November 1, 2020

 Dear Twelve Step Member:

The SHARE Program continues to be very grateful for those of you who are interested in volunteering to share your time and experience with the clients. Please review the following information:

* For those of you who are sponsors to any of our current clients, please DO NOT give them any assignments to complete while in treatment. They are to work on treatment assignments only.
* If you choose to meet it a client before or after the meeting to do additional work, please have the client get permission from their primary counselor beforehand. You are also NOT able to meet with a client during a meeting in the back of the room.
* Since the 12-step program is built on anonymity, we ask that you respect that and not give any updates or personal information out regarding former clients thus breaking their confidentiality. This can be upsetting to our clients and does not have a positive effect.
* Please be treatment center "friendly' and aftercare "friendly". Clients in treatment need all our support while they are here, as well as encouragement in following recommendations after completing treatment at SHARE.
* SHARE meetings are institutional meetings as opposed to regular closed twelve-step meetings. This means that they are not open to people from the community. Please ensure you are on our updated volunteer list. SHARE meetings should be run in the format of Beginner's, Step/Tradition, Big Book Study/Discussion, Topic Discussion, and Speaker Meetings. They should not be run in the format of a lecture or a sermon.
* Volunteers should NOT be providing clients with mental health advice, financial advice, medical advice, or legal advice of any kind. We do ask that you encourage clients to speak with their primary counselors regarding any of the above topics.
* We ask that you be welcoming to other volunteers who are also in the meeting and allow them to share their message as well with the clients
* Please avoid statistics not supported by research such as, only one percent will achieve sobriety. Sadly, the statistics for addiction treatment are not very uplifting.
* Please remember that clients new to sobriety are fragile- We (staff) cannot share what information is in their charts- Please avoid challenging them to leave the facility and "just go to meetings and have a sponsor"
* Please avoid passing out business cards or otherwise promoting your business. If you have a new treatment-related business, please talk with staff.
* Please remember that each person needs to find their own Higher Power. In other words, avoid being "preachy" with clients.
* Please avoid direct or subtle comments which might be construed as prejudicial to other races/ethnic groups, religious beliefs, sexual orientation, or someone with a mental illness.
* Clients continue to ask for a variety of meetings—i.e., Big Book Meetings, Steps 1-2-3—in addition to the ones already being offered by volunteers. Please offer these kinds of meetings regularly.
* You might also hear the term "Temporary Sponsor" while volunteering. Since majority or our client's do not live in the vicinity of SHARE, they will ask for your guidance until they are able to build a stable support system in their community, which includes a sponsor.

Once you have reviewed this information and completed the attached form, please return it to the receptionist or e-mail the information to jdelarco@leydenfamilysevrice.org. The information will be reviewed. If you do not hear from us, you can assume you are an approved volunteer. Thank you for your support of The SHARE Program. Our clients appreciate you!!!

Sincerely,

Jill DeLarco

Director

The SHARE Program

847.882.4181

THE SHARE PROGRAM

# 12 Step Volunteer Information Form

This information is being collected so that we can contact you for SHARE program updates, newsletters, volunteer meetings, etc. All information will be kept strictly confidential

Please PRINT the following information:

Name:

Address:

Phone:

E-Mail Address:

Sobriety Date:

Please circle what Fellowship(s) you belong to: AA CA NA HA

Please circle what days you are available to volunteer at SHARE:

M, T, W, TH, F, Sat, Sun

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 12-STEP VOLUNTEER MEETING GUIDELINES

Effective 9.17.2020

## MASKS

Volunteers are to arrive with a mask and wear the mask the ENTIRE time they are in the building.

## GROUP SIZES

Social distancing needs to be observed. Volunteers should ask the receptionist how many clients there are when signing in. Meetings should be divided up so no more than 10 clients are in a meeting at a time. If there are not enough volunteers to accomplish this, some clients will need to hold their meeting without a volunteer. Volunteers can offer those clients a suggested meeting format to follow.

## MEETING LOCATIONS

Men's Meeting Locations

' Lecture Room (2 groups of 10 on opposite ends of the room)

* Cafeteria (1 group of 10)
* Waiting Room (up to 4-5 clients) — use this room last

Women's Meeting Locations

* Women's Rehab Lounge (no more than 6 clients) Conference Room (up to 10 clients)

## AFTERWARDS

After the meeting, volunteers need to quickly exit the building. A quick giving of a phone number is acceptable.

Volunteers may meet one-on-one with a client they are sponsoring in the waiting room. Clients need to get written permission from their primary counselor prior to any meeting occurring.