



CAPITAL AREA SERVICE COMMITTEE  
Public Information Sub-committee  
Web-Site Guidelines



# PUBLIC INFORMATION

## *Guidelines for Online Web- Site Maintained by the Capital Area Narcotics Anonymous Public Information Sub-Committee*

*Revision 2, February 10, 2001.*

**Purpose:** Our purpose in putting information on the Internet is to inform addicts and professionals about Narcotics Anonymous in the Capital Area/Michigan Region of NA and World Wide. To fulfill our primary purpose, “To Carry the Message to the Addict Who Still Suffers”.

**Responsibility/Accountability:** Placing information online is a responsibility of the Public Information Subcommittee of the Capital Area Service Committee of Narcotics Anonymous. We are accountable Area Service Committee in accordance with our Twelve Traditions, and guidelines from the World Service Conference Public Information Committee about online information. Actual work on the web pages is carried out by a web page coordinator (and/or alternates) appointed by P.I. and approved by the Area. The web page coordinator (and alternates) should have some technical knowledge, for example, about the HTML scripting language, FTP, and similar technical issues and a basic understanding the software used. They should also have equipment and software to maintain the site.

**Traditions:** In keeping with Traditions 6, 7 & 10, the sites should be completely advertisement free and paid for by the service body. Outside donations of ISP service, software, or equipment to maintain the site will not be accepted for any reason, regardless of intent. There will be an occasion where non-profit organization discounts will be available; it should not be subsidized to any greater degree than any other non-profit organization. These can be accepted if it does not require any implied endorsement, links, banners, advertisement, and is in line with the Spiritual Principles, 12 Traditions and 12 Concepts.

**Accessibility:** We recognize that online information is currently not accessible to all people, but we will attempt to make online information useful for the broadest possible audience. With this in mind, we will do the following:

- 1.) Requires printing of the URL address of our WEB Page on our meeting lists.
- 2.) Endeavor to make the website online content accessible to all browser software and their versions by avoiding technology that is not widely available, for example, by avoiding HTML extensions specific to a particular browser, by not using elaborate graphics that have long download times over slow Internet access, and things of this nature.
- 3.) In such cases where graphics are used, the same information needs to be reproduced in a text format, in an endeavor to be accessible to all browsers and their versions.
- 4.) In the construction of the web pages, the alternative text field should always contain a description of the content, making all the information of each web page accessible to people with disability technology.
- 5.) As the content of the web pages is intended to be accessible to a wide range of browser software, there should be no reference to software companies or their technology.

**Material submitted for the website:** Material submitted for uploading to the website, other than the meeting list, must be reviewed by the P.I. and the Website Chair to ensure that it meets the CASCNA P.I. committee’s website style guidelines before posting. We will edit only to correct typos and misspellings; if more extensive rework is necessary, it will be returned to the originator.



**Privacy:** Since information made accessible by the Internet can be accessed from all over the world, we will include phone numbers or email addresses of any individual NA members only with their specific written permission. We can also publish phone numbers of help-lines, hotlines, and NA service offices, and email addresses belonging to the Capital Area/ Michigan Region of NA.

**Security:** To ensure that materials remain available in the event of server or personnel problems, the web page coordinator will give the chairperson/co-chairperson of the PI Subcommittee, and the Capital Area Chair a copy of all pertinent mail messages received during the month, a copy of all current files whenever changes are made, a copy of all ID logins and passwords.

**Mail Maintenance:** All pertinent email (that is, email of significance to our area; at the WEB Coordinator's discretion) will be logged and/or stored and copies provided for viewing to both the PI Chair and the ASC body.

**ASC WEB Page Update and WEB Page Printouts:** The Capital Area Service Committee shall, in conjunction with the regular P.I. monthly report, receive a WEB Page status update from the WEB Page coordinator for inclusion within the ASC minutes. Also, the current WEB page contents will be kept in a notebook for viewing by the ASC body.

**Non-Affiliation:** Our online NA information will contain links or references only to NA-related information. As guided by our understanding of the traditions, we will provide the following statements before any links that are not registered service bodies of Narcotics Anonymous: "The Capital Area Services Committee of Narcotics Anonymous does not endorse and is not affiliated with any of these links but provides them only for the convenience of addicts trying to reach other addicts beyond the Michigan State Area."

**Copyright law:** To ensure compliance with copyright laws, we will not place-copyrighted material on pages that link to other than registered service bodies of Narcotics Anonymous. We may, in accordance with current NAWS suggested online guidelines, use the words Narcotics Anonymous, the stylized initials NA, appearing alone, within a single or double circle, or as part of any other graphic; and the circle-diamond symbol, which are registered trademarks of Narcotics Anonymous World Services, Inc.

**N.A. Literature:** An NA group shall only reproduce NA Fellowship-approved recovery literature when it has a clear need to do so. The copyright for the item being reproduced should be shown prominently as follows: "Copyright (c) [year of first publication by the WSO], World Service Office, Inc. Reprinted by permission. All rights reserved." As long as the conditions of FIPT-IPB# 1 and this FIPT- IPB# 4 are met, *no advance permission is required.*

**Identification:** A notice should be placed at the beginning of the website that signifies that it is the official website of the Capital Area Service Committee of Narcotics Anonymous.

At least two members of the Public Information Sub-Committee should know everything about the site, how to maintain it, how to update it, etc. This helps to ensure that if one member leaves the committee, the website will continue.



















If contacts email or land address is made available on the web site, the Committee should be prepared to respond to these inquiries in a timely manner.

The web site should be maintained regularly to ensure the information available is accurate.

Links on the sites should be chosen carefully to ensure continuity and adherence to the Spiritual Principles of the Traditions & the Concepts. These links must be checked periodically to verify the destination and content on the other end by using the three click/link rule. All links on the Capital Area site shall be checked and destination sites going out 2 more subsequent jumps shall be checked to make sure they adhere to the Spiritual Principles of the Traditions & the Concepts of Narcotics Anonymous.



The C.A.S.C.N.A. web site will contain:

-  Meeting schedules for NA groups belonging to the Capital Area of Michigan.
-  HTTP link to the World Service Office of Narcotics Anonymous (<http://www.na.org/>).
-  An E-mail link for sending messages to C.A.S.C.N.A.
-  These guidelines.
-  Graphics at the discretion of the PI Chair and/or Co-Chair.
-  A counter to determine how often each page has been visited, if information is not provided by the ISP.
-  Help-line phone numbers within the Michigan Regions.
-  Meeting update forms. Information entered to be sent to A.S.C.
-  Directions and location of next Area and Regional Service Committee meeting.
-  Links to member Areas of Capital/Michigan Region, if their ASC requests it in writing.
-  Information concerning Michigan Regional Convention, including downloadable registration.
-  Service Sub-Committees page with and e-mail link to contact the service sub-committees.
-  Narcotics Anonymous Announcements page.
-  Narcotics Anonymous Links page.
-  Narcotics Anonymous Activities page.
-  A feedback and suggestions page.
-  Narcotics Anonymous related download page, for registrations, forms and anything N.A. related.
-  Basic information about Narcotics Anonymous, What is Narcotics Anonymous, and What is Addiction, provided by the W.S.O. web site.



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