



**Adult Children of Alcoholics®/Dysfunctional Families  
World Service Organization, Inc.**

POST OFFICE BOX 811  
LAKEWOOD, CALIFORNIA 90714-0811  
UNITED STATES OF AMERICA

## **Translation/Verification Agreement for**

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*(Language / Country)*

Translation of ACA Fellowship Text, ACA Workbook and/or ACA WSO Pamphlets/Literature

**Adult Children of Alcoholics® World Service Organization** (“ACA WSO”) adapted these translation guidelines from the policies and procedures of Alcoholics Anonymous. We adapted the policies and procedures to apply to ACA WSO’s service structure and literature development process.

1. ACA WSO’s literature, including but not limited to translations of the ACA Fellowship Text, Workbook and/or other ACA WSO materials, are subject to copyright protection. Translations of the copyrighted literature constitute derivative works, and as such, permission for ACA WSO is required prior to undertaking any translation. The translation(s) shall be considered work made for hire to ACA WSO, and the ACA WSO shall own the copyright and all of the rights comprised in the copyright in the translation. To the extent the translation or any material contained therein or attached thereto does not qualify as a work made for hire, the translator hereby transfers to ACA WSO during the full term of copyright and all extensions thereof the full and exclusive rights comprised in the copyright in the translation and any revisions thereof, including but not limited to, the right by itself or with others throughout the world to print, publish, republish, transmit and distribute the translation and to prepare, publish, transmit and distribute derivative works based thereon in all languages and in all media of expression now known or later developed, and to license or permit others to do so.
2. Translations of ACA WSO literature are conducted by an ACA Intergroup or ACA group registered with ACA WSO. There must be no affiliation between the group or individual and outside entities, such as Al-Anon or other entities.
3. The ACA Intergroup or ACA group requesting to translate ACA WSO literature must submit a sample of translated literature to ACA WSO for verification of the content and meaning of the original ACA WSO literature. This should involve at least translating one ACA WSO trifold, or Chapter One of the ACA WSO Fellowship Text. Permission to include any other material which does not appear in the original is not permitted. Permission to include additional material or where the material is in conflict with the message conveyed by the original is not granted.

4. The translation must bear the name of Adult Children of Alcoholics, unaltered, and shall be consistent with language, terminology and design of existing ACA WSO literature. The translations shall be made from the most recent, English language version of the ACA WSO literature. Further, the translation shall bear a copyright notice in conformity with the United States Copyright Act and the Universal Copyright Convention. In addition, ACA WSO shall have the right to register the copyright in the translation with the United States Copyright Office.
5. A sample of the translation shall be promptly submitted to ACA WSO, who has the right but not the obligation to hire a translation agency to verify the content, meaning and grammar of the translation. During this time period, ACA WSO asks that all translation activity cease until verification is completed by ACA WSO.
6. If the translation submitted to ACA WSO is accurate and of high quality, the translation can proceed with the understanding that ACA WSO retains the copyright to all translated material. The ACA group(s) in the country requesting the translation will have use of the final translation. ACA WSO shall have the right to terminate, in its sole judgment and discretion, any and all of the ACA group's rights in the final translation. This agreement supersedes all other agreements that may have been signed with ACA WSO.
7. Translations will proceed based on the potential for the material to produce conference-quality literature and on available funding. The funding involves expenses incurred by ACA WSO to independently verify the translated material for proper grammar, content and meaning. The ACA Intergroup, ACA group or committee or ACA member translating the material will incur all other costs and expenses.
8. Any edits and/or rewrites of the translation will be the responsibility but not the right of the ACA Intergroup, ACA group or committee or ACA member requesting the edit and/or rewrite of the translation. Any edits and/or rewrites must be similarly submitted and approved by ACA WSO, and any and all copyright thereto shall be owned or assigned to ACA WSO. The ACA Intergroup, ACA group or committee or ACA member requesting the edit and/or rewrite of the translation shall bear all cost and expense associated with the edit and/or rewrite, including but not limited to independent verification by a translation agency of ACA WSO choice. ACA WSO retains all rights to proceeds and revenues of the material.
9. Translations that are verified and finalized by the translation agency shall be submitted for review and approval to ACA WSO.
10. All layout and design of final translations verified at the word-for-word level must match the design of the original ACA WSO literature and be approved in advance by ACA WSO. Translated items verified at the summary-review level (conceptual fidelity) will typically be a modified design, i.e., different trim size, but all else similar or exactly as the original.  
Summary-reviewed items are to be labeled as "Unapproved. Preliminary review subject to final review by ACA WSO" or a similar designation. ACA WSO will oversee design, layout, printing, distribution and will possess the master files of the translated literature.
11. ACA WSO reserves the right to terminate or modify this Agreement at any time and in its sole judgment and discretion.

After reading these guidelines, please sign below and return by email (PDF) or mail to Adult Children of Alcoholics World Services, Post Office Box 811, Lakewood, California, 90714-0811, USA. Include all pages of the agreement, including the signature page.

**ACCEPTED AND AGREED ON THIS DATE:** \_\_\_\_\_

Registered Group or Intergroup Number: \_\_\_\_\_

1) \_\_\_\_\_

Name: (Please print your entire name and sign on the line above.) \_\_\_\_\_

Email address: \_\_\_\_\_

Intergroup title or committee position, if applicable: \_\_\_\_\_

2) \_\_\_\_\_

Name: (Please print your entire name and sign on the line above.) \_\_\_\_\_

Email address: \_\_\_\_\_

Intergroup title or committee position, if applicable: \_\_\_\_\_

3) \_\_\_\_\_

Name: (Please print your entire name and sign on the line above.) \_\_\_\_\_

Email address: \_\_\_\_\_

Intergroup title or committee position, if applicable: \_\_\_\_\_

4) \_\_\_\_\_

Name: (Please print your entire name and sign on the line above.) \_\_\_\_\_

Email address: \_\_\_\_\_

Intergroup title or committee position, if applicable: \_\_\_\_\_

5) \_\_\_\_\_

Name: (Please print your entire name and sign on the line above.) \_\_\_\_\_

Email address: \_\_\_\_\_

Intergroup title or committee position, if applicable: \_\_\_\_\_

6) \_\_\_\_\_

Name: (Please print your entire name and sign on the line above.) \_\_\_\_\_

Email address: \_\_\_\_\_

Intergroup title or committee position, if applicable: \_\_\_\_\_

7) \_\_\_\_\_

Name: (Please print your entire name and sign on the line above.) \_\_\_\_\_

Email address: \_\_\_\_\_

Intergroup title or committee position, if applicable: \_\_\_\_\_

Keep a copy of this document for your records. Please return entire this entire document with signatures.  
You may send a PDF by email, or you may send a printed, signed copy by mail to:

**Adult Children of Alcoholics®/Dysfunctional Families  
World Service Organization, Inc.**  
Post Office Box 811  
Lakewood, California, 90714-0811, USA

For ACA WSO use only:

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ACA WSO Board of Trustees representative