

## Instructions

### Group Registration and Changes

The Al-Anon Registration/Group Records Change Form is our tool for registering new groups and reporting changes to group information and those who hold positions within the group. Information on groups is maintained at four levels: (1) WSO; (2) Area (State); (3) Intergroup (No. VA Service Center); and (4) District. Each of these levels provides groups with valuable information; therefore it is important that each of these levels is made aware of changes to your groups. The information maintained at the Intergroup is used to create our meeting directory. Page 2 of the form provided on the Intergroup website provides addresses for mailing to WSO, the State of VA, and Intergroup.

#### Filling out the form.

- Item (1):
  - WSO ID Number. Your WSO ID number is provided to you by World Service when you first register as a new group. If you are registering a new group this will be blank. When you receive your WSO ID number, please contact the other levels mentioned above that maintain group records. *For any other changes always include your WSO ID number.*
  - Area Number. The Area Number for Virginia is 057.
  - District Number. If you do not know your District Number please contact the Intergroup office at 703-764-0476.
  - Date. Enter the current date.
- Item (2):
  - Registration. Check the box that describes the current status of your group.
- Item (3):
  - Group type is. Check the box that describes your type of group. If you are a discussion group, check Other and write in "Discussion."
- Item (4):
  - Changes. Check the box that best describes the reason for submitting the form.
- Item (5):
  - Special Needs & Group Features. Check any that apply.
- Item (6):
  - Current Mailing Address (CMA). Each group should provide a CMA to receive information for the group. This may or may not be the Group Representative (GR) and must be filled in either case. If the GR is also the CMA, Items (6) and (13) should be filled. WSO will send information only to the CMA.
- Item (7) (8) (9) (10) (11):
  - Complete these items when registering a new group or when changes are made to the group's information.
- Item (12):
  - Contacts. Provide the name and phone number of those willing to receive calls about the group from newcomers and visitors.
- Item 13: For Area Use
  - Group Rep. Provide the name, address, phone number, and e-mail of the GR. Information reported here is only used by the Area (VA) and Intergroup (No. VA Service Center)
- Item 14: For Additional Area Use
  - Additional Use. Use this Item to report changes to District Representatives, Alternative GRs, etc. Anything that doesn't fit in any of the other items. Information reported here is only used by the Area (VA) and Intergroup (No. VA Service Center)



**Office Use Only:** Date Proposed \_\_\_\_\_ By \_\_\_\_\_  
Date Registered \_\_\_\_\_ By \_\_\_\_\_

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Place  
Stamp  
Here

**Al-Anon Family Group Headquarters, Inc.**  
1600 Corporate Landing Parkway  
Virginia Beach, VA 23454

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**Also mail copies to:**

**Virginia Area Group Records Coordinator**  
**P.O. Box 4634**  
**Richmond, VA 23220**

**Al-Anon Service Center of**  
**Northern Virginia**  
**9401 Mathy Dr., Suite 270**  
**Fairfax, VA 22031-5312**