

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

Line 1:	Meeting ID
	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. The Southern California Area number has been filled out for information submitted via the website.
Line 2:	Registration Status:
	Indicate the status of the group. Is this group being registered for the first time with the WSO?
Line 3:	Group Type:
	Is this group going to be registered and referred to as a regular Al-Anon, Parents, Men, Women, Al-Anon Adult Children, or LGBT (Lesbian, Gay, Bisexual, and Transgender / Transsexual) group? If this is a regular Al-Anon meeting (no special focus), nothing needs to be entered in this section.
Line 4:	Changes:
	If this group is already registered and there are changes the WSO needs to know, check the appropriate box(es): current mailing address, meeting place, change in meeting day or time, group name change, Group Representative or contact.
Line 5:	Special Needs & Group Features:
	An open meeting is: one where non-members, such as students or other observers are welcome. A closed meeting is: for Al-Anon 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.
	Special Needs: If this group provides special features, check the appropriate box (es): babysitting, handicap access, signing (ASL), or Non-Smoking.
	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 direction such as use the back door, etc.

Line 6:	Current Mailing Address (CMA)
	Indicate if the CMA is associated with Group Representative or Alternate Group Representative. This is the address where the WSO will mail the group information and where it will be picked up regularly. If the CMA is a member's home or Post Office Box, the address does need to include the member's full name (for mailing purposes only). The member needs to be someone who attends the meeting regularly. Do not use the word "Al-Anon" or "Alateen" in the group mailing address when using a member's post office box or residence address.
Line 7-11 :	Meeting Information
	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.
	Meeting Place: Indicate the location (as in the name of the building).
	Meeting Address: Provide a full address for the location of the meeting. Include the zip code of the meeting address.
	Number of Members: Estimate the number of members attending the meeting who consider themselves to be members of this group.
	Day/Time: Select the day of the week the meeting meets and input the time; do not forget to check 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:	Additional Meeting Contact:
	The name, address, phone number and email address of a member willing to act as a point of contact for the meeting. This section may be left blank.
Line 14:	District Officers / Intergroup Liasons / Convention Chairs:
	The title, name, address, phone number and email address of a District Officer Intergroup Liaison or Convention Chairperson. This section is left blank when submitting updates related to individual Al-Anon meetings.