

## A.A. Area 8 Policy Committee Suggested Procedures on Event Flyers

### Policy Committee Responsibility:

- Policy Committee reviews flyers to be disseminated at Area Assemblies or Area Committee meetings for conformance with Area Assembly Structure and Guidelines, AA Tradition, and Area Assembly Policies. (*Guidelines for the Policy Committee of the San Diego/Imperial Area 08 Assembly*)
- Reviews flyers for spelling, grammar, readability, anonymity, adherence to A.A. Traditions or A.A. Concepts, and relevant copyright law
- Once review is complete, Policy Committee will return its comments with suggested changes.
- The purpose of the Policy Committee review is to suggest changes; Policy Committee review comments are not binding

### Group submitting Flyer for Review should consider:

- Providing draft Flyer to Policy Committee approximately 60-90 days prior to event. (Note: The timeframe is to permit sufficient time for translation and distribution.)
- Because Flyers are not always submitted within the suggested timelines, informing Policy Committee of the urgency of its review, or timeframe when reviews is requested
- Including Event name, address, name of sponsoring Committee or District, and a brief purpose of the event.
- To ensure adherence to A.A. Traditions and anonymity, do not include full name, personal phone number, personal email address, or photograph of any AA member

### Suggestions

- Per *The A.A. Service Manual combined with Twelve Concepts for World Service*
  - Local A.A. publications are permitted to reprint the Steps, Traditions, and/or the Concepts, and to quote a phrase, sentence or brief paragraph excerpted from A.A. literature such as the Big Book, the Twelve Steps and Twelve Traditions, The A.A. Service Manual, and Conference-approved pamphlets without a prior, written request to do so. When this occurs, the proper credit line should be included to ensure that the copyrights of A.A. literature are protected. After a quotation from a book or pamphlet, the credit line should read: Reprinted from (name of publication, page number) with permission of A.A. World Services, Inc.
  - The A.A. Preamble is copyrighted by A.A. Grapevine. Beneath it, and beneath any article reprinted from Grapevine and La Viña, these words should appear: Copyright © (Month, Year) Grapevine, Inc. Reprinted with permission.
- Per *AA Guidelines on the Internet*
  - Do not add full names and photographs of AA members
  - Excerpt of AA Guidelines on the Internet: “Until relatively recently, A.A. members usually had little concern about placing their first names, last initials and personal phone numbers on flyers announcing upcoming A.A. events, since these flyers were typically given out only in A.A. meetings, left on tables at other A.A. events or distributed to members. Today, event flyers can be easily uploaded and viewed on websites, accessible to the general public. Due to search services on the Internet, it is now possible to utilize phone numbers to find out a person’s identity, including full names and, possibly, other personal information. If A.A. members become increasingly uneasy with personal phone numbers being placed on flyers, event committees may need to look into alternate ways of providing contact information such as an event email address.”