

Al-Anon guidelines

The Shared Experience of Al-Anon and Alateen Members.

Area Literature Coordinators

G-6

Area Literature Coordinators are a vital link in Al-Anon service, carrying the message of recovery and unity through Al-Anon Conference Approved Literature (CAL) to the districts, Al-Anon Information Services (AISs), Literature Distribution Centers (LDCs), groups, and members in their Areas.

Depending on the procedures followed in the Area, an Area Literature Coordinator is either elected or appointed for a term varying from one to three years. Groups, districts, Information Services/Intergroups, and Newsletter Editors are encouraged to keep their Literature Coordinator informed about local activities involving CAL.

Each Area's Literature Coordinator receives periodic information from the World Service Office (WSO), most of it posted electronically. The Literature Coordinator then shares this information at Assemblies and to District Representatives (DRs), Information Services/Intergroups, Literature Distribution Centers (LDCs), committees, Web site Coordinators, and Newsletter Editors, who convey it to Group Representatives (GRs) and individual members. Thus the Literature Coordinator becomes a "link of service" between the members, groups, and districts in their Area and the WSO.

**Sharing ideas helps everyone,
and Literature Coordinators
are encouraged
to keep in touch with each other.**

Other Literature Coordinators

District Literature Committees/Chairpersons

Web site Coordinators

District Representatives (DRs)

Newsletter Editors

Al-Anon Information Services/Intergroups (AISs)

World Service Office (WSO)

Literature Distribution Centers (LDCs)

Literature Coordinators:

- Read and become familiar with each piece of Al-Anon literature.
- Act as a resource for their Area on CAL.
- Encourage members to write sharings for CAL projects in development.
- Distribute WSO writing guides that help members focus their writing on a particular project.
- Inform the WSO about Area literature activities.
- Encourage use of the *Al-Anon/Alateen Service Manual* (P-24/27).
- Offer support and information to all Literature Distribution Centers within the Area.
- Encourage use of Al-Anon literature in recognition of service, as gifts, in fund-raising, and in service work.
- Work with Public Outreach Coordinators in developing literature donation projects, e.g., donations of Al-Anon materials to libraries, schools, hospitals, correctional facilities, courts, and professionals.
- Create displays of books, pamphlets, and other material for district and Area events.
- Share information from the WSO by writing articles for local and Area newsletters and Web sites, and participating in Area events.
- Distribute bookmarks, flyers, and other materials at Area functions on behalf of the WSO.
- Ask members and groups to share how they use CAL at meetings.
- Encourage Al-Anon and Alateen members to read *The Forum*, *Area Highlights*, and local newsletters. The WSO newsletters can also be found on the Members' Web site, www.al-anon.alateen.org/members.
- Maintain a supply of current catalogs and order forms (free and available from the WSO).

Suggest that groups...

- Use CAL as a resource in meetings.
- Develop a list of meeting ideas drawn from a variety of CAL.
- Keep two sets of Al-Anon books on hand—one set for the Chairperson and for use at meetings, and one set for a lending library.
- Order a variety of pamphlets so there is something for everyone.
- Order kits that contain material for specific situations: newcomers (K-10); men in Al-Anon (K-23); adult children (K-21); Alateen (K-18); and parents (K-24).
- Display literature at every meeting.
- Order from local Literature Distribution Centers if available, to support local Al-Anon services.

Since most communication from the WSO is done electronically, it is important to keep contact information current & check e-mail frequently.

Suggest that districts...

- Present literature workshops and displays at district events.
- Become familiar with the *Al-Anon/Alateen Service Manual* and help GRs encourage its use in groups.
- Prepare for upcoming events and service activities by ordering ample amounts of appropriate literature and service materials.

Suggest that Areas...

- Include articles about CAL in the Area newsletter regularly.
- Brainstorm ideas and create enthusiasm.
- Create CAL book reviews, panel discussions, inventories, workshops, displays, or newsletters.



Tips for Coordinators

- Since most communication from the WSO is done electronically, it is important to keep contact information current and check e-mail frequently.
- Participate whenever possible in Literature Coordinator conference calls and discussion boards from the WSO, to share in the experience, strength, and hope of other Literature Coordinators.
- Consider developing and/or using an e-mail distribution list to quickly pass information from the WSO on to groups, districts, AISs, LDCs, Newsletter Editors, Web site Coordinators, and others in the Area.
- Feel free to contact the Communications Section of the WSO with literature-related questions from the Area, or questions about your role as Coordinator.

The Process for Developing Conference Approved Literature (CAL)

Al-Anon's Conference Approved Literature originates with an idea, which can come from any Al-Anon member, group, or service arm. The Conference gives conceptual approval to ideas that meet the needs of the fellowship in a way not already covered in existing literature.

After Conference approval, the WSO requests personal sharings from members around the world. The Literature Committee and the WSO staff coordinate the piece's development. Through this process, the literature reflects the views of our fellowship, without being limited to one person's thoughts or ideas. Drafts are reviewed by the Literature Committee and members of the Policy Committee to assure they adhere to Al-Anon principles, policies, and Traditions. This process provides a series of "checks and balances" to our literature. The Conference does not evaluate or give approval to any literature produced outside of this process.

See *Al-Anon/Alateen Service Manual* (P-24/27) and *Why Conference Approved Literature?* (P-35).

Catalogs/Order Forms

- S-15 Full Catalog of Conference Approved Literature (all recovery and service materials)
- S-13 Translated Material
- S-14 Directory for Members with Special Needs
- S-16 Conference Approved Literature order form
- FS-16 French Translations
- SS-16 Spanish Translations
- S-41 *The Forum*

**Keep It Simple,
Keep It
Al-Anon
Keep It
CAL!**