



International Conference of Young People in A.A.
P.O. Box 22987, Denver, Colorado 80222
www.icypaa.org

Facts, Aims, and Purposes

Revised December 4, 2011

Young People's Groups in Alcoholics Anonymous began appearing around 1945 in Los Angeles, Cleveland, and Philadelphia, and now they can be found all across North America. In 1958, a meeting of young AA's from across the U.S. and Canada started what is now the International Conference of Young People in Alcoholics Anonymous (ICYPAA), and it has met on an annual basis ever since. At the 1960 AA Convention, Bill W. noted that the age of new members was much lower than when he and Dr. Bob founded AA 25 years earlier. In a letter to ICYPAA dated June 15, 1969, Bill wrote "... in recent years I have found nothing for greater inspiration than the knowledge that A.A. of tomorrow will be safe, and certainly magnificent, in the keeping of you who are the younger generation of A.A. today."

ICYPAA was founded for the purpose of providing a setting for an annual celebration of sobriety among young people in AA. Since its inception, a growing group of people, who at first would not consider themselves as "young people," has become regular attendees. The number of young people suffering from alcoholism who turn to AA for help is growing, and ICYPAA helps to carry AA's message of recovery to alcoholics of all ages. This meeting provides an opportunity for young AA's from all over the world to come together and share their experience, strength, and hope as members of Alcoholics Anonymous. AA members who attend an ICYPAA return home better prepared to receive young people who come to AA looking for a better way of life.

ICYPAA provides visible evidence that large numbers of young people are achieving a lasting and comfortable sobriety in Alcoholics Anonymous. The three legacies of AA -- Recovery, Unity, and Service -- are the backbone of ICYPAA, just as they are throughout AA. ICYPAA has a long history as an established AA conference. It regularly contributes to the AA General Service Office, as well as to the Area Service Structure in the local areas where it is held. ICYPAA and its attendees are also committed to reaching out to the newcomer, and to involvement in every other facet of AA service. ICYPAA participants can often be found serving at the national, state, area, and group levels. Newcomers are shown, by people their own age, that using AA principles in their daily lives and getting involved in AA service can have a significant impact on a lasting and comfortable sobriety.

HOST COMMITTEE RESPONSIBILITIES

Revised December 4, 2011

Your Committee has been selected to act on behalf of the International Conference of Young People in AA and of ICYPAA Inc. As such, your Committee is a contracted agent whose individual members will enjoy the protections afforded to those operating under the corporate umbrella. The Host Committee has the chief initiative and the active responsibility in preparing for and hosting ICYPAA's annual conference. In view of this very large responsibility, the Host Committee must therefore be given a correspondingly large grant of authority and leadership with which to discharge it. Except in matters affecting other Host Committees, ICYPAA, or A.A. as a whole, each Host Committee should be autonomous. Here the Advisory Council's attitude has to be that of custodial oversight. The Advisory Council does reserve a veto power over any Host Committee action; this is legally necessary and right in principle. With this relationship come certain specific responsibilities & suggestions.

Host Committee Structure:

1. To host the Conference. A Bid Committee that has been awarded the Conference should consider itself the Interim Host Committee until Host Committee elections are held.
2. To establish the various Sub-Committees as you see fit for the performance of specific aspects needed for the planning of the Conference (program production, event scheduling, outreach, etc.)
3. To elect a historian whose duty is to collect archival documents of your host committee, research the young people's history of your area and assist the council archivist as needed.
4. Good liaison with local Intergroups and Area Committees may be best assured if both provide a non-voting representative to give guidance when requested by the Host Committee.
5. To select three of the Host Committee members to serve on the ICYPAA Advisory Council. The selection meeting is to be held the evening prior to the opening of the Conference to ensure the presence of current Advisory Council members to facilitate the meeting.

Conference Timeline:

1. Return to your city and hold an election meeting with the young people in your area to select your principle officers and Sub-Committee Chairs. Experience has shown that outreaching this election will go a long way toward building a large, unified Committee.
2. Where scheduling is concerned, consider dates that are in the least possible conflict with other activities in your area, and wherever possible, activities in your surrounding region (other state Conferences, etc.).
3. To establish a registration flyer detailing the dates, location, directions, contact phone numbers (Committee and facility), the sign language interpretation icon and census track language that has appeared on the flyer since 1998, as well as any other important information a person would need to attend the Conference. The flyer should not be produced until a contract is signed between the facility and the ICYPAA Advisory Council Chairperson.
4. The Host Committee Secretary is responsible for providing the Advisory Council Secretary with meeting minutes and committee reports on a regular and timely basis.
5. Each Conference must be designated by an ordinal number preceding ICYPAA (e.g., 1st ICYPAA, 30th ICYPAA, 42nd ICYPAA, etc.). This is to preserve the autonomy and character as well as ICYPAA's continuity.
6. Please publicize the Conference and any "early bird" events as soon as possible.

Program:

1. Schedule the following three meetings on your program: “How to Bid for ICYPAA” at 1p.m. Friday, “Advisory Council Q&A” at 2:30 p.m. Friday, “Bid Session for the next ICYPAA” on Saturday morning.
2. A room must be made available for use by the Advisory Council for its meetings throughout the weekend.
3. Save time for announcements by the Advisory Council at the end of the Saturday night meeting.
4. Many alcoholics travel great distances to hear and meet with other young alcoholics, and to learn how the young alcoholics achieve sobriety. With this in mind, the Host Committee should endeavor to obtain speakers representative of young people.
5. The program and/or schedule of events (including but not limited to: speakers, meetings, workshops, panel topics, and entertainment) will be reviewed and approved by the ICYPAA Advisory Council before the program is printed.
6. At the Conference, wherever the main Conference registration is located, or the main focal point, we urge that nothing but Conference Approved AA Literature be sold. Experience has shown that a “flea market” can develop, and those who are unfamiliar with our Traditions can be misled, especially the press, radio, and films. Please keep AA’s 12 Traditions in mind at all times.

Treasurer:

1. The Host Committee should be directly involved in any activity from which funds are generated.
2. In keeping with the 7th Tradition of AA, all Conference Host Committees ought to be fully self-supporting. All material and financial assistance shall be returned to the ICYPAA Advisory Council. The Host Committee may make donations of up to 20% of the proceeds to the local service structure (Intergroups, Districts, or Area Assemblies); all other proceeds are to be given to the Advisory Council Treasurer.
3. The Host Committee Treasurer is responsible to provide the Advisory Council Treasurer with monthly financial transactions reports and balance sheets. The Host Committee will have 90 days from the conclusion of its Conference to forward a financial statement, all bank statements and check registers to the ICYPAA Advisory Council Treasurer. It is the responsibility of the newly selected Advisory Council members to ensure that these tasks are completed within a 90-day period. The Host Committee Treasurer will be prepared to sign the federal tax return covering their conference's activities upon request.
4. The ICYPAA Host Committee will establish a bank account including the ICYPAA Advisory Council Chairperson as one of its designated signatures.
5. The amount of scholarship donations received during the conference year must equal the amount of scholarship registrations made available at the conference.
6. The Host Committee will prepare a budget and cash flow statement for its conference year and send the same to the ICYPAA Advisory Council within 60 days of being awarded the conference. The budget and cash flow statement will account for both the initial seed money and the ICYPAA Advisory Council's operating expenses for that conference year.

Registration:

1. The Host Committee Registration Chair is responsible for entering any paper registrations into the master ICYPAA database.
2. The Host Committee is responsible for developing content, including but not limited to registration, hotel, pre-conference event, and banquet information to be published via the assigned subdomain of www.icypaa.org (e.g. 54th.icypaa.org, 61st.icypaa.org, etc.).

The Advisory Council is at your disposal. Please feel free to contact us at any time.

ICYPAA ADVISORY COUNCIL

In 1961 at the Milwaukee Conference, a permanent committee was established as the guardian for the future of the Conference, to be known as the ICYPAA Advisory Council. The ICYPAA Advisory Council is comprised of members from past ICYPAA Host Committees. It is a custodial body that preserves the efforts, experience, and history of ICYPAA. As the guardian of the shared experience of past Conferences, the Advisory Council does not speak for Alcoholics Anonymous as a whole, nor does it propose to be a universal answer or a governing body of young people in AA. The Council strives to function with the 12 Steps, 12 Traditions, and 12 Concepts of Alcoholics Anonymous as its spiritual guide.

The Council is the custodian of the Conference and the Board of Directors of ICYPAA Inc 501c. It is both the legal guardian and spiritual servant of ICYPAA. Its purposes are but not limited to:

- Practice the AA 12 Steps, 12 Traditions and 12 Concepts of World Service.
- Make available, to any AA member who requests it, information regarding ICYPAA and Young People in AA
- Make regular contact with General Service Office.
- Provide guidance to Committees who are bidding for the Conference.
- Select future conference sites from bids offered at each year's Conference.
- Provide guidance to the current Host Committee.
- Custodial oversight of ICYPAA and veto power over the host committee.
- Protect the corporation, its assets and manage the corporation using best practices of not-for-profits.
- Uphold its fiduciary responsibility.
- Practice transparency in its affairs.
- Maintain the archives.

The Council will make available, to any AA member who requests it, information regarding ICYPAA. It shall make its shared experience available to the General Service Office on a regular basis for use throughout AA.

If you would like information regarding ICYPAA, or if you would like to write to us with questions or to share experience, strength, and hope, please write to the address or website below.

ICYPAA Advisory Council
P.O. Box 22987, Denver, Colorado 80222
www.icypaa.org

ICYPAA BID REQUIREMENTS

Revised December 4, 2011

The ICYPAA bid package consists of documentation showing that the committee has met the bid requirements. A finalized bid package must be provided to the Advisory Council Co-Chairperson in PDF format no later than 10 days prior to the start of the Bid Session. Physical copies of the bid package must be delivered by 4:00PM two days prior to the Bid Session. No changes are permitted between the PDF copy and the hard copy. The Advisory Council Co-Chairperson will inform the bid committees of the number of physical copies to provide.

Bidders are to advise the Advisory Council Chairperson at least thirty days prior to the Conference of their intent to bid and provide the name and contact information of their Bid Committee Chairperson to the Advisory Council Co-Chairperson at least thirty days prior to the conference.

Each Bid Committee will be allowed twenty minutes for their Bid Presentation. At least three bid committee members with one or more years of sobriety must be present at the time of the Bid Presentation. Bid Committees will make themselves available to answer questions from the Advisory Council at the Bid Tables.

ICYPAA Bid Packet Requirements

1. Provide a concise statement illustrating the reasons the committee wants to host ICYPAA.
2. Include a roster of bid committee members including contact information and sobriety dates. The bid committee must consist of at least three AA members with one or more years of sobriety at the time of the conference.
3. Supply written documentation illustrating the committee's effort to be involved in AA General Service work, to outreach the message of AA, and to practice the Twelve Traditions.
4. Produce a copy of the committee's proposed host committee guidelines and/or structure.
5. Provide detailed financial records from all committee activities demonstrating responsible financial autonomy and the capability of operating within the spirit of AA's Twelve Traditions. These would include cash flow statements and a balance sheet.
6. Supply a list of any large-scale AA activities that are scheduled near the proposed conference dates in an effort to demonstrate due diligence and avoid conflicting with other events.
7. Include commitments* from at least two appropriate facilities so sized as to be able to accommodate the entire Conference. Include the proposed dates, room rates, room block, sliding scale, food and beverage prices and commitment, coffee prices, parking fees, electrical charges, taxes and service charges. Also include a diagram of the facilities,

function and meeting spaces with their respective capacities. All costs related to the facility, both to the Committee and to the attendee, must be outlined. *-Three phrases typically indicate a facility's commitment to provide space: 1) first option, 2) first refusal, and 3) tentative basis.

8. Present a detailed proposed conference budget, including line-item expense and income projections.
9. Include a tentative outline of the conference program including main speaker meetings, marathon meetings, and panel meetings as well as conference entertainment and events.
10. Provide at least two quotes for audio-visual equipment and services that coincide with the committee's tentative conference program, budget, and dates at each facility. A/V bids must include line-item costs of equipment, labor, and transportation, as well as needs from the hotel and host committee (insurance, parking, lodging, etc.).
11. Produce a concise summary of research on federal, state, provincial or local tax/business laws applicable to ICYPAA, should the committee be awarded the Conference.
12. Supply written acknowledgement that the prospective bidder has read, understands, and agrees to comply with the requirements as written in the Host Committee Responsibilities.
13. Present a temporary pre-registration flyer with website, email and mailing address information. Conference dates and hotel information are not to be included on this temporary flyer. The data information fields on the flyer should be modeled on the most current ICYPAA registration flyer.

Additional Bid Suggestions

- Provide any letters of support or additional documentation from local Areas, Districts, and Intergroups.
- Have key players (treasurer, chairperson, hotel chair, etc.) at bid tables when Advisory meets with your committee.
- Experience has shown that long holiday weekends allowing extra travel time are ideal dates for ICYPAA.
- The Advisory Council suggests that bid cities regularly submit minutes of their meetings and any additional correspondence to the Advisory Council.

As the ICYPAA Advisory Council, we are here to answer any questions that bidders and those interested in bidding to host ICYPAA have. Please contact us for any clarification or experience that may be helpful. There are also several documents that we've put together that might also be valuable to you.