

FA Literature Kit

A Guide for the Literature Person

Thank you for your willingness to do service as the literature person for your meeting. Click or scroll down to the topics below:

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- **Responsibilities of the literature person**
 - Order literature as needed. Save your receipts from any literature purchases to be reimbursed by the treasurer.
 - Create newcomer packets and place them on the literature table.
 - Print meeting directories (available online) and place them on the literature table
 - Arrive at the meeting early to set up the literature table.
 - Display literature neatly and in an attractive way.
 - Inquire if there is anywhere in the meeting place where you can store the FA literature. (Some members store the literature in the trunk of their car.)
 - Store the meeting format and business notes with the literature.
 - Alert the meeting phone list person if the literature table is in need of additional copies of the phone list, or if it needs updating. Take special care to ensure that people who have left FA are removed from the phone list promptly. Recycle any outdated phone lists.
 - Check to make sure your meeting's WSI contact is putting copies of the Frontier Phone List and the Frontier Sponsor List on the literature table each month.

- These lists are updated monthly and sent to the WSI representatives. Place these updated lists on the literature table each week.
 - Place *connection* magazines (supplied by the *connection* rep) on the literature table.
 - Be available at the literature table during the break to talk to newcomers and answer questions about the literature.
 - Money collected at the meeting is to be given to the meeting treasurer.
 - Announce the availability of literature and CDs (unless the meeting has a CD librarian).
- **What may be placed on the literature table?**
- Only FA WSI conference-approved literature may be placed on the literature table. The number of pamphlets and books depends on the amount of money the meeting can spend on literature, which usually depends on the size of your meeting. This issue should be decided at your business meeting. It is best to have the agreement of the meeting group before literature is purchased.
- Note: FA WSI conference-approved literature includes *only*:**
- Printed FA pamphlets and CDs ordered through FA-WSI. At least five of each are suggested.
 - *Alcoholics Anonymous* (“Big Book”) soft cover and hard cover. Some meetings also stock the pocket version (contains no personal stories, but is useful for travel). At least two of each are suggested.
 - *Twenty-Four Hours a Day*.
 - *The Twelve Steps and Twelve Traditions of Alcoholics Anonymous*.
 - *The Little Red Book*.
 - Copies of the Frontier Sponsor List. (The WSI contact receives an updated list every month.)
 - Copies of the Frontier Phone List, which is a list of members in outlying areas. (The WSI contact receives an updated list every month.)
 - Copies of the meeting’s phone list.
 - Past or current copies of the *connection* magazine, which are sold for \$2.50 each.
 - Copies of the *connection* collections.
 - Newcomer packets, which are customarily provided free to new members.
 - An FA literature price list from the FA website.
 - A box in which members can place money for literature.

- **What pamphlets are included in a newcomer packet?**
 - Each meeting decides what goes into a newcomer packet. The packet is created by printing the [newcomer packet labels](#) and taping them around the contents of the packet. Many meetings put the following into their packets:
 - *Are you having trouble controlling the way you eat?*
 - *Just for Today*
 - Past copies of the *connection*
 - Meeting's phone list

- **Ordering FA pamphlets and CDs**

Note: All FA literature must be ordered online

 - To place an order online, you must create a login username and password <https://www.foodaddicts.org/office/login.php>.
 - Once logged in, you will be brought to the webpage, which will allow you to connect to the "literature" link (<http://foodaddicts.org/literature.html>) or "speaker CDs" link. (<http://foodaddicts.org/cds.html>).
 - After choosing your literature, you will pay online by credit card.
 - All inquires and requests should be made to the FA-WSI office at the following email address: office@foodaddicts.org

- **How much should the meeting charge for literature?**
 - You can use the suggested price list for FA literature, found on the FA website. The idea is not to make a profit, but to cover the shipping costs. The suggested prices for *Alcoholics Anonymous* and *Twenty-Four Hours a Day* are based on the current best-delivered prices from AA's Central Service Committee, and Hazelden. The prices may need to be higher if the books are ordered from another source.

- **Displaying the literature on the table**
 - Place the literature on a table convenient to the meeting area.
 - Stand or stack literature neatly.
 - A brochure-size literature holder in which FA literature can be displayed can be found at office supply stores for under \$5.00.
 - Stand by during the break to answer questions.

- **Ordering *Alcoholics Anonymous* and *Twenty-Four Hours a Day* books**
 - *Twenty-Four Hours a Day* and *The Little Red Book* may be obtained from Hazelden at (800) 328-9000 or ordered online at <http://www.hazelden.org> (Shipping is free with a \$50.00 minimum order).
 - *Alcoholics Anonymous* and *The Twelve Steps and Twelve Traditions of Alcoholics Anonymous* can be purchased at many websites online or at your local AA office. An online AA current literature price list can be found at:
http://www.aaboston.org/price_list.asp
- **Accessing the FA literature price list on the website**
 - The FA literature price list can be printed directly from the FA website at www.foodaddicts.org→for members→meeting information→literature price list – for display at meeting) or www.foodaddicts.org→members→for members →World Service Office→office documents →literature price list for online ordering.
- **Providing support to the *connection* representative**
 - The *connection* representative is the meeting’s liaison between the *connection* magazine and members interested in ordering/learning more about the magazine. This is a separate service position.
 - The *connection* rep makes an announcement about the magazine during each announcement period. Suggested wording for this announcement may be found online on Document 5 in the Meeting Guidelines section of the FA website.
 - Old issues of the *connection* can be included in newcomer packets, rather than providing them through a lending library. It has been found that having a lending library for the magazine discourages members from purchasing their own copies or subscriptions.
 - As part of their literature display, meetings should consider purchasing at least one copy of the *connection* collection, which is a spiral-bound compilation of a year’s worth of past issues. For display on your literature table, it is suggested that you put a sticker saying, “Sample—Do Not Remove” on one collection, so it remains on display for member browsing and for use at your meeting.