

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

These Guidelines were accepted by substantial unanimity by the Hawaii Al-Anon Family Groups Area Committee, on Aug. 20, 2015.

I. History

Hawaii Area Literature Distribution Center (HALDC) started in 1988 as an independent 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 Conference Approved Literature (CAL) is to be maintained.
- B. Orders will be shipped by US Priority Mail to Groups on islands other than Oahu. Oahu group 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. **All Islands -Add 10% for Shipping/Handling, Plus GET Tax of 4.712%. 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 e-mail, phone or mail. For more information **call: 808-292-9450**
Shipping and Handling: All Islands--- Add 10% for Shipping/Handling, Plus GET Tax of 4.712%

Email orders to: 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)
66-351 Paalaa Rd.
Haleiwa, HI 96712**

- 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).