

## CAL Workshop Worksheet

Options to find Service Manual in your cell phone:

- Type in--al anon service manual--in google search bar
- Go to [vaalanon.org](http://vaalanon.org), click on three lines upper right, members, GR 101, link to service manual is under documents for session 1

### **Favorite CAL.**

1. Each group identify 3-5 favorite examples of CAL and explain why they are meaningful to you. Include your favorite book, pamphlet, etc.

### **CAL Key Concepts**

2. What is Conference Approved Literature (CAL)?
3. What organization publishes all CAL?
4. Why do we use CAL? Why only CAL materials at Al-Anon/Alateen meetings?
5. Why is A.A. literature not used at Al-Anon meetings?
6. What is the Conference Approval process for CAL?
7. How does CAL receive conference approval?
8. How do you identify Al-Anon/Alateen Publications?
9. Describe the three Al-Anon Symbols/Logos.
10. What is the purpose of CAL Literature and Service Materials?

11. Name three ways that CAL can be used to support meetings?
12. Who writes CAL?
13. Describe the process for material Written by Al-Anon/Alateen Members.
14. Are professional writers used to edit submissions?
15. Is the full name of the author acknowledged in the title?
16. All published material become the sole property of what organization?
17. Describe material written by Non-members. How is credit given?
18. Describe how WSO Service tools and materials are created.
19. What organization updates the Al-Anon/Alateen Service Manual? Where does approval for additions and revisions occur?
20. Describe a specific Al-Anon meeting that can be a source for CAL? How can members contribute to CAL?
21. What are the three languages that members can use to submit sharings?
22. Where are the forms to submit sharings for *The Forum*, *Al-Anon y Alateen en acción*, and *Le lien*?
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?
24. Name two specific ways the GR can encourage the use of Conference Approved Literature at meetings?
25. Which WSO Committee is responsible for all CAL? What is its mission? Name two responsibilities of this committee?
26. How does the sale of CAL support Al-Anon/Alateen groups?

27. Al-Anon Family Groups published more than how many \_\_\_\_ 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?
28. What CAL pamphlets can be used for a group inventory? Where can you find them online?
29. Name two CAL pamphlets that can be used to support Public Outreach meetings?
30. Identify 10 CAL resources for guidelines relevant to groups?
31. What electronic newsletters contain timely news and announcements from the World Service Office (WSO)?
32. What is the "voice of the fellowship and why?"
33. Who edits Forum submissions?
34. Is the Forum conference approved? Does the Forum always follow the full procedure for approving CAL?
35. Describe the permission process from the WSO to use Forum material?
36. What CAL contains policies approved by the World Service Conference?

### **WHERE DO I FIND CAL RESOURCES?**

37. Who does the al-anon.org website generally provide information for? And what does it generally provide?
38. What is at <https://ecomm.al-anon.org/EN/content/Home.aspx?hkey=f9e8d517-95bc-4f0b-8de5-d9e8d93bd811>? What resources are listed there?

39. What is listed in Al-Anon essentials?
40. What manuals and guidelines are listed on the WSO website?
41. How do you find group supplies on the website? How many items are available?
42. What is item P-35?
43. Under what tab do you find outreach to the public?
44. You can order materials in what three languages?
45. What is the link to submit your sharing online?
46. How many books, pamphlets, etc. can be ordered at <https://al-anon.org/for-members/members-resources/literature/feature-publications/>?
47. How many magazines are available? What are they?
48. What is the catalogue number for the CAL/Service Materials order form?
49. What is the catalogue number for Spanish translations?
50. Where on al-anon.org can you find a listing of Al-Anon/Alateen service tools/materials that may be posted on websites? What is the required credit line?
51. Where can you find the newcomers packet?
52. **True/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?
53. What are the links to obtain the form to secure written reprint authorization of CAL?
54. Can I reprint a sharing from the Forum?
55. How do groups usually pay for CAL?
56. What are three ways CAL be purchased?
57. What other organization may stock CAL?
58. What is the purpose of a Literature Distribution Center?
59. What WSO committee considers first-time requests for permission to reprint Conference Approved Literature (CAL) outside the WSC Structure?

**60. True or false?** U.S. and Canadian regulations do contain provisions under which Al-Anon could apply for blanket exemption for its Area committees or local groups, now or hereafter formed?