

BIDDING REQUIREMENTS

Revised June 12, 2010

The following is a list of requirements that bidders must fulfill and present to the ICYPAA Advisory Council at each year's Conference.

Each bid committee is required to submit its final bid package in PDF format no later than ten days prior to the bid session, which is held on Saturday morning of the Conference weekend. The advisory council will provide all Bid Committee Representatives (BCRs) with a PDF copy of each bid package once all packages have been submitted. Neither the advisory council nor the BCRs shall give unsolicited feedback regarding the submitted PDFs. Each bid committee is required to provide a hard copy of its submitted bid package at the Conference. No changes are permitted between the PDF copy and the hard copy. Bidders are asked to advise the Advisory Council Chairperson at least thirty days prior to the Conference of their intent to bid, and bid cities are asked to send the name and contact information of their Bid Committee Representative (BCR) to the Advisory Council Co-Chairperson thirty days prior to the conference.

1) At least three AA members with a minimum of one year of sobriety must represent the bidding committee. Bids must be presented in a manner that is consistent with the Twelve Traditions of AA. Each bidding committee will be allowed twenty minutes for their presentation.

2) Bidders must have commitments* from at least two appropriate facilities (hotels, universities, convention centers, gymnasiums, etc.) so sized as to be able to accommodate the entire Conference. Please include the proposed dates and diagrams of the available meeting space. All costs, both to the Committee and to the attendee, must be outlined. *— *Three phrases typically indicate a hotel's commitment to provide space: 1) first option, 2) first refusal, and 3) tentative basis.*

3) Bidders must have available a temporary pre-registration flyer with a mailing address. Do not include conference dates or hotel info.

4) To ensure that CCYPAA operates in the spirit of cooperation, bid committees will show that no large-scale AA activity will be held in their city during the proposed Conference dates. This should be demonstrated with a letter from the AA Area Chairperson, and a list of any large-scale AA activities that are scheduled near the proposed Conference dates.

5) Prospective bidders will be required to provide financial records from all committee activities, demonstrating financial autonomy and responsibility within the spirit of AA's Twelve Traditions.

6) The Committee must research the effects of federal, state, provincial or local tax/business laws on the Conference, should they be awarded the Conference, and must provide a concise summary of that research.

7) Prospective bidders must read, understand and be prepared to agree with the requirements as written in the Host Committee Responsibilities.

8) Bidders must provide a concise statement illustrating their reasons for bidding.

Experience has shown that the end of May or anytime in June is best for CCYPAA to be held.

In the event that no bid committee receives a two-thirds vote during the site selection meeting, the remaining bid committees will be placed in the hat and the next year's host city will be pulled after the Saturday night meeting.

HOST COMMITTEE RESPONSIBILITIES

Revised June 12, 2010

Your Committee has been selected to act on behalf of the International Conference of Young People in AA and of CCYPAA 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 CCYPAA'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, CCYPAA, 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, which are listed below:

- 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. 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.).
- 2) 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 CCYPAA Advisory Council Chairperson. The flyer will be printed and mailed out by the designated CCYPAA mailing house.
- 3) 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.)
- 4) 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.
- 5) To select three of the Host Committee members to serve on the CCYPAA 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.
- 6) 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 CCYPAA 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.
- 7) 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 CCYPAA 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.

8) Each Conference must be designated by an ordinal number preceding CCYPAA (e.g., 1st CCYPAA, 30th CCYPAA, 42nd CCYPAA, etc.). This is to preserve the autonomy and character as well as CCYPAA's continuity.

9) The CCYPAA Host Committee will establish a bank account including the CCYPAA Advisory Council Chairperson as one of its designated signatures.

10) Schedule the following three meetings on your program: "How to Bid for CCYPAA" at 1 p.m. Friday; "Advisory Council Q&A" at 2:30 p.m. Friday, "Bid Session for the next CCYPAA" on Saturday morning.

11) A room must be made available for use by the Advisory Council for its meetings throughout the weekend.

12) Save time for announcements by the Advisory Council at the end of the Saturday night meeting.

13) The Host Committee Registration Chair is responsible for entering their conference registrations in either XLS or CSV format to help ensure the best possible opportunity for future conferences to do outreach via email and traditional mailings. The complete registration list, in a digital format, is to be turned over to the Advisory Council no later than 90 days from the conclusion of its Conference.

14) The amount of scholarship donations received during the conference year must equal the amount of scholarship registrations made available at the conference.

15) 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 www.icypaahost.org.

16) The program and/or schedule of events (including but not limited to: speakers; meeting, workshop, and panel topics; entertainment) will be reviewed and approved by the CCYPAA Advisory Council before the program is printed.

17) The Host Committee will prepare a budget and cash flow statement for its conference year and send the same to the CCYPAA 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 CCYPAA Advisory Council's operating expenses for that conference year.

18) The Host Committee Secretary is responsible for providing the Advisory Council Secretary with meeting minutes and committee reports on a regular and timely basis.

Conference Recommendations & Suggestions

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) 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.

3) At the Conference, wherever the main Conference registration is located, or the main focal point, we urge that nothing but AA Conference Approved 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.

4) Many alcoholics travel great distances to hear and meet with other young alcoholics, and to learn how the young alcoholic achieves sobriety. With this in mind, the Host Committee should endeavor to obtain speakers representative of young people.

5) Please publicize the Conference and any "early bird" events as soon as possible.

6) The Host Committee should be directly involved in any activity from which funds are generated.

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

CCYPAA 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 Advisory Council. The CCYPAA Advisory Council is comprised of members from past CCYPAA Host Committees. It is a custodial body that preserves the efforts, experience, and history of CCYPAA. 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.

PURPOSE:

The Council is the custodian of the Conference and its experience. Its fundamental purposes are:

- φ To provide guidance to the current Host Committee.
- φ To provide guidance to Committees bidding for the Conference.
- φ To select future conference sites from bids offered at each year's Conference.
- φ To maintain the experience and material of past conferences through its archives.

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