

Group History Checklist

Look to the Past to Protect the Future

Your group history can be outlined or written in a narrative form on separate sheets of paper. Using the following suggested headings, answer questions that apply. Many groups update the information annually. A good time would be in conjunction with your group anniversary.

CURRENT INFORMATION

- Group Name
- Date History Compiled
- Group ID #
- Meeting Day/Time
- Meeting Location
- Area #
- Current Mailing Address including City, State/Province, Country, Zip/Postal Code

FORMATION OF THE GROUP

- When and why did your group start?
- Where did it meet?
- Who started the group?
- Do early members still attend?
- What was the composition of members (husbands, wives, adult children, etc.)?
- How did the group announce its formation and attract new members?
- How did the group welcome newcomers when it began? Describe.

MEETING FORMAT AND TOPIC

- Describe how the group's meeting format has changed over the years; (e.g., topic/discussion, speaker, Step study, Traditions, literature study, beginners, etc.) List topics most frequently discussed then and now.

GROUP MEETING CHANGES

- List dates of changes in name, location or day and time of the meeting.

WHERE DO WE SEND THE UPDATED HISTORY?

- Retain a copy for the group
- Area district or information office
- Area archives
- In order to avoid any duplication of services, please do not forward a copy World Service Office

BUSINESS AND GROUP CONSCIENCE/INVENTORY MEETINGS

- When did the group begin to have business meetings? How often? Subjects discussed? Describe how a group conscience decision was reached; is the same procedure used today? Is a periodic group inventory taken and how often (describe)? Is it the same today?

ALATEEN

- Is or was there an Alateen group nearby?
- Did anyone sponsor the Alateen group?
- Have many Alateens transitioned into Al-Anon?
- Did any members start their recovery in Alateen?

ALCOHOLICS ANONYMOUS (AA)

- Was an AA meeting held at the same time and place?
- How has the group cooperated with AA?
- Do AA members refer families to Al-Anon?

