

## NECS Group Information Change Form

Use this form for reporting new information for your group, such as new Address, Central Service Representative (CSR), Alternate CSR, or Treasurer. Also use this form to add new meetings or change/delete an existing meeting.

Group Name	Date	
Group Name	Group City	District (if known)

Person Submitting this form (in case we have questions)	
Name:	
Email:	Phone:

Location Change (complete only if applicable)
New Street Address:
City, State, Zip
Location info (name of church/building, specific entrance, directions to meeting room, etc.)

Group Contact Information (complete only if applicable)		
Central Service Rep (CSR)	CSR Email	CSR Phone
GSR/Alt CSR	GSR/Alt CSR Email	GSR/Alt CSR Phone
Treasurer	Treasurer Email	Treasurer Phone
Treasurer Address (If your group has a charge account & you want to receive mailed statements, otherwise we will email your statements):		

## Add/Change/Delete Meetings/Group Closing

Add **new** meeting(s) or **format change** to existing meeting: Indicate time, open/closed, smoking/non, and meeting format (see below)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

1. O=open or C=closed

2. SM=smoking or NS=non-smoking

3. BB=Big Book, SS=step study, 12&12=step/tradition study, Di=discussion, AB=As Bill Sees It, DR=Daily Reflections, BG=beginners, CT=Came to Believe, LS=living sober, CL=candlelight, LGBTQ, Lit=literature, A=secular, SP=speaker, 11=11<sup>th</sup> step/meditation

4. H=handicap accessible

5. W=women's meeting, M=men's meeting, S=Spanish speaking

Notes on meeting schedule: \_\_\_\_\_

**Delete** an existing meeting/meetings: Indicate day & time for all meetings you wish to remove

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### Group Closing?

If your group is disbanding or needs to be listed as temporarily inactive, please check the appropriate box below:

Group is closing permanently

Group is temporarily inactive until the following date: \_\_\_\_\_

Group is temporarily inactive until further notice