

## Fund Drive Overview

Dear A.A. Group Secretary,

The Annual Fund Drive for the A.A. Cleveland District Office begins **March 1** and continues throughout the month. We come to you each year to raise awareness of your office and the vital services it provides. In years past, your donations have *kept the doors open* and we look forward to your continued support.

This packet contains all the materials you will need to assist in coordinating this year's Fund Drive. We hope you help us maintain this crucial connection with the members of the Greater Cleveland A.A. community.

Included in this packet are the following:

1. **Fund Drive Overview** - this page.
2. **Fund Drive FAQ** – common questions you should know related to the Fund Drive.
3. **Fund Drive Announcement** - provides general information on completing and collecting pledges, including instructions for making credit card pledges online and by phone.
4. **What Does the Office Do for Us?** – specific function of the A.A. Cleveland District Office.
5. **Prepaid Pledge Envelopes** – no postage required and self-sealing.
6. **Individual Pledge Slips** - for members who prefer to use instead of the Prepaid Pledge envelopes.
7. **Group Pledge Slip** - allows your group to make its group contribution.
8. **Group/Meeting Form** - for meeting and contact updates (also available at [www.aacle.org](http://www.aacle.org)). It is important that we have correct contact information for your group.

Thank you for your selfless service as an A.A. Group Secretary. Please call the Cleveland District Office at (216) 241-7387 or email [info@aacle.org](mailto:info@aacle.org) if you have questions or need assistance in any way.

Sincerely,  
Operating Committee & Cleveland District Office Staff