

How to fill out the Al-Anon Registration /Group Records Change Form A16

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. Northern California World Service Area is abbreviated, 03-CAN (Area 3, Northern California)

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 all that apply)

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 2014-2017 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.

A **group e-mail address**, such as ODATD1@xxxx.com, is an e-mail address created to receive Group e-News and other group announcements. Groups that use a post office (PO) box as their CMA address and groups that create a group email address enter that e-mail address here. When an individual member’s e-mail is used for group mail enter that in the CMA section (number 6).

Group Focus: Is this group going to be designated with NCWSA as a Parents, Men, Woman, Al-Anon Adult Children, or LGBT (Lesbian, Gay, Bisexual, and Transgender/Transsexual) group?

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 Some groups may decide to hold special beginners' meetings in conjunction with the regular group meeting, to provide newcomers with a simple introduction to Al-Anon. These beginners' meetings are served by the Group Representative of the hosting A-Anon group, and do not register as a separate group. Check the "Beginners" box for these special beginner meetings.

Other Al-Anon groups offer beginner topics as a way to attract newer members to attend. These groups are registered as regular Al-Anon groups and have a Group Representative. They may use "Beginner" as part of their group name. Do not check the "Beginners" box.

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. Experienced Al-Anon members share the responsibilities for conducting introductory meetings and for inviting those in attendance to try a regular Al-Anon/Alateen meeting. Al-Anon groups, directly or through their district, are encouraged to help with the cost of literature and other expenses for introductory meetings. Members must comply with the security requirements of the meeting location.

Limited Access: There are Al-Anon 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.

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.

ADDITIONAL MEETING Information for a multiple meetings 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 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. The CMA's personal e-mail address can be used to receive the electronic mailings. Some groups rent a PO box, and members rotate the responsibility to deliver mail to the group. A group e-mail address can be created when the group doesn't have a member listed as the CMA, or as an alternative to using the CMA's or another member's personal e-mail address. 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) INFORMATION

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. 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.

8. FORM SUBMISSION

Send this completed form to the noted address of the Current Group Records Coordinator on the bottom of the A16 form:

- 1) NCWSA Group Records, or by e-mail: Grouprecords@ncwsa.org
- 2) Some Districts and Intergroups require a copy – please check with your District Representative.

The AREA group records coordinator enters your group change or new submission directly to the WSO database.

(PLEASE DO NOT SEND TO WSO)

RESOURCES:

G-12 Al-Anon Guidelines Starting an Al-Anon Group

Al-Anon and Alateen Groups at Work booklet (P-24)

2014-2017 Al-Anon/Alateen Service Manual (P24-27) for additional information – “Naming the Group” and “Choosing a Group’s Name” sections.