

# PLEASE BEGIN HERE TO START A NEW MEETING:

## NEW MEETING GUIDELINES FROM Milwaukee Area Intergroup

### 1) Register with WSO:

Get the guidelines from WSO and follow those.

You may print it from this website: New Meeting Guidelines from WSO (LINK: <http://oamilwaukee.org/newsite/printable-documents/>)

Or find it on WSO Website (LINK: <https://www.oa.org/pdfs/start-a-meeting.pdf>)

At the time you are registering your meeting on [www.oa.org](http://www.oa.org), you will have the option to affiliate with an intergroup. If you choose to, you will specify that your new meeting will affiliate with the Milwaukee Area Intergroup, whose service board number is 09053. WSO will give your meeting its own unique 5-digit meeting number, which is important to record for future reference.

### 2) Register with MAI:

Send all the meeting details by email to [communications@oamilwaukee.org](mailto:communications@oamilwaukee.org).

Details should include: day, time, group number (assigned by WSO), city, location (church name or other), street address, meeting type (optional), contact and phone, second contact and phone (optional), comments such as handicapped accessible, fragrance free, how to find the meeting room, where to park, etc. (optional).

Your meeting will then be listed on the MAI Meeting List, announced in two monthly publications: MAI Bulletin (print and pdf) and MAI "News You Can Use" (email newsletter,) added to the MAI Treasurer report, and to the MAI website Meetings Calendar at [www.oamilwaukee.org](http://www.oamilwaukee.org).

### 3) Get assistance to inform your community:

MAI has a Public Information committee that will help you get the word out to your community. To ask for help, contact the committee chair by emailing [publicinformation@oamilwaukee.org](mailto:publicinformation@oamilwaukee.org).

### 4) Ask for financial help:

If your group needs financial help (up to \$40) with startup costs, such as stocking literature initially, you may request it by calling 414-259-0640 or emailing [chair@oamilwaukee.org](mailto:chair@oamilwaukee.org).

### 5) Get publications from MAI:

The members of your group may subscribe to MAI's monthly email newsletter "News You Can Use" which announces events and services being provided. The group or individuals may also subscribe to the MAI quarterly newsletter of recovery articles "Out of the Cocoon." The Cocoon," the monthly MAI Bulletin and quarterly MAI Meeting List may be printed from this website.

### 6) Donate to MAI, Region 5 and WSO in one easy step:

MAI provides a service that makes it simpler for your new group to donate to OA service bodies (intergroup, region, world). Instead of writing three checks and mailing to three locations, your treasurer can write one check made out to: OA-MAI. The amount of your check will then be split according to WSO's 60/30/10 guideline, meaning that 60% of the donation will go to MAI, 30% to WSO, and 10% to Region 5. MAI will send the appropriate amounts on to WSO and Region 5, indicating that the donation came from your group. Or you may specify a different allocation.

Mail checks to: (be sure to indicate your group number)

OA-MAI

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