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**Anchorage Alaska Intergroup**

Effective Date: 09, 2015

**AAI Policy #: Undetermined**

**Adopted: 03, 2015**

**Revised: 09, 2015**

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## Northern Lights Newsletter

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Purpose:

The purpose of explaining the Northern Lights Newsletter, information it includes, and the process for distribution.

Additional Authority:

None

Scope:

Anchorage Alaska Intergroup

Responsible Party:

Newsletter Editor

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### **POLICY**

The AAI newsletter to be named The Northern Lights. The Northern Lights to be used as a means of communicating with the AAI fellowship and other service bodies. It is a monthly newsletter that includes AAI business, events, sponsor lists, meeting list, articles, services, officers' list with AAI emails, web page address, logo, and other information deemed necessary by AAI. The Newsletter Editor will distribute The Northern Lights to the AAI meetings, members, and other service bodies via the AAI email system.

### **PROCEDURE**

Our Newsletter Editor publishes a monthly newsletter named The Northern Lights by the 15<sup>th</sup> of that month.

The AAI newsletter includes:

- a. Sponsor List,
- b. Night Owls and Day Contacts,
- c. Summary of minutes,
- d. Meeting List,
- e. AAI/Region 1/WSO physical and web addresses,
- f. Treasurer's Report (Summarized),
- g. Events,
- h. Local articles,

- i. Official AAI logo,
- j. List of officers and AAI email addresses,
- k. AAI web page address, and
- l. Time and location of the next upcoming AAI meeting.

The Newsletter Editor will distribute The Northern Lights via the AAI email system to the AAI meetings, members, and other service bodies by the 17<sup>th</sup> of the month.