



When revisions are distributed, please remove and destroy the corresponding old version from your binder and replace with the revised version.

PLEASE NOTE: As of April 2012 vertical lines in the outer right margin indicate where the most current revisions have been made. When revisions are completed the header date of the entire section changes. In an effort to conserve paper you are asked to reprint only the pages where the body has changed. You may however reprint the entire section if you wish.

(In reverse order)

- August 2017 Table of Contents- reprint page 5 of 7
Revision History – reprint all
Section 2A: Service Positions and Responsibilities, Executive Members, reprint page 1 of 12
Section 6A: Current Motion summary – reprint pages 10 & 11
Section 9A: Literature Distribution Centre – reprint page 1 of 1
Section 10J: Forms, LDC Speaker questionnaire reprint 1 of 1
- December 2016 Table of Contents – reprint page 4 of 7
Revision History – reprint all
Section 2B: reprint all
Section 2C: Service Positions and Responsibilities, Other Positions- reprint all
Section 6A: Current Motion summary – reprint all
Section 7A: Trillium Convention and Committee Charter- reprint all
Section 11B: Alateen SAM Area Certification and Re-certification Process- reprint page 5 of 6
Section 11D: reprint page 1 of 3
Section 11F: reprint 1 of 1
- August 2016 Table of Contents –reprint pages 2&3 of 7
Revision History – reprint all
Section 2B: Service Positions Coordinates– reprint all
Section 5B: Host Committee Guidelines - reprint page 1 of 8
Section 6A: Current Motions- reprint page 10 of 10
Section 10E: - EXPENSE CLAIM - reprint
Section 11B: supportive Al-Anon Members (SAM) Area Certification and Re-certification Process- reprint pages 2-6 of 6
Section 11C: Alateen Registration Area Process- reprint page 1 of 1
- December 2015 Revision History – reprint all
Section 2A: Service Positions Executive – reprint page 3 of 12
Section 6A: Current Motions – reprint page 10 of 10
(Some motions have been moved from Section 6A to Section 6B. If you wish, you may reprint all the pages from Section 6A and Section 6B)
Section 9C: – reprint page 4 of 5
Section 11B: - reprint page 6 of 6

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- August 2015
- Table of Contents – reprint page 1 of 7
 - Revision History – reprint all
 - Al-Anon/Alateen Acronyms & Terms – reprint page 1
 - Section 1: General – reprint page 3 of 5
 - Section 2B: Service Positions Coordinators – reprint page 3 of 10
 - Section 6A: Current Motions – reprint page 10 of 10
 - Section 9B: Literature Distribution Centre Charter– reprint all
 - Section 10E: - reprint form
 - Section 11C: - reprint page 1 of 1 (2013 12)
- December 2014
- Revision History – reprint all
 - History of Ontario South – reprint page 2 of 2
 - Table of Contents – reprint all
 - Section 1: General reprint pages 3, 4,& 5 of 5
 - Section 2B: Service Positions Coordinators – reprint pages 1 & 7 of 10
 - Section 2C: Service Postions – Other – reprint page 3 of 4
 - Section 5A: Assembly and Host Committee – reprint page 6 of 6
 - Section 5B: Host Committee Guidelines – reprint pages 4 to 8 of 8
 - Section 6A: Current Motions – reprint page 10 of 10
 - Section 8: Finances General – reprint page 1 of 2
 - Section 10I: Members profile and resume – reprint page 1 of 2
 - Section 10: WSO Forms: Remove 3 French forms
 - Section 10: District Boundaries, OSA Proposed Guidelines for Groups wanting to change Districts, Registration Process for an Al-Anon Group, and Email Etiquette – removed from Section 10 and reprinted in Section 1
- August 2014
- Revision History – reprint all
 - History of Ontario South – reprint page 1 of 2
 - Ontario South Contact Information – delete page 1 of 1
 - Al-Anon/Alateen Acronyms & Terms reprint pages 1 & 2 of 2
 - Table of Contents – reprint pages 1 & 5 of 7
 - Section 1: General – reprint pages 2 & 3 of 3
 - Section 2A: Service Positions Executive –reprint pages 1,2,3,4,6,10 & 11
 - Section 2B: Service Positions Coordinators- reprint pages 3&6 to 10 of 10
 - Section 4 : AWSC – reprint pages 1, 2 & 3 of 5
 - Section 5A : Assembly– reprint page 1 of 6
 - Section 5B: Assembly Host Committee – reprint pages 3, 4, & 5 of 8
 - Section 6: Current Motion Summary – reprint page 10 of 10
 - Section 7B: Trillium Committee Positions – reprint page 2, 5 & 6 of 6
 - Section 9A: LDC General – reprint page 1 of 1
 - Section 9B: LDC Charter – reprint pages 1 & 2 of 2
 - Section 9C: LDC By-Laws – reprint all
 - Section 10F: Assembly Bid Form – reprint pages 1 & 3 of 4

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| | Section 10I: Forms – Member Profile & Resume – reprint page 1 of 2 |
| January 2014 | Revision History – reprint page 1 of 7 Ontario South Contact Information – reprint page 1 of 1 |
| December 2013 | Revision History – reprint all Ontario South Contact Information – reprint page 1 of 1 Al-Anon/Alateen Acronyms & Terms – reprint page 1 of 2 Table of Contents – reprint pages 5, 6 & 7 of 7 Section 1: General – reprint page 2 of 3 Section 2 A: Service Positions Executive – reprint pages 3 to 12 of 12 Section 2 B: Service Positions Coordinators – reprint pages 1 to 10 of 10 Section 4: AWSC – reprint page 3 of 5 Section 5 B: Assembly Host Committee – reprint pages 1 & 4 & 5 of 8 Section 6A: Current Motion Summary – print pages 9 & 10 of 10 Section 9A: LDC General – print page 1 of 1 Section 9B: LDC Charter – print pages 1 & 2 of 2 Section 9C: LDC By-Laws – print all pages 1 to 5 Section 10 Form F: Assembly Bid – reprint pages 1, 2 & 4 Section 10 Forms: WSO Alateen Registration/Group Records Change Form (GR-3) – reprint Section 10 Forms: WSO How to Fill out Alateen Group Records Change Form – print Section 10 Forms: WSO Formulaire d’inscription/de mise à jour pour les groupe Alateen (FGR-3) – print Section 10 Forms: WSO Comment remplir le formulaire d’inscription/de mise a jour pour les groupes Alateen (FGR-3) – print Section 11C: Alateen Group Registration Area Process-reprint page 1 of 1 Section 11E: Alateen Safety Guidelines – reprint pages 1 to 3 of 3 |
| January 2013 | Revision History – reprint all Table of Contents – reprint pages 5, 6 & 7 of 7 Section 2 A: reprint pages 2 to 12 of 12 Section 2 B: reprint pages 1 & 2 of 9 Section 2 C : reprint pages 1 of 4 Section 6 A : reprint page 9 of 9 Section 10: Forms – reprint Form E: Expense Claim Section 10: Forms – print Form J: LDC Speaker Questionnaire |
| August 2012 | Revision History – reprint all Al-Anon/Alateen Acronyms & Terms – reprint page 1 of 2 Ontario South Contact Information – print page 1 of 1 Table of Contents – reprint pages 1 & 5 of 7 Section 2 A: reprint pages 1 to 12 Section 6A: Current Motion Summary – print page 9 of 9 |

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| | Section 6B: Past Motion Summary – reprint page 1 Section 10 F: Assembly bid form – reprint pages 1 and 3 of 4 |
| April 2012 | Revision History – reprint all Al-Anon/Alateen Acronyms & Terms – reprint pages 1 & 2 (header date) Table of Contents – reprint all (date changes) Section 1: General – reprint page 2 of 3 Section 2A: reprint page 7 to 11 of 11 Section 2B: reprint pages 7 to 9 of 9 Section 4: AWSC – reprint pages 1 & 5 of 5 Section 6A: Current Motion Summary – reprint page 8 of 8 Section 9A: Literature Distribution Centre (LDC) – General – reprint all Section 9B: Literature Distribution Centre (LDC) – Charter – reprint all Section 9C: Literature Distribution Centre (LDC) – By-Laws – reprint all Section 10: Forms & Miscellaneous Topics – Topics - reprint pages 3 & 4 Section 11E: Alateen Safety Guidelines for Conferences-reprint pg. 1 of 4 |
| January 2012 | Revision History – reprint all History – reprint page 2 of 2 Section 2: A Reprint and replace all Section 4: Reprint page 5 of 5 Section 5A: Reprint pages 5 and 6 Section 8: Finances General – reprint and replace pages 1 and 2 Section 10: Form “C” SAM screening – reprint page 1 of 1 Section 10: Form “E” Expense Claim – Note daily expense guidelines Section 11: B Supportive Al-Anon Member Certification/Re-certification Process – reprint all and replace |
| December 2011 | Revision History – reprint all Table of Contents – reprint pages 6 & 7 Section 10: Form “C” SAM screening app & cert-reprint page one New Section 11G: Ontario South Alateen Advisory Committee – Charter Section 11H: Ontario South Alateen Advisory Committee - Finances |
| September 2011 | Revision History – reprint 1 of 1 Section 6A: Current Motion Summary – reprint all |
| August 2011 | Revision History – reprint all Section 2A: Executive – reprint all Section 2D: Trustee Resume – reprint page 1 of 1 Section 4: AWSC – reprint all Section 5A: Assembly – reprint all Section 6A: Current Motion Summary – reprint all Section 8: Finances General (Draft) – reprint page 2 of 2 |

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| | Section 10: Form "A" Information & Permission – print and replace Section 10: Form "B" Medical – print and replace Section 10: Form "E" Expense report – print and replace Section 10: Form "F" Assembly bid – reprint page 3 and 4 Section 10: Form "I" Member Resume – reprint pages 1 and 2 |
| March 2011 | Revision History – reprint pages one through five Table of Contents – reprint pages three and four Section 2B – reprint pages six and seven Section 7 – replace entire Trillium section with Section 7:A and 7:B Section 10 Form E – print and replace (change in value of mileage claim) |
| Feb 2011 | Revision History – reprint pages one through five Acronyms & Terms – reprint pages one through two Table on Contents – reprint page four and five of seven Section 2B:Coordinators – reprint pages one through nine Section 2D:Resume – reprint page one of one Section 9: Literature Distribution Center-reprint pages one through seven Section 10:Forms "F" reprint page one of four Section 10:Forms "I" reprint page one through two |
| Nov 2010 | Revision History – reprint page one through five Acronyms & Terms – reprint page one and two Section 6A: Current Motion Summary – update for 2010 print 7 of 7 Section 10: Forms – "D" Donation Form – reprint with new address Section 10: Forms – "G" – remove AWSC Cost Comparison Chart Section 10: Forms – "I" – reprint page 1 of 2 |
| May 2010 | Revision History – reprint page one through four Section 6A: Current Motion Summary – reprint and replace pages 5,6,7 Section 10G: AWSC Bid Forms – ensure they are removed from binders per e-mail dated February 09, 2009 Section 11F: Alateen Advisory Committee – reprint and replace page 1 |
| April 2010 | Revision History reprint page one Table of Contents - reprint pages 5 and 6 Change of Section 10 Form F - reprint page 4 of 4 Change of Section 10 Form I - reprint page 1 and 2 Change of Section 11 D - reprint page 3 of 3 Change of Section 6A: Current Motions - reprint page 4, 5 and 6 Change to Section 5A: Assembly &Host Committee reprint page 3 and 6 |

Change to Section 4, reprint page 1 and 4

- Sep 2009 Revision History – September 2009 update (4 pages)
- Changes of revision date and to headings on Form 10F Assembly Bid Form Section 10
 - Change of revision date on Form 12A Groups and Districts, Section 12
 - Revisions of 12B Area Records Items 1, 6, 8, 9, 12
 - Revision of 2B Coordinators Section 2, page 9 of 9
 - History of Ontario South – Delegate information updated
 - Table of Contents (page 6 & 7)
- June 2009 Revision History – June 2009
- Addition of Section 12 – Records and Information Management
 - Table of Contents updated to show addition of Section 12
- Mar 2009 Section 10 Form C SAM screening and certification
- Apply re-certification box
 - Insert date of birth
- Oct 2008 Revision History – October 2008 update
- Table of Contents updated to show changes listed below
- History of Ontario South, error for 1991 Delegate corrected
- Section 2B: Service Positions and Responsibilities – Coordinators
- 5. Common Responsibilities, in point 10 added ‘your copy of this Area Policies & Guidelines Manual, any...’; point 12 deleted, already stated under point 2 and 10.
 - 6. Open Lines Editor, removed the term AUEC; changed ‘making sure they meet the deadline’ to ‘making sure they know the printing deadline date’
 - 13. AAPP Revised and expanded.
- Section 5A: Assembly and Host Committee Guidelines, Assembly
- 12. Revised to reflect changes to Assembly process due to motion for mandatory résumés Assembly 2007 and clarify process.
 - 21. Election of Ontario South Executive added.
- Section 10: Forms and Miscellaneous
- 1. Updated to show how to find topics in Service Manual instead of quoting page numbers.
 - 3. Email etiquette, point 4, (using forward function in email) added ‘Delete all email addresses that show in the body of the email.’
- Section 11A: Alateen – General

- 1. Added 'See Frequently Asked Questions, page 3 for clarification.
- Some cosmetic revisions

Section 11B: Alateen – Supportive Al-Anon Member (SAM) Area Certification Process and Re-Certification Process

- 1. General: Added comments to clarify the difference between a Sponsor and a SAM; added paragraph 'Some police forces...'
- 2. The Supportive Al-Anon Member (SAM) Certification Process: point 3, 'vulnerable persons' deleted. Now reads 'Obtains a PRC that meets the requirements as set out in 3. Application Documents, point 4.
- 4. Re-certification Process, expanded for clarification.
- 5. Re-certification documents, added for clarification.
- 6. Time Frame for Registration and Re-certification, given topic title. Dates changed to give current examples. Last paragraph edited as information relating to 2007 recertification process is no longer relevant

Section 11C: Group Registration – Area Process

- 1. Added 'through the DR'
- 2. Group Registration Process - The Area Alateen Process Person (AAPP) now reads: 1. Submits the Alateen Registration/Group Records Change Form to WSO. (The wrong form was noted)
- 3. Verification of Alateen Group Information, added for information.
- 4. Changes to Alateen Group Information, added for information.

May 2008

Revision History – May 2008 update

History of Ontario South

- Opening of LDC date
- Open Lines information expanded
- Delegate information updated to match with WSO records

Al-Anon/Alateen Acronyms and Terms

- AA changed to A.A.
- AAPP corrected to Area Alateen Process Person
- Area Manual added
- PO added
- WSO Service Manual changed to Service Manual

Table of Contents

- Ask-It-Basket edited to have hyphens
- Other changes appear on this list

Section 2A Service Positions and Responsibilities – Executive Members

- Where shown in all positions, WSO Service Manual references changed to read Service Manual and give the relevant term to search for in the index
- 1. Eligibility Criteria for All Executive positions: 2. Updated according to Assembly 2007 motion
- 7. Chairperson: 4 added re letter for SAM applicants.
- Where found, 'mailing package' changed to 'information package' and 'mailing' changed to 'distribution' to allow for other methods of distributing information. Currently where possible information being sent by email.
- Where reference is made to motions, it has been expanded to include items for discussion.

Section 2B

- 2. Eligibility Criteria: 1. WSO Service Manual reference changed to read Service Manual and give the relevant term to search for in the index.
- 12. Website Coordinator 2., 3., 6., and 9. Responsibilities updated.

Section 2D Updated due to changes in process from WSO.

Section 5A

- 13. Introduction of Motions changed to Introduction of Motions and Items for Discussion to include the item for discussion process.
- 15. Sentence added re incoming GRs vote at election assembly.

Section 6A Current Motion Summary

Previous version split for ease of accessing information.

Section 6B Past Motion Summary

Previous version split for ease of accessing information.

Section 8 Finances General – **Draft Document**

Section 10 Form I – Executive Résumé form has been revised and renamed Member Profile and Résumé.

Section 11A

- 5. Additional Safety Guidelines background explanation added.
- Frequently Asked Questions expanded
- 7. Resources added

Section 11D

- Topic 4. Other suggestions, 8. Added
- Topic 5. Creation of the Guidelines added

Section 11E

- 1. Background - expanded
- 3. At the Conference/Assembly Many points amended as passed by vote at Sponsor Workshop held in April 2008
- 4., point 1. Last sentence deleted and point 3. Added, as passed by vote at Sponsor Workshop held in April 2008

May 2007 Many edits and format changes throughout the following sections. Some additional information added to expand or clarify points but did not make any significant changes to the information.

Table of Contents
Sections 1 through 5 inclusive
Section 9

Completely Revised
Section 10: Forms and Miscellaneous

Formatting changes and expanded information for clarification, added to:
Section 11A: Alateen General
Section 11B: Supportive Al-Anon Member (SAM) Area Certification and Re-Certification Process
Section 11C: Group Registration, Area Process

New Alateen Sections added in DRAFT format to allow members to review and submit comments to Area Alateen Coordinator. These draft guidelines will be presented to AWSC in 2008 for discussion.

Section 11D: Additional Safety Guidelines
Section 11E: Safety Guidelines for Conferences.

New
Section 11F: Alateen Advisory Committee

May 2006 5 Table of Contents
Section 11 A – Alateen General
Section 11 B – Alateen SAM Certification
Section 11 C – Alateen Group Registration
Section 2B Coordinator (page 1 only)
Section 6 – Motion Summary

April 2006 1 Cover page
2 How to use
3 History
4 Acronyms & terms
Section 6 – Motion Summary
Section 9 – LDC Charter

December 2006 Section 5B – Assembly Host Guidelines

October 2005

Initial distribution