

## MEMORANDUM

DATE: September 2009  
TO: Area 82 District Committee Members  
FROM: Marilyn R., Area 82 Registrar  
RE: Group Information Updates

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Fellowship New Vision (FNV) has eliminated the need for mass production and mailing of group information sheets for our 93 Areas. During this roll out year of FNV, 85 of our 93 areas have signed on to and successfully using FNV to update group and position records.

A report process has been made available on FNV for area registrars that has enabled us to create our own group information sheets.

### THINGS TO REMEMBER

When adding a new group there **MUST** be a group contact added to the record. It can be a GSR, Alt GSR or mail contact. Without a contact on the record once the 30 day pending period expires there will be no one listed to receive the "New Group Kit or continued mailing of Box 459.

Newly added groups with GSRs **DO NOT** receive GSR kits. They will only receive new group kits at the end of the 30 pending period.

When a new group is added to FNV by the Area the status is "New". The next business day GSO's Records department researches the group name, reviews the record for completeness and modifies the status from "New" to "Pending Active" this begins the New Group 30 Day Pending period.

### PLEASE KEEP ADDRESSES CURRENT:

With the increased costs of postage, the expense of resending mail or disposing of returned mail, which can not be forwarded, is skyrocketing at the GSO. An ***incorrect or incomplete address information i.e. incorrect zip/postal codes, missing apt or suite numbers, moving with no postal forwarding and/or omitting c/o directions, results in late or non-receipt of mail.*** The above listed are the primary reasons the GSO receives and processes so much returned mail.

### NEW POSITION KITS:

Many of you have asked how/when new position kits are ordered. In the FNV database we receive a daily report that indicates newly added GSR's, DCM's and Groups. From that report we know who should receive a new position kit and it is ordered.

The requests are sent to our fulfillment centers in Kansas and in Canada on a daily basis and the kits are sent from there. The delivery window is 7-10 business days. Delivery is a bit longer for Canadian addresses.

New group kits are ordered after the 30-day pending period has expired. In the case of a new group with a GSR on record a GSR package is not sent only a new group kit. Once the GSR rotates out of the position and a new GSR is added then a GSR kit is sent.

Kits for newly added service positions are sent directly from the service assignment i.e. Public Information, Correctional Facilities, and Treatment Facilities etc.

Should you have any questions, please do not hesitate to contact me at 9028934379 or via [email](mailto:marilyn@aa.org) marilyn@aa.org

**A GROUP WILL NOT APPEAR IN THE AA DIRECTORIES IF:**

- 1. THE GROUP IS NEW AND STILL WITHIN THE 30 DAY PENDING PERIOD.*
- 2. THE GROUP DOES NOT HAVE A GSR, ALTERNATE GSR OR MAIL CONTACT ON IT'S RECORD.*
- 3. THE GROUP GSR, ALTERNATE OR MAIL CONTACT DOES NOT PROVIDE A PHONE NUMBER.*
- 4. THE GROUP GSR, ALTERNATE OR MAIL CONTACT REQUEST NOT TO BE LISTED IN THE DIRECTORY.*
- 5. IF THE GROUP'S STATUS IS INACTIVE.*

**New Group Forms can be found on**

[http://www.aa.org/lang/en/en\\_pdfs/e\\_group.pdf](http://www.aa.org/lang/en/en_pdfs/e_group.pdf)

**Group Information change forms can be found on**

[http://www.aa.org/lang/en/en\\_pdfs/e\\_infchan.pdf](http://www.aa.org/lang/en/en_pdfs/e_infchan.pdf)

***Any changes to groups please pass changes on to me so I can make changes on the FNV site.***

*In fellowship, love and service,  
Marilyn R.  
Area 82 Registrar*