

# AL-ANON guidelines

The Shared Experience of Al-Anon and Alateen Members.

## Area Literature Coordinators

G-6

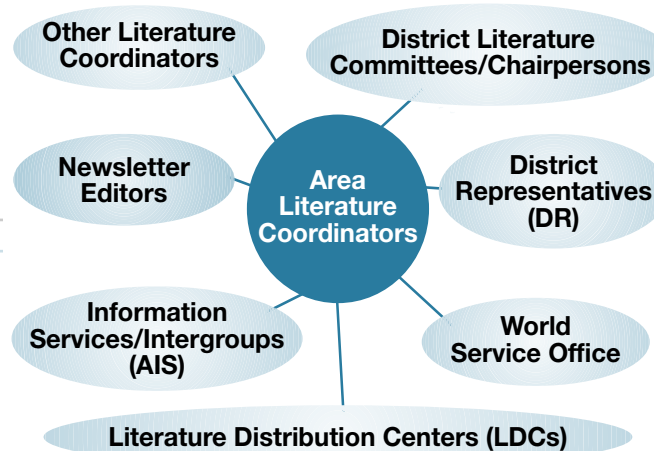
Area Literature Coordinators are a vital link in Al-Anon service, carrying the message of recovery and unity through Al-Anon Conference Approved Literature (CAL) to the districts, Al-Anon information services (AISs), LDCs, groups, and members in their areas.

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 mailings from the World Service Office (WSO), including newsletters, announcements, letters, pamphlets, books, and other items. This information then is relayed by the Literature Coordinator at assemblies and to District Representatives (DRs), information services/intergroups (AISs), literature distribution centers (LDCs), committees, 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.

### Literature Coordinators:

- Act as a resource for their area on CAL.
- Inform the WSO about area literature activities.
- Read and become familiar with each piece of Al-Anon literature.
- Keep a copy of each piece of literature on hand for easy reference.
- Encourage use of the *Al-Anon/Alateen Service Manual* (P-24/27).
- Receive a copy of new books and pamphlets as well as those that have been significantly revised.
- Are aware of current WSO literature discount policies.
- Offer support and information to all literature distribution centers.
- Encourage use of Al-Anon literature in recognition of service, as gifts, in fund-raising, and in service work.



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

- Work with CPC/PI/Institutions Coordinators in displaying CAL at workshops and developing literature donation projects, e.g., donations of Al-Anon material 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 participating in area events.
- Distribute bookmarks, flyers, and other materials at area functions on behalf of WSO.
- Encourage members to write sharings for ongoing and new CAL projects.

- Distribute WSO "sharing sheets" that help members focus their writing.
- Ask members and groups to share how they use CAL at meetings.
- Encourage Al-Anon and Alateen members to read *The Forum*; *Inside Al-Anon Xtra*; *Area Highlights*; and local newsletters. The WSO newsletters can also be found on the Members Web Site, [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members).
- Maintain a supply of current catalogs and order forms (free and available from the WSO).

### Catalogs/Order Blanks

- S-15 Full Catalog of Conference Approved Literature (all recovery and service materials)
- S-13 Translated Material
- S-14 Material for the Visually Impaired
- S-16 Conference Approved Literature Order Blank
- S-15Fr French Translations
- S-16Sp Spanish Translations
- S-41 *The Forum*

### ***Suggest that groups ...***

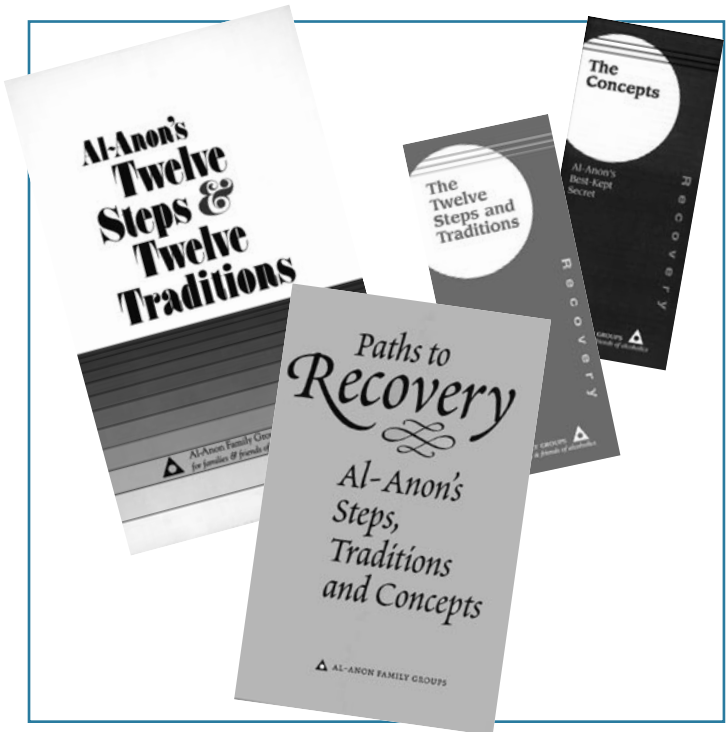
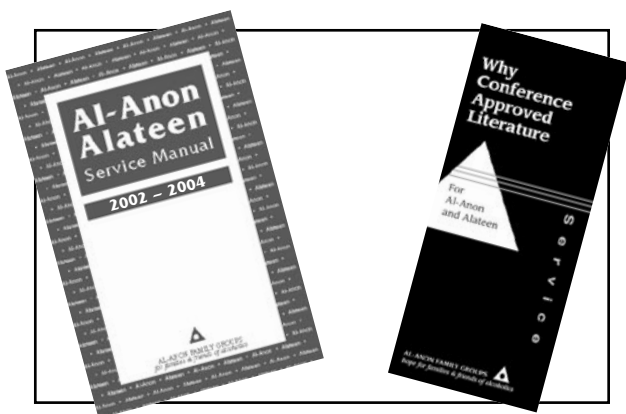
- Keep two sets of Al-Anon books on hand—one set for the Chairperson and for use at meetings, and one set for a lending library.
- Order a variety of pamphlets so there is something for everyone.
- Order kits that contain material for specific situations: newcomers (K-10); men in Al-Anon (K-23); adult children (K-21); Alateen (K-18); and parents (K-24).
- Display literature at every meeting.
- Order from literature distribution centers or purchase bulk orders from WSO to take advantage of discounts.
- Develop a list of meeting ideas drawn from a variety of CAL.
- Encourage groups to start literature study groups.
- Develop an understanding of Al-Anon's three Legacies by using CAL for meeting topics, such as *Paths to Recovery—Al-Anon's Steps, Traditions, and Concepts* (B-24); *Al-Anon's Twelve Steps & Twelve Traditions* (B-8); the *Al-Anon/Alateen Service Manual* (P-24/27); the pamphlets *The Twelve Steps and Traditions* (P-17); *Al-Anon's Twelve Traditions Illustrated* (P-60); and *The-Concepts—Al-Anon's Best-Kept Secret?* (P-57)

### ***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 material.

### ***Suggest that areas ...***

- Include articles about CAL in the area newsletter regularly.
- Share ideas with other areas through their Literature Coordinator.
- Brainstorm ideas and create enthusiasm.
- Create CAL book reviews, panel discussions, inventories, workshops, displays, or newsletters.



### **The Conference Approved Literature (CAL) Process**

The CAL process ensures that our literature is entirely Al-Anon in content, spirit, principle, and practice, and that it reflects our Steps, Traditions, and Concepts of Service. Each piece of literature for Al-Anon worldwide originates at the annual World Service Conference (WSC); an idea may come from a Conference committee, an individual, group, district, or area. Once the WSC has decided that there is a need for a particular piece of literature, the World Service Office (WSO) coordinates its development, which involves an intensive committee review process before the manuscript is given final approval. Hundreds of Al-Anon members may contribute to a new book by submitting sharings, serving on a committee, or writing/editing portions of the text. Thus all CAL carries the experience, strength, and hope of a broad spectrum of Al-Anon members.

Al-Anon materials may be discontinued if it is determined that they are no longer meeting the needs of the fellowship. The committee of origin must agree to recommend discontinuance to the Board of Trustees (for recovery and service CAL, both Literature Committees, including 22 Delegates, must agree to discontinuance). After the Board makes the final decision, one year's notice of discontinuance of a book will be given to World Service Conference members.

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

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