

San Diego/Imperial Area Contact On Release Committee Guidelines

Updated April, 2018

SECTION I

A. Purpose of the Contact On Release Committee

The purpose of the San Diego/Imperial Area Contact On Release Committee (CORC) is to introduce alcoholics being released from correctional and treatment facilities to Alcoholics Anonymous on the "outside". In the San Diego/Imperial Area we match them with a local volunteer to take them to their first meetings. Outside the San Diego/Imperial Area we find a committee for referral.

B. Membership of the Contact On Release Committee

1. The CORC is a subcommittee of the SDIAIC, which is an autonomous standing committee of the SDIAA.
2. Current voting membership consists of all those officers listed under section 1 D, and any other member of Alcoholics Anonymous who comes to the committee regularly and considers him/herself a "member".
3. The chair of the committee will only vote in the case of a tie vote.

C. Meetings of the Contact On Release Committee

1. The CORC will meet every third Sunday of the month at 5150 Kearny Mesa Road, San Diego, at 10:30 am unless otherwise decided by the committee.
2. To maintain full active membership of the CORC, three consecutive unexcused absences from the monthly meeting will be considered voluntary resignation. Unexcused absences are defined as a member missing a meeting without contacting another active member of the CORC.
3. Anyone is welcome at a CORC meeting. We encourage any GSR, Alcoholics Anonymous member, treatment or correctional facility officer or counselor to attend CORC meetings. Relationships with outside facilities are vital to CORC effectiveness.

D. Contact On Release Committee Officers and Their Duties

1. Committee Chairperson
 - a. Attend and chair all monthly CORC meetings
 - b. Attend and provide reports for monthly SDIAIC Policy Council meetings
 - c. Attend annual national BTGWW conference and report back on Bridging the Gap activities in other areas
 - d. Maintain correspondence with other similar CORCs throughout the region.
 - e. Monitor committee's finances as it relates to the current years approved budget
 - f. Submit the next year's budget request by due date specified by the SDIAIC Policy Council.
 - g. Maintain close ties with the current chairpersons of San Diego-Imperial Area Institutional Committee, North County Institutional Committee and Spanish Hospital and Institutions Committee to ensure the spirit of cooperation

2. Alternate Committee Chairperson
 - a. Attend all monthly CORC meetings
 - b. In the absence of the Chairperson, attend all monthly SDIAIC Policy Council meetings.
 - c. Fill in for the chairperson in his/her absence.
 - d. Update, maintain, reprint and distribute any CORC literature as needed, such as: volunteer sign-up brochures, contact request forms, etc.
 - e. In absence of secretary, take minutes at monthly CORC meetings.
3. Secretary
 - a. Attend all monthly CORC meetings.
 - b. Prepare agenda for monthly CORC meetings.
 - c. Take minutes of all monthly meetings and email to committee members to arrive before the next meeting. Have copies of the previous month's minutes available at each monthly meeting.
 - d. Maintain and distribute an accurate monthly list of CORC members' names, addresses and phone numbers.
 - e. Telephone or email CORC members prior to each monthly meeting.
 - f. Keep notebook or electronic file with past meeting minutes and agendas.
 - g. Make New Committee Member folders and have at least one available for each meeting.
4. Volunteer Coordinator
 - a. Attend all monthly CORC meetings.
 - b. Maintain current active list of all contact volunteers serving the San Diego/Imperial area
 - c. Receive request for contact and match the request to a volunteer by area, age and gender.
 - d. Check the telephone message box and email regularly (at least every other day).
 - e. Ensure that all active volunteers are aware of volunteer workshops and are on mailing list for mailing distribution of the flyer for the event.
5. Request Coordinator
 - a. Attend all monthly CORC meetings.
 - b. Pick up the mail from the CORC PO Box weekly.
 - c. Respond to all requests confirming receipt and, where possible, providing the appropriate information requested.
 - d. Forward contact requests to the Volunteer Coordinator (VC).
 - e. Redirect other mail sent to the CORC PO box promptly.
 - f. Provide reports at the CORC monthly meetings.
 - g. Arrange for payment of the Post Office Box Rent every January/February.
6. Facilities Coordinator
 - a. Attend all monthly CORC meetings
 - b. Monitor a continuous relationship with the staff at the facility identified as wanting COR.
 - c. Establish a means of presenting Contact On Release to patients/inmates
 - d. Help to get speakers for workshops.
 - e. Provide reports at the CORC monthly meetings.
8. Presentation Panels Coordinator
 - a. Attend all monthly CORC meetings
 - b. Coordinate and attend panel presentations whenever requested.

- c. Work with the facilities coordinator(s), DCMs and GSRs to schedule presentations at treatment & correctional facilities
 - d. Keep updated list of presentation panel members.
 - e. Provide reports at the CORC monthly meetings.
9. Follow Up Coordinator
- a. Attend all monthly CORC meetings
 - b. Receive information about matches that have been processed by the request and volunteer coordinators.
 - c. Document any contact he/she has made with the volunteer, inmate, or relative whose information has been supplied by the inmate.
 - d. Gather any information on the success of the contact. This information is reported back to the committee at its monthly meeting. It is up to the follow-up coordinator as to how he/she may track and follow up to determine success so that decisions can be made as to the effectiveness of the current process by the CORC.
10. Contact Volunteers
- Take contact to 3-6 meetings and introduce to the program of Alcoholics Anonymous See Section B.I and B.II for details

SECTION II

A. Contact On Release Committee Work with Corrections Facilities

1. Contact On Release Request Process
- a. A request comes into the Contact On Release PO Box and is picked up by the request coordinator
 - b. If the inmate's initial release date tails between 1 and 6 months from the current request date, the request is forwarded on to the Volunteer Coordinator. Those with between 6 and 24 months until release will be provided correspondence with a local volunteer/correspondent if requested. Requests with expected release dates greater than 24 months will be directed to the Corrections Correspondence Service (CCS) at GSO.
 - c. The volunteer coordinator selects a volunteer contact from the active list, keeping in mind the geographic area and gender.
 - d. The contact volunteer writes an introductory letter or email to the inmate (See Addendum 1: Volunteer Guidelines)
 - e. Upon receipt of the inmate's response letter, the contact volunteer writes a second and final letter confirming date, time and place where to meet the inmate the day they get out if possible.
 - f. The contact volunteer meets the inmate and takes them to a few meetings, introduces them to other members of Alcoholics Anonymous and shares their experience, strength and hope.
 - g. The local correspondence volunteer can either continue as the COR volunteer (if legally acceptable) or a new COR volunteer can be assigned when the inmate has a confirmed release date and information about his release location.

2. Volunteer Guidelines

The contact volunteers should know these guidelines by heart. The guidelines reflect the spiritual principles embodied by the 12 Traditions and combined experience of contact service throughout Alcoholics Anonymous.

3. Interaction with Facilities

Success with meeting inmates getting out of facilities is limited to having access to accurate and up-to-date release dates.

4. Other Alcoholics Anonymous Contact On Release Programs

- a. To avoid reinventing the wheel, the CORC should actively communicate with other Contact On Release efforts (if any).
- b. H&I Intergroup meetings are helpful to share experience, strength and hope about what does and does not work with Contact On Release.
- c. Cooperation with other Contact On Release Committees is vital to contacting inmates coming from outside the San Diego/Imperial Area.

B. Contact On Release Committee Work with Hospitals and Institutional Facilities

1 Presentations at Treatment and Hospital Facilities

- a. Contact On Release Facilities Contact (CORFC) meets with H&I facility coordinator & panel members to explain Contact On Release and how Contact Request Forms will be used.
- b. CORFC meets with the treatment center personnel to request program in facility and means to distribute "Request for Contact" to patients. CORFC maintains contact with facility personnel on a regular basis.
- c. Follow-up on requests for contact and verify contact was made.
- d. Provide reports at the CORC monthly meetings.

2. Contact Process

- a. Patients receive contact request forms through institution or H&I panel
- b. Patient calls COR phone message drop or emails to request contact. Patient provides means to contact them while in institution along with outside phone number in case release occurs before Contact On Release volunteer is arranged.
- c. The volunteer coordinator selects a volunteer contact from the active list, keeping in mind the geographic area, age and gender.
- d. The contact volunteer calls the patient per the request form information and arranges first contact
- e. The contact volunteer meets the inmate and takes them to a few meetings, introduces them to other members of Alcoholics Anonymous and shares their experience, strength and hope about staying sober (See section B 1, items B C and D for Volunteer Guidelines and further information on interaction with facilities.)

SECTION III

A. Guidelines for Contact On Release Committee District Presentations

1. Literature to present.

- a. Single sheet "Where Did AA Contact On Release Come From?"
- b. The diagrams contained in the addendum
- c. AA Contact On Release Volunteer pamphlet

2. What to Cover.
 - a. What is Contact On Release? Why?
 - b. How to sign up to be a contact volunteer
 - c. Do's and don'ts (volunteer guidelines)
 - d. Monthly committee meetings (time and place)
 3. Presentations are made by request from the districts or groups.
 4. Usually presentations are made by 2 or more Contact On Release members.
- B. Contact On Release Committee Financial Responsibilities
1. All expenses incurred by the Contact On Release Committee will be turned over to the SDIAIC treasurer for reimbursement.
 2. The CORC will submit a budget for the coming year each year to the SDIAIC Policy Council
 3. Planned expenses beyond those for normal operation will include:
 - a. Printing for AA Contact On Release Pamphlets
 - b. Printing for inmate request forms, white cards and any other information materials developed by COR
 - c. PO Box
 - d. Toll free phone line
 - e. National BTGWW conference attendance
 - f. As many as two volunteer informational training workshops per year
 4. Unplanned expenses will be brought before the SDIAIC Policy Council for approval.

SECTION IV

- A. Election of Contact On Release Committee Officers
1. The committee officers will be elected by and from the voting committee membership. Elected officers are the Chairperson and Alternate Chairperson. Other committee positions are filled by volunteers or assignment by the committee Chairperson.
 2. The election for committee chairperson will be held in November.
 3. The positions of chair and alternate chair shall have terms of 2 years, whereas the volunteer/appointed positions will have terms of at least 1 year.
 4. All other officers' positions will be filled as needed
- B. Contact On Release Committee Guidelines Amendment Procedure
1. The San Diego/Imperial Area Contact On Release Committee guidelines can be changed only with a 2/3-majority vote of all CORC members.
 2. The CORC guidelines will not counteract or supersede the guidelines of the SDIAIC or the San Diego/Imperial Area Assembly.
 3. The CORC guidelines will not in any way violate the 12 Traditions of Alcoholics Anonymous.