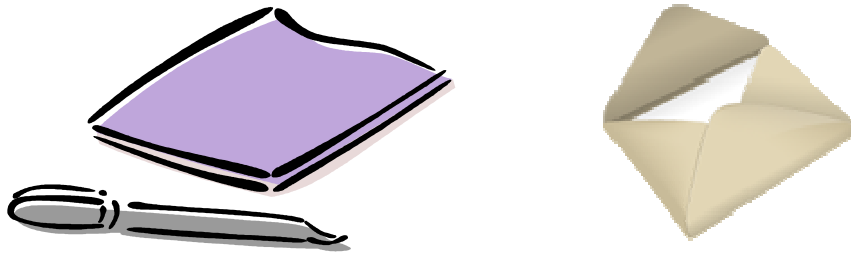


How to Fill Out the Alateen Registration/Group Records Change Form



- Line 1:** **WSO ID#** **District #** **Area Name**
The WSO ID# is an 8 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 number is used to sort the groups for Area printouts. Area name is also used to sort information for group printouts.
- Line 2:** **Status:**
Indicate the current status of the group. Is this group being registered for the first time with the WSO?
- Line 3:** **Changes:**
If this group is already registered and changes are being submitted, check the appropriate box(es): current mailing address (CMA), group status, group name, change in meeting day or time, meeting place, contact, Alateen Group Sponsor or Group Representative.
- Line 4:** **Special Needs:**
If this group provides special features, check the appropriate box(es): handicap access or limited access.
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). WSO mail can be sent in English, Spanish, or French.
Special Instructions:
Provide specific information about the group; e.g. meeting room #, or directions such as use the back door, etc.
- Please note that all Alateen group meetings are closed.**
- Line 5:** **Current Mailing Address (CMA)**
This is the address where the WSO will send group mail and where it will be picked up regularly. An Alateen group's CMA must be a certified AI-Anon Member Involved in Alateen Service who is responsible to take the mail to the group. Often one of the Alateen Group Sponsors serves as the CMA. The address needs to include the member's full name (for mailing purposes only). Some groups rent a post office box, and certified AI-Anon Members Involved in Alateen Service rotate the responsibility to deliver the mail to the group. Note that if the Sponsor serving as CMA is inactivated, the CMA must be changed.

To protect anonymity please do not use the word "Alateen" in the current mailing address when using a member's post office box or residence address.

Line 6: Group Name:

Having an appropriate group name is very important because it is included in local and on-line meeting directories and may be a potential member's first impression of Al-Anon. The group's name should be inviting to all and reflect Al-Anon principles. A group's name should not imply affiliation with any other 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.

To help avoid confusion with other entities it is suggested that groups spell out their full name and include the word Alateen.

Line 7: Meeting Place:

Indicate the location (such as in the name of the building).

Line 8: Meeting Address:

Provide a full address for the location of the meeting. Include the zip/postal code of the meeting address.

Line 9: Number of Members:

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

Line 10: Day/Time:

Check the day of the week the meeting meets and input the time; do not forget to check AM or PM

Line 11: Contacts:

Al-Anon Members Involved in Alateen Service who volunteer to give information over the phone to prospective members, parents, 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/Alateen or from visitors needing directions.

Line 12: Group Sponsors:

Group Sponsors who have completed the Al-Anon Member Involved in Alateen Service Form and met their Area's safety requirements. Please contact the Area Alateen Coordinator and/or Area Alateen Process Person for information.

Please note that when a Group Sponsor who is also the CMA for the group is removed, a replacement must be provided in order to process the form.

Line 13: For Area Use:

Alateen Group Representative (GR):

An Alateen member 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. GRs usually serve a three-year term. Provide GR's full name and complete address.