

## Panel 55 Group Records Coordinator Report Spring Assembly 2015

Hello Everyone! Happy first Assembly of the new panel! I know many of you are brand new and that Registration can be confusing. To help answer questions, a Registration FAQ was sent out to Districts and posted on our Website. We also have copies of it and other Group Records Information at the Registration Table. But, please don't hesitate to ask me, or any of our Registration Volunteers, for help through the process.

For those of you who don't know what an Area Group Records Coordinator does, I work with the North Florida Area Districts and the World Service Office, to keep our group information as accurate as possible. Usually, the process starts with the Group filling out a GR1 Form and submitting it to their District Group Records Chairperson. The Chairperson keeps a record of it for District, and then sends it to me to input into the World Service Office Database. As soon as a new group is registered, I send the WSO # for that Group to the District. I also periodically send out Group Detail Reports showing changes that have been made. North Florida has over 400 Active Groups; 8 of them are new registrations this year.

The GR1 form and Instructions for filling it out, are posted on the North Florida Area Website (<http://www.afgarea9.org>) under "Documents & Resources". They are very easily downloaded but if you don't do "downloading" your District should be able to help you get the form and fill it out. I also have some at the Registration table in case anyone's curious. One suggestion about filling it out...I have found that it's best to fill out the entire form, even if there are only just a couple of changes—that way I can check all the fields for accuracy when I'm inputting the information into the Database.

Accurate records are really important for Groups to stay connected to the world-wide fellowship of AI-Anon. World Service not only refers people from all over the world to North Florida Area Meetings, they also send lots of valuable information out directly to the Group' Current Mailing Address Contact or CMA. If a Group doesn't have a CMA or if the CMA information is incorrect so that mail gets returned, the Group is put on "No Mail Status". If the CMA is not updated within 2 years, the Group status changes to "Inactive" and eventually to "Marked for Deletion". And we really don't want active groups getting purged from the system. If your Group is not getting the below information, it needs to update its CMA:

- **E-Group Newsletter:** This is the only Email that is sent to the CMA and it's chock full of Meeting Suggestions, Group Shares, World Service Events and more.
- **Monthly Forum Magazine:** Groups get this for free, every month and can give it out to newcomers, use it for meeting topics, start a lending library, etc.
- **Quarterly Appeal Envelope:** This is really important so your Group Members can contribute to World Service and help with all they do. They really do a lot!
- **Annual Update Information/Form:** This is a detailed report of a group's information, with a form on the back to enter changes. They're usually sent out early in the year, for the Group to review and send back to World Service. This year they were sent out in the first week of April, so every group in North Florida should have received them by now. Please Note: The WSO Annual Update Form is not meant to replace the GR1 Change Form that goes to District.

That's all I have for now! Thanks everyone for your wonderful service!  
Marie Stuckey