



How to Fill Out the AI-Anon Registration/Group Records Change Form A16

Line 1: WSO ID# District # Area Name: CAN

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.

Multiple meetings: When registering new meetings for a group please note – multiple meetings can be registered separately, although it is ultimately the group's decision. The benefits, for instance, the meetings would receive additional copies of *The Forum* and the additional voice at the Assembly. Groups may add an unlimited number of meetings in the database even though WSO reports only show a limited number of meetings. Groups that meet in different locations have to register their meetings separately as the WSO's database does not permit group records to have more than one location.

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 AI-Anon, Parents, Men, Women, AI-Anon Adult Children, or LGBT (Lesbian, Gay, Bisexual, and Transgender/Transsexual) group?

Please continue to use this until the the issue of keeping / not keeping the Focus category has been properly processed by all NCWSA groups. WSO removed the Focus category from their Group Records Form recently without any consensus from the groups. They suggest that groups include the focus in the group name instead. Groups previously registered with a group focus are receiving a letter from WSO informing them of procedures and dates the change is effective. In the meantime, please continue to use the Focus category. You can also use this information to aid in naming or changing the name of your group if you wish.

Line 4: Changes:

If this group is already registered and there are changes and 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 AI-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 and NCWSA will mail the group information and where it will be picked up regularly. The CMA needs to include the member's first and last names (this meets Postal mailing requirements). 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.** The Group Representative (GR) is not always the CMA for the group. If your group has a change in the GR section and unless it is specified in the CMA section that the GR is also the CMA, only the GR change will be processed.

Line 9: Group Name:

A name that includes the town or section of the town, the meeting day, a special format, or a phrase from our program would be inviting to all. Group focus to be used in your name are: Parents, Men, Women, Al-Anon Adult Children, or LGBT (Lesbian, Gay, Bisexual, and Transgender/Transsexual) group. 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. As part of the registration and change processes the WSO Group Records Department reviews new group names for compliance to Policy per *Al-Anon/Alateen Service Manual*. The member listed as the contact person for the group is contacted by the Group Records Coordinator by phone when the group name doesn't comply with Policy and an explanation is provided. Most of what is discussed in that phone call can be found in the section titled "Choosing a Group's Name" in the *Al-Anon/Alateen Groups at Work P24* booklet.

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. More members are looking for directions using the internet. 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. If a group meets various times during the week data please make clear notes on the form in dark ink.

Meeting bi-weekly or monthly meetings best to make a note in the special instruction. Those special instructions are not listed on any WSO report at this time, but are available to the WSO toll-free information meeting line operators.

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:

Reserved for area future use.

Please send the completed form as instructed at the bottom of the A16 form.