

**Explanation and Procedures For
Group Information Sheets
Winter 2008**

Dear Area Registrars:

Please make copies of this explanation sheet and attach the copies to each district Group Information sheets.

Dear DCMs:

Attached are the Group Information Sheets for groups in your district. We ask that you review the information carefully and make whatever changes are necessary.

Just a reminder when making changes to group information to please **PRINT** the new information next to, just above or below the information provided on the Group Information Sheet. Place only one line through the old information. This will enable your Area Registrar or the GSO to easily read the changes and enter the correct information in the database.

To avoid returned or undeliverable mail please remember to put apartment, unit, lot, suite numbers and any other information necessary to provide a complete and correct delivery address.

Please return these sheets directly to you Area Registrar who will make the updates in the FNV database (Fellowship New Vision). If your Area is amongst the few Areas that do not use FNV to process updates, then please forward your Group changes to:

GSO-Records Department, PO Box 459-Grand Central Station, New York, NY 10164

If you would like to set up a new group please use a new group form. The form can be found on and downloaded from the AA.org website, under the Services for Members section.

The deadline for updates is as follows: All information to be included in the next issues of the regional directories must be submitted by the following dates:

For FNV areas you will have until 11:59PM on April 30th, 2008 to complete your area updates in the database.

For Non-FNV areas you will have until March 30th, 2008 to submit your area updates to the GSO. The updates will need to be received by or postmarked no later than March 30th, 2008.

Resources for Questions Concerning:

Technical questions concerning FNV

gsofnvsupport@aa.org
Charlie Shell 212-870-3400

Screen content, process and procedural questions
How do I enter information into FNV

records@aa.org
halek@aa.org
212-870-3132

AA Traditions Questions

Regionalforums@aa.org
Rick W. 212-870-3400

The following is a description of the fields on the attached Group Information Sheets.

SECTION 1

1/22/2008
3:47 PM

A.A. General Service Office
Group Information Sheet
Area: «AreaID» District: «District»

Page: 2 of 5

You will see this at the top of each page printed; this should be self explanatory. The information to the extreme upper left indicates the date and the time you produced the group information sheet.

Area Registrar: You can change the following information: District number.

To change the area number the request must be sent to the GSO- Records department records@aa.org

SECTION 2

Service #	«ServiceNumber»	History Date	«HistoryDate»
Name	«GroupName»	Language	«Language»
City	«City»	Member Count	«NumMembers»
Status/Type	«Status» / «Type»	Last Changed	«DateChanged»

The second section of the sheet will provide basic information :(**left to right**)

Group service number	number-six digit number assigned to each listed group
History date	Reflects the date of the groups' first meeting
Language	Group language
City	Reflects meeting location city

Status	Reflects the groups' status in the GSO database
• Active	
• Inactive	Group has discontinued meeting
• Merged	Joined another group
• Active Pending	New group in the 30-day pending period
• Pending Inactive	30 day inactive waiting period
• Unknown	Active group without a GSR or mail contact.

Type	Regular or Prison group A prison group appears with a (p) after the group name i.e. *Freedom to Be Group (p)
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Member Count (number of members reported at start of group) this information is very important. We use these numbers at the years end to help estimate the membership numbers within the US/Canada.

Date last Changed Reflects the last time the record had any changes made to it. (This is not a field that should be altered)

Area Registrar: You can change the following information: History Date, Language, and Member Count.
To Reactivate an Inactive group you must have the name, address, phone number of a group contact or GSR. We also need to know if the contact wants to be listed in the directory and is the mail contact. That information must be sent to the records department at GSO, where the record will be updated and the status reinstated to active.
records@aa.org

SECTION 3

Meeting Place «Meeting1Location»
Address «Meeting1StreetAddress»
City State Zip «Meeting1CityStateZip»

Mon «Meeting1MONTimes»
Tue «Meeting1TUETimes»
Wed «Meeting1WEDTimes»
Thu «Meeting1THUTimes»
Fri «Meeting1FRITimes»
Sat «Meeting1SATTimes»
Sun «Meeting1SUNTimes»

The third section of the sheet will provide meeting information

- Meeting Place Actual name of the place where a group meets
- Address Actual street address of the place where the group
- City/State/Zip Meets
Self Explanatory
- Meeting Information Reflects meetings scheduled and any meeting Indicators i.e. Handicapped Accessible, Non-Smoking, Women only, Men only, Open, Closed, etc

Area Registrars: You can change all of the with the exception of City/State/Zip
The request to change a groups meeting place to another city/state must be submitted to the GSO records department records@aa.org

Section 4

	Primary Contact	Secondary Contact						
Name	«PrimaryFullName»	«SecondaryFullName»						
Address	«PrimaryStreetAddress» «PrimaryCityStateZip»	«SecondaryStreetAddress» «SecondaryCityStateZip»						
Phone	«PrimaryPrimaryPhone»	«SecondaryPrimaryPhone»						
List in Dir.	«PrimaryListInDirectoryFlag»	«SecondaryListInDirectoryFlag»						
Is GSR	«PrimaryIsGSR»	«SecondaryIsGSR»						
Is Alt-GSR	«PrimaryIsALTGSR»	«SecondaryIsALTGSR»						
Language	«PrimaryLanguage»	«SecondaryLanguage»						
E-Mail	«PrimaryPrimaryEmail»	«SecondaryPrimaryEmail»						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Phone Contact</td> <td style="width: 10%;">Name:</td> <td style="width: 75%;">«ContactName»</td> </tr> <tr> <td></td> <td>Phone:</td> <td>«ContactPhone»</td> </tr> </table>			Phone Contact	Name:	«ContactName»		Phone:	«ContactPhone»
Phone Contact	Name:	«ContactName»						
	Phone:	«ContactPhone»						

The fourth section is the contact information section:

Most of the information here is self explanatory:

- The Primary and Secondary Contact information columns should hold information about the groups GSR, mail contact, Alternate GSR, mail contact. The primary and secondary contacts can be just group contacts with no service positions. The difference between the primary and secondary positions is that whoever is listed as primary will receive the mail.
- **If neither the primary or secondary contact wishes to be listed in the regional directory the group name will not appear in that regions directory.**
- Please provide a complete address i.e. apt #, Ste #, Unit #, Lot#. The additional information will allow for faster mail delivery and less returned mail at the GSO
- Email addresses are very important in this day and age. The GSO does quite a bit of communicating via e-mail so please write the e-mail address very clearly and carefully. **Only submit an e-mail address that is private and where you are comfortable receiving e-mails from GSO.**
- The Phone Contact is an extra contact on the record. It is just a name and address should the GSO need to reach someone for the group and the record does not show a Primary or Secondary contact.
- The Phone Contact should not be the same person, who is listed as a Primary or Secondary contact, it should be someone completely different.

Area Registrars:

You can change all of the information in this section. You may have to update or add a person to the group as a GSR or Alt if it is not reflected in FNV already.