



SERCYPAA ADVISORY COUNCIL

BIDDING REQUIREMENTS & PROCESS

The Advisory Council shall have the sole authority in choosing the Conference sites. Formal, walk-in, and token bids (see below description) will be accepted Saturday morning of the Conference. In the event that no city presents a bid, or the Host Committee foresees the failure of the Conference, an emergency meeting of the Council members shall be called without delay. All past and present Council members will be invited to attend to find a suitable site for the Conference or determine if the Conference should be suspended and determine the subsequent fate of the Council and its functions.

- A formal bid meets all bidding requirements.
- A walk-in bid is a spontaneous bid with little or no previous preparation.
- A token bid is a practice presentation for feedback and guidance to better enable the bidder with insights for preparing future bids.

Any of the above may be considered for hosting the next Conference.

Requirements for a Formal Bid

Fifteen (15) Bid Books with the following information must be submitted no later than 7pm the Thursday night of Conference. Committees should submit electronic copies via email to the Advisory Council one week prior to the beginning of the Conference.

- A. A concise statement illustrating the needs and hopes for the Conference in your area as you interpret them.
- B. Three (3) AA members under forty (40) years of age with one (1) year or more of sobriety (List names and sobriety dates) to represent the bidding city.
- C. Create a roster of committee members, current position- if any, and sobriety date.
- D. Contracts from at least two (2) hotels, if possible, including the proposed dates and times of the Conference, showing availability of meeting spaces in the hotel, and proof whether the hotels require commitment as to the number of people attending.
- E. A letter stating that the Committee will not schedule the Conference within a (30) day period before or after any large scale state or area AA event.

- F. Provide detailed financial records from all committee activities. (i.e. financial statement, event breakdowns and income vs expense report)
- G. An agreement that the bidding city, if awarded the Conference, will turn over all proceeds from the Conference after expenses, to the Advisory Council. This should be done no later than sixty (60) days after the close of Conference.
- H. Present detailed proposed conference budget, based on budget template provided by Advisory Council.
- I. Pre-Registration Flyer.
- J. A letter agreeing that if the Conference is awarded to the bidding city, they will familiarize themselves with and abide by all Council Bylaws, rules and procedures. These documents can be found on sercypaa.com
- K. Detail the committee's efforts to engage in AA's legacies of unity, service and recovery..

During the Conference's 'Bid Sessions' each bidding city will be allotted a maximum of fifteen (15) minutes for presentations with an additional 5-10 minutes of question and answer with the Council to follow.

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