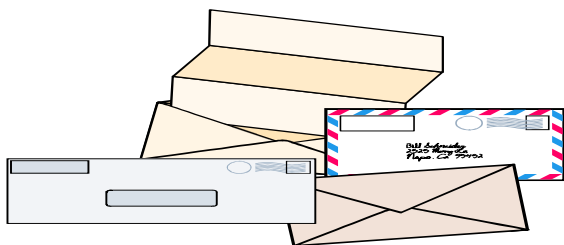


## How to Fill Out the Alateen Registration/Group Records Change Form



### Line 1

#### **WSO ID#**

#### **District#**

#### **Area#**

#### **Date:**

The WSO ID# is a 6 digit number assigned by the WSO at the time of registration. If this form is being submitted to change an already registered group, please provide ID#. District # is used to sort the groups for printouts. Area # is also used to sort information for group printouts.

### Line 2

#### **Registration:**

Indicate if the group is being registered for the first time (NEW); changes are being made to an existing group (CURRENT); or if the group is no longer meeting and is being inactivated (DISBANDED). If in doubt, mark NOT SURE if registered. **(Alateen Registration forms must be submitted through the Area Alateen process.** Please contact the Area Alateen Coordinator and/or Area Alateen Process Person for details.)

### Line 3

#### **Group type is:**

Is this group to be registered and referred to as a closed, Institution, or Limited Access meeting?

### Line 4

#### **Changes:**

If this group is already registered and there are changes the WSO check the appropriate box(s): current mailing address, group name change, change in meeting day, time, meeting place, Group Representative, contact or Sponsor.

\*Please note that Sponsor changes must include either the member's WSO I.D. # or a completed Al-Anon Member Involved in Alateen Service Form must be previously submitted.

### Line 5

#### **Special Needs & Group Features:**

If the group has any special features or special instructions, complete this section.

**(Note: All Alateen meetings are closed)**

**Language Spoken:** Language spoken at the meeting.

**Mailing Language:** Language in which the group would like to receive mail (e.g. language spoken at the meeting is Spanish, but the group would like to receive mail from the WSO in English). Please be aware that WSO mail may be sent in either English, Spanish, or French.

**Special Instructions:** i.e. "use back door" etc.

- Line 6**      **Current Mailing Address (CMA):**  
This is the address where the WSO will send all the group's mail. If the CMA is a member's home or post office box, the address needs to include the member's full name (for mailing purposes only). The member needs to be someone who attends the meeting regularly and will be responsible to take the mail to the group. **To protect anonymity, please do not use the words Alateen in the group mailing address when using a member's post office box or residence address. (You may use ALAT.)**
- Line 7**      **Group Name:**  
A name that includes the town or section of the town, the meeting day, or a phrase from our program would be inviting to all. A group's name should not imply affiliation with any twelve step group, self-help group, commercial venture, religious group, rehabilitation facility, or other outside enterprise, even if the name is associated with its location—e.g., please avoid names such as: The \_\_\_\_\_ Church or The \_\_\_\_\_ Hospital.
- Line 8**      **Meeting Place:**  
Provide the name of the building or facility where the group meets.
- Line 9**      **Meeting Address:**  
Provide the full address for the location of the meeting, including the zip or postal code.
- Line 10**      The age range of Alateens allowed to participate in the group (determined by the group conscience).
- Line 11**      **Day/Time:**  
Circle the day of the week the group meets, write in the time, and circle AM or PM.
- Line 12**      **Number of Members:**  
Estimate the number of members who regularly attend the meeting.
- Line 13**      **Contact:**  
Al-Anon Members of the group Involved in Alateen Service to the group who volunteer to provide phone information to members, prospective members, or professionals. A contact should be aware that the WSO may give toll-free meeting callers their first name and phone number. Contacts may receive calls from potential newcomers who have had no previous contact with Alateen or from visitors needing directions, etc.
- Line 14**      Group Sponsors who have completed an Al-Anon Member Involved in Alateen Service form and met their Area safety requirements. Please contact the Area Alateen Coordinator and/or Area Alateen Process Person for additional information.
- Line 15**      **For Area Use: Alateen Group Representative (GR):**  
Elected by the group, the GR attends district meetings and area assemblies, where business is discussed and information is exchanged. No member may be a GR of more than one group at the same time. Dual members are not eligible to be GRs. (See the *Al-Anon/Alateen Service Manual* regarding dual membership for details). GRs usually serve a three-year term. Provide the GR's full name and complete address when elected.