

dist10.org Western Washington Area 72



District 10

(Including areas of Kitsap and North Mason Counties)

Handbook

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Map of US and Canada Showing Areas and Regions

Map of US and Canada Showing Regions

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Who we are

We are the trusted servants of the groups in District 10 (portions of Kitsap and North Mason Counties). We are the first level of representation of the collective conscience of individual group members of Alcoholics Anonymous (A.A.). As representatives of groups, we cooperate to do the necessary business of A.A. locally and to carry the message, through our service work, that A.A. exists to help the alcoholic who still suffers.

Our district consists of each individual group's General Service Representative (GSR), or their alternate, district trusted servants, and standing committee chairpersons. We conform to the same odd-year panel rotations as Western Washington Area 72. Our trusted servants and committee chairpersons are elected from those people who make themselves available for service for a period of two years. Exceptions are the Archivist (Motion 24.7) and Webmaster (Motion 05.1) which allow two - 2 year terms. The DCM and Alt. DCM are elected at the August meeting to accommodate the newly elected to participate in the October Assembly along with the present DCM and Alt. DCM. The trusted servants and committee chairs are elected in October and will start their rotation in January of the new year. The Third Legacy position is voted in at the January District meeting (Motion 08.1). It is strongly recommended that persons holding district committee positions not hold other service positions at the group, district, or area level and that all district trusted servants have a minimum of two years of sobriety. Voting members of our district committee that form the districts conscience are GSRs (or alternates), district trusted servants, and our standing committee chairpersons. District trusted servants and standing committee chairpersons may be removed if they fail to attend or report at three consecutive district committee meetings or otherwise fail to perform their duties. (Motion 20.2)

District Trusted Servants

The District Committee consists of the following Trusted Servant Positions:

1. General Service Representative (GSR)/Alt. GSR
2. District Committee Member (DCM)
3. Alternate District Committee Member (Alt. DCM)
4. Treasurer
5. Alternate Treasurer
6. Webmaster
7. Secretary
8. Registrar
9. Central Service Office (CSO) Representatives to Puget Sound A.A. (2 positions)
10. Schedules Representative
11. Twelve Step Service Committee (TSSC) Liaison

Our standing committee chairpersons consist of:

- I. Accessibility
- II. Archives

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- III. Cooperation with the Professional Community (CPC)
- IV. Corrections
- V. Gratitude Celebration and Events
- VI. Literature Locker
- VII. Public Information (PI)
- VIII. Technology
- IX. Third Legacy
- X. Treatment
- XI. Young People in A.A. (YPAA)

The District 10 Meeting

Meetings are typically held the last Sunday of the month, except in November when there is no meeting but will be held in December when the meeting is held on the first Sunday. Other exceptions may occur in holiday months, and a schedule of meeting dates is listed under the Events tab on the District 10 website. Meeting fellowship begins at 1:00 PM, where light refreshments are normally provided by the host group, and the meeting begins at 1:30 PM and runs until business is concluded no later than 3:30 PM, unless a motion to continue business for a certain additional time frame passes by simple majority. At the December meeting, groups are encouraged to sign up to host meetings for the coming year. District 10 maintains no permanent office or residence.

The following statements appear on the district meeting agendas and are read by volunteers. These, with the Serenity Prayer, are used for opening and closing the District 10 meetings.

GSR Preamble

We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of A.A..

We realize the ultimate authority in A.A. is a loving God as he may express himself in our group conscience. As trusted servants, our job is to bring information to our groups in order that they can reach an informed group conscience. In passing along the group conscience, we are helping to maintain the unity and strength so vital to our fellowship.

Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our groups as a whole.

A Declaration of Unity

This we owe to A.A.'s future: to place our common welfare first; to keep our Fellowship united. For A.A. unity depends on our lives and the lives of those to come.

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Responsibility Statement

I am Responsible. When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

The following are descriptions of duties for GSRs, district trusted servants, and district committee chairpersons:

District 10 Trusted Servant Position Descriptions

1. General Service Representative (GSR)/Alternate GSR

A GSR is the link between their individual group and A.A. as a whole.

- a. The GSR represents the group at district and area functions where they express their group's conscience based on an informed discussion of the issue.
- b. At the discretion of the group, they may be given the "right of decision" so that they may make individual decisions, usually on housekeeping or amendment items.
- c. The GSR takes back to their group issues from district or area so that the group can make an

informed decision.

- d. The GSR also informs their group when a service position is available in the district and area so that members may make themselves available for service.
- e. A more complete description of GSR duties and encouraged reading may be found in *The A.A. Service Manual*, Chapter 1 – The Group and General Service Representatives (2024-2026 Edition).
- f. Alternate GSR's performs the duties of the GSR in the GSR's absence and assists the GSR's as requested.

2. District Committee Member (DCM)

Our DCM is the link between District 10 and the Western Washington Area 72 (WWA72) committee, as well as the General Service Office (GSO). Our DCM is responsible for:

- a. Communications with district and area using designated email: dcm10@area72aa.org.
- b. Leading the monthly district meeting for the group's GSRs and district trusted servants.
- c. Informing all GSRs and district trusted servants of all our district, area, regional, and conference activities.
- d. Ensuring that group and district needs are communicated to the area and region or GSO when necessary.
- e. Attending all Area 72 quarterlies to discuss and define the agenda for the area and region or GSO when necessary.
- f. Attending the Area 72 Assembly as a voting member representing the district.
- g. Cooperating and corresponding with other districts to host special workshops for the area, such as, but not limited to, Pre-Conference, Delegate's Report, GSR School, and Pre-Assembly.

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- h. Being aware of all district finances and being a signee on all district bank accounts, but not performing treasurer's duties.
- i. Be knowledgeable in Microsoft Excel (the accounting program).
- j. Being available to GSRs and district trusted servants for presentations, problem resolution, workshops, group inventories, or group conscience meetings.
- k. Preparing a report for each district meeting, including upcoming important dates and events and submitting a copy of this report to the secretary prior to the district monthly meeting.
- l. Ensuring that the District 10 Handbook includes changes to job descriptions, procedures, and motions prior to ending their two-year rotation.
- m. Maintaining suggested sobriety time of five or more years.
- n. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

3. Alternate DCM

The Alternate DCM acts in place of the DCM when the DCM is unable or unavailable to perform their functions and assists the DCM in the performance of their duties. Other duties of the Alt. DCM:

- a. Communications with district and area using designated email: altdcm10@area72aa.org.
- b. Chairs

the Budget and Finance Committee and is also responsible for maintaining oversight of the district treasury.

- c. Being aware of updates entered in the Treasury manual by the Treasurer.
- d. Suggested sobriety time for this position is three or more years.
- e. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

4. Treasurer

The treasurer receives and documents district funds. The requirement for this position is to be knowledgeable in the Microsoft Excel program (The Accounting Program). To accomplish this, the treasurer is responsible for:

- a. Communications with district and area using designated email: dist10treasurer@area72aa.org.
- b. Collecting and keeping a record of all contributions to the district.
- c. Depositing all monies into the district accounts in a timely manner.
- d. Reconciling the district accounts on a regular basis.
- e. Approving all disbursements according to the district conscience.
- f. Preparing a monthly report to the District Committee, including all records and bank statement copies.
- g. Performing the Alternate Treasurers duties when the Alternate Treasurer is not available to do so.
- h. Maintaining District 10 bank accounts including access to all bank signature cards. Cards are held by the DCM, Alternate DCM, Treasurer, and Alternate Treasurer per Motion 98.1 and 17.2.
- i. Maintaining a post office box and access list including DCM, Alternate DCM, Treasurer, and Alternate Treasurer per Motion 98.1 and 17.3.

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- j. Updating the AAWS online literature account as needed for the purchase of literature for district 10.
- k. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

5. Alternate Treasurer

The Alternate Treasurer is responsible for:

- a. Communications with district and area using designated email: dist10altn treasurer@area72aa.org.
- b. Keeping possession of the district checkbook.
- c. Writing all disbursement checks as approved by the Treasurer.
- d. Check the Post Office box on a regular basis.
- e. Maintaining oversight of all district accounts.
- f. Performing the Treasurer's duties when the Treasurer is not available to do so.
- g. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

6. Webmaster

The webmaster is suggested to have and maintain skills related to maintenance of the District 10 website. To include basic understanding of WordPress, HTML, CSS, Java Script, and knowledge of uploading/downloading files. A working knowledge of maintaining the website on Google sites is recommended. Additionally, the webmaster is responsible for:

- a. Communications with district and area using designated email: dist10web@area72aa.org.
- b. Updating all areas of the district website including changes and additions to meeting schedules for groups, events, district officers and committee chairs, etc.
- c. Updating the CSO website with meeting changes or instructing GSRs on current protocol to request changes at the Central Service Office website.
- d. Instructing new GSRs, district officers, and committee chairpersons how to access district email from Area 72.
- e. Periodically updating the printable meeting schedule at the district website.
- f. Communicating with the District Schedules Representative to ensure website and printed schedules are correct.
- g. Staying informed on events from other service entities that may be relevant to include on the district website.
- h. Participating in on-line webinars, training opportunities or informational events relevant to A.A. technology use.
- i. Maintaining integrity of the district website by not allowing advertising, inappropriate links, or violations of member's anonymity including pictures of faces, vehicle license numbers, etc. Any event posting will be sponsored by a group, district, area, or GSO.
- j. Providing links on website to aa.org, area72aa.org, pugetsoundaa.org, and any other pertinent AA websites.

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- k. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Police (Appendix C) for reimbursement clarifications.

7. Secretary

The district secretary's responsibilities include:

- a. Communications with district and area using designated email: dist10secretary@area72aa.org.
- b. Taking minutes at district business meetings: Minutes include, at minimum, trusted servant reports, old and new business; changes in trusted servants; district events; and the discussions and voting outcomes of motions.
- c. Circulating minutes for final approval: The Secretary will send out the minutes to all trusted servants no later than 2 weeks after the district meeting per Motion 98.3 allowing trusted servants the opportunity to review and request changes prior to final approval at the next business meeting.
- d. Storing minutes: The Secretary will store minutes using safe and easily accessible technology (e.g., Google docs/drive) and provide them to the District Archivist at year's end.

- e. Bank communications/accounts: Prepare truncated minutes that document names – first and last - of new trusted servants voted in to positions becoming signatories to our bank accounts; provide said copies to the new signatories, who in turn provide them to the bank.
- f. Back-up for Registrar: The secretary assumes the Registrar’s duties for periods during which there is no elected Registrar.
- g. Training: Attend Area workshops for Registrar, Secretary and Technology as feasible.
- h. Budget: This position has a line-item annual budget for reasonable expenses. See Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarification.

8. Registrar

Our District 10 Registrar has responsibility for:

- a. Communications with district and area using designated email: dist10registrar@area72aa.org.
- b. Maintaining information on all groups and meetings in District 10.
- c. Maintaining information on all district committees trusted servants.
- d. Maintaining and making available changes to our District 10 Handbook. Assigning consecutive numbers (e.g., “24.09” for the ninth motion in 2024) to those motions considered “substantive” (rather than “housekeeping”) – they will be documented in the next District Handbook.
- e. Back-up for Secretary: The Registrar assumes the Secretary’s duties for periods during which there is no elected Secretary.
- f. Maintaining records in a format that can be easily explained to incoming trusted servants.
- g. Requirement: Should have basic knowledge of software (i.e., Microsoft Excel).
- h. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

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9. Central Service Office (CSO) Representatives

The (two) CSO representatives in this position have been changed from volunteers to district trusted servants IAW Motion 20.3. They serve two-year terms beginning in alternating years. They attend monthly CSO business meetings as voting member directors of Puget Sound A.A. and help keep District 10 connected to CSO and the Twelve Step Service Center (TSSC). Other responsibilities include:

- a. Communications with district and area using designated email if available. Personal email may be required for this position.
- b. Informing the district on CSO matters relevant to District 10 by providing a report for each district meeting of upcoming important dates and events, including updated information and services the office provides for the seven districts it represents and submitting a copy of this report to the secretary prior to district monthly meetings.

- c. This includes the Twelve Step Service Center (TSSC) on open volunteer positions at the Central Sound Office.
- d. Maintaining contact information on officers of Puget Sound A.A. and the TSSC.
- e. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

10. Schedules Representative

The Schedules Representative coordinates the accuracy of our district meeting paper schedule. The representative is responsible for:

- a. Communications with district and area using designated email if available. Personal email may be required for this position.
- b. Collecting meeting changes, additions, and deletions from Group Service Representatives or Contact Persons.
- c. Update the Committee Meetings list, and the A.A. Meetings/Not Groups meeting list when changes occur.
- d. Arrange the printing and distribution of the meeting schedules for the groups at the district business meeting.
- e. Inform Treasurer of printing cost.
- f. Provide digital copies of updated schedules to the district webmaster, CSO Representative, and the archivist when requested.
- g. Prepare a report for the district meeting of any information necessary to ensure the accuracy of the district paper schedule and submitting a copy to the Secretary prior to the business meeting
- h. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

Printing service is currently provided by

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Samson's Printing, owner

Tom McCallum, office: 360-377-1606, cell: 360-710-6478, email: samsons@oz.net

11. Twelve Step Service Committee (TSSC) Liaison

Responsibilities include serving as liaison between the Twelve Steps Service Committee (TSSC) and District 10 and attending the TSSC committee meetings on the second Monday each month at 6:30 PM either by:

- a. In person at the Puget Sound Twelve Step Service Center (in the Puget Sound AA office 3640 S. Cedar Street, Tacoma WA, 98409) or
- b. Via a Virtual platform.

District Standing Committees

The various standing committee chairpersons are responsible for maintaining communication between District 10 and other area districts, WWA72, and GSO concerning matters in the interest they represent. They should establish and maintain a regular monthly committee meeting and prepare a report for each district meeting. The report is encouraged to be given to the secretary prior to the business meeting. They should also attend their respective area quarterlies. Committee chairs are welcome to bid for their area quarterlies and take responsibility for planning and executing the meeting if the bid is won. Should a translator be required, the committee chair must notify the area accessibility committee at least 30 days prior to the quarterly.

Our standing committees are as follows:

I. Accessibility Committee

This committee will coordinate accessibility needs and issues for district 10. Accessibility needs are defined as applying to any members who come into the program that have difficulties participating in AA due to mental, physical, geographic, cultural, ethnic, spiritual, or emotional barriers. There are no special alcoholics. Other Committee duties are:

1. Communications with district and area using designated email: dist10accessibility@area72aa.org.
2. Facilitating communication with A.A. members with disabilities including, but not limited to, being homebound or hospitalized, deaf, blind, non-English speaking as well as physically or mentally challenged.
3. Compiling and maintaining a list of members within the district who have special communication skills or are willing to help drive disabled members to meetings and other A.A. functions.
4. Notifying the area accessibility committee of ASL (sign) interpreted A.A. meetings for our deaf or hard of-hearing members within the district.
5. Maintaining and continuing to expand the district Accessibility Lending Library.
6. Coordinating with other district committees to identify opportunities to carry the message to those

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with disabilities.

7. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

II. Archives Committee

The archivist or archive committee chair is responsible for establishing policies, procedures, and creative parameters; as well as maintaining responsibility and authority for the use of the archives, according to district group conscience. The archivist collects and maintains historical information and duties include:

1. Communications with district and area using designated email: dist10archivist@area72aa.org.
- 2.

- Collecting district committee meeting minutes, agenda, and district financial reports. 3. Collecting literature, documents, recordings, newspaper articles, photographs, event programs/flyers, and other artifacts related to the district, area, and A.A. as a whole.
4. Utilizing storage space shared with Literature Locker Committee in a rented locker located at Rainier View Storage, Silverdale. Establishing and maintaining an inventory of the collection, as well as an index and locating system.
 5. Assisting district members with archive related matters.
 6. Due to the complexity of preservation and new developments of maintaining past recordings the Archivist may serve consecutive terms of two – 2 year terms. See motion 24.7.
 7. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications. Included in this line-item is the cost the Literature/Archivist storage locker rent bi-monthly.

III. Cooperation with the Professional Community (CPC) Committee

CPC is tasked with providing information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, clergy, lawyers, social workers, union leaders, industrial managers, and government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

Duties include:

1. Communications with district and area using designated email: dist10cpc@area72aa.org
2. Being a resource of A.A. information to those requesting it.
3. Seeking opportunities to carry the message in cooperation with professionals in the community. 4. Being the initial or continuing source of A.A. literature including current meeting schedules. 5. Encouraging professionals to receive the digital delivery of "About A.A., A Newsletter for Professionals" available for email from GSO.
6. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

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IV. Corrections Committee

They are responsible for coordinating A.A. meetings in correctional facilities within the district and supporting their needs to include:

1. Communications with district and area using designated email: dist10correction@area72aa.org
2. The Corrections Chairperson serves as the primary contact person for Mission Creek Women's Correctional Center. The Department of Corrections requires A.A. personnel admitted to the facility to follow all state guidelines and undergo background investigations prior to admission to Mission Creek. The Corrections Chair is responsible for providing the needed information and process for all new AA volunteers to complete background investigations and to ensure all currently cleared volunteers receive

communications from the Mission Creek Volunteer Coordinator. A single point of contact ensures accurate information is disseminated and does not burden the Volunteer Coordinator with the responsibility of contacting multiple A.A. Volunteers.

3. Providing A.A. conference-approved literature, to include Grapevine and La Vina magazines, to inmates per instructions from the facility.
4. Ensuring all corrections and ancillary corrections facilities have current district meeting schedules. Such facilities would include the Bainbridge Island Sheriff's Office, Bremerton Municipal Court, Mason County Jail, and the various probation offices throughout the district.
5. Collecting literature donations from the groups and distributing them to the facilities as needed.
6. Making sure the Corrections Bridge and Correspondence Programs are available. 7. Visiting the facilities that are served and participating in relevant meetings when possible. 8. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

V. Gratitude Celebration and Events Committee

This committee manages all aspects of planning and coordinating the annual Gratitude Celebration (which is held in November) and other district events. Here are some duties of the position:

1. Communications with district and area using designated email if available. Personal email may be required for this position.
2. Choosing dates, times, and venues for events.
3. Coordinating speakers, needed equipment, menu/catering, and volunteers.
4. Handling ticket sales if applicable and promotion through flyers and communication with GSRs. 5. Managing financial matters, such as deposits, payment to vendors, and expenses in cooperation with the district treasurer and alternate treasurer.
6. Working toward a goal of events being self-supporting through ticket sales, raffles, etc. 7. This position has a line-item in the district budget consisting of a dollar amount recommended by the budget committee then approved by district at the start of each new year, as "seed money" for the Gratitude Celebration Event. Money will be used for initial set-up operations. It represents the starting financial resources necessary to get the banquet off the ground.

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VI. Literature Locker Committee

The Literature chairperson assists the groups in fulfilling literature orders for use or sale in their meeting locations. The primary source for the literature is the Puget Sound Service Office and an inventory is maintained in our literature locker, which is currently located in Silverdale. The duties entail:

1. Communications with district and area using designated email: dist10gvlit@area72aa.org.
2. Ordering and selling literature to district members and groups at cost.
3. Maintaining an inventory of A.A. conference-approved literature to support requests from groups.

4. Informing the district committee monthly of inventory status, sales, and purchases. 5. Turning sales revenue over to the district treasurer and gaining approval for direct purchases from GSO.
6. This position has a budget Line-Item for reimbursement for expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications. The dollar amount is also used as a revolving fund for purchasing and selling literature and to pay the cost of the Literature/Archives storage locker rent bimonthly.

VII. Public Information (PI) Committee

The role of PI is to provide information and education to the non-alcoholic community. Duties include:

1. Communications with district and area using designated email: dist10pi@area72aa.org.
2. Developing public service announcements.
3. Appearing at schools, health fairs, and various public events to educate the community about A.A.'s role in recovery.
4. Communicating with the media to explain about A.A. and the importance of anonymity. 5. Maintaining a visit schedule and the pamphlet racks at appropriate locations throughout the district. 6. Assisting district members in public speaking roles at various venues.
7. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

VIII. Technology

The Technology Committee allows the district meetings to become accessible for those unable to attend meetings in person. Using the district video conference equipment, members can attend through video, audio, phone, and chat. The committee is responsible for the custody, storage, and maintenance of this equipment. Transports, assembles, and disassembles before and after each district meeting. A list of the equipment is included in Motion 21.1. Is responsible for forwarding a copy of the meeting recordings (if voted to record) to District Secretary and Archivist. Other duties include:

1. Communications with district and area using designated email if available. Personal email may be required for this position.
2. Have a basic knowledge of Windows and Zoom the communications platform.

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3. Knowledge of hardware, wiring and set-up of the district 10 equipment (laptop, display, OWL and all wiring).
4. Must be able to attend District Business meetings and other functions as requested by the DCM, ALT DCM or other Committee Chairs.
5. Perform duties of Zoom host: opening the meeting, admitting participants and monitoring the meeting for security as well as input from participants (whether by video or by chat).
6. Become familiar with Zoom Security Manual to safely conduct District 10 business on Zoom. 7. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

IX. Third Legacy

It has been a tradition and is preferred, but not a requirement, that the Third Legacy Chair be a past District Committee Member (DCM). The duties include:

1. Communications with district and area using designated email if available. Personal email may be required for this position.
2. Coordinating and conducting A.A. related workshops as requested by groups or district committee chairpersons.
3. Facilitating information sharing to groups or assembled members through workshops, presentations, or skits.
4. Involving Area 72 officers or committee chairs in educational events involving and promoting service.
5. Assisting district committee chairs with their activities where possible or appropriate.
6. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

X. Treatment Committee

This committee is responsible for making the A.A. message available to all treatment facility clients within the district. The duties include:

1. Communications with district and area using designated email: dist10treatment@area72aa.org
2. Ensuring treatment and substance abuse counseling facilities are aware of A.A. and what we are (and what we are not).
3. Purchasing and distributing the Treatment Committee manual to new committee members.
4. Initiating contact with unserved treatment facilities in our district.
5. Developing and presenting workshops for members that inform on committee activities and needs. This also involves creating flyers and educational materials.
6. Facilitating the activities of speakers, meeting chairs, or other support personnel to treatment facilities.
7. Retrieving volunteer contact information and maintaining a 12-Step Contact List spreadsheet.
8. Retrieving Bridging the Gap (BTG) requests, volunteers, and correspondence, and distributing requests accordingly. (See note below)
9. Coordinating activities with other service committees that may overlap or can share resources.

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10. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

Note – Appoint specific committee member to the BTG contact, design a handoff process for BTG requests, and develop this into an “Alt” position that can perform all the above tasks if needed in the absence of the Treatment Chair.

XI. Young People in Alcoholics Anonymous Committee

The YPAA committee facilitates carrying the A.A. message to young people (or those young at heart) within the district. Activities may include:

1. Communications with district and area using designated email: dist10yp@area72aa.org.
2. Encouraging young people to attend A.A. group meetings and becoming involved in service at all levels.
3. Maintaining a text or email list of interested young members to keep them informed on group and district events.
4. Communicating with the Washington State Chapter of YPAA (WSCYPAA) to facilitate information sharing activities for Western Washington as well as regionally and nationally.
5. Helping young members establish new stand-alone meetings or young person meetings within established groups.
6. Reporting on activities to the district committee and seeking assistance from district trusted servants as required.
7. This position has a budgeted Line-Item for reimbursement of expenses accrued. See the Trusted Servant Reimbursement Policy (Appendix C) for reimbursement clarifications.

Budget Committee

The Budget Committee consists of five elected members and is chaired by the Alternate DCM. The committee members shall be elected, three in one year, and two in the alternate year. Term of service is two years. The committee is responsible for proposing district budgets based on previous expenses and future needs as well as to audit the district treasure, literature locker, and committee expenditures. The Budget Committee meets quarterly to ensure that financial solvency is maintained. Voting members of this committee should not hold positions that are affected by budget line items.

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Suggested District Committee Meeting Format

1. Open with a moment of silence followed by the Serenity Prayer.
2. Vote for Approval of Recording of meeting?
3. The Twelve Traditions (short form) is read by a member of the host group.
4. The GSR Preamble is read by a volunteer.

5. The Unity Declaration is read by a volunteer.
6. Introduce host GSR, who will comment on the facility (restroom location, smoking policy, etc.).
7. Short presentation on the numbered Concept corresponding to the number of the month. 8. A volunteer is requested to present the Concept at the next meeting.
9. Read and approve, or amend, the minutes from the previous district committee meeting.
10. Introduce new GSRs, alternates, trusted servants, past trusted servants, and guests. 11. Recognize sobriety anniversaries.
12. Identify the number of groups represented and the total number of voting members present.
13. Trusted Servant Reports:
14. GSR reports and sharing session.
 - a. DCM
 - b. Alt DCM
 - c. Treasurer
 - d. Alt Treasurer
 - e. Secretary
 - f. Alt Secretary - Registrar
 - g. Webmaster
 - h. Central Service Office (CSO) Representatives to Puget Sound A.A.
 - i. Schedules Representative
 - j. **Twelve Step Service Committee (TSSC) Liaison**
15. Committee Chair Reports:
 - I. Accessibility
 - II. Archives
 - III. Cooperation with the Professional Community (CPC)
 - IV. Corrections
 - V. Gratitude Celebration and Events
 - VI. Literature Locker
 - VII. Public Information (PI)
 - VIII. Technology
 - IX. Third Legacy
 - X. Treatment
 - XI. Young Persons in A.A. (YPAA)
16. Seventh Tradition
17. Old Business
18. New Business
19. Entertain a motion to close the meeting with the Responsibility Statement.

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Suggestions on Contributions from the District's A.A. Groups

The following are suggested procedures for handling individual group monies and contributions. Many questions are answered in the A.A. pamphlet "Self-Support: Where Money and Spirituality Mix."

- The prudent reserve of a group is usually defined as three months of operating expenses.
Operating expenses include rent, supplies, literature, etc.
- When a group reaches its prudent reserve and has excess funds, these funds are usually forwarded to other levels of Alcoholics Anonymous for expenses incurred and for the good of A.A. as a whole. • It should be the decision of the individual group's conscience to decide how much and to whom the member's contributions are distributed.
- Always include the group's name and group number on checks.
- Mail contributions as follows:

	Western Washington Area	General Service Office P.O.
	72 1901 Cornwall Ave.	Box 459
AA District #10	Suite 745	Grand Central Station New
PO Box 1214	Bellingham, WA 98226	York, NY 10163
Silverdale, WA 98383		

available through the Area 72 Registrar. GSO guidelines are available directly from GSO.

Please note that the record of previous passed motions is incomplete. Committee members are encouraged to put forth motions in support of current practices where there is no record of such motions.

97.1 Motion: That the GSR meeting agenda be changed to have the GSR reports first, district trusted servants next, then old and new business last.

97.2 Motion: That the GSR Meeting designation be changed to District Meeting.

97.3 Motion: That the pamphlet prepared by the PI committee of WWA72, "So You've Been Told to go to A.A." be submitted to A.A. World Services for approval as a formal A.A. pamphlet to be printed in English and Spanish.

97.4 Motion: That the Literature Locker add 100 copies of the book *Came to Believe* to its inventory.

97.5 Motion: That the district requests that Western Washington Area Assembly host committee provide an A.A. (recovery) meeting at all area assemblies.

98.1 Motion: That the District 10 treasurer include in their guidelines the duty of maintaining an access list to our post office box with the Postmaster. This list, along with the bank signature cards, should contain no less than three names and no more than four names. The suggested names are the DCM, Alt. DCM, Treasurer, and Alt. Treasurer.

98.2 Motion: That District 10 has a web page.

98.3 Motion: That the district secretary use the most cost-effective way to send the minutes within two weeks after the district meeting.

98.4 Motion: That the website belongs to Western Washington Area 72 and District 10, and consists of the following components:

- The WWA72 – District 10 meeting schedule.
- The A.A. Preamble (upon authorization from GSO).
- The Twelve Steps (upon authorization from GSO).
- The Twelve Traditions (upon authorization from GSO).
- Links to GSO, AAWS, and Grapevine.

99.1 Motion: Regarding the District 10 website, only A.A. international, national, area, district, and group

events be listed.

00.1 Motion: That the Third Legacy team be listed by name and phone number on the schedule.

00.2 Motion: That the district includes large print *Twelve Steps and Twelve Traditions* in the Literature Locker inventory.

00.3 Motion: That District 10 supply, purchase, and maintain a domain name (preferably dist10@).

01.1 Motion: That the Workshop Committee and the Third Legacy Committees combine to become the Third Legacy Committee.

01.2 Motion: That the District Committee provide a substitute GSR package to newly voted GSR's upon attendance at their first meeting. When their packet comes in from GSO, they will turn it back into the District Committee.

02.1 Motion: That the Gratitude Banquet Committee be allowed to set up a bank account under the district name.

04.1 Motion: That the archives chair may copy electronic documents onto a recordable CD. 05.1 Motion:

That the Webmaster be allowed to serve consecutive service rotations. 07.1 Motion: That the Gratitude

Banquet Committee chairperson be a regular two-year service position. 08.1 Motion: That the Third

Legacy Committee chairperson election be held at the January district meeting. 08.2 Motion: That trusted

servants to be elected by a simple majority.

10.1 Motion: That the Al-Anon schedule be removed from the district schedule and a contact number for Al Anon be added.

12.1 Motion: That the "seed" money for the Gratitude Banquet Committee be increased from \$500 to \$1,000.

12.2 Motion: That the treasurer shall balance the district accounts at the beginning of each calendar year. All accounts (except Literature Locker) should be totaled and the following retained:

- \$1,500 prudent reserves (or any amount specified by district committee action).
- \$1,000 gratitude banquet (or any amount specified by district committee action).

The account balance will be used from December 31 of the year just ended. Any additional funds will be sent to WWA72 and GSO on a 50/50 basis.

Motion 24.3 supersedes this motion.

12.3 Motion: That all district committee votes, except housekeeping matters, require a 2/3 majority to pass.

13.1 Motion: That Gratitude Banquet seed money be increased to \$2,000.

13.2 Motion: That the current answering service and 800# are to be discontinued and replaced with the Google Voice Service.

13.3 Motion: That the Literature Locker account should be included when balancing the accounts pursuant to Motion 12.2 and should be set at \$1,000. **Motion 24.3 supersedes this motion.**

14.1 Motion: That there should be a break at the one-hour mark during district committee meetings.

15.1 Motion: That district trusted servants be allowed to vote at district meetings. This is limited to the district committee chairs. The Alt. DCM, Alt. Treasurer, and alternate committee chairs do not vote unless the chairs, DCM, or Treasurer are not available to vote.

15.3 Motion: That the Treasurer's report be approved at each district meeting.

16.1 Motion: That the Corrections Committee budget be increased to \$550.

16.2 Motion: That the procedure for lost reimbursement checks be as follows: below \$100 - rewrite lost check, over \$100 - rewrite lost check and put a stop payment on the original check.

17.1 Motion: That the Gratitude Banquet Committee name be changed to Gratitude Celebration and Events Committee.

17.2 Motion: That the District 10 Treasurer is responsible for maintaining access to all district bank signature cards. The following positions will have signature cards to our District 10 bank accounts: DCM, Alt. DCM, Treasurer, and Alt. Treasurer.

17.3 Motion: That the District 10 Treasurer is responsible for maintaining a district post office box, with the Postmaster, and an access list to the box. The following positions at District 10 will have access to our post office box: DCM, Alt. DCM, Treasurer, and Alt. Treasurer.

District 10 Passed Motions – continued

17.4 Motion: That all elected officials at the district level have the right to vote in district level elections.

17.5 Motion: That \$500 be added to the Archives Committee budget for repository improvements.

17.6 Motion: That Motion 14.1, regarding adding a break at district meetings, be rescinded.

17.7 Motion: That an additional \$250 be added to the Archive Committee budget for repository improvements.

18.1 Motion: That a Young People in Alcoholics Anonymous Committee be created, and a committee chair be added as a new trusted servant position for District 10.

18.2 Motion: That the central service office (CSO) in Tacoma (Puget Sound A.A.) be sent \$25 per month for services including cost of publishing District 10 group meetings in their schedule. **Motion 24.3 supersedes this motion.**

18.3 Motion: That the DCM announce vacant positions at the district committee meetings.

19.1 Motion: That District 10 put in a bid to host an Area 72 business quarterly in 2020.

19.2 Motion: That District 10 begin making monthly contributions of \$50 each to Western Washington Area 72 and the General Service Office. Also, the monthly contribution to Puget Sound A.A. (central service office) to be increased from \$25 to \$35. **Motion 24.3 supersedes this motion.**

19.3 Motion: That a new District 10 email account be created for past DCMs of District 10.

20.1 Motion: That monthly contributions to the General Service Office (GSO) be increased from \$50 to \$100 and that monthly contributions to Puget Sound A.A. (central service office) be increased from \$35 to \$50. **Motion 24.3 supersedes this motion.**

20.2 Motion: That if a committee chairperson or district trusted servant fails to perform their duties, per the District 10 handbook, or does not provide a report or communicate to the district committee for three consecutive district meetings, it will be considered a resignation of the position, and the position will be considered open. Language reflecting this motion will be included in the body of the District 10 handbook.

20.3 Motion: That District 10 elect from its membership two representatives to Puget Sound A.A. central service office to serve as directors of that organization. The representatives will serve two-year terms beginning in alternating years. The list of duties will be amended in the district handbook to reflect the change of status from volunteer to district trusted servant position.

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District 10 Passed Motions – continued

21.1 Motion: To move forward and purchase “Hybrid Mobile Zoom Equipment” consisting of:

- HP Pavilion 14” Touch Screen Laptop.
- Meeting Owl Pro
- Insignia 40” Class LED Full HD TV
- 50’ 4K HDMI Cable 2.0 WEIMEI
- 50’ Tanbin Mini USB C to USB A Cable
- StarTec 25’ Power Extension Cords (2)
- AUOPLUS 10’ Outlet Strip

21.3 Motion: To consolidate both the literature locker and the archives to the same storage locker. 21.4

Motion: To change the district 12 step phone line over to Central Sound Office (aka Puget Sound AA)

21.5 Motion: To upline excess funds: \$3,000 to General Service Office, \$3,000 to Area 72, \$3,000 to Puget Sound Intergroup.

21.6 Motion: That we take our webmaster and add a technical support volunteer. (that will make it two positions)

21.7 Motion: To increase prudent reserve from \$3,000 to \$5,000. **Motion 24.3 superseded this Motion.**

21.8 Motion: That the district Gratitude Banquet seed budget be \$2,000.

22.1 Motion: To upline excess funds: PSAA (40%), Area 72 (40%), and GSO (20%).

23.1 Motion: To increase the annual budget of the Technology Committee Chair to \$300.

23.3 Motion: That the Treasurer is authorized to change the district bank accounts from U.S. Bank to Kitsap Bank.

23.4 Motion: To elect a District 10 Technical Committee Chairperson.

23.5 Motion: That the Webmaster annual budget be reduced from \$1000 to \$300.

23.6 Motion: That the Young Persons Committee Chairpersons budget be increased from \$100 to \$600.

24.1 Motion: To follow the Budget Committee recommendations to change the upline donations percentages to the following: 40% PSAA, 20% Area 72, and 40% GSO.

24.2 Motion: To approve Trusted Servant Reimbursement Policy. (See Appendix C)

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District 10 Passed Motions – continued

24.3 Motion: To rescind motions 12.2, 13.3, 18.2, 19.2, 20.1, and 21.7; to clarify district 10 contributions to WW Area 72, GSO, and PSCSO with a replacement motion 24.4.

24.4 Motion: That the treasurer shall balance the district accounts at the beginning of each calendar year. All accounts should be totaled and the following retained:

- Prudent reserve amount equal to three months of operating expenses as calculated by multiplying the current year's budget by 25%. [The current year's budget used for this calculation excludes the Literature Revolving Fund and the Gratitude Celebration Seed Fund]
- Literature Locker Revolving Fund amount as specified by district committee action. • Gratitude Celebration Seed Fund amount as specified by district committee action.

The account balances will be used from December 31 of the year just ended. Any excess funds will be distributed to Western Washington Area 72, GSO, and Puget Sound CSO, apportioned between those entities as recommended by the Budget & Finance Committee and as approved by district committee action.

24.5 Motion: That P.I. budget increase by \$360.92 for an even amount total of \$1,325.

24.6 Motion: To provide Suggested Guidelines for Event Insurance for venues in District 10 to help Committee Chairs get the lowest cost options. (See Appendix B)

24.7 Motion: To allow the Archivist/Archives Chair to serve consecutive terms.

24.8 Motion: That ALT DCM and DCM are to be selected by third legacy procedure and all other trusted servants be elected by simple majority.

24.9 Motion: To stand for any elected position you must be in person or available on a communication platform.

25.1 Motion: End of year 2024 upline contributions. Motion to upline as outlined in "District 10 Annual Upline Calculations." The distribution is 40% to PSSA (CSO); 20% to AREA 72; 40% to GSO.

25.2 Motion: To create The Twelve Step Service Committee (TSSC) liaison trusted servant position.

25.3 Motion: The District Committee's voting members may decide on any expenditure of up to \$100 without consulting the AA groups in the district.

2025 District 10 Handbook (Revised 30 March 2025)**District 10 Failed Motions**

97.6 Motion: That two years sobriety be required for District 10 service positions.

97.7 Motion: That District 10 be split into two districts.

98.5 Motion: That the district eliminate the mailing of the minutes to GSRs and trusted servants who receive their minutes via email.

98.6 Motion: That the name of the donating groups be listed in the Treasurer's report and not the amount donated.

99.2 Motion: That a centralized location be obtained for GSR meetings to be held.

01.3 Motion: That the district Bridge the Gap Program have a post office box.

12.4 Motion: That district trusted servants be given the right to vote during the district meeting.

15.3 Motion: That Motion 14.1 (related to breaks at district meetings) be rescinded.

19.4 Motion: That Motion 97.1, regarding the order of the meeting agenda, be rescinded and allow the DCM to arrange agenda as they see fit.

21.2 Motion: To create an elected district media position.

23.2 Motion to authorize the Treasurer to transfer prudent reserve funds as deemed appropriate to an interest-bearing short-term CD or savings account.

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Blank Page for Notes and Approved/Failed Motions During Recent Term:

Appendix A:
Groups and Meetings

Group ID	Group Name	Group Address	Group Email
000094590	Bainbridge Island Group (BIG)	(Grange) 10340 N. Madison South Bainbridge Island, WA 98110	bainbridgeislandgroup@gmail.com
000091408	9th & McKenzie Group	904 McKenzie Avenue Bremerton, WA 98337	
000095272	Belfair Group	42 NE Old Belfair Hwy. Belfair, WA 98528	belfairgroupqgsrd10@gmail.com
000078134	Big Book Study St. Barnabus Church	1187 Wyatt Way, Bainbridge Island, WA 98110	
000096346	Boiled Owl Meeting United Congregational Church	18732 Division Avenue NE Suquamish, WA 98392	
000096739	Bremerton Group (Callow) Meets at 9th & McKenzie at 5	904 McKenzie Avenue Bremerton, WA 98337	bremgroup.dist10@gmail.com
000097687	Caldart Closed Group Suquamish United Church	18732 Division Avenue NE Suquamish, WA 98392	
000098987	Chico Creek Group	Silverdale Methodist Church 9982 Silverdale Way, Silverdale, WA 98383	chicocreekgroup@gmail.com
000100513	Crosby Group	2135 Christopher Road NW Seabeck, WA 98380	crosbygroup.d10@gmail.com
Pending	Eagles Nest	8050 Illahee Road, Bremerton, WA 98311	
000104726	Fog Cutter Group	330 Madison S. Bainbridge Island, WA 98110	
000505661	Fridays at 7	Eagle Harbor Congregational Church 105 Winslow Way, Bainbridge Island, WA 98110	fridaysatseven@gmail.com
000106583	Friends of Bill W	19351 8th Avenue Ste. 111 Poulsbo, WA 98370	
000108208	Great Reality Group	Chic Alliance Church 3670 Chico Way Bremerton, WA 98312	
000110319	High on Life	(Mtg @ Central Market) 20148 10th Avenue NE Poulsbo, WA 98370	
000005561	Kingston Group	26292 Lindvog Road NE #130 Kingston, WA 98346	
000392197	Mens Spiritual Search Group	Bainbridge Grace Episcopal Church 18595 NE Day Road Bainbridge Island, WA 98110	
000092834	Men's Stag	18510 WA-3 Allyn, WA 98524	
000028636	Mustard Seed Group	14000 N. Madison Avenue NE Bainbridge Island, WA 98110	mustardseedgroup98110@gmail.com
000400872	On Awakening	330 Madison S. Bainbridge Island, WA 98110	
000049425	Pine Road Group	4215 Pine Road Bremerton, WA 98310	pineroadaa@gmail.com
000049876	Platitudes Group	14450 Komedal NE Bainbridge Island, WA 98110	

000052699	Principles Over Personalities	Eagle Harbor Congressional Church, 105 Winslow Way Bainbridge Island, WA 98110	
000068023	Serenity Speakers	4980 Auto Center Way Bremerton, WA 98312	
000070347	Silverdale Group	3627 Wheaton Way Ste. 100 Bremerton, WA 98310	silverdaleaagroup@gmail.com

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000495275	Sober Sisters Book Study	105 Winslow Way Bainbridge Island, WA 98110	
000092833	Survivors	18510 WA-3 Allyn, WA 98524	
000019270	Veteran's & Active-Duty Military	4980 Auto Center Way Bremerton, WA 98312	Vaaadv297@gmail.com
	AA Meetings/Not Groups		
	Bainbridge Island Group (BIG)	Fay Bainbridge Park 15446 Sunrise Dr. (Under covered Shelter	7 AM Monday through Friday
	Bremerton	Concept Meeting 4980 Auto Center Way	7:15 PM Last Wednesday
	Bremerton	Salvation Army 832 6th Street	2:30 PM Thursdays
	Port Gamble - General Store	Free Men at Last	7-8 PM Tuesday
	Union Club Men's	Kitsap Way Denny's - Main Dining Room	Noon Fridays
		One Zoom at a Time 921-4375 8372 Sober	7-8 PM Tuesday

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Appendix B:

District 10 Suggested Guidelines for Event Insurance

Often an AA district is required to obtain insurance for venues where district or multi-district events are going to be held. Other situations may also require a district to obtain insurance, such as setting up an information booth at a county fair or special event.

Usually, the venue will specify that a \$1,000,000 liability insurance policy be in place as evidenced by a Certificate of Insurance (COI), and in some cases will require that the venue be listed as an Additional Insured (AI) on the policy.

To meet this insurance requirement, an event policy can be purchased from a commercial insurance brokerage, and this can be done online in most cases. This is generally the most expensive way to obtain the needed insurance.

Alternatively, in some cases the venue's insurance policy will have an option for a vendor to buy a policy rider which extends the insurance policy to cover the AA district for a specific event on a specific date. The cost of a rider is usually less than the cost of buying a separate policy.

The least expensive means of providing insurance for an AA district or multi-district event is to extend an existing policy of a group or intergroup (CSO) to the district. This is not always possible, and it depends on the approval of the policy's underwriters. If approved, this may result in a no cost solution to satisfy the venue's insurance requirements.

If you encounter an insurance need such as described above, please consult with the DCM or Alt DCMs for assistance with obtaining the most affordable insurance option for your situation.

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Appendix C:

Trusted Servant Reimbursement Policy

"Trusted Servants may use their approved annual budget-lines for reasonable and customary **travel** and **accommodation** expenses for attendance at their respective Area 72 quarterly meetings, for communication expenses directly related to the performance of their district responsibilities (envelopes, postage, printing, copying, etc.), and for **other expenses** if submitted in advance of incurring the expense and if approved by the District 10 Budget & Finance Committee.

Submissions for **other expenses** require approval in advance only if advance payment is requested.

Travel expenses include costs for public transportation and/or mileage paid at the current IRS business rate.

Accommodation expenses include lodging and meals at the event.

If not otherwise specified by District 10 policies, reimbursement requests may be evaluated based on Area 72 reimbursement guidelines as applicable for the respective service position.”



District 10
Reimbursement Expense Form

Date: _____

Please submit all receipts with this form.

Name of Payee: _____

Address: _____ City _____ Zip _____

Phone: _____

Expense incurred for: _____

Service Position: _____ Budget Line: _____

Expense Description	Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Grand total: _____

Notes/Comments: _____

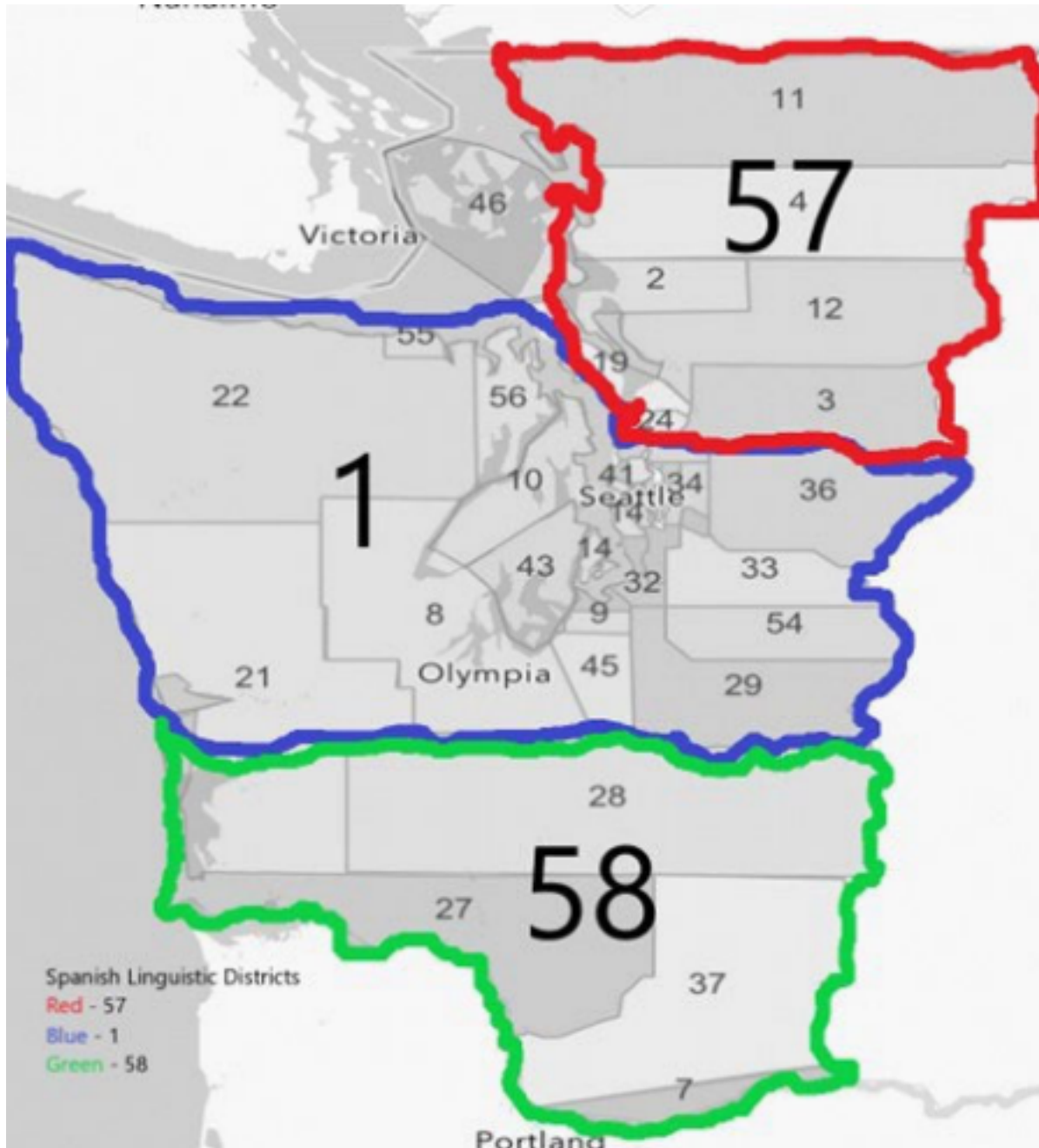
I certify that I have personally incurred the expenses listed above in connection with my service to District 10.

Requester signature _____

Date received: _____ Date Approved: _____

Check Number _____ Treasurer's signature _____

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DISTRICT BOUNDARIES
WESTERNWASHINGTON AREA 72
OF ALCOHOLICS ANONYMOUS including Spanish Linguistic Districts



**DISTRICTS OF PIERCE, KING KITSAP, SNOHOMISH
OF WESTERN WASHINGTON AREA 72 OF ALCOHOLICS ANONYMOUS**

Appendix E

