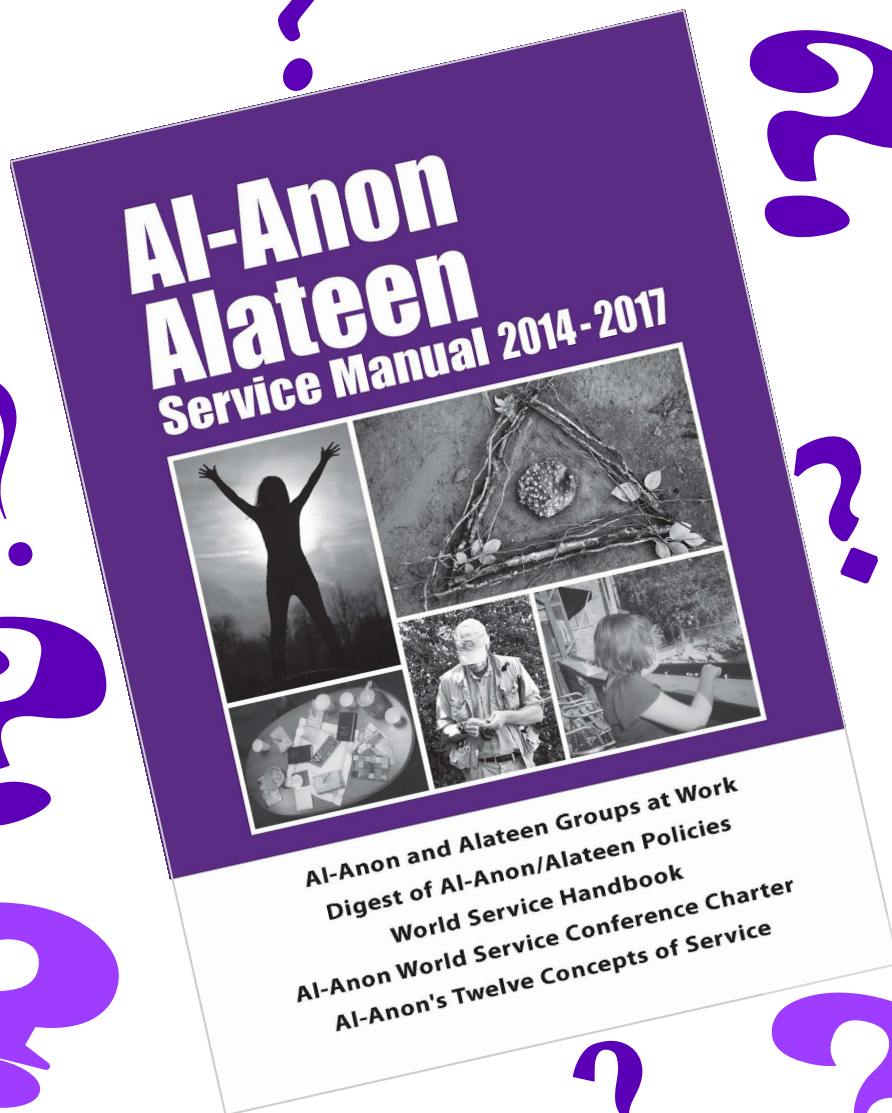


Al-Anon/Alateen Service Manual Quiz

This game uses the 2014-2017 Al-Anon/Alateen Service Manual (P-24/27). The game can be played as a workshop activity or during Area/district/Group functions. Questions are asked and the answers include the page number and section. It is suggested that all players have their 2014-2017 Al-Anon/Alateen Service Manual.



***Al-Anon/Alateen
Service Manual Quiz***

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Purpose: To increase members' familiarity with the contents of the five sections of the *2014-2017 Al-Anon/Alateen Service Manual* (P-24/27).

Uses: This game can be used as a workshop or activity during an Assembly, Area World Service Committee (AWSC), district, or Al-Anon Information Service (AIS) meetings. Fewer questions can be used as necessary to accommodate the amount of time available for the session.

Materials and supplies: *Service Manuals*, handout of the questions, a scoreboard created from poster board, and a timer.

Roles:

- Moderator—leads the workshop by reading the questions to the attendees and has answers to each question.
- Scorekeeper—assists the moderator by tallying the number of correct responses for each individual member or group.
- Group Recorder/Reporter—makes notes of each group's answers and reports the group's responses to the moderator. This role is applicable only if the attendees are divided into small groups (teams).

Instructions:

- The moderator can either read the list of questions to the participants, or ask another member to pass out the list of questions to the attendees.
- Participants locate the answers to the questions using the index in the *Al-Anon/Alateen Service Manual*.
- One point is given for each correct response and recorded by the scorekeeper.
- Members can be divided into small groups, e.g., four or five members per group (optional).
 - If the participants have formed small groups, a Group Recorder/Reporter or another member can volunteer or be selected by the group to report the group's responses to the questions.
 - Each participant or group could be recognized by name or by a number assigned to the group for scoring purposes on a score sheet.
- The first member in the audience or the Group Recorder/Reporter of a group to find the correct answer raises a hand to be recognized by the Moderator.
- The participant or Group Recorder/Reporter comes forward to announce the page number where the answer is found to the Moderator and the audience.
 - The title of the heading under which it is located is read.
 - The Moderator has the answers to the questions and determines the accuracy of each response. If an incorrect answer is given, the remaining participants or the small groups continue to review the Index of the *Service Manual* until the correct answer is found.
- When an individual member or a small group's answer is correct, the Moderator or the Scorekeeper announces it and records the member or group's name, or number on a score sheet.
- When all of the questions have been answered, the Moderator and the Scorekeeper tally the points and announce the name of the member or number of the small group with the most points to the attendees.
- Optional ideas:
 - Give a prize to the winner or to winners for first, second, and third places.
 - Provide a souvenir item of the workshop related to the *Service Manual* or to Al-Anon to all of the attendees.

All answers can be located by using the index of the *2014-2017 Al-Anon/Alateen Service Manual*.

Question #1 The Twelve Steps suggest acceptance of “Four Primary Ideas.” What are they?

Answer #1 “Four Primary Ideas” are in the “Optional Readings,” *Al-Anon and Alateen Groups at Work*, pp. 23–24.

Question #2 What are “The Three Obstacles to Success?”

Answer #2 The “Three Obstacles to Success,” are in the “Optional Readings,” of the *Al-Anon and Alateen Groups at Work*, p. 24 and p. 54.

Question #3 What are the differences between an “open” and a “closed” meeting? Where is the information located in the *Service Manual*?

Answer #3 “Meeting Type: Open/Closed Meetings,” *Al-Anon and Alateen Groups at Work*, pp. 36-37 and “Open/Closed Meetings,” *Digest of Al-Anon and Alateen Policies*, p. 83.

Question #4 If a group wants to open and maintain a bank account to deposit its contributions, where is helpful information located?

Answer #4 “Group Bank Accounts,” *Al-Anon/Alateen Groups at Work*, pp. 58-59.

Question #5 What is the purpose of an interim Assembly?

Answer #5 “Interim Assemblies,” *World Service Handbook*, pp.163-164.

Question #6 Where does the following statement appear in the *Digest of Al-Anon and Alateen Policies* section of the *Service Manual*: “These policy statements grew out of questions and experiences from the Al-Anon fellowship worldwide. They are interpretations of our basic guides, the Twelve Traditions and the Twelve Concepts of Service.”

Answer #6 In the “Introduction” of *Digest of Al-Anon and Alateen Policies*, p.79.

Question #7 Where can guidance for choosing a group name be found?

Answer #7 “Naming the Group,” *Al-Anon and Alateen Groups at Work*, pp. 35-36 and “Choosing a Group’s Name,” *Digest of Al-Anon/Alateen Policies*, pp. 81-82.

Question #8 “In Al-Anon/Alateen we share as equals, regardless of social, educational or financial position. Common sense in the use of anonymity provides freedom and the security each member is assured in Al-Anon/Alateen.” Where is this statement found in the *Service Manual*?

Answer #8 “Anonymity in Our Personal Growth,” *Digest of Al-Anon/Alateen Policies*, p. 94.

- Question #9 "To keep Al-Anon's message in focus and encourage unity, only Al-Anon/Alateen Conference Approved Literature (CAL) and Al-Anon/Alateen service tools are displayed, distributed, and used at Al-Anon and Alateen meetings, including meetings at conferences and conventions." Where can this statement be found?
- Answer #9 "Use of Material at Al-Anon Meetings," Digest of Al-Anon/Alateen Policies, p.104.
- Question #10 Where can an explanation of the Delegates' Equalized Expenses be found?
- Answer #10 "Delegates' Equalized Expenses," World Service Handbook, pp. 145-146.
- Question #11 Where is the statement, "The term 'Al-Anon' is always understood to include Alateen. To keep it simple, the pronoun 'he' is used throughout," found in the *Service Manual*?
- Answer #11 "Terms Used in Al-Anon," World Service Handbook, p. 131.
- Question #12 "The GR is also The Forum Representative. He encourages the group to subscribe for at least one copy, acquaints members with its value, and urges them to subscribe. He also suggests stories of interest be sent to *The Forum* at the WSO." Where does this statement appear?
- Answer #12 "Duties of Assembly Members," The GR and *The Forum*, World Service Handbook, p.156.
- Question #13 What are the various types of meetings that may be held within a district to unite and inform local groups?
- Answer #13 "District Meetings," World Service Handbook, pp. 164-165.
- Question #14 What is the primary function of the Area World Service Committee (AWSC)?
- Answer #14 "Area World Service Committee," World Service Handbook, pp.162-163.
- Question #15 Groups may recite the Al-Anon/Alateen Declaration as part of their opening or closing. What are the words and where are they found?
- Answer #15 "Al-Anon Declaration," Al-Anon and Alateen Groups at Work, p. 22 and in the front of the Service Manual, p. 4.
- Question #16 The duties of this trusted servant include:
 "Acts as liaison between the group and the district and between the group and the Assembly.
 "Familiarizes themselves with the current copy of the Al-Anon/Alateen Service Manual (P-24/27), and encourages its use among group members."

- Answer #16 "Group Service Positions," "Group Representative (GR)", Al-Anon and Alateen Groups at Work, p. 47.
- Question #17 "The Al-Anon World Service Conference Charter is a body of principles and relationships through which Al-Anon as a whole can function." Where can this statement be found?
- Answer #17 "Al-Anon World Service Conference Charter," "Introduction," p.171.
- Question #18 "The Concepts define working relations that can be friendly yet efficient. They especially restrain a tendency to concentrate on money and power, this being an underlying, though not always conscious, motivation." Where can this statement be found?
- Answer #18 "Al-Anon's Twelve Concepts of Service," "Introduction," p.181.

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Handout of questions to attendees.

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