

# Sustaining Group Information

## Suggested Group Archives

Archives are meant to preserve history and be used as reference.  
Store in a sturdy, identifiable binder or folio.

## **Group/Area Records**

- Blank Forms with Instructions
- Copies of submitted group forms
- Group Servant Duties list
- Group Servants log
- Group facility agreements where applicable
- Group Histories

## **Group Events**

- Copies of fliers marking special events the group has participated in.

**Group Tips:** Al-Anon Guidelines\* and other info supplied from Area/WSO; at a minimum:

- G-1 Member Speaking
- G-2 Beginner's Meeting
- G-8 Taking a Group Inventory
- G-11 Group Representative
- G-13 Suggested Programs for Meetings  
\***Download from WSO member site**

**Meeting Topics:** Resource material from past/other meetings. (Folio or folder)

## **Literature/Service Material**

- Literature Office - Location/hours
- Current Literature Price List
- Forum order forms

## **Group Finances**

### **WSO Documents:**

- G41 - Financial Guidelines
- Suggested standardized form

### **Group Documents:**

- Group Bank Accounts
- Past year(s) group financial report summaries - standardized form
- Past year(s) area/WSO donation confirmations
- Banking records if any

## Working Documents

A set of documents used regularly by the group. Common practice is using a binder to maintain.

## **Suggested Meeting Format**

- Meeting Structure & Readings in page protectors
- Phone list/sign-in
- Chairing Calendar

## **Other As the information ages, recycle!**

### Announcement folder:

- Newsletters & Event fliers
- District/Area/WSO communication
- Writing opportunities

### Pocket Folder:

- Schedules
- Phone list