

ETÀÀÀ  
GROUP  
REPRESENTATIVE  
ORIENTATION  
PACKET  
PANEL 64  
2024-2026



## East Texas Al-Anon/Alateen Assembly (ETAAA)

The Officers and Coordinators of the East Texas Al-Anon/Alateen Assembly (ETAAA) welcome you! As a Group Representative (GR) you are the first and most vital link between your Group, Texas East and the World Service Conference (WSC).

As the voice of your Al-Anon/Alateen group at Assemblies, you have the responsibility to speak for and vote on their behalf. **Anna Anderson**, our Texas East Delegate, has the responsibility to carry your message forward as part of our Assembly's voice to the WSC by way of concerns or agenda items at the District or Assembly meetings.

We ask that you communicate information from our Assemblies to your Group. You can take back flyers for future Assemblies, summarize reports from the area officers and coordinators and pass on other pertinent information.

If you have not already done so, we suggest that you acquire a Service Sponsor. They can help guide you in both our Assembly proceedings and your individual service growth. Feel free to ask any questions or raise concerns you might have. As trusted servants of the Al-Anon/Alateen Fellowship at the Assembly level, we are here to assist.

You are an essential component in the service structure of our fellowship. We are happy you are here and look forward to seeing you at future Assemblies.

| Panel 61 Trusted Servants and Area Officers |                  |
|---|------------------|
| Delegate                                    | Anna Anderson    |
| Alt. Delegate                               | Myrthala Collazo |
| Area Chair                                  | Peggy Tate       |
| Secretary                                   | Martha Roberts   |
| Treasurer                                   | Joyce Yoder      |

## EAST TEXAS AL-ANON/ALATEEN ASSEMBLY (ETAAA) PROCEDURES

It all begins with the *Al-Anon/Alateen Service Manual 2022-2025* v2. See page 144 **Duties of Assembly Members** to read the duties of the **Group Representative (GR)**. Please familiarize yourself with the roles and responsibilities of the GR and other assembly members and do not forget to bring your *Service Manual* to the Assembly—this is your most important tool!

The best way to prepare for an Assembly is to regularly attend your District meetings and to obtain information from your District Representative.

### PROCEDURES AT THE ASSEMBLY

1. If for any reason a GR cannot attend the Assembly, that group's Alternate GR or a person chosen by the group may assume the GR's role at the Assembly. (Al-Anons who are also members of A.A. may not make or second motions or vote at the Assembly).
2. You must sign in on the GR sign-in sheet for your District and be present during the roll call to be able to make or second motions or vote at the Assembly.
3. The Area World Service Committee (AWSC) can make recommendations to the GRs and, as GRs, you choose whether to act on them or not.
4. Motions:
  - a. Motions must be made and seconded by a GR.
  - b. A motion slip (*in your GR packet*) must be submitted to the Chair when the motion is made.
  - c. The Chair will read the motion out loud to the Assembly and then ask if any other GR will second it.
  - d. Discussing a motion:
    - i. Each GR may have one opportunity at the microphone to speak on the motion.
    - ii. Limit yourself to two (2) minutes, stay on topic, and please do not stand to repeat what someone has already stated.
    - iii. Address your comments to the Chair keeping Tradition 12 in mind: "place principles above personalities."
  - e. Votes on issues raised through the motion process are by show of hands or by ballot (majority or 2/3rds vote needed as determined by the GRs at the start of the Assembly).
5. Elections:
  - a. Nominees must leave the room during voting.
  - b. If the nominee is a voting member, they must cast their ballot before leaving the room.
  - c. Votes in elections are by written ballot (2/3rds vote needed).
  - d. Refer to the *Service Manual* for Election Assembly Procedures (page 155-157).
6. Majorities are calculated by multiplying the number of voting GRs by .51. 2/3rds are calculated by multiplying the number of voting GRs by .667.

Remember: This is your Assembly—you are the Voice and Vote of the group you represent; the Area Officers and Coordinators are simply facilitators. And if you have questions—Ask! We have all been there with our own questions and will gladly help.

## **KNOWLEDGE-BASED DECISION-MAKING (KBDM)**

**INCEPTION:** At the 2006 World Service Conference (WSC) the Chairperson of the Board of Trustees (BOT) shared her experience of how knowledge-based decision-making process worked for the Board since January, 2001 and their vision of how it could work for the Conference returning to the way our Co-Founders, Lois W. and Anne B., had intended it to be. Therefore the Board has chosen to adopt the Knowledge-Based Decision-Making (KBDM) process as well as our East Texas Al-Anon/Alateen Assembly (ETAAA) because it realigns the Conference with its original purpose and process. "Everything old is new again, because making decisions in this way is not something new". This process returns Al-Anon to its original roots.

**HOW IT WORKS:** The idea is talked about first to see if the Area agrees with all or part of it. Background information is shared and discussed with those responsible for making a decision. Then, if the idea is accepted, a decision can be made through a motion and vote. Each Al-Anon member is a valuable resource for the good of Al-Anon as a whole. Inviting everyone to be a part of big thinking, to collaborate with confidence. The Al-Anon communication process is circular within the organization. It's about knowing what you need to know to make a decision. You must be informed because your primary role is to make decisions at our Assembly, come to an understanding of the information being provided, and then be able to articulate it. Use each other as a resource. It's about trust.

### **FOUR ESSENTIAL ELEMENTS:**

1. Open communication between leadership and membership
2. Dialogue occurs before deliberation. (Our previous procedure required that a motion be made before any discussion took place.)
3. All decision-makers have common access to full information.
4. A culture of trust exists. (We presume the goodwill of others.)

### **Why is it a good model?**

It allows thorough examination of mega issues without an end in mind.

It allows those who make a decision to become far less important than the fact that a good decision is made

It allows us to develop a reputation for value and nimbleness in carrying the message.

**WHAT DOES THIS MEAN FOR AL-ANON AS A WHOLE:** It provides Al-Anon with a culture built on trust and communication, a reputation for value.

### **BENEFITS:**

Group members are more likely to support the decision being made.

Group effort is more likely to yield better results.

Participants become part of the process, more voices are heard, more solutions generated.

Recognition that responsibility for action rests on everyone.

Actions tend to lean toward the greater good for the organization.

Negativity is diffused.

## How To Survive an Area Assembly

- Do participate.
- Remember to breathe.
- Read the **SERVICE MANUAL** before coming to Assembly.
- Get a Service Sponsor.
- Introduce yourself to others. Fellowship is an important part of Assembly.
- Listen to others. Fellowship is an important part of Assembly.
- Be respectful. If you need to talk to your neighbor, write it down.
- Be considerate. Don't applaud or make noises after someone has talked at the microphone. Respect the right of the minority to be heard.
- Take care of yourself. Take a break when you need to.
- Ask questions about the topic. Use the "Ask-It-Basket" form for any other questions.
- Represent your group's conscience, but "Keep an Open Mind" as additional information may change your vote.
- Remember our Higher Power is in charge and is expressed through our "informed" group conscience.
- "How Important Is It?" We are not perfect; it's okay to make mistakes. We can always recognize them and change our mind later.
- We are all here doing our best for the common good, but may have different approaches on how to achieve those goals.
- Someone else's opinion is not always wrong. "Principles above Personalities" means recognizing when you are reacting to the personality and listening past that to the principles being discussed.
- Respond to what someone else has said with courtesy and love.
- Give yourself a pat on the back for being here! You are Al-Anon in Action!

CA (N) Handout to Assembly Members printed in  
*AREA HIGHLIGHTS*, Spring 2000

**MOTION**  
(PLEASE PRINT)

Presented By: \_\_\_\_\_ Date: \_\_\_\_\_

I move that \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----

Seconded By: \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_

**MOTION**  
(PLEASE PRINT)

Presented By: \_\_\_\_\_ Date: \_\_\_\_\_

I move that \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----

Seconded By: \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_

## Contributions to Texas East Area 53

Please attach this form to your check or money order | Please print all information.

Group Name \_\_\_\_\_ Group # \_\_\_\_\_ District # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount \_\_\_\_\_ Check/Money Order # \_\_\_\_\_

Submitted By \_\_\_\_\_

Email Address (for receipt) \_\_\_\_\_

Make checks payable to: **ETAAA - Treasurer**

Please do not send cash by mail

Mail to: **ETAAA Treasurer**  
**P.O. Box 337**  
**Pearland TX 77588**

Updated 1/2024

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Updated 1/2024

# Al-Anon Guidelines

The Shared Experience of Al-Anon and Alateen Members.

## Group Representatives

G-11

The Group Representative (GR) is a vital link in the continuing function, growth, and unity of worldwide Al-Anon. GRs are members with experience, stability, and a general understanding of the Traditions and how they are applied. The GR becomes familiar with the *Al-Anon/Alateen Service Manual* (P-24/27) and encourages its use in Al-Anon meetings. The GR is the first link in the chain that leads to the World Service Conference and is the voice of the group at the Area level. The GR votes on matters affecting the Al-Anon group and potentially Al-Anon as a whole.

### Requirements

Any Al-Anon or Alateen member with a willingness to represent the group at District meetings and Area Assemblies in order to carry the message of the group conscience, and who is not also a member of Alcoholics Anonymous (A.A.), is eligible to serve as GR. A GR will have a basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they are applied in our groups.

### Term of Office

GRs are elected by the group for a three-year term. (See the *Al-Anon/Alateen Service Manual* [P-24/27] for information about electing GRs.)

### Duties

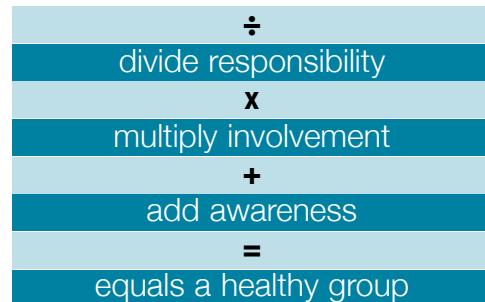
- Attends District meetings and Area Assemblies and reports back to the group; votes on behalf of the group.
- Brings the group's viewpoint on situations or problems to the attention of the District Representative (DR).
- Keeps members informed about information from the District, Assembly, Area Delegate, World Service Conference (WSC), and the World Service Office (WSO).
- Works with the group's Current Mailing Address (CMA) to share the electronic newsletter, *In The Loop*, with group members.
- Encourages members to subscribe to and submit articles for *The Forum*, Al-Anon's monthly magazine.
- Suggests ways to participate in public outreach and Alateen service projects.
- Informs members of the need for certified Al-Anon Members Involved in Alateen Service (AMIAS) to support Alateen groups; becomes familiar with the Area process for certification of AMIAS.
- Requests that the Alternate GR represent the group if unable to attend District meetings and Area Assemblies; the Alternate GR becomes the voting member of the group when participating in the absence of the GR.

- Assists the Alternate GR in serving as the Al-Anon Information Service Representative (ISR).
- Considers serving as the Service Sponsor to the Alternate GR to encourage he/she to stand for GR when the position becomes available.
- Explains the need for self-support in the group, District, Area, Al-Anon Information Service (AIS), and WSO.
- Encourages group contributions to our service arms in keeping with Tradition Seven.
- Consults with a Service Sponsor or other trusted servants.

### As a Group Representative

- You are the first link in the chain that leads to our World Service Conference (WSC).
- You elect a DR from among all the GRs in your District.
- You elect a new Area Delegate to participate in our WSC at the Area Assembly from among the DRs and eligible officers once every three years.
- You vote on Area matters at the Area Assemblies and at the District meetings that affect Al-Anon within your Area and potentially Al-Anon as a whole.

### Links of Service



Member + Member = **Group**

**Group** + **Group** = **District**

**District** + **District** = **Assembly**

**Assembly** + **Assembly** =

World Service Conference

## Need-to-Know Information

You will need to know the names, addresses, e-mail addresses, and phone numbers of the:

- District Representative
- District officers (Secretary, Treasurer, etc.)
- District contacts/chairs (Public Outreach, Alateen, etc.)
- Area Delegate and officers
- Area Coordinators (Alateen, Public Outreach, Archives, Literature, Group Records, *Forum*, etc.)

## Meeting Dates to Remember

- Group business meeting
- District meeting
- Area Assembly

## Tips on Reporting Back to Your Group

- Take notes at District and Assembly meetings.
- Contact the DR or Delegate if you need clarity about a topic.
- Request time from your group to offer a report.
- Be brief.
- Be enthusiastic.
- Focus on group needs.

## Reminders

- You are not “in charge” of your group and you are not alone. Tradition Two tells us, “...Our leaders are but trusted servants—they do not govern.”
- You don’t have to have all the answers, but you can help the group look at the Traditions, the Concepts of Service, and the current *Al-Anon/Alateen Service Manual* for guidance.
- Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well. (See the “Groups at Work” section of the *Service Manual* for additional information about group business meetings.)
- Your group may ask you to chair the business meeting (see sample agenda).
- Your DR is a local resource.

## Helpful Tools for a Group Representative

Each group can download a copy of the *Al-Anon/Alateen Service Manual* from [al-anon.org](http://al-anon.org), or purchase a hardcopy from the Online Store on [al-anon.org](http://al-anon.org). You will find it to be a valuable tool in answering your questions and those of your group. Many other service tools are available and can also be found on [al-anon.org](http://al-anon.org). You can also ask for help and support from your DR and any current or past trusted servants including the Area Delegate.

Some resources available on [al-anon.org](http://al-anon.org) are:

- The current *Al-Anon/Alateen Service Manual* (P-24/27)
- Al-Anon/Alateen guidelines for many areas of service
- Group Services podcasts
- *World Service Conference Summaries*
- *Seventh Tradition* leaflet (S-21)

## Benefits of Becoming a Group Representative

Members who wish to increase self-confidence, spiritual growth, and improved self-esteem are encouraged to be willing to serve. Service activity connects you with members who have experienced recovery through service. Your fears may diminish, you may reap the benefits of giving to others, and you may learn that by placing our common welfare first, you may receive much more than you give.

In addition to meeting Al-Anon members from other cities and towns in your District, the GR is eligible to stand for DR and other District offices when the District holds its elections.

### Sample Agenda for Group Business Meeting\*

#### Treasurer's Report

- Income and expenses since last report
- Balance

#### Literature Report

- Present inventory
- Discuss group's literature needs

#### Public Outreach Report

- Explain public outreach activities of group members since last report

#### Group Representative Report

- Report highlights of previous District and Assembly meetings
- Have multiple copies of full Assembly reports available.

#### Al-Anon Information Service (AIS) Report

- Discuss highlights of previous AIS meeting

#### Old Business

- Status of previous group issues

#### New Business

- Discussion of group concerns
- Group conscience decisions/vote on issues

#### General Updates

#### Questions/Comments/Announcements/Suggestions

#### Date for Next Meeting

Each individual group's autonomy can and will decide business meeting format and content.

\*Adapted from Alberta/NWT GR Survival Kit

## Group Representative Expenses

As part of our principle of self-support, group budgets include payment of GR expenses to attend business meetings, such as District meetings and the Area Assembly. GRs are encouraged to carpool with others, share hotel rooms, etc., to help keep expenses reasonable. The group conscience determines the methods of calculating expenses, such as transportation.

## Group Representative Expense Sheet\*

Purpose \_\_\_\_\_  
(District meeting, AIS meeting, or Area Assembly)

### Expenses

(Attach receipts and explanations as needed)

| Item                  | Amount       |
|-----------------------|--------------|
| Hotel _____           | \$ _____     |
| Transportation _____  | \$ _____     |
| Meals _____           | \$ _____     |
| Miscellaneous _____   | \$ _____     |
| <b>Total expenses</b> | \$ _____     |
| Less cash advance     | \$ ( _____ ) |
| <b>Balance due</b>    | \$ _____     |
| Submitted By: _____   |              |
| Signature _____       |              |

\*Adapted from Alberta/NWT GR Survival Kit

# Al-Anon Group Record Change Form

## For Groups with a Physical Meeting Location

Please submit this form through your Area Group Records Process or to the WSO

### 1. GROUP RECORD:

WSO ID Number \_\_\_\_\_

District Number \_\_\_\_\_

Area Name or Abbreviation \_\_\_\_\_

### 2. STATUS:

Change

Inactive

If selecting Inactive,  
please complete section 8.

### 3. SUMMARY OF GROUP CHANGES:

Group Name, Mailing Language,  
Physical Meeting Location, or  
Email Address

Meeting Day, Time, or Other Details  
 Name, Address, or Phone  
Number of Group Current Mailing  
Address

Participants

Name, Address, or Phone  
Name or Phone Number

Phone Contact for the Public  
Name or Phone Number

Name, Address, or Phone  
Number of Group Representative

### 4. DETAILED GROUP CHANGES:

Please provide detailed group changes below. If the requested information has not changed, leave the section blank.

Group names are visible to members, newcomers, professionals, and the public. They are the first chance a group has to offer help and hope. They reflect Al-Anon principles and are inviting to all. The WSO reviews all proposed group names and reserves the right to delay processing group name changes when meeting names are not in keeping with Al-Anon spiritual principles. Contact your Area Group Records Coordinator or the WSO for further information.

Group Name \_\_\_\_\_

Mailing Language (Select one)  English  French  Spanish

Meeting Place \_\_\_\_\_

Meeting Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Group Email \_\_\_\_\_

**PARTICIPANTS** This information is **optional**. In keeping with Traditions Three and Five, our groups welcome anyone affected by someone else's drinking.

**Every Al-Anon meeting is open to every Al-Anon member.**

Parents of Alcoholics  Adult Children  Young Adults

People of Color  Women  Men  LGBTQIA+

### PHONE CONTACTS FOR THE PUBLIC:

First Name 1 \_\_\_\_\_ Phone Number 1 \_\_\_\_\_

First Name 2 \_\_\_\_\_ Phone Number 2 \_\_\_\_\_

### 5. MEETING DETAILS: Day(s) \_\_\_\_\_

Time \_\_\_\_\_  AM  PM

Families and Friends only  Families, Friends and Observers welcome

Meeting Language \_\_\_\_\_ Member Count \_\_\_\_\_

These options have changed. Please see Instructions for updated definitions.

Introductory  Limited Access  Fragrance Free

Handicap Access  Child Care  Sign Language

Smoking Permitted  Beginners

Location Instructions \_\_\_\_\_

### 6. CURRENT MAILING ADDRESS:

**(WSO mail for the group is sent to the postal and email addresses)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street/PO Box \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_ CMA Email \_\_\_\_\_

### 7. GROUP REPRESENTATIVE (GR):

Members of Al-Anon who are also members of A.A. do not serve as Group Representatives. "Members honor this policy out of respect for Al-Anon unity and the group conscience process, in accordance with Tradition One and Tradition Two." (*Digest of Al-Anon and Alateen Policies*)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street/PO Box \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_ GR Email \_\_\_\_\_

By registering as an Al-Anon Family Group with Al-Anon Family Group Headquarters, Inc. (AFG, Inc.), a group is granted permission to use the Al-Anon trademarked name and logo without modification for the purposes of Public Outreach as well as AFG, Inc. copyrighted materials for the sole purpose of conducting its meetings. Al-Anon copyrighted materials are limited to:

- Suggested Welcome, Suggested Closing, Suggested Preambles to the Twelve Steps, the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service as they are found in the current version of the *Al-Anon/Alateen Service Manual* (P24/27), without alteration or modification.
- Conference Approved Literature (CAL) screenshots or printouts, when accompanied by copyright acknowledgment and limited in scope to content possible to be shared and discussed during one meeting.

This permission is granted for as long as the group continues to hold meetings; remains in compliance with AFG, Inc. intellectual property policies and instructions; refrains from distributing or posting permanently, in a public forum, copyrighted materials; and remains an Active registered group with AFG, Inc. These materials may not be modified and permission to use these materials may not be transferred to anyone without prior written approval. The group shall not use the materials in any way that could damage the reputation and goodwill that has been established in the materials.

### 8. GROUP INACTIVATION: Registered Group Name and/or WSO ID \_\_\_\_\_

Meeting Day and Time \_\_\_\_\_ Meeting City and State/Province \_\_\_\_\_

The WSO will register any group designating itself as an Al-Anon Family Group with the understanding that it will abide by the Traditions and that meetings will be open to any Al-Anon member. (*Digest of Al-Anon and Alateen Policies*)

Submitted by \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

## Helpful Acronyms in Al-Anon

|   |  |  |                        |
|---|--|--|------------------------|
| A.A.  | Alcoholics Anonymous                       | WSD  | World Service Delegate |
| AAC   | Area Alateen Coordinator                   | WSO  | World Service Office   |
| AAPP  | Area Alateen Process Person                | <b>AL-Anon/Alateen Member Website:</b>   |                        |
| AFG   | Al-Anon Family Groups                      | <a href="mailto:wso@al-anon.org">wso@al-anon.org</a>                           |                        |
| AIS   | Al-Anon Information Service                |  |                        |
| AGRC  | Area Group Records Coordinator             | <b>Texas Al-Anon/Alateen Website:</b>  |                        |
| AMIAS   | Al-Anon Member Involved in Alateen Service | <a href="http://www.texas-al-anon.org">www.texas-al-anon.org</a> pw: anonymity |                        |
| ATAAC   | All Texas Al-Anon/Alateen Conference       |  |                        |
| AWSC  | Area World Service Committee               |  |                        |
| BOT   | Board of Trustees                          |  |                        |
| CAL   | Conference Approved Literature             |  |                        |
| CMA   | Current Mailing Address                    |  |                        |
| DAC   | District Alateen Coordinator               |  |                        |
| DR  | District Representative                    |  |                        |
| ETAAA   | East Texas Area Al-Anon/Assembly           |  |                        |
| GR  | Group Representative                       |  |                        |
| G-1   | Al-Anon Guidelines                         |  |                        |
| ISR   | Information Service Representative         |  |                        |
| KBDM  | Knowledge-Based Decision-Making            |  |                        |
| LDC   | Literature Distribution Center             |  |                        |
| ODAT  | One Day at a Time                          |  |                        |
| P.O.S.S.E. Program Of Sponsors Sharing Everything |  |  |                        |
| POC   | Public Outreach Coordinator                |  |                        |
| TEA AC Texas East Area 53 Alateen Conference      |  |  |                        |
| WSC   | World Service Conference                   |  |                        |

# Forum

Sharing Recovery, Unity, and Service

## Information and tips for GRs as *Forum* Representatives (F-2)

Announce at meetings that *The Forum*, as a concept, is Conference approved, and encourage its use in meetings. Please refer to the *Al-Anon/Alateen Service Manual* (P-24/27) for more information.



Inform members that *The Forum*:

- is the “voice of the fellowship”
- contains fresh, contemporary sharings each month
- contains Al-Anon and Alateen meeting topics
- shares World Service Office (WSO) news

Encourage individual members to subscribe (gift subscriptions are also available). Have *Forum* order blanks (S-41) available. (*Order blanks are available at your local LDC or by ordering on-line through the WSO.*)

Encourage your group to subscribe, so that the magazine will always be visible at your group and handy for meeting topics.

Distribute the *Forum* Writing Guideline (F-1) and encourage members to submit their sharings to *The Forum*. Members’ sharings are what makes the magazine a relevant recovery tool.

Suggest an occasional writing meeting.

Introduce newcomers to *The Forum*.

Consider a group project to provide a gift subscription to new members.

Share with enthusiasm what *The Forum* means to you and your recovery.

Remind members that *The Forum* is written *by members, for members*. Encourage your group to use *Al-Anon Faces Alcoholism* as an alternative for public outreach projects.

**Thank everyone for supporting *The Forum*.**

Al-Anon Family Group Headquarters, Inc.,  
1600 Corporate Landing Parkway, Virginia Beach, VA 23454

## The Forum subscription order form

### The voice of Al-Anon recovery—today

Al-Anon's monthly magazine features timely sharings from Al-Anon and Alateen members, suggested meeting topics, and the latest information on worldwide Al-Anon recovery.

Experience and insight you won't find anywhere else!



Digital version available for purchase through your electronic media provider. Contact WSO for details.

| One Year Subscription Price  | Number of subscriptions per month | Number of years per subscription | Total amount enclosed |
|--|-----------------------------------|----------------------------------|-----------------------|
| <input type="checkbox"/> U.S., Bermuda, Puerto Rico <b>\$11 US</b> | x _____                           | x _____                          | = \$ _____            |
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**Group subscription:** All Group subscriptions are mailed to the CMA address on record.

Group # \_\_\_\_\_ City, State/Province \_\_\_\_\_  
if you don't know your group # fill out the following

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## Group Email Suggestions

Are you interested in setting up a Group Email account for distributing news about events, service opportunities, and group news to your members?

Please consider the suggestions below for creating a new email address:

- 1) Use a free email provider like Gmail or Yahoo
- 2) Make the group name part of the email, like  
[GlassHouseAFG@gmail.com](mailto:GlassHouseAFG@gmail.com) or something similar if it is available
- 3) Use the First name of the account as Glass House and the last name as AFG, in addition to including this information in the email address and username you choose.
- 4) When setting up the security questions and address information, use information about the group, and document these answers/info in case of any account access needed by someone else later on.
- 5) Make the password simple and generic, while also secure, and document it so that the next Group Rep who maintains and accesses this email account will also have it or be able to reset it.
- 6) When emailing members of your group from this account, use the BCC (Blind Copy) feature so that Reply All accidents don't create long strings of people included on simple replies and anonymity is protected in case last names are used in members' personal email addresses.
- 7) Only use the email account for communicating Al-Anon business.

Please contact your area web coordinator at [web@texas-al-anon.org](mailto:web@texas-al-anon.org) or refer to the step-by-step directions located at <http://goo.gl/agivCp> if you have any questions or concerns with the process above.

**East Texas Area #53  
Al-Anon/Alateen Assembly  
District Map  
Updated May 2023**

