

PLEASE PRINT OR TYPE

DATE _____

ARCHIVES
GROUP HISTORY FORM

The purpose of this form is to assist your group in preserving and recording its history, as well as to understand and appreciate its formative days and growth. Each group is a vital part of Al-Anon as a whole in reaching out to relatives and friends of alcoholics. It may be helpful to form a committee consisting of several members, to gather information for completing this form and to speak with longtime members of the group. Any additional information about the group can be compiled and attached to this questionnaire.

Group Name _____ Meeting Day Time _____ Area _____ Group I.D. # _____

Current Mailing Address _____ Meeting Location _____

City _____ State/Prov _____ Zip Code _____

Formation of Group

Date the group held its first meeting? (month/day/year) _____

When did the group register with World Service office? _____

What was the group's name when it was formed? _____

When this group started, how often were meetings held? _____

How often are meetings held today? _____

Did the group have any special problems that arose in its formative days?
If so describe _____

MEETING LOCATION

Did the group meet in a home, church, etc.? _____

How many times has the group changed its meeting location? _____

List the places and dates where the group has met:

Location	Dates
_____	FROM _____ TO _____
_____	FROM _____ TO _____
_____	FROM _____ TO _____

Date the group moved into its present location? _____

MEETING TIME AND DAY

Original meeting day _____ Original meeting time _____

Change of day to: _____ (date) _____
_____ (date) _____

Change of time to _____ (date) _____
_____ (date) _____

EARLY MEMBERS

Do you know who started the group _____ If so, list first name(s) with last initial(s)
of member(s) responsible for forming the group. _____

How many members were in the group when it started _____

Do the early members continue to attend? _____

GROUP COMPOSITION

When the group was formed, were the members comprised mostly of:
(Circle where applicable)

husbands wives adult children parents other

Did men attend the early meetings? _____

Did many members have a relative or friend recovering in AA? _____

Who comes to your Al-Anon group today? _____

BUSINESS AND GROUP CONSCIENCE MEETINGS

Did the group have business meetings? _____ If so, how often _____

When were business meetings held? _____

What were some of the subjects discussed? _____

Describe how the group makes a group conscience decision _____

Does the group follow the same procedure today? _____

GROUP INVENTORY

Did the group take a periodic group inventory? _____ How often? _____

Describe the procedure _____

Is the same process for group inventory still being used by the group today? _____

If not, describe the new procedure _____

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 _____

MEETING FORMAT AND TOPICS

What was the group's meeting format(e.g. topic/discussion, speaker, step-study, book study, etc.)

Has the meeting format changed over the years? _____ If yes describe _____

Is there a beginner's meeting held before, during or after the meeting? _____

If so, indicate when: _____

List topics most frequently discussed in early days _____

List topics most frequently discussed now _____

THE FORUM

Has the Forum been used for meeting topics? _____

Does the group subscribe to the Forum or make copies of it available? _____

Have any members of the group had an article published in THE FORUM _____

If so, who? (List by first name only) _____

GROUP TRUSTED SERVANTS

List past and present servants and their dates of service for each office

POSITION DATES SERVED (FROM-TO)

GROUP REPRESENTATIVE

ALTERNATE GROUP REPRESENTATIVE

SECRETARIES

DATES SERVED (FROM-TO)

TREASURER

INFORMATION SERVICE

SERVICE PROJECTS

What kinds of service projects have been undertaken by the group? (Public Information, Institutions, Cooperating with the Professional Community, and Alateen, etc.)?

PROJECT

DATE

GROWTH AND CHANGES

Describe any significant changes in the group and its meeting since the group started. _____

Describe the special features or qualities of the Al-Anon group. _____

TWELVE STEP WORK

How did the group attract new members? _____

How did the group welcome new members in the early days? _____

How has this changed over the years? Describe _____

GROUP'S PARTICIPATION IN SERVICE STRUCTURE

Has a Group Representative (GR) regularly attended District and Area Assembly meetings? _____

Is this true today? _____

When and how were report backs from the GR given? _____

Is this procedure followed today? _____ If not, describe _____

Is there an AL-Anon Information Service (AIS) nearby? _____

If so, does the group have an Information Service Representative attending AIS meetings? _____

Describe how the group supports and participates in the District and AIS activities _____

Has this changed over the years? _____ Has there been an increase or decrease of group participation and contact with the District and/or AIS _____

Describe the group's involvement and support of the AIS _____

ALATEEN

Was there an Alateen group nearby? _____

Has the group sponsored an Alateen group? _____

Does the group sponsor an Alateen group today? _____

Has the group encouraged and assisted Alateen? _____

What does the group do to support and encourage Alateen today? _____

Have many Alateens come into the group as members? _____

ALCOHOLICS ANONYMOUS (AA)

Was or is there an AA group meeting held at the same time and same place? _____

How has the group cooperated with AA? _____

Describe the group's relationship with AA _____

Do AA members refer family members to the AL-Anon group? _____

TRADITIONS

How have Al-Anon's Twelve Traditions helped the group? _____

Does the group have periodic Traditions meetings? _____

SEVENTH TRADITION

Does the group financially support the:

District _____ Area _____

AIS _____ World Service Office _____

GROUP ANNIVERSARIES

Does the group celebrate individual or group anniversaries _____ What kind and how? _____

Describe the group's anniversary or gratitude meetings _____

THE AL-ANON GROUP WITHIN THE COMMUNITY

How was the group received in the community? _____

How has the group let the community know its meeting information? _____

Do you think the group has played an important role in the community? _____
If so, describe _____

Did your group receive cooperation of local community agencies or professionals such as ministers and doctors? _____

If so, which ones? _____

Do members of the group take Twelve Step calls from local self help or hotline answering service?
Professional or agency _____

OTHER INFORMATION ABOUT THE GROUP:

NOTE: A completed copy of this form should be retained by the group for its own use. Copies can also be sent to the District and Area Archivist.

Mail to:

C Ms. Rita A. Chaykowsky
P.O. Box 658
Norridgewock, ME 04957

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