



S-Anon World Service Office
P.O. Box 17294
Nashville, TN 37217
Phone: (615) 833-3152
Toll-free: (800) 210-8141

Date Form Completed: _____

Open & Special Meeting Form

In order for the WSO to maintain records of all meetings using the S-Anon registered trademark and to facilitate receipt of updates from the WSO, this form is for Open Meetings and Special Meetings to provide their meeting information to the WSO.

Open Meetings: Meetings that are Open to others, not just S-Anon members (ex. Couples)

Special Meetings: Meetings that limit the attendance of S-Anon members (ex. Men Only)

Please Note: Open Meetings and Special Meetings are not considered "registered" S-Anon groups because they do not adhere to Tradition Three. Their information cannot be shared by the WSO, posted on www.sanon.org, or be published on linked websites.

1. Meeting Information

Open Meeting? <input type="checkbox"/> yes <input type="checkbox"/> no	Special Meeting? <input type="checkbox"/> yes <input type="checkbox"/> no	Meeting ID:
Meeting Name: _____ Mtg. Day: _____ Mtg. Time: _____		
Type of Open or Special Meeting (ex. Couples, Men Only, etc.): _____		
Meeting Location & Address: _____		
City: _____ State: _____ Zip: _____		
Intergroup Involvement? <input type="checkbox"/> yes <input type="checkbox"/> no Intergroup Name: _____		

2. Who in your meeting will receive official communications from the WSO?

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

3. Who in your meeting is willing to be contacted by groups, Intergroups, Regional Trustees, Area Delegates/Alternate Delegates, or the WSO to get information or ask service-related questions about your meeting?

Name	Phone	Email	OK to leave message?

IF YOU ARE FILLING OUT THIS FORM

We are asking for four kinds of information:

Section 1. Meeting Information. Completing this section helps the WSO monitor how many S-Anon meetings are in existence and where they are located.

Section 2. Who should receive official communications for your meeting from the WSO? The World Service Office sends out at least three official communications each year to all registered S-Anon groups and listed meetings. 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 a way of keeping informed of significant news and announcements from YOUR World Service Office.

Section 3. Who in your meeting is willing to be contacted by groups, Intergroups, service representatives (like Regional Trustees or Area Delegates), or the World Service Office to request service-related information about your meeting? Sometimes service-related questions arise that can be answered by the groups and meetings 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 members of this meeting are interested in participating. Your Area Delegate may want to ask member'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.

These sections are not mutually exclusive. It's possible that the WSO contact you list in Section 2 is also willing to be the contact person to take service-related calls mentioned in Section 3, but it could also be done by two different members.

Special note about the Meeting ID: Once your meeting'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.