

# Oregon Area Flyer Eligibility Guidelines

## Criteria for Flyer Approval:

To be eligible for posting on the Area website, printed in the *Communicator*, and/or distributed at Area events or through Area email lists, flyers (events/activities) must meet the following criteria:

- Be program related<sup>1</sup> and put on by or connected to an Oregon Area Registered Al-Anon/Alateen Family Group<sup>2</sup>, **or**
- Be program related<sup>1</sup> and put on by or connected to an Oregon Area Al-Anon/Alateen Service Arm<sup>2,3</sup>, **or**
- Be program related<sup>1</sup>, put on by or connected to A.A. in Oregon, following A.A. guidelines, with Oregon Al-Anon/Alateen participation (speakers, workshops, meetings) connected to a Registered Al-Anon/Alateen Group or an Al-Anon Service Arm.<sup>2,4</sup> “An A.A. event must have Al-Anon participation in order to have Alateen participation.”<sup>5</sup>
- The Flyer Committee will only approve flyers for events and activities that welcome any Al-Anon member (including newcomers).<sup>6</sup>
- “All events that include Alateen participation must be in compliance with the Area Alateen Safety and Behavioral Requirements of the Area in which the event is held.” The Area has responsibility for use of the Alateen name in the Area and must be made aware of proposed Alateen events through contact with the Area Alateen Coordinator.<sup>7</sup>
- “The Al-Anon/Alateen name cannot properly be used to identify or publicize retreats, events or activities sponsored by others. This applies when most or even all the participants are members of Al-Anon/Alateen. Otherwise there could be a misunderstanding of Al-Anon’s purpose and function.”<sup>8</sup>

## Criteria for Event Contact Information

The assurance of anonymity is essential. “On any website accessible to the public, whether an Al-Anon site or not, full names, phone numbers, or other identifying information are not posted if they are identified as belonging to an Al-Anon/Alateen member.”<sup>9</sup>

The WSO recommends only the use of email addresses as a contact on flyers posted on public websites such as our Area website. It is suggested to use an Al-Anon Group, AIS, District, or Area email address. If using a personal email address, use an email address that protects anonymity and does not include a member’s last name. Members’ business email addresses should not be used, as they could imply affiliation and may not be confidential to the member.

An AIS/Intergroup phone number can be used, but personal phone numbers are not recommended.<sup>10</sup> When a personal phone number is submitted on a flyer as the contact, the Flyer Committee will recommend not including a name, and the flyer committee Chairperson, in the interest of assuring anonymity, will call the contact person to confirm the use of their phone number. The Chairperson will seek to ensure that the contact person is aware of the risks to anonymity and that there is no other desired or safer method of contact available.

“Alateen names, email addresses, and phone numbers should never be posted as contacts.”<sup>11</sup>

## Determination Process:

The ultimate decision and responsibility for determining which flyers are approved belongs to the Flyer Committee. In order to assure that all criteria are met, the Flyer Committee reserves the right to obtain additional information about an activity or event prior to approving a flyer.

The Flyer Committee will be made up of three current Area World Service Committee (AWSC) members to be appointed by the Chairperson. Their determination will be final.

## Autonomy of Service Arms When Announcing Events:

“Whether to announce a particular event is a matter of autonomy, keeping in mind groups, the District, AIS, or the Area may have different criteria.”<sup>12</sup>

## Links to Regional, National and International Events:

Recognizing the principle of participation and the importance of linking members to Al-Anon events, the Oregon Area Website can post links to regional, national and international events.

## Flyer Approval Procedure:

To have a flyer published on the Oregon Area website, put into the *Communicator*, and/or distributed at an Area event:

- Important: Plan for the whole process, from approval (by the Flyer Committee) to posting of your flyer on the website to take up to 2 weeks (assuming you respond in a timely manner to any requested edits or clarifications).
- Please use the Flyer Guidelines checklist (on the following page) when making up your flyer.
- When your flyer is ready, go to the Oregon Area website ([www.oregonal-anon.org](http://www.oregonal-anon.org)) and click the ‘Contact’ tab, then scroll down to the Flyer Committee email contact and click to send an email to the Flyer Committee ([flyerapprovalcommittee@oregonal-anon.org](mailto:flyerapprovalcommittee@oregonal-anon.org)). This will send the flyer to all three members of the committee at once.
- Attach and submit the flyer for review in either PDF, Microsoft Word or Google Docs, along with the following information in the text of your email:
  - Submitter name(s)
  - Submitter phone number(s)
  - Submitter e-mail address(es)
- The Flyer Committee Chairperson will send a confirmation email within 2 days of receipt of the flyer submission.
- The Flyer Committee Chairperson will send the final approved flyer to the Website Coordinator, The *Communicator* Editor, all AWSC members, and the submitter of the flyer. The Website Coordinator will send a confirmation to the Flyer Committee Chairperson when the flyer is posted.

## Oregon Area Electronic (Virtual) Flyer Guidelines:

Flyers for electronic (virtual) events must meet all the above criteria. Please include the following specific electronic (virtual) application information.

- Website address and/or link of event or email address to request the event link/web address.
- Email address to request password (if password is required). All information necessary to login including link, meeting ID number, passcode and phone call in information.

## Footnotes:

1. “...we keep our events focused on Al-Anon principles and topics.” From *Al-Anon/Alateen Service Manual 2018-2021*, version two (2), pg. 93
2. Referenced in *Al-Anon/Alateen Service Manual 2018-2021*, version two (2), pgs. 91-92 and G-40
3. Service Arm is defined as Al-Anon Information Service/Intergroup, District or Area.
4. The Flyer Committee reserves the right to contact the Oregon Alternate Delegate to obtain information about an event and ensure it is considered an A.A. event.
5. *Al-Anon/Alateen Service Manual 2018-2021*, version two (2), pg. 90
6. In keeping with The Traditions and *Al-Anon/Alateen Service Manual*, version two (2), pg. 85
7. Referenced in *Al-Anon/Alateen Service Manual*, version two (2), pgs. 90, 97; G-16, G-20 and G-7.
8. *Al-Anon/Alateen Service Manual*, version two (2), pg. 92, and Tradition 6
9. *Al-Anon/Alateen Service Manual*, version two (2), pg. 98
10. Referenced in *Al-Anon/Alateen Service Manual*, version two (2), pgs. 98-101 and input from the WSO Public Outreach Coordinator
11. G-40, pg.2
12. *Al-Anon/Alateen Service Manual*, version two (2), pg. 93

## Oregon Area Flyer Guidelines Checklist

**Flyers should include the following information (if applicable):**

**Name or theme:** This is the title of the event, e.g.: “A Day in Al-Anon”.

**What is it?** A brief description of the event, e.g.: “Fun, Fellowship and Education”.

**Host Organization(s):** Identify who is putting on/hosting the event and their location, e.g.: “Your Group, AFG, Your City, OR”. Please remember to state that this is an Al-Anon, Alateen or Al-Anon and A.A. event as sometimes Al-Anon and A.A. have the same district number and sometimes Al-Anon and A.A. groups have the same name.

**Speakers:** If this is a speaking event, give information on the speaker(s), e.g.: “Mary D. from South Florida”

**When (date of the event):** Include the full date (month, day, 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 a website where the schedule can be found.

**Where:** List the full address including City, State and Zip Code.

**Instructions:** In cities where there may be multiple streets with the same name, include a simple but clear map and, if possible, include driving instructions for out of town guests.

**Who’s invited:** Identify who is invited, e.g.: Al-Anon, Alateen, or Al-Anon and A.A. members, etc. If members of the public (observers) are welcome to attend, please identify this on the flyer.

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

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

**Contact Information:** Include the appropriate event contact information on the flyer as recommended in the section ‘Criteria for Event Contact Information’ on pg.1 of the “Oregon Area Flyer Eligibility Guidelines”.

**Registration Form:** If your flyer has a registration form, these are things to remember:

- Include the amount of the registration fee and to whom it applies. Specify if it is a voluntary contribution or not;
- Include the full address where to send the registration;
- Specify to whom to write the checks;
- Registration deadline date; and
- Specify if pre-registration is required, and/or if you will accept registrations at the door.

**Submit Flyer to the Flyer Committee Email Address:**

flyerapprovalcommittee@oregonal-anon.org