Al-Anon Group Record Change Form Instructions

For Groups with a Physical Meeting Location

Section 1: Group Record

Please provide the **WSO ID Number**, **District Number** and **Area Name** or **Abbreviation**, if known. If unknown, leave blank.

Section 2: Status

Select "Change" if it is a change to group information. Select "Inactive" if the group is no longer meeting.

Section 3: Summary of Group Changes

Select all changes that apply.

Section 4: Detailed Group Changes

A **Group Name** is visible to members, newcomers, professionals, and the general public. It should be inviting to all and reflect Al-Anon principles. Names should not imply affiliation with any other Twelve Step group, self-help group, commercial venture, agency, religious group, rehabilitation facility, or other outside enterprise even if the name is associated with its location.

Avoid using the term "Al-Anon" in the group name. If it is submitted as part of the group name, the WSO will replace it with the letters AFG (for Al-Anon Family Groups). For example, Wednesday Noon Al-Anon will be replaced with Wednesday Noon AFG and How Al-Anon Works will be replaced with How AFG Works. This practice is in place to protect the personal anonymity of members who agree to provide a home address as the group's Current Mailing Address.

For additional guidance, see the current *Al-Anon/Alateen Service Manual* (P24-27) for information about "Naming the Group" and "Choosing a Group's Name."

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

Meeting Place is the name of the building where the group meets. Many groups meet in churches, treatment centers, or commercial properties. Providing the name of the meeting place for the purpose of helping members to find it, does not imply affiliation. **Meeting Address** is the physical address where the meeting is held.

Many groups provide a **group email** address for receiving correspondence from the WSO and other service arms. The group can choose to create a generic account, such as ODATD1@example.com, which facilitates rotation of service, instead of using an individual member's email account. If a group email address is provided, the WSO will use this as the primary contact for electronic correspondence. If one is not provided, the WSO will use the email address provided in Section 6.

Participants information is **optional**. It is a way to provide additional information about the meeting, but does not in any way restrict who can attend the meeting. Every Al-Anon meeting is open to every Al-Anon member. Newcomers are presumed to be potential members. In keeping with Traditions Three and Five, our groups welcome anyone affected by someone else's drinking. If the group wishes to provide members and newcomers with additional information about the participants of the meeting by using this feature, please select **one** of the available options

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

Section 5: Meeting Details

Please provide the following information:
The **Day** and **Time** of the meeting, including AM or PM.

Whether the meeting is open to members of the public.
- **Families and Friends Only**: A meeting that is available for Al-Anon members and prospective members only. Anyone who has been affected by someone else's drinking is welcome.
- **Families, Friends and Observers Welcome**: A meeting that welcomes observers seeking information about Al-Anon such as professionals, medical personnel, students, reporters, etc., as well as newcomers and members of Al-Anon.

The **Meeting Language**, which is the language spoken at the meeting. Not limited to English, French, and Spanish and not limited to spoken languages. For example, if the meeting is conducted in a visual (sign) language, please indicate which one.

The **Member Count** is an estimate of the number of members who have been regularly attending the meeting.

Other Meeting Details include the type of meeting or special features about the meeting. Select all that apply.

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. See the *Digest of Al-Anon and Alateen Policies* section of the current *2018‑2021 Al‑Anon/Alateen Service Manual* v2 (P24-27) for additional information – "Meetings" section.

Limited Access groups are held in locations that may not be open to the general public. The WSO will register 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.

Beginners groups are stand-alone meetings focused primarily on topics of interest to beginners. They are registered as groups by the WSO and are eligible to have a Group Representative. To register a Beginners meeting that is an add-on to another group, use the Additional Meeting section and select Beginners.

Location Instructions provide important information about the group; e.g. a meeting room number or a direction such as "use the back door" or "park on the west side." If the group also has an electronic component, use Location Instructions to provide this information, such as the meeting platform, meeting ID, and password. The group is not required to provide a password, but should at least provide a way for members and newcomers to obtain the password.

Some groups want to register an **Additional Meeting** that meets on a different day/time than the original group, but is connected to the same Group ID number. Information about an additional meeting can be provided in this section. If the Additional Meeting is for beginners, select the box marked Beginners. A beginners meeting held in conjunction with a regular group meeting is often used to provide newcomers with a simple introduction to Al-Anon.

Section 6: Current Mailing Address (CMA)

Each group needs to have someone who is willing to receive time-sensitive postal and electronic communications from the WSO and local service arms to share with the members of the group. For postal mail, it is best to provide the **Current Mailing Address** of 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. For electronic mail, the group can choose to create a group email account, which facilitates rotation of service, or can use a personal email account. It's important to provide the WSO with accurate and current postal and email information to avoid any communication disruption.

Section 7: Group Representative (GR)

A Group Representative is "an Al‑Anon or Alateen member who represents the group at District and Area Assembly meetings, where they share information of importance. The GR brings that information back to the group." *2018‑2021 Al‑Anon/Alateen Service Manual* v2 (P24-27), page 73.

"Al‑Anon's policy is that members who are also members of A.A. do not serve as Group Representative (GR), District Representative (DR), Area Delegate, World Service

Conference member, alternate to any of these service positions or on any committee of the World Service Office." *2018‑2021 Al‑Anon/Alateen Service Manual* v2 (P24-27), page 87.

Section 8: Group Inactivation

A group should be inactivated when the group is no longer meeting. Please provide the **Registered Group Name** and/or **WSO ID**, **Meeting Day and Time**, and the **Meeting City** and **State/Province**.