

AIS Calgary Newsletter Directive

Purpose: The newsletter is a vital communication link between members, groups and districts in Calgary and surrounding area. The newsletter provides current and accurate information to our membership about key contacts, local Al-Anon/Alateen news, special events and service opportunities.

Role: The role of the Editor is to oversee the publication to ensure both clear and accurate information is being included in the newsletter following Al-Anon's G-21 Guidelines for Newsletter Editors and the most recent Al-Anon/Alateen Service Manual.

This directive was developed to provide recommendations, tips, best practices and suggestions from past experience. Please update it for the new

To lessen the workload, the editor may consider working with a co-editor and/or another experienced Al-Anon member to assist in selection, editing and proofing of material.

Deadlines:

Submissions for the next newsletter are due by Friday following the AIS meeting

1. Distribute working draft of newsletter to contributors for their review to ensure accurate and current information is being reported
2. Submit final draft of newsletter for timely review (48 hrs.) and approval by AIS Calgary Chair prior to distribution
3. Publication/Distribution of the newsletter 10-12 days after the AIS meeting

Submission criteria:

1. Edit submissions to ensure:
 - Correct use of grammar, punctuation and spelling at all times
 - Uniform use of Al-Anon terms as described in the Al-Anon/Alateen Service Manual (P24-27) (eg. District not zone)
2. Maintenance of anonymity in body of submission is imperative
3. Communicate with the writer that "All submissions become the property of AIS Calgary Al-Anon and may be used in whole or in part to develop the newsletter"
4. All submissions to be forwarded via email preferably in Word format. Submissions in other formats (eg. PDF or Excel) accepted at the Editors discretion
5. Only those events open to ALL Al-Anon and Alateen members to be included in newsletter
6. Do not include last name or any personal contact information on posters or in listing of AIS officers and coordinators.
7. If in receipt of a submission which an editor is concerned or unsure about, communicate with the AIS Chair, Area or World Service Office for guidance.

Tip: Include a little humor, easy to read font, variety of graphics, attractive professional design

SHARE YOUR EXCITEMENT