

NEW GROUP RECORDS COORDINATOR INFORMATION AND PROCEDURES

The following information is helpful when registering new Al-Anon groups:

Each group has a current mailing address (CMA), which is the address where the WSO sends all mailings. These mailings include: A free group subscription to *The Forum* magazine, electronic newsletters, an Annual Group Update form, and the quarterly appeal letters.

Upon registration, new groups receive a Group Packet. The packet includes the *Al-Anon and Alateen Groups at Work* booklet (P-24), and a variety of leaflets, pamphlets and service tools. A second mailing that includes the *new 2014-2017 Al-Anon/Alateen Service Manual* (P24/27) and additional information is sent about six months later. The Group Services Department sends a third mailing around the group's first anniversary with specific information about growing groups' issues.

New Al-Anon group registrations can be submitted electronically using the WSO Online Group Records application (Online Group Records) available to the Area Group Records Coordinators. The address is: <http://www.al-anon.info/OnlineGroupRecords>. Please note that Area Delegates have "read only" access to this application.

Online Group Records is a password-protected Web site that requires the same login and password you use for e-Communities. Instructions to access the site and submit new group Al-Anon group registrations are posted in the Area Group Records Coordinator e-Community in the "WSO Online Group Records" folder.

If you have questions or problems accessing the sites, please contact the WSO Group Records Coordinator at (757) 563-1600 or wso@al-anon.org (attn: Group Records Coordinator in the subject line).

Processing Al-Anon Group Changes

Online Group Records also allows Area Group Records Coordinators to process changes for existing Al-Anon groups directly into the WSO database. Detailed instructions are posted on e-Communities in the "WSO Online Group Records" folder.

Forms and Reports

Group details printouts per district are available "on demand" on the WSO Online Group Records application in PDF or Word formats. The Area Group Details Report in Excel format is a separate report that lists all the groups in the Area and allows group data to be manipulated. Your job is to review the reports with the help of the District Representatives and update the group information using the WSO Online Group Records or report changes to the WSO. Group Records staff can answer questions you may have regarding the reports.

Annual update forms are mailed to the group's Current Mailing Address (CMA) on a regional staggered schedule. There are nine regions in the United States and Canada. Annual update forms for the groups are mailed to the US North Central and South Central in March, to US Northeast and Southeast regions in June, to the US Northwest and Southwest in September, and to the three Canadian regions in January. **Alateen Annual Update forms will be mailed in March to all Alateen groups in the US and Canada.**

A **Change Log** report is also available on the WSO Online Group Records application with the option to display the last full month, thirty or ninety days of processed changes. Changes processed by WSO staff are clearly noted as many times groups report changes to the WSO but not to their area. The WSO will provide PDF copies of specific processed changes by the Group Records Departments staff per inquiry.

Groups in "no mail" status report. This report list the group placed in "no mail" status during the month because mail was returned to the WSO and groups that have been in "no mail" status for two years and therefore changed to "inactive" status.

Area Alateen Process

Your Area Alateen Process—each Area has developed an Area Alateen process for submitting the ***Alateen Group Registration/Change*** form as well as a process for certification of Members involved in Alateen Service. The "***Al-Anon Members Involved in Alateen Service***" form is also submitted through your Area's Alateen process. **Please communicate with your Area Delegate and Area Alateen Coordinator so that you can familiarize yourself with your Area Alateen process.**

The AAPP receives all Alateen mailings from Group Records. An annual list for recertification of Area certified Al-Anon Members involved in Alateen Service (AMIAS) will be sent to the AAPP in March of each year.