

# NZ Alateen Group Records Change Form

## For Groups with a Physical Meeting location

Alateen Registration/Change forms are submitted to the NZAGSO through your area process. Please check with your Area Delegate or Alateen Coordinator for more information before submitting this form through NZAGSO.

### 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 INFORMATION DETAILS:

**Group Name:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Meeting Venue:** \_\_\_\_\_

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

**Suburb & City:** \_\_\_\_\_

#### Meeting Details:

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

**Location Instructions:** e.g., use back door, etc: \_\_\_\_\_

#### Phone Contact for the Public:

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

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

**Average Number of Members:** \_\_\_\_\_

Note: Only current Alateen members, prospective Alateen members, and the Area-certified AMIAS attend Alateen meetings

### GROUP CONTACT DETAILS: CMA for the group is required in order to process.

**Group Email Contact:** \_\_\_\_\_

#### Current Mailing Address (CMA): (All NZAGSO mail for the group is sent to this postal and email address; it must be a current AMIAS)

**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.

**For Office Use Only:**

Group Number: \_\_\_\_\_

AREA: \_\_\_\_\_

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

# NZ Alateen Group Records Change – Instructions

## 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 and Alateen 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.** See the current *Al-Anon/Alateen Service Manual (P24/27)* for information about “Naming the Group” and “Choosing a Group’ Name”.

**Meeting Place** 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.

**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.

A **Phone Contact for the Public** 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.

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

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## Group Contact Details

**Current Mailing Address (CMA)** is the address where the GSO will send group mail and where it will be picked up regularly. An Alateen group’s CMA must be a certified AMIAS 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.**

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