Meeting Attendance Cards in Virtual Meetings

Signing meeting attendance cards has become an increasingly common practice in many NA communities around the world. Each NA group is responsible for determining whether it is able to provide verification of attendance at its meetings, and if so, how that is handled.

Any member requiring some form of verification of their attendance at an NA meeting is first encouraged to contact the agency requesting the signature to confirm what will be acceptable to them. It is also suggested to arrive at a meeting early in order to allow time for a conversation about whether an attendance card can be signed.

These are the methods of providing this service to those attending virtual meetings that we are aware of:

- ☑ The secretary of the meeting, or another trusted servant, can send a text or email to the member with the date, time, and name of the meeting.

- ☑ An email account can be created and set to provide an automatic response only on the day of the meeting. Anyone sending an email on that day will receive a reply containing the date, time, and name of the meeting. The general practice seems to be to include the name of the meeting within the email address and to use the account only for the purpose of meeting verification.

- ☑ A local website can provide meeting attendance verification by including a widget on a designated page that generates a pdf containing the day, time, and name of the meeting when a code word is entered. The code word is changed each day and provided only during the meeting.

Announcements about signing attendance cards can be made verbally as part of the meeting format, and/or via a chat box if the meeting platform supports that function.

It may be helpful to remember that in face-to-face meetings no information beyond the day and time of the meeting and a set of initials or a stamp is provided.

NAWS Bulletin 31 N, Meeting attendance cards (https://www.na.org/?ID=bulletins-bull31), contains a more in-depth discussion of the practice of signing attendance cards and how it relates to NA's guiding principles. We encourage you to review that resource.

If your community has an alternative approach to verifying attendance
we encourage you share that information with NA World Services
by emailing toolbox@na.org so that it can be added to this resource.