



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: _____		
City: _____ State: _____ Zip: _____		
Intergroup Involvement? <input type="checkbox"/> Yes <input type="checkbox"/> No Intergroup Name: _____		

### 2. Permission to Distribute Meeting Location & Address

Does the group give the WSO permission to publish Meeting Location & Address on [www.sanon.org](http://www.sanon.org) and distribute to all inquirers?  **Yes**, please give out meeting address  **No**, do not give out meeting address

If **Yes**, please provide additional instructions to help the inquirer locate the meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. How Can an Inquirer Contact Your Group?

Inquirer Contact Name: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Personal Phone: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Does this group have a Local Information Line? \_\_\_\_\_

Does this group have a generic Group Email? \_\_\_\_\_

Does this group have a Website? \_\_\_\_\_

### 4. How Can the WSO and Trusted Servants Contact Your Group?

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 5. Who completed this form?

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**WSO USE ONLY:** Date Entered/Updated \_\_\_\_\_ Database \_\_\_ QB \_\_\_ Website \_\_\_ Mtg Map \_\_\_ RT/Delegate \_\_\_

## IF YOU ARE FILLING OUT THIS FORM

We are asking for five 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. Annually updating the WSO will ensure newcomers are provided with the most accurate information as possible and can begin their recovery journey without delay.

To ensure the accuracy of the information provided to newcomers, the WSO, at its discretion and after multiple attempts to communicate with the group remain unanswered, may remove any meeting from the Group Database that has not updated or communicated with the WSO in over two years.

**Section 2. Permission to Distribute Meeting Location & Address.** The WSO only publishes and distributes a group's meeting location if the group has provided permission to do so. Please note: If a group decides not to publish the meeting address and a contact person does not respond to an inquirer within a reasonable amount of time, the WSO will give the location to the inquirer.

**Section 3. How can inquirers contact your group?** This is exceptionally important if the group does not give permission for the WSO to publish the meeting location and address on [www.sanon.org](http://www.sanon.org) as this will be the only way an inquirer will be able to locate the group. Please keep in mind, only generic information numbers and emails are published on [www.sanon.org](http://www.sanon.org) as personal contact information is only provided to those who directly reach out to the WSO.

**Section 4. How can the WSO and Trusted Servants contact your group?** The WSO regularly sends out communications to all registered S-Anon groups and listed meetings. These communications include Special Appeal letters, the WSO Update, information on upcoming conventions, group update requests, and other announcements of general interest to the fellowship. Additionally, this contact will receive communication from Trusted Servants such as the Area Delegate, Regional Trustee, or local Intergroup/group about service related matters.

This is your group's way of keeping informed of significant news and announcements from the World Service Office and connecting with other S-Anon groups.

**Section 5. Who completed this form?** If the WSO Staff have any questions about the information provided on this Group Registration Form then the person who completed this form will be contacted.

**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, 7<sup>th</sup> 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.