

## FNV OPERATING UPDATES

To request any of these changes, send forms or email to [niaregistrar@gmail.com](mailto:niaregistrar@gmail.com). We will communicate the group's desires to the GSO Records dept.

- ADDING NEW GROUPS:

There can be only one group by a particular name in one city/town. Close variations of a name are considered the same name and can not be used (ex: *Friday Night Group* and *Friday Nite Group* in Boston, MA). This only applies to groups in the same city/town. There can be multiple groups in the entire Area/district with the same names.

*\*City/Town refers to the meeting place address not the GSR or Mail Contacts address.*

When adding a new group there **MUST** be a group contact added to the record; with an address, telephone number, e-mail address and please let us know if that person wants to be listed in the directories or not. It can be a GSR, Alt GSR or mail contact. Without a contact with a viable address on the record once the 30 day pending period expires there will be no one listed to receive the "New Group Kit or continued mailing of Box 459.

Newly added groups with GSRs **DO NOT** receive GSR kits. They will only receive new group kits at the end of the 30 pending period.

When a new group is added to FNV by the Area the status is "Pending Active". The next business day GSO's Records department reviews the newly added groups for completeness. If the record is found to be complete the New Group 30 Day Pending period begins. Once the 30 day pending period has expired a New Group kit is sent to the GSR or mail contact on the group record.

- PLEASE KEEP ADDRESSES CURRENT:

With the increased costs of postage, the expense of resending mail or disposing of returned mail, which can not be forwarded, is skyrocketing at the GSO. An incorrect or incomplete address information i.e. incorrect zip/postal codes, missing apt or suite numbers, moving with no postal forwarding and/or omitting c/o directions, results in late or non-receipt of mail. The above listed are the primary reasons the GSO receives and processes so much returned mail.

- CHANGING A GROUPS STATUS:

Making a group Active or Inactive is a function of the GSO Records department.

Changing a groups status is one of those functions the GSO keeps a paper trail on for historical reference and just in case those groups ever want to restart.

The Records department "Inactivates" groups two different ways. If a group has a contact whether mail contact or GSR a letter verifying the groups desire to be inactivated is sent to the contact on file. They allow 30 days for a response. Depending on the response received they either inactivate the group or allow it to remain as active.

- GROUP NAME CHANGES:

Changing the name of a group is another function of the GSO Records department. They keep a paper trail on such requests in addition to the fact that a name change request is kept in our Archives department.

Once the research is done to see that there are no other groups by that name in the same city/town (meeting location-town/city) the change is made and will be visible via FNV.

- MERGING GROUPS:

The request to merge two groups is a function of the GSO Records Department. Included in the request to merge should be the service of the group that will remain active, the GSR name, address, phone numbers, meeting information (time, place, city/town) as well as the group that is giving up it's active status and their name, service number, GSR name, address and phone number.

## Explanation of Status Codes within FNV

On all Group screens there is an area called "Status"; this is an indicator of the groups' activity level within the GSO's FNV database. The following are explanations of what each means within the GSO's Records Department:

- New** Indicates that a newly formed group and all of the necessary information have been added to the FNV database. (Overnight the status of a newly added group changes to "Pending Active" which begins the 30-day pending period placed on all new groups. The 1990 General Service Conference recommended that the GSO delay processing new AA Group information for 30 days to allow the local A.A. structure to participate in the process.
- Pending Active** Indicates that a newly added group is in the 30 day pending period. Once the 30 day pending period has expired the status will change to "Active" and a new group kit is mailed and a unique six digit service number is assigned to the group.
- Active** Indicates that the group record is complete and is a group meeting regularly.
- Inactive** Indicates the group is no longer meeting.  
When the groups GSR or Primary contact of record contacts the GSO's Records department and advises their group is no longer holding meetings the GSO Records department inactivates the group immediately.  
If a person other than a GSR or primary group contact advises the GSO's Records department that the group is no longer meeting we MUST follow our process and send correspondence verifying the request to inactivate the group. We allow 30 days for a response from with the US and 35 days for a response from Canada.  
If no response is received the group status is changed to Inactive.  
We inactivate Prison groups immediately upon request
- Pending Inactive** Indicates that the Records department has sent correspondence to the GSR or Primary contact on the group's record to verify the groups desire to be inactivated in the GSO's FNV database and is awaiting a response.
- Unknown** Indicates the group is *Active* however the group record does not have a GSR or Primary Contact with a viable address. The group remains active however there is no one to receive the group's mail. (This status usually happens because of returned mail w/o a forwarding address)  
The group remains active until we are advised by someone in the area that the group is Inactive or until a new GSR or Primary contact is added to the record which will make the status Active.
- Merged** Indicates a request from two groups to be merged into one group.
- Incomplete** Indicates that a record (newly added or existing) is missing a piece of important information i.e. Primary contact, meeting place, day and time. Without those pieces of information the status will remain incomplete until the information is added. Once the record is complete the status will change overnight to Active or Pending Active.

### Important Notes

- ❖ *The unique six digit service number assigned to each new group is never reassigned, even if the group disbands.*
- ❖ *The decision to continue a group as active or to change the status to inactive is a result of:*
  - *Up to date input from groups and Areas*
  - *Or the consequence of a group or Area not providing requested information for a group update.*