

INFORMATION FLOW FOR GROUP RECORDS INFORMATION TO
ENSURES ACCURATE MIAMI DADE WEBSITE AND WHERE AND WHEN

Group action	A meeting change of any type occurs (day, time, location, contact person, GR etc.)
	Group sends GR-1 Change form (PDF) to the District Representative (DR) Terri for 200 dr200@alanonsofla.org and Mariaelena in 190 dr190@alanonsofla.org

District action	DR (or District Group Records, if there is one) ensures form is complete and accurate and sends to Area Group Records Chairperson and to Area Webmaster. (Check Area website for correct e-mails)
	DR (or District Group Records, if there is one) sends to Al-Anon Information Liaison, Maira B. at ais@alanonsofla.org

AISL Action	AISL, Maira, e-mails form to the Where and When person and the AIS webmaster. Website is updated immediately and the Where and When is updated when next published.
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