

How to collect the 7th Tradition Electronically



As many face-to-face meetings are now meeting virtually because of the pandemic, it is important to continue to collect the Seventh Tradition. The funds are needed for the local group when it resumes face-to-face meetings, along with the local intergroup, region, and the OA World Service Office. These service bodies do a lot of valuable things behind the scenes to help support the OA program.

It is now rather simple to collect the Seventh Tradition virtually. An informal survey of one of our larger meetings determined that most members used PayPal to make electronic payments, and it can be used to collect the Seventh Tradition. Even after face-to-face meetings resume, it can be useful to collect the Seventh Tradition via PayPal in addition to the traditional basket as our society is going increasingly cashless and many people carry little or no cash with them.

Here are the steps, which are suggested as a method to collect the Seventh Tradition. *Please note that this is a suggestion and offer of information, NOT a requirement of the OA NoVA Intergroup!* As always, meetings are autonomous.

1. Set up an organizational email address.

You can use Gmail or any other email service to create an email account, but we suggest you use the meeting email that has been created for you by the 12th Step Within Committee (see the March edition of NoVAions or contact info@oanova.org for information)! Choose an email address that reflects the identity of the meeting, such as delraysoflight@oanova.org.

2. Set up a separate PayPal account for the meeting by going to www.PayPal.com. Use the meeting's address as the primary email address for the PayPal account. PayPal requires the name and address of the person setting up the account.

Make sure that at least two people have access to the PayPal account, one of which should be the treasurer. This is a good practice for all OA-related accounts. If something happens to one of the account holders, the group will still be able to access the funds.

3. Announce the PayPal address at the meeting and ask people to contribute via PayPal. *Make sure to select "friends and family" when making the contribution.* We are not selling products or making a profit; this is in line with Region 7 practices for electronic donation.
4. Treasurers should promptly send the funds where they need to go. Traditionally, after most groups cover their expenses they contribute 60% to their intergroup, 30% to the OA World Service Office, and 10% to their local region.

Funds can be moved directly from PayPal to the service bodies:

- a. NOVA Intergroup: novaigmoney@gmail.com.

- b. OA Region 7: treasurer@oaregion7.org
- c. OA World Service Office sarmstrong@oa.org.

When you send the funds to intergroup, region, or world service, DON'T FORGET YOUR MEETING NUMBER (found in the Where and When on www.oanova.org). Otherwise, your meeting may not be recognized for its contribution.

For other group expenses, if the recipient does not take PayPal, then the simplest thing to do is for the group treasurer to pay the recipient directly and get reimbursed from the PayPal account. PayPal can be linked directly to a bank debit or credit card, and PayPal can also disburse the funds as a check to the account owner.

- 5. Large sums should not be allowed to pile up in a PayPal account. PayPal is not a bank and the funds are not FDIC insured.

There is also hacking risk. As soon as practical, groups should use the funds for their intended purpose by paying group expenses and making contributions to the local intergroup, region, and the OA World Service Office. This reduces the risk that the funds may be lost due to hacking.



- 6. Make regular reports to the group.
- 7. Take it one day at a time.