

GROUP – DISTRICT – AREA AND GENERAL SERVICE OFFICE (GSO) RECORDS UPDATING PROCESS

Alcoholics Anonymous Group Information Change Form

Use this form for **all** group information changes:

- group name
- meeting location, date or time
- addition of GSR, Alternate GSR or Mail contact
- update of GSR, Alternate GSR or Mail contact address/ telephone/e-mail

NOTE: IF GSO DOES NOT HAVE A GROUP CONTACT NAME AND ADDRESS THE GROUP WILL NOT RECEIVE MAILINGS FROM GSO [e.g. Box 4-5-9]

District Committee Member Information Update Forms

This form was created by Area 79 for use in advising GSO of any changes to information relative to a District.

- New DCM or Alternate DCM
- New address/phone/e-mail for DCM or Alternate

Alcoholics Anonymous New Group Forms

Use this form to register a **NEW** Group with GSO in New York.

- New group registrations are held by GSO for 30 days before a Group Service Number is assigned
- There must be a contact name, address and telephone number in order for the group to be registered and receive a Group Service Number

District Committee Chair Position Update Form

Area 79 created this form for use in advising GSO of any **changes** to information relative to District Chair Positions

- New Committee Chairs
- New Addresses/Telephone/e-mail

AREA REGISTRAR ENTERS DATA FROM ALL OF THE ABOVE FORMS INTO:

- **THE GSO DATABASE VIA THE FELLOWSHIP NEW VISION WEB PORTAL**