



*I am responsible...*

*when anyone anywhere  
reaches out for help I want  
the hand of A.A. always to be  
there and for that I am responsible*



## **Plain and Straight Policies & Procedures**

### **Requirements**

- 2 Years Sober
- Knowledge of word processing and ability to print good quality, photo ready material for the printing company.
- Access to E-mail and Internet.

### **Duties**

Attend monthly Intergroup and Steering Committee meetings. Compile Plain and Straight monthly. Request material from the officers and committee chairs and take it to the printer at least a week before the Intergroup meeting. E-mail final version to website chairperson when completed. Printer will deliver the material to Central Office. Central Office will make payment upon receiving the material.

### **Publication Guidelines and Committee Duties (General)**

Plain And Straight is the newsletter of Pinellas County Intergroup, serving members of Alcoholics Anonymous by keeping them informed of events and news in the area. However, "Opinions expressed in Plain and Straight are not those of Alcoholics Anonymous, nor does the publication of any article imply endorsement or affiliation by the Pinellas County Intergroup or Alcoholics Anonymous."

**Format Plain and Straight is published in an eight page format containing the following:**

- Anniversaries
- District Information
- Donations Report from Treasurer
- Chairman's Report
- Reports from standing committees, if presented
- Central Office Visitors Log and other material, if presented

Graphical outline consists of varying column width (3-2-4) depending of information presented. Typeset is Verdana 10pt, header typeset is Verdana 14pt Bold. Articles are separated by dividers. Typeset may be smaller if amount of material exceeds the standard monthly amount. Material As the Plain and Straight is printed without approval, the content is mainly the responsibility of the editor. All material should be By Alcoholics, For Alcoholics (BAFA) and non-offensive. If the event is organized only for Alcoholics and their families, the event is considered a BAFA event. As a matter of fact, any event that will host any of the following: Speaker Meeting, Open Discussion Meeting or Closed Discussion Meeting can be considered a BAFA event. All BAFA events may be posted in the Plain and Straight.

**Format of posting is mandated by:**

- Space available - Priority is given in following order: Intergroup, District and Area. Flyers may be copied into the newsletter, they might be inserted as an additional page, or the information may be retyped to fit. Reprints and Copyrights Proper credits must always be given with regard to reprinted material.
- For A.A Grapevine "Reprinted with permission of the A.A Grapevine, Inc". All articles from Grapevine have to be unedited, in full length and display date, issue and author information.
- For 12 Steps and 12 Traditions "Reprinted with permission of A.A World Services, Inc".
- For A.A Books or Pamphlets, these words should appear:  
"Reprinted from [name of book or pamphlet, page number] with permission of A.A World Services, Inc."
- On the front page the following should be printed: "A.A., Alcoholics Anonymous and the A.A Symbol are registered Trademarks of Alcoholics Anonymous World Services, Inc".
- Following statement should be printed on the front page "Opinions expressed in Plain and Straight are not those of Alcoholics Anonymous, nor does the publication of any article imply endorsement or affiliation by the Pinellas County Intergroup or Alcoholics Anonymous."