



2017 Re/Certification Process

To: Area Leaders
From: RI Headquarters
Date: 2/15/2017
Re: Forms

Dear Area Leader,

It is time, once again, for our annual Certification Process. This is your opportunity to update Headquarters with current information on all meetings and leaders in your area. This process is also an essential part of our annual audit and it ensures that all meetings and leaders are covered under the umbrella of RI insurance and policies. Most importantly, this is the time to re-familiarize yourself with our Leaders' Code of Ethics and reaffirm your commitment to being Recovery International leaders. All leaders must read and submit the Leaders' Code of Ethic form each year.

This year, we have included an additional report to give you an idea of which meetings are currently in our database and which of your leaders need to renew their memberships. This report will help you determine which leaders should submit which forms to you. For example, if you see a meeting on the report that you believe is no longer active, please have the group leader complete a termination form. If you see that a group leader or area team member has an expired or missing membership date, please have them renew or obtain a membership prior to submitting the certification form. Please note that we cannot approve meetings without an updated membership from the group leader and assistant leader. **Please ensure that all group leaders, assistant group leaders, and members of your area team along with you hold a current RI membership.** Please make copies of the forms and distribute them to the group leaders or ask them to print the forms from website on the Leaders Page. All updated forms are now on our website for use.



This year, we have also introduced the new Meeting Changes/Updates Request form that you can use throughout the year to request changes to existing meetings. All changes on this form have to be approved by the Area Leader prior to submission to headquarters. This form cannot be submitted in place of a termination form or certification form. **A proper certification form is required for all new and existing meetings each year.**

Once you have received all the forms back from your group leaders, **please approve and mail or scan & email all the items together to Headquarters on or before Friday, March 31st 2017.** For email submissions, use the subject line 'Certification Paperwork' and your area number.

Please encourage group leaders to complete the forms and return them to you as quickly as possible; you may want to set your own area deadline for group leaders. Please send your completed packets back sooner if possible. If all forms are ready, you do not need to wait for the deadline to submit your packet to HQ. Please ensure that your packets meet the deadline and that all paperwork for your area is submitted together.

Once we receive your packet, we will update our website and our database. Areas will be updated on a first come, first serve basis. We will inform you when your area is completed. **Headquarters hopes to have the website and database update completed by April 30th 2017.** If you need help with the forms or have follow up questions, please contact Hiran Bhatt at (312) 962-5989 or hiran@recoveryinternational.org. We appreciate your hard work and commitment to RI! Endorse for all you do for us.