



# Instructions to fill out the Al-Anon Registration/Group Records Change Form (GR-1)

## 1. Group Record

**WSO ID** is a number assigned by the WSO 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 being registered for the first time, it is a “New” registration.

## 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 Al-Anon principles. It 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—e.g., the \_\_\_\_ Church AFG or the \_\_\_\_ Hospital AFG. As the group’s Current Mailing Address (CMA) is often a member’s home, to protect the CMA’s anonymity, all Al-Anon groups are registered with the letters AFG (for Al-Anon Family Group).

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 Al-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. See *Al-Anon and Alateen Groups at Work* booklet (P-24) and the *Digest of Al-Anon and Alateen Policies* section of the **2010-2013 Al-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.

**Contacts** 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 occasionally given out to callers on the WSO toll-free meeting line.

## 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 all Al-Anon members, anyone whose personal life is or has been deeply 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 that regularly attend the meeting.

**Beginners** meetings are usually a series of meetings held before the regular meeting or in a separate group. These special meetings are supported by the Al-Anon group and do not have a Group Representative.

**Introductory** meetings are outreach meetings held at institutions, such as hospitals, treatment centers, and shelters, or any other location where families and friends of alcoholics gather. Such meetings are not considered Al-Anon groups and do not have their own Group Representatives.

**Limited Access** groups meet in a location where our general membership may not be able to attend. Groups meeting in industrial, military or school settings would fall into this category. These are Al-Anon groups, but membership may be limited because of location.

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

**Location Instructions** provide specific information about the group; e.g. meeting room #, or direction such as use the back door, etc.

Information for a multiple meeting can be provided in the “Additional Meeting” 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 will 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. Some groups rent a Post Office box, and members rotate the responsibility to deliver mail to the group.

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/Alateen member who 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.