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Please use this form to provide initial information for the World Service Office to register your group, AND to let the WSO know when changes occur. None of the information you give us is ever disclosed in any way other than as described on this form. (See Page 2 of this form for more information.)

Date Form Completed: _____

1. Group Registration Information

Is this a new group? ___yes, ___no	Is this an update? ___yes, ___no	Group ID#:
Group Name: _____ Mtg. Day: _____ Mtg. Time: _____		
Meeting Location & Address: _____ <small>(For WSO purposes only: Note that if a contact person does not respond to an inquirer, the WSO will give the location to the inquirer).</small>		
City: _____ State: _____ Zip: _____		
How many other local meetings?: ___ Intergroup Involvement? Yes ___ No ___ Intergroup Name: _____		

2. How Can an Inquirer Contact Your Group?

Local Information Line#: _____ Mtg. Email: _____ <small>Even if your group uses an Info line or helpline, please provide a name and number to call if an inquirer's call is not returned.</small>	
Contact Name: _____	Can caller leave a message? Yes ___ No ___
Phone #s: _____ () _____ ()	
Personal Email: _____	Best time to call: _____
Special Instructions: _____	

3. Who in your group will receive official communications from the WSO?

(Effective April 1, 2012, email will become the preferred method of communication between the WSO and groups due to cost. Group emails will be sent via bcc. If you prefer to receive WSO communications via U.S. Mail, please check the box and provide your address below.)

Name: _____
Phone #s: _____ () _____ ()
Email Address: _____
<input type="checkbox"/> Please send communications via U.S. Mail instead of email: Mailing Address: _____

4. Who in your group is willing to be contacted by other groups, Intergroups, Regional Trustees, Area Delegates/Alternate Delegates, or the WSO to get information or ask service-related questions about your group? (Email is the preferred method of communication for the WSO due to cost. Group emails will be sent via bcc.)

Name	Phone	Email	OK to leave message?

WSO USE ONLY: Date Entered/Updated _____ Database ___ Peachtree ___ Website ___ Map ___ RT/Delegate _____

IF YOU ARE FILLING OUT THIS FORM

We are asking for four kinds of information:

Section 1. Register your group or change your group information. Registering your group helps the WSO monitor how many S-Anon groups are in existence and where they are located. Use Section 1 to let the WSO know about changes to group information such as meeting time or location. Though the local contact is responsible for sharing meeting location details with inquirers, if an inquirer notifies the WSO that the meeting contact person is not returning calls or emails, the WSO will give the caller information about the meeting location if we have it. We are aware that contact people may be on vacation or otherwise unable to return calls. The WSO's goal is to connect inquirers to meetings as quickly as possible.

Section 2. How can inquirers contact your group? This is exceptionally important. As group members rotate service positions, your group contact person will probably change. Please make it a part of the changeover from one contact person to the next to update the information in sections 1 and 2 of this form so that the World Service Office can change our records and direct inquirers to a current contact person.

Section 3. Who should receive official communications for your group from the WSO? The World Service Office sends out at least three official communications each year to each registered S-Anon group. These communications include a Special Appeal letter, a WSO Update, information on upcoming conventions, and other announcements of general interest to the fellowship. This is your group's way of keeping informed of significant news and announcements from YOUR World Service Office. It is a direct line of communication, and can help your group, especially if it is small, to feel more a part of a larger organization (which you are!).

Section 4. Who in your group is willing to be contacted by other groups, Intergroups, service representatives (like Regional Trustees or Area Delegates), or the World Service Office to request service-related information about your group? Sometimes service-related questions arise that can be answered by the groups in an area or state. For example, if an International Convention or local recovery event is being planned near your location, the Convention organizers may want to see if your group is interested in participating. Your Area Delegate may want to ask your group's opinion on a matter that is being considered by the World Service Conference, a decision-making body of representatives of the S-Anon Groups. This is another way that your group can feel connected with S-Anon as a whole. Every group is important, and we want to have two-way communication with you.

These sections are not mutually exclusive. It's possible that the group contact you list in Section 2 is also willing to be the contact person for WSO communications (Section 3) and to take service-related calls mentioned in Section 4. You can have one person serving in all these roles—or different people. The choice is yours.

Special note about the Group ID: Once your group's identification number is assigned, please make a note of it and include it on all correspondence with the WSO, including literature orders, 7th Tradition contributions and Special Appeal contributions.

Questions? If you have any questions about how to fill out this form or how the information is used, please contact the World Service Office at 1-800-210-8141 or 615-833-3152 and a staff member will be glad to speak with you about any question or concern. We really like to hear from you.

Your privacy is important! We cannot stress too much the fact that none of the information you give us is ever disclosed in any way other than that described on the form and here on this page. Our goal is to help others receive the help we have received from the S-Anon fellowship.