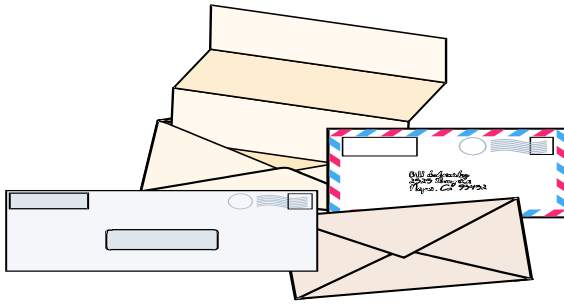


How to Fill Out the Al-Anon Registration /Group Records Change Form

*** Indicates information specific to WMAAIS. Please pay particular attention to Line 14.



Line 1:

WSO ID#

The WSO ID# is a 6 digit number assigned by the WSO at the time of registration. If this form is being submitted to change an already registered group please provide ID#.

District#

District # is used to sort the groups for the printouts.

Area#

Area # is also used to sort information for group printouts.

*** If you do not know the group's WSO number or District number, it is listed in the WMAAIS Meeting Directory. Groups in our area (Districts 12-14, 16-19, & 21) are in Area 24.

Date:

Fill in today's date

Line 2:

Registration:

Is this group being registered for the first time with the WSO?

Line 3:

Group type is:

Is this group going to be registered and referred to as Al-Anon, Institutions, Adult Children, or Other? Other would include: Parents, Gay & Lesbian, Step Study, Men, Women, etc.

Line 4:

Changes:

If this group is already registered and there are other changes the WSO needs to know, check the appropriate box (s): current mailing address, group name change, change in meeting day or time, meeting location, Group Representative or contact.

Line 5: Special Needs & Group Features:

If the group has any special features or special instructions, complete this section.

Open meeting: Non-members, such as observers or students are welcome.

Closed meeting: For members and prospective members only. These are persons who feel their lives have been or are being deeply affected by alcoholism in a family member or a friend.

*** *Most meetings in the WMAAAIS area are closed meetings.*

Language Spoken: Language spoken at the meeting.

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). Please be aware that the WSO mail is sent in either English, Spanish, or French.

Special Instructions: i.e. use back door etc.

Line 6: Current Mailing Address (CMA)

This is the address where the WSO will send the group mailings and where it will be picked up regularly. If the CMA is a member's home or Post Office Box, the address needs to include the member's full name (for mailing purposes only). The member needs to be someone who attends the meeting regularly and will be responsible to take the mail to the group. **Do not use the word "Al-Anon" in the group mailing address when using a member's post office box or residence address. (You may use AFG.)**

*** Note: The CMA does not have to be the Group Rep but often is in this area.

Line 7: Group Name:

A name that includes the town or section of the town, the meeting day, or a phrase from our program would be inviting to all. A group's name should not imply affiliation with any twelve step group, self-help 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.

Line 8: Meeting Place:

Provide the name of the building or facility where the group meets.

Line 9: Meeting Address:

Provide the full address for the location of the meeting, including the zip or postal code.

Line 10: Number of Members:

Estimate the number of members attending the meeting that consider themselves members of this group.

Line 11: Day/Time:

Circle the day of the week the group meets, write in the time, and circle AM or PM.

Line 12: **Contacts:**

Members of the group who 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.

Line 13: **For Area Use:**

Al-Anon Group Representative (GR):

Elected by the group, the GR attends district meetings and area assemblies, where problems are discussed and information is exchanged. No member may be a GR of more than one group at the same time or a member of AA. See Service Manual regarding dual membership for details. GRs usually serve a three-year term. Provide the GR's full name and complete address when elected.

Line 14: **For Additional Area Use:**

Please use this section, when the area requires additional group service position information.

***** Please include the name and contact information for the Alternate Group Representative (AGR) in this section. The AGR is the person who agrees to represent your group at WMAAAIS meetings and brings information from WMAAAIS to the group. AGRs usually serve a three-year term.**

***** Send or Fax a copy of the completed form to all of the following:**

1. **WSO:**

Group Records, Al-Anon Family Group Headquarters, Inc.
1600 Corporate Landing Parkway
Virginia Beach VA 23454
Fax: 757-563-1655

2. **Area 24:**

Group Records Coordinator, AFG MD/DC
P.O. Box 10898
Parkville, MD 21234-0898

3. **WMAAAIS:**

WMAAAIS, c/o McKindree-Simms-Brookland UMC
Bishop Education Bldg, 2421 Lawrence Street NE
Washington DC 20018.

4. **Your District Representative:**

If you do not have the contact information for your District Representative, call WMAAAIS at 202-635-2023 or email info@al-anon-alateen-dcmd.org.