



## Office Hours and Information

**The Intergroup Office** serves as a clearinghouse for information related to A.A. and A.A. groups/meetings in the northern New Jersey area. The office serves over 1,200 groups and nearly 2,100 meetings.

The functions of the office include responding to a wide range of telephone, postal, email, and walk-in inquiries, producing meeting books, maintaining databases and coordinating 12th Step contacts. **Our office is open 10 a.m. – 6 p.m. Monday through Friday.** Visitors are welcome...to view a few A.A. artifacts on display, to learn a little more about Intergroup or to just say hello.

To help us collect and track meeting *openings and closings as well as online meeting updates* for your Group, please use the **Meeting Update Form**.

[https://www.nnjaa.org/intergroup/cgi-bin/virt\\_mtg\\_form.php](https://www.nnjaa.org/intergroup/cgi-bin/virt_mtg_form.php)

When a Group or Meeting moves their *permanent location, changes their group mailing address or primary contact, rotates their service positions, and/or changes their meeting type*, then our **Intergroup Data Sheet** is required. This form accommodates in-person and online meeting information.

<https://www.nnjaa.org/intergroup/forms/IntergroupGroupInformationForm.pdf>

Intergroup manages a **12<sup>th</sup> Step Contacts** database; a collection of A.A. members that includes their availability to serve as 12<sup>th</sup> Step Contacts. If there are members in your Group who are willing to return calls from individuals reaching out to A.A. for help, we encourage you to pass around a 12<sup>th</sup> Step Contact sheet and return it to our office electronically or by mail. 12<sup>th</sup> Step Contact sheets are available at the office and can be found in the *Members* section of the NNJAA.org website.

### LITERATURE AVAILABLE FOR PURCHASE IN OFFICE

*We ship Meeting Books and Just for Today cards ONLY*; all other literature must be picked up at the office. We accept cash or check.

- ✓ **Big Books**
  - **Hard cover** \$12.00
  - **Soft cover** \$11.00
  - **Large print, soft cover** \$10.30
- ✓ **Twelve Steps & Twelve Traditions** (hard cover \$8.90)
- ✓ **As Bill Sees It** (hard cover \$9.00)
- ✓ **Daily Reflections** (soft cover \$10.25)
- ✓ **Came to Believe** (soft cover \$5.00)
- ✓ **Living Sober** (soft cover \$5.00)
- ✓ **Meeting Books** (2023 – Per Dozen \$9.00)
- ✓ **Just for Today cards** (packs of 100/ \$8.00)

There are several ways to **contact us**, you can call 908-687-8566 during working hours, email us at [Intergroup@nnjaa.org](mailto:Intergroup@nnjaa.org) – or visit our website: <https://www.nnjaa.org/>.