

Instructions For Al-Anon Group Change Form

How Group Information Is Used: Only meeting information for registered groups is published on the World Service Office (WSO) Al-Anon Family Groups (AFG) online directory: [Al-Anon Meeting Search](#)

All listings show your WSO Group ID at the bottom of the listing plus:

- *the name of the group*
- *the day and time it meets*
- *the physical meeting place name and address (if applicable)*
- *the location address (physical and/or electronic meeting link/electronic listing information)*
- *location instructions, including meeting format, start and end time or length of meeting electronic information (if applicable)*
- *type of group, including attendees, participants (if selected), and for physical groups, if handicap access, child care, etc.*

Information NEVER Published on the World Service Office (WSO) Meeting Directory: Members' names, personal phone numbers, home addresses or personal /business email addresses.

You may request a copy of your group's current information, *before you submit a Group Change Form* so you can see what needs to be updated. Write to grouprecords@scws-al-anon.org. Please provide your basic group information (Section 1) to identify the correct group. If the requester is the current CMA and/or GR, they will be provided with full information. If not, the last names, home addresses and personal email addresses which include a last name will be removed to maintain those member's anonymity.

Submitted By:

Fill in the name (first name, last initial is acceptable), phone number and email address of the submitter, so that the Area Group Records Coordinator (GRC) can contact you if there are any questions. Only **one** group member (i.e., Group Representative/GR, Current Mailing Address/CMA, Information Service Representative/ ISR, or Group Secretary) should periodically update the group's records.

Section 1 Group Identification: Provide this existing group information to ensure your group is properly identified:

- **WSO Group ID# (if you don't know the WSO ID Group ID#, [click here](#))**
- **District (or City) Where Group Is Registered (If you don't know the District, [click here](#))**
- **Registered Group Name (If you don't know the Group Name, [click here](#))**
- **Day/Time (AM/PM) it currently meets**

The rest of the update form **only requires changes as marked**. Use the "Comments/Questions" box at the bottom of the form, which goes directly to the Area Group Records Coordinator for explanation/questions. You will be responded to by email or phone.

Section 2 Status: Select if submitting a registration for a "Change to an Existing Group," "Group Inactive (Disbanded)," if the group is no longer meeting, or "Not Sure if Registered" if you are not certain if items need an update/ i.e., group contacts, or if a service position has been registered.

Section 3 Group is Meeting: Indicate if **Physical (In Person)**, **Physical (In person with Electronic Component – Hybrid)**, **Physical (Temporary Electronic)** or **Electronic (California South)**. If you are changing the method in which your group is meeting, explain the change in the Comments section (#9).

Section 4 Changes: Check all changes you are submitting. This will open a corresponding section which you must fill out in order to submit the form.

Section 5 Group/Registration Overview:

A **Group Name** is visible to members, newcomers, professionals, and the general public. It should be inviting to all and reflect Al-Anon principles. Names should not imply affiliation with any other Twelve Step group, self-help group, commercial venture, agency, religious group, rehabilitation facility, meeting place, or other outside enterprise even if the name is associated with its location.

Avoid using the term “Al-Anon” in the group name. If it is submitted as part of the group name, it will be replaced with the letters AFG (for Al-Anon Family Groups). For example, *Wednesday Noon Al-Anon* will be replaced with *Wednesday Noon AFG* and *How Al-Anon Works* will be replaced with *How AFG Works*. All registered Groups have AFG in their name, usually at the end. The WSO reviews new group names for adherence to Al-Anon/Alateen principles and may ask a group to choose another name if it is not in keeping with Al-Anon/Alateen principles.

For additional guidance, see the current *Al-Anon/Alateen Service Manual* (P24-27) for information about “Naming the Group” and “Choosing a Group’s Name.” A copy of the *Service Manual* can be found and downloaded here: [Al-Anon Alateen Service Manual \(P-24/27\)](#)

Mailing Language is the language in which the group receives all correspondence. The mailing language can be different from the language spoken at the meeting (e.g., language spoken at the meeting is Spanish, but the group would like to receive mail from WSO in English).

Language Spoken is the language spoken at the meeting and is also not limited to spoken languages (i.e., American Sign Language, section 5). If the group is bilingual, please indicate that in the “other” category, as well as filling in the names of the two languages, as these will be listed on the directory.

Physical Location: Meeting Place Name (if applicable) is the name of the building where the group meets. Many groups meet in churches, treatment centers, or commercial properties. Providing the name of the meeting place for the purpose of helping members to find it does not imply affiliation. **Meeting Address** is the physical address where the meeting is held.

Location Instructions Add your meeting format, if desired, for example Fourth Step, Step Study, Tradition Study, Literature, or Speaker meeting. Add the length or the start and end time of your meeting. You may add specific facility requirements or group requests. Enter information for newcomers to *find the meeting*, i.e., room number, 2nd floor, parking information, etc. Driving instructions will not be added: however, street intersections are accepted.

Electronic Information (if applicable): add the meeting platform, ID number, passcode, link (if desired), and/or Group Email address (see below). If a group prefers to be contacted directly for this information, please specify. A personal email address or phone number cannot be added to the meeting directory; a group email address may be provided and will be published. See Group Email information below. The group is not required to provide a passcode but *should provide a way for members to find the group*.

Group Email receives correspondence from the WSO and other service arms. The group can choose to create a generic account, such as **ODATD1@example.com**, or **Hope4TodayTuesday@example.com**, which facilitates rotation of service, instead of using an individual member’s email account. If a group email address is provided, the

WSO will use this as the primary contact for all electronic correspondence, so the email account should be checked regularly. This group email **can be listed** on the WSO meeting directory for members to contact the group.

Group Phone Contacts (for the Public) are members willing to receive calls from newcomers seeking Al-Anon's help or others seeking directions or additional information about the Al-Anon meeting. WSO refers newcomers and visitors on a one-to-one basis for information on their WSO toll-free meeting information line. These numbers are also shared with your Al-Anon Information Service (AIS) and District Representative.

Section 6 Meeting Details:

Day/Time/AM or PM: Provide the day and start time of the meeting, including AM or PM.

Additional Meeting Day: Some groups register an **Additional Meeting** that meets on a different day/time than the original group but is connected to the same Group ID number. Additional meetings **MUST** be at the same location/meet using the same method. Information about an additional meeting would be provided in this section. If the Additional Meeting is for Beginners, select the box marked Beginners. A Beginners meeting held in conjunction with a regular group meeting (before, during or after) is often used to provide newcomers with a simple introduction to Al-Anon. Indicate the start time.

The **Member Count** is an estimate of the number of members.

Attendees:

Families and Friends Only: A meeting that is available for Al-Anon members and prospective members only. Anyone who has been affected by someone else's drinking is welcome.

Families, Friends, and Observers Welcome: A meeting that welcomes observers seeking information about Al-Anon, such as professionals, medical personnel, students, reporters, etc., as well as newcomers and members of Al-Anon.

Other Meeting Details include the type of meeting or special features about the meeting. Select all that apply (descriptions follow).

Beginners groups are registered as groups by the WSO and are eligible to have a Group Representative. They are "stand-alone" meetings focused primarily on topics of interest to beginners, and typically have the word "Beginners" as part of the group name. Do not mark the Beginners box for these groups. To register a Beginners meeting that is an add-on to another group (before, during or after), use the Additional Meeting section and select the Beginners box. Some groups want to register an Additional Meeting that *meets on a different day/time than the original group but is connected to the same Group ID number*. Information about an additional meeting can be provided in this section. *If the Additional Meeting is for beginners*, select the box marked Beginners.

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. See the "Digest of Al-Anon and Alateen Policies" section of the current *Al-Anon/Alateen Service Manual* (P24-27) for additional information – "Meetings" section.

Limited Access groups are held in locations that may not be open to the general public. The WSO will register 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.

Handicap Access, Child Care, Fragrance Free and Sign Language are self-explanatory.

Participants information is **optional**. It is a way to provide additional information about the meeting but does not in any way restrict who can attend the meeting. Every Al-Anon meeting is open to every Al-Anon member. Newcomers are presumed to be potential members of every group.

In keeping with Traditions Three and Five, our groups welcome anyone affected by someone else's drinking. If the group wishes to provide members and newcomers with additional information about the participants of the meeting by using this feature, you may select one of the available options.

Section 7 Current Mailing Address (CMA):

In order to remain listed as an Active group in the WSO database, someone in each group must be willing **to receive time-sensitive postal and electronic communications** from the WSO and local service arms to share with the members of the group. This person is the **Current Mailing Address (CMA)**. **The CMA must reside in Southern California** (as a primary residence). His/her/their full name, U.S. postal address, phone number and email address (if there is no group email address) must be provided. The CMA is a member who anticipates keeping the same address for at least a year, has no difficulty receiving mail at home, and attends the group's meeting regularly to deliver the mail. For email communication, the group can choose to create and use a group email address, which facilitates rotation of service, or it can use a member's personal email address. It's important to keep the CMA's postal and email information current to avoid any communication disruption. Often the Group Representative (GR) is also the CMA. Even if the group is the CMA, a member of the group must take responsibility for collecting and distributing the mail.

Section 8 Group and Area Service Positions:

Use the pull-down arrow and click on the position being registered. Positions include:

- Group Representative (GR)* represents Group at District Meetings & SCWS Assemblies
- Alternate Group Representative (AGR)* represents Group at District Meetings and SCWS Assemblies
- Information Service Representative (ISR)--represents Group at your local Al-Anon Information Service (AIS) Office's Intergroup Meetings
- Alternate Information Service Representative (AISR)
- Group Secretary
- Group Treasurer

Per our *Service Manual*, the GR may serve as the Alternate ISR, and the ISR may serve as the Alternate GR.

Al-Anon members who are also members of A.A. may not serve as GR or Alternate GR. "Members honor this policy out of respect for Al-Anon unity and the group conscience process, in accordance with Tradition One and Tradition Two." (Digest of Al-Anon and Alateen Policies in the Service Manual). **The GR/AGR must reside in Southern California (as a primary residence).*

Section 9 Comments and/or Questions: The form goes directly to the Area Group Records Coordinator. Please enter special information here or ask questions. For example, you might add the effective change date for a new physical location or new electronic information, or the start or stop date for meeting as a hybrid. If you need extra clarification, request that specifically in this section.