

INTO ACTION

CONFIDENTIAL
June/July 2011

RECOVERY SLOGANS



A billboard at the Oak Ridge Facility, in Oak Ridge, Tenn., which warned workers there to maintain silence and secrecy about what they were working on: the development of the atomic bomb as part of the Manhattan Project. The photograph was taken in August 1945.

* Photo by Life/Ed Clark*Caption by Daniel Terdiman

There are two ways of spreading the light of sobriety: to be a candle or the mirror that reflects.



The "THINK" motto was developed by Thomas J. Watson, Sr., three years before he joined the forerunner of today's IBM in 1914. As far as "Think, think, think" goes, that slogan does not originate in the Big Book or 12x12.

Clarence Snyder claimed that the early I.B.M. machines came with a sign that said-

- Think of what you are about to do.
- Think of what you are doing.
- Think of what you have done.

This was around 1943 and a member had a bunch made up and sent them out to the groups.



Some ~ Slogans

Used In Successful Recovery

“Practicing the principles” has been part of the AA experience almost from the time of the fellowship’s beginnings. Most of us believe that our AA ideas are basically good for people and can only improve the quality of life for anybody who wants to use them.

One problem is that the slogans are sometimes not really understood and are simply repeated by rote and employed at a superficial level. A second problem is that simple slogans are a real turnoff for some “really smart” people or for those who resent the breezy sloganization that is prevalent in American society.

Some people have little confidence in anything that seems so simple, and they may even feel that the moralistic messages of the slogans seem trite and impractical. But the very nature of these principles is that they should be stated in simple form while still being applicable to a broad range of practical experience.

In AA, the slogans carry out this simplification function effectively. It has been said that the slogans have been termed “shorthand for the Twelve Steps.” Hanging in many AA meeting rooms are five slogans, the usual ones but not the only ones.



Q: Where did the slogans come from: Do they belong to AA?

A: The five slogans (“First Things First,” “Think,” “But for the Grace of God,” “Easy Does It,” and “Live and Let Live”) were published on the inside back cover of five issues of the Grapevine; (September to December 1956 and February of 1957), accompanied by a short article interpreting each one.

They were originally published by the Grapevine on those dates.

Three of the slogans (**First Things First, Live and Let Live, and Easy Does It**) first appeared in the pre-publication multilith copy of the Big Book, which was published in 1939, and have appeared in the Big Book ever since, at the end of the chapter “The Family Afterward.

The slogans, however, do not belong to AA, and were simply adopted informally by the Fellowship—probably because they worked so well in helping to keep alcoholics sober.

Look at the order in which the slogans are posted. The first word of each slogan used in a sentence says **“Live Easy But Think First”**. Someone pointed that out to me early on. A sure fire way to pay attention and stay away from that first drink.

Thoughts for Discussion:

“Live and Let Live” to pay attention to my own troubles and leave others alone. I have all I can do to handle myself.

AA’s slogan, **“live and let live,”** is an idea involving common justice. It expresses the Golden Rule, also found in the old Buddhist saying **“Hurt not others in ways that you yourself would find hurtful.”**

(Continued on page 6)

INTO ACTION Editorial Policy

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THE LORD'S PRAYER

(Is it in the Big Book?)

- **Our Father**....."I must turn in all things to the Father of Light who presides over us all." Big Book pg 14
- **Who art in Heaven**....."We have found much of Heaven" Big Book pg 25
- **Hallowed be Thy name**....."All Powerful, Guiding Creative Intelligence" Big Book pg 49; "Spirit of the Universe" pg 52; "Great Reality" pg 55; "Director", "Principal", "Father" pg 62; "Sunlight of the Spirit" pg 66; "Creator", "Spirit", "Power", used several times.
- **Thy Kingdom come Thy will be done on earth as it is in Heaven**....."Every Day is a day we must carry the vision of God's will into all of our daily activities. How can I best serve Thee-Thy will (not mine) be done." Big Book pg 85
- **Give us this day our daily bread**....."What we really have is a daily reprieve contingent upon our spiritual condition." Big Book pg 85
- **And forgive us our trespasses**....."After making our review we ask God's forgiveness and inquire what corrective measures should be taken." Big Book pg 86
- **As we forgive those who trespass against us**....."Putting out our minds the wrongs others had done" Big Book pg 67
- **And lead us not into temptation, but deliver us from evil**....."Save for a few brief moments of temptation the thought of drinking has never returned; and at such times a great revulsion has risen up in him. Seemingly he could not drink even if he would. God had restored his sanity." Big Book pg 57
- **For Thine is the kingdom, and the power and the glory forever**....."As soon as we admitted the possible existence of a Creative Intelligence, a Spirit of the Universe underlying the totality of things, we began to be possessed of a new sense of power and direction" Big Book pg 46.

Submitted By dg from Jerry O.

THE DEADLINE FOR THE NEXT ISSUE OF IA IS JULY 23, 2011. THE THEME FOR THE AUG/SEPT - 2011 ISSUE OF INTO ACTION IS; FORGIVENESS; Step 8, or anything you wish to submit. INTOAction: District 11's Newsletter-Editor: David Gilbert 815-344-6523 E-mail: Soulsurgery@comcast.net

District 11's G.S.R.
Meetings Are Held
On 1st Thursday of
the Month at the
McHenry Alano Club;
409 Front Street-Unit D
(route 31) McHenry, IL



District Meeting 7:30 PM

DISTRICT 11's WEB SITE:↓

<http://www.aa-nia-dist11.org>

DISTRICT 11 SECRETARY:↓

aadistrict11sec@yahoo.com

SOBERFEST WEB SITE:↓

<http://www.soberfest.org/>

NIA 20 EVENTS WEB SITE:↓

<http://www.aa-nia.org/events.html>

Live Links

****SCHEDULE & INFO CHANGES:**

PLEASE E-MAIL Bill J. ~ ~ EMAIL to:

schedulemaker@ymail.com

CONTRIBUTIONS

From Group (Name) _____

Group #: _____

Dist. #: _____

Meeting City: _____

Northern Illinois District Eleven

P.O. Box 846

McHenry, IL 60051-0846

N.I.A. Treasurer

Northern Illinois Area, Ltd.

P.O. Box 3926

St. Charles, IL 60174

The General Service Office

AAWS

P.O. Box 459

Grand Central Station

New York, NY 10163-0459

Mail Contributions To:

13th Annual Friends of Bill Steak Fry

Saturday-June 11th

Harvard Moose Shelter-Rte. 173-1 mile west of Rte. 14
 Harvard, IL.

Tickets must be purchased by June 6th

(So they can have a steak count)

For TICKETS & Info - Marc H. 815-236-4741

Rich B. 815-579-3508

Monthly Meeting Minutes for District 11 May 5th, 2011

(Editor's Note: Dates and times contained in the following minutes are a reflection from the minutes taken on MAY 5th, 2011 not the date of this publication. SOME UPDATES ARE NOTED- THX)

Meeting Time: 7:30 PM*

Attendance: 28

Committee Members 15

Groups Represented: 19

Anniversaries: Nick 3 years

Congratulation on all anniversaries

Secretary's Report: Glen R
(Terry G. alt.)

Are you a GSR &
For some reason
cannot make the
District Meeting
Once a Month?
Perhaps We Can
Help! Join us
June 2@the MAC

Written committee report forms must be submitted to the secretary to be included in the minutes. The new E-Mail for the secretary is aadistrict11sec@yahoo.com

Treasurer's Report: Mark J (alt Eric J)

Beginning balance 4980.02

Income 1014.89

Expenses 512.33

Ending balance 6507.24

DCM's Report: Brandon L (alt David G)

Encourage AA members and group GSR to get involved it District level committees. Also there are positions open as co-chair in workshops, webmaster, and schedule maker

Brandon Long

DCM District 11, Area 20

Public Information Report Nick (alt Brian B)

We continue to work with SAC group of McHenry County. Attended area 20 pre general workshop and participated in P.I. breakout. We covered all agenda items and agreed as a committee plans to order more literature.

Hospital & Treatment Report Mike R (alt Dave R)

No Report

Corrections Report: Chuck L, (alt Gene S)

In discussion with jail administrator to facilitate un-supervised meetings witch could promote confidentiality.

CPC Report: John S: (alt Nate P)

No report.

Answering service Fred G chair (alt Mitch P)

Total calls 76-- 52 meeting info, 1 open meetings 1
9 to speak with AA member, 2 N, 1 bridge the gap, 1
treatment info **5 12 step calls** 1 out of district, 3 al-anon
0-10 min 49, 11-20 min 13, 21-30 min 3 over 30 min 1

Archives Report: Clarence J, (alt open)

No report

Grapevine Report: Jessica W, (alt Brad B)

Thanks to Steve for the service work as grapevine chair and thanks to Jessica for stepping up to take over.

Special Needs Report: Pat C, (alt chuck d)

Attended pre-general service workshop and attended breakout session. Made some suggestion that might help. One suggestions was "what qualifies a handicap accessible meeting place".

LCM Report: John F, (alt open)

John F. is looking for those who wish to step forward and pick up a city (ies) to be Local Committee Members (LCM) to get the word to District 11 groups what is going on at the District level, carrying the message. To general some Service work on the District level or aide in an informed group conscious. Not replacing the GSR -

Do you see a city below where you attended meetings? **Join us at our District meeting the 1st Thursday on the month at 7:30 pm at the MAC, 409 Front St.-**

MEETING AREA	# of Groups TBD	LCM (There is no limited number to LCM'S per section) TBD
Crystal Lake Day		Step up
Crystal Lake Evening		Step up
Woodstock Day		Jessica W.
Woodstock Evening		Step up
Spring Grove, Richmond, Johnsburg, Volo, Wonder Lake		Jim R. Craig w. nights
Harvard, Morengo		Step up
Wauconda, Island Lake, Burton's Bridge		Ted Terry
McHenry Day		Step up
McHenry Evening		Step up
Algonquin, Huntley		Step up

CALL John F. at: 815-919-5268 (go to next page→)

(Continued from the previous page)

Workshop Report: Sue C.

Flying geese is planning a work shop on Sponsorship to be held July 9th 10Am to 2pm at the Pointe Outreach Center, 5650 Northwest highway crystal lake

UPDATED by Editor:

Newsletter Report: Dave G

THE DEADLINE FOR THE NEXT ISSUE OF IA IS **JULY 23, 2011**. THE THEME FOR THE AUG/SEPT - 2011 ISSUE OF INTOACTION IS:

FORGIVENESS; Step 8, or anything you wish to submit. Group news and events, committee news and views, your experience, strength and hope.....

INTOAction: District 11's Newsletter

Editor: David Gilbert 815-344-6523

E-mail: Soulsurgery@comcast.net

Schedules:

New closed meeting schedules are here.

Suggested to contact district Alano clubs for special order of schedules.

Webmaster Report: Chuck T

Report unable to open

Schedule Maker Report: Bill J.

No report

Old Business:

Thanks to Terry G for stepping up to be new alternate secretary

New Business:

District 22 has approached Nick of Public Information about co-hosting a workshop entitled "Young people in service work" was approved

Upcoming Events:

- 13th Annual Friends of Bill W. Steak Fry at the Harvard Moose Shelter, June 11th, softball game at 12:00, Steak served 3pm-5pm, Speaker 6pm, 10\$ for adults \$2 for kids.
- McHenry Alano club picnic June 12th - 12pm-5pm
- Summer Assembly / Post-GSC Panel 60 Delegate Report, June 18, 2011- Boylan High School, Rockford District 70, Host
- MMAAC 2011 – Midwest Motorcycle Alcoholics Anonymous Convention, June 24-26, Emerald Acres Campground, Pearl City, IL 61062 –

"The Only Requirement Is A Desire To Stop Drinking Motorcycles Are Welcome But Not Required" <http://www.mmaac.org/>

- Sponsorship work shop by Flying Geese Group . July 9th at the Point in Crystal Lake, 10am-2pm
- **58th Annual Indiana State Con./East Central Regional Conf., July 22-24**, Holiday Inn, 2480 Jonathan Moore Pike, Columbus, Indiana
- 39th Illinois State Conference hosted by Area 19 (Chicago), August 5-7, 2011 at the Holiday Inn North Shore in Skokie
- **Summer Committee Meeting, August 13, 2011 - Lord of Life Church, La Fox - District 11, Host**



Open Mic

Dave - Soberfest AA fund raiser sat May 14th, McHenry Township building \$5 at door.

UPDATE by Editor- GREAT TURN OUT – THANKS TO ALL FOR YOUR SUPPORT – IT WAS A GREAT EVENT.

Hard copy Registration forms and Online Registrations will be available in early June –

VISIT – WWW.SOBERFEST.ORG

Al-anon Soberfest FunRaiser is August 6th at the McHenry Township Building.

Nick- Hope factory Big book study June 4th at the Hollows

Tom= 13th Annual Friends of Bill W. Steak Fry at the Harvard Moose Shelter, June 11th, softball game at 12:00, Steak served 3pm-5pm, Speaker 6pm, 10\$ for adults \$2 for kids

Steve= McHenry Alano club picnic June 12th - 12pm-5pm

Chuck- corrections in need of old grapevines.

UPDATED by Editor-

****** The next district meeting will be held on Thursday July 7, 2011**

*Respectfully Submitted, Glen Reid, Secretary,
Terry G. Alt Secretary*

(Continued from page 2)

The Golden Rule is expressed in Islamic teachings in this way: **"No one of you is a believer until he desires for his brother that which he desires for himself."**

Freedom is implied in this slogan.

To the variations on the Golden Rule from Buddhism and Islam, we can add this from the great Rabbi Hillel: **"What is hateful to you, do not do to your fellow; that is the whole Law; all the rest is interpretation."** Long before these statements, an Aesop fable concluded that **"if we want our own lives protected, we must protect the lives of others."**

(It is one of the three "rules" listed in the Big Book; L&LL on page 118, the other two rules are on pages 74 and 101.)

"Easy Does It" has an unwritten half - "But Do It".

Easy Does It (*Graceful Effort*)

Why did an idea such as "easy does it" find its way into the Twelve Step programs?

One possible explanation: It was offered as a way of curbing the terrible excesses that seem to grip most compulsive people. Almost from the first meeting of recovering alcoholics, members have said they did all things in excess.

There was a tendency to overwork, to overplay, and to over-study, to over-plan-everything over and above the pace others were setting for the same activities.

With such tendencies, we should have been extraordinary achievers. It never worked that way because we often practiced our faults in the extreme too. The person who over-worked also overdid his loafing periods; the person who made all his sales the first week then took the rest of the month off, and so on. We lacked the normal, rhythmic pace that human beings need to develop in their lives.

For this reason, a reminder such as "easy does it" can be an important guide for us. It helps us deal with fear, over-ambition, panic, stressful eagerness, and all the other pitfalls that confront compulsive individuals. At the same time, however, it conveys the idea of accomplishment-of eventually doing what we need to do.

"But For The Grace of God" - I would be drunk, insane or dead, were it not for AA. **This is a great gratitude reminder.** (Thee but for the Grace of God go I)

It expresses gratitude for having been spared the sufferings we see others endure. It arouses compassion, moving us to help others shoulder their burdens. **If the suffering of others is the result of their own wrong behavior, it teaches humility and solidarity, reminding us that were it not for God's help, we might have fallen into the same wrong patterns of life, bringing similar disgrace upon ourselves.**

(Lately it seems this phrase has been replaced by a pair of more pernicious ones: "Thank God I'm better off than they are" and "Thank God they finally got what was coming to them." -THIS IS NOT AA)

"Think, Think, Think" - Think about where the drink will take me, BEFORE I take the first drink. Think it through.

Sometimes we see the THINK, THINK, THINK, upside down. I was told that all of the slogans are for the newcomer except for think; your best thinking got you here, the THINK slogan is for your sponsor. (See front page for more info on THINK)

The 7-T's - Take Time To Think The Thing Through

"First Things First" - without sobriety, I would HAVE nothing else. Period. **Alcoholism leads to insanity and death.** We never regain our tolerance for alcohol if we are REAL Alcoholics. And I am definitely a REAL ALCOHOLIC.

Recovery is the most important thing in your life, without exception. You may believe your job, or your home life, or one of many other things, comes first. But consider: **If you don't stay with the program, chances are you won't have a job, a family, sanity, or even life.** If you are convinced that everything in life depends on your recovery, you have a much better chance of improving your life. If you put other things first, you are only hurting your chances. (See next page please)

EXCEPTIONS: Everything after "but" is rationalization.----Except: But for the Grace of God....

EXCEPTIONS: Don't make any major decisions the first year,----~~Except:~~ Step 3 - Made a decisions to turn our will and our lives over to the care of God as we understood Him.

There are some standard sayings in the rooms of AA and then there are those not uttered as often as they used to be but still just as important:

One Day at a Time - Newcomers are often told this to remember that they only have to stay sober for 24 hours each day.

Let Go and Let God - This phrase has to do with the third step and the prayer that goes along with it which means a higher power is in charge of your life.

This Too Shall Pass - Meaning whatever the crisis is at the moment, eventually it will go away.

Expect Miracles - This goes along with God has No limits.

I can't, He can, I think I'll Let Him - these ties in with Steps 1-3 in the textbook Alcoholics Anonymous.

If it Works, Don't Fix It - Like the old New Coke/Classic Coke battle, "If it ain't broke, don't fix it." If what you're doing is working in your life, don't stop doing it.

Keep Coming Back, It Works If You Work It - Keep coming back to meetings. The program works if you work the steps.

Stick with the Winners - Not those in relapse mode or people who don't really want to get sober but just use people in the program for money; etc.

Sobriety is a Journey, Not a Destination - Enjoy the trip and stay in the now.

Faith Without Works is Dead - Even the most devout person can have all the knowledge in the world but if he doesn't practice his faith in a higher power in his daily life, it won't do any good. You have to do your part in your recovery.

Poor me, Poor me, Pour me another drink - Translation: Don't lapse into self-pity.

To Thine Own Self Be True - Written on some AA medallions which marks various points of sobriety. It means take care of yourself with regard to your sobriety.

I came, I came to, I came to believe - This has to do with coming to meetings, coming out of the fog, and coming to believe in a higher power.

Live in the now - Stay in the moment and not project into the future.

If God Seems Far Away, Who Moved? - This is related to you taking back the power and not letting a higher power guide you.

Turn It Over - Turn it over to a higher power whether it be a job decision, divorce; etc.

Northern Illinois Area 20

Spring Assembly

**Saturday
June 18TH**

**Boylan Central
Catholic High
School Cafeteria
4000 St. Francis Dr.**

Rockford, IL 61103

**Registration 8:00 A.M.
Lunch 12:00 p.m. (\$8.00)**

Call for information:
Joe S. (630) 327-1115
District 70 Alt.
Treasurer
Ken R. (815) 531-4592
District 70 DCM

**Flying Geese Group/District 11
Sponsorship Workshop**

Saturday July 9th

10:00 a.m. - 2:00 p.m.

**The Pointe Outreach Center
5650 Northwest Hwy, Crystal Lake
(Between Sam's Club and Target)**

**COST: Donations welcome, all
proceeds will go to District 11**

Information: Nan 850-774-4430

Deadline Extended on “A.A. and the Armed Services”

In the Winter issue of Box 4-5-9 a call went out for new stories to **update the pamphlet “A.A. and the Armed Services,”** with a deadline of February 2011. **This deadline has now been extended to July 15, 2011.**

This request for stories was in response to the 2010 General Service Conference Advisory Action that “the trustee’s Literature Committee update the pamphlet ‘A.A. and the Armed Services’ to include recent experiences from members on active duty and a section which focuses on veterans of the armed services...”

The trustee’s Literature Committee is seeking stories from A.A. members. **Manuscripts should be 500-800 words, double spaced. Please attach your name and address on a separate piece of paper.** The anonymity of all authors will be observed, whether or not their story is selected for **publication. Please send your sharing, by July 15, 2011, to: Literature Coordinator, General Service Office, Box 459, Grand Central Station, New York, NY.**



Picnic
Sunday
June 12th
Noon - 5PM

409 Front St. McHenry
INFO:

Frank G. 847-815-5566
Ray S. 847-812-4084



MAC Supplies the
MAIN DISH
Bring Salad or
Dessert
\$ 50/50 \$
Big Flat Screen
TV Raffle

Softball • Horseshoes • Bag Toss •

Fellowship / *or* Fellowship of the Spirit

Since the 1958 deletion of the word *honest* from the Third Tradition, a sincere desire to stop drinking has no longer been a necessary prerequisite for AA membership. Consequently, our fellowship now includes members with various degrees of seriousness and motivation. Most members are quite adamant about performing their particular elected duties; however, there are the less serious members who seem to avoid AA obligations entirely by declining group membership, arrive late and/or leave promptly at meetings end, or worse yet, play cards or dominoes in the half-measure room while the meeting is going on.

It is important to realize that both these AA categories are to be considered as AA members in good standing. But this obvious distinction illustrates the dissimilarity between the **AA fellowship of the spirit** and, simply, the **AA fellowship**.

It is also important for yours truly to follow the examples of those members who are obviously immersed in the **Fellowship of the Spirit**. Consequently, I need to observe and try to emulate those members who:

- Generally present a persona of cheerfulness; this is probably because they are actually inwardly cheerful as the result of living in the spirit of the Big Book directions.
- Their sobriety comes from the Big Book directions, rather than from the '12 Step Outline' on the clubhouse wall.
- They include AA program lingo into their ordinary conversation, i.e.: While speaking of sports page, work place, politics or 'barbershop talk in general,' they also try to insert the principles from our basic text into the conversation. They often include **AA-speak** phrases, such as "*Easy does it,*" and the many other AA slogans and 12-Step principles.
- Also, **AA-Speak** passages -- *and maybe page numbers*-- from the Big Book are spoken effortlessly while speaking of "*Shoes and ships and sealing wax, and cabbages and kings,*" and all the rest of it.
- I notice they arrive early enough to welcome the newcomer to the meeting, then, at meetings end, they continue their conversation, perhaps with an invitation out for coffee.
- I notice they usually speak only once at meetings, or at least wait till all others in the meeting have already shared.
- They do not crosstalk, nor do they talk directly (eye to eye) with the '*person-with-a-problem*' -- they generally speak to the entire room. *Person-to-person* talk is considered crosstalk.
- They do not march around the room during a *speaker* meeting; they use the rest room and refresh their coffee before the meeting. . . . And I notice many of them, during a *discussion* meeting; get their coffee between the share-ees [*new word*].
- It is notable how they speak of Big Book solutions to problems, rather than wallowing in the problem-at-hand, or engaging in advice or personal opinions.

For me, said compliance comes under the category of "progress, not perfection," but conformity to the above practices is necessary if I am to live happy, joyous and free in the **Fellowship of the Spirit!** ~ ~ Bob S.

Submitted by Dave G. (Bob is an AA Friend from Indian - <http://www.4dgroups.org/>)

~Humility is learning from those I serve~ *Thanks dg*

Heard Around the Tables

District 11's Wisdom and Witticisms

- ❖ "Take the first step in faith. You don't have to see whole staircase, just take the first step."
- ❖ **"Be careful whose toes you step on today because they might be connected to the foot that kicks your fanny tomorrow!!"**
- ❖ "Better to remain silent and be thought a fool than to speak out and remove all doubt."
- ❖ **"Happiness sneaks through a door you didn't know you left open."**
- ❖ "When one door of happiness closes, another opens, but often we look so long at the closed door that we do not see the one which has opened for us."
- ❖ **AA is like riding a bicycle. To keep your balance you must keep moving. There is only one way to coast and that is downhill.**
- ❖ "Today is the oldest you've ever been, yet the youngest you'll ever be, so enjoy this day. One day At A Time. (ODAAAT)"
- ❖ **Sponsor to Sponsee: "Always show up for your commitments. That way God knows where to find you!"**
- ❖ Sponsee to Sponsor: I don't have any experience in Service Work.
Sponsor to Sponsee: Bill and Bob didn't have a Big Book when they started either.
- ❖ **"If drinking doesn't bring you to your knees, sobriety will."**
- ❖ Yesterday is ashes; tomorrow wood. Only today does the fire burn brightly. --Eskimo proverb
- ❖ **"Progress not perfection." It's a statement not an excuse.**
- ❖ "God bless us all. No exceptions."
- ❖ **"It's not that surprising that there is a power greater than me --- since I was taken down by a beverage."**
- ❖ The bridge between panic and peace is prayer.
- ❖ **My experience has been that talking to my sponsor about a "problem" may not necessarily fix the problem --- but it almost always fixes the pressure of the problem!**
- ❖ Sponsor to Sponsee: "AA is NOT a religion!"
Sponsee: "Thank God!"

**"As you ramble through AA,
Brother, whatever be your goal.
Keep your eye upon the doughnut,
And not upon the hole."**



Minimum Accessibility Checklist for Meetings

Is your meeting really handicapped accessible?

Entrance

- _ Does the entrance have steps, a threshold, or other physical barriers?
 - o If so, is there a ramp to enable someone in a wheelchair to enter the building?
- _ Are the doors wide enough to accommodate a wheelchair (32")?
 - _ Can the doors be opened by someone in a wheelchair?
 - o If they are heavy or difficult to open, someone may need to assist.
- _ If the main entrance is not accessible by wheelchair, is there an alternate wheelchair accessible entrance?
 - o Is there signage indicating the location of the alternate accessible entrance?
- _ If the entrance is accessible by means of a lift, is the lift in good working condition?
 - o If the lift is operated by a key, does someone know where the key is or have possession of the key?

Path of travel to the building entrance

- _ Is there a path of travel accessible by wheelchair from the street or parking area?
 - _ Are "handicapped parking" spaces provided?
 - _ Are the sidewalks even and in good repair?
 - _ Are there curb cuts/curb cut outs?
 - _ Are sidewalks clear of ice, snow, or other debris?

**SPECIAL
NEEDS
INFO**

Path of travel within the building

- _ Is there a level path of travel from the wheelchair accessible entrance to the meeting area?
 - _ if there is not, are there ramps to enable someone in a wheelchair to reach the meeting?
 - o Lifting someone over steps or stairs is not an acceptable solution for access.
- _ If there is a lift or elevator, is it in working order?
 - o If the lift is operated by a key, does someone know where the key is or have possession of the key?
- _ Are corridors and door widths adequate (32") for passage of a wheelchair?
 - _ Are pathways which might be used free of obstacles or protruding objects?
 - _ Is the coffee service accessible to a person in a wheelchair or with another type of mobility impairment?

Restrooms

- _ If there are restrooms for the general public, are wheelchair accessible restrooms in the same location?
 - o If not, are there accessible restrooms within a reasonable proximity?
- _ Is the doorway clearance at least 32"?
- _ Does the entry setup provide adequate maneuvering space for a person using a wheelchair? (44" for forward movement, and a 5-foot diameter or T-shape clear space to make turns)
- _ Are grab bars available within the bathroom stall?

For more detailed information see your district special needs chair. Most have the long version (24 pages) of this document which is available on the [Wisconsin Area 75 website](#). It contains more details and suggestions on changes that a meeting may or may not be able to make. This checklist was condensed by D52 Special Needs chair from that checklist.