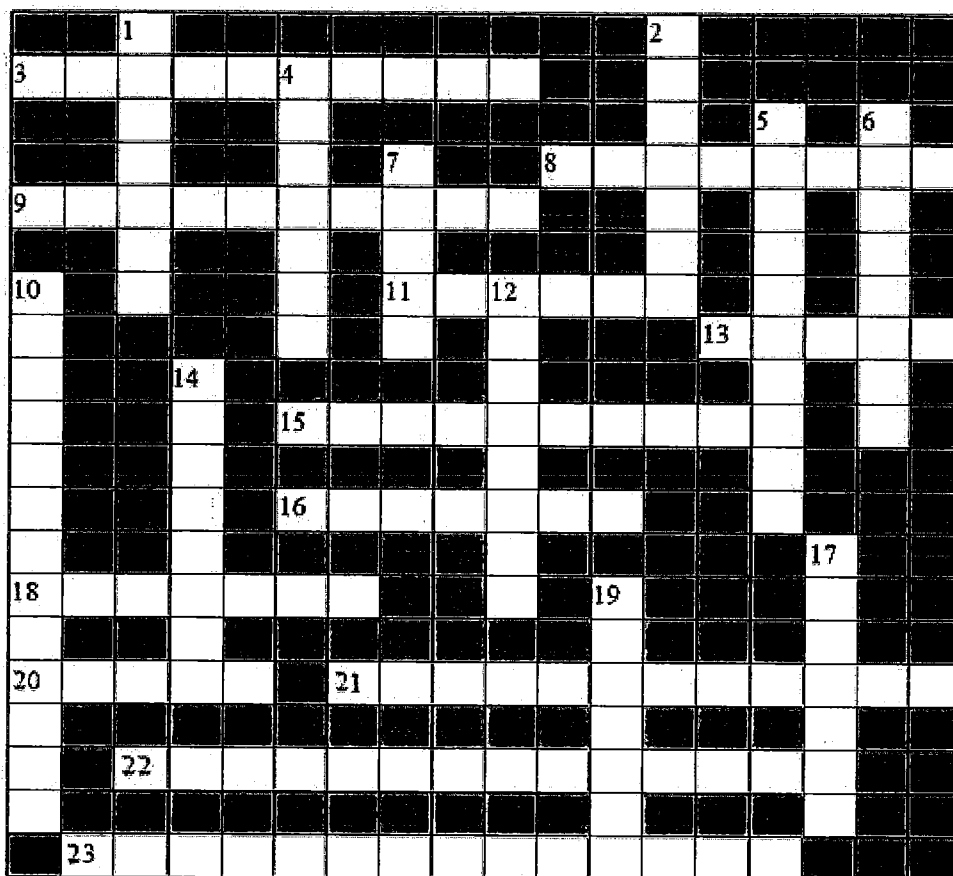
Concepts

Crossword

Puzzle

How well do you know
the concepts?

CONCEPTS CROSSWORD PUZZLE



ACROSS

3. Assignment of authority and responsibility to another person.
8. A written or spoken conversation between two or more people.
9. _____ can provide guidance for a future course of action.
11. A number relating to the Steps, Traditions and Concepts.
13. There's no _____ to our HP's deeds if we align ourselves to Him/Her.
15. Empathy combined with commiseration and condolence.
16. Accept the facts of a situation and not be influenced by feelings.
18. OA members _____ group conscience decisions.
20. Dr. Bob's Prescription: "_____ God, Clean House, Help Others".
21. Devotion to others' welfare or interest and not one's own.
22. The act of acting for members or service bodies.
23. Administering the WSO is a _____ of the Executive Committee of the BOT.

DOWN

1. Clearness or lucidity as to perception or understanding.
2. Equilibrium is when all is in _____.
4. Our trusted servants have the _____ to function effectively at all levels of service.
5. When groups consider changes they hold a group _____.
6. Absence of pride.
7. Harmony among members and groups is _____.
10. At WSBC, the right of appeal and petition helps insure _____ of all views.
12. Everyone can participate in group conscience.
14. A set of suggestions or rules.
17. The suggestions help with _____ ourselves from the bondage to self.
19. O.A. will _____ if we collectively follow the 12 Steps, Traditions and Concepts.

The Match Game. While you wait, connect the Concept to the Principle.

- 1) The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
- 2) The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, World Service Business Conference is the voice, authority, and effective conscience of OA as a whole.
- 3) The Right of Decision, based on trust, makes effective leadership possible.
- 4) The Right of Participation ensures equality of opportunity for all in the decision-making process.
- 5) Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
- 6) The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
- 7) The Board of Trustees has legal rights and responsibilities accorded to them by OA bylaws Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by tradition and by OA Bylaws Subpart B.
- 8) The Board of Trustees has delegated to its Executive committee the responsibility to administer the World Service Office.
- 9) Able trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
- 10) Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
- 11) Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs, and consultants.
- 12) The spiritual foundation for OA service ensures that:
 - a) No OA committee or service body shall ever become the seat of perilous wealth or power;
 - b) Sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
 - c) No OA member shall ever be placed in a position of unqualified authority;
 - d) All important decisions shall be reached by discussion, vote, and whenever possible, by substantial unanimity;
 - e) No service action shall ever be personally punitive or an incitement to public controversy; and
 - f) No OA service committee or service board shall ever perform any acts of government and each shall always remain democratic in thought and action.

- A) Delegation
- B) Ability
- C) Conscience
- D) Balance
- E) Humility
- F) Selflessness
- G) Representation
- H) Clarity
- I) Compassion
- J) Unity
- K) Dialogue
- L) Trust
- M) Respect
- N) Equality
- O) Consideration
- p) Responsibility
- q) Realism
- r) Guidelines

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Help Support a Conference Delegate: Contribute to OA's Delegate Support Fund

Did you know? OA's Delegate Support Fund can assist delegates from all intergroups and service boards to attend the annual World Service Business Conference (WSBC).

Since it was established in 1993, the **Delegate Support Fund** has supported delegates from around the world, including:

Aruba	Canada	England	Iceland	New Zealand	France
Australia	Colombia	Finland	Italy	South Africa	Japan
Belgium	Brazil	Poland	Venezuela	The United States	

In the spirit of Tradition Seven, the Delegate Support Fund is made possible by OA member contributions. For WSBC 2012, 18 applications were received but funds were available to assist only 11 service bodies. Estimated delegate costs include:

- Hotel: \$395.00 for five nights (½ of a double room) at the Embassy Suites and Spa
- Meals: \$245.00
- Transportation to and from Albuquerque, New Mexico

It is critically important for the strength of OA worldwide that the voice of the entire Fellowship is heard at Conference. Each year, WSBC delegates make decisions that will affect OA for years to come. The Conference needs input from all service bodies to ensure these decisions are truly representative of OA as a whole.

- **Has your intergroup, service board or region been directly affected by a delegate attending WSBC?**
- **Have you personally experienced WSBC ?**

***In the spirit of unity, we encourage your service body
to contribute to the Delegate Support Fund for WSBC 2013.***

**Send your contribution to: OA World Service Office, P.O. Box 44020, Albuquerque,
New Mexico 87174-4020. Please designate it for the Delegate Support Fund.**

Thank you in advance for your contribution, and thanks for the contributions your service body or region has made over the past 19 years. For questions, please contact Sarah Armstrong at WSO via mail at the address above; email sarmstrong@oa.org; telephone 1-505-891-2664; or fax 1-505-891-4320.

Delegate Support Fund Allocation

Board Reference Manual, Section VII – World Service Events, Subpart C-19 – Delegate Support Fund Allocation

- 1) Contributions to the Delegate Support Fund (DSF) will be accumulated on an annual basis. If the amount of this fund does not reach \$3,500, the amount will be augmented to at least \$3,500 by the World Service Budget.
- 2) Awards will be given only to intergroups or service boards that require financial assistance in order to send a delegate to the WSBC.
- 3) Requests for delegate fund assistance will be prioritized as follows:
 - a. Intergroups or service boards anywhere that have never sent a delegate to WSBC.
 - b. Intergroups or service boards that have not been represented other than at one previous World Service Business Conference, provided this allows the *same* delegate to attend the WSBC a second time.
 - c. Intergroups or service boards that have not sent a delegate to the WSBC for the longest period of time. Preference will be given to intergroups or service boards that have not previously been awarded delegate support.
- 4) Delegates receiving DSF assistance will be allocated as much funding as is available to a maximum of the estimated room/board costs (shared room basis) plus the cost of transportation to the WSBC site.
- 5) Both the Service Body Financial Report and the “Amount contributed by Service Body” will be used in allocation considerations.
- 6) In the event of extenuating circumstances the intergroup or service board may provide a letter with their application requesting suspension of normal priority guidelines. The letter should clearly outline why they feel the need for special consideration.
- 7) DSF monies will not be awarded to fund a second delegate from an attending intergroup or service board.
- 8) In the spirit of Seventh Tradition self-support, it is requested that – wherever feasible – each applicant intergroup or service board provide *some* portion of the delegate expenses from their available treasury, and/or offer to conduct a fundraising event within their larger service body to help defray their WSBC delegate expenses.
- 9) Each intergroup or service board should also request financial assistance from within its region or parent service body, before and besides requesting assistance from the Delegate Support Fund. The DSF is committed to bringing as many delegates to WSBC from intergroups and service boards as is financially feasible. This is most effectively done when financial aid and fundraising support are provided from multiple levels within the Fellowship.
- 10) Non-allocated delegate support funds shall be rolled-over to the subsequent year.



APPLICATIONS

To: Intergroups and Service Boards
From: World Service Office
Date: July 2012
Subject: Delegate Support Fund Application for the 2013 World Service Business Conference

The 2013 World Service Business Conference (WSBC) will be held April 29 – May 4, 2013 in Albuquerque, New Mexico, USA. Intergroups and service boards from all regions are able to apply for assistance to send delegates to the Conference through the Delegate Support Fund.

The Delegate Support Fund was formed to administer the funds which, as per WSBC Policy 1993c (Revised 1994, 2001, and 2002), helps to pay some of the costs incurred by delegates who attend World Service Business Conferences. Delegates selected to receive this financial support will be from OA intergroups and service boards in all regions.

In the spirit of unity, we encourage your service body to send delegates to the annual World Service Business Conference. It is critically important for the strength of OA worldwide that the voice of OA's entire community is heard at Conference. Decisions affecting OA for years to come are made each year at Conference, and input is needed from all intergroups and service boards so that these decisions truly represent OA as a whole.

If your intergroup or service board is interested in receiving assistance in order to send a delegate to the Business Conference in April/May 2013, please complete the attached Delegate Support Fund application. **The completed application, including financial statement, must be received at the World Service Office by November 1, 2012.** Applications received after this date will not be considered. Applications may be mailed, faxed or emailed to the address given at the bottom of page five. Priority will be given to those intergroups and service boards that have not been able to send delegates to previous WSBCs. For detailed funding guidelines, please refer to page 2.

Applicants will be notified via e-mail in December, 2012 as to the amount of support that can be offered. Please contact the World Service Office if you have any questions. We look forward to receiving your Delegate Support Fund application, and to seeing your delegate at Conference in Albuquerque.

Delegate Support Committee Considerations

When reviewing applications the Delegate Support Committee also takes into consideration the following:

- 1) Delegate registration fee
- 2) Reasonable cost of transportation to/from WSBC site
- 3) Deadline date for applications

Please note that OA does not fund for tours, spousal expenses/activities or other types of extracurricular activities during WSBC.

Notification of Delegate Support Fund awards will be sent in December 2012. An e-mail will be sent to the delegate e-mail address listed on the application. As fund requests usually exceed fund availability, a waiting list is created. It is imperative that each recipient notify WSO of its intention to accept the award by the date given on the award letter. If WSO does not have a response, the funds will be awarded to other intergroups and service boards on the waiting list.

DELEGATE SUPPORT FUND APPLICATION

Our intergroup/service board requests assistance from the Delegate Support Fund in order to send a delegate to the Annual World Service Business Conference in Albuquerque, New Mexico, USA.

Please – Print Legibly

Intergroup/service board Name	Intergroup/service board #
Address	Region #
City	State/Province
Country	Postal Code
Contact Name	Telephone #
Address	Email Address
City	State/Province
Country	Postal Code
Delegate Name	Delegate Telephone #
Intergroup/service board Officer Signature/Title	Delegate Email Address

Has intergroup/service board ever sent a delegate to WSBC? Yes No when? _____
 Has applying delegate ever attended WSBC? Yes No when? _____
 Will applying delegate be your only WSBC delegate this year? Yes No
 Does the intergroup/service board attend the regional assembly? Yes No

SUPPORT FUND TABULATION TABLE	
Delegate's estimated total expenses for WSBC 2013: (itemize on page 5)	\$ _____
Less amount contributed by intergroup/service board:	\$ (_____)
Less amount contributed by other sources: (neighboring intergroups, region, fundraising, SB, etc.)	\$ (_____)
Amount of money requested from Delegate Support Fund:	\$ _____

(NOTE: Intergroup/service board must attach the latest financial statement in order for the application to be considered. The form provided on page 6 may be helpful.)

ESTIMATED DELEGATE EXPENSES

Expenses: Airfare	\$ _____
Mileage (# miles x \$0.555)	\$ _____
Long-term parking	\$ _____
Transportation to hotel	\$ _____
Hotel Room (maximum \$395)*	\$ _____
Food (maximum \$245)*	\$ _____
Registration fee (\$99)	\$ _____
Other: (please itemize expenses by attaching a separate sheet)	\$ _____
TOTAL:	\$ _____

*Funding is based on the delegate sharing a room with at least one other delegate. If the delegate chooses to room alone, he/she is responsible to pay the difference between the cost of a single room and half of a shared room. Estimated lodging for five nights, double occupancy (including taxes) is \$395 per person. Estimated meals for five days are \$245.

FOR WSO USE ONLY

Date intergroup/service board last represented at Conference: _____

Date last funded: _____

Agenda Questionnaire returned in prior years: Yes No

Application: Approved Denied Wait list

Reason denied: _____

Amount funded: _____

Intergroup/service board/delegate contacted by: _____

Completed Application must be received at WSO no later than November 1, 2012.

World Service Office – Sarah Armstrong
Delegate Support Fund
PO Box 44020, Rio Rancho, New Mexico 87174-4020 USA
T (505) 891-2664 F (505) 891-4320
sarmstrong@oa.org

INTERGROUP/SERVICE BOARD'S FINANCIAL STATEMENT

A financial statement for the period January 1, 2012 through September 30, 2012 must be included with your application for funds. The format below may be used.

Cash on hand January 1, 2012			\$ _____
Plus	Income received:	Contributions	\$ _____
		Fundraisers	\$ _____
		Assemblies	\$ _____
		Sales	\$ _____
		Other	\$ _____
Less	Expenses paid:	Rent	\$ _____
		Utilities	\$ _____
		Newsletter	\$ _____
		Travel	\$ _____
		Literature	\$ _____
		Other	\$ _____
Cash on hand September 30, 2012			\$ _____
Minus amount of Prudent Reserve:			\$ _____
Please list any other outstanding financial commitments:			\$ _____
			\$ _____
			\$ _____
Total Available Cash on hand September 30, 2012			\$ _____

OA GUIDELINES



Guidelines for a Group Conscience Meeting

As described in the *OA Handbook for Members, Groups and Service Bodies*, many groups hold meetings to determine how best to conduct meetings, spend funds, organize special events and deal with issues that affect the group or OA as a whole. These meetings to discuss the business of the group allow members to work together to consider and agree on how best to proceed in the interests of OA as a whole.

Our business meetings are conducted by group conscience. Group conscience is about the special ways (unique to Twelve-Step Fellowships) in which the individuals in a group conscience meeting are inspired to enable the meeting to agree on the best decisions for OA.

In our pamphlet *The Twelve Concepts of OA Service*, Concept One discusses the need to reach an *informed* group conscience. Our Twelve Traditions and our Twelve Concepts of OA Service are the basis for much of our decision making and the primary means by which we reach an informed group conscience (other means include the history of the group, what other groups have done in similar situations and other background it may be useful to gather). When we cannot decide what approach to take, it is always prudent to look first at the Traditions and Concepts.

Group conscience demands the private discipline of accepting that our own views are just that, our own views, and listening with an open mind to the views of others. We are prepared to see things differently and to adjust our perception and yield to the group conscience to arrive at consensus.

On page 122 of *The Twelve Steps and Twelve Traditions of Overeaters Anonymous*, we are told:

Not all our group decisions will be wise and practical. We do make mistakes sometimes and have to look for better answers to a problem. Another group conscience vote can be taken when something needs to be corrected. Like individuals, OA groups learn from their mistakes—and so does OA as a whole. We find that our Higher Power often leads us through our blunders.

To minimize blunders, it's important that every voting member be fully informed and understand all pertinent facts before voting.

Behind all this lies Tradition Two: "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 only way God can express himself must be through every one of us, so each of us is responsible for attempting to be free of our own will so we may be open to the good of the whole. The same spirit of selflessness applies regardless of the size or service level of the group.

Groups often hold group conscience meetings before or after their regular meetings. Groups may set a regular schedule for these meetings, or any member of the group may call for a meeting.

Providing notice of the meeting and agenda topics a few weeks in advance is a good idea so those attending may have time to think about the items, read background material and find relevant information when appropriate.

In some meetings, all persons attending may vote; other meetings might restrict voting privileges to regular attendees. While some steering committee meetings might restrict voting on routine matters, such as paying bills, to those who meet the committee's abstinence requirements, all group members vote on matters of major importance, such as format and abstinence requirements for speakers and officers.

The *OA Handbook for Members, Groups and Service Bodies* offers this guidance:

Most members have a special feeling for one particular group, and consider it their home group where they accept responsibilities and try to sustain friendships. They do not meddle in the business or policy of groups they visit only occasionally and in which they would accept no service assignments (p. 6).

Your group or service body may find it useful to study the Traditions and Concepts regularly to become better informed about their origin and usefulness. Many groups have a Traditions meeting once a month in which the topic of that meeting is a particular Tradition.

The following is a suggested format for group conscience meetings. It does not require formal decision-making methods such as motion,

amendment and debate because, as Concept Twelve (d) states, "all important decisions shall be reached by discussion, by vote and, whenever possible, by substantial unanimity." But a group may decide that a certain item would be more efficiently discussed by using motions and votes. The size of the group may determine the formality needed. Each group may decide how to conduct their business.

Suggested Format for a Group Conscience Meeting

1. Introduction

"Welcome to the group conscience meeting of the _____ group of Overeaters Anonymous. My name is _____, and I am a compulsive overeater and the chairperson of this meeting."

2. Serenity Prayer

"Will those who wish to, please join me in the Serenity Prayer:
'God grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.'"

3. Reading of the Steps, Traditions and Concepts if appropriate.

4. Establishing Ground Rules

"The purpose of this meeting is to make decisions that affect our group. I encourage everyone here to participate. If a matter comes to a vote and you do not attend our meeting regularly or do not plan to, please consider whether it would be reasonable for you to vote. However, we welcome everyone's viewpoint; we can all learn from one another.

"Please remember Tradition Five: 'Each group has but one primary purpose—to carry its message to the compulsive overeater who still suffers.' Therefore, anything we decide at this meeting must reflect that purpose. No matter what we believe as individuals, we must be united in our purpose to carry our message as best we can to the compulsive overeater who still suffers. That person is our focus. May we do our best for him or her."

5. Minutes from Previous Meeting

"Are there minutes from our last meeting?"

Secretary reads minutes, if available, or distributes copies.

"Any corrections or additions?"

Applicable corrections or additions are made.

6. Setting Up the Agenda

[At this point, the chair presents the agenda and asks for additions or amendments. The agenda often results from discussions at previous meetings, or people at the current meeting may make suggestions. The chair should make certain that the agenda is clear, in a logical sequence and agreeable to those attending the group conscience meeting. The attendees address each item on the agenda.]

7. Making Decisions

[Some agenda items may require collecting information before the meeting; e.g., if one item is "should the meeting start half an hour earlier," it would be important to check if the room is available half an hour earlier. Depending on the nature of the issue, decisions can be made in different ways. The issue might not be controversial at all. It might be supported or opposed by most people in the group, but vehemently opposed or supported by a minority. It might have the support of only slightly more or less than half the group. Each of these possibilities can require a different approach.]

To determine how to handle the issue, the chair might begin with a general statement, such as:

"The issue here is whether or not this group should change its meeting format to have a Traditions meeting on the last Monday of the month. Does anyone feel strongly one way or the other? Let's go around the room and have people indicate how they feel, what they think would be best for the group, and why they think this would be helpful to the group." (or "Let's have a quick vote. Those who like the proposal, please raise your hands. Now, those who don't like the proposal, please raise your hands.")

General Consensus

If it becomes clear that the members generally share the same opinion, the chair can say something like the following:

"It seems that we may have reached a consensus. Let's make certain. Does anyone oppose (or support) this proposal?"

If no hands are raised, the chair may say:

"Let's go on to other business. Would our secretary please record that we reached a consensus to have (or not have) a Traditions meeting on the last Monday of the month."

Some Support or Opposition

If it is apparent that some feel strongly for or against the proposal, the chair may say something like the following:

"It is clear that at least some members feel strongly that this proposal should (not) go forward. We in OA try to find a consensus, so it is important that we hear all points of view. Often those who disagree with the majority can best educate us by explaining the reasons for the views they hold. Let us remember that whatever decision we make can always be changed if our experience suggests it isn't working. Let us have two people who support the proposal and two who oppose it speak for two (or three or five) minutes each, alternating one for and one against, followed by another vote."

Clear Result from the Vote

If the results of the vote are clear—very few members either oppose or support the proposal—then the chair may say something like:

"It appears that this proposal has (or does not have) the support of the majority of the group. Accordingly, would our secretary please record that we reached a group conscience on _____."

A Large Minority

If the vote doesn't show a clear consensus, in the interests of developing a true group conscience, the chair should try to work toward a greater consensus in the following suggested manner:

“Concept Twelve (d) says, ‘all important decisions shall be reached by discussion, by vote and, whenever possible, by substantial unanimity.’ In my opinion, we have not reached substantial unanimity. A large number of members present oppose (or support) this proposal, and to go with the majority would not achieve unanimity.

Does anyone have an idea of how to develop our informed group conscience in this situation?”

Here are some ideas that different groups have used to develop a group conscience:

- Ask for suggestions, changes or amendments to the proposal that might address some of the reasons it has not found substantial unanimity. Perhaps those in the minority who are opposed to the proposal largely support it but disagree with one or two parts. Amending those parts could result in substantial unanimity.
- Appoint a committee of two, four or six members, evenly divided on the issue, to discuss it and make recommendations to the group.
- Try the proposal for a limited time and monitor its effectiveness. Schedule a group conscience meeting for one to six months in the future to decide whether to continue using it.
- Hold the proposal until the next group conscience meeting, and announce at each OA group meeting that it did not achieve substantial unanimity and that it is important for all regularly attending members to be at the next group conscience meeting to discuss the proposal fully.

8. Closing

“Is there any further business to conduct? Does anyone want to raise an issue for a future meeting?”

“Thank you for coming. To close the meeting, let us have a moment of silence followed by _____ [a closing of your choice].”

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NOTE: This index is based on the 2011 edition of *The Twelve Steps and Twelve Traditions of Overeaters Anonymous*. For earlier editions of the book, a few page references may vary by one or two pages.

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The six questions that were discussed in today's Making Service Attractive workshop are included in the 12 questions about service below. Please take these questions back to your Intergroups, meetings, and members. You may want to take five minutes at the next 12 intergroup or group conscience meetings to discuss one question each.

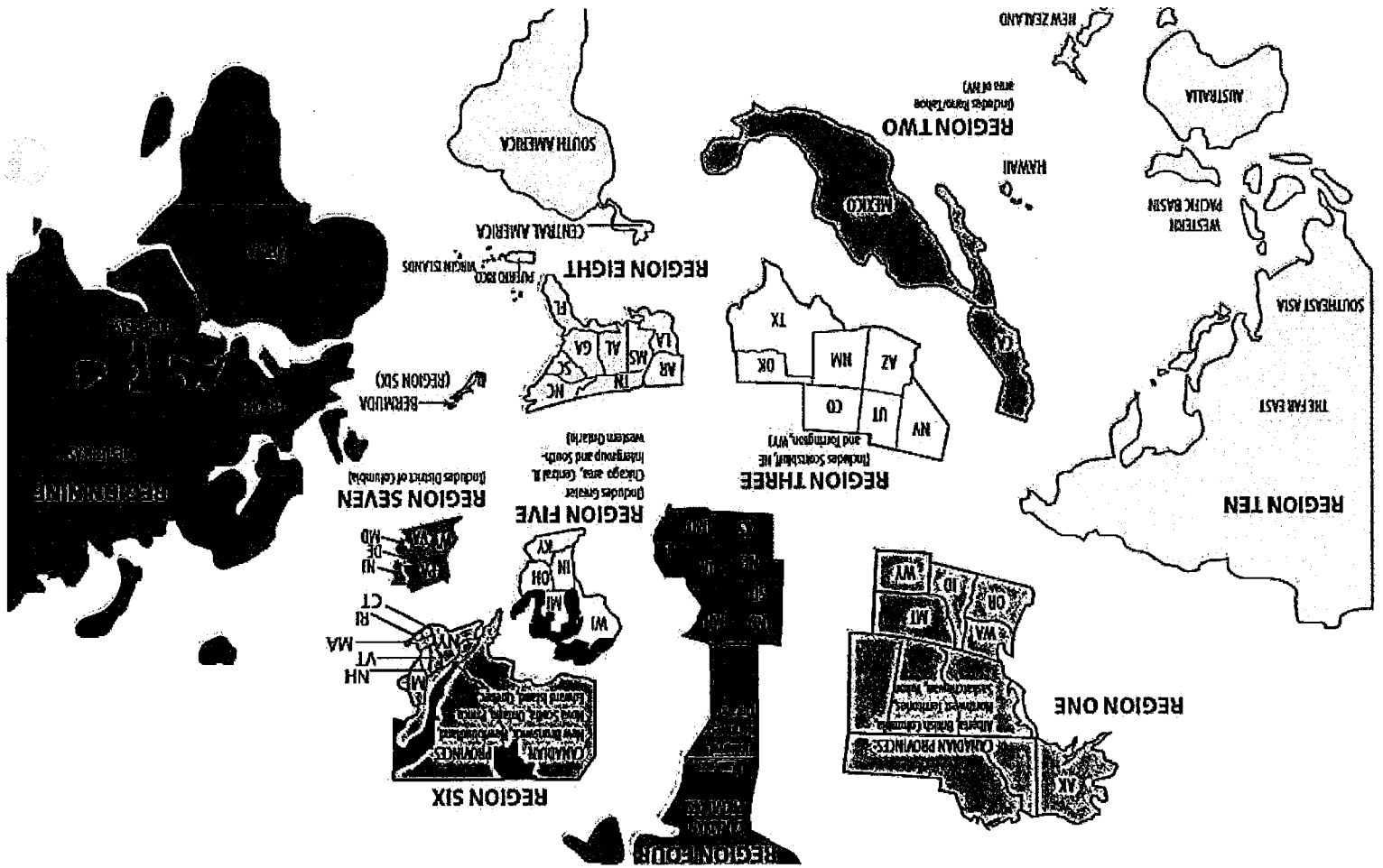
- What are the rewards of service? Why should people bother?
- What most holds people back from giving service and how can we address those concerns?
- For many of us fear in its many forms is at our core. How big a factor is this when asked to give service? How do you address members' doubts and skepticism about their ability to do service?
- Should it be built into a meeting's disciplines that everyone is expected to take their turn at the various service positions in the meeting? Why or why not?
- Is lack of regular business meetings or poor attendance at business meetings a factor in being unable to fill service positions? How can this be addressed to encourage attendance and participation?
- Do sponsors insist their sponsorees do service? If not, what will you do to encourage this?
- What motivates people to do service above the group level?
- How do you use your service experience to attract members to give service?
- How does your Intergroup attract members to give service? What has worked and what has not?
- Service can be great fun. How do we let people know this?
- Is there any member not suitable to do service? If so, who and why? If not, explain. How could you prepare such members to be available for service?
- What happens if no one takes responsibility to give service at the Intergroup or Region level?

For many of us fear in its many forms is at our core. How big a factor is this when asked to give service? How do you address members' doubts and skepticism about their ability to do service?



**What most holds people back from giving service
and how can we address those concerns?**

Service can be great fun. How do we let people know this?



World Wide Service Structure

