**Group Records Changes: New GR Orientation**

1. **Memorize your group’s WSO ID#.** Please use it on *any* correspondence regarding group records changes. To find any meeting’s WSO ID#, click here:

<https://www.scws-al-anon.org/wp-content/uploads/2020/06/Find_WSO_Number.pdf>

1. Refer to the ***Group Representative Guideline* (G-11), Spanish (SG-11).**

You were emailed a copy when you registered as the new GR. You can also download it from the WSO website on-line store, [www.al-anon.org](file:///C:\Users\Donna%20Emmanuel\Dropbox\DONNA'S%20Personal\AL-ANON\ALTERNATE%20DEL%202021-2023\MEETINGS\AWSC%20(COMMITTEE)%20MTGS\NEW%20DR%20Orientation\OBSOLETE\www.al-anon.org), click Al-Anon Store, then *Free Downloads.*

1. **Make any group records changes on the SCWS website *only***. Do not contact WSO or send the GR-1 to them. Go to: <http://scws-al-anon.org/scwso_forms.php>

There are instructions on the top of that page for filling out the on-line GR-1.

After the Group Records Coordinator makes the changes, you will receive a *Group Detail Report* which is emailed to you as a PDF file which you can print and check for errors.

1. **Assist your DR by visiting meetings without Current Mailing Addresses (CMA).**

*A group must have a Current Mailing Address to be considered “Active***”.**

* The CMA is a Group member who consistently comes to that meeting. This person is mailed the WSO Annual Update, and the quarterly fundraising letters.
* The CMA needs to have an *email address* or an e-buddy from the meeting—someone from the meeting who will allow his/her email address to be used for electronic communications from the District, Area/SCWS, and WSO.
* The CMA brings all Group information to the GR or to the Secretary of the meeting on a regular basis.
* The person who serves as the CMA can be the GR or can be member of the meeting who commits to bringing the mail to the meeting on a regular basis. This is the one “service position” that does not have to rotate, as long as the CMA actively attends the meeting and regularly brings it its mail.
* If a meeting does not have a CMA, it goes into “Inactive Status” in the WSO database. If a potential member calls WSO asking for a meeting, *WSO gives out information for Active meetings only*.
* If the CMA’s mailing address is not current, is incorrect, or if mail is returned to WSO by the post office, WSO changes the meeting’s Status to “No Mail”. If the meeting stays in No Mail Status for 2 years, WSO changes the meeting to “Inactive Status.”

\* Alateen information is kept separate from Al-Anon meeting information due to safety and confidentiality issues regarding minors. New Alateen meetings can *only* be registered through SCWS’ Area Alateen Process Person (AAPP). Al-Anon members who wish to become an Alateen Group Sponsor must be certified as an Alateen Member Involved in Alateen Service (AMIAS). Your District Representative (DR) and/or your District Alateen Liaison (DAL) guides members through this process. If you have any questions about Alateen, consult with your DR, your DAL and/or the Area Alateen Coordinators.

The AAPP will send information to the local AIS/LDC, as appropriate.

**If you have any questions about group records changes,**

**please contact our Area Group Records Coordinator at:**

[grouprecords@scws-al-anon.org](mailto:grouprecords@scws-al-anon.org)

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