

Suggested Area Guidelines for writing articles for *Northern Hi Lights (NHL)*

****We want you to succeed and help to make the newsletter informative and interesting. Encourage District Reps (DRs) to share service info from their Districts; encourage Alateen groups to share what is happening with their groups; encourage Area Information Services (AIS) to share news; how about an Alateen Sponsors' corner to let us know what is happening with them. The more we communicate with each other, the stronger our Area will be. Although these Guidelines are to help Area Officers and Coordinators write articles, it is also a guideline for any member wishing to submit an article.**

Of course, if we don't encourage actual sharing of information from the NHL at meetings, who will hear the news? This is an Area service tool of recovery. Help us reach as many members as possible.

1. Be familiar with the **Mission Statement** and **Submission information** found on Page 1 of the *Northern Hi Lights (NHL)* newsletter.
2. Use uniform terms as found in the "World Service Handbook" section of the *Al-Anon/Alateen Service Manual* (P24-27). Examples are "District" or "Area" rather than "section" or "zone."
3. Make sure "**Al-Anon**" and "**Alateen**" are always spelled correctly, with hyphens and capital letters in the proper place.
4. **Share current information connected to your position**, such as time sensitive info from the Area or the World Service Office (WSO).
5. If you have a "Hot Topic" and **would like members to respond** with their input, then ask for a response. Members could contact you via your email, by phone or by regular mail.
6. If you have **no specific news** to report, check the WSO website <al-anon.alateen.org/members> and share something that relates to your position, such as something from the WSO Guideline.
7. If you are asked to **share on a topic**, how can the topic relate to fulfilling your position? How does it relate to your personal recovery?

Review page 2 of G-32 *Forum* Writing Guidelines on the WSO website.

Go to <al-anon.alateen.org/members ; login with yourgroupnameafg (small case letters/no spaces); click on Service structure ; click on Guidelines locate G-32 and click on it.

Ask yourself:

- Will this help readers in using the tools of the program?
 - Will this encourage and attract members into service?
 - Is my sharing focused on the solution instead of the problem?
 - As an Officer or Coordinator, keep the focus on Area news and functions.
 - When sharing, use "I" pronouns. Keep the focus on your own program.
 - Leave out specifics about others.
 - Focus on principles, not personalities.
8. **Anonymity**, in the spirit of the 11th & 12th Traditions, should be observed. Review pages 91-94 in Policy Section of the *Service Manual* P24-27.
 - Because our *NHL* is posted on the Area website <nynafg.com> and can be viewed by the public, we need to protect personal anonymity as well as the anonymity of others.
 - Please remember that personal information should be removed before leaving a hard copy of the newsletter at a meeting.
 9. Review the section on **Copyrights** (pages 106-108) in the *Service Manual* P24-27. Go to the WSO website for more information. <al-anon.alateen.org/members>: login with yourhomegroupafg (all small case letters, no spaces) ; click on service structure and scroll down the page; click on copyrights and trademarks; click on read more. There are (3) sections that have questions about copyrights. Read and become familiar with them.
 10. Articles are to be submitted by the 15th of the month prior to it's publication. Direct any questions to the newsletter editor. Questions /submissions are sent to <newsletter@nynafg.com> .