

Panel 55 AWSC Spring 2016
Group Records Coordinator
Marie S

Hi All! I've sent the following information to all District Group Records Chairpeople:

1- Group Records Terminology — One thing that's been coming up a bit lately is that there is sometimes confusion about the difference between the GROUP and a MEETING. Usually, for all intents and purposes, they are the same thing, but in terms of Data Entry for Group Records, there's a pretty big difference. GROUPS sometimes have more than one MEETING and they almost always have a separate address. If the GROUP no longer meets at all, then it becomes INACTIVE. But if a GROUP just wants to remove one of their Meeting Times, then just that MEETING needs to be DELETED from the record.

Unfortunately, on the GR1 Form, it's not clear how to tell me to DELETE a MEETING vs. to INACTIVATE a GROUP. And, if I'm not paying close attention, this can cause some problems. So, to DISBAND a GROUP, you just check INACTIVE on the GR1 Form; But to DELETE one of its Meeting Times, check CHANGE and then write me a note as to which time needs to be removed.

AI-Anon Registration/Group Records Change Form (GR-1)		
Please send this form through your Area Process or the WSO		
1. Group Record	2. Status	3. Changes (Check all that apply)
WSO I.D. Number _____	<input type="checkbox"/> New	<input type="checkbox"/> Group Name
District Number _____	<input type="checkbox"/> Change	<input type="checkbox"/> Current Mailing Address (CMA)
Area Name (Abbreviation) _____	<input checked="" type="checkbox"/> Inactive	<input type="checkbox"/> Mtg Place
	<input type="checkbox"/> Not Sure If Registered	<input type="checkbox"/> Mtg Day <input type="checkbox"/> Mtg Time
		<input type="checkbox"/> GR <input type="checkbox"/> Contact

2- The FORUM will no longer be mailed for Free to Groups – You have probably already heard this several times!, but I'm just repeating it here to let you know to be sure to inform the Groups in your District. In the past, when a Group didn't get their FORUM, it meant that their Current Mailing Address was incorrect or there was some kind of typo in the Record. So Groups not aware of the new World Service Office policy, may worry that something is wrong with their Group Record. From now on, Groups will only receive the Quarterly Appeal Letter and the Annual Update Form.