

Group Inventory Date:

Group Name:

Tradition One: "Our common welfare should come first; personal progress for the greatest number depends on unity."

Tradition Two: "For our group purpose there is but one authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern."

Tradition Twelve: "Anonymity is the spiritual foundation of all of our Traditions, ever reminding us to place principles above personalities."

Al-Anon and Alateen Groups at Work, CAL P24, Introduction:

"The harmony and success of each group depends on shared responsibility, a warm spirit of fellowship, and individual self-improvement."

My view of our Al-Anon or Alateen group:

1. Does the group abide by the Traditions in all of its affairs?
(Please see any Daily Reader or How Al-Anon Works for a list of the Traditions.)
2. Do we criticize others in the group or gossip about them?
3. Are group business meetings held at regular intervals?
4. Are group business meetings conducted in a manner that members feel safe to share opinions?
5. Are members pressured by dominant members to accept their ideas?

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6. Does our group have a process for the minority voice to be heard even after we've made a decision?

7. Do members purposely reveal their length of time in Al-Anon or Alateen to gain credibility during group discussions?

8. Are we forming cliques or being indifferent to other members of the group?

9. Is the group process adequate for informing members about local, Area, and worldwide Al-Anon/Alateen events and concerns?

10. Does our group undertake service projects on its own or in conjunction with the district, Al-Anon Information Service, or Area?

11. Is our group active and supportive at the district and Area levels? Do we send representatives and financial contributions to the district, the Al-Anon Information Service (AIS), and Area as well as to the World Service Office (WSO)?

12. Are there ways in which the group is not fully self-supporting?

13. How does the group show its support for Alateen? Is Alateen literature available?

14. Are several eligible Al-Anon members certified to be of service to Alateen if a local group needs help?

15. Do we have a literature display of Conference Approved Literature (CAL)? Do we regularly reorder CAL? Do we have a group lending library?

16. Does our group process for selecting a Chairperson/Leader for the weekly meetings encourage members to volunteer to serve? Are the Chairpersons/Leaders prepared?

17. Do all members have an opportunity to participate in service to the group?

18. Is there rotation of leadership in the group?

19. Does the group have a process for handling problems? If so, are members aware of the process?

My view of our Al-Anon or Alateen weekly meetings:

20. Is the meeting location convenient, safe, and welcoming?

21. Do members arrive early to welcome newcomers and visiting members?

22. Is Al-Anon's principle of anonymity explained when newcomers or visitors are present? Do we emphasize the importance of not repeating who we see and what we hear at the meeting?

23. Does the meeting follow the “Suggested Meeting Format Outline” in Al-Anon and Alateen Groups at Work (P-24)?

**FYI on Page 9 of the Al-Anon Alateen Service Manual CAL P-24/27:

“Suggested Meeting Outline:

This format is included for your convenience. While not every group chooses to plan its meeting in this way, many find a general outline helpful...

- Meeting Opening
- Suggested Al-Anon / Alateen Welcome
- Reading of Al-Anon / Alateen’s Three Legacies
- Introductions
- Al-Anon / Alateen-Related Announcements, Reports
- The Meeting Program
- Passing the Basket
- Suggested Al-Anon / Alateen Closing
- Other Readings selected by the group conscience

24. Is there a Chairperson scheduled for each week?

25. Are our meetings fresh, interesting, and helpful?

26. Do we encourage everyone to participate in the discussions by sharing and listening?

27. Do we refrain from giving advice?

28. Are our meeting topics Al-Anon related?

29. Do we make good use of our Conference Approved Literature (CAL) and The Forum for themes and topics for meetings?

30. Do we stick to the subject of the meeting or wander off on tangents?
31. Are we easily diverted from the topic in order to focus on a member's problem?
32. Do we avoid discussions of the alcoholic and his/her shortcomings?
33. Is the group's copy of the Al-Anon/Alateen Service Manual available for members to use?
34. Does the meeting format allow time for reports from group officers?
35. Do we make an effort to give a warm welcome to newcomers?
36. Do we welcome everyone to our meeting regardless of age, gender, appearance, etc.?
37. Are teenagers welcomed at our meeting?
38. Are newcomers encouraged to share? Do we read the "Three Obstacles to Success in Al-Anon" and explain what is appropriate to share in a meeting?
39. Are newcomers given at least one member's telephone number, a schedule of meetings, and some Al-Anon/Alateen literature?

- 40. Do we let newcomers know what sponsorship is and how to obtain a Sponsor?
- 41. Do you wish to continue to use an in-person and online hybrid model and allow Zoom access to our meeting?
- 42. Do you wish to continue to keep the length of our meeting at an hour and a half or would you prefer a one-hour meeting?
- 43. Do you wish to continue using the Lord's Prayer as part of our Closing?
- 44. Are there any other concerns or questions you have for the Group?

Thank You for participating in our Group Inventory.

Food for Thought - additional questions from
“Guidelines – Taking a Group Inventory”, CAL G-8a:

My part as a member of the Al-Anon or Alateen group:

- Do I attend the meetings regularly?
- Do I usually arrive a few minutes early and/or stay a few minutes after the meeting to help setup or put away tables, chairs, literature, or refreshments, and to welcome newcomers?
- Do I periodically volunteer to chair/lead a meeting?
- Do I attend steering or business meetings and offer ideas for improvement?
- Can I accept disagreement and differing points of view good-naturedly?
- Do I keep the focus on Al-Anon by maintaining my anonymity if I am also a member of another recovery program?
- Do I volunteer for, or willingly accept, a group office for which I am eligible, such as: Secretary, Chairperson, Program Chairperson, Treasurer, or Group Representative?
- Do I understand that private, personal circumstances compel some members to limit their service to the group?
- Do I criticize others in the group or gossip about them?
- Do I criticize or gossip about other groups?
- Do I ever repeat anything personal I have heard at meetings or from another member outside of the meeting?
- Do I communicate with other members for my personal recovery and to help others, rather than to complain and gossip?
- Do I welcome new members, talk with them, suggest pieces of Al-Anon/Alateen literature, and offer my phone number or the group’s telephone list and local meeting schedule?
- Do I volunteer to sponsor newcomers? Am I presently sponsoring another member?
- Do I read Al-Anon/Alateen literature every day, and apply the principles to my daily life? Do I let the group know which pieces of Conference Approved Literature (CAL) are particularly helpful as part of my sharing at meetings?
- Do I keep the focus on Al-Anon and my own recovery when I share?
- Do I interrupt or carry on a conversation while another member is speaking?
- Do I listen carefully to the speakers, the Chairperson, and other group members?
- Do I avoid giving advice to members?
- Do I try to make the fellowship known to others who need help? Do I participate in group service projects?
- When group problems arise, do I focus on the problem or the solution?
- Am I willing to support the group conscience even when I disagree with the outcome?
- Do I show interest in the group officers’ reports?

