

How to Fill Out the
Southern California World Service
Al-Anon Registration / Group Records Change Form

Section 1:	Meeting ID
	<p>The WSO ID# is a 3- to 8-digit number assigned by the WSO at the time of registration. Please provide the ID#, if you have it. Your District Representative may be able to help you find the number or your group's Secretary and/or Treasurer may have it.</p> <p>If you don't know the WSO ID#, but you know the meeting is registered, be sure to fill out the group's name, meeting location, day and time (in addition to any other information you're changing). With that information, the Group Records Coordinator can find your meeting in the WSO data base and will provide the ID# to you in a follow-up e-mail, after the changes are made.</p> <p>If you are registering a new meeting, the Area Group Records Coordinator will submit the information to WSO and will contact you when the meeting's new ID# is assigned. This process usually takes a week or two to complete.</p> <p>If your meeting is registered, you don't have the number <i>and you're changing the meeting's location</i>, enter the new meeting location in Section 4-8. Then enter the old/former meeting location in the "Comments" section at the bottom of the form. The Group Records Coordinator will send you the group's WSO ID# along with a Report after making all of the changes.</p>
	<p>Districts are comprised of a number of groups within a geographical part of a city or state that meet as needed. Your District's number can be found by going to http://scws-al-anon.org/area_map.php. On that page is also a link to find Districts numerically or alphabetically, by city.</p> <p>The Southern California Area number (04) has already been filled out.</p>
Section 2:	Registration Status
	<p>New Meeting: You are registering this meeting for the first time.</p> <p>Changes to Currently Registered Meeting: Please check this is you know the meeting is registered, even if you don't have the ID#.</p> <p>Not Sure if Registered: The meeting has been around for a while but no one has the meeting's ID# and/or you cannot find a record that it has been registered.</p> <p>Inactive/Disbanded: You know for certain that a meeting is no longer meeting at this or any other location.</p>
Section 3:	Changes (check all that apply for meetings <i>that are already registered.</i>)
	<p>If the group is already registered and there are changes that the links of service need to know, check the appropriate box(es). Below are some of the changes that may need further explanation.</p>
	Meeting Place: This is the meeting location's physical address.

	<p>Phone Contacts: 1 or 2 group members who agree to receive calls from newcomers seeking Al-Anon’s help, or from traveling members seeking information about the group’s meeting, directions, etc. Only the first name of the Contacts are entered on the form.</p> <p>When entering phone numbers on the form, please use either a hyphen format (123-456-7890) or this format: (123) 456-7890.</p>
	<p>Current Mailing Address (CMA): Each group needs to provide a Current Mailing Address (CMA) to which mail (both electronic and postal) can reliably be delivered, and taken regularly to the group. In order to maintain its “Active” status, a group must have a CMA.</p> <p>A member can be the CMA, and as such, agrees to accept and deliver the group’s mail, anticipates keeping the same address for at least a year, and attends the group’s meeting regularly.</p> <p>In some cases, the group itself is the CMA. The group might provide a post office box; members rotate the responsibility to deliver the mail to the group. In some instances, the group might receive mail at the meeting’s facility.</p> <p>The CMA may be, but does not have to be, the Group Representative (GR).</p>
	<p>Some of the local Information Service Offices/Literature Distribution Centers (AIS/LDC’s) ask that meetings provide the names of the Secretary and/or Treasurer as contacts for those offices. If there is an Intergroup in your geographic area, your meeting might also have an “Intergroup Representative,” also known as the “Information Service Representative.” In Southern California, the term Intergroup Rep has customarily been used more often than Information Service Rep. We are encouraging our members to use the more specific title of Information Service Representative (ISR) and Alternate Information Service Rep (AISR) for these service positions.</p> <p>The contact information for these service positions is not recorded at SCWS or WSO, but are recorded at your local AIS/LDC office. If you are registering as the ISR, this form will be forwarded to the appropriate AIS.</p>
Section 4-8:	Meeting Information
	<p>Group Name: A name that includes a phrase from our program, the town or section of the town, or the meeting day would be inviting to all. A group’s name should not imply affiliation with any other twelve step 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). Please refer to “Naming the Group” in the <i>Al-Anon/Alateen Service Manual</i>.</p> <p>All Al-Anon groups are registered with the letters AFG (for Al-Anon Family Groups) at the end of their names. The word “Al-Anon” is not included in a group’s name in order to protect the anonymity of the CMA.</p> <p>Meeting Place: Indicate the exact location, noting the specific name of the building or institution.</p>

	<p>Meeting Address:</p> <ul style="list-style-type: none"> • Provide the full address for the location of the meeting. • After the street address, indicate if there is a specific room in which the meeting meets, for example: 11223 Lois Avenue, 2nd Floor Meeting Room. • Include correct city <i>and</i> zip code of the meeting address. <p>Day/Time: Select the day and time; do not forget to check AM or PM.</p> <p>Number of Members: Estimate the number of members attending (or who will attend) the meeting who consider themselves to be members of this group.</p>
Section 9:	Group Type
	<p>Some Al-Anon groups have as their primary focus beginner topics as a way to attract newer members to attend. <i>These groups are registered as regular Al-Anon groups and have a GR.</i> They may use “Beginner” as part of their group name, and should be registered as a regular Al-Anon meeting.</p> <p>Beginners: Other groups may decide to hold special beginners’ meetings <i>in conjunction with</i> the regular group meeting, to provide newcomers with a simple introduction to Al-Anon. <i>These meetings are served by the GR of the hosting Al-Anon group and do not register as a separate group.</i> Click the “Beginners” box if your meeting has a time for beginners before its regularly scheduled meeting.</p> <p>Introductory: These 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 GR. Experienced Al-Anon members share the responsibilities for conducting introductory meetings and for inviting those in attendance to try a regular Al-Anon meeting. Al-Anon groups, directly or through their district, are encouraged to help with the cost of literature and other expenses for introductory meetings.</p> <p>Limited Access (Institutions): Meeting access is limited due to the facility’s entry restrictions, such as military bases, industrial plants, or schools. Attendance may require signing in and providing valid identification, such as a driver’s license.</p> <p>Other: If this is a regular Al-Anon meeting (no special focus), nothing needs to be entered in this section. <i>If the group has a special focus, click the appropriate category:</i></p> <ul style="list-style-type: none"> • Al-Anon Adult Children, Women’s Stag, Men’s Stag, Parents, Grandparents, LGBT (Lesbian, Gay, Bisexual, and Transgender/Transsexual), Younger Members Welcome, or • Step Study, Tradition Study, Literature Study, or 4th Step, <p>The focus of the group can also be indicated in the name of the group, to provide clarity for newcomers, (e.g., Wednesday Fourth Step Study AFG).</p>
Section 10:	Special Needs & Group Features

	<p>Open meeting: non-members, such as students or other observers, are welcome.</p> <p>Closed meeting: for Al-Anon members and prospective members only. These are persons who feel their lives have been or are being affected by the alcoholism in a family member or a friend.</p> <p>Special Needs: If the group provides special features, check the appropriate box: Handicap access, babysitting, Fragrance Free, signing (ASL), or Smoking Permitted (on the premises, but not in the meeting).</p> <p>Language Spoken at the meeting.</p> <p>Mailing Language: Language in which the group would like to receive mail (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.</p> <p>Location Instructions: Provide specific information about the group, other than the room number (which should be part of the meeting’s address). Some examples of special instructions are: “use the back door,” or “signing in at front desk required,” or “meeting room is behind the church.”</p>
Section 11:	Contacts
	<p>One or two members of the group may volunteer to give information over the phone to the WSO, prospective members, or professionals. These members need to know that the WSO may give callers their first name and phone number. Contacts may receive phone calls from newcomers who have had no previous contact with Al-Anon, or from visitors needing directions.</p>
Section 12:	Current Mailing Address (CMA)
	<p>This is the address to which the WSO, SCWS, and the District will send postal and electronic communications to the group.</p> <p>A member can be the CMA, and as such, agrees to accept and deliver the group’s mail, anticipates keeping the same address for at least a year, and attends the group’s meeting regularly. If the CMA is a member’s home or post office box, the address <i>does</i> need to include the member’s full name (for mailing purposes only). Do not use the word “Al-Anon” or “Alateen” in the group mailing address when using a member’s post office box or residential address.</p> <p>Please indicate if the CMA is <i>only</i> serving in the CMA position, or if the CMA is <i>also</i> serving as the Group Representative/GR.</p> <p>The CMA can be the group itself, at its own post office box, or it can be the location of the meeting, if the facility agrees to receive mail for the group. In addition to the mailing address, it is helpful for the group to have an active e-mail address and a phone number of a member who will be the contact person for the District, Area/SCWS and WSO.</p> <p>Because so many communications are sent via e-mail, if the CMA does not have access to e-mail, he or she may choose to have an “e-buddy” to receive the group’s e-mail.</p>
Section 13:	Group Representative (GR) and Alternate Group Representative (AGR)

	<p>Only fill out this section if the GR <i>is different than</i> the CMA. If the GR does not have access to e-mail, he or she may choose to have an “e-buddy” to receive the group’s e-mail.</p> <p>Please note: Al-Anon members who are also members of A.A. may not serve as GRs.</p> <p>The Alternate GR’s contact information is recorded by SCWS so that if the GR cannot attend an Assembly, the Alternate GR can represent the voice and vote of the meeting.</p>
Section 14:	District Officers / AWSC Liaisons / Convention Chairs
	<p>The title of these service positions can be found via the drop-down menu. The Area World Service Committee (AWSC) is comprised of all of the SCWS Board members, District Representatives, Intergroup Liaisons, and three Convention Chairs. Once you select the appropriate title, fill in the name (first and last), mailing address, phone number, and e-mail address of the member in that service position. This section is left blank when submitting updates related to individual Al-Anon meetings.</p> <p>If you are an Intergroup/AIS Liaison or Convention Chair, please indicate which AIS/LDC or Convention you represent.</p>
Section 15:	Intergroup Rep/Information Service Rep (ISR) and other Group Officers
	<p>The title of the following positions can be found using the drop-down menu:</p> <ul style="list-style-type: none"> • The Information Service Representative (ISR) attends meetings of the Al-Anon Information Service (AIS) which is also referred to as the <i>Intergroup</i>. In Southern California, the ISR is often referred to as the “Intergroup Rep”. • The Alternate Information Service Rep (AISR) takes the place of the ISR when he or she is unable to attend AIS meetings. • The Secretary of the meeting handles group correspondence, guides the Chairperson/Leader of the group through the group’s format, and may be the one to chair group business meetings. • The Treasurer maintains the group’s financial records. <p>The contact information for these 4 service positions is maintained at the local AIS office and sometimes in Districts. This form will be forwarded to the appropriate AIS/LDC.</p>
Section 16:	Comments
	<p>If you have any questions or brief comments not covered by the explanation above, you may enter them in the comments box, which is limited to 250 characters.</p>
Service Manual	<p>If you do not have a copy of our <i>Service Manual</i>, you can to the WSO website at http://al-anon.org/members/user-login. On that page, you can log in by typing in any word or phrase and end it with "afg" (for "Al-Anon Family Groups"). Type "Service Manual" in the Search window at the top right of the page. One of the options that will come up is a link to the <i>Al-Anon/Alateen Service Manual (P24-27)</i>. Click on that link, then scroll down</p>

	<p>the page to Interactive version of the SM. You can find helpful information on pages:</p>
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- 30-31, Starting an Al-Anon Group,
- 34-39, Things to Consider When Starting an Al-Anon Group
- 40-45, Basics for Group Meetings
- 46-59, Group Service Positions & Group Business Details.