
Group Service Representative Report for Month of _____

GROUP NAME: _____ GSR NAME: _____

GROUP REPORTS

Example: Recovery Zone – Thursday night: Meeting blacked out 27 Nov for Thanksgiving

Better than Before – Tuesday night Malibu meeting could use support

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ADMIN REPORTS

Example: JAC will meet on Tuesday the 11th in Canoga Park. Anyone is welcome to attend, or send your ideas to the ASC chair.

Also, if anyone would like to receive ASC minutes, email the ASC secretary to be added to the contact list.

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SUBCOMMITTEE REPORTS

Example: Activities subcommittee is planning a dance for next month. Come to their meeting to get involved.

The phoneline coordinator will hold a training at noon before the next ASC. Show up to learn how to take calls.

Activities: subcommittee meeting: date _____ time _____ location _____

items to report/discuss:

H&I: subcommittee meeting: date _____ time _____ location _____

items to report/discuss:

Literature:
items to report/discuss:

PI/Phonelines: subcommittee meeting: date _____ time _____ location _____

items to report/discuss:

Website Coordinator:
items to report/discuss:

BUSINESS SESSIONS

Example: Last month's motion to create new alternate secretary position passed. A motion was made to approve new alternate secretary guidelines – will be voted on next month. We will discuss at next group business meeting.

New/Old Business motions that passed/failed:

Motions to vote on for next ASC:

TREASURER'S REPORT

Previous Balance: _____ Income _____ Expenses: _____ New Balance: _____

Above/Below Reserve: _____ Contributions this month: NAWS _____ So-Cal _____

dates to remember:

Next group business meeting: _____ Next ASC: _____
