



Instructions to fill out the AI-Anon Group Records Change Web Form

1. Group Record

WSO ID is a number assigned by the AI-Anon World Service Office at the time of registration. Groups registered after January 2007 have an 8 digit number, groups registered before 2007 have an ID number with 6 or less digits.

District Number and **Area Name (Abbreviation)** are used to sort information for group reports.

2. Status

Indicate the current status of the group. If the group is no longer meeting, it is “inactive”.

3. Changes

Check the appropriate boxes when a registered group has changes.

4. Group/Registration Overview

The **Group Name** is inviting to all and reflects AI-Anon principles. The group name should not contain the name of any other Twelve Step group, self-help group, commercial venture, agency, religious group, rehabilitation facility, or other outside enterprise even if the name is the same as the name of the location. All AI-Anon groups are registered with the letters AFG (for AI-Anon Family Group), to protect the CMA's anonymity, as the group's Current Mailing Address (CMA) is often a member's home.

A name that includes the town or section of the town, the meeting day, a slogan, or another phrase from our program is inviting to all and conforms to AI-Anon/Alateen principles. The group name may provide information about the format of the meeting, or it may include a special designation, i.e. adult children, men, women, parents, LGBT, young adults. See *AI-Anon and Alateen Groups at Work* booklet (P-24) and the *Digest of AI-Anon and Alateen Policies* section of the **AI-Anon/Alateen Service Manual** (P24-27) for additional information – “Naming the Group” and “Choosing a Group's Name” sections.

Mailing Language is the language in which the group receives mail. The mailing language can be different from the meeting language (e.g. language spoken at the meeting is Spanish, but the group would like to receive mail from WSO in English). WSO mail can be sent in English, Spanish, or French.

Location is where the meeting is held. The name of the building, followed by a full address including the zip code.

Phone Contacts for the Public receive calls from newcomers seeking AI-Anon's help or others seeking directions or additional information about the AI-Anon meeting. Contact phone numbers are given out to callers on the WSO toll-free meeting line.

A **group email** address, such as ODATD1@xxxx.com, is an email address created to receive the WSO electronic newsletter and other group announcements. Groups that use a post office (PO) box

as their CMA address and groups that create a group email address enter that email address here. When an individual member's email is used for group mail, enter that in the CMA section (number 6).

5. Meeting Details

Meeting Day/Time is the day of the week and time of the meeting. Please check AM or PM.

Meeting Type: An **open meeting** may be attended by anyone interested in Al-Anon. A **closed meeting** is for anyone whose personal life is or has been affected by close contact with a problem drinker. See info in the *Al-Anon and Alateen Groups at Work booklet* (P-24).

Language Spoken is the language spoken at the meeting.

Member Count is an estimate of the number of members who regularly attend the meeting.

Beginners Some groups may decide to hold special beginners' meetings in conjunction with the regular group meeting, to provide newcomers with a simple introduction to Al-Anon. These beginners' meetings are served by the Group Representative of the hosting A-Anon group, and do not register as a separate group. Check the "Beginners" box for these special beginner meetings.

Other Al-Anon groups offer a beginner format as a way to attract newer members. These groups are registered separately and have a Group Representative. They may use "Beginner" as part of their group name. Do not check the "Beginners" box.

Introductory meetings can be held at institutions, such as hospitals, treatment centers, and shelters, or any other location where families and friends of alcoholics gather. Attendance changes frequently. Such a meeting is not considered an Al-Anon group and does not have its own Group Representative. Experienced Al-Anon members share the responsibilities for conducting introductory meetings and for inviting those in attendance to try a regular Al-Anon or Alateen meeting. Al-Anon groups, directly or through their district, are encouraged to help with the cost of literature and other expenses for introductory meetings. Members must comply with the security requirements of the meeting location.

Limited Access: There are Al-Anon groups where meeting access is limited due to the facility's entry restrictions. These groups meet at sites such as military bases, institutions, industrial plants, or schools.

Special Needs: This group provides special features such as, **Handicap Access, Child Care, Fragrance Free, Smoking Permitted** or **Sign Language**.

Location Instructions provide important information about the group; e.g. meeting room #, or direction such as use the back door, etc. Simple steps such as adding signage throughout the building to direct people to the meeting room can also help newcomers.

Additional Meeting: Information for a multiple meeting can be provided in this section.

6. Current Mailing Address (CMA)

It is essential to be able to contact the group. Each group needs to have someone who is willing to receive postal and electronic mailings, and take it to the group. The CMA can be a member who anticipates keeping the same address for at least a year, who has no difficulty in receiving mail at home, and who attends the group's meeting regularly to deliver the mail. The CMA's personal email address can be used to receive the electronic mailings. Some groups rent a PO box, and members

rotate the responsibility to deliver mail to the group. A group email address can be created when the group doesn't have a member listed as the CMA, or as an alternative to using the CMA's or another member's personal email address.

An up-to-date CMA assures the group of promptly receiving all mail. The WSO and the local service arms are to be notified immediately when the CMA changes, so there will be no disruption of mailings.

7. Group Representative (GR)

An Al-Anon or Alateen member represents the group at district and Area Assembly meetings where the groups share information of importance and then brings that information back to the group.

Al-Anon's policy is that members who are also members of the WSO staff or A.A. are not eligible to serve as Group Representative (GR), District Representative (DR), Area Delegate, or as an alternate to any of these service positions in order to avoid the appearance of a conflict of interest.