

## REPORTING A NEW GROUP

For optimal support to the groups

NAME OF JOURNEYMAN STARTING GROUP	
JOURNEYMAN CONTACT INFORMATION	
GROUP WORK FACET (DEPT/MANUAL) IF NSH, AFTER WHAT 2 <sup>ND</sup> NIGHT PROGAM	
DATE GROUP FORMED	
DATE/TIME OF FIRST MEETING	
CITY AND STATE	
NAME OF FACILITATOR	
FACILITATOR CONTACT INFORMATION	
IS THE FACILITATOR TRAINED IN THAT FACET, OR WHAT TRAINING IS ORGANIZED?	
NAME OF GROUP SHEPHERD, OR "TO BE CHOSEN AT FIRST GROUP MEETING"	
GROUP SHEPHERD CONTACT INFORMATION	
NUMBER OF GROUP MEMBERS	
GROUP COURSE SET FOR: <u>(DATE)</u> (For groups beyond New Spiritual Horizons)	
SPECIAL NEEDS	

As soon as possible after a group forms, please email this information to the office [alc@alcworld.com](mailto:alc@alcworld.com), CC'ing the National Groups Overseer [groups@alcworld.com](mailto:groups@alcworld.com) . Or, it can be phoned in at 800-336-8008/641-342-4517. Packets will be sent to both Facilitator and Group Shepherd.