

## Office Manager Report

### Fall Assembly 2025

**Events:** There is a one step process to get your event in both the calendar and the bulletin. Go to the website ([alanonma.org](http://alanonma.org)) Under the Events Tab, click *Add an Event*. By submitting this form, you will notify both the website calendar and the bulletin that an event needs to be listed.

Note: When entering the time of the event, it is entered in 3 separate boxes.

Example: an event at 10:30am is entered   and

The deadline for the bulletin is the 20<sup>th</sup> of the month prior and we only list events that fall within the first week of the next month in the bulletin.

**Holiday Meeting Cancellations:** Please note the upcoming holidays in November and December. Will your group be cancelling a meeting? Next week you will see a button at the top of the first page of the website for these cancellations. Please plan ahead and let us know.

#### **GROUP RECORDS:**

**Meeting List Info:** Please review your meeting/group information on [alanonma.org](http://alanonma.org) under “Find a Meeting”. Do we have your correct end time, location, special instructions??? To update any information including your group’s contacts, hit “Update Meeting Information” under the Meetings tab (or go to [alanonma.org/groupinfo/](http://alanonma.org/groupinfo/)).

Your group’s CMA may be, but does not have to be, the GR. When you are changing GRs please let us know if we are also changing the CMA.

**CMA vs GR:** The *Current Mailing Address* (CMA) for the group is a crucial link to World Service Office (WSO) information. The CMA receives all time-sensitive postal and electronic communications from the WSO shares the content with group members. The *Group Representative* (GR) is elected by group members for a 3 year term. They are the group’s voice and represent them at Area Assemblies.

#### **LDC – Literature Distribution Center:**

When placing literature orders online,

1. You must manually enter in the appropriate level of packing & handling for your subtotal at checkout. If you leave it blank that will delay your shipping as we wait for payment. (For a subtotal order of \$0-10, add \$2; for \$10-\$60, add \$6; and orders above \$60, add 10%).
2. If you are ordering for a group, please put your group/meeting information in the ORDER NOTES section at check out. This will prevent the office from calling you for confirmation.

The updated Al-Anon Alateen Service Manual 2026-2028 (P-24/27) is expected to be out sometime in February. Al-Anon/Alateen Groups At Work (P-24) is currently out of stock until that time.

#### **AAPP:**

**AMIAS Certification:** The cost to receive a copy of your CORI or Background check emailed to you has increased to \$5 for the Area office. While applying or recertifying, if you do not want/need a copy, please do not send back the form requesting it.