

## **Flyer Eligibility**

### **Publication of Events and /or Activities in the Oregon Area**

**Criteria for Approval:** To be eligible for posting on Area Website or *theCommunicator*, or distribution at Area events, flyers (events/activities) must meet thefollowing criteria:

- Be a registered Al-Anon Family Group; **or**
- Be sponsored by an entity within the links of service in **Oregon Al-Anon, Alateen, or Alcoholics Anonymous**. Links of service are defined as registered Groups, Districts, Al-Anon Information Service, Intergroup, or the Oregon Area. *Al-Anon/Alateen Service Manual 2010 – 2013, p 58-63*
- 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 and Al-Anon/Alateen Service Manual 2010 – 2013, p 117*

### **Determination Process**

The ultimate authority and responsibility for determining which flyers are approved belongs to a Flyer Committee. The Flyer Committee will be made up of three Area World Service Committee (AWSC) members to be appointed by the Chairman. Their determination will be final.

### **Procedure**

To have a flyer published: [1] on the Oregon Area website; [2] Get information into the *Communicator* and/or [3] distributed at an Area event.

Please Use the Flyer Guidelines checklist when making up your flyer. When your flyer is ready, go to the Oregon Area Web site, under **CONTACTS** send an email to the “Flyer Committee” [this will send to all three members at once] - submit the flyer for review in either PDF or Microsoft Word format, along with the following information in the text of your e-mail:

- *Your Contact name*
- *Your Contact phone number*
- *Your Contact e-mail address*

## 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". Please remember to state that this is an Al-Anon event as sometimes AA and Al-Anon are the same district number and some AA groups have the same group name.
- Speakers:** If this is a speaking event, give information on the speaker(s) Example would be 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 including AM or PM. 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**
- 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.
- 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 has a registration form some things to remember:
  - 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