

ETAAA  
GROUP  
REPRESENTATIVE  
ORIENTATION  
PACKET  
PANEL 61  
2021



## East Texas Al-Anon/Alateen Assembly (ETAAA)

The Officers and Coordinators of the East Texas Al-Anon/Alateen Assembly (ETAAA) welcome you! As a Group Representative (GR) you are the first and most vital link between your Group, Texas East and the World Service Conference (WSC).

As the voice of your Al-Anon/Alateen group at Assemblies, you have the responsibility to speak for and vote on their behalf. Mattie Thomas, our Texas East Delegate, has the responsibility to carry your message forward as part of our Assembly's voice to the WSC by way of concerns or agenda items at the District or Assembly meetings.

We ask that you communicate information from our Assemblies to your Group. You can take back flyers for future Assemblies, summarize reports from the area officers and coordinators and pass on other pertinent information.

If you have not already done so, we suggest that you acquire a Service Sponsor. They can help guide you in both our Assembly proceedings and your individual service growth. Feel free to ask any questions or raise concerns you might have. As trusted servants of the Al-Anon/Alateen Fellowship at the Assembly level, we are here to assist.

You are an essential component in the service structure of our fellowship. We are happy you are here and look forward to seeing you at future Assemblies.

Panel 61	Trusted Servants and Area Officers
Delegate	Mattie Thomas
Alt. Delegate	Lynn Starkey
Area Chair	Paula Haschke
Secretary	Jennifer Stejskal
Treasurer	Myrthala Collazo

## EAST TEXAS AL-ANON/ALTEEN ASSEMBLY (ETAAA) PROCEDURES

It all begins with the *Al-Anon/Alateen Service Manual 2018-2021* version two (2). Please read all about your duties as a **Group Representative (GR)** starting on page 138, then read the **Duties of Assembly Members** on page 141 where you will see that the first position listed is the GR. Please familiarize yourself with the roles and responsibilities of the GR and other assembly members and do not forget to bring your *Service Manual* to the Assembly—this is your most important tool!

The best way to prepare for an Assembly is to regularly attend your District meetings and to obtain information from your District Representative.

### PROCEDURES AT THE ASSEMBLY

1. If for any reason a GR cannot attend the Assembly, that group's Alternate GR or a person chosen by the group may assume the GR's role at the Assembly. (Al-Anons who are also members of A.A. may not make or second motions or vote at the Assembly).
2. You must sign in on the GR sign-in sheet for your District and be present during the roll call to be able to make or second motions or vote at the Assembly.
3. The Area World Service Committee (AWSC) can make recommendations to the GRs and, as GRs, you choose whether to act on them or not.
4. Motions:
  - a. Motions must be made and seconded by a GR.
  - b. A motion slip (*in your GR packet*) must be submitted to the Chair when the motion is made.
  - c. The Chair will read the motion out loud to the Assembly and then ask if any other GR will second it.
  - d. Discussing a motion:
    - i. Each GR may have one opportunity at the microphone to speak on the motion.
    - ii. Limit yourself to two (2) minutes, stay on topic, and please do not stand to repeat what someone has already stated.
    - iii. Address your comments to the Chair keeping Tradition 12 in mind: "place principles above personalities."
  - e. Votes on issues raised through the motion process are by show of hands (majority or 2/3rds vote needed as determined by the GRs at the start of the Assembly).
5. Elections:
  - a. Nominees must leave the room during voting.
  - b. If the nominee is a voting member, they must cast their ballot before leaving the room.
  - c. Votes in elections are by written ballot (2/3rds vote needed).
  - d. Refer to the *Service Manual* for Election Assembly Procedures (page 150-154).
6. Majorities are calculated by multiplying the number of voting GRs by .51. 2/3rds are calculated by multiplying the number of voting GRs by .667.

Remember: This is your Assembly—you are the Voice and Vote of the group you represent; the Area Officers and Coordinators are simply facilitators. And if you have questions—Ask! We have all been there with our own questions and will gladly help.

## **KNOWLEDGE-BASED DECISION-MAKING (KBDM)**

**INCEPTION:** At the 2006 World Service Conference (WSC) the Chairperson of the Board of Trustees (BOT) shared her experience of how knowledge-based decision-making process worked for the Board since January, 2001 and their vision of how it could work for the Conference returning to the way our Co-Founders, Lois W. and Anne B., had intended it to be. Therefore the Board has chosen to adopt the Knowledge-Based Decision-Making (KBDM) process as well as our East Texas Al-Anon/Alateen Assembly (ETAAA) because it realigns the Conference with its original purpose and process. "Everything old is new again, because making decisions in this way is not something new". This process returns Al-Anon to its original roots.

**HOW IT WORKS:** The idea is talked about first to see if the Area agrees with all or part of it. Background information is shared and discussed with those responsible for making a decision. Then, if the idea is accepted, a decision can be made through a motion and vote. Each Al-Anon member is a valuable resource for the good of Al-Anon as a whole. Inviting everyone to be a part of big thinking, to collaborate with confidence. The Al-Anon communication process is circular within the organization. It's about knowing what you need to know to make a decision. You must be informed because your primary role is to make decisions at our Assembly, come to an understanding of the information being provided, and then be able to articulate it. Use each other as a resource. It's about trust.

### **FOUR ESSENTIAL ELEMENTS:**

1. Open communication between leadership and membership
2. Dialogue occurs before deliberation. (Our previous procedure required that a motion be made before any discussion took place.)
3. All decision-makers have common access to full information.
4. A culture of trust exists. (We presume the goodwill of others.)

### **Why is it a good model?**

It allows thorough examination of mega issues without an end in mind.

It allows those who make a decision to become far less important than the fact that a good decision is made

It allows us to develop a reputation for value and nimbleness in carrying the message.

**WHAT DOES THIS MEAN FOR AL-ANON AS A WHOLE:** It provides Al-Anon with a culture built on trust and communication, a reputation for value.

### **BENEFITS:**

Group members are more likely to support the decision being made.

Group effort is more likely to yield better results.

Participants become part of the process, more voices are heard, more solutions generated.

Recognition that responsibility for action rests on everyone.

Actions tend to lean toward the greater good for the organization.

Negativity is diffused.

## HowToSurvivean Area Assembly

- Do participate.
- Remember to breathe.
- Read the ***SERVICE MANUAL*** before coming to Assembly.
- Get a Service Sponsor.
- Introduce yourself to others. Fellowship is an important part of Assembly.
- Listen to others. Fellowship is an important part of Assembly.
- Be respectful. If you need to talk to your neighbor, write it down.
- Be considerate. Don't applaud or make noises after someone has talked at the microphone. Respect the right of the minority to be heard.
- Take care of yourself. Take a break when you need to.
- Ask questions about the topic. Use the "Ask-It-Basket" form for any other questions.
- Represent your group's conscience, but "Keep an Open Mind" as additional information may change your vote.
- Remember our Higher Power is in charge and is expressed through our "informed" group conscience.
- "How Important Is It?" We are not perfect; it's okay to make mistakes. We can always recognize them and change our mind later.
- We are all here doing our best for the common good, but may have different approaches on how to achieve those goals.
- Someone else's opinion is not always wrong. "Principles above Personalities" means recognizing when you are reacting to the personality and listening past that to the principles being discussed.
- Respond to what someone else has said with courtesy and love.
- Give yourself a pat on the back for being here! You are Al-Anon in Action!

CA (N) Handout to Assembly Members printed in  
*AREA HIGHLIGHTS*, Spring 2000

**MOTION**  
(PLEASE PRINT)

Presented By: \_\_\_\_\_ Date: \_\_\_\_\_

I move that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seconded By: \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_

**MOTION**  
(PLEASE PRINT)

Presented By: \_\_\_\_\_ Date: \_\_\_\_\_

I move that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seconded By: \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_

**Contributions to Texas East Area 53**

Please attach this form to your check or money order | *Print all information*

Group Name \_\_\_\_\_ Group # \_\_\_\_\_ District # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount \_\_\_\_\_ Check/Money Order # \_\_\_\_\_

Submitted By \_\_\_\_\_

Email Address (for receipt) \_\_\_\_\_

Make checks payable to: Treasurer – ETAAA | *Please do not send cash by mail*

Mail to: ETAAA Treasurer P.O. Box 450675, Laredo, Tx 78045

**Contributions to Texas East Area 53**

Please attach this form to your check or money order | *Print all information*

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# Al-Anon guidelines

The Shared Experience of Al-Anon and Alateen Members.

## Group Representatives

G-11

The Group Representative (GR) is a vital link in the continuing function, growth, and unity of worldwide Al-Anon. GRs should be members with experience, stability, and an understanding of the Traditions and how they work as applied in the *Al-Anon/Alateen Service Manual* (P-24/27).

### Requirements

Any Al-Anon or Alateen member with a willingness to represent the group at the district meeting and Area Assembly in order to carry the message of Al-Anon's/Alateen's group conscience, and who is not also a member of A.A., is eligible to serve as GR. A GR should have a basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they are applied in our groups.

### Term of office

GRs are elected by the group, generally for a three-year term. (See the *Al-Anon/Alateen Service Manual* [P-24/27] for information about electing Group Representatives.)

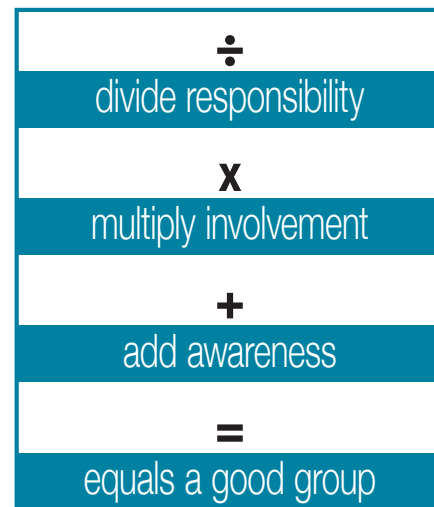
### Duties

- Attends district meetings and Area Assemblies and reports back to the group; votes on behalf of the group.
- Can bring the group's viewpoint on any situation or problem to the attention of the District Representative (DR).
- Keeps members informed about information from the district, Assembly, Area Delegate, World Service Conference (WSC), and the World Service Office (WSO).
- Works with the group Current Mailing Address (CMA) to share the monthly *Group e-News* (electronic newsletter for groups) with group members.
- Encourages members to subscribe to and submit articles for *The Forum*, Al-Anon's monthly magazine.
- Suggests participation in Public Outreach and Alateen service projects.
- Informs members of the need for Alateen Group Sponsors. Becomes familiar with the Area process for certification of Al-Anon Members Involved in Alateen Service (AMIAS).
- Keeps the Alternate GR informed to ensure the group is represented if unable to attend district and Area Assembly meetings.
- Assists the Alternate GR in serving as the Al-Anon Information Service Representative (ISR).
- Explains the need for self-support in the group, district, Area, Al-Anon Information Service (AIS), and World Service Office.
- Encourages group contributions to our service arms in keeping with Tradition Seven.
- Consults with a Service Sponsor or other trusted servants.

### As a Group Representative

- You are the first link in the chain that leads to our World Service Conference.
- You elect a District Representative from among all the Group Representatives in your district.
- You elect a new Area Delegate to our World Service Conference at the Area Assembly from among the District Representatives and eligible officers once every three years.

### Links of Service



Member + Member = **Group**

**Group** + **Group** = **District**

**District** + **District** = **Assembly**

**Assembly** + **Assembly** =  
World Service Conference



## Need-to-know information

You will need to know the names, addresses, e-mail addresses, and phone numbers of the:

- District Representative
- District officers (Secretary, Treasurer, etc.)
- District contacts/chairs (Public Outreach, Alateen, etc.)
- Area Delegate and officers
- Area Coordinators (Alateen, Public Outreach, Archives, Literature, Group Records, *Forum*, etc.)

## Meeting dates to remember

- Group business meeting
- District meeting
- Area Assembly

## Tips on reporting back to your group

- Take notes at district and Assembly meetings.
- Contact the DR or Delegate if you need clarity about a topic.
- Request time from your group to offer a report.
- Be brief.
- Be enthusiastic.
- Focus on group needs.

**You don't have to have  
all the answers,  
but you can help the group look at  
the Traditions, the Concepts  
of Service, and the *Al-Anon/  
Alateen Service Manual*  
for guidance.**

## Reminders

- You are not “in charge” of your group and you are not alone. The Second Tradition tells us, “Our leaders are but trusted servants; they do not govern.”
- You don't have to have all the answers, but you can help the group look at the Traditions, the Concepts of Service, and the *Al-Anon/Alateen Service Manual* for guidance.
- Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well. (See the “Groups at Work” section of the *Service Manual* for additional information about Group Business Meetings.)
- Your group may ask you to chair the business meeting (see sample agenda).
- Your DR is a local resource.

## Helpful tools for a Group Representative

Each group receives a copy of the *Al-Anon/Alateen Service Manual*. You will find it to be a valuable tool in answering your questions and those of your group. The complete *Service Manual* and many other service tools are available on-line. You can also expect help and support from your District Representative (DR) and the Area Delegate.

Some of the materials available on the Al-Anon Members' Web site, [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members), are:

- The complete *Al-Anon/Alateen Service Manual*
- Al-Anon/Alateen Guidelines for many areas of service
- Group Services podcasts
- The *Best of Public Outreach* (a “how to do it” service tool)
- *World Service Conference Summaries*
- *Seventh Tradition* leaflet (S-21)

## Benefits of becoming a Group Representative

Individuals who wish to gain self-confidence, spiritual growth, and improved self-esteem are encouraged to be willing to serve. Service activity connects you with people who have experienced recovery at another level. Your fears will diminish, you will reap the benefits of giving to others, and you will learn that by placing our common welfare first, you will receive much more than you give.

In addition to meeting Al-Anon members from other cities and towns in your district, the Group Representative is eligible to stand for District Representative and other district offices when the district holds its elections.

### Sample Agenda for Group Business Meeting\*

#### Treasurer's Report

- Income and expenses since last report
- Balance

#### Literature Report

- Present inventory
- Discuss group's literature needs

#### Public Outreach Report

- Explain public outreach activities of group members since last report

#### Group Representative Report

- Report highlights of previous district and Assembly meetings
- Have multiple copies of full Assembly reports available

#### Al-Anon Information Service (AIS) Report

- Discuss highlight of previous AIS meeting

#### Old Business

- Status of previous group issues

#### New Business

- Discussion of group concerns
- Group conscience decisions/vote on issues

#### General Updates

#### Questions/Comments/Announcements/Suggestions

#### Date for Next Meeting

*Each individual group's autonomy can and will decide business meeting format and content.*

*\*Adapted from Alberta/NWT GR Survival Kit*

## Group Representative expenses

As part of our principle of self-support, group budgets include payment of GR expenses to attend business meetings, such as district meetings and the Area Assembly. GRs are encouraged to car-pool with others, share hotel rooms, etc., to help keep expenses reasonable. The group conscience determines the methods of calculating expenses, such as transportation.

# Group Representative Expense Sheet\*

Date \_\_\_\_\_

Purpose \_\_\_\_\_  
(District meeting, AIS meeting, or Area Assembly)

## Expenses

(Attach receipts and explanations as needed)

Item	Amount
Hotel _____	\$ _____
Transportation _____	\$ _____
Meals _____	\$ _____
Miscellaneous _____	\$ _____
Miscellaneous _____	\$ _____
Miscellaneous _____	\$ _____
<b>Total expenses</b>	\$ _____
Less cash advance	\$ _____
<b>Balance due</b>	\$ _____

Submitted By \_\_\_\_\_

Signature \_\_\_\_\_

*\*Adapted from Alberta/NWT GR Survival Kit*

Revised 2014 G-11

# Al-Anon Group Records Change Form

Please submit this form through your Area Group Records Process or the WSO

## 1. Group Record

WSO I.D. Number \_\_\_\_\_

District Number \_\_\_\_\_

Area Name (Abbreviation) \_\_\_\_\_

## 2. Status

☐ Change

☐ Inactive

## 3. Changes

☐ Group Name

☐ GR

☐ Meeting Place

☐ Current Mailing Address (CMA)

☐ Meeting Time

☐ Phone Contact for the Public

☐ Meeting Day

## 4. Group Registration Overview

Group Name\* \_\_\_\_\_

\* Reflects Al-Anon principles and is inviting to all. See instructions to fill out the form. Please note that group names not in compliance with the Al-Anon policy will delay processing of the registration. Contact your Area Group Records Coordinator or the WSO for further information.

Mailing Language \_\_\_\_\_

## Location

Meeting Place \_\_\_\_\_

Meeting Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Group email \_\_\_\_\_

## Phone Contact for the Public

First Name \_\_\_\_\_ Phone Number \_\_\_\_\_

First Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## 5. Meeting Details

Day \_\_\_\_\_ Time \_\_\_\_\_ ☐ AM ☐ PM

Meeting Attendees: ☐ Families, Friends and Observers welcome  
☐ Families and Friends only

Spoken Language \_\_\_\_\_ Member Count \_\_\_\_\_

☐ Beginners\* ☐ Introductory\*\* ☐ Limited Access\*\*\*  
☐ Handicap Access ☐ Child Care ☐ Fragrance Free  
☐ Smoking Permitted ☐ Sign Language

Location Instructions \_\_\_\_\_

## Additional Meeting

Day \_\_\_\_\_ Time \_\_\_\_\_ ☐ AM ☐ PM

Meeting Attendees: ☐ Families, Friends and Observers welcome  
☐ Families and Friends only

Spoken Language \_\_\_\_\_ Member Count \_\_\_\_\_

☐ Beginners\* ☐ Introductory\*\* ☐ Limited Access\*\*\*  
☐ Handicap Access ☐ Child Care ☐ Fragrance Free  
☐ Smoking Permitted ☐ Sign Language

Location Instructions \_\_\_\_\_

\*held in conjunction with a regular Al-Anon group meeting, not considered an Al-Anon group. Provide newcomers a simple introduction to Al-Anon.

\*\* Attendance changes frequently; not considered an Al-Anon group. Attendees are invited to go to regular Al-Anon meetings.

\*\*\* Meeting access is limited due to the facility's entry restrictions. These groups meet at sites such as military bases, institutions, industrial plants, or schools.

## 6. Current Mailing Address (WSO mail for the group is sent to the postal and email addresses)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

CMA email address is entered here. Please enter Group email address in section #4 (See instructions for more information)

## 7. For Area Use

☐ Group Rep

☐ Other

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

The WSO will register any group designating itself as an Al-Anon Family Group with the understanding that it will abide by the Traditions and that meetings will be open to any Al-Anon members. Al-Anon/Alateen Service Manual (P24/27), "Digest of Al-Anon and Alateen Policies"

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

You can enter group changes online at <https://al-anon.org/for-members/group-resources/group-records/changes-existing-al-anon-group> or text a picture or email this completed form to Peggy Tate at 713-828-4515 or [grouprecordsarea53@gmail.com](mailto:grouprecordsarea53@gmail.com). You can also mail it to Peggy at 1202 Seagler Road, Apt 89, Houston, TX 77042.

## Helpful Acronyms in Al-Anon

A.A.	Alcoholics Anonymous	WSD	World Service Delegate
AAC	Area Alateen Coordinator	WSO	World Service Office
AAPP	Area Alateen Process Person	<b>AL-Anon/Alateen Member Website:</b>	
AFG	Al-Anon Family Groups	<a href="mailto:wso@al-anon.org">wso@al-anon.org</a>	
AIS	Al-Anon Information Service	<b>Texas Al-Anon/Alateen Website:</b>	
AMIAS	Al-Anon Member Involved in Alateen Service	<a href="http://www.texas-al-anon.org">www.texas-al-anon.org</a>	
ATAAC	All Texas Al-Anon/Alateen Conference		
AWSC	Area World Service Committee		
BOT	Board of Trustees		
CAL	Conference Approved Literature		
CMA	Current Mailing Address		
DAC	District Alateen Coordinator		
DR	District Representative		
ETAAA	East Texas Area Al-Anon/Assembly		
G-1	Al-Anon Guidelines		
ISR	Information Service Representative		
KBDM	Knowledge-Based Decision-Making		
LDC	Literature Distribution Center		
ODAT	One Day at a Time		
P.O.S.S.E.	Program Of Sponsors Sharing Everything		
P-31	CAL pamphlets		
POC	Public Outreach Coordinator		
TEA AC	Texas East Area 53 Alateen Conference		
TEAM	Together Empowering Al-Anon Member		
WSC	World Service Conference		

# The Forum

Sharing Recovery, Unity, and Service

## Information and tips for GRs as *Forum* Representatives (F-2)

Announce at meetings that *The Forum*, as a concept, is Conference approved, and encourage its use in meetings. Please refer to the *Al-Anon/Alateen Service Manual* (P-24/27) for more information.



Inform members that *The Forum*:

- is the “voice of the fellowship”
- contains fresh, contemporary sharings each month
- contains Al-Anon and Alateen meeting topics
- shares World Service Office (WSO) news

Encourage groups and individual members to subscribe (gift subscriptions are also available). Have *Forum* order blanks (S-41) available. (*Order blanks are available at your local LDC or by ordering on-line through the WSO.*)

Remind members to use the complimentary copy that all English-speaking groups receive via their Current Mailing Address (CMA).

Distribute the *Forum* Writing Guideline (F-1) and encourage members to submit their sharings to *The Forum*. Members' sharings are what makes the magazine a relevant recovery tool.

Suggest an occasional writing meeting.

Introduce newcomers to *The Forum*.

Consider a group project to provide a gift subscription to new members.

Share with enthusiasm what *The Forum* means to you and your recovery.

Remind members that *The Forum* is written *by members, for members*. Encourage your group to use *Al-Anon Faces Alcoholism* as an alternative for public outreach projects.

**Thank everyone for supporting *The Forum*.**

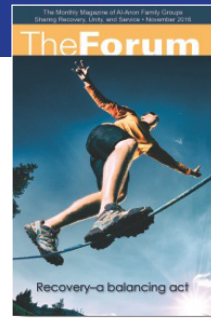
Al-Anon Family Group Headquarters, Inc.,  
1600 Corporate Landing Parkway, Virginia Beach, VA 23454

## The Forum subscription order form

### The voice of Al-Anon recovery—today

Al-Anon's monthly magazine features timely sharings from Al-Anon and Alateen members, suggested meeting topics, and the latest information on worldwide Al-Anon recovery.

Experience and insight you won't find anywhere else!



Digital version available for purchase through your electronic media provider. Contact WSO for details.

One Year Subscription Price	Number of subscriptions per month	Number of years per subscription	Total amount enclosed
<input type="checkbox"/> U.S., Bermuda, Puerto Rico <b>\$11 US</b>			
<input type="checkbox"/> Canada, Other Countries <b>\$23 US</b>	x	x	= \$

This subscription is: ☐ new ☐ renewal

**Send this subscription to:** (for Group subscriptions see below)

Name \_\_\_\_\_ Street \_\_\_\_\_

City, State/Province, Zip \_\_\_\_\_ Country \_\_\_\_\_

☐ **The above is a gift. Please send me a gift card at:**

Name \_\_\_\_\_ Street \_\_\_\_\_

City, State/Province, Zip \_\_\_\_\_ Country \_\_\_\_\_

**Group subscription:** All Group subscriptions are mailed to the CMA address on record.

Group # \_\_\_\_\_ City, State/Province \_\_\_\_\_

if you don't know your group # fill out the following

Meeting Place & Time \_\_\_\_\_

**Payment Method:**

**DO NOT SEND CASH • NO C.O.D. ORDERS.**

Checks, Visa, MasterCard, Discover, and American Express accepted.  
Canadian subscription payments may be made in Canadian funds at the U.S. dollar equivalent.

**Checks payable to:** AFG, Inc. **Fax order:** (757) 563-1655 **On-line:** al-anon.org/forum

**Mail order:** AFG, Inc., 1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617

When using a credit card, please provide us with the following information.

☐ Visa ☐ MC ☐ Disc ☐ Amex Phone # \_\_\_\_\_

Card Number \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

Please allow six to eight weeks for delivery.

No refunds for subscription cancellation.

Date	Amount	Type	Order No.

# ALATEEN *TALK*

## Subscription Order Form

Please send me:

**My own subscription of *Alateen Talk***

@ \$2.50 US per year \$ \_\_\_\_\_

**Multiple of 10 copies**

@ \$7.50 US per year \$ \_\_\_\_\_

**Total amount** \$ \_\_\_\_\_

This Subscription is

☐ **NEW**

☐ **RENEWAL**

☐ **GROUP**

☐ **INDIVIDUAL**

Checks, Visa, MasterCard, Discover, and American Express accepted. Make checks payable to AFG, Inc., 1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617. Please fill in the information below when you use a credit card. DO NOT SEND CASH. NO C.O.D. ORDERS. Either mail or fax your order. **Fax: 757-563-1655.**

☐ **Visa** ☐ **MasterCard** ☐ **Discover** ☐ **American Express**

Card number \_\_\_\_\_

Card Security Code\* \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_

Phone number \_\_\_\_\_

\*The security code is an "extra" number that accompanies your credit card. On Visa, Master Card, & Discover, it is the last three digits from the back of the card as it appears on/near the signature strip. On American Express cards, the number appears above and to the right of the regular card number on the front of the card.

Send to: (please print)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Prov. \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Check Total

Date

Order No.





# East Texas Area #53

## Al-Anon/Alateen Assembly

### District Map

Updated November 2019

