



California Mid-State Region
P.O. Box 26105
Fresno, CA 93729-6105
www.calmidstatena.org

Flyer Approval Policy
(Adopted 07/21/09)

In the interest of providing useful information to members that may want to attend Area and Regional events, especially members from outside the hosting Area, the following Flyer Approval Policy has been adopted by the Regional Committee Members (RCMs), of California Mid-State Region for reference in producing flyers intended for posting on the CMSR Web Site Calendar.

- 1) **NA Logo**
- 2) **Circle R Trademark on NA Logo**
- 3) **Event / Meeting Location**
(Please provide: City and Physical Address if possible to ensure map is made available)
- 4) **Correct Date & Time**
- 5) **Clarity of Event**
(ie: What is it? Picnic, Speaker Meeting, Softball Tournament, etc.)
- 6) **Proper Spelling and Grammar**
- 7) **Helpful BUT Not Necessary – Contact Name & Phone #**
- 8) **Helpful BUT Not Necessary – Area and/or Regional Web Site (www.calmidstatena.org)**

If the flyer is forwarded to the Regional Information Coordinator (information@calmidstatena.org) or provided via your RCM, this will be helpful for posting.

Please note; if the event is a contact sport, (ie: softball tournament), then there may be an additional charge for insurance coverage. Otherwise, the Certificate of Additional coverage is usually provided at *No Charge*.

Please ensure your event / meeting has completed an insurance request form to ensure proper coverage is provided.

Thank you for your cooperation and service to our Region and members.