



**MEMPHIS AREA INTERGROUP OFFICE**  
**SUGGESTIONS FOR HANDLING 12 STEP CALL**  
**PLEASE SHARE THIS INFORMATION WITH YOUR GROUP**  
**PLEASE! NO LAST NAMES ARE REQUIRE.**

In response to the decision of Intergroup Assembly, September 2, 1979, the following suggestions are offered to the group responsible for taking 12 step calls.

1. A member signing the sheet for "DAY" calls will be on call from 8:00am to 8:00pm. "NIGHT" calls are from 8:00pm-8:00am.
2. Two members may sign up for the same time period and this is especially urged for night calls, when the Answering Service is on duty.
3. All 12 step calls after business hours are calls coming from our answering service. The phone number will be **800 374-5098** on caller ID. **PLEASE answer and SAVE this number; all telephone providers may not recognize the number and appears *unknown*.** Otherwise, during business hours the phone number will be 454-1414 (MAIA on caller ID.)
4. Member(s) signing are responsible for each call given him/her. If the caller needs a visit, the member on call may get another member to go, or her/himself. If the latter, please check out with the office (or Answering Service) and call in when upon your return. This can be done by calling Intergroup 901 454-1414.
5. It is suggested that all visits be made by **TWO** AA members. Also, a woman should visit a woman and a man visit a man. A man-woman combination to make the call is always acceptable. In many instances, it will be found a telephone conversation will suffice. The main purpose is, of course, to get the suffering alcoholic to a meeting as soon as possible.
6. We have found it an excellent idea for a new member to sign up to make calls with a more experienced AA member.

**Making 12 Step Calls is a great opportunity to not only share your sobriety, but to add new members to your group.**

**It is suggested by the Intergroup Assembly that a closed meeting be devoted to the subject of 12 Step calls just before the group is due Call Sheet Duty.**

*NOTE: Any member may be put on the "Back Up" list (permanently available for 12 Step work) by phoning the office 901 454-1414.*

**MEMPHIS AREA INTERGROUP ASSOCIATION**  
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