

SCWS ALATEEN EVENT PLAN FINAL FORM

This form is required if you are planning an event involving Alateen members. An Alateen Event is defined as any Alateen activity other than a registered meeting.

NOTE: All Alateen meetings are closed (available to Alateens and AMIAs only). An annual or bi-annual open Alateen meeting is considered an Alateen Event.

Complete this form in its entirety and submit it to the Area Alateen Sponsor Coordinator (jida.alateen4events@yahoo.com) for approval at least 30 days before the event date (60 days before an overnight event).

EVENT INFORMATION

1. Name of Event

2. Type of Event (check ONE box)

- AA/Al-Anon Convention with Alateen Participation
- Fundraiser for AA/Al-Anon Convention with Alateen Participation Alateen Conference (SCAC)
- Fundraiser for Alateen Conference (SCAC) Registered Alateen meeting open to the public
- Other (describe) _____
- District sponsoring the "Other" event _____

3. Location of Event

Facility name

Facility address
(street, city, zip)

4. Day, Date & Time of the Event

(If this is a multi-day event, complete a separate Event Plan Form for EACH day)

Event STARTS				
	Day	Month/Date/Year	Time	AM/PM
Event ENDS				
	Day	Month/Date/Year	Time	AM/PM

FIRST AID AND MEDICAL EMERGENCIES

1. Who is responsible for bringing the First Aid Kit items?

2. Who will be responsible for rendering basic first aid to the Alateen members?

3. Which Sponsor(s) will have on hand the completed Permission/Medical forms to give to emergency personnel, if a medical emergency arises?

4. Who will be responsible for contacting the parent/guardian to inform them of the medical emergency?

5. If medical personnel transport an Alateen off-site, which Event Sponsor follow the medical transport and remain with the Alateen in the medical facility until a parent/guardian arrives?

6. Who will assume the duties/responsibilities of the Sponsor who went off-site to remain with the Alateen during the medical emergency?

7. What is the name and address of the Emergency Room closest to the facility?

8. Who will be responsible for writing the medical emergency incident report? NOTE: The incident report should be provided to the Convention Chair or other individual responsible for the liability of the event.

BEHAVIORAL AND SAFETY COMPLIANCE

1. Who will read the Area Alateen Safety & Behavioral Requirements (pg 7) and Event-specific Behavioral Requirements, if any?

2. When will the Area Alateen Safety & Behavioral Requirements (pg 7) and Event-specific Behavioral Requirements, if any, be read to the Alateens?

3. Where will printed copy(s) of the Area Alateen Safety & Behavioral Requirements (pg 7) and Event-specific Behavioral Requirements, if any be posted?

4. Who will be responsible for separating the non-compliant minor Alateen from the group, contacting their parent/guardian, and remaining with the Alateen until the parent/guardian arrives to remove them from the facility property?

5. Who will be responsible for escorting the non-compliant adult Alateen member off the facility property and confiscating their event badge?

OVERNIGHT EVENTS

Currently, Alateen overnight events are suspended by the Area

This page will be created when the suspension is lifted

SIGNATURE PAGE

Attach Event Flyer (with Sponsor contact info and NO Alateen names or contact info)
or

Provide Convention website _____
and
Convention Chairperson's email _____

Submitted by:

Signature: Alateen Event Chair Date Print Name: Alateen Event Chair

Alateen Event Sponsors Approval of Event Plan:

All Event Sponsors must review and approve this Event Plan prior to submitting to the Area Alateen Sponsor Coordinator.

I am currently certified as an AMIAS (Al-Anon Member Involved in Alateen Service) in Southern California and I agree to abide by and carry out all provisions of this Event Plan.

As a Sponsor for this Alateen Event, I agree to:

- (1) collect Permission/Medical forms from each Alateen attending this event;
- (2) only allow Alateens with the appropriate Permission/Medical form to participate in this event;
- (3) maintain a sign-in/sign out log with parent/guardian signatures to keep track of all Alateens that leave during the event;
- (4) follow the agenda as stated in this Event Plan;
- (5) Ensure that every Alateen is supervised by an AMIAS Event Sponsor or AMIAS Chaperone at all times.

Signature: AMIAS Event Sponsor #1 Date Print Name: AMIAS Event Sponsor #1

Signature: AMIAS Event Sponsor #2 Date Print Name: AMIAS Event Sponsor #2

Signature: AMIAS Event Sponsor #3 Date Print Name: AMIAS Event Sponsor #3

Signature: AMIAS Event Sponsor #4 Date Print Name: AMIAS Event Sponsor #4

**Email this SCWS ALATEEN EVENT PLAN FINAL FORM to
jida.alateen4events@yahoo.com for approval.
If this form is not submitted 30 days before the event date,
the event will be canceled.**