

Annual NZ AI-Anon Group Records Update Form

For Groups with an Electronic Meeting Location

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

Please review and return to NZAGSO

GROUP STATUS: Change Inactive No Change
SUMMARY OF CHANGES: Group Name Meeting Location Meeting Day or Time Phone Contact
 Mailing Address (CMA) GR

MEETING DETAILS:

Group Name: _____

Area Name _____

Meeting Location:

Platform (e.g. Zoom, Skype, Webex, etc): _____

Meeting Location (Email or URL where someone goes to join the meeting): _____

Access Code: _____ Meeting ID: _____

Password (if to be displayed): _____

Location Instructions: _____

Meeting Day: _____ Meeting Time: _____ AM PM Time Zone _____

Phone Contact for the Public:

Name and Phone Number 1: _____

Name and Phone Number 2: _____

GROUP CONTACT DETAILS:

Group Email Address: _____

Current Mailing Address (CMA): (NB: GSO 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 AI-Anon Family Group with New Zealand AI-Anon General Services, a group is granted permission to use the AI-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. AI-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 AI-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 AI-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 _____

New Al-Anon Annual Group Records Update – Instructions

For Groups with an Electronic 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.

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”.

Area Name: Please provide the Area chosen by the Group conscience (where the meeting wishes to participate).

The **Meeting Location** includes the meeting platform and exact online address of the meeting.

Platform: Provide details of the platform of the electronic meeting. An electronic meeting may take place on various platforms such as Instant Messaging (Skype, WhatsApp, etc); Web conferencing meetings (e.g. WebEx, Zoom, etc); Social media-based groups; Phone-based groups or other.

Meeting Location: Please provide the email address, URL, or phone number where the new members obtain information about how to join the meeting. This information will be displayed on al-anon.org.nz. When providing an email address, please use the group’s email address and not an individual member’s address.

Access Code: Provide the access code assigned to the meeting if one is required.

Meeting ID: Provide the meeting ID assigned to the meeting if one is required.

Password: Provide the password if one is required and *if it is to be displayed with the meeting information*.

Meeting Day/Time is the day of the week and time of the meeting. **Time Zone** of the meeting taking place. This will be listed on al-anon.org.nz.

Phone Contacts for the Public those who list themselves as telephone contacts are willing to be called by someone seeking Al-Anon's help, or others seeking directions or additional information about the Al-Anon meeting.

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)*