SOUTHERN CALIFORNIA WORLD SERVICE, INC. AL-ANON FAMILY GROUPS, INC.

Area Safety and Behavioral Requirements for Alateen Groups, Alateen Sponsors, and Al-Anon Members Involved in Alateen Service (AMIAS)

APPLICATION PACKET FOR AL-ANON MEMBERS
INVOLVED IN ALATEEN SERVICE

POLICIES, APPLICATION PROCESS AND FORMS

Table of Contents

Introduction	Page 2
Area Requirements for Eligibility for Becoming an Al-Anon Member Involved in Alateen	
Service (AMIAS)	Page 2
Area Certification Process	Page 4
Area Re-certification Process	Page 6
Al-Anon Members Involved in Alateen Service – Area Requirements and Responsibilities	Page 8
District Responsibilities	Page 10
Area Requirements for Alateen Meetings and Events	Page 12
Area Complaint Process	Page 15
Area Submission Documents	Page 16

INTRODUCTION

Each Al-Anon Area in the World Service Conference Structure has Area Alateen Safety and Behavioral Requirements in place which meet or exceed the minimum requirements set by the 2003 Alateen Motion from the Board of Trustees (available from the WSO). The Area's Requirements include minimum requirements for Al-Anon Members Involved In Alateen Service (AMIAS), Alateen meetings, and Alateen participation in conferences, conventions, and other events. In order to use the Alateen name, the Area, all Al-Anon Members Involved in Alateen Service, all Alateen members, and all meetings and events with Alateen participation must be in compliance with the Area's Alateen Safety and Behavioral Requirements. Each Area's Alateen process details the steps that must be taken to meet its requirements." *Al-Anon/Alateen Service Manual 2010-2013*, page 83.

AREA REQUIREMENTS FOR ELIGIBILITY FOR BECOMING AN AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE (AMIAS)

Every Al-Anon member involved with any Alateen service must meet the following Area requirements.

- 1. Be an Al-Anon member attending regular Al-Anon meetings, at least one meeting a week. Attending an Alateen meeting does not fulfill this requirement.
- 2. Be at least 25 years of age.
- 3. Have at least two years in Al-Anon in addition to any time spent in Alateen (or in A.A.).
- 4. Have not been convicted of a felony, or have been charged with child abuse or other inappropriate sexual behavior, and have not demonstrated emotional problems which could result in harm to Alateen members.
- 5. Know how to contact the DR (District Representative), SCWS (Southern California World Service) Area Alateen Sponsor Coordinator, SCWS AAPP (Area Alateen Process Person) and the SCWS Officers. Website: www.scws-al-anon.org
- 6. Have a working knowledge of the Alateen Policy as written in the current *Al-Anon/Alateen Service Manual* and the current "SCWS Area Safety and Behavioral Requirements for Alateen Groups, Alateen Sponsors, and Al-Anon Member Involved in Alateen Service (AMIAS)".
- 7. Attend at least one SCWS Alateen Sponsor Workshop.
- 8. Complete and pass a background check.
- 9. Each AMIAS agrees to resign **immediately** if three or more of the SCWS committee members, one of which must be the SCWS Area Alateen Sponsor Coordinator or member of the SCWS Executive Board, are in agreement that there is a controversy that interferes with the adult's objective of serving Alateen members.



AREA CERTIFICATION PROCESS

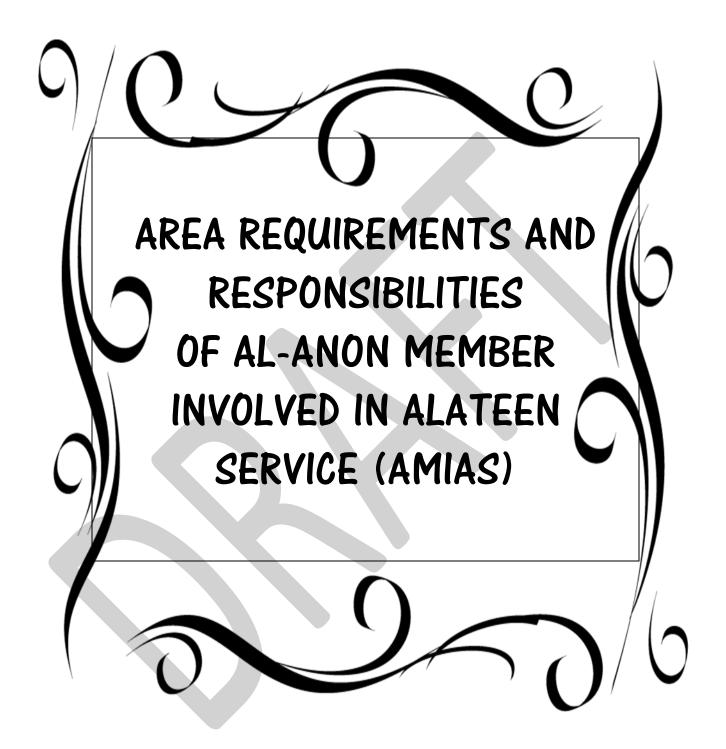
- 1. An Al-Anon member wishing to become an Al-Anon Member Involved in Alateen Service (AMIAS) must first contact his/her local District Representative (DR) and communicate their desire to be of service. The DR will provide the member with the required paperwork and go over the steps of the certification process with that member. This includes attending a district meeting.
- 2. A prospective AMIAS must be familiar with Al-Anon Family Groups (AFG) Guideline G-34 "Alateen Safety Guidelines", the Alateen Policy as written in the current *Al-Anon/Alateen Service Manual* and the current Southern California World Service (SCWS) Safety and Behavioral Requirements.
- 3. A prospective AMIAS is required to read, agree to, and sign;
 - Agreement and Signature Page Form One
 - Authorization To Release Information for Background Check Form Two
 - Al-Anon Members Involved in Alateen Service Form Three
 - A. In addition to the above documentation, the applicant must provide one Al-Anon personal reference known to both the DR and applicant. This reference cannot be related to the applicant. The reference should attest to prospective AMIAS' participation in the Al-Anon program, service experience and stability.
- 4. SCWS requires background check on current or prospective AMIASs. SCWS reserves the right to investigate sex offender registries, child abuse and criminal history records. Consistent with these practices, a prospective AMIAS is required to sign an authorization and release form (Form Two). A prospective AMIAS agrees to hold SCWS harmless from any liability from such reviews.
- 5. The signed forms and other required documentation must be submitted to the local District Representative or District Alateen Liaison for final signature.
- 6. An AMIAS will not be certified until he/she receives notification of approval from the SCWS AAPP (Area Alateen Process Person).
- 7. The AMIAS is to be certified in the district in which they reside, attend Al-Anon meetings or will be sponsoring an Alateen meeting.



AREA RE-CERTIFICATION PROCESS

- 1. The re-certification process for every Al-Anon Member Involved in Alateen Service (AMIAS) will occur annually in July. Each AMIAS must complete a new AMIAS form (Form Three) and return it to the Southern California World Service (SCWS) Area Alateen Process Person (AAPP) at an SCWS sponsored workshop by June of the current year. Any current AMIAS not in compliance with this requirement will automatically lose their status as an active AMIAS and will have to reapply.
- 2. Alateen meetings whose sponsor is not in compliance with this process will lose their registered status and must disband.





AREA REQUIREMENTS AND RESPONSIBILITIES FOR AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS)

The Al-Anon Member Involved in Alateen Service (AMIAS) requirements and responsibilities include, but are not limited to the following:

- 1. Attend at least one Southern California World Service (SCWS) Alateen Sponsor Workshop annually.
- 2. Re-certify annually.
- 3. Report any change of personal information, i.e. name, address, phone number, e-mail address to the District Representative (DR).
- 4. The Alateen meeting sponsor is responsible for completing the "Alateen Registration/Group Records Change Form" (GR3) to update the group information with World Service Office (WSO), SCWS Area Alateen Process Person (AAPP), the local district (s) and any other local information centers as appropriate.
- 5. If an Alateen sponsor is absent from the Alateen meeting it is the responsibility of the Alateen sponsor to attempt to find another AMIAS to substitute.
- 6. Alateen sponsors will arrive early and remain until all the Alateens leave the meeting place or are in the company of a parent or guardian.
- 7. An Alateen sponsor is responsible for making sure the Alateens and the Alateen meetings are safe.
- 8. An Alateen sponsor is to respect and protect all Alateens' anonymity.
- 9. An Alateen sponsor is encouraged to attend Area Alateen functions. An Alateen sponsor should also encourage Alateen group members to attend these same events.
- 10. It is the responsibility of every Alateen Sponsor to inform their Alateen meeting or Alateen committee of how and whom to contact in case of questions and/or concerns.



DISTRICT RESPONSIBILITIES

- 1. It is the District Representative's (DR) responsibility to meet with the prospective Al-Anon Members Involved in Alateen Service (AMIAS) and to visit each Alateen meeting in his/her district at least once annually. It is suggested that each district have an Alateen Liaison to assist the DR with these responsibilities.
- 2. Inform the prospective AMIAS of the time and location of the district meetings so that the applicant can obtain the certification paperwork.
- 3. The DR or district Alateen liaison is responsible for the final signature on the certification documents stating the applicant is known to them. The Authorized Signature role validates that the Al-Anon Member Involved in Alateen Service (AMIAS) has met the Area requirements to the best of their knowledge. It is NOT verifying or taking responsibility for the behavior of the Al-Anon Member Involved in Alateen Service. The district is responsible for sending the completed AMIAS packet to the Southern California World Service (SCWS) Area Alateen Process Person (AAPP). Any incomplete packets received by the SCWS AAPP will be returned to the sender for completion.
- 4. It is the DR's responsibility to remain informed about Alateen meetings within their district.
- 5. The DR will keep the SCWS AAPP apprised of the contact information for the current authorized signatory for that district.
- 6. The DR will confirm the list of all Alateen meetings and AMIASs within their districts as provided by the SCWS AAPP.
- 7. Each DR will keep all information relating to the AMIAS confidential, except when disclosure is authorized by the Area's Alateen Safety and Behavioral Requirements.
- 8. Each DR is autonomous in choosing whom to certify.
- 9. Each district is required to host or partner an SCWS Alateen sponsors' workshop at least once during an SCWS panel.
- 10. The DR is responsible for notifying the Alateen meeting of any Alateen sponsor whose status is no longer active.



AREA REQUIREMENTS FOR ALATEEN MEETINGS AND EVENTS

PART I - Alateen Meetings

- 1. There must be at least one certified Alateen sponsor at every Alateen meeting. It is recommended that at a minimum two certified Alateen sponsors are at every Alateen meeting. Al-Anon members who are also members of Alcoholics Anonymous (A.A.) may serve as sponsors by virtue of their Al-Anon membership and must abide by the same certification process.
- 2. Overt or covert sexual interaction (whether consensual or not) between any adult and any Alateen member is prohibited before, during or after any Alateen activity. This behavior includes but is not limited to:
 - A. touching an Alateen member inappropriately;
 - B. dating an Alateen member;
 - C. holding or hugging an Alateen member in an inappropriate manner;
 - D. having any inappropriate communication in person, by phone or electronically.
- 3. Al-Anon members involved in Alateen service are prohibited from conduct contrary to applicable laws before, during and after any Alateen event.
- 4. Alateen sponsors or Alateen meetings that do not meet the Southern California World Service (SCWS) Area Alateen Safety and Behavior Requirements will be prohibited from using the Alateen name and will be removed from local meeting listings/directories and the World Service Office (WSO) will be notified.
- 5. When a regular sponsor is not available, another Al-Anon member who is certified through the SCWS Alateen process can serve as an Alateen group sponsor.
- 6. The following requirements apply to Alateen meeting:
 - A. Alcohol or illegal drug use by any participant is prohibited.
 - B. Weapons including but not limited to knives and firearms are prohibited.
 - C. Behavior that is harmful to the Alateens or others will be not tolerated.

Should any of the above situations occur it is the responsibility of the Alateen sponsor to remove the offending Alateen and/or Al-Anon or other adult from the meeting.

7. Each member of the Alateen meeting is responsible for his/her own behavior.

PART II - Alateen Events

- 1. There must be at least two certified Alateen sponsors at every Alateen event.
- 2. Overt or covert sexual interaction (whether consensual or not) between any adult and any Alateen member is prohibited before, during or after any Alateen activity. This behavior includes but is not limited to:
 - A. touching an Alateen member inappropriately;
 - B. dating an Alateen member;
 - C. holding or hugging an Alateen member in an inappropriate manner;
 - D. having any inappropriate communication in person, by phone or electronically.
- 3. Signed parental permission and medical care consent forms are compulsory where applicable. In general, transportation to/from or attendance at any Alateen event, convention or conference is considered applicable instances.
- 4. SCWS requirements are in effect at any event, convention or conference with Alateen participation.
- 5. Any Alateens asked to participate at any program related event, including being a guest at an Alcoholics Anonymous (A.A.) function, must be accompanied by an Al-Anon Member Involved in Alateen Service (AMIAS) and/or parent or guardian.
- 6. The following requirements apply to Alateen events:
 - A. Alcohol or illegal drug use by any participant is prohibited
 - B. Weapons including but not limited to knives and firearms are prohibited.
 - C. Behavior that is harmful to the Alateens or others will not be tolerated.

Should any of the above situations occur it is the responsibility of the Alateen Sponsor to remove the offending Alateen and/or Al-Anon or other adult from the situation.

7. Prior to any program-related event involving Alateen participation, the responsible committee must submit in writing a detailed plan of how the Alateen participation will be conducted and how this plan will keep the Alateens safe, including the names of the current year's Alateen Committee Sponsors. This must be submitted to the SCWS Area Chairman.



COMPLAINTS AND COMPLIANCE

Al-Anon Members Involved in Alateen Service (AMIAS) and all Alateen members must adhere to the Southern California World Service (SCWS) Area Safety and Behavioral Requirements. The SCWS Board of Executive Officers has the responsibility to decertify any AMIAS who has displayed inappropriate behavior or no longer meets the sponsor qualifications. The SCWS Executive Board will notify the World Service Office (WSO) that those members are prohibited from participating in Alateen service.

The WSO will register only those Alateen groups whose registration it receives directly from the SCWS Area Alateen Process Person (AAPP). The WSO will inactivate the certification from its registration list any Alateen group that the Area determines does not comply with Area safety and behavioral requirements. This prohibits the group from using the Alateen name.

The SCWS Executive Board will take action to successfully resolve the complaint with minimal impact. If deemed appropriate the AMIAS will be asked to voluntarily resign. The SCWS Area Alateen Sponsor Coordinator will notify the appropriate districts involved. The SCWS will maintain the status of all persons ineligible for Alateen service.

A. Voluntary Resignation

1. An Alateen group sponsor may resign at any time by giving notice to the Alateen meeting and the District Representative (DR) where the person is an Alateen group sponsor.

B. Complaints received from Alateens & Others

- 1. It is the right of an Alateen member to contact any Al-Anon member with an incident to report. The Alateen's identify will be kept confidential.
- 2. All incidents reported by Alateens or an Al-Anon member must be detailed and not punitive.
- 3. A formal report is to be submitted to either the SCWS Area Alateen Sponsor Coordinator and/or any SCWS Executive Board member which include the Delegate, the Chairman, the Alternate Delegate, the Minutes Secretary, the Immediate Past Delegate and the Treasurer. If the complaint is made to an Executive Board member, the Executive Board member will inform the SCWS Area Alateen Sponsor Coordinator.
- 4. Once a formal complaint has been made, the SCWS Executive Board will contact the Alateen involved and attempt to come to resolution of the situation.
- 5. If the situation cannot be resolved, a meeting with the AMIAS concerned and the SCWS Executive Board will be held. Any details regarding the complaint which are disclosed to the AMIAS should be kept confidential.
- 6. If it is deemed that Alateen safety is at issue in a given situation, the AMIAS will be required to step down immediately from being of service to Alateen and cannot participate or attend any Alateen events in Southern California. This is accomplished by the SCWS Executive Board sending a formal notification to the AMIAS.



SOUTHERN CALIFORNIA WORLD SERVICE (SCWS)

Area Safety and Behavioral Requirements for Alateen Groups, Alateen Sponsors And Al-Anon Members Involved in Alateen Service

AGREEMENT AND SIGNATURE PAGE

INSTRUCTIONS: Initial each section and sign this form. The District Representative or District Alateen Liaison must sign the authorization as well. Return this form along with the "Al-Anon Member Involved in Alateen Service" form, the "Authorization for Background Checks" form and one Al-Anon personal reference known to both the District Representative (DR) and the applicant. All references and signatures cannot be related to applicant.

I meet the Area requirements for certification as listed here:
I am an Al-Anon member attending regular Al-Anon meetings, at least one meeting a week. Attending an Alateen meeting does not fulfill this requirement.
I am at least 25 years of age.
I have at least two years in Al-Anon in addition to any time spent in Alateen (or in AA).
I have not have been convicted of a felony, nor have been charged with child abuse or other inappropriate sexual behavior, and I have not demonstrated emotional problems which could result in harm to Alateen members.
I know how to contact the District Representative, SCWS Area Alateen Sponsor Coordinator, Area Alateen Process Person (AAPP) and the SCWS Officers.
I have a working knowledge of the Alateen Policy as written in the current <i>Al-Anon/Alateen Service Manual</i> and the current SCWS Safety and Behavioral Requirements.
I have attended at least one SCWS Alateen Sponsor Workshop
DATE AND LOCATION OF WORKSHOP
I have read, understand and agree to comply with the SOUTHERN CALIFORNIA WORLD SERVICE (SCWS) Minimum Safety and Behavioral Requirements for Alateen Groups, Alateen Sponsors and Al-Anon Members Involved in Alateen Service.
SIGNATURE OF AMIAS PRINTED NAME DATE
NAME OF MEMBER'S AL-ANON HOME MEETING (City, District and WSO ID Number)
"This person is known to me and, to the best of my knowledge, these statements are true."
Signature and position of authorized district person District # Date

Area Safety and Behavioral Requirements for Alateen Groups, Alateen Sponsors And Al-Anon Members Involved in Alateen Service

AUTHORIZATION TO RELEASE INFORMATION FOR BACKGROUND CHECKS

I hereby request Southern California World Service (SCWS) of AFG, Inc. to search for any information which pertains to any record of convictions or any criminal file maintained on me whether local, state or national. I hereby release and hold harmless SCWS from any and all liability resulting from such disclosure.

PRINT FULL NAME:		
CURRENT ADDRESS:		
CITY, STATE & ZIP:		
PHONE NUMBER:		
EMAIL ADDRESS:		
MAIDEN NAME: (If Applicable)		
PRINT ANY AND ALL AL	JASES:	
DATE OF BIRTH:	PLACE OF BIRTH:	
LIST ALL CITIES OF RES	SIDENCE FOR THE LAST FIVE (5) YEARS:	
SOCIAL SECURITY NUM (Optional)	IBER:	
SIGNATURE		DATE

Al-Anon Member Involved In Alateen Service

(Please Print)	
First & Last Name:	
Street Address:	
City, State/Province:	
Zip/Postal Code	
Phone:	
e-mail:	
District	
Signate	ure Date edge, the above Al-Anon member meets the area's safety
and behavioral requirem	ents.
Authorized Area Please Print Name	
Please Print Name Each area must certify t	to the WSO annually that each Al-Anon member involved et the area's safety and behavioral requirements and ha
Please Print Name Each area must certify to Alateen service has me	to the WSO annually that each Al-Anon member involved et the area's safety and behavioral requirements and ha