

February, 1991

Dear Volunteer Group Facilitator:

We hope this letter finds you well and in good spirits.

We are writing to confirm the details of your participation on the "panel" on Friday February 22nd that we discussed.

As we mentioned, we are doing our next weekend training of volunteer group facilitators on the weekend of February 22-24, and we are asking you to participate as a panelist to answer questions and talk about your experience as a volunteer group facilitator.

The panel discussion is scheduled from 8:15 to 9:15 p.m. on Friday the 22nd, and we would like you to arrive by 8:00. The training is at 1855 Folsom Street (at the corner of Folsom and 15th St.), where we did the training last April. When you arrive, please wait in the area immediately outside the door to Room 125 (the same room where we did the training last April) for a few minutes, and one of us will come out to meet you guys at around 8:05 or 8:10. We will start the panel promptly at 8:15.

Here's the format of the panel:

1. To begin, the moderator will pose a series of questions. Each of you will be asked to respond briefly to each question. We ask that you limit your response to 2-3 minutes or so; it's okay to take less time than that.

For each question, the moderator will start with a different panelist and ask that person to answer first. Then, the moderator will ask both of the other panelists if they have anything to add to the first panelist's response. We recommend that you not rehearse any answers, since it will be more lively and spontaneous if you more or less "think out loud."

The questions we have planned are:

- How would you summarize what you as a facilitator *do* in your group?
- What have been some of the most enjoyable aspects about your role as the facilitator in your group?
- What have been the hardest aspects about your role?
- In what ways did you get what you expected as a facilitator? What were some things that took you by surprise?

2. Next, we will open it up for questions from the audience. This segment should last for about 30 minutes or more.

We are really glad you are able to participate. This will be an important part of the training.

Sincerely,


Kevin Brooks


David Silven, Ph.D.

625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604

BAHSES MEMORANDUM

November 21, 1991

TO: See Distribution
FR: Sylvester Paige, BAC Manager
RE: BAHSES ATHLETIC CLUB 1992 SCHEDULE



Listed below are dates and events schedules BAHSES Athletic Club (BAC) for 1992. Please note them on your activity calendar.

Feb 15/16	Sweetheart Trip - Yosemite
Apr 11	3rd Annual Fish Fry - Oakland
Apr 24	Social Event
May 25	BAC Picnic
Jun 14	Bake Sale and HIT Table - San Francisco
Jul 18/19	White Water Rafting and Camping - Location to be announced
Aug 16	BAC Dance
Sep 11-13	Camping Trip - Bodega Bay
Sep 5	Beach, Dance and Bar Crawl in Santa Cruz
Oct 31/Nov 1	Halloween at Lake Tahoe (overnight gambling trip)
Nov 26	BAC pre-thanksgiving Cocktail Party - Location to be announced
Dec 12	Bake Sale and HIT Table - San Francisco
Dec 24/25	Christmas Gathering - Oakland

We are hoping to establish a bowling and volley ball teams. If you are interested, please let me know. These activities and events are a team effort and to ensure success, your participation is encouraged in taking charge or working of respective committees. If you have any ideas of things we can do, please send me a note.

Distribution:

BAHSES Staff
NTFAP (4)
EACH (1)
BWMT/SFBA (4)
MACT-GBA (4)
Bill Bess, BAHSES News
Board of Directors

435040/514010/721045/731045



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P.O. BOX 811, OAKLAND, CA 94604



December 23, 1991

Mr. Brian Catania
870 E. El Camino Real, #76
Mt. View, CA 94040

Dear Brian:

Recently you had expressed an interest in obtaining information about HIV treatment from one of our information booths. Enclosed please find information and resources regarding HIV treatment. We hope that this information will prove to be helpful to you.

If you should have any questions or comments, please feel free to give us a call at (415) 749-6714.

Sincerely,

Clarmundo S. Sullivan

Clarmundo "Michael" Sullivan
Project Asst. - Education and Outreach

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514070 ✓



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

625 O'FARRELL STREET
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P.O. BOX 811, OAKLAND, CA 94604

BAHSES MEMORANDUM

January 17, 1992

TO: See Distribution

FR: Sylvester Paige, BAC Manager

RE: BAHSES ATHLETIC CLUB 1992 SCHEDULE



BAHSES
TO SERVE OUR COMMUNITIES

Listed below are dates and events scheduled for BAHSES Athletic Club (BAC) for 1992. Please note them on your activity calendar.
DS

Mar 21/22	Yosemite
Apr 11	3rd Annual Fish Fry - Oakland
Apr 24	Social Event
May 25	BAC Picnic
Jun 14	Bake Sale and HIT Table - San Francisco
Jul 18/19	White Water Rafting and Camping - Location to be announced.
Aug 16	BAC Dance
Sep 5	Beach, Dance and Bar Crawl in Santa Cruz
Sep 11-13	Camping Trip - Bodega Bay
Oct 31/Nov 1	Halloween at Reno (overnight gambling trip)
Nov 26	BAC pre-thanksgiving Cocktail Party - Location to be announced
Dec 12	Bake Sale and HIT Table - San Francisco
Dec 24/25	Christmas Gathering - Oakland

We are hoping to establish a bowling and volley ball teams. If you are interested, please let me know. These activities and events are a team effort and to ensure success, your participation is encouraged in taking charge or working of respective committees. If you have any ideas of things we can do, please send me a note.

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June 9, 1992

Mr. Samuel J. Hart
366 Staten Avenue, #302
Oakland, CA 94610

Dear Sam:

As of June 1, BAHSES has officially extended its AIDS/HIV education and support services to gay and bisexual African American men in Oakland. After talking with a group of 60 African American gay/bisexual men in May and reviewing my outreach efforts in the past 5 years, I have concluded that current Oakland AIDS service efforts aren't enough. Something more has to be done to stop the growing loss of our beautiful African American gay/bisexual men.

With this in mind, BAHSES will be providing the following free and high quality services to African American gay/bisexual men in Oakland:

- o Safer Sex/AIDS Education Workshops
- o Safer Sex/AIDS Facilitator Trainings
- o Support Groups for HIV+ gay/bisexual men
- o HIV Information Table at bars

At this time, I would like to ask you if would continue your much appreciated commitment to stop the spread of HIV in the African American community in one or both of the following ways:

o **Participate** in one or more of our upcoming series of African American gay/bisexual male community discussions on how BAHSES can best provide services to our community. These meetings will be confidential.

o **Complete and return** the enclosed questionnaire on how you would like to continue your involvement with BAHSES and how your skills can be utilized in our efforts to reach our brothers in Oakland.

I am looking forward to hearing from you. If you should have any questions or comments, please feel free to give us a call at (415) 749-6714.

Sincerely,

Michael Sullivan

Michael Sullivan
Project Asst. - Education and Outreach

326000, 512090, 514070, 514075

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July 10, 1992

TO: See Distribution

FR: Lee Y. Woo

RE: BAHSES ATHLETIC CLUB 1992 SCHEDULE

Listed below are dates and events scheduled for BAHSES Athletic Club (BAC) for 1992. Please note them on your activity calendar.

Aug 16 BAC Dance
Sep 5 Beach, Dance and Bar Crawl in Santa Cruz
Sep 18-20 Camping Trip - Bodega Bay
Oct 31/Nov 1 Halloween at Reno (overnight gambling trip)
Nov 26 BAC pre-thanksgiving Cocktail Party - Location to be announced.
Dec 12 Bake Sale and HIT Table - San Francisco.
Dec 24-25 Christmas Gathering - Oakland

If you are interested, please let me know. These activities and events are a team effort and to ensure success, your participation is encouraged in taking charge or working of respective committees. If you have any ideas of things we can do, please send me a note.

Distribution:

BAHSES Staff
BWMT/SFBA
Bill Bess, BAHSES News
BOD

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BAHSES
TO SERVE OUR COMMUNITIES

November 27, 1991

Ira Brantly
P.O. Box 425181
San Francisco, CA 94142

Dear Ira:

Thank you for expressing an interest in becoming a volunteer for the Bay Area HIV Support and Education Services. It is always a pleasure to utilize the skills and talents of others to better serve our community and provide you with volunteer opportunities.

This letter is to invite you to attend our Volunteer Orientation Training which will be held here on January 11, 1992 at 1:00 pm.. The purpose of this training is to let you know what our goals and objectives are and what your responsibilities and opportunities are as a volunteer. This will also present you with an opportunity to meet our current volunteers and hear about how rewarding their experiences have been. Refreshments and snacks will be served.

This letter is to also invite you to our "Hot, Horny, and Healthy" playshop here on January 24 and our "Hot, Horny, and Healthy" Facilitator's Training on January 25-26, 1992. These two activities are prerequisites for most of our Education and Outreach Department's volunteer opportunities. Please try to attend both.

Again, thank you for expressing an interest in BAHSES. We anticipate that your experience as a BAHSES volunteer will be most rewarding. If you have any questions about the above activities please call us at (415) 749-6714.

Sincerely,

Clarmundo S. Sullivan
Project Assistant - Education and Outreach

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✓ 514030
514070

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November 29, 1991

Mr. Carlton Jiggeeggs and LaSalle
936 Mission Street, #418
San Francisco, CA 94103

Dear Carlton and LaSalle:

Thank you for attending the volunteer training and volunteering your time at the BAHSES "Pop the Question" booth at the 2nd Annual Carnal Carnival. It was because of your time, support and dedication that our booth was very successful. This letter is to not only to thank you but to also inform and invite you to the following upcoming events.

On January 11, 1992 we are going to have a BAHSES Volunteer Orientation Training for new and currently active volunteers. This orientation will present our volunteers with an opportunity to become familiar with BAHSES and volunteer goals and objectives, to meet other volunteers to share their experiences, and present us with an opportunity to say thank you. Refreshments and snacks will be served.

On January 24, 1992 we will have a "Hot, Horny, and Healthy" Playshop and on January 25-26 1991 we will have a "Hot, Horny, and Healthy" Playshop Facilitator's Training. We suggest that if you haven't attended any of our playshops or facilitator trainings that you please take advantage of these opportunities.

In the future, there will be other volunteer opportunities such as facilitating "Hot, Horny, and Healthy" playshops, staffing informational booths at local bars and social events, and participating in S.W.A.T. (Sex With a Twist) engagements.

Again, thank you for becoming a volunteer and an asset to BAHSES. If you should have any questions or comments, please feel free to give us a call at (415) 749-6714.

Sincerely,

Clarmundo "Michael" Sullivan
Project Asst. - Education and Outreach

326005
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P.O. BOX 811, OAKLAND, CA 94604



January 6, 1992

Mr. David Yoachum
501 Octavia Street, #10
San Francisco, CA 94102

Dear Mr. Yoachum:

Thank you for expressing an interest in becoming a volunteer for the Bay Area HIV Support and Education Services. It is always a pleasure to utilize the skills and talents of others to better serve our community and provide you with volunteer opportunities.

This letter is to invite you to attend our Volunteer Orientation Training which will be held here on January 11, 1992 at 1:00 pm.. The purpose of this training is to let you know what our goals and objectives are and what your responsibilities and opportunities are as a volunteer. This will also present you with an opportunity to meet our current volunteers and hear about how rewarding their experiences have been. Refreshments and snacks will be served.

This letter is to also invite you to our "Hot, Horny, and Healthy" playshop here on January 24 and our "Hot, Horny, and Healthy" Facilitator's Training on January 25-26, 1992. These two activities are prerequisites for most of our Education and Outreach Department's volunteer opportunities. Please try to attend both.

Again, thank you for expressing an interest in BAHSES. We anticipate that your experience as a BAHSES volunteer will be most rewarding. If you have any questions about the above activities please call us at (415) 749-6714.

Sincerely,

Clarmundo S. Sullivan

Clarmundo S. Sullivan
Project Assistant - Education and Outreach

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BAHSES
TO SERVE OUR COMMUNITIES

January 13, 1992

Mr. Joseph P. MacElree
280 Polaris Way
Daly City, CA 94014

Dear Mr. MacElree:

Thank you for expressing an interest in becoming a volunteer for the Bay Area HIV Support and Education Services. It is always a pleasure to utilize the skills and talents of others to better serve our community and provide you with volunteer opportunities.

Per your request, we would like to invite you to attend our "Hot, Horny, and Healthy" playshop at 631 O'Farrell Street, 2nd floor, on January 24 at 7pm. We would also like to extend an invitation to our "Hot, Horny, and Healthy" Facilitator's Training on January 25 from 10am to 5pm and continued on January 26 from 11am to 4pm (See enclosed brochure). Continental breakfast will be provided. The playshop and training are prerequisites for most of our Education and Outreach Department's volunteer opportunities and are great for personal growth. Please try to attend both.

Again, thank you for expressing an interest in BAHSES. We anticipate that your experience as a BAHSES volunteer will be most rewarding. If you have any questions about the above activities please call us at (415) 749-6714.

Sincerely,

Clarmundo S. Sullivan

Clarmundo S. Sullivan
Project Assistant - Education and Outreach

326005
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514030 ✓
514070



BAHSES
TO SERVE OUR COMMUNITIES

August 19, 1992

Mr. Marlow Thomas
2426 Telegraph Avenue
Oakland, CA 94612

Dear Marlow:

Thank you for expressing an interest in participating in our upcoming "Hot, Horny, and Healthy" playshop.

On August 30, 1992 from 2pm-4pm. we will present a "Hot, Horny, and Healthy Safer Sex" playshop. The location of the playshop will be at 180 Dolores Street, #7, San Francisco, CA. This will be an opportunity for you to learn more about HIV/AIDS and explore the wonderful world of safer sex. Refreshments will be provided.

At this event, our next **Safer Sex Facilitator Training** will be announced. This is where you will be trained on current HIV/AIDS and Safer Sex education. After this training, you will have the knowledge and training to present workshops for us and the East Bay.

If you are interested in attending the "Hot, Horny, and Healthy" playshop and our Facilitator's Training, please call us to reserve your space at (415) 749-6714. You may also ask us for directions.

Besides offering "Hot, Horny and Healthy Safer Sex" Playshops and "Safer Sex Facilitator Training", we also provide volunteer opportunities for clerical support, special projects, community events, and computer technicians. If you would like to become a BAHSES volunteer, please complete the enclosed Non-paid Volunteer Application and Skills Assessment Forms and return them to us.

Again, thank you for expressing an interest in BAHSES. We anticipate that your experience with us will be most rewarding.

Sincerely,

C. Michael Sullivan

C. Michael Sullivan
Project Assistant - Education and Outreach

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625 O'Farrell Street
San Francisco, CA 94109
415.749-6714/FAX 415.749-6706



August 20, 1992

Mr. Reggie Young
235 Athol, Apt. #2
Oakland, CA 94606

Dear Reggie:

Thank you for expressing an interest in becoming a volunteer for the Bay Area HIV Support and Education Services (BAHSES). It is always a pleasure to utilize the skills and talents of others to help better serve our communities and provide you with volunteer opportunities. This letter is also to confirm the following scheduled volunteer dates:

September 1 Whisper's Bar Info. Table 10pm-1am

September 10 Steamworks Info. Table 7pm-9pm

I would also like to invite you to our upcoming "Hot, Horny and Healthy Safer Sex Playshop". This activity will take place August 30 at 180 Dolores Street, #7, San Francisco, CA. This will give you an opportunity to learn more about HIV/AIDS and safer sex and meet other African American men. If you are interested, please reserve your space by calling (415) 749-6714.

Again, thank you for expressing an interest in BAHSES. We anticipate that your experience as a BAHSES volunteer will be most rewarding.

Sincerely,

C. Michael Sullivan

C. Michael Sullivan
Project Assistant - Education and Outreach

222005 OMH/326005/512030.03/514030/514070



BAY AREA HIV SUPPORT AND EDUCATION SERVICES
A PROJECT OF BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER