

Process for CT AFG Group Records Changes

Only District Representatives or their designees should submit the completed GR-1 forms to the Area Group Records Coordinator.

Use the GR-1 Form to submit all changes to Area Group Records. (See picture at left.)

Email completed forms to: grouprecords@ctalanon.org

Submitted GR-1 forms will automatically be forwarded to the Webmaster and WSO.

IMPORTANT: Do not submit GR-1 forms to WSO. Follow our CT links of service.

To make changes to an existing Al-Anon group's information:

1. Complete Sections 1, 2, 3 completely. Be sure to always include the WSO#. Check any "Changes" (#3) for the Group Status (#2) you are submitting. Include group name in Section #4 and Day and time in #5 to ensure we have the correct meeting!!!
2. Fill in the change information you are submitting in the appropriate Sections 4-7.
3. Complete the bottom line with Your Name, Date, Phone # and Email.
4. Save the form with an updated title for your records.
5. District Representatives (DRs) email the completed form to grouprecords@ctalanon.org. We will only accept the forms from DRs or their district designees.

Common Questions

1. Can the Al-Anon Registration/Group Records Change Form (GR-1) be submitted without the group's WSO identification number?

It can as long as enough information is provided on the form to identify the group. The group name, meeting location and time should be included. Check the current *CT Area Al-Anon/Alateen Meeting Schedules* booklet which contains WSO registrations numbers for all active Al-Anon meetings.

2. How long should a previous Current Mailing Address (CMA) for the group expect to receive mail before a new CMA is designated?

If the CMA is still not receiving the mail three months after reporting a change, they should contact their DR or the Area Group Records Coordinator.

3. Who should be contacted if submitted group changes are not reflected on the Area Web site?

The GR should inquire with the DR first. If not resolved, contact the Area Webmaster or Area Group Records Coordinator.