

# Annual Al-Anon Group Records Update Form

## For Groups with a Physical Meeting location

Please submit this form through NZAGSO. The NZAGSO will register any group designating itself as an Al-Anon Family Group with the understanding that it will abide by the Traditions and that the meetings will be open to any Al-Anon members. (Digest of Al-Anon and Alateen Policies)

### Please review and return to NZAGSO before the 31st May

**GROUP STATUS:**☐ Change☐ Inactive☐ No Change**SUMMARY OF CHANGES:**☐ Group Name ☐ Meeting Location☐ Meeting Day or Time ☐ Phone Contact☐ Mailing Address (CMA)☐ GR**MEETING INFORMATION DETAILS:****Group Name:** \_\_\_\_\_**Location:**

Meeting Venue \_\_\_\_\_

Meeting Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ City: \_\_\_\_\_

**Meeting Details**Meeting Day: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ ☐ AM ☐ PM

Location Instructions: (including electronic components if applicable e.g. Platform, Meeting ID, Passcode, etc.) \_\_\_\_\_

**Phone Contact for the Public:**

Name and Phone Number 1: \_\_\_\_\_

Name and Phone Number 2: \_\_\_\_\_

**Average Number of Members:** \_\_\_\_\_ (NB: please update with approximate numbers for past 6 months)**Additional Meeting:**

Meeting Day: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Location Instructions: \_\_\_\_\_

**GROUP CONTACT DETAILS:**

Group Email Address: \_\_\_\_\_

**Current Mailing Address:** (NZAGSO mail for the group is sent to this postal and email address)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ City and Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

**Group Representative (GR) (if available):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ City and Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

By registering as an Al-Anon Family Group with New Zealand Al-Anon General Services, a group is granted permission to use the Al-Anon trademarked name and logo without modification for the purposes of Public Outreach as well as AFG, Inc. copyrighted materials for the sole purpose of conducting its meetings. Al-Anon copyrighted materials are limited to:

- Suggested Welcome, Suggested Closing, Suggested Preambles to the Twelve Steps, the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service as they are found in the current version of the Al-Anon/Alateen Service Manual (P-24/27), without alteration or modification.

- Conference Approved Literature (CAL) screenshots or printouts, when accompanied by copyright acknowledgment and limited in scope to content possible to be shared and discussed during one meeting.

This permission is granted for as long as the group continues to hold meetings; remains in compliance with AFG, Inc. intellectual property policies and instructions; refrains from distributing or posting permanently, in a public forum, copyrighted materials; and remains an active registered group with New Zealand Al-Anon General Services. These materials may not be modified and permission to use these materials may not be transferred to anyone without prior written approval. The group shall not use the materials in any way that could damage the reputation and goodwill that has been established in the materials.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# Al-Anon Annual Group Records Update – Instructions

## For Groups with a Physical Meeting Location

### New Zealand Al-Anon Family Groups

The Al-Anon/Alateen group is the basic unit of Al-Anon Family Groups. It is where close personal interchanges take place among members. At group meetings Al-Anon ideas are discussed and applied to specific personal problems. The entire Al-Anon/Alateen fellowship structure exists for the sole purpose of helping the groups help members.

Registration with the New Zealand Al-Anon General Service Office (NZAGSO) ensures a connection with Al-Anon nation-wide. Upon registration, the group can count on the NZAGSO for ongoing support including monthly postal and electronic mailings.

Each group should have a current mailing address and a group telephone contact, along with a regular meeting time and place. This information is then available from group records for communication to those members and newcomers looking for a meeting.

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### Meeting Information Details

**Group Name.** All Al-Anon groups are registered with the letters AFG (for Al-Anon Family Group). See the current *Al-Anon/Alateen Service Manual (P24/27)* for information about “Naming the Group” and “Choosing a Group Name”.

**Meeting Venue** is the name of the building where the group meets. **Meeting Address** is the physical address where the meeting is held.

**Meeting Day/Time** is the day of the week and time of the meeting.

**Phone Contacts for the Public** are members willing to receive calls from newcomers seeking Al-Anon's help, or others seeking directions or additional information about the Al-Anon meeting.

**Average Number of Members** this provides important information on the number of members throughout NZ annually.

**Location Instructions** provide important information about the group; e.g. meeting room number, or direction such as use the back door, etc. Simple steps such as adding signage throughout the building to direct people to the meeting room can also help newcomers.

If the meeting room also has an **electronic component**, use Location Instructions to provide this information such as meeting platform, meeting ID, password or link. The group is not required to provide a password, but should at least provide a way for members and newcomers to obtain the password.

Some groups want to register an **Additional Meeting** that meets on a different day/time than the original group, but is connected to the same Group ID number. Information for the meeting can be provided in this section. An Additional Meeting could also be a beginners meeting held in conjunction with the regular group.

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### Group Contact Details

A **group email** address, such as ODATD1@xxxx.com, is an email address created to receive the NZAGSO electronic newsletter and other group announcements. A group email address can be created when the group doesn't have a member listed as the CMA, or as an alternative to another member's personal email address. When an individual member's email is used for group mail, enter that in the CMA section below.

**Current Mailing Address (CMA).** Each group needs to have someone who is willing to receive time-sensitive postal and electronic communications from NZAGSO to share with members of the group. For postal mail, it is best to provide the CMA of a member who anticipates keeping the same address for at least a year, who has no difficulty in receiving mail at home, and who attends meetings regularly to deliver the mail. For electronic mail, the groups can choose to create a group email account, which can facilitate rotation of service, or use a personal email account. To avoid any communication disruption please notify the NZAGSO when the CMA changes.

A **Group Representative (GR)** is “an Al-Anon or Alateen member who represents the group at Area Assembly meetings, where they share information of importance. The GR brings that information back to the groups.” See the current *Al-Anon/Alateen Service Manual (P24/27)*