

How to share C.A.L.

Following these guidelines to avoid violating the copyright on Conference Approved Literature.

Conference Approved Literature includes: books, pamphlets, the Service Manual, the Steps, Traditions, and content found on the WSO website.

Best practices ✓



- Use the suggested opening, closing, and Steps in your meeting's readings.



- Photocopy CAL quotes for one-time use (such as for a meeting topic)



- Limit the number of copies and the length of the content to only what is necessary.



- Include a credit with the copy: "From [title], copyright 20__, by Al-Anon Family Group Headquarters, Inc. One-time reprint permission granted by Al-Anon Family Group Headquarters, Inc."



- Get permission from WSO to reprint CAL if you are not sure.

Avoid these ✗



- Don't alter the suggested opening, closing or wording of the Steps and Traditions in your group's readings.



- Don't make copies to regularly distribute in meetings or events.



- Don't retype passages when you can photocopy.



- Don't make extra copies to give or sell.



- Don't put digital copies on websites or file sharing sites where they can be downloaded and shared by anyone.

For more information:

See page 115 of the *2018-2021 Al-Anon/Alateen Service Manual* (version two)
July 2017 Forum article on copyrights