



# How to Fill Out the Alateen Registration/Group Records Change Form (GR-3)

## 1. Group Records

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 (abbreviation)** is also used to sort information for group printouts.

## 2. Status

Indicate the current status of the group. Is this group being registered for the first time with the WSO?

## 3. Changes

If this group is already registered and changes are being submitted, check the appropriate box(es): group name, change in meeting place, meeting day or time, Current Mailing Address (CMA), Alateen Group Sponsor, contact, or Group Representative.

## 4. Details

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/Alateen. The group's name should be inviting to all and reflect Alateen 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., \_\_\_\_ Church Alateen or \_\_\_\_ Hospital Alateen. All Alateen groups, regardless of age range, are registered as "Alateen".

A name that includes the town or section of the town, the meeting day, a slogan, or another phrase from our program is inviting to all and conforms to Al-Anon/Alateen principles. The group name may provide information about the format or focus of the meeting. Nicknames or attempts at humorous names may turn away potential members.

The WSO reviews new group names for adherence to Al-Anon/Alateen principles and may ask a group to choose another name if it is not in keeping with Alateen principles.

**Member Count** is an estimate of the number of members attending the meeting that consider themselves members of this group.

**Mail Language** is the language in which the group receives mail. The mailing language can be different from the meeting language (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.

**Language Spoken** is the language spoken at the meeting.

**Age Range** is the age limits of the members attending the meetings. The Alateen age range is generally 13-18; however, it is within the autonomy of each group to include children younger than 13. As young people reach age 18, they are legally adults and should be encouraged to transition to Al-Anon while still attending Alateen meetings.

**Meeting Day/Time** is the day of the week and time of the meeting. Please check AM or PM.

**Location** is where the meeting is held. Please include the name of the building followed by a full address including the zip code.

**Location Instructions** provide specific information about the group; e.g. meeting room number, or directions such as use the back door, etc.

**Please note that all Alateen group meetings are closed; only Alateens and the affiliated Alateen Group Sponsor Sponsors may attend.**

**Limited Access** groups meet in a location where our general membership may not be able to attend. Groups meeting in school settings would fall into this category. These are Alateen groups, but membership may be limited because of location.

**Special needs:** This group provides special features such as **Handicap Access** or **Sign Language**.

## **5. Group AMIAS**

**Group AMIAS** are the Al-Anon Members Involved in Alateen Service (AMIAS) affiliated with the group; their certification status must be currently "Active". They may serve the group as Alateen Group Sponsors, the Current Mailing Address (CMA), and/or a Contact.

**A Phone Contact** is an Al-Anon Member Involved in Alateen Service who volunteers 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.

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

<p><b>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.</b></p>
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## **6. Current Mailing Address (CMA)**

**Current Mailing Address (CMA)** 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 Al-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 Al-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.**

## **7. For Area Use**

An **Alateen Group Representative (GR)** is 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.