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1. **General:** Forms for the group registration process can be found in Section 10 of this manual, obtained from the DR or printed from the Ontario South web site.

NOTE: All of these forms:

FORM C: Supportive Al-anon Member (SAM)
Screening Application and Certification Form
PRC
WSO Al-Anon Member Involved in Alateen Service
AND
WSO Alateen Registration/Group Records Change Form

may be sent, through the DR, to the AAPP at the same time.

In an effort to save time, WSO will accept these forms together, but will only register the group once the sponsors have obtained the proper certification by following the process documented in Section 11B.

2. **Group Registration Process:**

The **Group** (GR or Group Sponsor):

1. Contacts the DR.
2. Obtains required WSO Alateen Registration/Group Records Change Form.
3. Submits completed form to DR.

The **District Representative:**

1. Submits the Alateen Registration/Group Records Change Form to Area Alateen Process Person (AAPP).

The **Area Alateen Process Person (AAPP):**

1. Submits the Alateen Registration/Group Records Change Form to WSO and the Area Group Records coordinator

3. **Verification of Alateen Group Information:**

Periodically, WSO sends a form to Alateen groups. This form is used to verify the accuracy of group information held at WSO. Alateen groups are provided with an envelope, addressed to the AAPP. The AAPP then confirms to WSO that the group is active with sponsors who have met the area requirements for certification. May be done electronically through WSO online Alateen Group Records.

4. **Changes to Alateen Group Information:**

For example: change of sponsors; current mailing address; meeting location; meeting time or group closure.

When any changes happen, complete and submit an Alateen Registration/Group Records Change Form. Inform the DR. Submit the Alateen Registration/Group Records Change Form to Area Alateen Process Person (AAPP).