

## 4a Sponsorship Committee Report

**Sponsorship Committee: Frank, Suzanne, Hilary and Laura**  
**20<sup>th</sup> January 2023**

We have been meeting regularly to discuss sponsorship and prepare for the next workshop. We have continued to respond to emails from people enquiring about CoDA sponsorship and/or finding a sponsor in CoDA or any associated queries.

### **SPONSORSHIP WORKSHOP**

The last workshop was on October 8th and was well attended as usual.

The next Sponsorship Workshop is being held on Sunday January 22nd, 4.00-5.30.

We will be having four 10-minute chairs on being a sponsor, sponsee and co-sponsor and also on the '12 Tips for Sponsors' and 'What's in it for me' booklets.

We also plan to alternate between Saturdays and Sundays for the workshops to accommodate people who may be unable to attend on certain days.

### **US Sponsorship Workshop**

The US will be holding a Sponsorship Workshop on Saturday, February 11th starting at 4.00 GMT.

The sponsorship committee has been in touch with them, and Frank has been liaising with the US and attended planning meetings.

They were offered the UK Workshop script, but they have decided to change our format and do different things.

### **Sponsorship Service Positions**

The Sponsorship Committee are coming to the end of their service positions and will be standing down. Many thanks to them.

Frank will be taking a 2-year minimum sabbatical.

If anyone is interested in becoming Sponsorship Rep please come to the workshop this Sunday, January 22nd.

As the US is now doing their own Sponsorship Workshop, we can stay separate, or we can hand it over to the US. The Workshop script is always available on the internet and if anyone wants to pick it up, it is all set up.

### **Step Workshop**

There will be a Step Workshop on Saturday February 18th.

This is a new venture and will be focusing on Step and Power of 5 groups and defining the difference between the two. There are currently a lot of people doing service on Power of 5 groups both here and in the states.

### **WhatsApp Groups**

Frank is handing in his service on all groups connected to the Workshop so he will set them to 'admin only can post'.

If anyone on the NSC wants to be admin on these groups, they can let him know.

I'd personally like to thank Frank for his fantastic commitment and service to these groups.

**The CoDA UK Sponsorship Team**

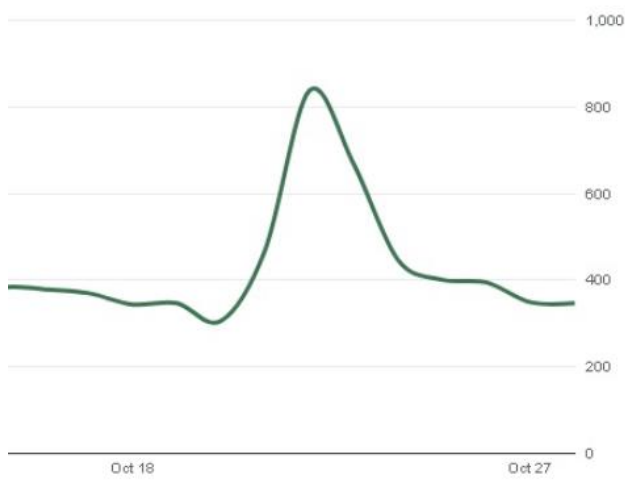
## 4e. Website and Meetings List report

### 2022 Milestones:

- 1 million page views for the CoDA UK Website in by August 2022

All-time posts, comments, views, and visitors	
Posts	177
Comments	0
Views	1,025,232
Visitors	207,286
Best Views Ever	3,159
30 August 2021	

- 57% visits come from Search engines
  - 38% from bookmarks/direct access
  - 3.5% from referrals
  - 0.8% from social
- 878 members visited the website in 1 day, on CoDA's birthday in October 2022



### Website Development:

- Google Analytics set up to track popular content – an opportunity to expand the website based on member interests
- Members' shares continue to expand:
  - Shares by step
  - Filed by topic
- Query raised – opportunity to develop a CoDA App
  - With conference endorsed literature
  - Personalization of experience
- Web team welcomed back one of the original architects – to support updates, and extension of a new "CoDA North & Regions" section.
- Review of website content was initiated Spring 22 – with support of expanded Web & Content support team.
- CoDA Newcomers & Materials expanded to include:
  - 12 Service Concepts
  - Starting a New Meeting

- Step Prayers (hosted by CoDA Canada)
- Audible sample Big Book
- Extension of FAQs to include:
  - 13th stepping (and extended support safeguarding statement)
  - CoDA Step Prayers - hosted by Canada
  - Cross talk guidelines (and print outs)
  - Hospitals & Institutions - booklet & materials
  - Newcomer literature across the world (Farsi, French, Icelandic, Spanish)
- FAQs continue to expand:
  - Shares by step
  - Filed by topic
- Additionally, the Webmaster mailbox now manages access to NSC Zoom – offering self-service access to the account.

### Meetings list:

- As of 22<sup>nd</sup> January 2023, there are 125 meetings listed on the website in Scotland, Wales and England:
  - 43 in person only
  - 62 online only
  - 6 hybrid (online and in person)
  - 14 showing as inactive
- Current meetings list coordinator in service for too long but no-one has come forward to assist with this essential role, despite it being advertised for more than a year. Service takes about 30 mins per week.
- Opportunities for some one-off or regular pieces of service – please contact [meetings@codauk.org](mailto:meetings@codauk.org) for more info or a chat about how to get involved:
  - Contact the 14 inactive meetings to enable website update and obtain GDPR info from a few others (by phone calls/emails)
  - Assist with updating the 'How to Start a Meeting' web page
  - Contact meetings to ask for their scripts to share on this page
  - Technical task – adding meeting type tickboxes to the web list (Wordpress skills required)
  - Develop the 'No Meeting in Your Area' part of the website
  - Updating the list (Excel and Wordpress)

## 4f. Communications report

- Copied comms data to office space & mailbox
- Communications list – accessible across NSC
- Autoresponder added to mailbox to offer members self-service option 24/7  
Response within hours-2 days  
Queries originating across countries:
  - Ireland
  - Europe
  - India
- Primary queries & responses to:
  - Are there “Face to face meetings” returning?
  - Are there “Meetings in my area”?
  - Request for comms/call
  - Urgent requests
  - CoDA Literature – missing order
- Expansion of CoDA announcement emails to include:
  - CoDA Events
  - CoDA Service comms
  - CoDA UK Website updates
  - etc

## 4g Public Information report and proposals

### Public Information across UK and Ireland Report 2022/23

- 640 – digital packs sent out (target 800+)
- Additional member reaching out in East of England
- PI & Comms channel expanding – number of members sharing ESH
- Regions, Chair Finders, CoDA in Pocket, Noddfa WhatsApp groups – supporting requests for recovery event comms

### Invites circulated to UK & Ireland meetings

- Birmingham – “Visible Recovery” event (APPG)
- Bristol – “Recovery Festival”
- Liverpool – Recovery Fair event (APPG)
- Central & North West London NHS Foundation
- North London – The Priory
- South London – HMP Wandsworth (Mens)
- South London – recovery event (APPG)
- Surrey – HMP Send (Womens)

### Recipients – engaging (more circulated by hand)

#### Nationwide teams

- Galop.org.uk
- CALM
- Choice & Medication
- Mankind Initiative
- Music Support
- Refuge – MIP Health
- Sex Addicts Anonymous
- Survivors UK

#### Regional

- Broadway Lodge
- Essex Partnership University
- Change Grow Live – Bootle/Black Country
- Gloucestershire Police & Crime Commissioner
- Hampstead & Kilburn MP
- Headstuff – ADHD
- Priory North London
- Woodlands Surgery

#### Authorities

- Avon & Wiltshire – NHS
- Central & North West London – NHS
- HMP Huntercombe
- HMP Norwich
- HMP Send
- HMP Wandsworth
- Inclusion Midlands – NHS
- Sussex Community NHS Foundation
- Wigan Central & North – NHS

### External publishing teams – circulating context about codependency

Coverage (driven by journalists)

- [“Women who love too much”](#)
- [“Recovering from... relationships”](#)
- [“Should I tell my son...”](#)

**PI Proposal 1:**

Introduce formal support/budget, so that the PI Committee can send Conference-endorsed book samples to institutions expressing interest in starting CoDA meetings in facilities.

**Supporting background information:**

- \* A couple of institutions have expressed interest in starting/hosting CoDA meetings for their clients.
- \* Such facilities would benefit from an upgraded "Public Information pack" - beyond 3-4 booklets & leaflets, which are typically sent to professional teams.
- \* It would be helpful to agree a process for claims, and budget to cover.

**2021 – estimates****(2 booklets & 2 x 5 leaflets) ~500g**

25 packs - [£111.25 - £325] + £45.75 postage

50 packs - [£222.50 - £650] + £91.50 postage

100 packs - [£445 - £1300] + £183 postage

**2023****(3 booklets & 5 x leaflets) – sent on average**

50 packs - [£222.50 - £650] + £91.50 postage

**PI Proposal 2:**

To agree a figure to introduce formal support/budget, so that the PI Committee can attend recovery events to take Conference materials and present CoDA ESH to professional teams.

**Supporting background information:**

- \* Many/most events don't occur within easy travelling distance of members of the group so travel expenses would be incurred
- \* Event attendance would necessitate purchase & distribution of information packs/literature samples, and sometimes a booking fee to hire a table
- \* It would be helpful to agree a process for claims, and budget to cover expenses for agreed events

Transport costs – supported for agreed recovery events (petrol/public transport) – different each time

**CoDA Conference Set**

3 x Big Blue Book for event	£34.50
2x booklet set - for sale	£36
Leaflets - free distribution	£27
	£97.50
+ Stall charges	different per event

## **4i CoDA UK, North and Regions Intergroup**

Annual Report, January 2023

The Northern Intergroup has supported groups over many years and supported the formation of new groups. Members have shared experience strength and hope, dealing with many problems at our meetings in Manchester before Covid.

It has supported the Retreats in Noddfa and Formby, the visits of Ken and Mary to England, and many other ventures.

During Covid, the CoDA Northern Intergroup has had problems with the resignation of a number of members and positions needing to be filled, though we continued to meet online.

We reformed in the Autumn of 2022. Several members volunteered for service, and all were elected unanimously. In a second meeting Pete H was also elected as Communications Representative in our second meeting, and Mari was elected as Vice-Chair.

The Noddfa Retreat is now meeting three times a year, at Noddfa in Penmaenmawr, more often than ever before. This is the primary opportunity at the present time in the UK for members to meet members from other groups face to face.

The Intergroup, with the NSC, invited Ken and Mary to England and we hope to invite them again in future years.

The Intergroup is now North and Regions as we welcome members from groups through the UK who cannot easily get to London. We have representation from members as far apart as Poole and Scotland, which is easier now we can meet online.

Members of the Intergroup have represented the UK at the Coda Service Conference and we are looking at the possibility of the Intergroup being represented at CSC in order to bring CoDA Service closer to members.

Philip F, Chair, North and Regions Intergroup  
January 2023

## **4j London & South East Region report**

The LSER dissolved as a functioning subcommittee last October due to lack of service and support, as reported at the last NSC. We hope it may resume in future, but in the meantime we are running quarterly events. These include a Members and GSRs forum focusing on group-related issues, and a service workshop focusing on the CoDA publication 12 Service Concepts: Alive and Free which, like the CoDA literature on the 12 Traditions, includes application of the Concepts in personal recovery as well as service. The first of these events in January was well received and the next one will be on Saturday 8<sup>th</sup> April.

## **5 CoDA Service Conference (CSC)**

**What is CSC and why do NSC send Delegates?** *Philip, NSC Delegate and Voting Entity (VE) 2022*

The CoDA Service Conference is the annual meeting of CoDA members elected by intergroups across the world. It is the Service Conference both for America and for the whole world. We voted on a range of issues, such as the development of CoDAteen, and in particular on literature that is used by groups.

Each State in America sends two delegates, and countries other than America where CoDA has members send two delegates, though some states, such as Arizona and California, send four as these states are divided into North and South.

Not all states are represented, nor are all countries with CoDA members.

I have tried to describe what it was like in my reports, though I am still only beginning to understand how it works.

There was a feeling, both in 2021 and 2022, that the UK was underrepresented, and that we should consider if the Northern Intergroup could send delegates, partly to meet this.

In my view it is essential that the UK is represented at CSC, which has overall responsibility for the running of CoDA across the world, and is responsible for so many issues.

## 6 Treasury Report

### TREASURER'S REPORT – NSC AGM – 4<sup>th</sup> February 2023

#### Bank and cash report

Reporting period: 30<sup>th</sup> October 2022-31<sup>st</sup> January 2023 (quarter)

Opening balances: 29<sup>th</sup> October 2022

Lloyds Business current 30-92-89 Account No: 01850351£20,567.99

Lloyds Business instant 30-92-89 Account No: 34467660 £3,007.95

(This account accrues very small amounts of interest)

**PayPal donations can be made to: [paypal.me/NSCTreasurer](https://paypal.me/NSCTreasurer)**

Date	Transaction - description and notes	Bank (paid)	Bank (received)	PayPal (received)	Balance	PLI (received)	Donations (received)	Sundries (paid)
31-Oct-22	EAST KENT CONVENTION - TRAD7	£ -	£ 34.30		£ 20,602.29	£ -	£ 34.30	£ -
07-Nov-22	CODA Birmingham Zoom Tuesday	£ -	£ 10.00		£ 20,612.29	0	£ 10.00	£ -
14-Nov-22	Cambridge in person TRAD 7	£ -	£ 300.00		£ 20,912.29	0	£ 300.00	£ -
16-Nov-22	KINGSTON / 7TH	£ -	£ 50.00		£ 20,962.29	0	£ 50.00	£ -
23-Nov-22	BRISTOL CODA	£ -	£ 40.00		£ 21,002.29	0	£ 40.00	£ -
24-Nov-22	PayPAL 24/11/22 - Personal donation	£ -	£ -	£ 25.00	£ 21,027.29	£ -	£ 25.00	£ -
06-Dec-22	CODA Birmingham Zoom Tuesday	£ -	£ 10.00		£ 21,037.29	0	£ 10.00	£ -
09-Dec-22	EAST KENT INTERGROUP	£ -	£ 400.00		£ 21,437.29	0	£ 400.00	£ -
03-Jan-23	LIVERPOOL	£ -	£ 20.00		£ 21,457.29	£ 20.00	£ -	£ -
06-Jan-23	HASLEMERE GROUP	£ -	£ 84.00		£ 21,541.29	0	£ 84.00	£ -
10-Jan-23	HOPE AND RECOVERY TRAD 7 HOPE RECO	£ -	£ 150.00		£ 21,691.29	0	£ 150.00	£ -
16-Jan-23	HUNGERFORD	£ -	£ 25.00		£ 21,716.29	£ 25.00	£ -	£ -
17-Jan-23	CODA B'ham Zoom Tuesday	£ -	£ 50.00		£ 21,766.29	0	£ 50.00	£ -
23-Jan-23	PayPAL - 20/1/22 Sunday lunch (now closed)		£ -	£ 245.00	£ 22,011.29	0	£ 245.00	£ -
23-Jan-23	HOPE AND RECOVERY TRAD 7 HOPE RECO	£ -	£ 89.00		£ 22,100.29	0	£ 89.00	£ -
	<b>Totals</b>	<b>£ -</b>	<b>£ 1,262.30</b>	<b>£ 270.00</b>		<b>£ 45.00</b>	<b>£ 1,487.30</b>	<b>£ -</b>

Closing balances 24<sup>th</sup> January 2023

Lloyds Business current 30-92-89 Account No: 01850351£22,100.29

Lloyds Business instant 30-92-89 Account No: 34467660 £3,010.25

(This account accrues very small amounts of interest – in this period £2.30p)

Made up of:

PLI contributions received	£45
T7 donations received	£1,487.30
Interest received	£2.30
Less expenses paid	£0.00
<b>Total (cash asset increase):</b>	<b>£1,534.60</b>

#### FINANCE REPORT:

##### **What is a prudent reserve?**

A prudent reserve is an amount of money set aside to provide a source of funds for situations such as a sudden increase in expenses or an unanticipated loss in contributions with the intention of reserves being used and replenished within a reasonably short period of time. Each group or service body should establish its own prudent reserve policy.



**How much money should be in the prudent reserve?**

The amount may be determined by figuring operational expenses for a given period of time.

Expenses include such things as rent, telephone, postage, printing, subscriptions, utilities, consultant fees and staff salaries, if applicable. The fund should be periodically reviewed to make sure it meets the present and projected needs of the group or service body.

**Prudent Reserve:**

NSC needs to adopt a prudent reserve policy: eg, one year's expenses or 3 months' expenses or 3 years' expenses.

Prudent Reserve recommended: If we adopt to a policy of one year's operating expenses of the following:

## OPERATING EXPENSES FEB 22-JAN 22

Total operating expenses for 2022	£931
Income for the year	
Feb 22 – Apr 22	£2,445.40
May 22 – Jul 22	£1,139.70
Aug 22 – Oct 22	£1,068.81
Nov 22 – Jan 22	£1,532.30
<b>Total income</b>	<b>£6,186.21</b>
operating expenses paid	(£1,234.93)

Cash book balance as at 25<sup>th</sup> January 2023

£3,010.25 + £22,100.29 = **£25,110.54**

Zoom 2022 subscription	£ 143.88
Public information – Postage	£ 181.80
Public information – Literature	£ 130.40
Public Liability Insurance premium	£ 455.00
Treasurer postage costs for signatories etc	£ 5.30
Wordpress domain – Website	£ 15.00
MS Office 365	£ 129.60
Exchange Online Kiosk	£ 173.95

**Cash reserve for 2023\_24      £25,110.54 less £1,234.93 = £23,875.61**

**Proposal:**

**to donate £5,968.90 to CoDA World Service = 25% of cash balance**

**to retain £17,906.71 (£14,896.46 in current account, £3,010.25 in instant access account)**

*[Is this too much, is this too little? Questions and discussion invited]*

**Background for discussion:**

Personal donations made to meetings go to covering the meetings' operational expenses such as room rent, literature handed out freely to newcomers (a literature account could be drawn up for this where literature sales cover literature costs), refreshments, and/or an internet-based video conferencing service. Each group would have its own policy for arriving at a prudent reserve which is suggested to be 3 months' worth of expenses. They would forward any amounts over and above this prudent reserve, less any extra ordinary costs, down the service structure (to Intergroup, Region, National intergroup)

Donations received from groups to regions and intergroups pay for expenses agreed by that intergroup, and in the case of the NSC these are: the maintenance and development of the CoDA UK website including domain and web hosting fees, email account hosting costs, where at the NSC each officer has their own email address, NSC Zoom account which is utilized by committees (e.g. sponsorship committee, charity sub-committee, literature committee, PI committee) for group public liability insurance, (recovered by the meetings as a contribution [to stay in line with T7],) it pays to send two UK voting entity delegates to the CoDA World Service Conference and for public information costs. It also makes events such as speaker workshops happen, support conventions, fund the service costs carried out by a hospitals and institutions committee, and further fund the production and distribution of public information such as posters, letters and packs of literature to the wider public (as they choose).

NSC has not organised a workshop since 2019 (Ken and Mary workshop). NSC last made a donation to WSO in 2019, which represented 20% of its current cash held, when the balance was around £5000.

The policy of the NSC is not established except that it must hold enough funds for an annual period because we have 12-month contracts; all of our costs are charged and paid annually, not monthly. In order to establish the prudent reserve, it's necessary to hear how these values can be adjusted based on plans that would involve spending money, so we need to invite discussion and opinions from members to take these to their GSRs to Regions and Intergroups.

Tradition Five (stating that each group has but one primary purpose – to carry the message of recovery to the codependent who still suffers) drives almost everything we do. Our fixed costs currently stand at £931 for 2021\_2022. We would need to determine what percentage increase or decrease there is likely to be based on 2023 figures, and other kinds of calculations based on unit costs.

Only once the fixed costs have been covered, i.e. we operate at a break-even point, can we then add variable costs based on unit cost increases or decreases. An example would be where we need to circulate more numbers of posters, or where we plan a convention to be financed by the funds we hold and without recouping the costs from ticket sales. Tradition Seven states that each group ought to be fully self-supporting, thus we would want ticket sales to cover the cost of a convention, rather than financing it ourselves. However, Tradition Five states that each group's primary purpose is to carry the message of recovery, and the NSC can do this by supporting PI and Hospitals and Institutions (H & I), as well as with events, workshops and conventions.

NSC currently does not have an H & I committee, a possible subject of discussion and group conscience decision.

## APPENDIX A

**CoDA UK (NSC) Charity – sub committee**  
**Business meeting on Zoom – Minutes (draft)**  
**19<sup>th</sup> January 2023 – 6pm**

CoDA Opening Prayer, Traditions: Two & Five, Service Concept: One  
 Feelings check-in

Present: Emma W, Gillian A, Hil, Rochelle S

Minutes: Rochelle

Apologies:

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Background:

Three subsequent years of NSC revenue exceeding £5K has prompted the NSC to look into registering itself as a charity, and also for reasons of protecting personal liability.

In November 2022 at the NSC meeting, a small sub committee was formed made up of Emma W, Gillian A, Hil, Rochelle S, Philip and Sam, to investigate the advantages of the NSC /CoDA to be registered as a charity. In order to share and educate ourselves and one another on the types of charities currently available we are collaborating on WhatsApp to be able to converse about, share and exchange resources to help inform our discussions. We have also shared documents via email for those not able to use WhatsApp, and talked on the phone.

NSC had voted in November 2021 in favour of investigating the setting up of a charity, which came about following a proposal.

Agenda Request dated 6 November 2021 [attached]

<https://www.dropbox.com/s/e3i7r3yiicgawlb/NSC-Agenda-Request-6-November-2021-Charity-registration.pdf?dl=0>

Minutes 21 November 2021, Point 9. [attached]

[https://www.dropbox.com/s/gx2v2h1rfp0pys6/NSC-2021\\_11\\_06-Minutes%20vote%20in%20favour%20of%20charity.pdf?dl=0](https://www.dropbox.com/s/gx2v2h1rfp0pys6/NSC-2021_11_06-Minutes%20vote%20in%20favour%20of%20charity.pdf?dl=0)

Meeting notes 12 March 2022, Point 5. [attached]

<https://www.dropbox.com/s/w7lqbab7ydk1bz/Minutes%20for%20NSC%2012th%20March%202022%20-%20charity%20point%205.pdf?dl=0>

Summary:

The committee needs to ascertain that CoDA UK qualifies as a charity, in defining the charity's objects and purposes, in writing a governing document, and appointing Trustees. To achieve this outcome we may need to instruct external accounting and legal paid services.

There are four main types of charity: Charitable Incorporated Organisation [foundation or association], Charitable Company [limited by guarantee], Unincorporated Association, and Trust. Erring in favour of the charitable incorporated organisation (CIO) where the main benefit would be that the charity would require to register and file accounts and returns with The Charity Commission

without the additional workload and burden of dual registration with Companies House, it would have a legal “personality” in being able to enter contracts with limited liability, be able to sue or be sued in its own name – not in the names of individual members, be able to file receipts and payments on a cash basis rather than an accruals basis (making accounting more simple), not be subject to filing fees or late filing penalties – we are investigating the CIO, (probably the foundation type – without wider membership).

Information about CIO (foundation or association) <https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure#charities-with-a-corporate-structure-which-type-to-choose>

#### Discussions:

- GDPR and Safeguarding
- Identifying what makes up the registered entity. Would it be the NSC, the regions separately, CoDA UK. What is defined as CoDA UK?
- Choosing a suitable name for the charity
- Defining the role of trustees
- Writing our charity’s purpose which would form the governing document
- Sharing ESH around the formation of another 12-step program fellowship charity, and to consult with the professional consultant whose services they instructed (for a fee of £200).

#### Actions:

- Emma to invite one of the Trustees of the charity that she was involved in to liaise with her and our subcommittee.
- Emma to illustrate using a power point that was prepared by the other fellowship, the different types of charity so that we can demonstrate this to the wider fellowship.
- To invite input from members of the fellowship to get involved.
- To continue reading resources before we meet again on 26<sup>th</sup> January.

Meeting ended with the Serenity Prayer and the 12 Promises.

Next meeting 26<sup>th</sup> January 2023.

## APPENDIX B

### Anonymising 7<sup>th</sup> Tradition PayPal Donations [long guide]

#### A guide for groups for setting up a new email account and new PayPal account in a group name:

This is a guide to treasurers of CoDA groups in the UK wishing to set up a PayPal account in their group name. This serves to help protect anonymity and helps to comply with the General Data Protection Regulation (GDPR). The new email address (used for PayPal 7<sup>th</sup> Tradition fund) could also be used by GSRs of groups which could be passed on to the next GSR in service.

Steps to set up a PayPal account using a new email account:

1. **1<sup>st</sup> Step is to set up a group email account (same email as your group PayPal email [IMPORTANT: with different password]):**
  2. If your group has a PayPal account in a personal name using a personal email address, you will want to close the account so that no future 7<sup>th</sup> Tradition donations are made into it. Do not close the account until you have opened a new PayPal account in your group's name and have informed members of the PayPal link.
  3. Treasurer to create a new email account which will become the PayPal email address. (eg: gmail), eg: Oxford.Tuesday630@gmail.com
  4. Decide on a name that isn't your personal name, but which best describes your group. The reason for this is so that the email account can be passed on to the next treasurer with each new rotation of service.
  5. Instead of using your first and last name, use the group names.
  6. Choose a first name: OxfordTuesday
  7. Choose a surname: SixThirty
  8. Choose a username: Oxford.Tuesday630
  9. Choose a password: Oxford630 (IMPORTANT different from the PayPal password)
  10. Provide your own telephone number and date of birth. This can change when rotation changes. You don't have to supply a recovery email, but if you do, open a new one also in the group name with a small difference, e.g. OxfordVerification@gmail.com. This also means the email address will be able to be rotated.
  11. Verify your phone number. Click Send.
  12. The verification code will be sent by text to your phone if you select Text.  
**DONE**
  13. **2<sup>nd</sup> step is to set up a PayPal account for your 7<sup>th</sup> Tradition donation fund (same email address as used for the group email [IMPORTANT: with different password]):**
  14. <https://www.paypal.com/uk/signin>
  15. Sign up
  16. Select "Personal Account". Agree to the Terms & Conditions.
  17. Enter your mobile number.
  18. Security prompt (solve a puzzle).enter
  19. Receive code via text.
  20. Enter the code
  21. Set up profile: Enter the group email and group name
  22. Enter first name: OxfordTuesday
  23. Enter surname: SixThirty
  24. Enter the email (previously set up as above)
  25. Example (same as Gmail email address: [Oxford.Tuesday630@gmail.com](mailto:Oxford.Tuesday630@gmail.com))
  26. Create a password for the PayPal account, eg: Oxford630T& (IMPORTANT different from the email accounts).
  27. Enter your telephone number
  28. Important for security: Do not use the previously set-up email password; choose a different password that only the account holder (usually the treasurer) would use, which is passed on upon rotation of service.
  29. An email will come through to Oxford.Tuesday630@gmail.com asking you to confirm your email address.
  30. Log into your email address, and receive the email, and confirm.  
**DONE**
1. Before closing your old PayPal account, download transactions (to keep a record of all transactions)
  2. Transfer all funds from your old PayPal account to this new one.
  3. Create a PayPal.me link and share it to your group.

**Anonymising 7<sup>th</sup> Tradition PayPal Donations [short version of the guide]**  
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This is a guide (short version) to treasurers of CoDA groups in the UK wishing to set up a PayPal account in their group name. This serves to help protect anonymity and helps to comply with the General Data Protection Regulation (GDPR). The new email address (used for PayPal 7<sup>th</sup> Tradition fund) could also be used by GSRs of groups which could be passed on to the next GSR in service.

Steps to set up a PayPal account using a new email account:

1. Create a new email account using your group name. Do not set up email verification at this point. Just use your telephone number.
2. Use your telephone number to receive the codes.
3. Eg: First name: Oxford
4. Eg: Surname: SixThirty
5. Email address: [OxfordSixThirty@gmail.com](mailto:OxfordSixThirty@gmail.com)
6. Password: Oxford630
7. Create a new PayPal account using your group name
8. Use the same first and last name as in the email account
9. Use the same email address as used for the email account
10. Use a different password [very important] from the one used for the email account

When completed, set up a verification email for the gmail account, so that others with access to the group email may view the email verification emails for the group email account. Share the passwords to your committee members for the email accounts, but do not share the password for the PayPal account. The PayPal password can be shared to the next treasurer, who must immediately change the password when you rotate out of service, and keep it safe for their sole use.

4. Before closing your group's old PayPal account, download transactions (to keep an historic record)
5. Transfer all funds from your old PayPal account (which was in your personal name) to this new one (in the group name).
6. Create a PayPal.me link and share it to your group.