

Guidelines for the Electronic Delivery of the Hi Country News

These guidelines were developed to provide more detail as to how the process of Sending the Hi Country News electronically will work. These guidelines are also designed to help insure the privacy and anonymity of those members who choose to receive the Hi Country News electronically as well as the Area 10 officers and standing committee chair who contribute articles to the Hi Country News. It is recommended that, once adopted, these guidelines be made available to all members of the Area 10 Assembly and that they be posted in an appropriate place on the Area 10 Website.

Guidelines for the Area 10 Records Coordinator:

- 1) The records coordinator will add or remove Area 10 members from the list of people who receive the Hi Country News electronically at the request of the member. The request to receive the HCN via email may be made (or stopped) in any of the following ways: a) the HCN electronic delivery Opt-in form, b) the Group update form, c) other communication (phone call, email, etc) with the Area 10 Records Coordinator.
- 2) Electronic delivery of the Hi County news shall be completely voluntary for members of the Area Assembly. Members of the Area Assembly (GSRs, DCMS, Standing Committee chairs and officers) can opt to receive the Hi Country News via email or US mail (but not both). The default is US Mail.
- 3) Other AA members (non Area 10 Assembly members) who want to receive the Hi Country News will only have the option to receive the newsletter via email.
- 4) The email addresses for the electronic subscribers of the Hi County News shall be considered private information and will be used only for the electronic delivery of the HCN. The email addresses will not be made available to other members of Area 10 or to outside entities.
- 5) The Records Coordinator will provide the HCN editor with a current list of the email addresses for the electronic subscribers prior to the mailing of each edition of the Hi Country News.
- 6) The Records Coordinator will receive a list of bad email addresses from the Hi Country News editor after each mailing. If a valid email address is not readily available for a member whose email bounced, the Records Coordinator will change the status of the subscriber from electronic delivery to US mail delivery for the next edition of the Hi Country News.

Guidelines for the Area 10 Hi Country News Editor:

- 1) The Hi Country News Editor will include the following confidentiality statement in both the text of the email to the electronic subscribers as well as in the body the newsletter itself:

Confidential: *This is an official document of Area 10 of Alcoholics Anonymous and, as such, is a confidential A.A. document. Distribution of this document is limited to A.A. members. Placement of this material in a location accessible to the public, including the worldwide web, is a breach of the confidentiality of the material in this document, as well as the anonymity of members contained within, and should be avoided. If you forward this document via email, please use care to forward it only to members of AA.*

- 2) The HCN editor will create as small a PDF image of the Hi Country News as possible to be sent to the electronic subscribers. Ideally, the size of the PDF image will be less than 2 megabytes.
- 3) The HCN editor will use the list of email addresses only to send the Hi Country News to the electronic subscribers. The HCN editor will not make the email list available to any other party or entity.
- 4) The HCN editor will send the newsletter to the electronic subscribers using the bcc option.
- 5) The HCN editor will send the newsletter using hcn@coloradoaa.org as the return email address.
- 6) The HCN editor will provide the Records Coordinator with a list of bad email addresses (emails that bounced back) after each mailing.

Guidelines for electronic subscribers to the Hi Country News:

- 1) Electronic delivery of the Hi County news is completely voluntary for members of the Area Assembly. Members of the Area Assembly (GSRs, DCMS, Standing Committee chairs and officers) can opt to receive the Hi Country News via email or US mail (but not both). The default is US Mail.
- 2) If members want to receive the Hi Country News via email they can opt in any of the following ways: a) the HCN electronic delivery Opt-in form, b) the Group update form, c) other communication (phone call, email, etc) with the Area 10 Records Coordinator.
- 3) If members want to stop receiving the Hi Country News via email they can opt out by contacting the Area 10 Records Coordinator and requesting to receive the newsletter by US Mail.
- 4) In order to help preserve the anonymity and privacy of our members (including where they work), it is recommended that members acquire an anonymous email address using a service such as hotmail, yahoo, gmail (or something similar) rather than using their work email address (which may contain their full name and place of employment).
- 5) Members who receive the newsletter electronically should use care if they forward the newsletter to others. Ideally, the newsletter should not be forwarded at all. If it must be forwarded, however, please use the bcc option and be careful to ensure it is forwarded only to members of AA.
- 6) In order to preserve the anonymity of our members, the electronic edition of the HCN should not be uploaded to, or posted on, any websites or other electronic venues.