

Off-Premise Sale of Conference Approved Literature GUIDELINES

1. Policies regarding off-premise sales of literature inventory, and credit policies, will be determined by recommendations from the Board of Trustees and approved by District Three (By-Laws, 10/98s)
2. Current policy (as of 12/02) is that Conference Approved Literature will only be sold off-premise for specific functions:
 - a. Books may be sold off-premise at Al-Anon specific functions, such as Al-Anon Day, workshops, mini-conferences, fundraisers, etc.
 - b. Books may be sold off-premise at AA Assemblies with Al-Anon participation.
3. Members of the Board of Trustees, District Representatives, or their assigns, in the Idaho Area may take and sell CAL off-premise. (The Literature Center will not be responsible for any shipping costs.) The Chairperson or Vice Chair (in the absence of the Chairperson) may authorize the Host District or a committee appointed by the Host District to be responsible for the handling and sale of CAL, in accordance with Item 4. a., b., c., d., e., f., and g. of the Guidelines.
4. To sell CAL off-premise, the following guidelines must be followed:
 - a. All literature to be taken off-premise must be listed on an Off-Premise Sale of Conference Approved Literature Form totaled for dollar value, and verified by the Office Manager for accuracy.
 - b. The person picking up the literature verifies the literature count and totals and signs the Form.
 - c. The event person verifies the literature count and totals and signs the Form.
 - d. Host District bears financial responsibility for full value of literature.
 - e. Sales tax is included in the price of literature.
 - f. A receipt must be written for each purchase listing the quantity, item number from Order Form (i.e. B-2) and dollar amount. This will help with the reconciliation of books sold.
 - g. To return literature taken off-premise, submit a completed balance sheet. The balance sheet should agree with the dollar amount collected and the number of returned books. The office manager will verify the monies submitted and books returned.
 - i. The event person verifies sold and returned numbers, balance, and then signs the Form.
 - ii. The pickup person verifies the sold and returned numbers, balance, and then signs the Form.