



Al-Anon Family Groups  
INFORMATION SERVICE OF ORANGE COUNTY

# Information Service Representative Orientation

## Today, we will discuss...

- New ISR Orientation.
- What is the Intergroup?
- What is an ISR?
- How to register as a new ISR.
- Attending Intergroup Meetings.
- Participation in Intergroup Meetings
- Questions & Answers

**7:00-7:30 p.m.**

Before the Intergroup Meeting

This presentation and meeting

**Agendas, Minutes, Budgets  
and the current By-Laws**

are available at [www.ocalanon.org](http://www.ocalanon.org)  
or by calling 714-748-1113.

# What is the Intergroup?

The Orange County Intergroup is a 501c3 corporation that provides Al-Anon literature, meeting information, and other services to Al-Anon members within the Orange County and Long Beach areas.

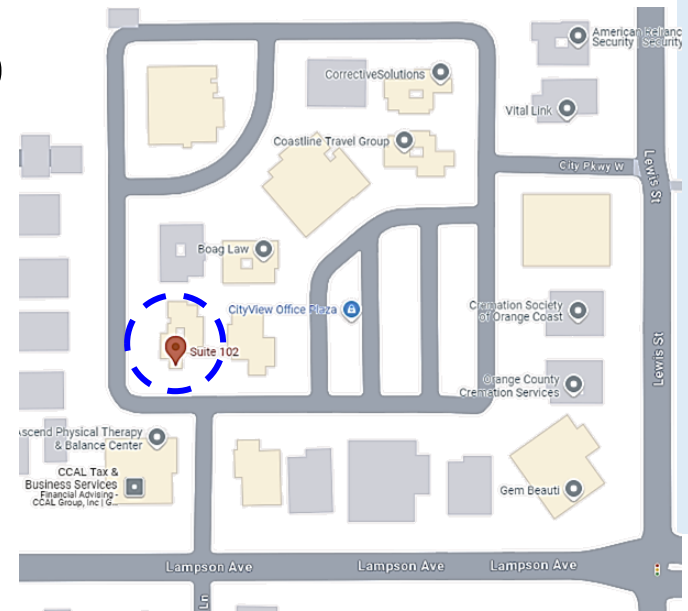
Corporate Name:

## **Al-Anon Information Service Office of Orange County**

12391 Lewis Street, Suite 102,

Garden Grove, CA 92840

(714) 748-1113



## What is the Intergroup?

### The OC Intergroup includes 5 districts:

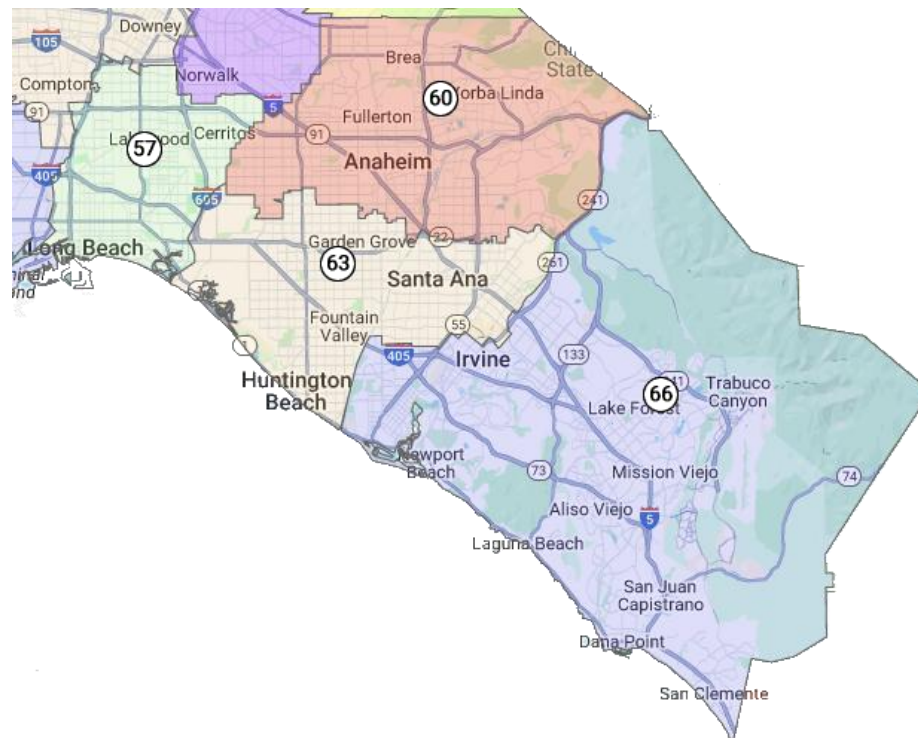
Districts 57, Lakewood and Long Beach

District 60, Anaheim and Yorba Linda

District 63, Santa Ana and Huntington Beach

District 66, Irvine to San Clemente

District 64, Spanish Overlay



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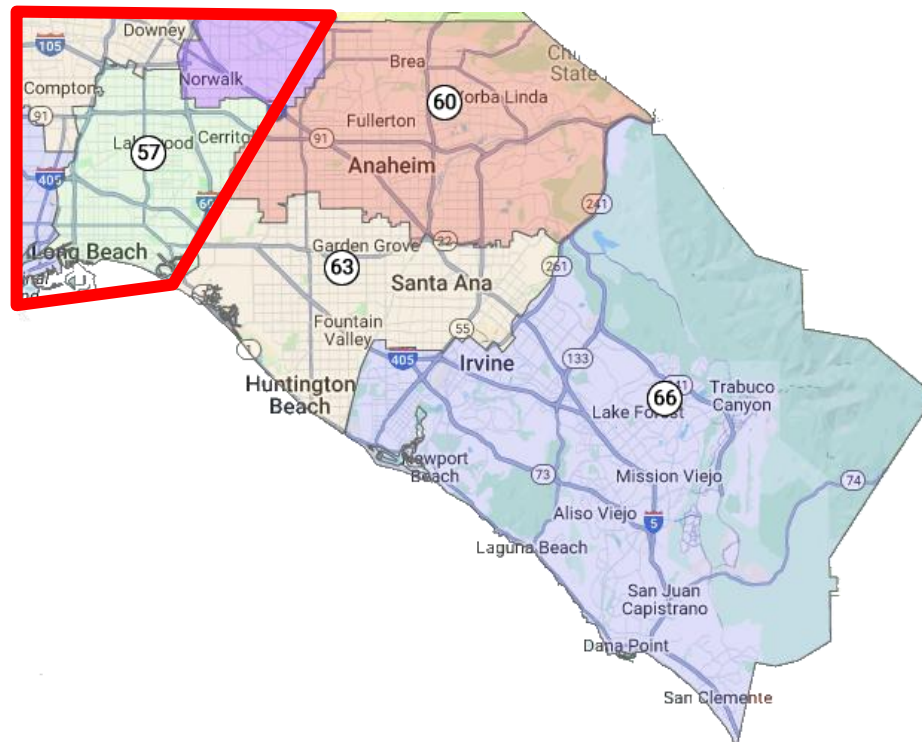
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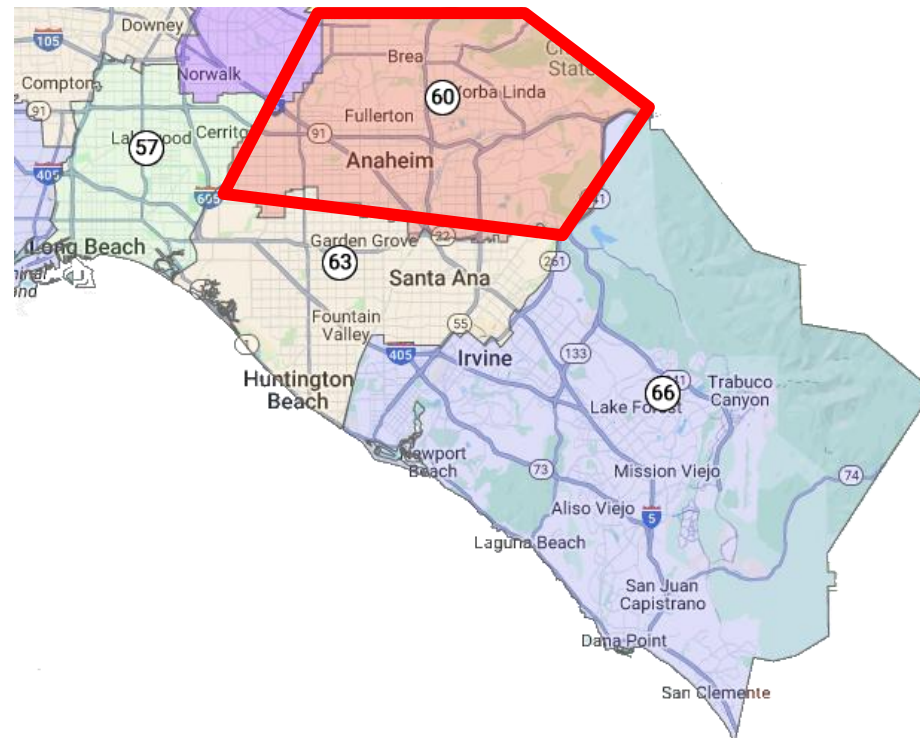
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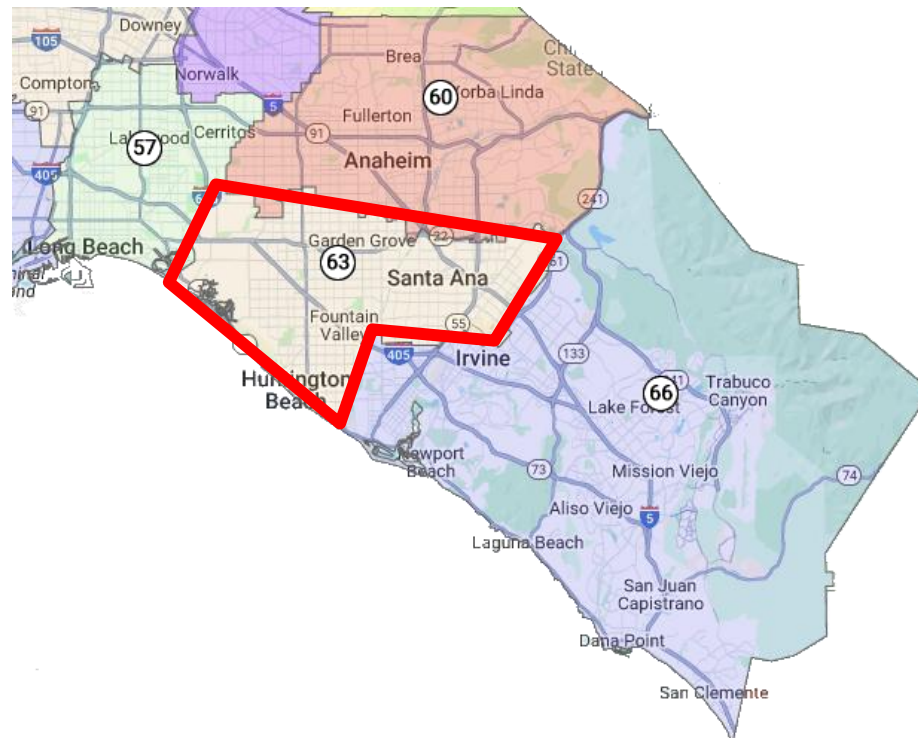
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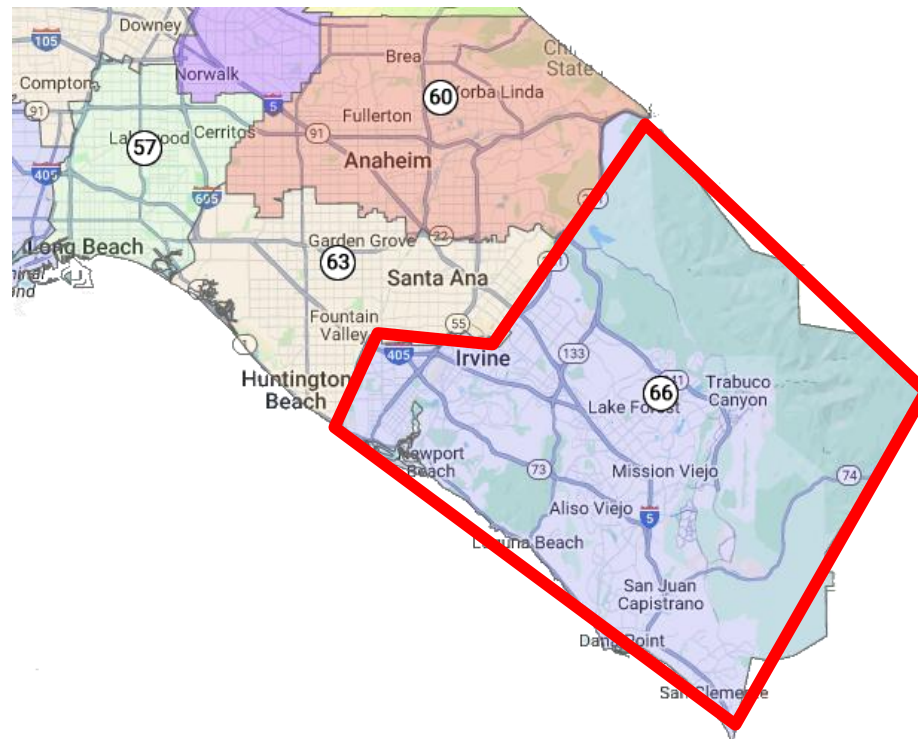
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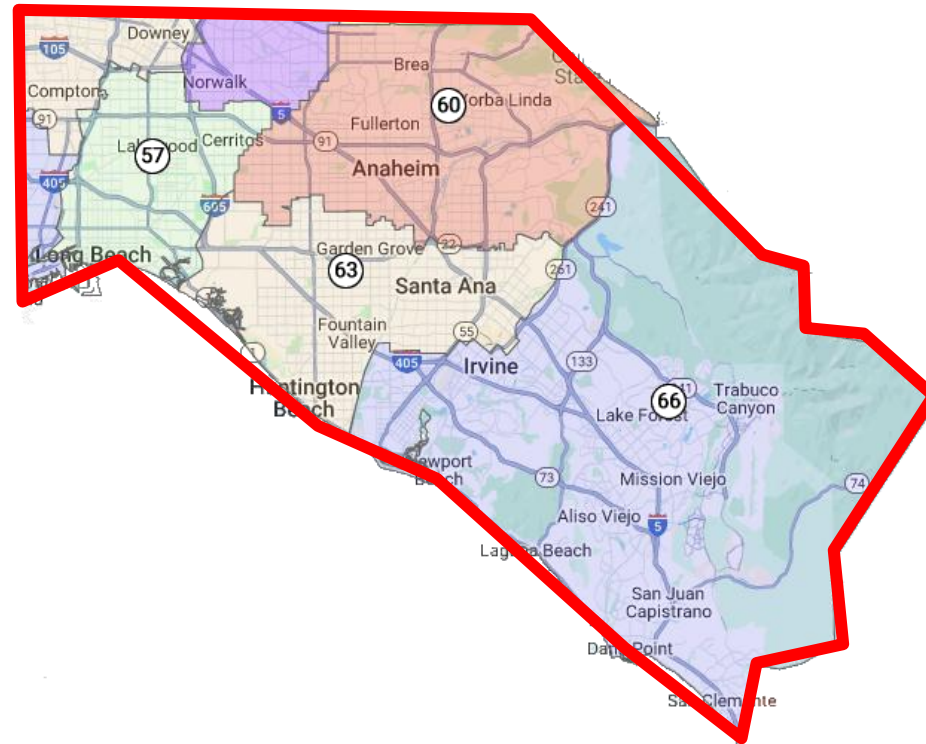
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### District 64, Spanish Overlay



## What is an ISR?

**Information Service Representatives (ISR)** are Al-Anon members with at least one year in the program.

**ISRs** are an important link in providing information and service information to Al-Anon members throughout Orange County!

Each meeting elects an **ISR** and it is suggested an Alternate ISR (**A-ISR**) to represent them at Intergroup meetings.

## What is an ISR?

At meetings, **ISRs have a voice and vote** on Intergroup activities and carry the message between the meeting you represent and the OC Intergroup.

*Al-Anon members who are also members of another program such as Alcoholics Anonymous **MAY NOT** serve as an ISR or as a member of the Service Board.*

*This help us to keep the focus on **Al-Anon**.*

*(see the Al-Anon Service Manual for more information).*

## How to register as a new ISR

HOW DO YOU KNOW  
IF YOU HAVE BEEN  
AFFECTED BY SOMEONE'S  
PROBLEM DRINKING?

[more](#)



Is Al-Anon For You? Meeting Directory Alateen Calendar of Events Español Literature Just for Professionals 12 Steps & Traditions **Intergroup Procedures** Being of Service Contact Us

**ISRs** will need to register with Southern California World Service whenever there is a rotation of leadership within a group.

This can be done by selecting the intergroup tab or go to: <https://www.ocalanon.org/intergroup/>

# How to register as a new ISR

Scroll to the middle of the page and select the **Registration/Change Group Information** button:

## INTERGROUP PROCEDURES

Our Al-Anon Information Service / Intergroup is a local service established and maintained by several Districts (57, 60, 63, and 66) in the Orange County and Greater Long Beach Area. See the current Al-Anon/Alateen Service Manual for the specific functions performed by Intergroup.

If you are registering as a NEW Information Service Representative (ISR), or Alternate ISR, you **MUST** register no less than 7 days prior to the upcoming Intergroup Meeting in order to have a voice and vote.

### Meeting Schedule

All Orange County Intergroup and Service Board meetings are held [via Zoom](#) (unless otherwise notified):

Meeting via Zoom  
Meeting ID: 890 1915 6449  
Passcode: 045708

Intergroup meetings begin at 7:30 pm and usually end before 9:00 pm. First-time Information Service Representatives (ISR) are encouraged to attend an orientation session that begins 30 minutes prior to each meeting (7:00 pm). The new ISR orientation presentation is available for [download here](#).

A Spanish Interpreter can be provided at all Intergroup meetings.

### Intergroup meetings for 2024 are:

February 21, April 17, June 19, August 21, October 16 and December 4

### Service Board meetings for 2024 are:

January 17, March 20, May 15, July 17, September 18 and November 20

### Register/Group Change Forms

Whenever there is a rotation of leadership within a group, for making group changes, or for registering a new group, the group (usually through the Group Representative, Current Mailing Address, ISR, or Group Secretary) must inform Southern California World Service (SCWS). Do that by clicking on the button below to complete the Al-Anon Group Change/New Group Registration form, which includes Group Service Position and Phone Contact changes. This will inform the Area Group Records Coordinator (AGRC) for SCWS to update the World Service Office (WSO) Al-Anon meeting database, as appropriate.

PLEASE NOTE: The Information Service Representative (ISR)/Alternate ISR information is NOT maintained by the WSO or SCWS. The Orange County and Greater Long Beach Al-Anon Information Service (OC and Greater LB AIS) will be informed of these service position changes and will update and maintain this information for Intergroup. The Group Secretary information is also only maintained by the AIS office.

[Register / Change Group Information](#)

## How to register as a new ISR

That link will take you to S.C.W.S:

<https://www.scws-al-anon.org/group-records/al-anon-group-change-form/>

### AL-ANON GROUP RECORDS

#### WHERE DOES YOUR GROUP INFORMATION GO?

These forms are only used for Al-Anon meetings.

To register or submit updates for an **Alateen** meeting, you must complete the Alateen Registration/Group Records Change Form (GR-3) found [here](#).

If you are registering as a new Group Representative, you must register:

- **by the first Saturday of May** in order to vote at the May Assembly.
- **by the first Saturday of November** in order to vote at the November Assembly.

The Area Assemblies are held on the third Saturdays of May and November.

Use the buttons below to:

- Update meeting information and group service positions for an existing Al-Anon group
- Register a NEW Al-Anon group

AL-ANON GROUP CHANGE

NEW AL-ANON GROUP REGISTRATION

Click to Continue

# How to register as a new ISR

This is the form to

Register

as an **ISR**:

(Complete sections 1 – 5, and 9)

**AL-ANON GROUP CHANGE FORM**

\* required field

Submitted by (Should we have any questions)

Name \* Phone Number \* Email Address \*

---

**1. Group Identification** (Posting/registered information only; Mark changes under #2)

WSO ID Number \* District (and City) Where Group is Registered \*

If you don't know the WSO ID number, [click here](#). If you don't know the District number, [click here](#).

Group Name \*

If you don't know the Group Name, [click here](#).

Day \* Time (Pacific Time Zone) \* AM/PM \*

—Please choose an option—

**2. Status \***

Change to Existing Group  
 Group Inactive (Disbanded)

**3. Change Effective Date**

**4. Group is Registered As Meeting \***

Physical (In Person)  
 Physical (In Person with Electronic Access - Hybrid)  
 Physical (Temporary Electronic)  
 Electronic (California South)

If your group's method of meeting is changing, explain the change in the #10 Comments / Questions section. Examples include changing a group from a Physical (Temporary Electronic) to an Electronic or adding/removing Electronic Access for a Physical (Hybrid) Group.

**5. Changes \*** (Check all that apply)

Current Mailing Address (CMA)  
 Day and/or Time  
 Electronic Access  
 Group Attendees / Participants  
 Group Email  
 Group Language  
 Group Name  
 Group Phone Contact(s)  
 **Group Service Positions**  
 Physical Meeting Location  
 Other (Explain in Comments)

**6. Group/Registration Overview**

**7. Meeting Details**

**8. Current Mailing Address (CMA)**

**9. Group Service Positions**

**10. Comments / Questions**



# How to register as a new ISR

Click on  
**Service Positions**  
and select the  
option for:

Information Service Representative (ISR) for Group

### 9. Group Service Positions

*The GR and AGR must reside in Southern California (see Service Position drop down list below). The ISR / AISR, Group Secretary and Group Treasurer information is maintained by AIS offices only. This information is not published.*

**Service Position**

Information Service Representative (ISR) for Group

**First Name**  **Last Name**

**Street/PO Box**

**City**  **State**  **Zip**

**Phone Number**  **Phone Type**  Home  Work  Cell **Email**

[ADD ANOTHER SERVICE POSITION](#)

## Attending Intergroup Meetings

ISRs **MUST** register at **least 7 days** before an upcoming Intergroup Meeting to have a voice and vote.

If registering **within 7 days**, ISRs will have a voice but no vote at Intergroup meetings.

*See the Orange County By-Laws for further details.*

### Zoom Info:

Meeting ID:  
890 1915 6449

Passcode:  
045708

Attending  
Intergroup  
Meetings

Zoom Info:

Meeting ID:  
890 1915 6449

Passcode:  
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**When you join the meeting, change your screen name using the following format:**

ISRs only:

***ISR-Name, Meeting Location, Day & Time, District***

***Example: ISR-Mark, Artesia, Mon 7:00pm, D57***

Alternate ISR if voting in place of the ISR:

***ALT-V-Name, Meeting Location, Day & Time, District***

***Example: ALT-V-Mark, Artesia, Mon 7:00pm, D57***

Guest and non-voting Alt-ISRs

***Guest-Name Guest-Mark***

Board members only:

***Board –Name Position Board-Mark, Chair-Elect***

Participating in  
Intergroup  
Meetings

# **VO VOTE**

# **PER MEETING**

Zoom Info:

Meeting ID:  
890 1915 6449

Passcode:  
045708

*either the ISR or the Alt-ISR, not both.*

*Guests have no Voice or Vote*

*Board Members have Voice but no Vote*

Thank you for  
Attending ISR  
Orientation!

Thank you for being of Service!

Questions?