

Group Records Coordinator – Area 9 AWSC – August 2015

Hi Everyone! Here's what I've been doing since last Assembly...

Group Detail Reports: These Reports list all of the information the World Service Office has for each Al-Anon Group in their Records Database. Because I recently discovered that I sometimes make mistakes when data processing, I have started generating one of these for every group change form (GR1) that I enter into the WSO Records Database. Then I send it to the District Group Records Coordinator to check over for typos. I only just started doing this in late June on a regular basis, so if your District's Group Records Chair has not received one of these for every GR1 sent, have them contact me and I'll get right on it!

GR1 Form: A few questions have come up regarding certain fields on the form.

- **Group Email** – *This is only filled out when the Group has its own email, which is separate from the personal email of the CMA or GR. It's not necessary to have one, but it can be a really good idea. It keeps a CMA's personal email from getting cluttered up with Al-Anon stuff and now a days it's totally free on most servers.*
- **Email in General** – *Whether or not the Group has its own email account, there needs to be at least one email address listed per Group. Otherwise the Group will not get their monthly Group Electronic Newsletter.*
- **Member Count** – *The WSO Database does not take a "range" of numbers, such as "15 to 20". When I encounter ranges on the forms, I always list the highest number, not the average.*
- **CMA/GR Information** – *The WSO database cannot replace CMA/GR information without a Last Name, Address & Zip code. Assure your Group Reps and CMA's that this information is confidential.*
- **CMA/GR Phone Number** – *The GR1 form does not ask what kind of phone number is provided, for example, cell or home or work. The Database and Group Detail Report, however, does have these 3 different fields, which can sometimes cause confusion. So, just so everyone knows...unless specified, I always enter the phone number under "Home Phone".*
- **The Form in General** – *Whenever possible, it really helps with accuracy when the Group fills out the entire form and not just those areas that are changing. This is because sometimes the Group may not be aware that additional information may have also changed.*

Assembly Registration: Since last Registration went so well, I'm not planning on any changes! As before, about 2 or 3 weeks before Assembly, I will send out Group Detail Reports for each District's Groups. That way the District's Group Records Chairperson can let me know of any changes before Groups come into register. If there is anything else your District might need before Registration, don't hesitate to ask me!