

DRAFT

(04/04/05)

Al-Anon Family Groups Hawaii Area Guidelines

This guideline should be printed on green paper.

These Guidelines were accepted by Substantial Unanimity by the Hawaii Al-Anon Family Groups General Assembly, on October 15, 1995, at the Maui Electric Center in Wailuku, Maui.

Hawaii Area Literature Distribution Center (HALDC)

I. History

Hawaii Area Literature Distribution Center (HALDC) started in 1988 as an independent not-for-profit- entity to provide Al-Anon members and Groups with a local supply of all AFG Conference Approved Literature (CAL). HALDC is accountable to the Area.

II. Purpose

To maintain a complete inventory of Conference Approved Literature (CAL) to sell to local members and Groups at the same list price used by AFG, Virginia, without the four weeks delivery time.

III. Policies

- A. A full inventory of CAL is to be maintained.
- B. Orders will be shipped by US Priority Mail to Groups on islands other than Oahu. Oahu Groups' orders are picked up after arrangements have been made by phoning HALDC POC.
- C. A full financial report for the previous year shall be submitted to the Area Spring Assembly. Periodic updates will be made when necessary.
- D. Area AFG shall audit the annual report.
- E. A fifty dollar (\$50.00) petty cash fund shall be established.
- F. HALDC will charge the prices listed on the national AFG order form, including the 8% freight from Virginia to Hawaii. Terms are "cash with order."

- G. Money accumulated by HALDC in excess of cash needed for operations and a prudent reserve will be transferred to the Area.
- H. The HALDC Manager will be attending any event, conference, etc that is held on Oahu.
- I. The HALDC Manager will be attending all assemblies with HALDC funding any expense for the Manager to attend the event according to the HWS Policies & Procedures.
- J. HALDC has a helper who assists the manager in pulling orders, packs them for shipping, orders literature from WSO, delivers or makes arrangements for literature pick up on Oahu.*
- K. HALDC will budget to send the Manager to an LDC workshop when provided by WSO.

IV. Procedures

Mail orders with check to HALDC/AFG

St. Timothy's Episcopal Church
98-939 Moanalua Road
Aiea, Hawaii 96701

Merchandise will be mailed within five working days.

* As of the present, there is a helper who pulls the orders and mails them to the Groups. Brigida C., who is the POC, does everything else.