

**Steps Alano Club  
3974 Humphrey St.  
St. Louis, MO 63116**



## **Steps Alano Club (SAC) 12-Step Meeting Application**

Thank you for your group's interest in starting a 12-step meeting at the SAC. This document is put together in hopes that we can make your new meeting a success. To this end, please review the following points regarding guidelines, rents and Clubhouse rules before you complete the application form on the next page.

In accordance with the Guidelines on Clubs published by AA & NA, and many other 12-Step programs World Services, groups are not affiliated with the SAC except as tenants. No endorsement exists, and none should be implied, nor inferred from the rental of the facilities. The Club does not interfere with the 7th Tradition of any 12-step recovery program, which states that every group should be self-supporting, declining outside contributions. These Guidelines further advise groups that "this includes paying a fair rent for use of the facilities, maintaining a separate treasury, and making its own contributions directly to the local central/intergroup office, the district, the area General Service Committee, and to G.S.O".

SAC room rental is based upon 85% of the primary basket collection. In most circumstances, this equates to \$1 per person per meeting. The group retains 15%. In aggregate, this comes close to matching the actual lease cost we pay for the building, not including utilities, supplies and other expenses. The Steps Alano Club expects groups to honor their 7<sup>th</sup> Tradition principles by acknowledging this actual cost and contributing at least 85% of their primary basket collection. This does not prevent any group from collecting funds for any other purpose during their meeting, as long as such other collection(s) are clearly explained to those attending as being for purposes other than meeting the group's rental obligations. The group retains 100% of these special collections. This policy is intended to be a guideline for each group to determine how it can most honestly meet its need to be self-sufficient. We believe it is more important that a group contributes in the spirit of the guideline than in any particular proportion.

Rent is due after each meeting. The SAC reserves the rights to reconsider the meeting agreement if/when rents are not paid. Rent should be deposited into the safe. Envelopes are conveniently located near the safe. Accounting for rental payments is done by the name of the group/type of group, and the time it meets Please be sure the envelope is completed properly so that we can accurately credit your rental payment (i.e. do not put the time you are depositing the check in the safe, but rather the time the meeting begins). An attendance count is required for each meeting. Club management /SAC Board will routinely post announcements or leave notices for you in the kitchen mail slots, so please be aware of these and take appropriate action.

Meetings must meet in their assigned rooms. If attendance changes and you find that you either need more room, or prefer a different room please let us know. We will happily move you to a larger or a smaller room if possible. There may be occasions when a meeting is asked to change rooms to accommodate special activities or events. In this instance, cooperation will be appreciated and as much advance notice as possible will be given.

Please be sure that your group knows to check the mail slots in the kitchen at the beginning of each meeting even if you are not present.

*Please also review the document that explains how the SAC processes group money deposited in the safe.*

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St. Louis, MO 63116  
stepsalanoclub@att.net**



## **12 Step Meeting Application**

Date of Application: \_\_\_\_\_ Requested Start Date: \_\_\_\_\_

Group Name / Number: \_\_\_\_\_

Requested Day & Time: \_\_\_\_\_

12-Step Affiliation (e.g. AA, Al-Anon, NA, etc.): \_\_\_\_\_

Meeting Format (e.g. Step, Big Book, Discussion): \_\_\_\_\_

Estimated Number of People: \_\_\_\_\_ Open or Closed [circle one]

Requested Room: (1, 2, 3 or 4) [circle one]

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Signature of Contact: \_\_\_\_\_

*All groups must notify the Steps Alano Club with new contact information if the contact information changes.*

Please submit completed application to:

**Steps Alano Club  
P. O. Box 8223  
St. Louis, MO 63156**

Approved by the SAC: \_\_\_\_\_

Date: \_\_\_\_\_