

## HOW TO START A YPAA

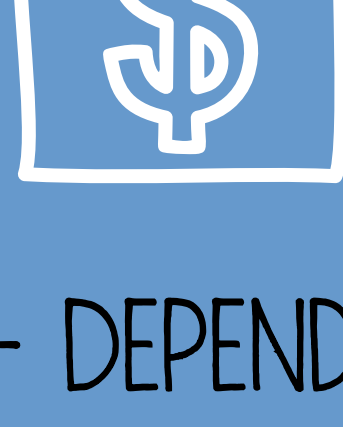
### PART 2

## PICK A NAME

- MOST YPAA COMMITTEES CHOOSE NAMES THAT END IN YPAA. THIS IS A CUSTOM, NOT A REQUIREMENT.
- CHECK ONLINE TO SEE IF OTHER COMMITTEES ALREADY USE THE NAME YOU WANT. IT GETS CONFUSING WHEN THERE ARE LOTS OF YPAAS AROUND THE COUNTRY WITH THE SAME NAME.
- REMEMBER THAT YOUR COMMITTEE NAME WILL REPRESENT YOU IN MANY SITUATIONS OUTSIDE OF AA. WHEN YOU APPROACH THE ADOLESCENT TREATMENT FACILITY ABOUT CARRYING AN AA MEETING INTO THEIR CLIENTS, YOU WILL WANT THEM TO TAKE YOU SERIOUSLY.

## CREATE AND ADOPT COMMITTEE POSITION RESPONSIBILITIES AND PROCEDURES

- THESE DOCUMENTS DESCRIBE IN DETAIL WHAT EACH POSITION ON THE COMMITTEE IS RESPONSIBLE FOR, AND PRECISELY HOW YOUR COMMITTEE WILL FUNCTION. THEY ARE VERY IMPORTANT.
- READ DOCUMENTS FROM SEVERAL YPAAS TO GET AN IDEA OF HOW TO STRUCTURE YOUR GUIDELINES.
- MANY COMMITTEES BORROW FROM EACH OTHER. BE SURE TO REVIEW AND ADAPT THESE DOCUMENTS TO FIT YOUR LOCAL NEEDS.
- THE 12 STEPS, 12 TRADITIONS AND 12 CONCEPTS EACH CONTAIN VITAL SPIRITUAL PRINCIPLES THAT CAN BE HELPFULLY APPLIED TO YOUR COMMITTEE BUSINESS. STUDY THEM.



## CREATE A BANK ACCOUNT

- DEPENDING ON WHERE YOU ARE IN THE WORLD, THIS CAN BE DIFFICULT OR COMPLICATED.
- IN MOST US STATES, YOU MUST FIRST REGISTER ONLINE FOR A FEDERAL EIN.
- USE YOUR COMMITTEE NAME TO GET THIS NUMBER, NOT YOUR PERSONAL NAME.
- YOU WILL PROBABLY HAVE TO USE A POSTAL ADDRESS OF ONE OF YOUR OFFICERS TO FILE THESE DOCUMENTS SINCE P.O. BOXES ARE OFTEN NOT ACCEPTED.
- A FEDERAL EIN WILL HELP YOU CREATE A BANK ACCOUNT THAT IS NOT CONNECTED TO ANYONE'S PERSONAL FINANCES.

IN MOST STATES, YOU HAVE TO REGISTER YOUR GROUP WITH THE SECRETARY OF STATE TO GET A BANK ACCOUNT. CHECK YOUR LOCAL SECRETARY OF STATE FOR SPECIFICS. SOME YPAA COMMITTEES TRY TO REGISTER AS AN "UNINCORPORATED ORGANIZATION" WITHIN THEIR STATE. THIS MEANS THAT YOU DON'T HAVE TO INCORPORATE OR BECOME A LEGAL NON-PROFIT.

- ONCE YOU HAVE A FEDERAL EIN AND ARE REGISTERED WITH YOUR STATE, YOU CAN GO INTO A LOCAL BANK AND START A BANK ACCOUNT.
- START THE BANK ACCOUNT USING THE COMMITTEE NAME AND EIN, NOT YOUR PERSONAL INFO.

## START A PAYMENT PROCESSING ACCOUNT

- MANY YPAAS LIKE TO START PAYMENT PROCESSING ACCOUNTS SUCH AS PAYPAL FOR ONLINE TRANSACTIONS
- MAKE SURE YOU START THE ACCOUNT USING THE COMMITTEE'S NAME, BANK ACCOUNT AND FEDERAL EIN
- DO NOT USE A PERSONAL ACCOUNT FOR COMMITTEE BUSINESS

## WWW.CREATE A WEBSITE AND EMAIL SERVICE.COM

- MOST COMMITTEES LIKE TO HAVE A .ORG WEBSITE IN THEIR NAME, E.G. ICYPAA.ORG
- AN EMAIL PACKAGE THAT ALLOWS COMMITTEE POSITIONS TO HAVE THEIR OWN EMAIL ACCOUNTS HAS A WONDERFUL LONG TERM BENEFIT: WHEN YOUR LEADERSHIP ROTATES AND NEW PEOPLE TAKE OVER THE POSITIONS, THEY WILL BE ABLE TO HAVE ACCESS TO ALL PAST EMAIL COMMUNICATIONS.



## HOST YOUR FIRST EVENT!

- SINCE MOST COMMITTEES START OUT POOR, PICK SOMETHING AFFORDABLE FOR YOUR FIRST EVENT.
- SOME IDEAS ARE: HOUSE PARTY, DANCE, TRADITIONS WORKSHOP, SERVICE EVENT, SPAGHETTI DINNER, DODGEBALL, MURDER MYSTERY...

## PARTICIPATE IN YOUR DELEGATE AREA

- RALLY YOUR COMMITTEE TO SHOW UP AT THESE EVENTS. THEY MIGHT SEEM BORING, BUT THERE'S LOTS TO LEARN. BRING THE FUN.
- ENCOURAGE YOUR COMMITTEE MEMBERS TO BECOME GSR's AT THEIR HOME GROUPS. THIS MAKES ASSEMBLIES MORE INTERESTING BECAUSE YOU CAN SPEAK AT THE MICROPHONE, MAKE MOTIONS, AND VOTE.
- STAY INVOLVED IN SERVICE LONG ENOUGH AND YOU WILL FIND YOURSELF BEING ELECTED DCM OR EVEN AREA SERVICE CHAIRS LIKE PUBLIC INFORMATION OR CORRECTIONS.
- SEVERAL DELEGATE AREAS HAVE ELECTED YOUNGER DELEGATES, MANY HAVE BEEN IN THEIR 30's WHEN THEY SERVED AT THE GENERAL SERVICE CONFERENCE.

WHAT IS THE YOUNGEST DELEGATE YOUR AREA HAS EVER ELECTED?

CONTINUED IN PART 3