



How to Fill Out the Al-Anon Registration/Group Records Change Form

- Line 1:** **WSO ID#** **District #** **Area Name**
The WSO ID# is an 8 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 number is used to sort the groups for Area printouts. Area number/name is also used to sort information for group printouts.
- Line 2:** **Status:**
Indicate the status of the group. Is this group being registered for the first time with the WSO?
- Line 3:** **Group focus is:**
Is this group going to be registered and referred to as a regular Al-Anon, Parents, Men, Women, Al-Anon Adult Children, or LGBT (Lesbian, Gay, Bisexual, and Transgender/Transsexual) group?
- Line 4:** **Changes:**
If this group is already registered and there are changes the WSO needs to know, check the appropriate box (es): current mailing address, meeting place, change in meeting day or time, group name change, Group Representative or contact.
- Line 5:** **Group Type:**
An open *meeting is*: one where non-members, such as students or other observers are welcome. A *closed meeting is*: for Al-Anon members and prospective members only. These are persons who feel their lives have been or are being deeply affected by alcoholism in a family member or a friend.
- Line 6:** **Special Needs:**
If this group provides special features, check the appropriate box (es): babysitting, handicap access, signing (ASL), or limited access.
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 WSO in English). WSO mail can be sent in English, Spanish, or French.
Special Instructions:
Provide specific information about the group; e.g. meeting room # or direction such as use the back door, etc.
- Line 7:** **Special Meetings**
Beginners meetings are: usually a series of six meetings held before the regular meeting or in a separate group.
Introductory meetings are: 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.

Line 8: **Current Mailing Address (CMA)**
This is the address where the WSO will mail the group information and where it will be picked up regularly. If the CMA is a member's home or Post Office Box, the address does need to include the member's full name (for mailing purposes only). The member needs to be someone who attends the meeting regularly.
Do not use the word "Al-Anon" or "Alateen" in the group mailing address when using a member's post office box or residence address.

Line 9: **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, 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.

Line 10: Meeting Place:
Indicate the location (as in the name of the building).

Line 11: **Meeting Address:**
Provide a full address for the location of the meeting. Include the zip code of the meeting address.

Line 12: **Number of Members:**
Estimate the number of members attending the meeting who consider themselves to be members of this group.

Line 13: **Day/Time:**
Check the day of the week the meeting meets and input the time; do not forget to check AM or PM

Line 14: **Contacts:**
Members of the group who volunteer to give information over the phone to the WSO, prospective members, or professionals. These members need to know that the WSO may give callers their first name and phone number. Contacts may receive phone calls from newcomers who have had no previous contact with Al-Anon or from visitors needing directions.

Line 15: **For Area Use:**
Al-Anon Group Representative (GR):
Elected by the group, the GR attends district meetings and Area Assemblies, where problems are discussed and information is exchanged. No member may be a GR of more than one group at the same time. GRs usually serve a three-year term. Provide GR's full name and complete address.

Line 16: **For Additional Area Use:**
Please use this section when the area requires additional group service position information

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