

Bridging the Gap

Facility Coordinator	Local Coordinator	BTG	Local Coordinator (Continued)
<p>The service responsibility includes:</p> <ol style="list-style-type: none"> 1. Protect the anonymity of A.A. members.¹ 2. Ensure the facility administration, staff and residents are informed about the Bridging the Gap (BTG) program. 3. Distribute and collect the BTG Temporary Contact request or volunteer forms and ensure that they are legible. 4. Forward documents to the BTG Local Coordinator and the Regional Coordinator unless directed otherwise by the Regional Coordinator. 5. Coordinate the initial meeting between the newcomer (resident) and BTG Temporary Contact. 6. If a BTG Temporary Contact is unable to meet with the newcomer at the facility the coordinator would: <ol style="list-style-type: none"> a. Have an AA member individually meet with the newcomer before they leave the facility. b. To avoid any misunderstandings, explain clearly that this is a <i>temporary</i> arrangement. c. Emphasize the importance of immediately making contact with their local Temporary Contact upon release. d. Explain the information outlined in the AA Pamphlet Bridging the Gap. e. Ensure the newcomer knows how to obtain a listing of meetings or provide a list to them. f. Introduce the newcomer to A.A. conference approved literature and the A.A. Grapevine. 7. Maintain a BTG request and status list. 8. Notify the local and regional coordinator when the initial meeting is set for a newcomer in their locality. 9. Notify the Treatment Facilities Coordinator Chair and Regional Coordinator if you need assistance or anticipate that you will no longer be able to perform your tasks. 	<p>The service responsibilities include:</p> <ol style="list-style-type: none"> 1. Protect the anonymity of AA member's information and only distribute it as approved. 2. Being guided by the A.A. literature, including but limited to: <ol style="list-style-type: none"> 1. Bridging the Gap - AA Pamphlet P-49 2. Treatment Facilities Committee Kit 3. Treatment Committee Work Book 3. Become familiar with the local Intergroup, www.aa.org, and www.marylandaa.org websites with particular attention to the Treatment Facilities Committee Web page 4. Provide guidance and assistance to enable individuals, within the locality, to register with MGS and/the local intergroup office as a Bridging the Gap Temporary Contact or Treatment Facility Chair. 5. Submit the Love and Service forms to the MGS Regional Coordinator <ol style="list-style-type: none"> a. Review all forms to ensure they are completed. 6. Maintain the District's temporary contacts list. <ol style="list-style-type: none"> a. Provide the local intergroup with the District's temporary contact list as directed by the DCM. b. When distributing information to a district or intergroup, honor the anonymity preferences of the submitting individual. 7. Receive and send Temporary Contact Request to other Bridging the Gap Coordinators as needed. 8. Develop and or update written instructions for your assigned tasks and submit them to the DCM and MGS Area 29, Treatment Facilities Committee Chair. 9. Keep in touch with the various MGS TFC members. <ol style="list-style-type: none"> a. Keep the MGS TFC advised of how we can best serve the District and coordinate BTG efforts with the local Intergroup Offices and other Districts. b. Provide monthly report to the DCM and MGS Area 29 Treatment Facilities Committee (TFC) Chair. 10. Notify the Regional Coordinator and MGS Area 29 TFC Chair if you need assistance or anticipate that you will no longer be able to perform your tasks. 		<p>The service responsibilities continued:</p> <p>Upon receiving a Bridging the Gap request:</p> <ol style="list-style-type: none"> 1. Contact (e-mail) the Temporary Contacts within your locality¹ and provide the following information (if available): <ol style="list-style-type: none"> a. Newcomer's first name b. Age, Gender c. Facility Name d. Town 2. Facility Coordinator's contact information. 3. Release date 4. Destination City, State & zip code 5. Note: problems with other drugs 6. District Located 7. Attach the BTG Fact Sheet to the e-mail message 8. Notify the Local and Regional Coordinator when a TC is assigned to a requesting newcomer. <u>Regional Coordinator</u> <p>Responsible for a number of localities</p> <p>The service responsibilities include:</p> <ol style="list-style-type: none"> 1. Facilitate BTG with local Districts, Intergroup and BTG local coordinators within their region 2. Provide direction and guidance so TFC business is being conducted in accordance with the AA Literature and Guidelines. 3. Assist local coordinators to ensure the BTG services are provided. 4. Monitor the number of reliable Temporary Contacts within their region to ensure there is adequate coverage. 5. Facilitate BTG Temporary Contacts registration with MGS/Intergroup. 6. Coordinate BTG Outreach and registration efforts. 7. Appoint and re-assign local coordinators as needed. 8. Provide updates for the BTG Service Partner Contact List. 9. Assist MGS TFC Facility Coordinators to locate Temporary Contacts within your region. 10. Mentor a co-chair that can assist when you are not available. 11. Provide written monthly reports to the Treatment Facilities Committee.

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¹ Our standard policy is that we do not provide Temporary Contact lists to facility employees. We never want an A.A., employed by the facility, to be in a position where their supervisor orders them to give the A.A. Contact lists to anyone.

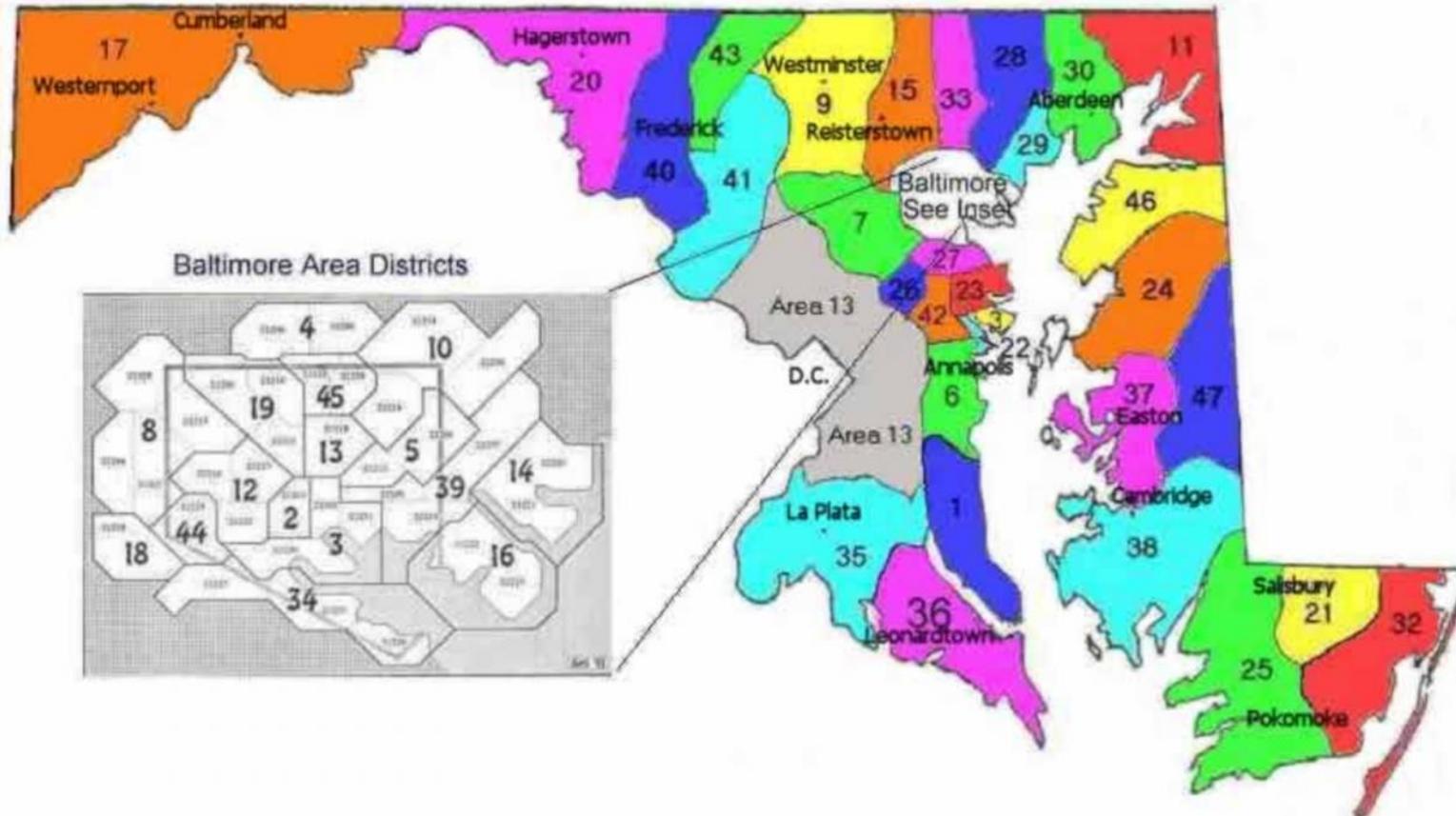
ⁱⁱ Blind copy e-mail recipients.

Districts

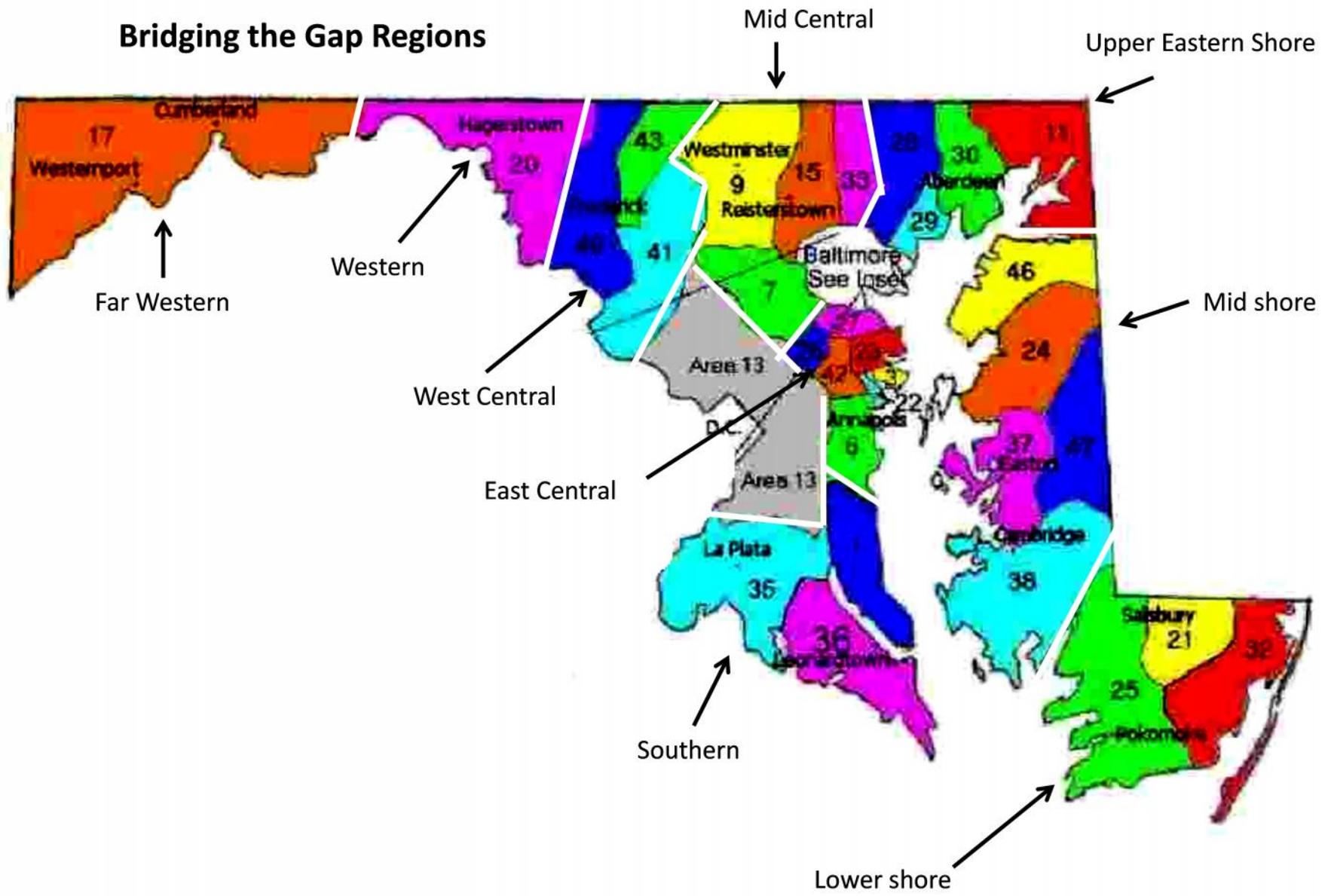
A district is a geographical unit containing the right number of groups — right in terms of the committee member's ability to keep in frequent touch with them, to learn their problems, and to find ways to contribute to their growth and well-being.

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Area 29 (Maryland General Service, Inc.) comprises all of the state of Maryland except Prince George's and Montgomery counties (Area 13) and is divided into 47 districts as shown below.



Bridging the Gap Regions



Map of Area 29 Districts & Greater Maryland Intergroups*

*Intergroups have flexible boundaries because of A.A. Group autonomy.

