

## Al-Anon Information Service (AIS) Flyer Guidelines

Portland, Oregon AIS flyer approval allows for a flyer to be posted in the AIS office, on the AIS website/social media, announced at AIS Service Committee/Board meetings, and available for distribution to the Al-Anon/Alateen Groups.

To be eligible for sharing through AIS the flyers (events/information/activities) must meet the following guidelines:

- Flyer must be sponsored by a registered Al-Anon/Alateen meeting, Portland AIS, District, Oregon Area, or WSO and state that on the flyer. Please send Al-Anon contact with flyer submission.
- Flyer for Oregon A.A. events with Al-Anon participation; only events co-sponsored by a registered Al-Anon/Alateen meeting or District within the AIS boundaries, Portland AIS, or Oregon Area will be accepted, and this must be stated on the flyer. Please send Al-Anon contact with flyer submission.
- Flyer may not include the name or location of a social gathering before or after the regularly scheduled meeting.
- Flyer for events taking place outside the AIS district's boundaries will not be posted on AIS website or social media; however, if the flyer follows the above guidelines, it may be approved for posting at the AIS office. Events outside AIS boundaries are encouraged to post on the Oregon Area website.
  - Flyers for events sponsored by Oregon Area or WSO will be treated as within the AIS district boundaries.
  - Flyers for Virtual/Hybrid events sponsored by a specific Al-Anon service arm (AIS, District or Oregon Area) within the state of Oregon will be treated as within the AIS district boundaries.
- Flyer to include date of event or year of submission.
- Flyer must state entity supported if donations are collected.
- In keeping with our Traditions on Anonymity flyers not to include full names, home addresses, or emails with last names.
- Flyer submission will be acknowledged by AIS within one week, please allow two weeks for approval.
- Flyers that do not meet the above guidelines will not be posted and the Al-Anon contact will be notified if possible.

For questions, please email [ais@al-anonportlandoregon.org](mailto:ais@al-anonportlandoregon.org)

Postings on social media are only available when there is an AIS Social Media chair. Postings on social media will take place after the flyer is approved for posting on the AIS website. A flyer submission can request that the flyer not be posted on social media.

Rev 5 - Motion Approved at AIS Service Committee Meeting, 7/21/2022 to accept the above flyer guidelines. This motion supersedes the Flyer Guidelines accepted November 20, 2014.