

Process for CT AFG Group Records Changes

Al-Anon Registration/Group Records Change Form (GR-1)
Please send this form through your Area Process or the WSO.

1. Group Record
WSO# (D Number) _____
Area Name (Abbreviations) _____

2. Dates
 New
 Change
 Cancel
 Not Sure If Registered

3. Changes (Check all that apply)
 Group Name
 Change Meeting Address (CRNA)
 Change Place
 Change Day
 End
 Other _____

4. Group/Registration Overview
Mailing Language _____
Refusal of Area Process for processing of GR-1: See instructions for the GR-1 Form. Please note that the WSO has the right to refuse to process any GR-1 if it does not conform with the WSO's policy and/or procedure.
Location: Morning Place
Meeting Address _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Contact First Name _____ Phone Number _____
Contact Last Name _____
5. Meeting Details
Day _____ Time _____ AM _____ PM _____
Type: Open Closed
Spoken Language _____ Member Count _____
 Beginner* Intermediate* Advanced*
 Hands up Access Baby-sitting fragrance free
 Refreshments Sign Language
Location Instructions _____
*All groups with a regular Al-Anon group meeting not conducted on their own. Please indicate a single introduction to the WSO.

6. Current Mailing Address (WSO) used for the group is to be CMA postal and e-mail address
First Name _____ Last Name _____
Street/PO Box _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Phone Number _____ E-mail _____

7. Per Area Use
 Al-Anon Rep. Other _____
First Name _____ Last Name _____
Street/PO Box _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Phone Number _____ E-mail _____

The WSO will register any group designating itself as an Al-Anon meeting Group with the understanding that it will abide by the Guidelines and the spirit of the Al-Anon/Alateen Service Manual (JULY 2015). "Right of Association and Minimum Principles".
Submitted by _____ Date _____ Phone _____ Email _____

Al-Anon Family Groups, Inc., 1600 Corporate Landing Parkway, Virginia Beach, VA 23462-5150
(757) 426-3800 • fax (757) 426-1850 • e-mail: wsoc@al-anon.org • www.al-anon.org/registration

Only District Representatives or their designees should submit the completed GR-1 forms to the Area Group Records Coordinator.

Use the GR-1 Form to submit all changes to Area Group Records. (See picture at left.)

Email completed forms to: grouprecords@ctalanon.org

Submitted GR-1 forms will automatically be forwarded to the Webmaster and WSO.

IMPORTANT: Do not submit GR-1 forms to WSO. Follow our CT links of service.

To make changes to an existing Al-Anon group's information:

1. Complete Sections 1, 2, 3 completely. Be sure to always include the WSO#. Check any "Changes" (#3) for the Group Status (#2) you are submitting. Include group name in Section #4 and Day and time in #5 to ensure we have the correct meeting!!!
2. Fill in the change information you are submitting in the appropriate Sections 4-7.
3. Complete the bottom line with Your Name, Date, Phone # and Email.
4. Save the form with an updated title for your records.
5. District Representatives (DRs) email the completed form to grouprecords@ctalanon.org. We will only accept the forms from DRs or their district designees.

Common Questions

1. Can the Al-Anon Registration/Group Records Change Form (GR-1) be submitted without the group's WSO identification number?

It can as long as enough information is provided on the form to identify the group. The group name, meeting location and time should be included. Check the current *CT Area Al-Anon/Alateen Meeting Schedules* booklet which contains WSO registrations numbers for all active Al-Anon meetings.

2. How long should a previous Current Mailing Address (CMA) for the group expect to receive mail before a new CMA is designated?

If the CMA is still not receiving the mail three months after reporting a change, they should contact their DR or the Area Group Records Coordinator.

3. Who should be contacted if submitted group changes are not reflected on the Area Web site?

The GR should inquire with the DR first. If not resolved, contact the Area Webmaster or Area Group Records Coordinator.