

1. **Favorite CAL.** Each group identify 3-5 favorite pieces of CAL and explain why they are meaningful to you.
2. **What is Conference Approved Literature (CAL)?** Books, pamphlets and service tools conceptually approved by the World Service Conference (WSC) and written by and for Al-Anon and Alateen members. Once developed, this material undergoes a rigorous process of review established by the WSC to assure it is identifiably Al-Anon in content and feeling, and consistently reflects Al-Anon's principles. CAL is identifiable by the CAL seal (SM, p.76).
3. **What organization publishes all CAL?** The WSO publishes all Conference Approved Literature (CAL). SM, p.69.
4. **Why do we use CAL?** To ensure that our program message stays consistent with our principles. SM, p.64. **Why is only Al-Anon CAL used at Al-Anon/Alateen meetings?:** To keep Al-Anon's message in focus and encourage unity, only Al-Anon/Alateen Conference Approved Literature (CAL) and Al-Anon/Alateen service tools are displayed, distributed and used at Al-Anon and Alateen meetings, including meetings at conferences and conventions. These items reflect the informed group conscience of the Al-Anon Family Groups as expressed by its World Service Conference since 1961. (SM, p. 114).
 - Conference Approved Literature provides a unified view of Al-Anon/Alateen to members, professionals, other individuals, and outside agencies. Service tools produced by the World Service Office reflect the Al-Anon/Alateen service structure and the shared experiences of our membership. (SM, p.114)
 - This ensures that our program message stays consistent with our principles. SM, p.64.
5. **Why is not A.A. literature used at Al-Anon meetings?** A.A. literature is not used at Al-Anon meetings because it is written for and from the viewpoint of alcoholics and is not Al-Anon/Alateen Conference Approved Literature. Reliance on opinions expressed in A.A. and other outside materials can distort the Al-Anon approach, (SM, p. 114).
6. **What is the Conference Approval process for CAL?** Conference Approval is the process for development of recovery literature (including recovery literature with a service focus) that reflects the group conscience of the Al-Anon Family Groups through actions taken by the World Service Conference. The conceptual ideas recommended by the World Service Conference are delegated to the WSO Literature Committees for implementation. Each item, when completed, bears the Conference Approval seal.
7. **How Material Receives Conference Approval** The process of Conference Approval ensures that designated Al-Anon members, Delegates, WSO staff and volunteers will review the material before publication and/or production. Many members' participation in the Conference Approval process guarantees the fellowship that the material is an expression of Al-Anon principles. Proposals of new material and major revisions of existing material are brought to the World Service Conference for recommendation and approval. Service committees may propose material with a service focus. Proposed manuscripts and/or content of Conference Approved Literature are reviewed by a Literature Committee. As a final step, the Executive Director, the Chairperson of the Policy Committee and four other members of that Committee review all

new pieces and major revisions of existing material before they are approved. The Board of Trustees through the Executive Director authorizes minor revisions, p.110.

- 8. How do you identify Al-Anon/Alateen Publications?** The original seal, with the letters “AFG” in the circle and the words “World Service Conference” within the triangle, appears on and is reserved for, all Al-Anon/ Alateen Conference Approved Literature and material with the words “Approved by World Service Conference.” Service tools carry the Al-Anon logo and indicate production by Al-Anon Family Group Headquarters, Inc. (See “Symbols.”), p. 113, 117.
- 9. Describe three Symbols/Logos** The three symbols shown are registered as Al-Anon “marks” with the U.S. Patent and Trademark Office. Use of these marks for other than Al-Anon/Alateen purposes or any alteration of these symbols endangers their legal status. The Al-Anon/Alateen logo with AFG in the circle is a popular means of identification at conventions and joint fellowship affairs. The logo without the AFG was adopted by the WSO for easy identification of stationery, service tools and other Al-Anon/Alateen material. Al-Anon/Alateen service arms (such as Areas, Districts and Information Services) and conventions with Al-Anon/Alateen participation may use this logo without alteration for identification on printed materials. The original logo, accompanied by the words “Approved by World Service Conference Al-Anon Family Groups,” identifies Conference Approved Literature (see “Identification of Material”), p.117.



- 10. What is the purpose of CAL Literature and Service Materials?** Al-Anon/Alateen literature and service materials help members to continue their recovery between meetings and gain insight into themselves and the principles of the Al-Anon/Alateen program. Al-Anon/Alateen service tools help members to conduct the business of Al-Anon/Alateen in a healthy, productive way, e.g. Service Manual, Al-Anon/Alateen Guidelines, outreach materials. (SM, p.62) Conference Approved Literature (CAL) is written by and for our members, and goes through a thorough review process by numerous Al-Anon members to assure that it conveys the program in a consistent and comprehensive manner. Samples from CAL are posted on al-anon.org. SM, p.63-64.

- Al-Anon/Alateen service tools help members to conduct the business of Al-Anon/Alateen in a healthy, productive way. Many service tools, including all of the Al-Anon/Alateen Guidelines, the Service Manual, and outreach materials are available under the Members’ menu at al-anon.org to download and print as needed.
- Other outreach materials are available at very low cost. A complete Al-Anon/Alateen Conference Approved Literature and Service Materials catalog (S-15) is mailed annually to every Al-Anon/Alateen group.

11. Name three ways that CAL can be used to support meetings?

- To support beginner's meetings as topic leads and take home literature (*Newcomer packet, Welcome Newcomer (ek-10)*, p.38)
- Source for topics in general meeting leads, using *The Forum*, SM p.41.
- As an optional reading: the group may choose to read other selections from Al-Anon **Conference Approved Literature (CAL)** as decided by the group conscience, with the source of the reading noted. (SM, p.24)

12. Who writes CAL? Conference Approved Literature (CAL) is written by and for our members, and goes through a thorough review process by numerous Al-Anon members to assure that it conveys the program in a consistent and comprehensive manner. (SM, p.62)

13. Material Written by Al-Anon/Alateen Members The actual writing is done by Al-Anon/Alateen members.

14. Material submitted is subsequently coordinated and edited for literary style by Al-Anon members **who may be professional writers.**

15. In keeping with the spirit of Al-Anon, **the full name of any individual member does not appear in the title of Al-Anon/Alateen material, nor is authorship acknowledged.**

16. All published material becomes the **sole property of the Al-Anon Family Group**, p.110-111.

17. Material Written by Non-members A few items were not developed in the above manner. Such exceptions were made when a booklet, talk or article by a nonmember met a specific need and then only with Conference Approval. As a necessary courtesy, credit was given to the author or the organization where the material originated, p. 111.

18. WSO Service Tools Service tools and materials are created by a World Service Office service department, committee or as the result of a Conference discussion. They are designed to assist members at meetings and in conducting Al-Anon/Alateen service. Service tools are developed by staff or committees and are subject to Executive Committee approval. As a final step, the Executive Director, the Chairpersons of the Board of Trustees and Executive Committee and designated Policy Committee members approve the text of service tools, p.111.

19. Al-Anon/Alateen Service Manual "Al-Anon and Alateen Groups at Work" is updated on a regular basis at the World Service Office. Approval for additions and revisions to other parts of this Manual is given by vote at the World Service Conference, p.111.

20. How can members contribute to CAL? Writing Meetings These can be a rich source of material for Conference Approved Literature. Writing meetings are similar to discussion meetings in which the Chairperson or leader presents an Al-Anon or Alateen topic and helps members to

focus their thoughts on the subject as it applies to them. Then, members take ten to 15 minutes to capture their thoughts in writing. In the remaining meeting time, members who feel comfortable doing so may share aloud with the group what they wrote on the topic. Members are encouraged to submit their written sharings to the WSO for possible inclusion in a new piece of CAL, *The Forum*, *Alateen Talk*, or another publication. Sharing sheets and instructions can be found under the Members menu on al-anon.org. (SM p. 42,43.)

21. **Members may submit sharings** to the WSO in English, or in Spanish or French with an accompanying English translation.
22. **Where are the forms to submit sharings** for *The Forum*, *Al-Anon y Alateen en acción*, and *Le lien*, Al-Anon/Alateen's member magazines that contain recovery stories from members, as well as news and information from the World Service Office, are available under the Members menu at al-anon.org. (SM, p.62).
23. **Who is responsible for familiarizing** groups, Information Services, and service committees in the District with the wide variety of Conference Approved Literature (CAL) available for friends and families of alcoholics. The District Representative. (SM, p. 158)
24. **What is the role of the GR and Conference Approved Literature?** The GR, recognizing the importance of CAL, makes sure that the pamphlet *Why Conference Approved Literature?* (P-35) is always available at the meeting. He encourages use of a variety of CAL for meeting topics. (SM, p. 146)
25. **Which WSO Committee is responsible for all CAL? The Literature Committee** is responsible for all Conference Approved Literature (CAL) and its mission is to see that every aspect of the Al-Anon program of recovery is presented in comprehensive written material for our members, friends and the world at large. The Committee suggests creation of material to meet new needs or changing conditions and is charged with the revision of existing books and pamphlets. (SM, p.212)
26. **How does CAL support Al-Anon/Alateen groups?** It provides funds to the WSO from the sale of CAL that is in turn used to support groups. (SM, p.V1)
27. **Al-Anon Family Groups published** more than ? books and pamphlets that share Al-Anon's single purpose: to help family and friends recover from the effects of someone else's drinking since its founding in 1951. (WSO website—downloadable items, 100)
28. **What CAL pamphlets can be used for a group inventory? Where can you find it online?** G8 a & b posted under the Members' menu at al-anon.org
29. **What CAL can be used to support Public Outreach meetings?** *The Open Al-Anon Meeting* (G-27) and *A Meeting on Wheels* (G-22), p.45.
30. **Identify 10 CAL resource for guidelines relevant to groups?** SM, p. 61-62.

Guidelines that may be helpful to groups include:

- Members Interested in Speaking (G-1)
- Cooperation Between Al-Anon and A.A. (G-3)
- Beginners' Meeting (G-2)
- Taking a Group Inventory (G-8a & G-8b)
- Outreach to the Public (G-10)
- Group Representatives (G-11)
- How to Start an Al-Anon Group (G-12)
- Suggested Programs for Meetings (G-13)
- Starting an Alateen Group (G-19)
- The Open Al-Anon Meeting (G-27)
- Outreach to Professionals (G-29)
- Ordering Literature (G-31)
- Alateen Safety Guidelines (G-34)
- Electronic Al-Anon Meeting Guideline (G-39)
- Guideline for Al-Anon Websites (G-40)
- Reserve Fund Guideline (G-41) (contains information about group budgets, etc.)

31. What electronic newsletters contain timely news and announcements from the World Service Office (WSO). *In the Loop, En Contacto, and Le Messenger* These electronic communications are sent at least monthly to the group's CMA (Current Mailing Address) (SM, p.62).

32. What is the "voice of the fellowship?" The Forum is the monthly magazine in which Al-Anon and Alateen members share their experiences. It is "The Voice of the Fellowship," a forum where individual members and groups can be heard.

33. Who edits the Forum Submissions. *The Forum* Staff at the WSO, with assistance from a volunteer committee, edits the letters and articles sent from all over the world. This assures a publication that a broad-based international audience can understand and use for growth in the program. It also offers meeting ideas and materials for use in group discussions. The Forum can be used, and is encouraged to be used, by all members and groups for meetings.

34. Is the Forum conference approved. The Forum, as a concept, is Conference Approved, but it is not possible for each issue to follow the full procedure for Conference Approved Literature. Sharings received for The Forum are reviewed for their fidelity to the Al-Anon program and principles by a volunteer committee and/or The Forum staff. Time-sensitive articles, such as editorials, interviews, "Inside Al-Anon," etc., may be reviewed by The Forum staff,

35. Describe the permission process from the WSO to use Forum material. Since it is copyrighted material, the WSO does not grant permission for substantial reprints from *The Forum* in Area, District, or other service arm newsletters in the U.S. and Canada. However, it is permissible for all newsletters to reprint any articles that appear in the "Inside Al-Anon" section of *The Forum*. Newsletters of other countries may, upon informing the WSO, use additional *The Forum* material if they give proper credit line in their publication. *The Forum* is available by subscription. (SM, p.114, 115).

36. What CAL contains policies approved by the World Service Conference? The Forum and the World Service Conference Summary. SM, p.84.

WHERE DO I FIND CAL RESOURCES?

37. What CAL is available at al-anon.org? The WSO Website (al-anon.org), This website includes information for Al-Anon and Alateen members, newcomers, professionals and the media such as digital publications like the Service Manual, an online Store for purchasing Al-Anon Conference Approved Literature (CAL), and audio podcasts, (SM. p.62).

38. What is at <https://ecomm.al-anon.org/EN/content/Home.aspx?hkey=f9e8d517-95bc-4f0b-8de5-d9e8d93bd811>?

39. What is listed in Al-Anon essentials? Online store, topics.

40. What manuals and guidelines are listed on the WSO website? (SM, Al-Anon, Alateen guidelines)?

41. How do you find group supplies on the website? <https://ecomm.al-anon.org/EN/content/Home.aspx?hkey=f9e8d517-95bc-4f0b-8de5-d9e8d93bd811>, Topics, Group supplies. How many items are available-47?

42. What is item P-35? What Conference approved literature pamphlet.

43. Where do you find outreach to the public? Under the products tab.

44. You can order materials in what three languages?

45. What is the link to submit your sharing online? <https://al-anon.org/for-members/members-resources/literature/literature-resources/>

46. How many books, pamphlets, etc. can be ordered at <https://al-anon.org/for-members/members-resources/literature/feature-publications/>; 15

47. How many magazines are available? What are they? (AFA, Forum, Alateen Talk)

48. What is the catalogue number for the CAL/Service Materials order form? (S-16 Public outreach, CAL and service materials order blank, SS-16)

49. What is the catalogue number for Spanish translations? (Public outreach, CAL and service materials order blank, SS-16)
50. Where can you find the list of CAL that can be posted online on service arm websites? (WSO website, members, public outreach). A listing of Al-Anon/Alateen service tools/materials that may be posted on websites is found on the Members menu of the WSO website: al-anon.org. A credit line "Reprinted by permission of Al-Anon Family Group Headquarters, Inc." is required. No other Al-Anon/ Alateen copyrighted literature may be reprinted electronically without express written permission from the WSO. (SM, p. 118, WSO website, Public Outreach)
51. **Where can you find the newcomers packet?** The new E-newcomer's meeting packet is being sold on Amazon \$1.40 for kindle: <https://ecomm.al-anon.org/EN/ItemDetail?iProductCode=EK10>
52. **True or false.** Permission to reprint extensively from our publications is not granted in the United States and Canada to any individuals, within or outside of our membership or to any outside agency? TRUE. (SM, p.117-118)
53. **What are the links to the form to secure written permission to reprint Al-Anon CAL?** https://al-anon.org/pdf/Reprint_Permission_Form_OUTSIDE.pdf; https://al-anon.org/pdf/Reprint_Permission_Form_INSIDE.pdf. Please mail two completed copies of the form to the WSO along with your proposed use of the Al-Anon material. After review by the Fellowship Communication Director or Associate Director, the documents are passed on to the Executive Director for signature. Please allow 3-4 weeks from the date you mail the form for reply.
54. **Can I reprint a sharing from the Forum?** Since it is copyrighted material, the WSO does not grant permission for substantial reprints from *The Forum* in Area, District, or other service arm newsletters in the U.S. and Canada. However, it is permissible for all newsletters to reprint any articles that appear in the "Inside Al-Anon" section of *The Forum*. Newsletters of other countries may, upon informing the WSO, use additional *The Forum* material if they give proper credit line in their publication. *The Forum* is available by subscription. (SM, p.115)
- Copyrights Al Anon/Alateen Conference Approved Literature (CAL), The Forum and most service materials/tools are copyrighted. The WSO does not grant permission for substantial reprints of CAL in Area, District or other service arm newsletters, or to outside publications in the U.S. and Canada. It is not necessary for Al Anon/Alateen service arms to obtain permission to excerpt items of interest from Area Highlights, Alateen Talk, the "Inside Al Anon" section of The Forum or from service tools. (SM, p.116)
55. **How do groups usually pay for CAL?** Group expenses may include: Conference Approved Literature, including Al-Anon and Alateen books and pamphlets for sale to members. Most groups offer lower-priced pamphlets and leaflets to newcomers and members at no charge. SM, p.53. Group secretary/literature chair/volunteer orders Conference Approved Literature in

sufficient quantities to supply the group's needs (if the group does not have a Literature Chairperson).

56. What are three ways CAL be purchased?

- WSO Online Store for purchasing Al-Anon Conference Approved Literature (CAL), (SM, p.61).
- A complete Al-Anon/ Alateen Conference Approved Literature and Service Materials catalog (S-15) is mailed annually to every Al-Anon/Alateen group, p.64.
- Through a Literature Distribution Center that provides Al-Anon members with local access and quick delivery of Al-Anon Conference Approved Literature, including books, pamphlets, booklets, kits, posters, and other Al-Anon material. (SM, p.66,74).

57. What other organization may stock CAL? An Al-Anon Information Service (AIS), also known as an Intergroup, is a local service established and maintained by one or more Districts or by groups located close enough to one another for easy access and communication. An AIS may maintain a stock of Conference Approved Literature (CAL), and may register with the WSO as a Literature Distribution Center (LDC) to sell CAL. The WSO will also register LDCs that operate separately from the local Information Service. (SM, p.65, 66).

58. What is the purpose of a Literature Distribution Center? A Literature Distribution Center (LDC) provides Al-Anon members with local access and quick delivery of Al-Anon Conference Approved Literature, including books, pamphlets, booklets, kits, posters, and films, and other Al-Anon material. (SM, p. 74)

59. What WSO committee considers first time requests for permission to reprint Conference Approved Literature (CAL) outside the WSC Structure. The International Coordination Committee, (SM, p.211)

60. True or false. U.S. and Canadian regulations do not contain provisions under which Al Anon could apply for blanket exemption for its Area committees or local groups, now or hereafter formed. True, SM p.128