

BUTTERFLY NEWSLETTER EDITOR

A. Per World Service Handbook; Revised 2002-2004

Specific duties for Area Coordinators are not spelled out in the World Service Handbook, although Guidelines for Area Coordinators for special services are available from WSO (G-21).

B. Duties as practiced by past Butterfly Newsletter Editors.

1. Publishes newsletter, The Butterfly three (3) times per year in the month preceding the Area Assembly.
2. Collect submissions from all Area Officers and Coordinators. Butterfly Coordinator may need to edit and condense submissions according to space available.
3. Encourages personal recovery stories, artwork, cartoons, and highlights from past speakers at assembly.
4. Supply Area Officers and Area Coordinators with extra copies of The Butterfly as needed.
5. Makes reports of finances to the Area Treasurer each quarter on the forms provided by the Treasurer.
6. Attends all Area World Service Committee Meetings.
7. Attends all Area Assemblies and presents a written report, limited to two (2) minutes in length.
8. Writes an article for each issue of The Butterfly.
9. Obtains a non-profit bulk mail permit from the post office for use in mailing The Butterfly and other AFG mailings. Contact past editors for information on this procedure.
10. Attends New GR Orientation on Saturday morning. Introduce yourself and briefly explain The Butterfly newsletter. If you have additional copies of the newsletter, hand them out. Encourage these GRs to subscribe if their group does not already receive a copy. One copy per group is issued free, a suggested contribution of \$5.00 is recommended for individuals.
11. Once every three years, update The Butterfly mailing label list. Coordinate this process with the Area Records Coordinator.
12. Need to get two copies of the mailing labels from the Area Records Coordinator. One set for the form letter mailed to subscribers and the other for the envelopes.
13. Request contributions to The Butterfly at all Area Assemblies if needed. Have a contribution can available at all assemblies.

14. Print subscription/contribution envelopes. Insert the envelope in one issue of the newsletter mailing once a year.

15. If coordinator receives any funds, they need to be forwarded to the Area Treasurer, as all funds must go through his/her office.

Printing Guidelines

1. Submitting Final Copy to Printing Company

* Submit The Butterfly newsletter pages camera ready (no sections are cut and pasted).

* Print cover of newsletter only on color paper with main contents of newsletter on white paper.

* Set up a billing process with the printing company so the bill gets mailed directly to the Area Treasurer.

2. Bulk Mailing Guidelines

Postal Permit

1. Obtain or maintain a non-profit bulk mail and notify Post Office for use in mailing The Butterfly. Take a standard A Bulk mail class provided by the Post Office.

2. Change contact information (for new Butterfly Coordinator) with Bob at the Wheatridge Post Office.

Preparing The Butterfly mailing

1. Recruit districts to help process the bulk mailing of the newsletter. Use different districts each issue.

2. to save money, fold the newsletter in in half one more time (top to bottom). This additional folding changes the classification of the newsletter from oversized/Basic Flat to Basic Letter. (It saves approximately \$150 per year).

3. Cannot use staples to hold folded newsletter. I used extra address label blanks cut in half to mail newsletter.

4. Obtain most current book from the post office Getting Started with Standard Mailing - Publication 49.

5. When the newsletter is dropped off at the post office, post office form 3602- N needs to be completed.

6. A check must accompany the mailing when dropped off payable to:

Wheatridge Post Office

4210 Wadsworth

Wheatridge, CO 80033

Phone (303) 425-3655

Contact Person: Bob - Bulk Mailing Department

7. Directions to Wheatridge Post Office: I-70 West to Wadsworth Exit exit at exit end.

Continue straight until you come to shopping center on left with a Goodwill Store and Rite Aid business.

8. Pick-up additional supplies needed for next bulk mailing of the newsletter (trays, rubberbands, package labels(D,3,A,MXD), container, tray/labels).
9. Submit a copy of post office form 3601-N to the Area Treasurer after mailing is dropped off, or request an advance. If requesting an advance, the newsletter coordinator needs to determine ahead of time the exact number of copies mailed. Sometimes this is difficult because you have additional changes just prior to mailing the newsletter.

Revised by Tammy D. 2003

Duties as practiced by past Newsletter Coordinator

Suggestions for Spring Issue:

Deadline date is set approximately two months prior to March Spring Assembly. Subscribers need to receive The Butterfly newsletter one month prior to March Spring Assembly. The additional one month is flexible. During this time the newsletter coordinator needs to compile all reports and information for The Butterfly, allow time for printing company to print newsletter, and time to process the bulk mailing.

Suggestions for Spring Issue:

March Assembly flyer and Agenda from Area Chairman

July Assembly location and dates listed in the Calendar of Events section of The Butterfly.

Provide deadline date for July Summer issue of The Butterfly in the Calendar of Events of The Butterfly.

9 Health Fair information (if available)

Election of next year's GR Orientation Chair

Notice to Assembly to help Area Delegate to prepare for WSC (World Service Conference - a week-long meeting held each year in April at World Service Office in Virginia Beach, VA)

Supply for extra copies of The Butterfly for the Area Delegate to take to the WSC (World Service Conference) week in April

Weekend in Al-Anon Report - This is a Colorado Area 5 Fundraiser. It's a weekend event held every October at Trails West, Buena Vista, CO

If election year, change Area Officers and Coordinators information

Suggestions for Summer Issue:

Deadline date is set approximately two months prior to July Summer Assembly. Subscribers need to receive The Butterfly newsletter one month prior to July Summer

Assembly. The additional one month is flexible. During this time the newsletter coordinator needs to compile all reports and information for The Butterfly, allow time for printing company to print newsletter, and time to process the bulk mailing.

Area Delegate Report from WSC (World Service Conference)

Notice of election of next year's State Convention Chairman

Weekend in Al-Anon flyer - Weekend in Al-Anon committee will provide flyer for this event

November Winter Assembly location and dates listed in the Calendar of Events section of The Butterfly

Provide deadline date for Winter issue of The Butterfly in the Calendar of Events of The Butterfly.

Colorado State Convention flyer. State Convention committee to provide flyer to Coordinator.

Fall AWSC date, location and time

Suggestions for Winter Issue:

Deadline date is set approximately two months prior to November Winter Assembly. Subscribers need to receive The Butterfly newsletter one month prior to November Winter Assembly. The additional one month is flexible. During this time the newsletter coordinator needs to compile all reports and information for The Butterfly, allow time for printing company to print newsletter, and time to process the bulk mailing.

November Winter Assembly flyer and Agenda. If it is election year, need to publicize it as "participation is the key to harmony"

March Spring Assembly dates and location

Day in Al-Anon location and date. Please indicate this function as a Colorado Area 5 State Fundraiser.