

Remember – Alateen is part of Al-Anon

Southern California World Service of AFG, Inc. (SCWS)

Contact Information for Alateen Meeting Facility

Keep this form in the meeting binder. Update every 6 months and/or whenever any meeting info changes.

1. The Purpose of this form is to facilitate communication between the Alateen Meeting and the facility in which it meets.
2. The Group Sponsors are responsible for the safety of all Alateens before, during and after the meeting and are responsible for ensuring that all Southern California Area Alateen Safety and Behavior Requirements are met.
3. Alateens must be supervised by adult Alateen Group Sponsor(s) at all times while on facility property.

SPECIAL NOTE: Anonymity is the spiritual foundation of our Al-Anon/Alateen program. The names, phone numbers and emails shown here are provided to serve the Alateen group and the meeting facility when assistance is needed in resolving group questions or concerns. This information is not to be used for personal contact between Alateens and Alateen Group Sponsors.

Meeting Name		District #	WSO ID #
Group Sponsor Name		Phone	Email
Group Sponsor Name		Phone	Email
Facility Name	Address		Phone
Contact Person		Phone	Email

To the Facility Representative: questions or concerns about this Alateen Group Meeting may be addressed with:

District Alateen Liaison (DAL) Name	Phone	Email
District Representative (DR) Name	Phone	Email

If your questions and/or concerns about this Alateen meeting are not adequately addressed by the Alateen Group Sponsors, DAL or DR listed above, you may email the Southern California World Service, Inc. (SCWS) at alateen-amiasconcerns@scws-al-anon.org. You should receive a response from a member of the Board within 10 days.

If your questions and/or concerns are not adequately addressed by SCWS within the stated time frame, you may contact the Al-Anon Family Group (AFG) headquarters by calling (757) 563-1600; by emailing wso@al-anon.org (Subject Line: Alateen); or by writing to: AFG, 1600 Corporate Landing Parkway, Virginia Beach, Virginia 23454, ATTN: Alateen.

The Group Sponsor will:

- provide the designated representative of the meeting facility a completed copy of this form.
- Attach a copy of the Alateen Meeting behavior requirements.
- Attach any facility agreement which may include additional requirements that must be followed by all attendees.
- Provide the facility and DR or DAL with the most recently updated copy of this form whenever a change is made.

The DR or DAL will:

- Contact the appropriate representative of the meeting facility to ensure that they have received a completed copy of this form.
- Help them understand how to cooperate with our Traditions of anonymity and confidentiality.

Last updated: _____

Revised: 8 January 2020