



SOUTHEASTERN PENNSYLVANIA INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS
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Suggested Guidelines for Recording Members for Archives Files

[1] Try to arrange for a location without distraction (perhaps someone's house), free of outside noise.

[2] Before you begin, briefly explain that our primary interest is in AA's role in the story. The emphasis is on sobriety, rather than drinking. Perhaps the member can begin his/her story with his/her initial contact with the program.

[3] Please begin the recording by identifying yourself (last name optional) and giving the date of the recording. Then, introduce the member (don't forget to have the release form signed).

[4] The member may prefer to simply reminisce, but if he/she prefers to answer your questions, here are some things we would like to know:

- When and where was the first AA contact made?
- How did he/she learn about AA?
- How many group (or meetings) were around at that time?
- What individuals were especially important in his/her sobriety?
- What kind of 12th Step work was going on?
- Did he/she have any contact with the G.S.O.?
- What special occasions does he/she recall (assemblies, banquets, conventions, etc.)

[5] Above all, we want this to be a comfortable, rewarding experience for everyone involved. If the member doesn't want to talk for the full hour, we will be happy with whatever time the individual is willing to give.