



Al-Anon Family Groups

Help and hope for families and friends of alcoholics



phone: 757.563.1600
fax: 757.563.1656

al-anon.org
wso@al-anon.org

**Please read at a minimum of two successive meetings
so that all members may have an opportunity to
participate in the Seventh Tradition**

Quarterly Appeal Letter To Individual Members in Your Group

May 2021

Dear Al-Anon and Alateen Members,

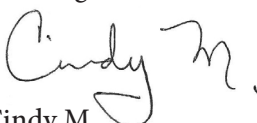
By the time you read this letter in your groups, the 61st Annual World Service Conference will have been completed virtually. Every group elects a Group Representative (GR) to carry your voice to District meetings and Area Assemblies. Your GR attends your Area's Assembly where every three years, a new Delegate is elected. The Delegates attend the annual Conference along with Volunteer members of the Board of Trustees, Executive Committee, and World Service Office Staff members, where they approve the WSO's annual budget as well as voting on other matters that affect Al-Anon as a whole.

Your Delegates will be providing a report of the Conference so that the Areas, Districts, and groups understand how the WSO provides the necessary services to the groups within its approved budget. Please see the back of this letter for a complete list of services the WSO provides. Doing everything from group records management, public outreach, development of Conference Approved Literature (CAL), international support, digital media content, Public Service Announcements (PSAs), and our new mobile app, our WSO Staff works hard! It is only with your continued support, through sales of literature and your generous contributions, that they can support this worldwide fellowship with all these services.

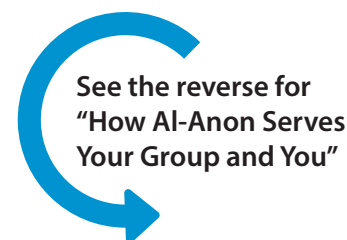
While your group is encouraged to support all the service entities (District, AIS, Area, and WSO), this Appeal Letter is for individual members to contribute directly to the WSO. There are several ways to contribute—by check to the address below, online at al-anon.org, or within the new *Al-Anon Family Groups* mobile app.

Thank you for your continued support so that we can continue to fulfill our primary purpose—to provide help and hope for families and friends of alcoholics.

With gratitude,



Cindy M.
Member
AFG, Inc. Treasurer
treasurer@al-anon.org



**See the reverse for
"How Al-Anon Serves
Your Group and You"**

Contributions to Al-Anon Family Group Headquarters, Inc. or Al-Anon Family Group Headquarters (Canada) Inc. may qualify as a charitable deduction, but the WSO makes no judgment as to the specific deductibility of a contribution by any member.

The last annual financial report, filed with the New York State Department, may be inspected at State of New York, Office of the Attorney General, Charities Bureau, 120 Broadway, New York, NY 10271; upon written request to the Commonwealth of Virginia, Department of Agriculture and Consumer Services, Division of Consumer Protection, Office of Consumer Affairs, PO Box 1163, Richmond, Virginia 23218; or at al-anon.org/members.

Al-Anon Family Group Headquarters, Inc., 1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617

How Al-Anon Serves Your Group and You

Programs

Group Services

- Supports face to face and electronic meetings
- Maintains group, meeting, and trusted servant records
- Creates *Alateen Talk* quarterly newsletter
- Supports Inmate Correspondence Service
- Supports Alateen and facilitates Al-Anon Members Involved in Alateen Service (AMIAS) certification
- Sends complimentary Conference Approved Literature (CAL) and other service materials
- Supports Al-Anon Information Service Centers (AISs)
- Answers questions about group issues
- Approves Area Alateen Safety and Behavioral Requirements

Public Outreach / Professionals

- Prepares and distributes *Al-Anon Faces Alcoholism (AFA)* magazine
- Sends complimentary materials to professionals
- Attends professional conferences to share the Al-Anon message

- Performs outreach to professionals
- Supports and encourages Areas, members, Al-Anon service arms, and service entities in public outreach efforts

Literature

- Responds to correspondence about literature and *The Forum*
- Performs research to give the most thorough response to members' questions regarding CAL
- Processes requests to reprint CAL
- Prepares and edits CAL
- Plans, schedules, and conducts Literature Committee web conference calls
- Prepares and edits *The Forum*
- Provides leadership and support on the AFG Connects communities for *Forum* and Literature Coordinators and Area Newsletter Editors

Conference

- Prepares program and staffs the World Service Conference (WSC)
- Prepares the *World Service Conference Summary* (P-46)
- Provides leadership and support for Delegates, Area Chairpersons, and District Representatives

- Responds to all communications regarding Delegate and Conference concerns
- Develops service tools to educate the membership on the Structure

International

- Supports International structures
- Coordinates International Al-Anon General Services Meeting (IAGSM)
- Prepares *IAGSM Summary*
- Monitors and processes reprint permissions for the International community
- Coordinates the review of translations of CAL
- Supports the International Meeting Search on the al-anon.org website

Other Program Services

- Participates in Area and International events
- Maintains the Archives
- Provides groups with registration dates
- Creates International Convention program

Administration and Digital Strategy

Digital Strategy & Communications

- Designs, builds, and maintains the website
- Creates content for and manages blogs, podcasts, and social media pages
- Supports Web and Public Outreach (PO) Coordinators
- Develops service-wide PO campaigns, including Public Service Announcements (PSAs)
- Maintains *The Best of Public Outreach*
- Conducts internal research and collaborates with researchers
- Builds and distributes *In the Loop*
- Grants permissions for service arms to post the Legacies on their websites
- Collaborates with media

- Evaluates emerging technologies to determine benefits for AFG, Inc. and the fellowship

Administrative Services

- Facilitates special projects and events, including Conference and International Conventions
- Maintains and defends copyrights and trademarks
- Coordinates Staff and World Service Office (WSO) Volunteers participation in International and Area events
- Oversees Staff implementation of the Board of Trustees' Strategic Plan
- Recruits, retains, and grows WSO Staff to support our primary purpose
- Facilitates the WSO Volunteer application process to ensure consistency in candidate selection

Finance & Operations

Operations

- Designs *The Forum* and *AFA*; *In the Loop*; event programs, posters, and summaries; and CAL
- Translates new and updated literature, WSO website pages, and other published materials
- Translates, designs, and distributes *Le lien* and *Al-Anon y Alateen en acción* magazines
- Stocks literature inventory

- Maintains WSO building and grounds
- Maintains AFG Connects and the online store

Finance & Customer Service

- Pays the bills of AFG, Inc.
- Receives and processes contributions
- Processes and distributes literature orders for members, groups, and Literature Distribution Centers (LDCs)
- Receives and processes *Forum* subscriptions