



KBDM Guidelines

Step One: Framing The Topic

Framing provides background history, relevance (why we're discussing the topic) & context (how it fits current circumstances) to a topic which brings clarity, focus and perspective when presenting the topic to the group. The goal is for all meeting members to have the same information for review prior to discussion of the topic at the formal meeting and to provide sufficient information for good discussion.

The framing worksheet must be completed to the best of the submitter's ability and given to the Chairperson prior to the meeting to provide time for clarification of materials, if needed.

General Guidelines for filling out the framing worksheet:

- Avoid drawing any conclusions - set the background so the conclusion can come from the discussion.
- Consider personal thoughts or experiences if they assist in clarifying, lending credibility or illustrating a point. Please keep it simple and consider the AI-Anon Legacies.

Framing The Topic Worksheet

1. Create a title for your topic. It can be a question or a statement that needs clarification.

Topic for discussion: _____

2. Summarize why you brought this question/topic forward to the group. Relevance and Context - Why are we having this discussion now? Why is this discussion important?

Summary: _____

3. Include any available background information on the topic. Sources could include but are not limited to WSO, AWSC, Group Records, CAL (Conference Approved Literature), our AI-Anon/Alateen Service Manual or past meeting minutes which may include relevant past motions or discussions related to the topic.

Historical Background Information: _____

PLEASE COMPLETE AND RETURN TO CHAIRPERSON

DATE SUBMITTED: _____

(To be filled out by Chairperson)