

Super Saturday Guidelines

1. Location
 - A. A room will be reserved for the year for each Super Saturday at North Kansas City Hospital.
 - B. Groups sponsoring the event may choose not to use the NKCH room reservation and hold the Super Saturday at a site closer to the group's meeting location, or anywhere they decide that meets the following requirements:
 - 1) The room reserved must be large enough for 50 people.
 - 2) The room must be handicapped accessible.
 - 3) The facility must have adequate parking.
 - 4) Each sponsoring group is responsible for ensuring the proper equipment is available for the event.
 - C. Let IG know if there is a location change so NKCH can be notified.
2. Flyer
 - A. The flyer should be given to Intergruop 6 weeks prior to the event for timely distribution, and to be put on Intergruop website.
 - B. Include the name of the group hosting the Super Saturday.
 - C. Include a map or written directions to the location of the event, as well as where the room is located inside the building.
 - D. Be sure to state whether the event is open or closed.
3. Costs
 - A. Up to \$100 will be available from Intergruop to pay for the room.
 - B. Up to \$100 will be available from Intergruop to pay for supplies.
 - C. Requests for reimbursement of supplies over \$100 must be approved by the Intergruop officers.
 - D. Groups should utilize items in Intergruop storage prior to making purchases, and return excess items purchased by Intergruop to be put in storage.
 - E. Receipts for costs must be presented to the Intergruop Treasurer for reimbursement.
4. The hosting group should decide whether the event will be closed to OA members only, or open to family members, members of the health-care field, etc.
5. The format is to be determined by the sponsoring group. The activities may include a skit, one-on-one sharing, journal writing, small group breakout sessions, art project, speakers, etc.
6. Attendees are asked not to eat lunch or snacks in the meeting room. However, a side room or space should be offered in the opening announcements so those with special dietary needs will feel welcome to take their food to another room when they need to eat.