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Meeting should include the following conference approved literature to be considered as an

official UA meeting of recovery:

- UA Steps
- UA Traditions
- UA Symptoms
- UA Tools

Additional reading of the following conference approved literature:

- UA Concepts of World Service
- The “About UA” pamphlet
- Alcoholics Anonymous Big Book
- Alcoholics Anonymous 12 Steps and 12 Traditions (AA 12x12)
- UA Time Sheet side 1
- UA Time Sheet side 2

All other literature on the website is GSB approved and pending conference approval

UA MEETING FORMAT EXAMPLE

22 **[Note to Friday moderator:** on the first Friday of the month: no qualifier, no actions, no
23 phone number exchange. Close meeting at the half-time break after announcements. Turn the
24 meeting over to the Business Chair. There is a Friday moderator version of this script
25 available for easier reading.]

26 **Greeting:**

27 Hello everyone. My name is and I am an underearner.

28 Welcome to the **(Name of meeting)** of Underearners Anonymous.

29 Phone: At any time during the meeting, you may press Star (*) 6 to mute or unmute your
30 phone.

31 Video: _____

32 Face-to-Face: _____

33 **Serenity Prayer:**

34 Please unmute your phone now and may we have a moment of silence followed by the Serenity
35 Prayer.

36 *God, grant me the serenity to accept the things I cannot change, courage to change the*
37 *things I can, and wisdom to know the difference.*

38 **Preamble:**

39 Underearners Anonymous is a fellowship of individuals who share their experience, strength
40 and hope with each other that they may solve their common problem and help others to recover

41 from compulsive underearning. The only requirement for membership is the desire to stop
42 underearning. There are no dues or fees; we are self-supporting through our own contributions.

43 UA is not allied with any sect, denomination, politics, organization, or institution; does
44 not wish to engage in any controversy; neither endorses nor opposes any causes. Our
45 primary purpose is to stop compulsive underearning, one day at a time, and to help
46 other underearners do the same.

47 **Twelve Steps & Twelve Traditions:**

48 Our program is based on the belief that the foundation of change and recovery from
49 compulsive underearning is to be found in working the Twelve Steps and abiding by
50 the Twelve Traditions, first developed by Alcoholics Anonymous.

51 *[Chair to invite reading, and may do them if no one responds.]*

52 · Who would be willing to read the **Twelve Steps** of UA?

53 · Who would be willing to read the **Tradition** of the month and the 12th

54 Tradition? · Who would be willing to read the **Symptoms** of [Underearning](#)?

55 · Who would be willing to read the **Tools** of UA?

56

57 **Meeting Norms:**

58 Tradition Two states, *“For our group purpose there is but one ultimate authority — a*
59 *loving God as is expressed in our group conscience. Our leaders are but trusted servants;*
60 *they do not govern.” So, to maintain the serenity of the meeting, here are some accepted*
61 *guidelines:*

62 · When you share, **please tell us your name**, and if you're comfortable, your **location**.

63 This helps to facilitate connection and outreach.

64 · **We do not engage in cross talk**, which we define as interrupting or directly addressing
65 another speaker.

66 1

67 · We ask each member to **please be mindful of your mute status** when you are not
68 speaking. Please note that this is a dashboard monitored meeting. If you are not
69 currently speaking, and the meeting is experiencing background noise, you may be
70 muted.

71 To best facilitate sharing, we need a **timekeeper**. Who would be willing to do that
72 service? Shares are up to three-minutes with a one minute warning at two minutes. When
73 you hear that you have 1 minute left, please acknowledge (Timekeeper) by saying “Thank
74 you,” and then at three minutes, wrap up your share.

75 **Welcome Newcomers:**

76 Before we begin, we want to welcome any newcomers to the meeting and acknowledge
77 your being here. It is suggested that you attend at least six meetings so you have time to
78 identify with the speakers, begin to absorb the UA concepts, and learn more about the
79 program by exploring the website and making some outreach calls.

80 Are there any newcomers on the line who would like to introduce themselves? You may
81 need to press (*6) to un-mute. [pause] **Welcome all newcomers!**

82 *Who would be willing to serve as newcomer greeter after the close of*
83 *the meeting? [If no one responds, just say you'll ask again later.]*

84 **Meeting Focus and Format for Sharing:**

85 Recovery from underearning is action and service based. The focus of this meeting is
86 overcoming underearning.

87

88 The room is open for sharing.

89 We honor UA trad 1, “**our common welfare should come first,**” by striving to create a
90 welcoming space for a range of voices. We request that if you shared or qualified yesterday,
91 please refrain from sharing today. To foster a peaceful meeting and avoid interruptions, we ask
92 members to monitor only themselves. To get in the queue, please say your name, slowly &
93 clearly and resist saying it repeatedly to give others a chance to be heard. We appeal to
94 everyone’s shared sense of etiquette to support this group conscience.

95 Please focus your sharing on underearning. I will now take 3 names for sharing. Who
96 would like to share?

97 **(After the 3 names are taken - please announce the order of sharing)**

98 [After each share, thank the speaker by name. Be sure to write down all who speak, so
99 you can again thank them by name at the end before the phone number requests.]

100 **At 30 minutes (7:45am EST) - Seventh Tradition & Announcements:**

101 Now it's time for our seventh tradition and announcements. UA has no dues or fees, we
102 are self-supporting through our own contributions. But we do have expenses: for the
103 dissemination of UA literature, the maintenance of its website, and costs incurred by the
104 General Service Board.

105 Contributions can be made via PayPal on the UA website at
106 www.underearnersanonymous.org, or by check, to UA, Box 1839, New York, New York
107 10163.

108

109 Contributions to this meeting can be made online through...

110 Please give what you can, but if you can give nothing for now, keep coming back,
111 because **you are more important than your money.**

112 We hold our business meeting on the (day and time) of the month starting at the halftime
113 break. All are welcome to attend. We request that proposals be submitted to the Business
114 Chair in writing at least one week before the business meeting and that the person making
115 the proposal be present at the meeting.

116 *[If you don't yet have a Newcomer Greeter, say:]* At this point we require the service of
117 a Newcomer Greeter. Who is willing to do that service after the close of the meeting?

118 Are there any UA related announcements? Timekeeper please give us 3 minutes for
119 announcements. Thank you.

120 **[Note to Friday moderator:** *on the first Friday of the month, wrap up and close the meeting*
121 *now, before the business meeting.] [After announcements, invite continued sharing,*
122 *saying:]*

123 We have until (?) minutes after the hour for sharing.

124

125 I am your moderator, is our dashboard monitor, and is our timekeeper.

126 **Our focus for this meeting** is underearning; you may of course share on other issues
127 related to your underearning, should you feel the need. Who else would like to share? I will
128 take 3 more names for sharing.

129 **(After the names are taken - please announce the order of sharing)**

130 **At about 55 minutes (8:10am EST) - Wrap Up:**

131 That's all the time we have for sharing. I'd like to thank everyone who shared *[read names,*
132 *noting especially who was the Qualifier, if any]*. I'd also like to thank for being our
133 dashboard monitor, for keeping time, and everyone who helped with doing the readings in
134 the beginning *[read names]* and I'd like to thank for agreeing to serve as Newcomer Greeter
135 at the close of the meeting. And thank **you** for letting me be of service.

136 **[Note to Friday moderator:** *on the first Friday of the month, skip both the phone number*
137 *request and actions. After the wrap up, close the meeting, say the serenity prayer, and then*
138 *turn the meeting over to the Business chair.]*

139 **Request Numbers:**

140 Before we share actions and close the meeting, we'll request phone numbers for outreach. If
141 you want to contact someone you heard at today's meeting, please call out their names now
142 and we ask those members to stay on the call, if they are able, until after we say the Serenity
143 prayer. I will also stay on the line to facilitate the exchange of numbers. Who would like a
144 number?

145 *(write down the name of the person requesting a number and the name requested)*

146 **Share Actions:**

147 Now we will briefly share some actions we plan to take today, or this week, to overcome
148 underearning, and enrich our fiscal and spiritual solvency. Who would like to share
149 actions?

150 **Closing (8:14am EST):**

151 In closing, the opinions expressed here today are strictly those of the individuals who gave
152 them. The things you have heard here are spoken in confidence and should be treated as
153 confidential. We do not take outside the meeting, who we hear at the meeting. If you try to
154 absorb what you have heard, you are bound to gain a better understanding of the way to
155 handle your problems and begin to change your life. Talk to each other, reason things out
156 with someone else. Let there be no gossip or criticism of one another, but only Love,
157 Understanding and Companionship.

158

159 Please un-mute your phone by pressing Star (*) 6 and will all who care to join me in saying

160 Video:

161 Face-to-face:

162 **The Serenity Prayer:**

163 *God, grant me the serenity to accept the things I cannot change, courage to change the*
164 *things I can, and wisdom to know the difference.*

165 **[Note to Friday moderator:** *on the first Friday of the month, turn the meeting over to the*
166 *Business chair here.]*

167

168 **Number Exchange:**

169 Now it's time to share requested phone numbers. Please say your number ONE TIME
170 slowly and clearly and I will repeat each number.

171 *(write down each number)*

172 **Thank you everyone!**

173 **Newcomer Greeter:**

174 Now I'm turning the meeting over to our Newcomer Greeter.

175 *[If there was no one who stepped up to volunteer to be the Newcomer Greeter, you*

176 *can ask again, volunteer yourself, or simply close with... **The meeting is open for***

177 **fellowship!]**

178

179