

# Group History Checklist

## Look to the Past to Protect the Future

Your group history can be outlined or written in a narrative form on separate sheets of paper. Using the following suggested headings, answer questions that apply. Many groups update the information annually. A good time would be in conjunction with your group anniversary.

### CURRENT INFORMATION

- Group Name
- Date History Compiled
- Group ID #
- Meeting Day/Time
- Meeting Location
- Area #
- Current Mailing Address including City, State/Province, Country, Zip/Postal Code

### FORMATION OF THE GROUP

- When and why did your group start?
- Where did it meet?
- Who started the group?
- Do early members still attend?
- What was the composition of members (husbands, wives, adult children, etc.)?
- How did the group announce its formation and attract new members?
- How did the group welcome newcomers when it began? Describe.

### MEETING FORMAT AND TOPIC

- Describe how the group's meeting format has changed over the years; (e.g., topic/discussion, speaker, Step study, Traditions, literature study, beginners, etc.) List topics most frequently discussed then and now.

### GROUP MEETING CHANGES

- List dates of changes in name, location or day and time of the meeting.

### WHERE DO WE SEND THE UPDATED HISTORY?

- Retain a copy for the group
- Area district or information office
- Area archives
- In order to avoid any duplication of services, please do not forward a copy World Service Office

### BUSINESS AND GROUP CONSCIENCE/INVENTORY MEETINGS

- When did the group begin to have business meetings? how often? subjects discussed? Describe how a group conscience decision was reached; is the same procedure used today? Is a periodic group inventory taken and how often (describe)? Is it the same today?

### ALATEEN

- Is or was there an Alateen group nearby?
- Did anyone sponsor the Alateen group?
- Have many Alateens transitioned into Al-Anon?
- Did any members start their recovery in Alateen?

### ALCOHOLICS ANONYMOUS (AA)

- Was an AA meeting held at the same time and place?
- How has the group cooperated with AA?
- Do AA members refer families to Al-Anon?

## **GROUP PARTICIPATION IN THE SERVICE STRUCTURE**

- Describe how the group participates in the service structure in your Area.
- Does the Group Representative who regularly attends district and Area Assembly meetings give a report?
- Is there any support for the nearby Al-Anon information service (AIS)/intergroup?
- Is an Information Service Representative (ISR) available?
- Do members of the group take Twelfth Step calls from local self-help or hotline answering services, professionals, or agencies (describe process)?
- On a separate piece of paper, list past and present trusted servants and their dates of service for each office. (Group Representatives (GR), Alternate GRs, program chairs, secretaries, treasurers, (ISR), etc.)

## **SEVENTH TRADITION**

How does the group financially support the:

- district?       area?       information service (intergroup)?       World Service Office?

## **GROUP ANNIVERSARIES/SPECIAL MEETINGS**

- Describe the group's anniversary, gratitude, or other special meetings. (Holidays, Open Meetings, etc.)

## **THE AL-ANON GROUP WITHIN THE COMMUNITY**

- Describe the part your group has played in the community.
- What kind of cooperation did your group receive from the media, local community agencies or professionals such as ministers or doctors?

## **LITERATURE**

- Which pieces of Al-Anon literature has the group found the most helpful?
- List favorite and most frequently requested pieces of Al-Anon literature.

## **THE FORUM**

Describe your group's use of *The Forum* in meetings.

- Is it used for meeting topics?       Do you have a group subscription?
- Do you make other copies available?
- Have any members had an article published in *The Forum*? (If so, you might want to retain a copy.)

## **WHERE IS THIS UPDATED INFORMATION NEEDED?**

- Retain a copy for the group
- Area district or Al-Anon Information Service office
- Area archives
- In order to avoid any duplication of services, please do not forward a copy World Service Office

(This form may be photocopied and/or translated)

