

## **~A Guide for Families of Al-Anon Members~ for the distribution of Al-Anon Family Group materials**

This document is produced by Al-Anon Family Group Headquarters, Inc., (also known as the World Service Office [WSO]) in Virginia Beach VA to assist family members in the distribution of Al-Anon materials upon the passing of an Al-Anon member. This is only a guide, please follow the requests of your family members or feel free to call the World Service Archives Coordinator for additional assistance.

It is suggested that family members also contact the area archivist to determine local archival accessioning guidelines. To secure the phone numbers of the area archivist please call 1-757-563-1600 and ask for the WSO Archives Coordinator.

The WSO does ask that family members review the attached release form. This will assist us in any additional distribution required of the articles submitted to us.

### **Literature:**

Books: Any books with a publication date prior to 1980 may be needed at the WSO. Please send us a list of what you have and we will promptly reply with our needs. Early books signed by our co-founders (Lois W. or Anne B.) or other pioneers will gratefully be accepted at the WSO.

Pamphlets and booklets: Many pamphlets (prior to 1980) are not in the WSO files. Please feel free to send them to us.

**Correspondence:** Many long time members of the Al-Anon/Alateen fellowship personally corresponded with our pioneers. The WSO would like to review these documents.

### **Service materials:**

If your family member was an area delegate or trustee please pass the Conference "brochure" (they look like notebooks), photo albums and other correspondence retained on to the area archivist. The WSO has copies of these documents in the archives and has no need for additional copies.

### **Miscellaneous materials:**

The WSO cannot accept t-shirts, coffee mugs, pins, coins, audiotapes or souvenirs (often called love gifts) from Al-Anon events. Many long-time members were also speakers at Al-Anon events throughout the world. Please provide the area archivist the option of accepting these items. The WSO does not have sufficient room or storage to accept them.

***P.S.** Your family member may have also designated Al-Anon Family Group Headquarters, Inc., with a bequest in their will. Please feel free to call our administration department (757-563-1600) to assist in the dispensation of their wishes. Al-Anon is solely supported by the contributions of our members. **Financial donations from family members who are not Al-Anon members cannot be accepted. Financial contributions from members may not be earmarked for special funds or outreach activities.** Finally, if we can be of assistance, please contact the WSO regarding suggested obituary wording for memorial contributions.*

## Family Release Form

In accordance with the wishes of our family member (a past member of Al-Anon), \_\_\_\_\_, we the family are sending the enclosed items to the Al-Anon World Service Office (WSO) in Virginia Beach, Virginia for archival retention.

After review of these items we release the WSO to further distribute these items to an area archives, or to another related archival entity.

We acknowledge that some of the items submitted to the WSO may not be of historical pertinence and in such cases the WSO may dispose of them, as it deems appropriate.

The family will cover mailing or shipping costs incurred as a result of shipping these articles to the World Service Office. The World Service Office will cover further distribution costs.

Date: \_\_\_\_\_

Authorized family member: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

*The Al-Anon "family" worldwide extends deep gratitude to all who participate in the distribution of these archival materials. Your generosity has helped preserve the history of Al-Anon and Alateen for future generations to appreciate.*