

So, You're a Public Information Rep...Now What?

A How-To for Public
Information Representatives
in FA



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Food Addicts in Recovery Anonymous (FA)

offers a solution for all forms of food addiction. Many people are finding recovery in FA from obesity, undereating, bulimia, and obsession with food. There are no dues or fees; we are self-supporting through our own contributions.

What Does a PI Rep Do?

- Customize and print trifold for your literature table
- Assemble packets for healthcare professionals and faith community leaders
- Announce upcoming information sessions during meeting announcements
- Encourage your meeting to sponsor a trifold rack in the community (by bringing this up at your monthly business meeting)
- Announce PI services such as MediaWatch, HealthcareWatch and Weblinks (at your monthly business meeting)
- Attend intergroup or chapter PI committee meetings, if possible, to receive support and to understand what is going on with public information
- *Optional:* Keep the meeting announced in local newspapers and other media. See instructions on Public Service Announcements and Calendar Items in the PI kit under *Members* on foodaddicts.org.

Remember the FA Traditions as You Perform PI Work

Tradition five reminds us that our purpose is to carry the message to the food addict who still suffers.

Tradition eleven tells us that our public relations policy is based on attraction rather than promotion.

Do I need a Computer?

Yes, you need a computer or regular access to a computer or a person who is willing to help you download and print materials located on the FA website www.foodaddicts.org.

How to Prepare the Packets for Health Professionals and Faith Community Leaders

1. Download the letters to health professionals and to faith community leaders at www.foodaddicts.org and save them to your hard drive.
2. Customize the letter. Per the instructions for these letters, customize the paragraph that says, "Would you like more information?" and the signature by typing in the appropriate name, phone number or email address.
3. Add contact information. If you have at least one year of abstinence and are willing to act as the point of contact, you can add your own contact

information to the flier. Alternatively, you could add the contact information of your intergroup or chapter PI chair, or that of a member from your area who has at least one year of abstinence and is willing to return calls promptly.

4. Purchase your supplies, which include:

- Envelopes (6"x9" booklet envelopes are needed when including the *WAI Meeting Booklet*, otherwise standard size is fine)
 - 24-25-lb. wt. paper
 - WSI Pamphlet *Are You Having Trouble Controlling the Way You Eat?* The pamphlet can be purchased from your meeting, at foodaddicts.org or at your intergroup or chapter, if they sell literature.
 - If your meeting can't afford the WSI Pamphlet *Are You Having Trouble Controlling the Way You Eat?*, you can alternatively use your meeting trifold.
 - Up-to-date Meeting List or Directory (Work with your meeting's intergroup or chapter contact and literature person to obtain meeting lists from the literature table. It is technically their responsibility to print meeting lists and directories, but oftentimes it is easier to make your own copies.)
 - Copies of the letter (make them on resume-quality (25-lb. wt.) paper for a professional appearance)
5. Fold the materials, including the letter, pamphlet, and meeting list/directory and put into the envelope
 6. Create an envelope label or label neatly in pen
 7. Submit receipts for copies, paper and pamphlets to your meeting's treasurer. Some meetings charge for the packets (50 cents), but it is preferable to provide free packets to your meeting

Support Information Sessions:

- Post the dates of your area's information session on the FA website event calendar by emailing informationsession@foodaddicts.org.
- Help your group go through the PI kit for assistance.

How to Set Up a Trifold or Literature Rack in Your Community

A trifold rack is a wonderful way to spread the message. It is perfect for doctor's offices, dental offices, hospitals, libraries, gyms, yoga studios, community centers, meeting members' HR departments, coffee shops with bulletin boards, etc.

You should have one year of abstinence to be a rack person. If you'd like to have someone help to refill or maintain a rack, they need only have six months of abstinence.

1. Select a possible location or ask someone from your meeting to be the sponsor-a-rack person (one year of abstinence required).
2. Ask for permission to set up and maintain a rack at that location.
3. Purchase a clear plastic brochure rack at an office supply store or at your intergroup or chapter, if they have them.
4. Apply an FA sticker to the rack. You can get a sticker at some intergroups or by emailing pi@foodaddicts.org, or label with the sponsor-a-rack person's name or your name and phone number, so you or your meeting's sponsor-a-rack person can be reached when the rack is empty. Racks can contain either your meeting's trifold or the *Are You Having Trouble Controlling the Way You Eat?* pamphlet.
5. Modify and print the meeting trifold template. The meeting trifold template can be found under the PI tab of the For Members section at foodaddicts.org. Customize it with a representative selection of meetings in your area. If your meeting prefers the *Are You Having Trouble Controlling the Way You Eat?* pamphlet, purchase it from your meeting, at foodaddicts.org or at your intergroup or chapter if they sell literature.
6. Check on a regular basis to refill rack(s).