DISTRICT 20
AL-ANON FAMILY GROUPS (AFG)
HANDBOOK
2/16/2025

This document contains considerable information taken (in part) from "Al-Anon Alateen Service Manual" and Al-Anon Guidelines.

These abbreviations are used throughout this document:
(Anywhere the word "District" occurs, it refers to District 20.)
AA – Alcoholics Anonymous
AFG, Inc. – Al-Anon Family Groups, Inc. OR Al-Anon Family Groups
Alt DR – Alternate District Representative
AMIAS – Al-Anon Member Involved in Alateen Service
CMA – Current Mailing Address
DGRS – District Group Records Secretary
DR – District Representative
GR – Group Representative
SIAFG – Southern Illinois Al-Anon Family Groups OR Southern Illinois Al-Anon Family Groups Area Assembly
SIAWSC – Southern Illinois Area World Service Committee
WSC – World Service Conference
WSO – World Service Office

The following information pertains to all pages in this document.

General District Information:

1. Meeting held three times per year.
    a. February, June, and October
    b. The 1st or 2nd Sunday of the month
    c. From 1-3 pm
2. Election of officers will be every three years at June or October meeting. (Election year is the same year as the Southern Illinois Al-Anon Family Groups (SIAFG) election year.)
3. Fiscal year is February 1 through January 31.
4. Tri-annual reports will be given at each District meeting.
    a. February reports include transactions from October 1 through January 31.
    b. June reports include transactions from February 1 through May 31.
    c. October reports include transactions from June 1 through September 30.
5. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
6. If questions arise
    a. Refer to index in back of latest "Al-Anon Alateen Service Manual" (P24/27)
    b. Review appropriate Al-Anon Family Group (AFG) Guideline (available on WSO website https://al-anon.org/ [choose Members, Members Resources, Manuals and Guidelines])
    c. Contact current District Representative

District Officers, Coordinators and Group Representatives:

1. For those District Officers and Coordinators who are reimbursed by the District for authorized expenses: It is important that receipts accompany District 20 Expense Reimbursement Form. To avoid problems, please remember to KEEP ALL RECEIPTS just in case they are needed.
2. The District provides a current copy of "Al-Anon Alateen Service Manual" to each District Officer, Coordinator, and Past District Representative and Group Representative. Become familiar with and bring this book to each District and SIAFG meeting.

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Service Participation by Members of Al-Anon Family Groups Who Are Also Members of Alcoholics Anonymous:
Al-Anon's policy is that members who are also members of Alcoholics Anonymous (AA) do not serve as Group Representative (GR), District Representative (DR), Area Delegate, World Service Conference member, alternate to any of these positions, or on any committee of the World Service Office (WSO). Filling service positions is a matter of District and Area autonomy within this policy and the spiritual principles that form its basis. Al-Anon/Alateen members who are also members of A.A. participate fully in all group activities, including group conscience decisions. However, they do not hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

As per above Al-Anon policy:

- District 20 autonomy adopted the following
    - District Representative (DR) and Alternate District Representative (Alt DR) positions MAY NOT be held by an Al-Anon member who is also a member of A.A.
    - All other District Officer and Coordinator positions do not automatically fill District Representative or Alternate District Representative positions and therefore MAY be held by an Al-Anon member who is also a member of A.A.
- Group Representative (GR) and Alternate Group Representative (Alt GR) positions MAY NOT be held by an Al-Anon member who is also a member of A.A.

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Group Representative (GR): A member, preferably with a basic understanding of the Al-Anon program, who is elected for a three-year term by their group (Al-Anon or Alateen). Member attends SIAFG Area Assembly and District meetings and acts as a contact between the group and the DR. The GR shares information between the group and SIAFG Area Assembly and votes on behalf of the group. Note: Al-Anon/Alateen members who are also members of AA may not serve as GR or Alt GR.

1. Communicate District 20, Southern Illinois Area Assembly (SIAFG), and World Service Office (WSO) information to their groups.
2. Attend District meetings and SIAFG Area Assembly, represent the group's needs, and vote on behalf of the group.
3. Pick-up updated copies of District Meeting List.
4. Work with District Group Records Secretary to keep mailing and meeting lists and information up to date.
5. Complete annual update form from World Service Office when received and send to District Group Records Secretary.
6. Serve for a three-year term.
7. Mentor newly elected GR as a way to promote consistency and competency among positions.

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District Representative (DR): An incoming, outgoing, or active past Group Representative (GR) who is elected by the other GRs in their district. Member assists the World Service Delegate in passing on information about WSO activities and World Service Conference (WSC) decisions to the GRs in the District. The DR is a member of the Southern Illinois Area World Service Committee (SIAWSC). Note: Al-Anon/Alateen members who are also members of AA may not serve as DR.

1. Call and chair District meetings three times a year, one month before SIAFG Area Assembly.
2. Reserve District meeting place. (Keep meeting place reserved ahead for next two meetings.)
3. Collect material, create an agenda and forward it to Group Records Secretary for distribution.
4. Act as a communicator in applying Steps, Traditions, and Concepts with Warranties between groups, SIAFG Area Assembly, World Service Delegate, and WSO.
5. Visit groups whenever possible or upon request.
6. Communicate District information/activities to WSO, SIAFG, District and Groups.
7. Attend SIAWSC and SIAFG Area Assembly meetings representing the District three times a year.
8. Give an oral District report at SIAFG.
9. Submit a written copy of District report, given at SIAFG meeting, to SIAFG Recording Secretary.
10. Submit a written District report to the 'News-O-Gram' Editor by deadline.
11. Attain yearly budget approval at February District meeting.
12. Appoint committee of trusted servants to audit District Treasurer records at end of three-year term.
13. Appoint committee of trusted servants to audit District Answering Service records at end of three-year term.
14. Assist in the resolution of expense reimbursement challenges.
15. Work with District Group Records Secretary and Meeting List Coordinator to keep District Group Records List up to date.
16. Work with new groups to assist them in getting registered with WSO.
17. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or, you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
18. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
19. Serve for a three-year term.
20. Mentor newly elected DR as a way to promote consistency and competency among positions.

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Alternate District Representative (Alt DR): An incoming, outgoing, or active past GR who is elected by the other GRs in their district. If the DR resigns, proves to be inactive in their district, or for any reason is unable to serve, the Alternate DR completes the term. Note: Al-Anon/Alateen members who are also members of AA may not serve as Alt DR.

1. See District Representative duties.
2. If applicable, give report at District meetings and submit written report to District Recording Secretary.
3. May serve as:
    a. Secretary or Treasurer of District
    b. Public Outreach contact from District to SIAFG and SIAWSC.
    c. Chairman of meetings on the service structure, Traditions, and Concepts with Warranties
4. District 20 Al-Anon Family Groups (AFG) Handbook
    a. Maintain, update and present for discussion and approval at District meetings
    b. Distribute or send to District Group Records Secretary for distribution.
5. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or, you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
6. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
7. Serve for a three-year term.
8. Mentor newly elected Alt DR as a way to promote consistency and competency among positions.

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Recording Secretary:

1. Attend District meetings (three per year).
2. Email notices of District meetings approximately one month prior to the next District meeting to Group Records Secretary for distribution to groups.
3. Take minutes at District meetings.
4. Record full name (first and last) of elected officers (District Representative, Alternate District Representative, Recording Secretary, Treasurer, and Group Records Secretary) in minutes whenever 1 or more are elected. And, send information to Treasurer so bank records can be updated as necessary.
5. Email District minutes within thirty days following District meeting (with instructions to have read minutes prior to the next District meeting) to Group Records Secretary.
6. Recording Secretary will keep the minutes of District meetings in a permanent book or on a CD for the length of their term which is three years
    a. At start of a term, the newly elected District Recording Secretary will receive a book containing the previous 12 months' minutes and documentation from the outgoing District Recording Secretary.
    b. At the end of the three-year term served, the District Recording Secretary will forward the previous 36 months of permanent records to the District Archivist and will provide the newly elected District Recording Secretary with the last 12 months of District minutes and documentation.
    c. District Recording Secretary to bring previous and the current year District meeting minutes to each District meeting.
7. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or, you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
8. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
9. Serve for a three-year term.
10. Mentor newly elected District Recording Secretary as a way to promote consistency and competency among positions.

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Treasurer:

1. Attend and give report containing District contributions and disbursements at District meetings (three per year).
2. Submit written report(s) to Recording Secretary.
3. As new Treasurer, within 15 days, make necessary changes (name, address, phone number, etc.) to:
   a. Bank (insert bank name here) so you receive bank statements at the end of the month.
   b. IRS to update District 20 EIN information. Treasurer is responsible for supplying needed information (some of which may be personal) to keep District 20 EIN active and up to date.
4. Keep banking information updated as necessary when new officer or officers are elected. (See # 4 in Recording Secretary section of this document.)
5. Submit yearly EIN updates to IRS.
6. Collect all District funds. (Includes passing the basket at District meetings.)
7. As authorized by District 20, pay:
   a. Bills by due date
   b. Reimbursements for expenses within 30 days of receipt of District 20 AFG Expense Reimbursement Form accompanied by valid receipt unless reimbursement request qualifies for "No Receipt".
8. Request for reimbursement procedure:
   a. All District 20 Officers and Coordinators will create a District 20 AFG Expense Reimbursement Form, attach receipts and/or documentation to form, and submit for reimbursement of any authorized expenses incurred on behalf of the District.
   b. Treasurer will update Treasurer information on District 20 AFG Expense Reimbursement Form and reimburse requestor as stated in 5b
   c. Treasurer will save District 20 AFG Expense Reimbursement Form and attachments in Treasurer's binder which is available for end of term audit
9. Contact DR and/or Alt DR if a problem arises with expense reimbursement(s).
10. When a request for literature is received:
    a. Notify District Officers and Coordinators to let them know a literature order is going to be placed.
    b. Advise date order will be placed
    c. Request they advise literature needs 10 days prior to order date
11. Order literature (including "Al-Anon /Alateen Service Manual") for District use from WSO using Bank Debit card or purchased Visa or Master card (attempt to place $100.00 or more literature order).
12. Prepare annual District Treasurer's report and present at February District meeting.
13. Prepare yearly proposed District budget and present at February District meeting.
14. Prepare yearly approved District budget and submit to Recording Secretary, (May be submitted electronically.)
15. Prepare for audit of District records at end of three-year term.
16. As a District 20 officer, the Treasurer will create treasurer's request for reimbursement the same as any other District 20 officer by submitting District 20 AFG Expense Reimbursement Form, receipts and/or documentation for reimbursement of any authorized expenses incurred on behalf of the District.
17. Serve for a three-year term.
18. Mentor newly elected District Treasurer as a way to promote consistency and competency among positions.

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Group Records Secretary

1. Attend and give report at District meetings (three per year).
2. Submit a written report to District Recording Secretary.
3. Maintain District email account (currently district.20.siafg@gmail.com) through which all district communication flows.
4. Compile and keep up to date a complete District 20 Group Records List. List to contain:
    a. Group information (Name, ID#, meeting day and time, meeting place address)
    b. Group Representative or Current Mailing Address (CMA) information (Name, USPS and email addresses, and phone number)
    c. Treasurer information (Name, USPS and email addresses, and phone number)
    d. Contact Person information (Name, USPS and email address, phone number)
5. Present one copy of District 20 Group Records List at District meeting for review and correction.
6. Distribute copy of District 20 Group Records List to District 20 Representative, Alternative Representative, Officers, Coordinators, and past representatives.
7. Notify District Representative, Alt District Representative, Recording Secretary, and Meeting List Coordinator and, SIAFG Group Records Secretary of changes made to District 20 Group Records List as they are made.
8. Receive notices of District meetings from District Recording Secretary.

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Group Records Secretary (continued)

9. When notified of a group change, will distribute changes on to SIAFG Group Records Secretary, District Representative, Alternative District Representative, District Meeting List and Answering Service Coordinators.
10. Email District meeting notices approximately one month prior to the next District meeting to District Officers, Coordinators, Past DRs, and GRs or CMAs.
11. Receive minutes of District meetings from District Recording Secretary within 30-days of District meeting.
12. Email District meeting minutes as soon as received from District Recording Secretary to District Officers, Coordinators, Past DRs, and GRs or CMAs.
13. Compile and keep up-to-date District 20 Officers, Coordinators, and Past District Representatives List. The list to contain:
    a. District 20 email address and Answering Service phone number
    b. Position, Name, USPS address, Phone Number, and email address of all District Officers, Coordinators, and Past DRs
    c. Contribution payable to and address information for: SIAFG, WSO, District Answering Service, District, and District Alateen
14. Email District 20 Officers, Coordinators, and Past District Representatives List to: District Officers, Coordinators, Past DRs, and District GRs or CMAs.
15. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or, you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
16. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
17. Serve for a three-year term.
18. Mentor newly elected District Group Records Secretary as a way to promote consistency and competency among positions.

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COORDINATORS - District Coordinators for special services coordinate the activities of their service in the District and are a liaison between the SIAFG and District. Dual members may serve as Coordinators.

Alateen Coordinator – Must be certified by SIAFG as an Al-Anon Member Involved in Alateen Service (AMIAS)

1. Attend and give report at District meetings (three per year).
2. Submit written report to District Recording Secretary.
3. Communicate Alateen information from the District, SIAFG, World Service Delegate, and WSO to Alateen groups and Alateen group Sponsors (AMIAS).
4. Assist in the formation of new District Alateen groups.
5. Encourage an Alateen member to represent his/her group at District and SIAFG Area Assembly meetings.
6. Complete and maintain a District Group Sponsor schedule for all District Alateen meetings.
7. Ensure that AMIAS re-certifications are completed and submitted yearly.
8. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or, you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
9. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
10. Serve for a three-year term.
11. Mentor newly elected District Alateen Coordinator as a way to promote consistency and competency among positions.

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Answering Service Coordinator –

1. Attend and make a financial report at District meetings (three per year).
2. Submit written report to District Recording Secretary.
3. Prepare yearly report and present at February District meeting.
4. Prepare yearly budget and present at February District meeting.
5. Maintain an Answering Service checking account at _____ (bank name).
    a. This includes paying a monthly / yearly invoice to:
        i. Contracted answering service (Com-Link)
        ii. Local phone directories (AT&T)
    b. Receive and deposit donations from meetings, members, and fund raisers* into checking account
6. As a new District Answering Service Coordinator, within 15 days, make necessary changes (name, address, phone number, etc.) to:
    a. _____ (bank name) so you receive bank statements at the end of the month
    b. Com-Link Answering Service and AT&T accounts so that you get the statements at the end of the month and are able to pay bills by due date
    c. IRS to update EIN information
7. Maintain and update contact phone list of Al-Anon members who will respond directly to caller inquiries. (Rotating names on list give contacts equal chance to be of service.)
8. Maintain an account with the answering service call center provider (currently, Com-Link).
    a. Receive and monitor monthly statements and pay in a timely manner
    b. Provide Com-Link with a contact phone list of members willing to be contacted to assist callers
    c. Provide Com-Link with up-to-date District Meeting Lists
9. Maintain a phone listing in the AT&T phone book with the local Answering Service phone number. Receive and monitor statement(s) and pay in a timely manner.
10. Prepare for audit at end of three-year term.
11. Keep records for three years. Shred old records.
12. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or, you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
13. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.

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Answering Service Coordinator (continued)

14. Serve for a three-year term.
15. Mentor newly elected Answering Service Coordinator as a way to promote consistency and competency among positions.

*Fund Raiser note – Periodically a garage sale is held with proceeds being donated to the District Answering Service. If this is done: Al-Anon and Alateen members donate items for sale at this event, an Al-Anon member (may be the Answering Service coordinator) coordinates the event, collects the money, and donates money to District 20 Answering Service. Since this event is open to the public, it would be a violation of the spirit of our Traditions to use the name Al-Anon or Alateen publicly in conjunction with the event.

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Archives Coordinator –

1. Attend and give report at District meetings (three per year).
2. Submit written report to District Recording Secretary.
3. Preserve the experience, history & memorabilia of the Al-Anon fellowship from the beginning of the family movement in District.
4. Receive and store District minutes from District Recording Secretary.
5. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
6. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
7. Serve for a three-year term.
8. Mentor newly elected District Archives Coordinator as a way to promote consistency and competency among positions.

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Conventions/Conferences Coordinator –

1. Attend and give report at District meetings (three per year).
2. Submit written report to District Recording Secretary.
3. Pass on information about Illinois State AFG Convention and encourage participation.
4. Be the Al-Anon representative for other Al-Anon, Alateen, or AA Conventions/Conferences (contact Peoria Area Intergroup at 309-687-1329 for AA information) held in District 20 and attend planning meetings.
5. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or, you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
6. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
7. Serve for a three-year term.
8. Mentor newly elected District Conventions/Conferences Coordinator as a way to promote consistency and competency among positions.

In addition to the above, see General District Information on pages 1 and 2 of this document.

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These abbreviations are used throughout this document:
(Anywhere the word "District" occurs, it refers to District 20.)
AA – Alcoholics Anonymous
AFG, Inc. – Al-Anon Family Groups, Inc. OR Al-Anon Family Groups
Alt DR – Alternate District Representative
AMIAS – Al-Anon Member Involved in Alateen Service
CMA – Current Mailing Address
DGRS – District Group Records Secretary
DR – District Representative
GR – Group Representative
SIAFG – Southern Illinois Al-Anon Family Groups OR Southern Illinois Al-Anon Family Groups Area Assembly
SIAWSC – Southern Illinois Area World Service Committee
WSC – World Service Conference
WSO – World Service Office

COORDINATORS - District Coordinators for special services coordinate the activities of their service in the District and are a liaison between the SIAFG and District 20. Dual members may serve as Coordinators.

Fellowship Coordinator –

1. Attend and give report at District meetings (three per year).
2. Submit written report to District Recording Secretary.
3. Enhance our Al-Anon experience within the fellowship by coordinating, planning and organizing Al-Anon/Alateen activities/social events.
4. Coordinate all District 20 sponsored events with the District Representative.
5. Communicate Fellowship activity information to members via the District 20 website, (al-anonpeoria.org), the Group Records Secretary and assistance of the Group Representatives. -
6. Reach out to members to encourage unity and participation.
7. Encourage Twelfth Step work with our members by seeking volunteers for Fellowship events.
8. Brainstorm ideas with members that stimulate Fellowship, sharing, cooperation, and Al-Anon/Alateen participation.
9. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or, you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
10. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
11. Serve for a three-year term.
12. Mentor newly elected District Fellowship Coordinator as a way to promote consistency and competency among positions.

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Forum–Literature Coordinator –

1. Attend and give report at District meetings (three per year).
2. Submit written report to District Recording Secretary.
3. Encourage groups & members to submit sharing's and subscribe to "The Forum".
4. Carry Al-Anon's message of recovery as printed in "The Forum" to GRs who are *"The Forum"* representatives at the group level.
5. Serve as vital link in Al-Anon service, carrying the message of recovery and unity through Al-Anon Conference Approved Literature (CAL) to groups and members in District.
6. Inform WSO, SIAFG, and District members about activities involving CAL in our district, latest information from "The Forum" and new releases CAL.
7. Pass on information received from WSO, SIAFG, DR to GR's and individual members.
8. Read and become familiar with each new and updated piece of Al-Anon/Alateen CAL.
9. Encourage the use of the Literature Link on www.siafg.org website.
10. Encourage use of the "Al-Anon/Alateen Service Manual P-24/27".
11. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or, you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
12. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
13. Serve for a three-year term.
14. Mentor newly elected District Forum-Literature Coordinator as a way to promote consistency and competency among positions.

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Meeting List Coordinator –

1. Attend and give report at District meetings (three per year).
2. Submit written report to District Recording Secretary.
3. Update District Meeting List three times a year before each District meeting.
4. Have Meeting List printed for distribution at each District meeting.
5. Distribute or cause to be distributed updated District Meeting List to all groups in District.
6. Send updated District Meeting List to the District Group Records Secretary.
7. Provide meeting lists (USPS or email) to outside agencies (Peoria Area Intergroup, treatment centers, institutions, professionals, etc.), SIAFG, the Answering Service and coordinate with the Public Outreach Coordinator to provide such outside agencies with current meeting lists.
8. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
9. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
10. Serve for a three-year term.
11. Mentor newly elected District Meeting List Coordinator as a way to promote consistency and competency among positions.

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Public Outreach Coordinator (Combination of: Cooperating with the Professional Community, Institutions, & Public Outreach coordinators) **-**

1. Attend and give report at District meetings (three per year).
2. Submit written report to District Recording Secretary.
3. Reach out to the community. Reach potential members in various professions to inform them about who we are, what we do, and how. We let them know that we are available if and when help is needed. Outreach examples:
    a. Providing speakers and literature for community events
    b. Participating and exhibiting at health fairs
    c. Placing ads and/or "Al-Anon Faces Alcoholism" in public places
    d. Talking with local radio and TV stations to request that they play WSO Al-Anon/Alateen public service announcements (PSAs)
4. The community reaches out to us. If a request for information from the professional community is received at the District, the District Public Outreach Coordinator will be the contact person responsible for sharing Al-Anon and Alateen information with them. Requests for information can come from:
    a. Various alcoholism agencies (Recovery Walks! At IL Institute for Addiction Recovery)
    b. Law enforcement, judicial, and correctional agencies and institutions ("Summit of Hope")
    c. Hospitals (Unity Point Methodist, OSF, Unity Point Proctor, Pekin)
    d. Churches, clergymen, doctors, nurses, social workers
    e. Schools and educators (Bradley University, ICC, local high schools)
    f. And others
5. Communicate outside agencies contact information to the Meeting List Coordinator to ensure they receive updated meeting lists.
6. Encourage our membership to carry the message. To provide the public/families of alcoholics with knowledge of Al-Anon and Alateen by developing and improving communications with outside organizations involved with the general public utilizing public ads, posters, and Public Information Literature (i.e. "Al-Anon Faces Alcoholism").
7. Literature for District 20 use – Officers and Coordinators needing literature for District 20 use, contact District Treasurer who will order from World Service Office (WSO). Or, you may obtain yourself and submit expense for reimbursement using the District 20 AFG Expense Reimbursement Form.
8. Submit District 20 AFG Expense Reimbursement Form, receipts and/or documentation to District Treasurer for any authorized expenses incurred on behalf of the District.
9. Serve for a three-year term.
10. Mentor newly elected District Public Outreach Coordinator as a way to promote consistency and competency among positions.

In addition to the above, see General District Information on pages 1 and 2 of this document.