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| **Conference Committee** | **Item** | **Sub-Item** | **Agenda Item Description** |
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When reviewing General Service Conference Agenda Items to help prepare our Delegate much will depend on the nature of the Item. The Background Information provided by our General Service Office (GSO) should provide much of the necessary information. However, additional research and gathering of input from other AA members and groups may be useful. In particular, the AA Service Manual is a good source of information.

The goal should be to try and discern the underlying issues, and how making suggested changes would or could impact AA, both positively and negatively. Thus, it is important to pull from the background material the most important, basic, or fundamental information regarding the issue. The goal is to help our Delegate thoroughly understand the issue at hand, and the Pro’s and Con’s.

The following are some general questions that can be considered during reviews. Feel free to modify and add to as needed. This is meant to be a guide only, and a worksheet if desired. Additional information that can be obtained, and creativity in presenting results, are welcomed and encouraged.

**Agenda Item:**

**Historical Context:**

* *Has this been on the agenda previously*?
* *If so, when*?
* *If so, what was the outcome*?
* *What, if anything, has changed since prior conferences*?

**Genesis:**

* *What is the source of the item*?
	+ Area
	+ District
	+ Home Group
	+ Individual Member
	+ Trustee or AA World Services (AAWS)/Grapevine office personnel
* *What is the stated need*? *Is it compelling*?
* *Has support from multiple Areas, Districts, Members been expressed*?

**AA Traditions:**

* *What, if any, AA Traditions affect the Item*? *How*?

**AA Steps:**

* *What, if any, AA Steps affect the item*? *How*?

**AA Concepts:**

* *What, if any, AA Concepts affect the item*? *How*?

**Benefits/Drawbacks:**

* *What is the stated benefit*?
* *Are there other potential benefits*?
* *What are potential drawbacks*?

**Resources/Costs:**

* *Would implementation require extensive resources – human, material, physical, financial, etc.*?
* *Is the total financial cost estimated in the submission, and if so, how much is that financial cost*?
* *Would implementation require changes to multiple documents*?

**Other Methods to Meet Need:**

* *Are there other options to meet the stated need*?
* *If so, what are some potential methods*?

**Pro’s:**

1.
2.
3.

**Con’s:**

1.
2.