

**CONTRA COSTA SERVICE CENTER**

185 Mayhew Way, Walnut Creek, CA 94597

Hotline (925) 939-4155

Business (925) 939-5371

manager@contracostaaa.org

APPLICATION TO LIST A BRAND-NEW MEETING – IN PERSON ONLY**DO NOT USE FOR ZOOM or HYBRID MEETINGS**

Either complete this in Word and send it to us by email to manager@contracostaaa.org or print it, fill it out on paper, and send it to the Service Center.

Person submitting:

Name:	Date:
Service Position:	Email address:
Phone No.	May we leave a message? Yes / No

Information	Please print legibly																		
This information will appear in the on-line meeting database, the Meeting Guide app, and (in abbreviated form) on the printed list.																			
Group (Meeting) Name	20 characters max																		
Street and number	Indicate "Street", "Boulevard", "Lane" or similar																		
City and zip code																			
Meeting Time	Day of Week _____ Time of Day _____ ☐ AM ☐ PM																		
Meeting active since:	_____ (date) About _____ months prior to this submittal There is a three-month waiting period before brand-new meetings are listed unless the meeting is a spin-off of a previously-listed meeting. Contact the Service Center Special Worker (925) 876-5371 for more information.																		
Meeting Type Indicate <u>all</u> that apply (See below)	<table border="0"><tr><td>☐ b-Babysitting</td><td>☐ B-Big Book</td><td>☐ c-Closed***</td></tr><tr><td>☐ D-Discussion *</td><td>☐ Med-Meditation</td><td>☐ L-Literature</td></tr><tr><td>☐ M-Men only</td><td>☐ GL-Gay/Lesbian</td><td>☐ (w)-Wheelchair Access</td></tr><tr><td>☐ N-Newcomer</td><td>☐ S-Step Study</td><td>☐ E-Spanish-speaking</td></tr><tr><td>☐ Y-Young</td><td>☐ Speaker **</td><td>(A separate printable meeting list is provided for Spanish-speaking meetings)</td></tr><tr><td>☐ W-Women only</td><td></td><td></td></tr></table>	☐ b-Babysitting	☐ B-Big Book	☐ c-Closed***	☐ D-Discussion *	☐ Med-Meditation	☐ L-Literature	☐ M-Men only	☐ GL-Gay/Lesbian	☐ (w)-Wheelchair Access	☐ N-Newcomer	☐ S-Step Study	☐ E-Spanish-speaking	☐ Y-Young	☐ Speaker **	(A separate printable meeting list is provided for Spanish-speaking meetings)	☐ W-Women only		
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* "Discussion" meeting type refers to meetings in which discussion is the primary activity. Discussion-type meetings start with the "Chairperson" sharing their experience, strength and hope with the group, followed by group discussion. ** "Speaker" meeting type refers to a meeting in which one or more members speaks, without discussion among the other attendees. *** A "Closed" meeting is open to all alcoholics, but closed to non-alcoholics.																			
Location	Such as "St Mark's Church", "Room 12". "Near Wendy's" etc. 20 characters max – not required																		
The additional information below will appear in the searchable on-line meeting list, along with the information above.																			
Location Notes	Additional location identifiers, such as "Behind the church" etc. - not required																		
Notes (not required)	Additional information about your meeting, such as unusual schedule, birthday celebration dates etc.																		