

## **1. What is a Central Office?**

According to the A.A. General Service Office (GSO) [Guidelines for Central or Intergroup Offices](http://www.aa.org/en_pdfs/mg-02_centralorinter.pdf) ([http://www.aa.org/en\\_pdfs/mg-02\\_centralorinter.pdf](http://www.aa.org/en_pdfs/mg-02_centralorinter.pdf)), “A central office (or intergroup) is an A.A. service office that involves partnership among groups in a community—just as A.A. groups themselves are partnerships of individuals. A central office is established to carry out certain functions common to all the groups—functions which are best handled by a centralized office—and it is usually maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.”

## **2. Does the Portland metropolitan area have an Intergroup?**

Yes, in 1950 the structure of Intergroup took shape in Portland Oregon and an office was established. Our Central Office functions first and always to carry out the primary purpose of Alcoholics Anonymous, which is of course to carry the message of recovery to the alcoholic who still suffers. We do this by supporting a 24hr AA hotline. This is a vital lifeline for every alcoholic, whether in crisis or simply in need of directions to the next meeting. Secondly, by having trained staff and volunteers to run the Central Office during business hours, allowing the public to contact AA easily and have their many questions answered. The office frequently receives calls from institutions or professional’s that require a higher level of service than an AA group alone can offer.

In the early days of AA, it became quite clear that service offices would play a crucial role in carrying the AA message. We were fortunate to have started our office early in the development of AA in Oregon. Additionally a big part of the office and daily tasks revolve around serving the groups in the greater Portland metropolitan area. We get calls daily from groups needing information such as where to send their districts money, how to start a new AA meeting, questions about traditions, steps or how to control an unruly member. You name it, we get the question!

## **3. Is there a difference between a Central Office and an Intergroup?**

The term Central Office and an Intergroup are frequently used synonymously but there can be a significant difference. In our case, the Portland Area Intergroup represents the collective membership of AA groups that choose to be members of the Intergroup. They meet once a month for the IGR (Intergroup Representative) meeting. At this meeting we discuss how the AA outreach committees are progressing, their needs, and how AA members can volunteer. We also discuss the financial report and any other AA related topics that are relevant to the intergroup structure. The *Central Office* of Portland Area Intergroup is only one of many functions of Portland Area Intergroup.

## **4. Is it common to have more than one Central/Intergroup Office in a metropolitan area?**

No it is not common, other than in areas that have extremely high density populations that continue from one large area to another. Los Angeles County in Southern California is a perfect example. LA County is a huge area and takes in several large cities. Many of these cities do have their own office provided they have the financial resources to support one.

A city the size of Portland rarely has additional offices.

**5. How did the Portland Area Intergroup/Central Office come about?**

The office sprang from the need of the early AA groups in Portland. AA was growing and we needed a way for the public to get in touch! The first thing that was done was to establish a phone number for Alcoholics Anonymous in Portland Oregon! That is the same number we use today, **503-223-8569**. In the Portland Area Intergroup Handbook, there is a section on the history of Portland Area Intergroup.

**6. What are the geographical boundaries that Portland Area Intergroup serves?**

Portland Area Intergroup serves all groups south of the Colombia River to Woodburn. The Salem office serves from that point south to the next office, which is Eugene. We serve all groups east to the top of MT Hood to Corbett. We extend west to Banks and Gales Creek in the foothills of the Coast Range. Although we do not list meetings at the Oregon coast, we do ship literature to them. Many of those groups have members who make the trip to Portland to shop for their group.

**7. Where is the Central Office located and where has it been?**

Currently, the Central Office is located at 825 NE 20<sup>th</sup> Ave, Ste 200, Portland OR 97232.

The first office used a space in the original Alano Club that started in downtown Portland. Within a few months it was moved to the Dekum building, located at 519 SW 3rd Avenue. The office remained there for the next 40 years! When the time came to move, the next location selected was in NW Portland. We were in this area for the next 14 years. 2004 brought a tighter budget and a chance to reduce expenses by moving to SE Portland. We stayed there until losing our lease in 2009. At that time we searched for a new location that would sustain the office and maintain a central location that was easily accessed and near a freeway. That is where we currently reside.

**8. What are the hours of operation for the office?**

The office maintains business hours between 9:00 AM and 5:00 PM Monday through Friday. Groups can order literature over the phone and we will bring the order to the business for your convenience. We do offer shipping which saves both time and money for the volunteer picking up the literature. We also have our website set-up for members to shop at anytime they wish! [www.pdxaastore.com](http://www.pdxaastore.com)

**9. How can we get in touch with Portland Area Intergroup?**

Call 503-223-8569 or stop by the office, 825 NE 20<sup>th</sup> Ave., Ste 200, Portland OR 97232. Come to the monthly business meeting at 3123 NE 24<sup>th</sup> Ave, Portland OR 97212. Saint Mary Magdalene Church, 7:00 PM the 2<sup>nd</sup> Monday of every month.

**10. What services do you offer?**

Portland Area Intergroup offers a large selection of services to the community. We sponsor service committees such as [Public Information \(PI\)](#), [Treatment Facilities \(TF\)](#),

[Cooperation with the Professional Community \(CPC\)](#), and [Corrections](#). We host and operate the 24 hr AA hotline. We keep 12 step lists up to date and available. Our office provides a convenient location for groups to participate in service work. The office has a fully stocked bookstore for AA groups and members. We publish the local AA meeting schedule and keep the website, [www.pdxaa.com](http://www.pdxaa.com) current with meeting changes as well.

Portland Area Intergroup has a newsletter, “Sobriety in Stumptown,” where members can share their story and group information. [www.pdxaa.com/Newsletter.aspx](http://www.pdxaa.com/Newsletter.aspx)

Portland Area Intergroup sponsors two special functions each year for the enjoyment of the AA community and their families: the annual Intergroup Picnic and the newly formed Founders Day dinner celebration.

Our Central Office is staffed with knowledgeable employees and volunteers that help groups and individuals with questions they may have about a variety of subjects relating to AA. We act as a clearing house for all groups to share their experience strength and hope.

### **11. What products are sold at Central Office?**

The office sells all items published by [Alcoholics Anonymous](#) and the [A.A. Grapevine](#) . We carry as well, an assortment of AA anniversary coins and chips. A selection of meditation and other books supporting AA’s message of recovery are also stocked. To receive a price list of all items sold, please call the office with your address and we will gladly mail you a copy.

#### **“Conference-approved” — What It Means to You.**

The term “Conference-approved” describes written or audiovisual material approved by the Conference for publication by G.S.O. This process assures that everything in such literature is in accord with A.A. principles. Conference-approved material always deals with the recovery program of Alcoholics Anonymous or with information about the A.A. Fellowship.

The term has no relation to material not published by G.S.O. It does not imply Conference disapproval of other material about A.A. A great deal of literature helpful to alcoholics is published by others, and A.A. does not try to tell any individual member what he or she may or may not read.

[http://www.aa.org/lang/en/en\\_pdfs/smf-29\\_en.pdf](http://www.aa.org/lang/en/en_pdfs/smf-29_en.pdf)

### **12. How can my A.A. Group get involved with the Portland Area Intergroup?**

The best way for an A.A. Group to get involved with the Portland Area Intergroup is to elect a home group member into the position of Intergroup Representative (“IGR”). The IGR is the liaison between a group and the Portland Area Intergroup. IGRs attend the Portland Area Intergroup monthly business meeting, vote their group’s conscience on Portland Area Intergroup Business matters, and share information between the group, the Portland Area Intergroup Central Office, and other participating groups. If your group is

not ready to elect an IGR, then consider sending a guest liaison instead.

**13. When and where do you hold your business meeting?**

The business meetings are held on the 2<sup>nd</sup> Monday of every month at 3123 NE 24<sup>th</sup> Ave. in the St Mary Magdalene Church Atrium at 7:00 PM.

**14. How is Portland Area Intergroup Supported?**

Portland Area Intergroup is supported by direct donations from A.A. groups and members. This is in accordance with our 7<sup>th</sup> tradition. Please read the pamphlet “Self-Support: Where money and spirituality mix.” [http://www.aa.org/pdf/products/f-3\\_selfsupport.pdf](http://www.aa.org/pdf/products/f-3_selfsupport.pdf)

**15. Can my A.A. Group contribute to Portland Area Intergroup?**

Yes, your group can contribute simply send your form of payment to 825 NE 20<sup>th</sup> Ave, Suite 200, Portland OR 97232. We also process Visa and MC for your convenience. It is suggested that you include your group service number. If you do not know the group service number, please call Central Office for assistance. 503-223-8569

**16. Can I, an A.A. member, contribute to Portland Area Intergroup?**

If you are a member of A.A., then yes, you can contribute to the Portland Area Intergroup. To contribute, simply send your form of payment to 825 NE 20<sup>th</sup> Ave, Suite 200, Portland OR 97232. We process Visa and MC for your convenience through our website: <http://pdxaastore.com/p-377-prudent-reserve-contribution.aspx>

**17. Can non-A.A. members contribute to Portland Area Intergroup?**

No. A.A. Tradition Seven states that “Every A.A. group ought to be fully self-supporting, declining outside contributions.” Therefore, we must decline contributions by non-A.A.’s

**18. Is Portland Area Intergroup a non-profit organization?**

Yes, Portland Area Intergroup, Inc. is a non-profit corporation registered as a 501 ( c ) ( 3 ) corp. with the IRS and Oregon State Department of Revenue

**19. Are my personal contributions to the Portland Area Intergroup tax deductible?**

Yes, but always talk to your tax advisor.

This FAQ sheet is designed to help answer simple questions about Portland Area Intergroup. If you have additional questions, please forward them to PAI Board of Directors, 825 NE 20<sup>th</sup> Ave, Suite 200, Portland OR 97232. Or by email to [1212@pdxaa.com](mailto:1212@pdxaa.com) with “question” in the subject line.