

Best Practices, Website Posting Checklist:

Flyers, Announcements, Agendas, Minutes & Other Documents

Please send flyers/document(s) in the native file format [i.e. Word, Pages, Excel, etc.] to website@naranonfl.org & webmaster@naranonfl.org. The FL Region Website Committee will review flyers/documents before publishing to the website; applying the Nar-Anon Traditions, Concepts and the guidance provided through the NFG GLS, GWS and the NFG Handbooks. Please allow up to 5 days for content to be published.

- 1. **DOCUMENT FORMAT:** Colorful flyers do attract attention; however, use of background color is discouraged. White background provides a print-friendly document for distribution; remember many groups print in black/white which may result in illegible information. Colored text and colorful artwork are encouraged.
- 2. **DOCUMENT CONTENT:** Check spelling & grammar (i.e., Nar-Anon & Narateen). Flyer information usually answers questions of: What, Where, When and How. Is there a contact or method for someone to get more information? Document may need to include *disclaimers #6a, b or c* below. Links to outside entities may not be used. Links to NA may be used with disclaimer #6b below.
- 3. **PERSONAL/ CONTACT INFO:** (Traditions Eleven & Twelve): First names and generic email addresses are encouraged. Some email addresses contain full names of members which compromise anonymity. Use of home addresses and personal phone numbers is discouraged but sometimes necessary. If personal info (phone, email, address) is disclosed, the Website Committee requires acknowledgement/acceptance from that individual for the disclosure of their info. Once information is published to the website, it lives in perpetuity. Internet Search Engines ("crawlers") scour all webpages and content, PDFs are included in searches, for personal information to be sold to advertisers, spammers, or other illicit entities.
- 4. **CLIP ART, IMAGES, QUOTES & LOGOS (COPYRIGHT & TRADEMARKS):** Nar-Anon Logo: Committees and Groups must each seek permission for use of the Nar-Anon logo; see <https://www.nar-anon.org/logokit/> and the GWS for guidance. Care should be taken to avoid using copyrighted materials without authorization. Images, Graphics, and Clip Art that are readily available from the internet are often copyrighted. "Copying pictures from others, including websites, is no different than copying words from famous people – both raise questions about copyright and plagiarism... [sic websites] should be consistent with Traditions Seven and Ten." – used with permission © NFG, Serenity Connection, March 2019. Quotes from other sources (outside entities) are not consistent with Tradition Six. When incorporating wording from NFG CAL, see GLS for use of literature and add "disclaimer #6d."
- 5. **PHOTOS OF MEMBERS & PEOPLE:** (Anonymity Concerns): Photos of members compromises anonymity. An important consideration is that all of us have a qualifier in our lives and by breaking our anonymity we may expose them and take away theirs. Avoid compromising anyone's anonymity. If images of people other than members are used, please use "disclaimer #6a" below.
- 6. **DISCLAIMERS:**
 - a) Stock images of people: "Images and/or photos are not depicting actual Nar-Anon members"
 - b) NA: "Being held in the spirit of cooperation not affiliation with Narcotics Anonymous"
 - c) Named facilities other than regular meeting locations: "Nar-Anon is not affiliated with nor endorses any facility"
 - d) Quoting CAL Nar-Anon: the copyright and origin must be noted. This can be done by including " © <year published> Nar-Anon Family Group Headquarters, Inc. Used here with permission" near the quoted material or in a footnote. See GLS for more use/copying of literature (CAL) guidance.

TRADITION ONE: Our common welfare should come first; personal progress for the greatest number depends on unity.

TRADITION FOUR: Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole.

TRADITION SIX: Our Family Groups ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim.

TRADITION SEVEN: Every group ought to be fully self-supporting, declining outside contributions.

TRADITION TEN: The Nar-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.

TRADITION ELEVEN: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media. We need guard with special care the anonymity of all NA members.

TRADITION TWELVE: Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities.