

Families Anonymous Inc.

Instructions for Group Registration Form

Families Anonymous, Inc. reserves the right to request updated registration information at any time to maintain the accuracy of our records.

When to use this form

The attached form is used when you need to:

- Register a new FA Group
- Re-Register an existing FA Group when required by the FA By-Laws.
- Report a change in meeting information, i.e., meeting location, day, time etc.
- Report a change in group secretary or a change in a group secretary's contact information.
- Report that an existing FA group has closed and has stopped meeting.

If you prefer, you can use our on-line registration tool instead of this paper form. Go to our web site at www.familiesanonymous.org and select "*For Our Members-> Group Registration*" from the "*What is Families Anonymous*" menu.

Please note that all of the information on the form is required with the exception of that information marked "Optional" on Line 10 and Line 17.

Instructions For Completing the Group Registration Form

Section 1: Reason

Line 1: If this is a new group registration, check the New Group box, skip Line 2 and proceed to Section 2. If this is for an existing group, check the "Existing Group" box and enter the Group#.

Line 2: Check all boxes that apply.

If you wish to re-register your group, check the "Re-Registration" box. If you have no changes to your meeting or secretary information, skip directly to Section 4.

If you are reporting a change in your meeting information, check the "Mtg. Change" box. You must complete Section 2 if this box is checked.

If you are reporting a change in group secretary, or a change in the existing group secretary's contact information, check the "Secretary Change" box. You must complete Section 3 if this box is checked.

If you are reporting that the group has closed and no longer meets, check the "Group Closed" box and skip directly to Section 4.

Note that you may use one form for multiple changes. For example, when re-registering your group, you may also report a change in meeting information and/or a change in group secretary information.

Section 2: Meeting Information

Complete Section 2 only if you checked the “New Group” box on Line 1 or the “Mtg. Change” box on Line 2. The information in Section 2 is used in both the on-line and printed meeting directories.

Line 3: Enter the Country and State or Province in which your group meets.

Line 4: Enter the City and Zip or Postal Code for your meeting.

Line 5: Enter the name of the facility at which your group meets, e.g., Eastwick Public Library.

Line 6: Enter the street address of the facility at which your group meets.

Line 7: Enter any further information about your meeting that you would like in the meeting directory. e.g., “Conference Room 3B”, or “Park in rear parking lot and enter through west doors” etc.

Line 8: Enter the day or days of the week your group meets, and the meeting time.

Line 9: Enter the contact phone number for your group. This may be different than the Secretary contact phone number on Line 16.

Line 10: Enter a second contact phone# for your group. This is optional.

Line 11: Enter a contact email address for your group. Again, this may be different than the Secretary contact number on Line 18.

Section 3: Group Secretary Information

Complete Section 3 only if you checked the “New Group” box on Line 1 or the “Secretary Change” box on Line 2. The information in Section 3 does not appear in the meeting directory. It is used only by the World Service Office for mailings and official FA communications, and is never shared with any outside entity. FA protects the secretary’s anonymity.

Line 12: Enter the full name of the group secretary.

Line 13: Enter the street address of the group secretary including any Apt#, Unit# etc.

Line 14: Enter the city and state or province of the group secretary.

Line 15: Enter the country and zip or postal code of the group secretary.

Line 16: Enter a phone contact for the group secretary.

Line 17: Enter a secondary phone contact for the group secretary. This is optional.

Line 18: Enter an email address for the group secretary.

Section 4: Group Secretary Signature

Complete Section 4 regardless of the boxes checked in Section 1. Be sure you are familiar with the group membership requirements for FA. The FA by-laws are available for download from our website. If you do not have Internet access, call the FA World Service Office at 800-736-9805 (US Only) or 847-294-5877 (Worldwide) to request a copy of the by-laws.

Line 19: Sign and date the registration form.

Submitting the registration form

You may submit the completed registration form to FA via mail, fax, or electronic mail.

Via US Postal Service – Mail the completed form to

FA World Service Office
701 Lee St, Suite 670
Des Plaines, IL 60016-4508

Via Fax – Fax the completed form to FA at

(847) 294-5837

Via email – If you have access to a scanner, you may scan the completed form, and email the scan file to famanon@familiesanonymous.org.