

## AA GROUP INFORMATION SHEET (GIS)

Send completed GIS direct to GSO, email [aagroupinfo@alcoholicsanonymous.ie](mailto:aagroupinfo@alcoholicsanonymous.ie) via the group's official mailbox or through the online facility on the Members area of the website [www.alcoholicsanonymous.ie](http://www.alcoholicsanonymous.ie). You will need the group's login/password to use the facility. New groups must register by completing a GIS and forward it via the AA Structure and NOT direct to GSO. Contact GSO for further information if required.

**It is important to complete ALL sections in this form. This will avoid any delays in group information being updated. Incomplete forms will be returned to the group.**

### Group Details

New  Start Date:  Group No.  (supplied by GSO for new groups)

Existing  Group No.

Group Name

Provincial Intergroup

AA Area

(e.g., Cork City Area, Antrim Area, Area 11, Galway East Area)

### Meeting Location Address (Physical Meetings only)

|                             |                      |
|-----------------------------|----------------------|
| Address Line 1              | <input type="text"/> |
| Address Line 2              | <input type="text"/> |
| Address Line 3              | <input type="text"/> |
| Town/City                   | <input type="text"/> |
| County                      | <input type="text"/> |
| Eircode (ROI)/Postcode (NI) | <input type="text"/> |

### Meeting Days/Times

|                             |              |             |               |          |               |               |
|-----------------------------|--------------|-------------|---------------|----------|---------------|---------------|
| <b>Meeting Description:</b> | Physical (P) | Online (OL) |               |          |               |               |
| <b>Meeting Type:</b>        | Open(O)      | Closed (C)  | Big Book (BB) | Step (S) | Tradition (T) | Beginners (B) |

**It is important to tick the relevant boxes in the table below with the meeting description & include the meeting type**

|                        |                      |
|------------------------|----------------------|
| <b>Relevant Notes:</b> | <input type="text"/> |
|------------------------|----------------------|

|           | Meeting 1 |   |    |      | Meeting 2 |   |    |      | Meeting 3 |   |    |      | Meeting 4 |   |    |      |
|-----------|-----------|---|----|------|-----------|---|----|------|-----------|---|----|------|-----------|---|----|------|
|           | Time      | P | OL | Type |
| Monday    |           |   |    |      |           |   |    |      |           |   |    |      |           |   |    |      |
| Tuesday   |           |   |    |      |           |   |    |      |           |   |    |      |           |   |    |      |
| Wednesday |           |   |    |      |           |   |    |      |           |   |    |      |           |   |    |      |
| Thursday  |           |   |    |      |           |   |    |      |           |   |    |      |           |   |    |      |
| Friday    |           |   |    |      |           |   |    |      |           |   |    |      |           |   |    |      |
| Saturday  |           |   |    |      |           |   |    |      |           |   |    |      |           |   |    |      |
| Sunday    |           |   |    |      |           |   |    |      |           |   |    |      |           |   |    |      |

## Group Contact Information

Individuals who provide personal information should also provide their signature to confirm their **consent** to GSBAA processing their personal data. Refer to the Privacy Statement at [www.alcoholicsanonymous.ie](http://www.alcoholicsanonymous.ie) for further details. Each group should provide at least one Group contact name and number below.

|   | Name | Telephone No. | Signature |
|---|------|---------------|-----------|
| 1 |      |               |           |
| 2 |      |               |           |
| 3 |      |               |           |

## Official AA Mailbox/Email address - Contact Information

In 2018, GSBAA introduced official AA mailboxes for use by the Fellowship. Under the GDPR personal data regulation this allows AA service levels to communicate AA business within the Structure without using personal email addresses. Please contact GSO for information on how to access your group's mailbox.

| Name | Telephone No. | Signature |
|------|---------------|-----------|
|      |               |           |

(GSO will contact the nominated member with the mailbox details)

## Group postal address (Physical and Online Groups must complete this section)

|                             |  |
|-----------------------------|--|
| Full Name                   |  |
| Address Line 1              |  |
| Address Line 2              |  |
| Address Line 3              |  |
| Town/City                   |  |
| County                      |  |
| Eircode (ROI)/Postcode (NI) |  |

### Signature

(for members who provide a personal postal address)

### Date of Group Conscience Meeting

(when GIS information was agreed)

### Signature of Group Conscience Secretary

## GSO Use Only:

Date GIS received:

Received via:    Post     Website     AA group info mailbox     Other (specify)

GSO notes:

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Date of request for AA mailbox was passed to OA:

Date scanned to SF:

Signature of person who processed GIS:

|  |
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