

## Virginia Area Al-Anon Assembly

### **GROUP RECORDS PROCESS**

The process in the Virginia Area to report  
New Meetings  
Meeting Changes  
Disbanded or Inactive Meetings  
GR changes  
and/or  
any change in the Current mailing Address (CMA)  
is as follows

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**STEP ONE:** Contact your District Representative.

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**STEP TWO:** District Representative enters information into the tinyurl:

<http://tinyurl.com/Va-Area-GRCform>

If the DR has any questions or difficulty, contact the Area Group Records Coordinator directly at [grouprecords@vaalanon.org](mailto:grouprecords@vaalanon.org) for assistance.

**STEP THREE:** The Area Group Records Coordinator updates the Area Group Records database as well as directly updating the WSO Group Records database. The Group Records Coordinator also sends the changes to the Area Website Coordinator, the District involved and to both the Northern Virginia and Tidewater Service Centers.

**\*\*\* NOTE \*\*\***

Registrations and changes for ALATEEN GROUPS and ALATEEN MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS) must be submitted directly to the Area Alateen Process Person (AAPP.) Please see the Area website ([www.vaalanon.org](http://www.vaalanon.org)) or your District Representative for the Alateen forms and information.

ANY DEVIATION FROM THIS PROCESS MAY RESULT IN THE INTERRUPTION OF COMMUNICATIONS FROM THE AREA AND THE WSO AS WELL AS SIGNIFICANT DELAY IN THE ACTUAL UPDATING OF GROUP INFORMATION.

THIS PROCESS IS IN COMPLIANCE WITH THE WSO GR-1 PROCEDURE UPDATE OF FEBRUARY 24, 2011