Approved

# Gratitude Times Guidelines

The Gratitude Times is the monthly newsletter of the Chattanooga Area Central Office, Inc. In order to honor the Traditions and Principles of Alcoholics Anonymous, the following guidelines are hereby adopted.

1. In order to keep the the information relevant and timely, the newsletter is published the 1st Friday after the 3rd day of the month.
2. Items should be submitted 10 days in advance of publication to ensure inclusion in the newsletter.
3. The monthly Gratitude Times newsletter should be limited to publishing the following prioritized information, based on space availability:
	1. The Chattanooga AA Central Office Treasurer’s monthly Financial Report including group contributions
	2. Announcements, flyers, or information regarding Chattanooga AA Central Office and/or Intergroup events
	3. Announcements, flyers, or information regarding Chattanooga AA Intergroup’s District and/or Group events
	4. Notices regarding Chattanooga AA Intergroup’s Group meeting information, changes, anniversaries, and updates (when provided)
	5. Written material submitted by Chattanooga AA Intergroup’s members regarding their experience, strength, and hope with the AA Steps, Traditions, Concepts, and/or Principles
	6. Announcements, flyers, or information regarding Area 64 and General Service Office events and information
	7. Reprinted AA-approved literature from AAWS, Inc. and the A.A Grapevine, Inc. *®*
	8. Written material borrowed from AA-related sources including other Central Office and Area websites and newsletters
	9. Announcements, flyers, or information regarding other alcohol related events, information, and/or memorials within the geographic area served by the Chattanooga AA Central Office.
	10. A standard notice of contact and copyright**\*** information

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