

## AZ Area IT Committee Website Posting Guidelines

This document is designed to assist members of the C.A. Arizona Area Fellowship by outlining procedures to insure that items they submit for posting to the AZ Area website, [www.caarizona.org](http://www.caarizona.org) comply with requirements set forth in the guidelines of the AZ Area IT Committee and those of the CAWSC IT Committee Workbook. It should be noted that the individual districts have set forth requirements concerning flyer distribution, (these should be outlined within YOUR district's guidelines), and therefore all items shall need to meet these requirements also, before being submitted for posting.

To satisfy our objective, the information shall be presented in two parts. Part I shall list the AZ Area IT Committee requirements, while Part II will outline a generic step by step procedure of an item being submitted, from construction to posting.

### **Part I**

1. All items shall include the C.A. logo (per submitting district's guidelines); logo must be legible and the registration mark "®" must be visible. Items shall also comply with all other requirements pertaining to the C.A. logo as outlined in the current C.A. World Service Manual.
2. All items shall include a pull date; open ended items are limited to a pull date of 365 days from the date the item is submitted for posting.
3. All items which contain a reference to a proper name of any facility, entity, etc... shall include the following WSBT suggested disclaimer verbatim (an exact repetition, changing nothing):

In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution.

The referencing of a proper name is acceptable practice for directional or limited informational purpose only, i.e. hotels, event locations, etc... items submitted with excessive informational content, (those that take on the appearance of an advertisement or promotional literature of the facility or entity), will be returned to the submitter for revision.

4. Posting of any item submitted which contains a C.A. member's name, phone number or email address shall additionally require the filing of the AZ Area IT Committee's "Trusted Servant Published Information Release Form" which can be found on the [caarizona.org](http://caarizona.org) website under the "Literature" heading, "Area" dropdown, "IT\_Release\_Electronic". This form can be filled out electronically and emailed along with the "approved" item submission. A copy of this form (for physical submission) is also attached at the end of this document.
5. All items shall meet the requirements set forth by the originating district's service body guidelines and have been approved per that body's process.

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## **Part II**

1. Gather all pertinent information needed to construct your document. Familiarize yourself with your district's guidelines relating to flyers, etc...and those requirements listed in the preceding Part I of this document.
2. Create your document.
3. Have a number of members of your group, committee, whatever, review and proof the document for typos, content errors, adherence of Traditions, etc...
4. Once it's ready, forward the finished product to those persons designated to approve such items per applicable guidelines.
5. Those parties assigned the responsibility of review and approval of such documents should create a single thread of approval\*. If the document requires revision, it should be returned to the submitting party for such. When a submission obtains approval, the item should be returned to the submitter, (single thread of approval\*) for forwarding to their district's District Information Technology Representative (DITR). Items MUST be sent to the DITR and NOT to the caarizona.org web servant.
6. The DITR will check the submission for compliance with all applicable guidelines and if compliant shall forward to the web servant for vetting. Items found to have compliance issues will be returned to all parties within the submission thread along with an explanation of those items within the document which are of concern.
7. When the requirements of all guidelines have been satisfied, the document will be posted to the web site and the web servant shall send confirmation of posting to the submitting party.

\*Single thread of approval; when approving a submitted item, the first respondent will "reply to all" thus sending the response to all addresses listed in the submission email. Each subsequent response "replies to all" via the last email in the chain (thread) thus compiling all responses for view via the latest email of the thread.



# Arizona Area of CA., Inc.

PO Box 81077 Phoenix, AZ 85069-1077

[www.caarizona.org](http://www.caarizona.org)

## Trusted Servant Published Information Release Form

I, \_\_\_\_\_,

(Print Name)

Do hereby grant permission to the Arizona Area of CA., (Cocaine Anonymous) Inc. to publish the information listed below to the Area website;

Please supply only that information which you wish to have made available:

PLEASE PRINT LEGIBLY

Name\*: \_\_\_\_\_

(\* Please note only the first initial of last name will be published.)

Email address\*\*: \_\_\_\_\_

Phone number :( \_\_\_\_\_ ) \_\_\_\_\_

Street address: \_\_\_\_\_

I further understand that this permission to publish shall remain in effect until I rescind said permission either in writing to the Area Information Technology Committee or via email from the above listed email address only.

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

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

\*\* Email addresses specific to your service position are available through the Area web mail account if you prefer; please contact [webservant@caarizona.org](mailto:webservant@caarizona.org) if you have an interest in exercising this option.