

## **FROM SOUTHERN CALIFORNIA WORLD SERVICE: KEEP YOUR GROUP INFORMATION CURRENT**

Ensure **ALL** your group information is **CURRENT**. We want **newcomers** and **all members** to be able to find meetings, whether they find the information on the World Service Office (WSO) Al-Anon.org website, <https://al-anon.org/al-anon-meetings/find-an-al-anon-meeting/>, their local Al-Anon Information Service (AIS) Office, their District website, or in a printed Directory.

- 1) **UP TO DATE INFORMATION:** The Group Name, District #, WSO ID#, location name, physical address, room #, temporary electronic location information, meeting time, day it meets, if it is MEETING IN PERSON, or MEETING AS A HYBRID (aka CONCURRENT), etc.
  - If your **LOCATION** changes (including electronic information), the meeting **TIME** changes, or the **ROOM** changes, make SURE you notify **Southern California World Service (SCWS)** online <https://www.scws-al-anon.org/alanon-group-registration-records-change-form/>
  - The Area Group Records Coordinator inputs this information directly into the **World Service Office (WSO)** database where information gets automatically transferred to the **al-anon.org** website, and always forwards the information to your **District Representative (DR)** and local **AIS Office**.
  - Type in your **WSO #, your District #, your email address, phone # and any CHANGES** of your group (this includes changes in Secretary, Treasurer, Group Representative {GR}, and Information Service Rep. {ISR}).
  - If you don't know your group's WSO ID#, there are instructions on the form that show you how to find it. <https://www.scws-al-anon.org/wp-content/uploads/2021/07/HowtoFindyourWSOIDNumber.pdf>
- 2) **CURRENT MAILING ADDRESS (CMA):** It is **ESSENTIAL** to be able to contact the group *and* keep your group "active" in the WSO database. The only way to do that is to have an active and accurate CMA member!
  - The CMA can be a member who anticipates keeping the same mailing address for at least a year, has no difficulty in receiving mail at home, and attends the group's meeting regularly to deliver the mail. The CMA is often, but does not have to be, the **Group Representative (GR)** or another group officer.

- The CMA provides his/her full name, U.S. mailing address, email address and phone number. This information is **ONLY** shared with appropriate members of our World Service Office, SCWS and specific District. They agree to receive and share with the group:
    - Postal and electronic group mail (i.e., Quarterly Appeal Letter from the WSO, “In The Loop” online announcement info, etc.).
    - Brings the mail to and shares it with the group. Someone else (for example, the Treasurer or Secretary) can read the Quarterly Appeal letter. We are encouraged to read it at 2 consecutive meetings per quarter.
- 3) **GROUP REPRESENTATIVE (GR)**: If your group has a GR, and we encourage groups to, they **need to register**. A GR is your group’s voice and vote for their District and for our Area. When their term is over, or if they need to step down ,if another member doesn’t register as the GR, they (or the group’s secretary) need to update groups records at SCWS to **remove** the GR who is stepping down: Go to: <https://www.scws-al-anon.org/alanon-group-registration-records-change-form/> Identify their group at top. In the #8 **comments section at the bottom of the form**, write: GR (their name) and that they are stepping down/have finished their term.
- 4) **TWO PHONE CONTACTS**: Two Group members who are willing to receive calls from newcomers or visitors seeking Al-Anon help or seeking additional information, including directions about your Al-Anon meeting.
- Can be your group’s CMA, GR, or other regular attendees of the group, including those in another service position.
  - They only need to provide a first name and a current phone number.
  - This information is only given out one to one from a WSO representative or AIS Office staff person and is **not listed** on any website.

If you have any **questions** about anything on the Al-Anon Group Registration / Records Change Form or anything related to group records, you can use the “Comments” box at the bottom to message to the Group Records Coordinator at <https://www.scws-al-anon.org/alanon-group-registration-records-change-form/>

Please feel free to email our SCWS Group Records Coordinator at [grouprecords@scws-al-anon.org](mailto:grouprecords@scws-al-anon.org) who will welcome your questions and feedback on how to make the group records update process more user-friendly!