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**Confirmation of Attendance certificates or ‘Chit’ System**

**Overview for Group & Intergroup members**

The confirmation of attendance system, often called ‘the chit system’ is simply a scheme to let people have a document to show that they have attended a particular meeting. That person can then give the confirmation to Community Justice managers\*, Social Services, an employer, or any other body.

The system was endorsed by Conference 1987 as being within the Traditions and operates without compromising anyone’s anonymity. It is up to the person requesting the chits to report on themselves to whoever is supervising them.

In other words, the use of 'chits' is AA's well-established system of self-reporting. Chits do not guarantee sobriety, they just confirm attendance at an AA meeting, and no one is forced to attend an AA meeting either.

The intergroup Probation/CJ Liaison Officer can be invited to attend any meeting to explain the Chit system. Each group that agrees to participate tells their Intergroup so, and the P/CJ Liaison Officer would add that group’s details to the list of participating groups prepared for the local Community Justice service. it is recommended that the Intergroup secretary also keeps a record of the groups participating to ensure continuity of service.

Any safeguarding concerns are best addressed through the Group Conscience and guidance sought from the AAGB website and current Structure Handbook. Where there is a Safeguarding representative appointed and /or Probation/CJ officer they can be consulted.

Some intergroups now choose to keep supplies of blank chits for Groups.

Blank chits are available free of charge from GSO and can be requested by any group, intergroup or regional officer. They are printed with anti-counterfeit ink and use the group’s number as a ‘signature’ thereby ensuring the anonymity of the member filling them out. They will only be posted out to a group, intergroup or regional officer ’s address already registered with GSO, so before requesting any please ensure that your contact and the group’s registration details are up to date. via the ‘[Pink Form](https://www.alcoholics-anonymous.org.uk/members/aa-meetings/pink-form/)’.

Further suggestions on setting up and running a confirmation of attendance/chit system are given overleaf.

\* The term ‘Community Justice managers’ is used to encompass different terms used in different areas of Great Britain and in different organisations. Other terms which you may be aware of include, Probation officer, Supervising Social Worker, Offender manager, Criminal Justice manager and Community Payback Officer.

**Setting Up the ‘Chit’ System for your Group**

1. Agree via Group Conscience. Decide who will ensure proof of attendance chits are available (e.g. Secretary, GSR, or another Officer), where they will be securely kept between meetings and how you wish to announce to members that you operate the chit system.
2. Email GSO ([AAInformation@gsogb.org.uk](mailto:AAInformation@gsogb.org.uk)) to notify. Please copy in your local Intergroup Probation/CJS Liaison Officer and Secretary.
3. Order a small number of attendance chits from GSO (standardised and printed with anti-counterfeit ink).
4. Give Group UID number when ordering chits (Use the UID instead of a signature when you issue a chit to protect anonymity.)
5. Please update the Pink Form as soon as possible (tick – chit system available). If you do not have internet access, you can send a paper copy of the pink form to our York address.
6. The [AA-GB Find a Meeting webpage](https://www.alcoholics-anonymous.org.uk/find-a-meeting/) will then show an envelope icon against your group’s listing, meaning attendance chits are available.

Note: Please direct anyone wanting to find chit meetings to the AA GB homepage, which has a link to the Find a Meeting page at the top. The ‘chit system’ can be selected in ‘additional requirements’. This is the best way to check the information is up to date.

1. Please ensure that it is announced that Chits are available for anyone wishing to self-report and to see an identified Group officer after the meeting. Experience suggests this is best done at the start of each Group meeting.
2. The Group officer fills in the chit at end of meeting. Use the group's UID as the 'signature' to protect anonymity.
3. Keep your GSR & Intergroup LO informed about using the chit system, whilst preserving anonymity.

Chits - a tool which every group can have … we never know when it will be needed.

Further information is given in AA’s ‘Liaison Officers Pack: Probation/CJS’ available from GSO and in the AA-GB website [Document Library](https://www.alcoholics-anonymous.org.uk/members/document-library/).

It is, of course, entirely up to each group and intergroup whether and how they choose to introduce the confirmation system. (The AA Service Handbook for Great Britain 2024, p87)

**Please discuss any Safeguarding concerns in your Group Conscience with local Intergroup Probation Liaison Officers and Safeguarding representative.**

***‘None of us is above the law. If an issue is within the law, our Traditions apply; if outside the law, then contact outside agencies.’ P123 Structure Handbook 2024***

***Please keep this guidance for future reference…***