

Helpful tips on completing the Group Information Sheet (GIS)

The information you provide on this sheet is used for the following purposes only.

- a. to update the Directory of Meetings (approx four prints annually)
- b. to update meeting information on the official AA website (changes effective within 2-3 days of Group Information Sheet being received by GSO).
- c. to update Group postal addresses at Area, Intergroup and GSO, which ensures that all Groups receive correspondence from GSO and elsewhere.
- d. to use members' contact names and numbers for 12 Step calls from GSO.

Each time you complete a Group Information Sheet it is vital that you complete **ALL** sections. Information provided will replace **ALL** existing information available for your Group.

Completed forms should be forwarded through the structure. Group Information Sheets sent direct to GSO will be referred back through the Intergroup Secretary.

1. Group No. Existing Groups will find their Group number in a current Directory of Meetings.

New Groups do not have a number but will be given a Group no. once a completed Group Information Sheet has been sent to GSO via the Structure provided they are in existence for six months. New groups should enter their start date for this reason.

2. Meeting Place Information. It is **vital** that you provide your FULL meeting address i.e., name of venue, building number if applicable, street/road address, town/city, county. Consider visitors who may not be familiar with your area trying to find your meeting.

3. Day & Time of Meeting. Enter all meetings in this section, not only new meetings or changed meeting times.

If you only enter the new or changed meeting and do not include existing meetings only the changes will be entered and existing meetings will be deleted.

4. Entry on Official AA Website. Nowadays a lot of visitors use the Internet to locate meetings. If your Group wants to be included on the official AA website list of meetings you must tick the YES box. You should also ensure that the FULL meeting address has been provided in section 2 otherwise your group will not be accurately displayed on the website. If you know the longitude and latitude co-ordinates for your meeting, please include them as this will ensure that your group is located accurately on the website.

5. Group Contact Names and Numbers. It is very important that every Group try and provide at least one and at most three contact names and numbers, local telephone services and GSO will use these nos. GSO will use these numbers for 12 Step calls and members will use them for getting directions to your meeting. If at least one of the members is available during office hours this would greatly assist GSO in passing on 12 Step calls or general meeting enquiries.

6. Group Postal Address. The address provided in this section is used to send correspondence from Area, Intergroup, GSO, and elsewhere. It is important that a full address is provided (see 2 above). In some cases it may differ from the Meeting Place Information. Individual Group members may receive post on behalf of their Group with the consent of their Group Conscience.

REMEMBER – each Group is responsible for updating its own information. It is suggested that every Group update their information annually. Keeping contact names and numbers up to date is extremely important as members may no longer go to meetings, may move away or no longer be available for other reasons.