

Central Florida Intergroup of Overeaters Anonymous(“CFI”) Fall Retreat How to Manual

Table of Contents

Chapter 1 What is the CFI Fall Retreat?	2
Chapter 2 Service Committees and their responsibilities	3
1. Retreat Planning Chair or Co Chairs; Vice Chair-if there are not co-chairs	3
2. Registration committee.....	4
3. Decorations committee.....	4
4. Program Committee	4
5. Hospitality Committee	5
6. Boutique Committee	5
7. Clean up Committee.....	5
8. Literature Committee.....	5
9. Greeters and opening night Committee	5
10. Meditation room Committee	6
11. Entertainment Committee	6
12. General media and promotions Committee	6
13. Fundraising Committee	6
Chapter 3 Timeline of Dates, Events, and Responsible Parties	6
Chapter 4 Financial information and Policies.....	8
Exhibit A: Sample forms and documents	9

Central Florida Intergroup of Overeaters Anonymous (“CFI”) Fall Retreat How to Manual

Chapter 1 What is the CFI Fall Retreat?

Every year, in September or October, Central Florida Intergroup (“CFI”) sponsors and conducts a 12 Step Retreat as its annual fundraiser (the “Retreat”). The Retreat goes back many years, having first been held at the Woodlands Baptist Camp in Mount Verde FL and more currently held at Lake Yale Baptist Camp in Eustis, Florida.

The Retreat is held in a rustic, quieter and more intimate setting than a hotel to facilitate contemplation and sharing of experience, strength and hope about the 12 step path of recovery. By tradition, the Retreat starts on a Friday afternoon and ends on Sunday, at approximately 11:30 am.

The Retreat usually consists of a keynote speaker and a closing speaker (which may or may not be the same person) with events and workshops centered around a specific theme that changes from year to year. There may also be a hayride and bonfire as well as games, entertainment and raffles. The price of registration normally includes Friday dinner, Saturday breakfast, lunch and dinner and Sunday breakfast. The Retreat must be in compliance with CFI Bylaws where applicable and with the OA 12 Traditions and the 12 Concepts of OA service.

NOTE: While the Retreat has been held at Lake Yale Baptist Camp for the past several years, it may be held at any facility meeting the requirements of CFI . Therefore in this Manual the venue where the Retreat is held will generally be referred to as the “Facility” rather than as Lake Yale

Central Florida Intergroup of Overeaters Anonymous("CFI") Fall Retreat How to Manual

Chapter 2 Service Committees and their responsibilities

The Retreat is organized and put on by the the CFI Fall Retreat Planning Committee (the "**Retreat Planning Committee**")

which consists of:

1. Retreat Planning Chair or Co Chairs; Vice Chair-if there are not co-chairs

The Retreat Planning Chair is responsible for performing the following service tasks:

- a. Acts as the sole interface and point of connection and communication with the Facility staff,
 - b. Recruits and seek volunteers to be chairs for the other committees, and for other needed service positions,
 - c. Establishes the cost of the Retreat for attendees based on the sums charged by the Facility under the contract between CFI and the Facility, and on the fund raising goals of CFI,
 - d. Manages and oversees the Retreat,
 - e. Plans, schedules and conducts the "kick off" meeting of the Retreat Planning Committee; conducts periodic Retreat Planning Committee Meetings as and when deemed necessary by the Retreat Planning Chair and communicates with other members of the Planning Committee and CFI. By tradition the Retreat Planning Committee usually meets after the CFI meeting in the same location,
 - f. Develops a Budget for the Retreat in conjunction with the other Committee chairs,
 - g. Decides the theme for the Retreat in consultation with the Program Chair and as approved by CFI,
 - h. Provides the Facility staff with the information and completed forms it requires from time to time regarding number of attendees, meals, room assignments and all other information required to be provided to the Retreat staff under the contract,
 - i. Provides information necessary for the General Media and Promotion Committee to create the Save the Date Flyer and the Registration Flyer
 - j. Collects and reviews the Retreat evaluations,
 - k. Prepares a final written report containing final financial information about the Retreat and evaluating all aspects of the Retreat with thoughts and helpful hints for future Retreats,
 - l. In conjunction with the Registration Chair, reviews scholarship applications and awards scholarships to applicants, if any, based on criteria established by CFI,
 - m. Acts as MC for the Retreat or selects someone to be MC,
 - n. Is a signatory on the CFI Retreat bank account and any debit and/ or credit card attached to the Retreat account, and
- DRAFT 4/26/18.

Central Florida Intergroup of Overeaters Anonymous("CFI") Fall Retreat How to Manual

o. Reviews monthly bank statements of the Retreat account. **[Is the CFI Treasurer a signatory on the Retreat account?.]

NOTE: If there is a Vice Chair or CoChair the Planning Chair cochair and/or vice chair allocate these various tasks between themselves as they see fit

2. Registration committee

- A. a. Handles all aspects of registering attendees for the Retreat and keeps records of same, including name, address, payment status , service request responses and any other necessary or useful information ,
- B.
- C. b. Confirms registration and payment to each attendee and periodically updates attendees on the status of their payment and makes sure all attendees have paid their registration fee before they can be considered registered,
- D.
- E. Creates and/or collates the Registration Packet (not to be confused with the Registration Flyer) attendees receive when they register at the Retreat
- F.
- G. The Registration Packet usually contains:
- H. Map of the Facility
- I. Facility rules
- J. The Program for the Retreat (provided by Program chair)
- K. Waiver of liability
- L. OA Prayer card, literature or other memento
- M. Paper
- N. Pen
- O. Registration badge of some kin
- P. Lost key policy
- Q. Optional Fruit and Water
- R.
- S. d. Staffs or obtains members to staff the registration desk,
- T.
- U. Makes room assignments at the Retreat, distributes room keys and makes sure all keys are returned, and
- V. Distributes and collects evaluation forms

3. Decorations committee

- A. prepares decorations for the Retreat and Retreat conference rooms, etc.
- B. prepares theme & decorations for Saturday night dinner

4. Program Committee

- A. Determines theme of the Retreat in consultation with the Planning Chair, subject to final approval of CFI,

Central Florida Intergroup of Overeaters Anonymous("CFI") Fall Retreat How to Manual

- B. Plans the topics of the various workshops,
- C. c Selects and reminds speakers and workshop leaders of their commitments,
- D. In conjunction with the Retreat Planning Chair, determines Abstinence Requirements for Speakers, Workshop Leaders and Committee Chairs, ***or should CFI determine abstinence requirements?
 - Suggested Abstinence Requirements:
 - Keynote/Closing Speakers
 - Workshop Leaders
 - Committee chairs
- E. Prepares final Program for the Retreat which Program will be included in the Registration Packet and also emailed by the Retreat Planning Chair to attendees,

5. Hospitality Committee

- 1. if one is needed, is responsible for performing the following service tasks:

***NOTE: Do we even need the committee any more.?? Maybe if future Facilities don't have what Lake Yale does

- a. Obtains fruit and coffee and tea etc for the hospitality room, organizes volunteers to staff the room.

6. Boutique Committee

- A. Solicits and accepts donations such as clothing, jewelry, etc to sell in the boutique;
- B. sets up and staffs the boutique
- C. breaks it down and disposes of unsold items when the Retreat ends.

7. Clean up Committee

- A. Makes sure all sleeping rooms, conference rooms and common areas used by attendees are cleaned in accordance with the rules and regulations of the Facility

8. Literature Committee

- A. Provides OA approved literature for the Retreat. Often the Literature Committee chair is the Intergroup Literature Chair. CFI provides the literature and sales proceeds go to CFI

9. Greeters and opening night Committee

- A. Recruits and organizes volunteers to greet attendees and plans and conducts the opening night activities such as icebreaker or other activity , and

Central Florida Intergroup of Overeaters Anonymous (“CFI”) Fall Retreat How to Manual

- B. Continues greeting all late arrivals

10. Meditation room Committee

- A. Organizes and sets up the meditation room at the Retreat

11. Entertainment Committee

- A. Produces the entertainment for the retreat on Saturday night;
- B. Often also arranges for games and karaoke for Saturday night

12. General media and promotions Committee

- A. Creates the Save the Date Flyer and distributes it ,
- B. Creates the Registration Flyer and distributes it, and
- C. Makes sure date of Retreat is in CFI newsletter and on oa.org at least 9 months prior to Retreat Date

13. Fundraising Committee

- A. Organizes and provides items to be raffled off to raise additional funds for CFI,
- B. usually baskets donated by the various meeting groups,
- C. and the 50-50 raffle

Chapter 3 Timeline of Dates, Events, and Responsible Parties

Timeline of Dates, events and responsible parties

NOTE: This timeline is based on the typical contract between CFI and Lake Yale which currently has a Retreat Date at the end of September (September 27-30). The timeframes on this timeline may change : (i) if the contract terms with Lake Yale change or (ii) if CFI contracts with a Facility other than Lake Yale.

11-10 Months prior to Retreat Date [by end of October or November]:

1. CFI to sign Contract with Facility
2. CFI to finalize date of Retreat
3. Retreat Planning Chair (or Treasurer of CFI if the Retreat Planning Chair has not yet been determined) pays initial deposit required under the contract to the Facility , in accordance with the terms of the contract

DRAFT 4/26/18.

Central Florida Intergroup of Overeaters Anonymous("CFI") Fall Retreat How to Manual

4. CFI to select or appoint Retreat Planning Chair
5. CFI to add Retreat Planning Chair to Retreat bank account and attached debit and/or credit card

9 Months prior to Retreat Date [by end of December]:

1. Retreat Planning Chair to begin recruiting volunteers to fill committee chair positions

1. The General Media and Promotions Committee to put date of Retreat on oa.org and in CFI newsletter

8-7 months prior to Retreat Date [by end of January or February]:

1. The General Media and Promotions Committee to create and distribute Save the Date Flyer

6 months prior to Retreat Date [by end of March]:

1. Retreat Planning Chair to obtain approval of Retreat Theme from CFI

5-4 months prior to Retreat Date [by end of April or May]:

1. The General Media and Promotions Committee to distribute Registration Flyer
2. Retreat Planning Chair to hold kick off meeting of the Retreat Planning Committee and conduct regular Monthly or bimonthly meetings thereafter as needed until the Retreat Date
3. Program Chair to begin developing Retreat Program and recruiting speakers and workshop leaders

2 months prior to Retreat Date[by end of July]:2

1. Retreat Planning Chair pays 30% non refundable deposit to Facility- or as required by contract

1 month prior to the Retreat Date[by end of August] :

Central Florida Intergroup of Overeaters Anonymous("CFI") Fall Retreat How to Manual

1. Facility to send packet of information to Retreat Planning Chair with forms to be complete by Retreat Planning Chair and returned to Facility no later than 14 days before the Retreat Date - or as required by the Contract

3weeks prior to Retreat Date [first week of September]:

1. Facility to have sent CFI all forms Facility requires under the contract for Retreat Planning Chair to complete and return to Facility
2. Program Chair to have finalized Program and secured all speakers and workshop leaders and back ups
3. Retreat Planning Chair to have finalized Retreat Menu

2 weeks prior to Retreat Date[second week of September] :

1. All forms required to be completed by CFI must be completed by Retreat Planning Chair or her designee and received by the Facility
2. Copy of the Retreat Program due to the Facility ?....
3. The final number of attendees due to the Facility; CFI responsible for the guaranteed amount reflected in the contract

1 Week prior to Retreat Date[third week of September]:

- 1.Menu and Helpful Information and List of items for Attendees to bring to Retreat to be a emailed to attendees by Retreat Planning Chair
- 2 Program to be emailed to attendees by Retreat Planning Chair

Three Business Days prior to Retreat Date:

1. Last date for CFI to add attendees; no cancellations after this date and any additions after this date will have a penalty

Day of Retreat:

- 1.Final payment due from CFI under the Facility contract
- 2.The balance, if any, of all registration fees due from attendees.

Chapter 4 Financial information and Policies

Financial Policies

DRAFT 4/26/18.

Central Florida Intergroup of Overeaters Anonymous("CFI") Fall Retreat How to Manual

1 CFI maintains a separate bank account for the Retreat

1. The Retreat Planning Chair is an authorized signatory on the Retreat account and any attached credit and/ or debit cards
2. All Retreat expenditures by the Retreat Planning Committee must be authorized in advance by the Retreat Planning Chair and receipts submitted for any request for reimbursement
3. Scholarships if any will be awarded based on the criteria adopted by CFI
4. All registration fees due for all attendees must be paid in full prior to or on the Retreat day. Payment may be made by check, cash or money order NOTE: Does the CFI treasurer have the authority to write checks on the Retreat account and use the debit and/or credit card attached to the retreat account?

Exhibit A: Sample forms and documents

1. Save the Date Flyer
2. Announcement of Retreat date on oa.org
3. Announcement of Retreat in CFI newsletter, New Beginnings
4. Registration Flyer
5. Retreat Facility rules and regulations
6. Contract between the Facility and CFI
7. Retreat Menu
8. Sample Program
9. Helpful Information for attendees and list of items for attendees to bring to Retreat
10. Facility map
11. Waiver of liability
12. Lost key Policy