

# Area 52 Group Records Process

Adopted 2013 Spring Assembly

1. A registered Al-Anon or Alateen group has a change in any of their information OR a new Al-Anon or Alateen group has formed and would like to be registered.

For an Al-Anon Group:

- a. A representative for the group (i.e. Current Mailing Address (CMA), Group Representative (GR), or Group Secretary, etc.) obtains the Al-Anon Registration/Group Record Change Form (GR-1) from the Area 52 Al-Anon Website, [www.tn-al-anon.org](http://www.tn-al-anon.org), or the Al-Anon Member's website, [www.al-anon.org/members](http://www.al-anon.org/members).
- b. The representative for the group fills out the GR-1 form and submits the form to the Area 52 Group Records/Website Coordinator. The GR-1 form may be submitted by email or postal mail.
- c. A copy of the GR-1 form is also submitted by the Group Representative to the District where the meeting is located and to the local Al-Anon Information Service in order for any meeting schedules to be updated.

For an Alateen Group:

- a. A representative for the group (i.e. Current Mailing Address (CMA), Adult Alateen Sponsor, District Alateen Coordinator, District Representative, or the Area Alateen Coordinator) obtains the Al-Anon Registration/Group Record Change Form (GR-3) from the Area Group Records/Website Coordinator.
- b. The representative for the group fills out the GR-3 form and submits the form to the Area 52 Group Records/Website Coordinator. The GR-3 form may be submitted by email or postal mail.

- c. A copy of the *GR-3* form is also submitted by the Group Representative to the District where the meeting is located and to the local *Al-Anon Information Service* in order for any meeting schedules to be updated.
2. The Area Group Records/Website Coordinator will make all necessary changes to the *WSO Group Records Database* and to the Area Website.
3. Changes in an *Al-Anon* group's information can only be made with an accompanying *GR-1/GR-3* form in order to prevent mistakes in the relaying of information.
4. Completed *GR-1/GR-3* forms will be retained by the Group Records/Website Coordinator for at least one year.
5. District Representatives are responsible for logging into the *WSO Group Records Database* to ascertain that their groups' information is correct and encouraging and guiding their groups through the Group Records Process to make any needed corrections.