

Submitting AI-Anon Group Record Changes Last Updated 03/04/2017

There are two ways to submit Group Changes: Online and by Paper form. The preferred method is Online, as it will guide you through the information needed for each type of change, and forward it to the correct person.

*Please Note: **Alateen** records cannot be changed by the Group Records Coordinator. All changes and additions to Alateen records must be sent to the Area's Alateen Coordinator through the **NHAI-Anon.org** "Contact Us" email list.*

Preferred Method: Online Instructions

Your changes will be sent to the NH Group Records Coordinator, who will use this information to register new A-Anon Groups with WSO and make changes to existing WSO AI-Anon group record information. It will also update NH records and meeting list(s).

Go to the **NHAI-Anon.org** website:

1. Hover over 'Contact Us'
2. Click on 'Meeting Add/Change Request'
3. Complete the appropriate information
4. Verify that you aren't a robot and click 'Submit'.

Many changes can be made all at the same time so it is not necessary to send a change for one thing at a time, such as replacing a Group Representative, a Current Mailing Address, or the name, location, or time of a meeting. There is also a section where you can write a note with clarifications or additional information.

Secondary Method: Completing the Paper Form

The form is used to submit information about new AI-anon groups and changes regarding existing groups to the NH Group Records Coordinator. The NH Group Records Coordinator will use this information to register new A-Anon Groups with WSO and make changes to existing WSO AI-Anon group record information. It will also update NH records and meeting list(s).

NOTE: Use this form for AI-Anon information only.

1. Group ID#: Issued by WSO when a group registers. Registered groups will use this as their identifier.
District Number: Each group resides within one of the "Districts" that NH is geographically divided into. If unknown, leave blank. District numbers are composed of three digits: for example, District #7 is shown as "007".
The AI-Anon/Alateen World Service Office (WSO) has divided the World into "Areas". New Hampshire is Area 35.
2. New Registration? Answer "yes" if this is for a new group.
3. Date Group Formed: The date (month/year) the group started meeting. Existing groups should fill this in too.
4. Group is: Describe what kind of a group it is.
5. Changes: Only existing groups fill this out. Check off only the changes that this form is reporting.
6. Features: Information that would be of interest to prospective meeting attendees. (A "closed" meeting is for members and prospective members only. These are persons who feel that their lives have been or are being affected by alcoholism in a family member or a friend.) (An "open" meeting is one where non-members, such as observers, are also welcome.)
7. Current Mailing Address (CMA): The group's mail will be sent there. It can be a member's name and address or a group's PO Box, etc. Include as well the CMA email address.

8. Group Name: It should not imply affiliation with any outside enterprise such as a church, hospital, library, etc. Typical names look like: "Tues. Morning Smithville AFG", "Tuesday PM Serenity AFG", "Manchester 12 Step AFG" (AFG means "Al-Anon Family Group")
9. Meeting Place: The meeting's location, such as the name of the building within which it is held.
10. Meeting Address: Sufficient info. so that attendees can easily find it. Street #'s are nice.
11. Average Attendance: We are interested in knowing about how big the group is. What is the average attendance?
12. Day: What day each week is the meeting held?
13. Time: When does the meeting start and end? Be sure to note AM or PM.
14. Contacts: Members of the group who volunteer to give information over the phone to the WSO, prospective members or professionals. WSO might give callers the "Contact's" first name and telephone #. Contacts might receive calls from others who have had no previous contact with Al-Anon. Many of the calls will be requesting guidance. The NH Al-Anon/Alateen Answering Service might request "Contacts" to answer inquiries.
15. Group Representative: see the "Al-Anon/Alateen Service Manual"
16. Date/Person submitting form: This is used if we have questions about the information being submitted.
17. Are you notifying WSO? NH Group Records Coordinator now updates all changes or revisions you provide on the WSO Database directly when received by the Group Rep or District Rep. In fact we find it quicker if Al-Anon groups send NH Group Records changes to the Group Records Coordinator. Changes get into our meeting lists faster if we get the information right away from you. But, if you send the changes directly to WSO, we will not duplicate the effort.
18. Return form: Mail completed form to the Group Records Coordinator at the address shown on the form.

Do you have questions or suggestions for improving these instructions?
If so, please send an email to group-records@nhal-anon.org.