



Al-Anon Family Groups  
Help and hope for families and friends of alcoholics



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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**

November 2021

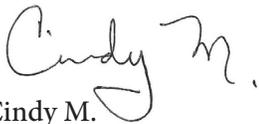
As we approach the end of the year and are participating in family gatherings, please remember that Al-Anon Family Groups are here for you, 365 days a year, 24 hours a day. You can find a meeting on the *Al-Anon Family Groups Mobile App*, visit our website, order Conference Approved Literature (CAL) from our online store, or find us on social media (Facebook, Instagram, LinkedIn, Twitter, and YouTube). Our Core Purpose of “Helping families and friends of alcoholics find hope and encouragement to live joyful, serene lives,” can only come to fruition with your continued contributions.

In this season of gratitude, the World Service Office (WSO) is grateful to all the groups, Districts, AIS/LDCs, Areas, and General Service Offices (GSOs) that have consistently supported us through this transitional year as we have welcomed our groups meeting electronically into the World Service Structure. The WSO continues to provide services to the groups—group record updates, literature sales, public service announcements (PSAs), Alateen support, reprint requests, translation in French and Spanish, updates to the *Mobile App* and answering questions from the fellowship.

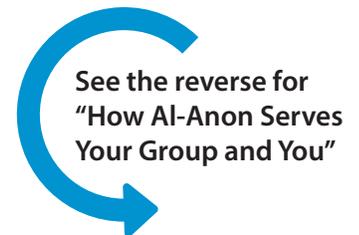
As Vi F, WSO Treasurer in 1962 said, “Money is your messenger in places where you cannot be!” This continues to be true today; so, this is your opportunity, as an individual, to contribute to the World Service Office. Your support allows the services listed on the back of this letter to continue without interruption, and allows us to focus on “Enhancing Our Recovery through Abundance, Unity, and Understanding!”

You can contribute online at [al-anon.org](http://al-anon.org), from within the *Mobile App* or online store, or by check to the address below. Thank you for your continued support!

In gratitude,



Cindy M.  
Member  
AFG, Inc. Treasurer  
[treasurer@al-anon.org](mailto:treasurer@al-anon.org)



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](http://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 all registered Al-Anon Family Groups
- Maintains group, meeting, and trusted servant records
- Creates *Alateen Talk* quarterly newsletter
- Supports Inmate Correspondence Service
- Supports Alateen groups and encourages Al-Anon members to serve through their Area process
- Sends complimentary Conference Approved Literature (CAL) and other service materials
- Supports Al-Anon Information Service Centers (AIs)
- Supports trusted servants in their various roles and responsibilities
- 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
- Performs outreach to professionals

- Attends professional conferences to share the Al-Anon message
- 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
- Facilitates updates to the *Service Manual*
- Creates International Convention program

## Administration and Digital Communications

### Digital Communications

- Designs, builds, and maintains the website
- Builds and maintains the *Al-Anon Family Groups* Mobile App
- 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), and collaborates with media

- Maintains *The Best of Public Outreach*
- Conducts internal research and collaborates with researchers
- Builds and distributes *In the Loop*
- Evaluates emerging technologies to determine benefits for AFG, Inc. and the fellowship

### Administration

- Answers the Toll-Free Meeting line in English, Spanish, and French
- 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, grows, and retains WSO Staff to support our primary purpose
- Grants permissions for service arms to post the Legacies on their websites
- 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, designs, and distributes *Le lien* and *Al-Anon y Alateen en acción* magazines
- Translates new and updated literature, WSO website pages, programs, Mobile App premium content, and other

- published materials
- Stocks literature inventory
- Maintains WSO building and grounds
- Maintains AFG Connects and the online store

### Finance & Customer Service

- Manages AFG, Inc. financial matters
- Receives and processes member contributions

- Processes and distributes literature orders for members, groups, and Literature Distribution Centers (LDCs)
- Receives and processes *The Forum* and Mobile App premium content subscriptions