

Group Status Codes:

New	Indicates a new group record has been added to the database by the Area Registrar and its status has not been changed to "Pending Active" by the Records department staff. The status change occurs the business day following the database entry, and review. If the New Group form has no anomalies or omissions of information the record is updated to "Pending Active".
Pending Active	Indicates a group that was recently added to the database is in the 30 day pending period which is assigned to all newly added groups. Once the 30-day pending period has elapsed the status will change to Active.
Active	The Group's record indicates that it is active when it has a primary mail contact on record along with meeting information.
Pending Inactive	The Records department is processing a request to inactivate a group. If the record in the database has a contact's name, a letter is sent to verify the request to inactivate is genuine. If there is no contact on the record the groups status is changed to inactive immediately.
Inactive	The Records department has received and verified information that a group has disbanded or is not currently meeting.
Merged	Two groups have decided to join and become one group. The Records department receives the information as to which group will remain the active, who will be the GSR, and the meeting place, days and times. Then the records are combined and cross referenced. The active group will show a status of active and the merged group will show the status of merged. The merged group can request to be unmerged at any time by contacting the Records department and providing updated contact, meeting place and meeting time information.
Unknown	A group is still active; however their group record at the GSO does not have a GSR or Primary mail contact attached to it; which indicates there is no one receiving the group's mail. Anyone in the group can volunteer to receive the group's mail it does not need to be a GSR. Also a group can become "Unknown" when the GSO receives returned mail and is unable to confirm a new mailing address.

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Incomplete	Indicates a new group record was added to the database without all of the information necessary to show up on the Records departments' daily "New Group" report. The status remains incomplete until the registrar receives the remaining required information from the group or when the Registrar queries the database for "Incomplete" groups and reaches out update and completes the record. Until then the "New Group" remains in limbo.
With Staff	<p>Indicates there is a question about information on a New Group form that requires one of the A.A. Staff members to review the form and reach out to the new group's contact for clarification. It usually has to do with the way a group is named.</p> <p>Should there be any questions about the information on a new group form, it will be referred to an A.A. staff member for further review/resolution.</p> <p>In these cases the 30 day "Pending-Active" period will not begin until the outstanding questions have been answered.</p> <p>The status would be changed from "New" to "With Staff" and will remain until there is an answer to whatever question has arisen during the New Group review process. At that time the status would be updated to "Pending Active".</p> <p>**THE ABOVE REASON IS WHY IT IS IMPORTANT THAT YOU DO NOT RELAY THE GROUP SERVICE NUMBER TO THE NEW GROUP UNTIL THE 30 DAY PENDING PERIOD HAS EXPIRED. TECHNICALLY, THE SERVICE NUMBER BELONGS TO THE GSO FOR THOSE 30 DAYS. **</p>

Background of Group Status Codes:

Often the staff in the Records department is asked why newly added groups have a 30-day pending period. This pending period is dictated by General Service Conference recommendations:

- **How a Group Becomes Active-** The first time that group information is forwarded for listing with the GSO we list the group as "pending active" (the 1990 General Service Conference recommended the General Service Office delay processing new A.A. group information forms for 30 days to allow the local A.A.

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structure to participate in the process). This process remains in place today whether the group information is received hard copy or entered by the area registrar via FNV.

The database automatically assigns a six digit group service number that is unique to the group and different from that of any other A.A. group listed with the GSO; however that 6 digit service number should not be relayed to the group until the 30 day pending period has expired. That six digit service number is never reassigned, even if a group disbands. Once the 30 day pending period has passed the status of the group is upgraded from "Pending Active" to "Active". The group, area delegate, and registrar are advised of the group's service number and a New Group Kit is ordered and sent to the mail contact listed on the group's record within 7-10 business days after the 30 day pending period expires.

- **How a Group Becomes Unknown-** When a group's status changes from Active to Unknown it does not mean that the group is inactive. It means the GSO does not have a mail contact attached to the group's record to receive the communications that are sent from the GSO. A group can also become "Unknown" because of returned mail. The Records department makes every attempt to contact the person to attain a new mailing address, however if that new information can not be attained the contact's information is removed from the record and the group's status is changed to "Unknown". If there is a secondary contact on the group's record the mail will default to that person and the group's status remains active.
- **How a Group becomes Inactive-** When the group's contact of record advises the GSO that their group is no longer meeting, the Records department will inactivate the record. If a person other than the GSR /primary or secondary contact advises the GSO that the group is no longer meeting, the process is as follows:
 - If the group's record has a GSR or primary contact listed the Records department staff will send a letter to that person asking for verification of the group's status.

The Records department allows 30 days for a response for groups in the US and 60 days for groups in Canada (longer mail delivery) if the Records department staff does not have a response in the time allotted the group is "inactivated".

Should the Records department staff receive a response within the allotted time period stating that the group is still active the group's status remains "active".

If the Records department is advised that the group is no longer active and the group's record has no contacts and has a status of "Unknown" the group is "Inactivated" immediately because there is no one of record to verify the group's status.

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The decision to continue a group as "Active" or to list a group as "Inactive" results from:

- a) Up to date input of information by the groups and area registrars.
- b) Or the consequence of a group or an area not providing requested information for a group record update.

****AN EXCEPTION TO THE ABOVE NOTED STEPS ARE CHANGES IN STATUS TO CORRECTIONAL GROUPS. IF WE ARE NOTIFIED THAT A CORRECTIONAL FACILITIES GROUP IS NO LONGER MEETING THE GROUP RECORD IS "INACTIVATED" IMMEDIATELY.****

- **With Staff**-This status is relatively new and was created out of necessity. When a new group form comes in and there is a questionable choice of group name it is then passed onto an AA Staff member. The AA Staff member will reach out to the group's contact to discuss whatever the new group issue may be. Some of the issues that require a new group to be referred to a staff member are the use of any of the following words or phrases in the naming of a group:
 - Treatment Facility, Institution, Church or Group meeting place
 - AA/Al-Anon affiliation (Implied affiliation)
 - An Individual (This includes groups names after Bill W. and Dr. Bob)
 - A "Double Trouble" name
 - Use of the words "Christianity", "Family" or "Recovery"
 - Use of the phrases "Clean and Dry" or "Clean and Sober" or "Alcohol and Pill"
 - Use of profanity, recognizable acronyms to express profane phrases. Acronyms without explanation.
 - Chapter Nine When a group no longer wants to be listed as a group but
 - wants to change their status to a meeting.

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