

Policy Regarding Sale of Literature at Non-Al-Anon Events

The center employee will make a decision if a person requesting to sell Al-Anon literature at an AA (or other other non-Al- Anon conference) will be responsible and capable to handle Information Center inventory at an appropriate event.

If the person is deemed by the center employee to be responsible, the center employee will explain, very clearly, how sales should be handled. The center employee will make a list of the literature taken, and give a carbon copy to the responsible person picking it up. The responsible person will also get a receipt book to record all the sales. Within 10 working days after the event, the responsible person will return the money for literature sold, the unsold literature, and receipt book to the center employee.

If, on the other hand, the center employee decides the person making the request does not have the background or association with Al-Anon to be delegated the responsibility, the center employee can offer to sell the literature to their organization, with the understanding that we will accept unsold literature in excellent condition for refund.

Attachment A will be used to document the transaction according to this policy.

Attachment A

It is understood that the Austin Al-Anon/Alateen Information Center (AAIC) will only accept unsold literature in excellent condition for refund. _____

(Initials of Responsible party)

I, _____, on behalf of _____

(Signature of Responsible party)

(Scheduled Event)

which will be held on _____ will return the items/ monies, within _____

(Date of Event)

days of event; if not returned, the AAIC office will bill **the Responsible Party's Al-Anon Family Group (AFG)** at the following address:

(Address of Responsible party's AFG)