

MEMORANDUM

TO: AWSC Members

FROM: Flyer Ad Hoc Committee

DATE: June 20, 2009

SUBJECT: Proposed Flyer Guidelines, Eligibility for Publication in the Oregon Area

In February of 2009 AWSC created an ad hoc committee to propose guidelines for flyers announcing Area Al-Anon functions, specifically for flyers posted on the Oregon Area website. The committee was also charged with addressing the content of announcements.

Early in our discussions it became obvious that the guidelines should also apply to announcements published in the *Communicator*. Thinking inclusively the committee agreed the guidelines would apply to what gets posted on the Area website calendar whether it has a flyer or not.

In establishing guidelines we needed to address several issues. We first looked at what the content of a flyer should be. Using information from the Oregon Area Handbook as a starting point Flyer Guidelines were created.

For an assignment of this kind we had to consider what events and / or activities are eligible for announcement or publication. Obviously Al-Anon activities sponsored by or hosted by our registered Groups were eligible. What about events without Al-Anon registration or sponsorship? Who has the responsibility to make decisions about eligibility? The ad hoc committee recommends that the decision of appropriateness of an event / announcement be with a committee. The committee would be made up of three members - the Web Coordinator, the Communicator Coordinator, and one Area officer. The committee would receive an application form with the flyer and use that same form to reply to the submitter notifying them of the committee's decision.

We also considered certain events for "grandfathering". Our committee recommends Reflections (because it is the only ALL Al-Anon speaker meeting in the state since 1988) and the Circle Speaker Meeting (because it has Al-Anon positions on its board and it gives equal speaking time to AA and Al-Anon). Several other activities were considered but remain on the "We Are Not Sure" list, ie: Judy's Manual Study, Summerfest, South Coast Roundup, North Coast Roundup and Rogue Roundup. The ad hoc committee welcomes discussion and hopes for consensus on inclusion / exclusion of such events on our website, in our publications and as announcements in Oregon Area Al-Anon.

Flyer Eligibility Publication of Events and /or Activities in the Oregon Area

Criteria for Approval: To be eligible for posting on Area Website or publication in the *Communicator*, events / activities must meet the following criteria:

- 1 Be a registered Al-Anon Family Group; **or**
- 2 Be sponsored by an entity within the links of service in **Oregon Al-Anon, Alateen, or Alcoholic's Anonymous**. Links of service are defined as registered Groups, Districts, A.I.S.'s, Intergroups, or the Oregon Area (Service Manual 2006-2009 pgs 55-61); **and**
- 3 No outside (non Al-Anon, Alateen or AA) events or entities may be listed, as this would imply endorsement of an outside enterprise (Tradition 6)

Determination Process: The ultimate authority and responsibility for determining which events and activities are approved belongs to a committee. The committee would be made up of three members - the Web Coordinator, the Communicator Coordinator, and one Area officer. Their determination will be final.

Procedure: To have a flyer published to the Oregon Area website and / or in the *Communicator*, verify the flyer meets the criteria listed in above, apply the Flyer Guidelines, and submit the flyer along with the Flyer Check List on page 3. To have a flyer distributed or event announced at AWSC meetings or at Assemblies, submit the flyer to the Area Chair prior to the start of the meeting.

Area Groups: It is suggested groups use the same guidelines as listed above, in regards to what flyers are to be distributed or read at meetings.

FLYER GUIDELINES

Flyers should include the following information:

Name or theme: This is the title of the event i.e.: "A DAY IN AL-ANON".

What is it: A brief description of the event, i.e.: "FUN FELLOWSHIP AND EDUCATION".

Host organization: Identify who is hosting the event and their location, i.e.: "YOURGROUP AFG, Sisters, Oregon".

Speakers: If this is a speaking event, give information on the speaker(s) i.e.: Al-Anon speaker Mary D. from South Florida.

When (date of the event): Include the full date (month, day and year).

Time of the event: List the starting and ending time of the event. If there are various events with different start times, list the start time for each event or give website where the schedule can be found.

Where: List the full address, city, state and zip code (used on the Internet to get driving instructions in cities where there may be multiple streets with the same name). Include a simple but clear map, if possible with driving instructions for out of town guests.

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Who's invited: Identify who is invited, i.e. Al-Anon & AA, Alateen or only Al-Anon members.

Additional information about the event: List what will be taking place, i.e.: 50/50 drawing, auction, spaghetti feed, or any other events taking place.

Proceeds for: Include the name of the entity, event or group receiving the proceeds from this event.

Contact information: Include a name, phone number and email address should there be any questions regarding the event. Use email addresses not containing a member's last name.

Registration Form. If your flyer is also a registration form:

- Include the amount of the registration fee and who it applies to. Specify if it is a voluntary

- contribution or not;
- Name and mailing address;
- Who to write the checks to;
- Registration deadline date; and
- If pre-registration is required; or
 If you will accept registrations at the door.

FLYER SUBMISSION AND APPROVAL FORM

To have a flyer posted to the website and / or included in the Communicator, please send the completed form below with your flyer to the Website Coordinator (webmaster-@oregonal-anon.org) at least one month in advance of the event, and / or Communicator Editor (communicator-@oregonal-anon.org) at least one week in advance of the cutoff date for the Communicator publication.

_____ Request for Web Posting _____ Request for Communicator Publishing
Contact information of person submitting request

Name:
Phone #:
Email:

Sponsor Information

This event is sponsored by: <input type="checkbox"/> Al-Anon or <input type="checkbox"/> AA (Choose One) <input type="checkbox"/> Registered Group <input type="checkbox"/> District <input type="checkbox"/> Area <input type="checkbox"/> Other (Describe below)
Enter Name, City and State of Group, District, etc.: Name: _____ City: _____ State _____

Proceeds

Any earnings from this event will be <input type="checkbox"/> Used for / <input type="checkbox"/> Given to:

Flyer Checklist

Please use the checklist below to make sure everything is included on your flyer.

What? (Speaker Mtg, Fund Raiser, etc.)	Where? <input type="checkbox"/> Address <input type="checkbox"/> City <input type="checkbox"/> State <input type="checkbox"/> Zip
When & What Time? (Month, Day, Year & Starting & Ending Time)	Who? (Speaker's first name, program and home city or state.)
Why? (What is the purpose? If a fund raiser, where is the money going?)	Contact Information (name & number /email for questions about the event).
Who's Invited? (If limited audience)	
Registration Form (if applicable)	

Name and information of registrant	Who to make check payable to
Registration Fee or Voluntary Donation	Registration Deadline
Where to send form	Is pre-registration required or can they register at the door?

Oregon Area Approval: _____

Date: