Kentucky Area Al-Anon Guidelines for the Area Newsletter

Statement of Purpose: To provide information to the Kentucky Area about upcoming events, to communicate local and Area Al-Anon/Alateen news and to bring unity and harmony to our fellowship attracting Al-Anon/Alateen members to service. (This statement should be included in each Newsletter.)

Newsletter Editor Duties are:

1. to attend all AWSC meetings held in January, March, June and October. He/she should also attend all Area Assemblies held in March, June and October.

2. to gather articles and announcements from AWSC and the Area and publish four newsletters per year; February, April, July and November.

3. to form a committee to include the Area Chairperson and at least three other members, to confer and proofread each newsletter before distribution.

4. to correct grammar, punctuation and spelling. Some paraphrasing may be necessary due to grammar or space requirements. Substantial changes are to be made with the writers approval.

5. to determine which articles are to be accepted. Include some humor. Keep it light! Keep it interesting.

6. to distribute the Kentucky Area Newsletter in the most cost effective manner.

Priority Articles from:

Area Chairperson
Delegate
Other AWSC Officers
Area Financial Reports
Area Coordinators
District Representatives (Special Event Announcements and Outreach Projects)
Literature Distribution Centers/Al-Anon Information Service
Host Committee Publicity Chairperson
Area Events
Area Assembly Agenda, Instructions, Reservations, Directions

Area Newsletter Distribution Process: (March 2016)

1. To assemble a newsletter that is approximately 6-8 pages long. (Length will vary according to articles submitted.)

2. To send a rough draft copy of the Newsletter to each proof reading committee member.

3. To email a corrected PDF copy to our Area Web Coordinator for posting on our web site.

4. To notify AWSC members that the Kentucky Area Newsletter is on the web site.

5. To copy the number of letters needed for mailing. (In February make 25 extra copies for the Delegate to distribute at WSC.) **Note:** Paper copies of the Kentucky Area Newsletter are sent via US mail to AWSC and GR s upon request.

6. To obtain address labels and return address labels from Alternate Delegate/Records Coordinator. Mail completed copies in 6"x 9" envelopes.

7. To submit receipts for costs incurred to the Area Treasurer.

Articles Due:	**Posting/Mailing Dates:**
2 weeks after the January AWSC	Early February
4 weeks after the March Assembly	Early April
4 weeks after the June Assembly	Early July
4 weeks after the October Assembly	Late November