



CONTRA COSTA SERVICE CENTER

185 Mayhew Way, Walnut Creek, CA 94597

Hotline (925) 939-4155 Business (925) 939-5371 ccsc.ovc@gmail.com

APPLICATION TO LIST A SPIN-OFF FROM A PREVIOUSLY EXISTING MEETING

If a Zoom or hybrid meeting: copy-paste the zoom link directly Into this document and submit it electronically.

Person submitting:

Name	Date
Service Position (must be a designated representative of the group)	Email address
Phone No.	May we leave a message at this number? Yes / No

Information for the in-person component of hybrid meetings will appear on the printed meeting list.

Original Meeting Name 20 Characters Max	
Spin-off meeting name 20 Characters Max	
Spin-off Street and No.	"Street", "Boulevard", "Lane" or similar. Please don't abbreviate.
City and zip	
Spin-off Meeting Time	Day of Week _____ Time of Day _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Spin-off Zoom Link	Copy-paste your full meeting invitation link, probably 20 characters long or so. DO NOT ENTER BY HAND.
	Zoom #ID _____ Passcode _____ if needed
Meeting Type Check all that apply or delete those that don't	<input type="checkbox"/> b-Babysitting <input type="checkbox"/> B-Big Book <input type="checkbox"/> c-Closed* <input type="checkbox"/> E-Spanish-speaking <input type="checkbox"/> D-Discussion** <input type="checkbox"/> Med-Meditation <input type="checkbox"/> L-Literature <input type="checkbox"/> Y-Young <input type="checkbox"/> M-Men only <input type="checkbox"/> GL-Gay/Lesbian only <input type="checkbox"/> (w)-Wheelchair Access <input type="checkbox"/> N-Newcomer <input type="checkbox"/> S-Step Study <input type="checkbox"/> W-Women only <input type="checkbox"/> Speaker**
* A "Closed" meeting is open to all alcoholics, but alcoholics only. ** "Discussion" meeting types are meetings in which discussion is the primary activity. Discussion-type meetings start with a "chairperson" sharing their experience, strength and hope with the group, followed by discussion among the attendees. ** "Speaker" meeting types are meetings in which one or more members speaks, without discussion among the other attendees.	
Location	"St Mark's Church", "Room 12". "Near Wendy's" etc. Not required. 20 characters max
The following additional information will appear in the searchable on-line meeting list, along with the information above.	
Location Notes	"Behind the church" etc. Not required
Notes	Additional information, unusual schedule, birthday celebration dates etc. Not required

Save this file using the name of your meeting and email it to ccsc.ovc@gmail.com

Service Center policy is to list a new meeting after it has met continuously for three months. Contact the Special Worker at (925) 939-4155 for more information or if you need help.