



# FAA Meeting Guidance and Tool Kit

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## **SECTION I**

### **GUIDANCE:**

Welcome to Food Addicts Anonymous. We are happy you want to start a meeting!

This manual contains suggestions and guidance to help you. We are providing information for face-to-face meetings and telephone meetings. The Traditions and guiding principles to consider for successful meetings are the same for both in-person and for phone meetings. There are differences between the two types of meetings and specific guidance and sample formats will be provided in separate sections for face-to-face and phone meetings.

### **PRIMARY PURPOSE of FAA**

Our primary purpose is to stay abstinent and help other food addicts to achieve abstinence.

One way to do this is by starting a meeting.

### **MEETINGS ARE A TOOL OF RECOVERY**

Fellowship with other food addicts is a basic tool of the FAA program. Meetings give us an opportunity to share our experience, strength and hope with others who are also trying to recover from the disease of Food Addiction. Meetings allow us to identify with our shared similarities and confirm our common problems.

FAA's 12<sup>th</sup> step suggests that we carry this message to food addicts. We are people with a common problem who have found a way up and out of the pain of active addiction. We now wish to share that knowledge with all who can use it. We start by being responsible for our own recovery, taking responsibility for our meetings and our fellowship. Without each individual member there are no meetings. Without meetings there is no fellowship in Food Addicts Anonymous.

Commitment is something we tried to avoid before coming into FAA. We soon learn that in committing to FAA and the food plan, we may be able to achieve what we want out of life. It opens us up to going beyond our comfort zone (Food for the Soul pg. 108).

It takes time to get a meeting known and established. We suggest making a commitment to keep the meeting open for a minimum of three months. Some make commitments of up to a year. Good intentions do not always work out immediately. You may be the only person showing up for the meeting and that is a normal situation, even in big cities. Attendance can ebb and flow, even at established meetings. If you have someone else to start the meeting with, it makes things easier, but it is not a requirement.

It is easy for early excitement to turn into frustration and disappointment, so remember that you are doing service so that a meeting is available for when a newcomer arrives. It will be

gratifying to personally carry the message to a newcomer. Service helps you succeed in your own recovery.

## **GUIDING PRINCIPLES: The 12 TRADITIONS**

The Twelve Traditions provide structure and a common understanding of our Fellowship. All 12 Traditions apply to all FAA meetings. The Traditions support personal recovery, group unity, and Fellowship unity.

The discussion of the Traditions found in the Green Book and FAA Steps and Traditions are there for you to read and discuss when you need answers to questions or problems that may arise. Here are comments particularly relevant to conducting meetings.

### ***Tradition One – “Our common welfare should come first; personal recovery depends on FAA unity.”***

Each member of Food Addicts Anonymous is a part of the whole Fellowship. The 12 Steps offer a new way of life for the food addict to recover. Once we accept this new way of life, we realize that we can no longer recover on our own. We need the fellowship, our Higher Power, and all the Steps and Traditions. We need to protect our fellowship, put aside personal differences and stay unified so that FAA is available to us and the still suffering food addict seeking a way up and out of this deadly disease.

### ***Tradition Four – “Each group should be autonomous except in matters affecting other groups or FAA as a whole.”***

There is balance between Tradition One (unity) and Tradition Four (independence). Being autonomous, your new meeting will decide on the content and style of the meeting format. The suggested format is to help you get started, it is not a requirement to follow it word for word. You decide if the meeting will be a speaker meeting or what literature to read at a literature meeting. The group decides which FAA literature will be made available at the meeting. You may offer some literature for free, while others for a price. The group is free to choose and make decisions by conducting a group conscience. (More about this later.) If a meeting is responsible for itself, where does group autonomy end? It ends with the word "except" ...."except in matters affecting other groups or FAA as a whole."

Suppose you are leading the meeting and you state your abstinent anniversary as time abstaining from sugar, flour, wheat, meat products and caffeine; instead of using the Fellowship definition of abstinence from sugar flour and wheat. You can practice this for yourself, but the principle of unity would suggest that you use the fellowship definition of abstinence when sharing at group level. Multiple definitions of abstinence can result in a situation where new members would be confused, or they would feel different from other members. Can you see how this mixed message could affect other members, other meetings and FAA as a whole?

Another example of how meetings can negatively affect other meetings or FAA is by introducing outside (not FAA) literature or content (books, internet articles) during the meeting. This is discussed more in our literature on Tradition 10. When a meeting chooses not to follow the Traditions it is not practicing unity, invites controversy and is not carrying the FAA message. As individuals, we read a variety of literature, but during the one hour of FAA meeting, we practice unity and keep our discussion focused on what we know best and can all agree on: The message of recovery in Food Addicts Anonymous.

***Tradition Seven – “Every FAA group ought to be fully self-supporting, declining outside contributions.”***

For a meeting in a physical location, the money that is collected in the 7<sup>th</sup> Tradition basket goes to paying rent or donating to the meeting place, first. The money may then be used to pay for other group expenses, such as providing white chips to the newcomer and anniversary coins for group members, printing costs for flyers, and shipping costs for keeping FAA literature available at the meetings. After meeting expenses are met (including keeping a prudent reserve) the meeting donates to the FAA World Service Office.

For a phone meeting that does not have expenses or collect its own 7<sup>th</sup> Tradition donations, the 7<sup>th</sup> tradition is practiced by individual members donating directly to the World Service Office.

All donations to FAA go to supporting the office, which supplies literature and maintains the FAA Website which lists all available meetings.

***Tradition Ten – “Food Addicts Anonymous has no opinion on outside issues: hence the FAA name ought never be drawn into public controversy.”***

FAA meetings provide a space for non-judgmental experience, strength and hope for food addicts. It may be tempting to advocate your faith or endorse a great new book about recovery, but the Traditions warn against doing this. The focus of an FAA meeting is the message of FAA recovery. If the focus of the meeting deviates into politics, religions, nutrition studies or other outside issues, we risk dissention within our groups and the destruction of our fellowship.

***Tradition Eleven – “Our public relations policy is based on attraction rather than promotion: we need always maintain personal anonymity at the level of press, radio, and films.”***

FAA meetings are not press, radio, or film. We are not anonymous to each other. Personal anonymity at the meeting level is so that a newcomer can feel welcome. It also means that what we hear and see in a meeting stays in the meeting.

### **GENERAL DO's**

1. Carry the FAA message and remember that when a newcomer arrives you are their first contact with FAA.
2. Remember that meetings and FAA are about one food addict helping another. Our strength and unity are based on our belief that food addiction is a biochemical disease and that as food addicts we are addicted to sugar, flour and wheat.
3. Remember that the newcomers at the meeting are probably not abstinent and may be argumentative, angry or confused; remain calm and professional and keep to our aim of being helpful and providing information.
4. Remember that this is service work and you are supporting FAA as well as your own recovery. Even if people do not come back to the meeting, it may be this initial contact that eventually leads them to abstinence and back to FAA.

### **GENERAL DON'Ts**

1. Do not try to convince anyone to become abstinent.
2. Do not soften or alter the food plan to persuade or promote any aspect of FAA and 12-step recovery.
3. Do not compare FAA to other food programs and do not put down any other food program.
4. You do not have to become a newcomer's sponsor but give information on how to find a sponsor.
5. DO NOT FEEL RESPONSIBLE FOR THE OUTCOME! Your responsibility is to provide a place for the newcomer and FAA members to come to share experience, strength and hope, and learn about FAA. It is not your responsibility to solve personal problems, give advice or get everyone abstinent.

## **SECTION II**

### **TOOL KIT:**

Members who do service and are involved at meetings typically express gratitude for how the effort helps their own recovery. We hope you find these suggestions helpful.

This section contains seven sections listed below and the attachments listed below. If you have questions or there is something else that you need assistance with contact the WSO.

1. **Find a meeting place**
2. **Type of Meeting**
3. **Outreach ideas to announce the new meeting**
4. **Literature and set-up at the meeting**
5. **Meeting service positions**
6. **Business meetings and Group Conscience**
7. **Starting a phone meeting**

### **ATTACHMENTS:**

1. Face to Face Meeting Sample Format
2. Phone Meeting Sample Format
3. Meeting Readings:
  - a. Our Primary Purpose
  - b. Who is a Food Addict?
  - c. The Twelve Steps
  - d. The Twelve Traditions
  - e. The Definition of Abstinence
  - f. The FAA Promises
4. Sample Meeting Flyer
  - a. Full-page
  - b. Half-page
5. Sample Trifold Meeting List Handout
6. Press Release Template

## 1. Find a meeting place:

Before looking for a meeting place, decide on a day and time that fits ***your*** schedule. Meetings generally last one hour and are held every week at the same time and day. Public places like hospitals, churches, and community facilities (such as libraries, or recreation centers) are likely meeting places. You may have to ask for a rent that you can afford. Some places, such as hospitals, might not want to charge rent. In that case, we suggest you arrange a periodic donation to a department, such as Community Services. This will keep the meeting in line with the 7th Tradition of FAA to remain self-supporting through our own contributions. We do not recommend using your home or any private residence for a meeting location. You may have to sign papers or pass a security clearance to get the key or code to use a room in a church. Giving your full name and address in this case does not break the 11<sup>th</sup> Tradition (We are anonymous to press, radio and film).

If a location requires insurance coverage, we are covered under the FAA World Service, Inc. policy. As of 11.13.19 our broker is Todd Associates and our carrier is Traveler's Insurance. You will need to provide our broker with your name and contact information, contact information for the meeting facility, the name of the meeting or intergroup, the location of the meeting, and the amount of insurance the meeting place is requesting. For example: FAA San Francisco Monday Night Meeting located at Creekside Community Church, 1234 N. Main Street, San Francisco, California and the Church has requested an Acor 25 certificate of liability insurance covering general liability in the amount of \$1,000,000.00 (one-million dollars), which indemnifies the Church.

Once you have the information, contact the World Service Office. The WSO Executive Assistant will call our insurance broker and the agent will contact you directly. Travelers Insurance will forward the certificate to you and the contact person at the facility. The process should take about 10 days. If you have any additional questions the WSO is there to help you.

## 2. Type of Meeting: Open/Closed and Literature/Speaker

### a. First decide if the meeting is open or closed.

1. Closed meetings are limited to members and prospective members only, who have a desire to stop eating addictive foods. The reason for a closed meeting is that the spiritual foundation of all 12-Step groups is anonymity. Members of the group can choose to attend closed meetings with the knowledge that everyone in the meeting is guided by the groups Steps and Traditions, which encourage each member to maintain their own anonymity and the anonymity of others in the meeting. Members can speak openly and honestly about their problems or situation, knowing that everyone in the room has experienced similar situations.



2. Open meetings are open to the public. In an open meeting, members understand that there may be visitors from the public or even the media in the meeting and they conduct themselves accordingly.

b. Then decide what type of meeting.

1. Literature-Devoted to the study and discussion of FAA Literature.
2. Speaker-One or two people share their story of food addiction. The meeting may or may not be opened for others to share.
3. Discussion-One member shares their experience, strength and hope briefly before opening the meeting and allowing others to share.
4. Beginner-Intended for people in their first year of abstinence and generally focuses on Steps 1,2 and 3.

3. **Outreach ideas to announce the new meeting:** This is an opportunity for you to ask your own meeting members to do service.

- a. Prepare and print copies of a flyer (sample attached) and ask permission to place copies in hospitals, clinics, libraries, pharmacies, laundromats, supermarkets, convenience stores, and other high traffic locations in your area. Be prepared to briefly explain that Food Addicts Anonymous is a fellowship of men and women that are willing to recover from the disease of food addiction. Ask your own doctors and dentist—even your veterinarian—to keep literature available for their clients. When funds are available, consider a mailing to medical establishments, including acupuncturists, social work counselors, and therapists. Contact the FAA World Service Office for pamphlets and literature available to professionals.

including acupuncturists, social work counselors, and therapists. Contact the FAA World Service Office for pamphlets and literature available to professionals.

- b. Ask your local newspaper to list your meeting in their Community Events section. Many radio and public television stations as well as your local cable TV company have the same service available and the listings are usually free. See press release in Attachments.
4. **Literature and set-up at the meeting:** Having FAA books, pamphlets, CD recordings, anniversary chips, and the *Abstinent Times* available at the meeting helps to make the meeting look welcoming and it helps to financially support FAA. You and the members of the meeting can decide what books, pamphlets, and CD recordings you want to purchase and have for sale at the meeting. This includes having copies of the *Abstinent Times* at the meeting. The FAA store on the website displays our current literature, CD recordings and anniversary medallions. Literature order forms are also available from the World Service Office. The WSO is also available for you to call and place a literature order. It is suggested that meetings sell the literature for cost. The cost of shipping to get the literature to the meeting can be paid for by 7<sup>th</sup> Tradition donations collected at the meeting. We don't advise that the meeting make a profit by selling literature above cost because we ask for donations through our 7<sup>th</sup> Tradition. FAA profits from literature sales when you ordered through the World Service Office; there is no need to charge more than the listed price.

Some meetings use the 7<sup>th</sup> Tradition donations to pay for anniversary coins and chips. It is common for the meeting to give out a white chip to the newcomer or anyone returning to FAA. They also give out anniversary coins for yearly anniversaries. See the website for the list of available coins and chips.

You can make the room as welcoming as possible. Arriving 15-30 minutes before the meeting to set-up chairs and display the literature is common. You may be able to tape the FAA meeting flyer to the door or outside entry to direct people to the meeting. It is helpful to be there to welcome the newcomer who may not be sure they have found the right place or is nervous about being there in the first place. If you have regular attendees at the meeting, they can come early and help you set up too. At the end of the meeting, make sure to ask for volunteers to help take down the signs, pack up the literature and put the chairs and tables back the way they were.

We recommend that you do not serve refreshments at the meeting. Some meetings ask that only water is consumed during the meeting. We are carrying the message of abstinent recovery and consuming various drinks or foods during the meeting may be a distraction.

5. **Meeting service positions:** At first you may be the only person available to fill the service positions. You are the Chairperson, meeting leader, secretary, treasurer, literature and set-up person. As the meeting grows, other members can fill the

service positions. You can share this guidance with interested members, so they know what is expected when doing group service. Tradition Two states in part, that our leaders are but trusted servants; they do not govern. In every meeting the leader is also a recovering food addict. The leader is not there to govern, but rather, to be of service to the group. This may instill in us a sense of trust because we know that the leader is not the ultimate authority (Food for the Soul pg. 55). The service positions below may be combined, or split-up based on the needs of the meeting. Abstinent time to serve in a position is up to the meeting. It is recommended that the time serving in a position be rotated on monthly, 6 month, or yearly time periods.

- a. Chairperson: The chairperson opens and closes the meeting and reads the parts of the format not assigned to others. The Chairperson conducts the regularly scheduled business meeting and group conscience meetings. It is suggested that the Chairperson become familiar with our FAA literature, food plan and abstinence from sugar, flour, and wheat. He/she should also take special care to uphold our Twelve Traditions and Our Primary Purpose.

Based on the type of meeting, the chairperson may ask for a topic for discussion (e.g., acceptance, gratitude), a reading from our FAA literature (such as a chapter from “Food Addicts Anonymous: The Green Book”, “Steps to Recovery” book, a pamphlet, or daily meditations on a topic selected from “Food for The Soul”). The chairperson may also schedule a speaker (For example, a member celebrating an anniversary or a visiting member.)

- b. Secretary: The Secretary acts as the point of contact to the FAA WSO and is responsible for registering the meeting and reporting any changes to the FAA World Service Office so the meeting list on the FAA Web Site is up to date. The secretary takes notes during the group business and group conscience meetings and maintains a record of decisions made. They then inform the group during the “announcements” part of meetings. The secretary also announces any upcoming FAA events such as the dates and location of our annual Convention and Board Meeting, Intergroup meetings, functions, or retreats. Announcements are for meeting decisions, FAA news and FAA events. If your area has an Intergroup, the Secretary may be a good choice to be the meeting representative. It is suggested that the Secretary take special care to uphold our Twelve Traditions and Our Primary Purpose.
- c. Treasurer: The treasurer is responsible for keeping an accurate accounting of meeting finances in accordance with the Seventh Tradition and giving a treasury report at the business meeting. The treasurer recommends when the meeting can donate any surplus funds (beyond a prudent reserve of about two or three months

of expenses) to the Intergroup and to FAA World Services. The treasurer is responsible for collecting the weekly meeting contributions and funds from literature sales. From the group's income the treasurer pays costs such as rent, literature and shipping, and donations to Intergroup and FAA World Services. In keeping with our Traditions, it is a matter of autonomy and the group conscience as to whether to open a bank account. Tradition Nine tells us, "Our groups, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." It is suggested that groups gather information on what is involved in opening a bank account and discuss the matter in the group to arrive at an informed group conscience decision.

As stated earlier, some institutions (e.g., hospitals, community centers) do not charge rent. The meeting can donate free literature or make periodic donations to satisfy the essence of our Seventh Tradition. Rent or donations given as part of the 7<sup>th</sup> Tradition are not considered an endorsement of these places and not at odds with Tradition 10.

The treasurer needs to become familiar with—and take special care to uphold—our Twelve Traditions and Our Primary Purpose.

- d. Literature: The meeting decides what literature to display, sell or give out for free. A new meeting has several of each of the pamphlets and a copy of each of the books available and displayed at the meeting. Newer meetings do not have the funds to give out literature. As the meeting gets more funds, you may order more books to have on hand to sell. The Literature person is responsible for letting the Treasurer know what books, pamphlets, CDs or other items need to be ordered from WSO. If there is no place to store the literature, then the Literature person (Secretary, Treasurer, or Chairperson) needs to bring the literature to the meeting and take it home with them. If there is no set-up leader then display the literature on a table in the meeting room.
  - e. Set-up Leader: Responsible for keeping the room key, posting signs, setting up the literature and tables and chairs.
6. **Business meeting and group conscience:**

Major decisions are decided by a group conscience. Simply, this is a meeting to determine core meeting issues. The following is guidance on conducting a group conscience. Any member of the meeting can call for a group conscience meeting or discussion, and the meeting Chairperson conducts the meeting. All members are notified about the topic and the time/date. It is often convenient to scheduled right after the regular meeting. The chairperson or any selected member can run the meeting. All members present can express their views on all sides of the issue. The

most important voice will be the minority voice. In our experience, many times we have seen the lone voice say something that no one had thought of and bring unity to what had been a chaotic meeting. When all who wanted to speak have spoken, the issue is decided by a "substantial majority" vote. Our suggestion of "substantial" would be two thirds of those present. During the announcement section of subsequent regular meetings, the chairperson informs the group of the voted decision so that members not present for the group conscience are made aware.

The meeting chairperson conducts the group conscience or business meetings on matters such as:

- Overall format the members want for the meeting
- Format changes
- Qualifications and length of term for service positions (e.g. treasurer, secretary, literature, anniversary chip distributor).

A business meeting is used to conduct the ongoing business of the group. It is suggested that a business meeting decision can pass with a simple majority. Business meetings are held to decide such things as electing the next secretary or treasurer, or how much of the group funds will be contributed to FAA c/o the World Service Office. Business meetings are usually 30 minutes to 1 hour and held monthly; typically, on the first week of the month and immediately before or after the meeting.

## **7. How to Start a Phone Meeting:**

There are two ways to start a phone meeting; start a new one or join an existing Phone Meeting Intergroup. The following are suggestions on how to start phone meetings:

### **A. New Meeting:**

- a. Set a time and decide the type of meeting (see discussion above.)
- b. Follow the guidance above on Traditions, service positions, Do's and Don'ts and outreach ideas. The guiding principles of 12-step recovery meetings apply to all meetings.
- c. Set up a phone conference number and pin. You can get a conference phone number and pin from a conference call company.
- d. Write a format for the meeting. There are templates in this guidance.
- e. Complete and submit the new phone meeting form to the World Service Office.
- f. List the meeting on the FAA Website by contacting the Food Addicts Anonymous World Service Office. Make sure to inform the WSO of any changes to the status of the meeting.

**B. Join an existing Intergroup:**

- a. Contact the Phone Meeting Intergroup that you want to join, and they can direct you on how their process works.

## **ATTACHMENTS:**

**1. Face to Face Meeting Sample Format**

**2. Phone Meeting Sample Format**

**3. Meeting Readings:**

- a. **Our Primary Purpose**
- b. **Who is a Food Addict?**
- c. **The Twelve Steps**
- d. **The Twelve Traditions**
- e. **The Definition of Abstinence**
- f. **The FAA Promises**

**4. Sample Meeting Flyer**

- a. **Full-page**
- b. **Half-page**

**5. Sample Trifold Meeting List Handout**

**6. Press Release Template**





## **Sample FAA Face to Face Meeting Format**

This is a sample only. The meeting may make changes as it chooses.

**Leader reads the sections in Bold.** *The italics are for instructions and clarifications.*

**Welcome to the \_\_\_\_\_ meeting of Food Addicts Anonymous. My name is \_\_\_\_\_ and I am a food addict. Before we start, please turn off or silence your cell phones.**

**Let's open the meeting with a moment of silence followed by the Serenity Prayer.**

**Would someone please read:** *(leader hands out the readings before the meeting starts and now calls on each person to read):*

1. Our Primary Purpose
2. Who is a Food Addict
3. The Twelve Steps
4. The Twelve Traditions
5. The Definition of Abstinence

**Are there any newcomers or anyone attending their first meeting? If so, please introduce yourself by your first name so that we may welcome you.**

*If any newcomers are present, offer them a white chip and explain that we have a chip system to mark abstinent time in FAA. The white chip marks 24 hours and surrender. The white chip is for newcomers or anyone coming back to FAA.*

*Also read the following welcome if newcomers are present:* **We suggest you attend at least six meetings before deciding if FAA is for you. Listen with an open mind and keep coming back. We encourage you to read our literature, visit the FAA website, and become familiar with abstinence from sugar, flour and wheat, as well as our suggested food plan. Please keep in mind that during the first stages of recovery, withdrawal is a primary symptom. Our experience has shown that it is easier to stay abstinent than it is to get abstinent. Don't quit no matter what.**

**Let's go around the room and introduce ourselves.** *The Leader welcomes everyone after introductions.*

**We celebrate various periods of abstinence from sugar, flour and wheat. Is anyone celebrating an anniversary of 30, 60, 90 days, 6 months or any yearly anniversaries?** *If anyone has an anniversary, give out the appropriate chip. Ask the person to briefly share how they did it.*

**Are there any FAA related announcements?** *(FAA Convention, local retreats, workshops, gratitude dinners, phone marathons, World Service Office or meeting service opportunities etc.)*

**Are there any reports from the Treasurer, Secretary or Literature representatives?** *Make this announcement if you have group officers. If this meeting has a regularly*

*scheduled business meeting, announce when it is. If the meeting needs to select the next Leader or Chairperson, do that now.*

*The Leader or Chairperson announces the format for today's meeting.*

**Example: This is a literature meeting, and we are reading from the FAA Green Book. We are on chapter \_\_\_\_\_, page\_\_\_\_\_.**

*Other examples are: Topic/Literature meetings based on Food for the Soul, where we read from today's reading or pick a topic from the appendix and have multiple readings; or Step and Tradition Meetings. Many groups read the Step and Tradition on the first week of the month in place of their regular meeting format. Other meeting formats are: Topic Discussion, Speaker, and Chairperson's Choice.*

*After the reading or introduction of the topic, the leader thanks everyone for reading and announces: **The meeting is now open for discussion. All are welcome to share. We ask that you focus your discussion on your experience, strength and hope relative to food addiction and recovery. We respect our members by refraining from cross talk, which is defined as offering advice or commenting directly back to an individual's share. In accordance with Tradition Four, we discuss only FAA literature at our meetings. We encourage our members to read other Twelve Step literature outside of this meeting because it may help to understand addiction and recovery. Would someone like to open the sharing?***

*Leader facilitates closing: 5 minutes before the end of the hour, close the meeting with the following: **That's all the time we have for today's meeting. Thank you for being here and please keep coming back.***

**The Seventh Tradition states we are self-supporting through our own contributions. It is vital we support carrying the FAA message. Money in the basket helps us pay for the meeting, order literature and contribute to the World Service Office (*pass the basket*). We also have a separate can for collection for a donation from this Group to support a raffle held at the FAA Annual Convention (*pass the can*).**

*Leader reads the Anonymity statement: **Anonymity is the foundation of our spiritual program. To continue our recovery as a whole, we honor our members by maintaining their right to privacy. What you hear here----stays here!!***

*Leader closes; choose one: Choose to close with the Seventh Step Prayer (all read aloud) or The Promises (all Promises are read. Ask that each person read a few promises by passing the list around the table) or the Serenity Prayer (all get up and hold hands in a circle).*

**Example: We have a nice way of closing by reading the Seventh Step Prayer together.**

## **Sample FAA Phone Meeting Format**

This is a sample only. The meeting may make changes to the format as it chooses.

Welcome, to the \_\_\_\_ time (AM, PM) \_\_\_\_\_ (day of the week) meeting of Food Addicts Anonymous. My name is: \_\_\_\_\_ and I'm a food addict. This meeting is based on the FAA \_\_\_\_\_ (Green Book, Food for the Soul, etc., etc.). Today, our topic is \_\_\_\_\_.

Press \*6 to mute and unmute yourself. When you press \*6 you will be told if you are muted or unmuted. Please stay muted if you are not sharing to keep a quiet phone line.

*(Note to leader: If you have signed in as leader, it is recommended that you mute the line with \*5 before starting the meeting. This mutes all the participants that are already on the call, and new participants are being muted. This will insure a quiet meeting line. If there is noise interference during the meeting, you should announce that you are going to mute the line. You might need to press \*5 a few times until you hear: "All participants are muted, and THEY CAN UNMUTE THEMSELVES." If there is an echo on the line, please let people know that putting the phone in speaker mode can cause this.)*

### ***Please join me in saying the Serenity Prayer:***

GOD, GRANT ME THE SERENITY TO ACCEPT THE THINGS I CANNOT CHANGE, THE COURAGE TO CHANGE THE THINGS I CAN AND THE WISDOM TO KNOW THE DIFFERENCE.

### **Would someone please read "Our Primary Purpose?"**

*(Found on the last paragraph, page 6 in FAA Green Book)*

### **Would someone please read, "Who is a Food Addict?"**

*(Found on page 1 of: Steps to Recovery)*

### **Would someone please read The Twelve Steps and when finished the Tradition of the month, and the 3rd Tradition?**

*(Steps found in the front of the FAA book "Steps to Recovery", Traditions are on page 48 of the same book)*

### **Would someone please read "The Definition of Abstinence"?**

*(Found on page 271, 1st paragraph in the FAA Green book or page 1 in the Steps to Recovery book)*

### **Welcome to Newcomers and anyone attending their first phone meeting.**

We suggest you attend at least six meetings before deciding if FAA is for you. Listen with an open mind and keep coming back. Please visit the FAA website, [foodaddictsanonymous.org](http://foodaddictsanonymous.org), and become familiar with our abstinence from sugar, flour and wheat, as well as our suggested food plan. Our experience is that it is easier to stay abstinent than it is to get abstinent. Don't quit no matter what.

**Are there any newcomers?** If you'd like to, please introduce yourself by your first name so that we may welcome you.

**Sponsorship is a tool of our recovery.** FAA does not maintain a list of sponsors. During the last five minutes at the end of each meeting, we exchange phone numbers and ask questions. We can reach out by calling people whose shares have resonated with us. By doing so we develop those relationships that support our recovery. We are also able to ask someone to be our sponsor. If you would like to ask for someone's phone number and/or leave your own, please feel free to do so during that "parking lot" time at the end of this meeting.

Welcome everyone. **Let's go around the country and the world and introduce ourselves, newcomers please include yourselves.**

We celebrate various periods of abstinence from sugar, flour and wheat. Is anyone celebrating an anniversary of 30, 60, 90 days, 6 months, any yearly anniversaries, or counting days?

We ask at this time that if you have unmuted your phone that you please mute your phone by pressing \*6. This will eliminate the outside noises.

**In accordance with The Seventh Tradition** our own contributions support the fellowship. Although we don't pass the basket at phone meetings it is very important that we support the World Service Office. Please mail your tax-deductible 7th tradition by check to 529 NW Prima Vista Blvd. Suite 301A, Port St. Lucie, Fl. 34983, or set up an amount to be deducted monthly on your credit card. To make a donation, please go to the FAA website at [foodaddictsanonmyous.org](http://foodaddictsanonmyous.org) or call the WSO at 772-878-9657. Please indicate that your donation is from a member of the phone meeting group.

**Are there any announcements? (Give the announcements.)**

*(Leader directs us to a reading from FAA approved literature or may share briefly about self, bring a topic to discuss, or ask a member to speak. Leader may share about their experience, strength and hope, with a suggested limit of ten minutes.)*

**The leader announces:**

The meeting is now open for discussion. **There is no abstinence requirement to share; everyone is invited to share.** Out of respect for our FAA 12 Steps and 12 Traditions, we ask that you focus your discussion on your experience, strength and hope relative to food addiction and recovery. We respect our members and provide a safe environment by refraining from interrupting or cross talk during the meeting. Cross talk is defined as offering advice or in any way commenting on an individual's share. In accordance with Tradition Four, we use only FAA literature at our meetings. We encourage members to read other Twelve Step literature for help in understanding addiction.

We ask that your shares be limited to 4 minutes. The leader will ask a person to stop sharing at 4 minutes, if necessary, so others may share.

Would someone like to open the sharing?

(Leader facilitates closing 5 minutes before the end of the hour. Please close meeting with the following:) Following the 7<sup>th</sup> Tradition we are responsible for all expenses of FAA. Please contribute to our fellowship by donating on the website, calling the WSO or sending a check. Thank you!

Anonymity is the foundation of our spiritual program. To continue our recovery as a whole, we honor our members by maintaining their right to privacy.

What you hear here----stays here!!

Please join me in the Serenity Prayer:

GOD, GRANT ME THE SERENITY TO ACCEPT THE THINGS I CANNOT CHANGE, THE COURAGE TO CHANGE THE THINGS I CAN AND THE WISDOM TO KNOW THE DIFFERENCE.

The last five minutes is for telephone number exchange and questions.



## **Our Primary Purpose**

**Food Addicts Anonymous is a fellowship of men and women that are willing to recover from the disease of food addiction. Sharing our experience, strength, and hope with others, allows us to recover from this disease – ONE DAY AT A TIME.**

**Food Addicts Anonymous is self-supporting through our own contributions. We are not affiliated with any diet or weight loss programs, treatment facilities or religious organizations. We neither endorse nor oppose any causes. Our primary purpose is to stay abstinent and help other food addicts to achieve abstinence.**



## **Who is a Food Addict?**

When we lose control of our lives and can no longer define reality, despair becomes our daily companion. How many times have we attempted to satisfy our soul needs with food, only to find the same emptiness within? As our self-esteem disappeared and our health worsened, we searched frantically for a way out. Diets became our Higher Power, only to fail us again and again. Fear filled us; we became isolated in a room full of people. With abstinence from sugar, flour, and wheat and other high carbohydrate foods, we can find hope to live our lives. Our Higher Power leads us forward with love to freedom and a happy, useful life. Abstinence will open the door and by working the Twelve Steps we can recover from this disease.



## **The 12 Steps of Food Addicts Anonymous\***

- 1. We admitted we were powerless over our food addiction - that our lives had become unmanageable.**
- 2. Came to believe that a Power greater than ourselves could restore us to sanity.**
- 3. Made a decision to turn our will and our lives over to the care of God as we understood God.**
- 4. Made a searching and fearless moral inventory of ourselves.**
- 5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.**
- 6. Were entirely ready to have God remove all these defects of character.**
- 7. Humbly asked God to remove our shortcomings.**
- 8. Made a list of all persons we had harmed and became willing to make amends to them all.**
- 9. Made direct amends to such people wherever possible, except when to do so would injure them or others.**
- 10. Continued to take personal inventory and when we were wrong promptly admitted it.**
- 11. Sought through prayer and meditation to improve our conscious contact with God as we understood God, praying only for knowledge of God's will for us and the power to carry that out.**
- 12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to food addicts and to practice these principles in all our affairs.**





### **The 12 Traditions of Food Addicts Anonymous\***

- 1. Our common welfare should come first; personal recovery depends upon FAA unity.**
- 2. For our group purpose there is but one ultimate authority - a loving God as God is expressed in our group conscience. Our leaders are but trusted servants; they do not govern.**
- 3. The only requirement for FAA membership is a desire to stop eating addictive foods.**
- 4. Each group should be autonomous except in matters affecting other groups or FAA as a whole.**
- 5. Each group has but one primary purpose-to carry its message to the food addict who still suffers.**
- 6. An FAA group ought never endorse, finance or lend the FAA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.**
- 7. Every FAA group ought to be fully self-supporting, declining outside contributions.**
- 8. Food Addicts Anonymous should remain forever nonprofessional, but our service centers may employ special workers.**
- 9. FAA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.**
- 10. Food Addicts Anonymous has no opinion on outside issues; hence the FAA name ought never be drawn into public controversy.**
- 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.**
- 12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.**

**\*The Twelve Steps and Twelve Traditions reprinted and adapted with permission of Alcoholics Anonymous® World Services, Inc.**



## **FAA Definition of Abstinence**

**We ask for help from our Higher Power to abstain from those substances we find ourselves craving, ever mindful of our addiction to sugar, flour, and wheat. Feeding our bodies with a plan of sound nutrition will allow us freedom from the insanity of the disease. With honesty, an open mind, and willingness to share our experience, strength and hope, we can recover from this disease – ONE DAY AT A TIME.**

**Of course, to the newly recovering person, this appears as another diet. But we who walk this path of recovery know this program of eating is unique.**

**One of the obstacles you may encounter in early recovery is the temptation to alter the food plan to suit yourself. It is our experience that deviations re-create our old food problems. To guard yourself against the tendency to rationalize, it is suggested that you discuss any additions or subtractions you may think are necessary with a sponsor or someone in the program who is abstinent.**



## **FAA's Promises**

(Found at the end of the Ninth Step)

- 1. We will know freedom and the promises of a happy and healthy life.**
- 2. Our creativity will flow with the self-discipline we need to put it into action.**
- 3. The chaos inside us will be gone, so the chaos around us will diminish.**
- 4. Our thinking will become clear.**
- 5. We will be able to learn new information and knowledge and retain what we have learned.**
- 6. We will accomplish complicated tasks with less confusion than before we were abstinent.**
- 7. We will be consistent and dependable.**
- 8. We will no longer fear trying something new and different.**
- 9. If an endeavor is unsuccessful, we will be able to regroup and try it a new way.**
- 10. We will be able to listen to others' ideas and suggestions without becoming defensive or argumentative.**
- 11. We will become present and alert around our friends, family, and significant others.**
- 12. We won't have to shut down, dissociate, or avoid listening anymore.**

**13. We can be ourselves because we won't allow abuse of any kind to be done to us by ourselves or others.**

**14. We will no longer attempt to fill our emotional and spiritual needs through our mouths. Instead, we will use our mouths along with our hearts to ask for what we need and deserve as children of God.**

**15. We will be able to listen with empathy to others' suffering.**

**16. We will not need to be controlling or insistent that "our way is best."**

**17. We will no longer be judgmental about everyone we meet.**

**18. The urge to see all the ways we were less sick than others will leave us.**

**19. Our self-esteem will no longer be tangled up in our perceptions about our bodies.**

**20. If on any given day we think we look fat, ugly or old, we can choose not to lash out in anger or frustration at the people around us.**

**21. We will be able to hear and feel our Higher Power in our hearts and be still.**

**22. We will no longer experience the panic, fear, and anxiety of our yesterdays.**

**23. When presented with multiple choices, we will be able to reach clear decisions and understand what is appropriate for us.**

**24. We will know freedom from the fear of change in our relationships with the community, our families, and our friends.**

**25. We will begin to trust our intuition.**

**26. We will cherish our abstinence as critical to our physical, emotional, and spiritual survival, and we will stay abstinent!**

Note: This is a screen shot sample of a flyer design. The template is a Word document. It will be available as a separate document to be posted on the FAA website. Until it is posted please contact WSO.



## **FOOD ADDICTS ANONYMOUS**

### **OPEN MEETING**

**ALL ARE WELCOME TO  
ATTEND!**

Every Saturday  
10:00 AM – 11:00 AM

San Francisco  
Creekside Community Church  
1234 N. Main Street  
Classroom 509  
Use South Parking Lot

Food Addicts Anonymous (FAA) is a fellowship of men and women that are willing to recover from the disease of food addiction.

Abstinence will open the door and by working the 12 Steps we can recover from this disease.

Local Contact:  
Libby V.  
(925) 123-4567

FAA World  
Service Office:  
Port St. Lucie, FL  
(772) 878-9657  
[Foodaddictsanonymous.org](http://Foodaddictsanonymous.org)

This is a screen shot sample of a half-page or postcard design. The template is a Microsoft Publisher document. It will be available as a separate document to be posted on the FAA website. Until it is posted please contact WSO.



## FOOD ADDICTS ANONYMOUS

***You are not alone.  
We have a solution.***

[www.foodaddictsanonymous.org](http://www.foodaddictsanonymous.org)

OPEN MEETING - ALL ARE WELCOME

Every Saturday

10:00 AM – 11:00 AM

San Francisco Creekside Community Church  
1234 N. Main Street  
Classroom 509

Contact: Libby V. (925) 123-4567



# Press Release Template



CONTACT INFORMATION:

(COMPANY NAME)  
(CONTACT NAME)  
(PHONE NUMBER)  
(EMAIL ADDRESS)

RELEASE DATE:

(DATE)

**(MAIN PRESS RELEASE HEADLINE (ALL CAPS))**

(Optional Subhead (Upper and Lowercase/ Italicized))

(Dateline: CITY, STATE, Month Date)-Lead: Briefly and explicitly state the information you need to share. Include who, what, when, where, why, how and lead with the most important information.)

(Body paragraphs: Background information, rich quotes, etc.)

(Boilerplate)

(Call to Action)