

The Augustine Fellowship,  
S.L.A.A.,  
Fellowship-Wide Services, Inc.



# Translation Copyright Packet

April 2010

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1550 N.E. Loop 410 Suite 118  
San Antonio TX 78209 U.S.A.  
Tel: 210-828-7900 Fax: 210-828-7922  
[www.slaafws.org](http://www.slaafws.org)

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**REQUEST FOR INFORMATION TO TRANSLATE S.L.A.A. COPYRIGHTED MATERIAL**

Thank you for your interest in translating S.L.A.A. copyrighted materials. There are three steps to begin the process.

1. Fill out and return the *Request for Information (RFI) Form* to the Fellowship-Wide Services (F.W.S.) office. The Board of Trustees (BOT) or designate reviews the form and determines whether to grant permission to proceed with the project.
2. If permission to proceed is granted, you will receive a letter from the office or a BOT designate asking you to send a draft of the translation for approval when completed along with the *Confirmation of Accuracy of Translation of S.L.A.A. Literature Form*.
3. If the BOT approve the translation you will receive a contract from F.W.S. Inc. to sign and return along with three copies of the final translations and a pdf file to the F.W.S. office.

Enclosed you will also find the *Guidelines for Printing, Distribution and Translating S.L.A.A. Literature*.

This information is provided to help us gather and clarify information as well as give you an idea of what can be involved in the undertaking of such a project. You may find, for example, that your Intergroup/Group/Translating Committee is prepared to translate the literature, but is not in a position to print, publish and distribute. The BOT will work with you to determine which area you are prepared to undertake.

If the BOT does grant you permission to proceed with the project, it should be known that, under all circumstances, The Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc. is the exclusive owner of all U.S. and international copyright on all S.L.A.A. Conference Approved literature.

Thank you for your interest in performing this task and I assure you that the BOT is interested in helping you and in being certain that the best interest of S.L.A.A. are being served.

Grateful for your service,

Steve B.,  
Board member,  
Chair, Copyright-Translations Subcommittee

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**Request for Information (RFI) Form**

**Translate and/or Print and Distribute S.L.A.A. Copyrighted Literature**

1. Please name specifically the S.L.A.A. literature you plan to translate, print and/or distribute (i.e. Pamphlets, Book).
2. If the request is to translate, then name the language (and dialect is applicable) into which the literature will be translated?
3. Where will these translations be made available (which country)? Where will the literature be distributed once available?
4. Who are the persons undertaking this project (group, intergroup?)
5. If the request is to translate, what is the expertise of the persons that will be performing the translation?
6. Who will have the responsibility for this project (i.e. who is the contact person?)

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7. How long do you anticipate the project will take?
  
8. How do you plan to print the literature (photocopy, print)?
  
9. How do you plan to finance the initial printing?
  
10. How do you plan to distribute the literature once it is available (will you have an office, through the groups)?
  
11. How many copies do you plan to print/photocopy initially?
  
12. Please add any information, if available, regarding color, design and so on.
  
13. Where will you store the literature?
  
14. Are you planning to charge for this literature? If yes, how much?

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**Guidelines for Printing, Distribution and/or Translating S.L.A.A. Literature**

1. Only the Board of Trustees (BOT) or its subsidiary corporation, Fellowship-Wide Services, Inc. (F.W.S.) may authorize another publishing center to print S.L.A.A. Conference Approved literature. Reasonable adherence to the foregoing principles is a pre-requisite to being granted such authority. Even then, F.W.S. retains the original copyright and may withdraw permission whenever it is ascertained that the best interests of S.L.A.A. are not being served.
2. Requests for permission to reprint or translate S.L.A.A. literature should be made directly to F.W.S. In so doing, please give complete information on what you wish to translate and/or print how you plan to distribute the literature and finance the operation by filling out the Request for Information (RFI) Form.
3. Your requests will be reviewed by the BOT or BOT designate. If all is in order, permission to proceed with translations or to reprint and distribute will be granted. You will also be informed of the exact wording of the copyright credit that must be included in each book or pamphlet. The original copyright is retained by F.W.S. and permission may be withdrawn on 30 days' notice any time the BOT feel that to do so is in the best interest of S.L.A.A. as a whole. It is not anticipated that this action would be necessary.
4. Literature published should carry the S.L.A.A. logo (a copy will be provided) and indicate approval by the Conference.
5. As a publishing venture is both expensive and time-consuming, it is important to establish, in advance, what literature is really needed and whether the demand will be sufficient to make the venture financially feasible.
6. The quality of the literature in design, paper, and printing, should, to the extent possible, reflect the quality of the S.L.A.A. message that it contains.
7. F.W.S. retains ownership of all literature that it produces. It hires the printer, pays printing costs, and handles distribution.
8. It is suggested that the initial printing of the literature be a limited quantity.
9. If there is a publishing center, it should be self-supporting to conform to S.L.A.A.'s Tradition of self-support and to assure F.W.S.'s continuing ownership. No money should be accepted from any non-S.L.A.A. person or agency regardless of the kindness and sincerity of the offer. Thus, the publishing will be owned and operated by F.W.S. itself.

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**Process for Literature Translation to Other Languages and  
Subsequent Copyright Permission**

1. Requestor(s) should fill out and return to the Fellowship-Wide Services (F.W.S.) office the Request for Information (RFI) Form.
2. The completed RFI Form is sent to the Copyright-Translations Subcommittee (CTS) for evaluation.
3. If approved by CTS, F.W.S. advises the requestor(s) that permission to begin translation is granted. (At this point this is only permission to begin the translation process. This is not granting of Copyright permission.)
4. Translation, once completed, is sent to F.W.S. and the CTS or BOT designate for review.
5. The requestor(s) then organize a "Conference," established under the same criteria as the F.W.S. Annual Business Conference/Meeting (ABC/M) to review the item for "Conference Approval" of the translated material. While not required, this Conference would be a perfect opportunity to discuss other items affecting that region as well as items from the ABM agenda. This regional Conference should reflect the area of anticipated distribution for the product and the language referred to by the translation. This Conference could be as small as an Intergroup (only 2 groups required), based on the region it affects and serves.
6. If not approved by the regional Conference, the submission should be edited to satisfy the areas of concern and then return to item 4 in this process. If the requestor(s)/distributor(s) and/or regional Conference are not willing to edit the submission, then it stops here.
7. If ratified the item is considered "Conference Approved" and taken back by the CTS for final "legal" evaluation and any recommendation to the full BOT for permission/denial/terms of Copyright privileges.
8. Depending on the result of the BOT decision a letter is forwarded with either:
  - a. A response of permission and contract to the requestor(s) for signing.
  - b. A denial to the requestor(s).
9. Once the signed copy of the contract is returned to F.W.S., the current President of the Corporation (or other available officer if appropriate) and the General Manager of F.W.S. sign the contract and forward a final copy back to the requestor(s), properly recording and filing the original

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## **Procedure for Approving Translations of S.L.A.A. Literature**

Prepared by the Copyright-Translations Subcommittee and Approved by the BOT March 3, 2010

### Introduction

In the past, Fellowship Wide Services, Inc. (F.W.S.) hired a translator to approve translations (e.g. German), but that is too costly under today's fiscal realities. F.W.S. has an interest in ensuring the integrity of its copyrighted literature, protecting the intellectual property of the Fellowship and carrying the message worldwide.

Non-English speaking S.L.A.A. members are unable to access S.L.A.A. literature if it is not translated. International groups would like to have translations of S.L.A.A. literature approved so that more literature is available. In addition, this translated literature is sold with permission by F.W.S. Licensing agreements permitting this are required.

A major source of revenue for F.W.S. comes from the sale of copyrighted S.L.A.A. materials and helps to keep F.W.S. operational. As this sale of literature is a form of the Seventh Tradition it is important that translated copyrighted literature that is sold provide revenues as well to F.W.S.

There is currently a backlog of translations waiting approval. Many Intergroups/Groups/Translation Committees have invested in these translations and are anxious to begin printing and distribution.

To meet the demands of the growing number of requests to translate S.L.A.A. literature, the following procedure is now required:

1. Requests for approval of translated literature must be made by service bodies representing a significant portion of S.L.A.A. members who speak the language in question. These service bodies may be National or International Conventions, Conferences, or Intergroups ("submitting groups"). Requests should not be submitted by individuals, and F.W.S. will not grant licenses to individuals.
2. Prior to the submission of a translation to F.W.S. for approval, the submitting group shall have at least two (2) people (other than the translator) who are fluent in both the relevant language and English read the translation and confirm in writing to F.W.S. that the literature has been translated with material accuracy.
3. Once the request for approval of a translation has been made to F.W.S., the request shall be reviewed by F.W.S. Once approved, the submitting group can then proceed to enter into a licensing agreement with F.W.S. for the submitting group's production and sale of that literature. F.W.S. reserves the right to revoke approval of any translation for any reason.
4. Attached is a form appropriate for confirmation of accuracy of a translation.

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**Confirmation of Accuracy of Translation of S.L.A.A. Literature**

We hereby confirm that:

- (a) We are fluent in English and \_\_\_\_\_  
(Language of translated S.L.A.A. literature)
- (b) We have read the \_\_\_\_\_ translation  
(Language of translated S.L.A.A. literature)  
of \_\_\_\_\_ and  
(Title of S.L.A.A. Literature)
- (c) It is accurate in all material respects.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

To sign these documents electronically: Type your name after “/s/” (e.g. “/s/ John Doe”). The electronic signature must be personally entered on the signature line by the individual identified on the printed name line below it or under that person's direction and authority.