

# GUIDELINES FOR AA GROUPS TO COMPLETING A GROUP INFORMATION SHEET

These guidelines are intended as an aid for members completing a Group Information Sheet, it is also known within the Fellowship as a **GIS**. If you require assistance completing the GIS, do not hesitate to contact the General Service Office at (01) 8420700.

**NEW GROUPS** must register and be approved by the respective Intergroup to become part of the AA Structure. It is necessary for a new group to complete a Group Information Sheet to register a group. When a group is registered, it will be given a group number, the General Service Office will provide this. A group number is unique to each group and makes it identifiable from other AA groups. The completed Group Information Sheet should be forwarded by email to the relevant Intergroup Secretary for approval. Choose the relevant mailbox from the list below:

1. [leinsterintergroupsecretary@alcoholicsanonymous.ie](mailto:leinsterintergroupsecretary@alcoholicsanonymous.ie)
2. [munsterintergroupsecretary@alcoholicsanonymous.ie](mailto:munsterintergroupsecretary@alcoholicsanonymous.ie)
3. [connaughtintergroupsecretary@alcoholicsanonymous.ie](mailto:connaughtintergroupsecretary@alcoholicsanonymous.ie)
4. [ulsterintergroupsecretary@alcoholicsanonymous.ie](mailto:ulsterintergroupsecretary@alcoholicsanonymous.ie)

**REGISTERED GROUPS** can forward an updated GIS direct to GSO.

The Group Information Sheet is separated into different sections. Each section is important as it provides valuable information relating to the group, so it is necessary to complete all sections that relate to the group.

## Group Details

This information distinguishes a group from other groups in the Fellowship. Once a new group is registered, it will be issued a unique group number. Groups should use this number when communicating with other Groups, Areas and Intergroups. Groups may share the same name but will never share a group number. Include the AA Area and Intergroup that the group is associated with.

## Meeting Location Address for Physical Meetings

This information is used to locate your physical meeting. It is recommended that an Eircode or Postcode is included as this ensures an accurate location for the meeting. These are issued to all addresses in Ireland, refer to [www.eircode.ie](http://www.eircode.ie) (Republic of Ireland) or [www.royalmail.com/find-a-postcode](http://www.royalmail.com/find-a-postcode) (Northern Ireland) to obtain the right code for your group.

Remember members of a group may know the location of their own meeting but consideration should be given for others that may wish to attend your meeting but are not familiar with the area. The correct location is important.

## Group Postal Address if different to above

Physical Groups should complete this section if the postal address for the group is different from the meeting address. It is not recommended that groups provide personal contact addresses. However, if the group decide to opt for a personal address, it should be provided with the consent of the owner of the address. Online groups must provide an address in this section as they will not have a physical meeting address.

## Group Contact Information

Groups are required to provide up to three contact names and numbers. This information is essential as it is used for 12<sup>th</sup> step calls and to pass relevant queries to members in the group. It is important that at least one contact is provided.

## Official AA Mailbox/Email address - Contact Information for Nominated Person

Each registered group is allocated an official AA Mailbox/Email Address by GSO. The mailbox allows AA Groups, Areas, Intergroups to communicate within the AA Structure and removes the need for AA members to use personal information for service work in AA. It is used to distribute Area and Intergroup minutes, GSO updates, the Road Back e-publication and much more.

The login and password will be issued only to the most recent nominated user provided on a GIS. Login details should be kept secure and not shared with other people. The group conscience should decide who the nominated person will be. It is important that this person is capable using technology as they will be responsible for checking the mailbox for AA notifications.

## Meeting Information

This is the section where the group provides details on their active meetings. It is divided into two sections, for Physical meetings and for Online meetings. These meetings should be listed separately.

The meeting time should be provided in the **24hour format**. You should only choose from the meeting type options displayed on the GIS. No other meeting types can be accepted. The relevant notes section allows groups to include specific meeting information e.g., open meeting held first Monday of the month, Tradition meeting held last Sunday of the month etc.

Online groups have the option to include the meeting platform, ID and password. This information will be displayed on the website as it makes the meeting more accessible for anyone who wants to join the online meeting. It removes the need to request ID/password information by emailing the group directly. Groups can also provide the meeting ID/password in an auto reply in the group's mailbox.

## Verification of Information Submitted

The member submitting the GIS on behalf of the group must complete this section. It validates that the information being submitted is approved by the group conscience. It can be used to contact the group if there is a query relating to information being submitted.

It also confirms that members providing personal contact names and numbers have consented that information provided in the form can be used in line with the GSBAA Privacy Statement, available to view at [www.alcoholicsanonymous.ie/privacy](http://www.alcoholicsanonymous.ie/privacy)

## And finally...

The quickest and most effective way to update information is through the Members tab on the AA website [www.alcoholicsanonymous.ie](http://www.alcoholicsanonymous.ie). Click on the members tab, then click on the dropdown option for the Group Information Sheet, select the New or Registered GIS, complete the form, and submit it online. Alternatively, to use a hardcopy (paper version) download a copy from the website or contact the General Service Office at (01) 8420700.