# Framing the Topic

Framing provides background history, relevance (why we're discussing the topic), and context (how it fits current circumstances) to a topic which brings clarity, focus, and perspective when presenting the topic to the group.

The goal is for all meeting members to have the same information for review prior to discussion of the topic at the formal meeting and to provide sufficient information for good discussion.

The framing worksheet must be completed to the best of the submitter's ability and given to the Chairperson prior to the meeting to provide time for clarification of materials, if needed.

## General Guidelines for filling out the framing worksheet:

* Avoid drawing any conclusions. Set the background so the conclusion can come from the discussion.
* Consider personal thoughts or experiences if they assist in clarifying, lending credibility, or illustrating a point. Please keep it simple and consider the Al-Anon Legacies.

## Framing the Topic Worksheet

1. Create a title for your topic. It can be questions or a statement that needs clarification.

**Topic for discussion:**

1. Summarize why you brought this topic or question forward to the group. Provide relevance and context. Why are we having this discussion now? Why is this discussion important?

**Summary:**

1. Include any available background information on the topic. Sources could include, but are not limited to WSO.

**Historical background information:**

## Complete and return to the Secretary. Date: