



How to Fill Out



the Alateen Group Records Change Form

1. Group Records

The **WSO ID#** is an 8-digit number assigned by the WSO at the time of registration. If this form is being submitted to change an already registered group, please provide ID#. **District and Area name (abbreviation)** are also used to sort information for reports.

2. Status

Indicate the current status of the group. Is this group being registered for the first time with the WSO?

3. Changes

If this group is already registered and changes are being submitted, check the appropriate box(es): group name, change in meeting place, meeting day or time, Current Mailing Address (CMA), Alateen Group Sponsor, or Phone Contact for the Public.

4. Details

Having an appropriate **group name** is very important because it is included in local and on-line meeting directories and may be a potential member's first impression of Alateen. The group's name reflects the spirit of Al-Anon's primary purpose of welcoming and giving comfort to families and friends of alcoholics. A group's name should not imply affiliation with any other Twelve Step group, self-help group, commercial venture, agency, religious group, rehabilitation facility, or other outside enterprise even if the name is associated with its location--e.g., ____ Church Alateen or Hospital Alateen. All Alateen groups, regardless of age range, are registered as "Alateen".

A name that includes the town or section of the town, the meeting day, a slogan, or another phrase from our program is inviting to all and conforms to Al-Anon/Alateen principles. The group name may provide information about the format or focus of the meeting. Nicknames or attempts at humorous names could confuse potential members and prevent them from attending Alateen. It is suggested they not be used in the group name.

The WSO reviews new group names for adherence to Al-Anon/Alateen principles and may ask a group to choose another name if it is not in keeping with Alateen principles.

Member Count is an estimate of the number of members attending the meeting that consider themselves members of this group.

Mail Language is the language in which the group receives mail. The mailing language can be different from the meeting language (e.g. language spoken at the meeting is Spanish, but the group would like to receive mail from WSO in English). WSO mail can be sent in English, Spanish, or French.

Spoken Language is the language spoken at the meeting.

Age Range is the age limits of the members attending the meetings. The Alateen age range is generally 13-18; however, it is within the autonomy of each group to include children younger than 13. As young people reach age 18, they are legally adults and are encouraged to transition to Al-Anon while still attending Alateen meetings.

Meeting Day/Time is the day of the week and time of the meeting. Please check AM or PM.

Location is where the meeting is held. Please include the name of the building followed by a full address including the zip code.

Location Instructions provide specific information about the group; e.g. meeting room number, or directions such as use the back door, etc.

Please note Only current Alateen members, prospective Alateen members, and the Area-certified AMIAS attend Alateen meetings.

Limited Access groups meet in a location where our general membership is not able to attend. Groups meeting in school settings would fall into this category. These are Alateen groups, but membership may be limited because of location.

Special needs: This group provides special features such as **Handicap Access**.

5. Group AMIAS

Group AMIAS are the Al-Anon Members Involved in Alateen Service (AMIAS) affiliated with the group; their certification status must be currently "Active". They may serve the group as Alateen Group Sponsors, the Current Mailing Address (CMA), and/or a Phone Contact for the Public.

A Phone Contact for the Public is an Al-Anon Member Involved in Alateen Service who volunteers to give information over the phone to prospective members, parents, or professionals. These members need to know that the WSO may give callers their first name and phone number. Contacts may receive phone calls from newcomers who have had no previous contact with Al-Anon/Alateen or from visitors needing directions.

Alateen Group Sponsors are AMIAS who meet their Area's safety requirements to serve in this capacity. Please contact the Area Alateen Coordinator and/or Area Alateen Process Person for information.

Please note that when a Group Sponsor who is also the CMA for the group is removed, a replacement must be assigned to the Alateen group in order to process the form.

6. Current Mailing Address (CMA)

Current Mailing Address (CMA) is the address where the WSO will send group mail and where it will be picked up regularly. An Alateen group's CMA must be a current certified Al-Anon Member Involved in Alateen Service who is responsible to take the mail to the group. Often one of the Alateen Group Sponsors serves as the CMA. The address needs to include the member's full name (for mailing purposes only). Some groups rent a post office box, and certified Al-Anon Members Involved in Alateen Service rotate the responsibility to deliver the mail to the group. Note that if the Sponsor serving as CMA is inactivated, the CMA must be changed.

To protect anonymity please do not use the word "Alateen" in the current mailing address when using a member's post office box or residence address.