

## Area 31 Website Committee Content Submission Guidelines

These are suggested as guidelines for review of materials being submitted for inclusion on the Area 31

General Service Website. Each submission should be considered on an individual basis, relative to its own context.

If any material is found questionable, and or declined by the website committee, the submitter will be contacted with an explanation for the denial and offered feedback for revision. If possible we should try to resolve an issue at this level. If that is not possible, any submitter that has been declined, and cannot find resolution has the right of appeal to the Area General Service Committee at the next possible meeting under new business.

All material being submitted to the Webmaster should be in a suitable editable electronic format when possible. Contact webmaster with questions regarding formats. Material being submitted should be presented with as great a lead time as possible.

District and Committee minutes content are the responsibility of the submitting body and should be reviewed and edited for things like last names, personal contact information etc. before submission to the webmaster.

The webmaster will only overview minutes, and post appropriate minutes. Questionable minutes will be returned to the submitter for editing at the discretion of the webmaster. If resolution cannot be met at this level then minutes will be subjected to the following process, as for other materials.

Any material presented that is not AA and general service related will not be posted on the site. Also, in the spirit of anonymity no material containing last names, personal contact information, or face photos will be posted.

### Guidelines

- 1)** Is the material General Service related?  
(Refer to the AA Service Manual or the Area 31 Handbook & Guidelines for specific details.)  
If no, the material should be returned to the submitter, with explanation, and guidance if possible.  
If yes, proceed to #2.
- 2)** Material should be reviewed for adherence to AA principles, with particular emphasis on the 12 Traditions.  
If the material is not in conformance to AA principles it should be returned to the submitter, with explanation, and guidance.  
If the material seems to be in conformance with the above process the webmaster will post in the appropriate section of the website.

Any questions can be directed to the website committee chair at [website@area31aa.org](mailto:website@area31aa.org), or the webmaster at [webmaster@area31aa.org](mailto:webmaster@area31aa.org).