

# Willamette Valley Intergroup Website Guidelines

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# Willamette Valley Intergroup Website Guidelines

## Section I - Description

A synopsis of the purpose and priorities for the Willamette Valley Intergroup Website and set out by the WVI Website Review Adhoc Committee to review these priorities and the efficiency of that message on the website. Summer of 2022, the committee consisted of (alphabetically) – Cora C., Jane A., Joanna R., Terry F., and the Webmaster Sarah W.

The next website review should take place Summer of 2024.

## Section II - WVI Website Purpose and Priorities

Alcoholics Anonymous Willamette Valley Intergroup, the Intergroup website (aasalem.org) serves District 4's (see District Map) groups, meetings, and members. The priorities of the website are -

1. Support District 4 groups and meetings in attaining their primary purpose –
  - a. Header –
    - i. 24-hour hotline phone number.
    - ii. Meeting schedule buttons for English and Spanish.
  - b. Front Page below the header –
    - i. New to A.A. link.
2. Provide an up-to-date District 4 meeting schedule as provided by groups, meetings, and members. That information is then automatically shared with the Meeting Guide app.
3. Provide District 4 event information.
  - a. The Willamette Valley Intergroup website links to Oregon Area 58's website on the events page for out-of-district event information.
4. Headers must consistently list the address, phone number, house, email connection to the webmaster (or appropriate primary contact), and office pictures.
5. The WVI website should not duplicate information already available at Area or the General Service Office in New York whenever appropriate and possible. Links to this information will be provided.

These priorities are reflected in the menu as follows –

1. A.A. Meetings
2. May have a short-term WVI-specific item like annual Nominations.
3. A.A. Events
4. About Intergroup
5. Contribute
6. Resources
7. Contact Us.

Furthermore, we drafted text for the webmaster to use when turning down any organization not outlined in the above priorities. Usually, these requests are regarding the Resources page.

# Willamette Valley Intergroup Website Guidelines

Dear \_\_\_\_\_ -

The Willamette Valley Intergroup Website Adhoc Committee has set parameters for what information we post or share on the website.

We only share information directly related to Alcoholics Anonymous (e.g., it comes from the A.A. organization).

Thanks for reaching out!

Salutation,

## Section III - Continuing with Priorities – here are decisions about each page

### Home Page Below Header

1. Front Page below the New to A.A. link has three buttons –
  - a. What is A.A.? - Preamble followed by literature that might be helpful content from the Seattle Intergroup.
  - b. Meeting types & descriptions – content from the Seattle Intergroup.
  - c. FAQs about A.A. – content from the Seattle Intergroup.
2. Front Page below the New to A.A. three buttons are three more graphic buttons –
  - a. Meeting Resources – link to printable GSO preamble, steps, and traditions.
  - b. Literature/Book – A basic list of what WVI's General Service office carries.
  - c. Service Committees –
    - i. List descriptions for the following:
      1. Committees including OSYPAA
    - ii. List the WVI intergroup representative description.
    - iii. Load the calendar of committee meetings.

### A.A. Meetings

1. Printable A.A. meeting schedule and a link to the Hispanic Meetings at the top. Keep it clean, so the meeting guide is easy to see/find. At the bottom of the meeting schedule -
  - a. A link to the meeting change, add or delete form.
  - b. A link to how to download the Meeting Guide app.

### A.A. Events

1. As outlined in the second section, events are for those inside our geographic area, and other events may be found on the Resources page.

### About Intergroup

1. A description of the Central Office
2. How we accomplish our goals online and in the office.
3. An opportunity to give 7<sup>th</sup> tradition money electronically.

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4. A printable version of the WVI Bylaws.

### Contribute

1. Is a PayPal button with the 7<sup>th</sup> Tradition statement

### Resources

1. The first section links the WVI contacts, including the Advisory Board.
2. Community Outreach Contacts are –
  - a. A.A. Cooperates with Professionals
  - b. Public Information about A.A.
  - c. Hospitals and Institutions.
3. Other Contacts –
  - a. The GSO with a link to the website and bookstore.
  - b. The Online Intergroup of A.A. with a link to the online meeting listing.
  - c. Description and link to Oregon Area 58.
  - d. Description and how to contact District 4 via the Oregon Area 58 website and the aa-oregon.org DCM email.
  - e. District 28, the Hispanic district, mailing address, phone, and where to find meetings.
  - f. Grapevine and LaVina website, here to help, podcasts link, and YouTube link.
  - g. Al-Anon's purpose and description, website, and a link to the Al-Anon questions.

### Contact Us

Sends a simple contact form to the webmaster at [aawebmasaterwvi@gmail.com](mailto:aawebmasaterwvi@gmail.com).