

## Hawaii Area World Service Guideline for Hawaii Al-Anon Literature Center (HALC)

*These Guidelines were accepted by substantial Unanimity by the by the Hawaii Al-Anon Family Groups General Assembly, on October 15, 1995, at the Maui Electric Center in Wailuku, Maui.*

### I. History

Hawaii Area Literature Distribution Center (HALDC) started in 1988 as an independent not-for-profit entity to provide Al-Anon members and Groups with a local supply of all AFG Conference Approved Literature (CAL). HALDC is accountable to the Area. In 2015, the Hawaii Area Literature Distribution Center was renamed Hawaii Al-Anon Literature Center (HALC) and is still accountable to the Area.

### II. Purpose

To maintain a complete inventory of Conference Approved Literature (CAL) to sell to local members and Groups at the same price used by AFG, Virginia, without the four weeks for delivery time.

### III. Policies

- A. A full inventory of CAL is to be maintained.
- B. Orders will be shipped by US Priority Mail to Groups on islands other than Oahu. Oahu Groups orders are picked up after arrangements have been made by phoning HALC at **808-292-9450**.
- C. A full financial report for the previous year shall be submitted to the Area Spring Assembly. Periodic updates will be made when necessary.
- D. Area AFG shall audit the annual report.
- E. A fifty dollar (\$50.00) petty cash fund shall be established.
- F. HALC will charge the prices listed on the national AFG order form.  
**-Add 10% for Shipping/Handling**  
Terms are "cash with order".
- G. Money accumulated by HALC in excess of cash needed for operations and a prudent reserve will be transferred to the Area.
- H. The HALC manager will be attending any event, conference, etc. that is held on Oahu.
- I. The HALC Manager will be attending all assemblies with HALC funding any expense for the Manager to attend the event according to the HWS Policies & Procedures.
- J. HALC has volunteers who pull orders, packs them for shipping, orders literature from World Service Office (WSO), and delivers or makes arrangements for literature pick up on Oahu.\*
- K. HALC will budget to send the Manager to a Literature Distribution Center (LDC) workshop when provided by World Service Office (WSO).

#### **IV. Procedures:**

Orders may be placed by email, phone or mail.  
For more information **call: 808-292-9450.**

**Email orders to: [hawaii.alanon.literature@gmail.com](mailto:hawaii.alanon.literature@gmail.com).**

**Please make check payable to "HALC" and mail to address below.**

Mail orders with a check **payable** to "HALC" to:

Hawaii Al-Anon Literature Center (HALC)

PO Box 1301

Kailua, HI 96734

Merchandise will be mailed within five working days. **No orders are mailed to Oahu addresses.**

- **Brooke W. and Kelsey B. are the volunteers that operate the Hawaii Al-Anon Literature Center (HALC).**