

**NORTHERN VIRGINIA INTERGROUP  
WHERE & WHEN GROUP UPDATE FORM**

\*Please return only if Group information has changed or present listing is not correct.  
**PLEASE BE AWARE: YOU MUST ALSO NOTIFY VAC WEBSITE AND GSO!**

NAME OF GROUP: \_\_\_\_\_

NAME OF THE LOCATION OF MEETING: \_\_\_\_\_

ADDRESS OF MEETING: \_\_\_\_\_

**ZIP**

DATE MEETING STARTED: \_\_\_\_\_ GSO # \_\_\_\_\_

TYPE OF MEETING: \_\_\_\_\_

MEETING DAY \_\_\_\_\_ TIME \_\_\_\_\_

**HANDICAPPED ACCESSIBLE –H–** The meetings designated as handicapped accessible are meetings which have confirmed that their location meets the following criteria:

- 1- Designated handicapped parking either flush with ground or with curb ramps
- 2- Unimpeded path of travel from vehicle to door of meeting
- 3 – Door width at least 32” wide
- 4 – Elevator (if meeting held up/down stairs)
- 5 – Barrier free meeting space
- 6 – Restroom with wheelchair accessible door & handrails

MEETS HANDICAP ACCESIBLE CRITERIA      Circle: YES or NO

SMOKING?    Circle: YES OR NO

**INTERGROUP REPRESENTATIVE OR CONTACT (MUST BE PROVIDED)**

NAME: \_\_\_\_\_

ADDRESS or Group PO Box \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE # HOME: \_\_\_\_\_ Cell: \_\_\_\_\_

EMAIL \_\_\_\_\_

PLEASE RETURN TO NVI -10400 Eaton Place Suite 140 Fairfax VA 22030 OR

EMAIL: [info@nvintergroup.org](mailto:info@nvintergroup.org).

**ALL CHANGES MUST BE IN WRITING and MUST INCLUDE AN IGR OR CONTACT PERSON. THANK YOU!**