**Southern California World Service (SCWS)**

**Group Representative Orientation**

**Agenda**

**Welcome! And thank you for your service as a Group Representative (GR)!**

**¡Bienvenidos! ¡Y gracias por su servicio como Representante de Grupo (RG)!**

1. Serenity Prayer; Oración de serenidad

2. Introductions; Introducciones: Area Alternate Delegate (Donna, [altdelegate@scws-al-anon.org](mailto:altdelegate@scws-al-anon.org))

a. *Forum* magazine subscriptions + Information & Tips for GRs as Forum Representatives (F-2)

b. Ask-It Basket Questions (Frequently Asked Questions/FAQs)

3. Orientation to our website; Orientación a nuestro sitio web:

<https://www.scws-al-anon.org/> (Jon, [webhost@scws-al-anon.org](mailto:webhost@scws-al-anon.org))

a. **Español** tab, upper righthand corner

b. **Contributions** —*Where* find the Contributions tab

c. **Contact Us** tab

d. **Assembly** page—<https://www.scws-al-anon.org/area-world-service-assembly-meeting-information/>

e. **Renaming yourself – Your “Zoom nametag”**

* English: Area Zoom Meeting Training Instructions-- <https://www.scws-al-anon.org/wp-content/uploads/2021/04/ZoomAssemblyTrainingReviewEnglish2021.pdf>
* Español: Asamblea de área: Zoom Notas de entrenamiento-- <https://www.scws-al-anon.org/es/informacion-de-la-reunion-de-la-asamblea-de-servicio-mundial-de-area/>
* Area Zoom Meeting Guidelines-- <https://www.scws-al-anon.org/wp-content/uploads/2020/08/20200820_Area_Zoom_Guidelines.pdf>
* Español: Directrices para reuniones de Zoom de área-- <https://www.scws-al-anon.org/wp-content/uploads/2021/04/Directrices-para-reuniones-de-Zoom-de-area.pdf>

f. ***Service*** tab

* *Al-Anon/Alateen Service Manual (*<https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/>) Pgs: 64; 74; 141-142; 145-146
* District Meetings + Area map
* Forms
* Group Representative—overview of duties
* Guidelines (links to al-anon.org)
* *Acronyms:* [*https://www.scws-al-anon.org/wp-content/uploads/2020/09/Acronyms\_English.pdf*](https://www.scws-al-anon.org/wp-content/uploads/2020/09/Acronyms_English.pdf)

*4. Assembly/AWSC Meeting Information: Area Chairperson (*[*chairperson@scws-al-anon.org*](mailto:chairperson@scws-al-anon.org)*)*

*a. Area World Service Assembly/AWSC Meeting Frequently Asked questions (FAQs);*

*Preguntas más frecuentes (FAQ) de la Asamblea de Servicio Mundial de Área*

*b. Guidelines for Virtual Meeting Participation;* [*Directrices para la Participación en Reuniones Virtuales*](https://www.scws-al-anon.org/wp-content/uploads/2020/10/Guidelines-for-Virtual-Participation-English-Spanish-1.pdf)

*c. Knowledge-Based Decision-Making (KBDM)* [*https://www.scws-al-anon.org/knowledge-based-decision-making/*](https://www.scws-al-anon.org/knowledge-based-decision-making/)

5. Treasury Information: Area Treasurer ([treasurer@scws-al-anon.org](mailto:treasurer@scws-al-anon.org))

1. *Service* tab -- *SCWS Reimbursement Policy for Group/District Reps* (for in-person Assemblies)
2. *Bulletin* – Group Contributions Received
3. Reserve Fund Guideline (G-41); Guía para el Fondo de Reserva (SG-41)
4. **Contributions** tab—*How* to contribute to the Area

6. Group Records Information: Area Group Records Coordinator (Teresa, [grouprecords@scws-al-anon.org](mailto:grouprecords@scws-al-anon.org))

a. How to Find a Meeting’s WSO ID Number

b. Group Records Changes for New GRs; Registros de grupo - Orientación RG

c. <https://www.scws-al-anon.org/alanon-group-registration-records-change-form/>

7. Alateen Information: Area Alateen Sponsor Coordinator (Suzanne or Bear: [alateensponsor@scws-al-anon.org](mailto:alateensponsor@scws-al-anon.org) or [aapp@scws-al-anon.org)](mailto:aapp@scws-al-anon.org).

a. Role of the GR regarding Al-Anon Members Involved in Alateen Service (AMIAS): <https://www.scws-al-anon.org/alateen/be-of-service-to-alateen/>

b. Role of the DR and District Alateen Liaison (DAL)

c. Alateen Table Card (M-80); Tarjeta de Alateen para colocar sobre la mesa (SM-80)

8. GR Resources from WSO: Area Delegate (Tim, [delegate@scws-al-anon.org](mailto:delegate@scws-al-anon.org))

a. Group Representatives Guidelines (G-11); [Representantes de Distrito (SG-37)](https://al-anon.org/pdf/SG37.pdf)

b. *Al-Anon/Alateen Service Manual,* 2018-2021; *Manual de Servicio*

c. Safety in Al-Anon Meetings; La seguridad dentro de las reuniones de Al-Anon

d. Group Inventory (G-8, a /b); Realicemos un Examen del Grupo (SG-8, a/ b)

e. Welcoming Checklist ; Lista de Verificación de Bienvenida

f. Service Sponsorship (P-88); El Padrino o Madrina de Servicio (SP-88) -- for sale @ WSO

9. Helpful Handouts (NOT CAL: created by Marcia M., [pastdelegate@scws-al-anon.org](mailto:pastdelegate@scws-al-anon.org))

a. Al-Anon Service Circle; Círculo de Servicio

b. Groups connecting to WSO; Conectando Grupos a la OSM

c. Map of WSO Areas; Mapa de OSM areas

10. Questions

(rev. 8/5/2022)