

# GreySheeters Anonymous World Services

## Procedure to Publish a GSA Event on GSA Website

*Revised 03/06/2022*

### **Introduction**

This procedure describes how members of the GSA fellowship submit events for publication on GSA website and how those events are reviewed and published. Events published on the GSA website will be interpreted by the fellowship and the public as endorsed by GSA and as representing the GSA message. Therefore, GreySheeters Anonymous World Services will publish GSA Events that reflect the GSA message.

Historically, members of GSA submitted events for publication directly to the Website Trusted Servant. Since no description of what qualified as a GSA Event or what, if any criteria, a GSA Event published on the GSA website must meet, the Trusted Servant posted all events. Some events were published that were not organized by abstinent GSA members, had affiliations with outside enterprises, or simply did not represent the GSA message.

In 2018, the Website Committee (WC) requested that the Public Information Committee (PIC) assume responsibility for reviewing and approving GSA events for publication on the website. The Website Committee suggested that publishing events on the website was primarily a public information function and that the criteria for publishing an event on the GSA website should be explicit and public. The Public Information Committee accepted this responsibility. The Chairs/Intergroup Service Representatives and the Board of Trustees approved the assignment.

### **Criteria for Publication on greysheet.org**

A GSA Event is an event organized by GSA members to support our primary purpose, to stay abstinent and help another compulsive eater achieve abstinence (Tradition Five), and which has no outside affiliations (Tradition Six).

To be published on the GSA website, GSA events meets the following three criteria:

1. Organized by an event committee of at least two GSA members with at least 90 days of back-to-back GreySheet abstinence or by a GSA entity such as a registered GSA group or intergroup or a World Service Conference committee.
2. All meeting leaders or qualifiers have at least 90 days of back-to-back GreySheet abstinence.
3. The GreySheet food plan is not distributed at the event without a qualified GreySheet sponsor.
4. The event is not focused on food preparation and does not discuss foods by name.

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## Procedure

Note: This procedure applies to the current website in 2021. The procedure will be automated on the new website.

## New Events

1. The organizers of a new event submit their event to the chair of the Public Information Committee via a Google Form on the GSA World Services Google Drive.
2. The chair may designate a committee member to review event submissions.
  - a. Event Information in Plain Text, for example, MS Word, for cutting and pasting into website event list
    - i. Event name and type, for example, *New York City Round Up*
    - ii. Event date and time including time zone, for example, *1 PM ET*
    - iii. Online events should include the equivalent times in the following time zones USA Pacific, Mountain, Central, Eastern; Iceland, UK & Ireland, Europe, Israel.
    - iv. Event location or Zoom ID and passcode
      - If the event has any attendance requirements such as video-only
    - v. Event contact information
      - (If applicable) Sponsoring entity, for example, *New York Metro Intergroup*
      - Contact information for at least two qualified GSA members including full names, phone numbers, and email addresses (No last names, addresses, phone numbers will be published on the website. Do not include these in image or PDF files.)
    - vi. Brief description of event, for example, *speaker and topic meetings open to all those interested in GSA.*
  - b. Event Image for Home Page Slider
    - i. 1200 x 630 Poster Image
    - ii. Minimal text in the image
    - iii. Indication that you have permission to use the image, for example, *"It's an original."* or *"It's in the public domain."*

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- c. Event Information in PDF for Downloading and Printing
  - d. (If applicable) Event Registration Link or Form
    - i. Either a link to online form or a fillable PDF or Word document.
  - e. Affirmation that the event meets the four criteria for publication
3. The PIC Chair reviews the information using the criteria and approves / rejects with explanation to the organizers / or requests more information from the organizers within 48 hours. The PIC Chair may consult with the Public Information Committee.
  4. If the event meets the criteria for publication and the request includes complete information, the PIC Chair forwards the request with approval to the Website Trusted Servant [WebServant@greysheet.org](mailto:WebServant@greysheet.org) who publishes the event within 48 hours.
  5. If the event fails to meet the criteria despite consultation between the event organizers and the Public Information Committee, the event organizers may refer the question to the Board of Trustees.

### Repeat Events

6. In subsequent years, the organizers email the Public Information Committee chair and indicate that the event is a repeat event and provide updated information.
7. The PIC Chair confirms that the event has previously met the criteria and that the request includes complete information and forwards to the Web Trusted Servant.

### **Changes to this Document**

The originating committee and the Board of Trustees may make spelling, grammar, or formatting corrections to this document. The originating committee may make minor content changes to this document for clarity and to ensure it aligns with other GreySheeters Anonymous World Services decisions. The originating committee will follow the World Service Conference approval process for any substantive changes to the content.

### **Approval Dates**

Website Committee	8/18/2021
Public Information Committee	11/7/2021
Committee Chairs and Intergroup Service Representatives	3/12/2022
Board of Trustees	3/20/2022
World Service Conference	

### **More information**

**PIC@greysheet.org**

# GreySheeters Anonymous World Services

## **Resolution**

The Public Information Committee moves that GreySheeters Anonymous World Services adopt *Procedure to Publish a GSA Event on GSA Website*.

## Rationale

- Events published on the GSA website must represent the GSA message. Criteria to qualify for publication must be known to members of the fellowship so that they can meet them and so that those trusted servants entrusted with our World Services know that they are applying approved criteria.
- Publication on the website by the Website Committee and the GSA website professional takes time and money. Providing all the information in the right format saves times and money.

## Implications

- The PIC will receive event submissions to review and approve.
- The Website Committee will receive approved events to publish.
- The fellowship will know what criteria their events must meet and what information they must provide to be published on the GSA website.
- The GSA website will reflect the GSA message.