

**Al-Anon and Alateen Family Groups of the Southern California Area**  
Area Alateen Event Plan  
**Two-Phase Approval Process**

This two-phase Alateen Event Plan protocol is intended to establish a more responsive and effective process for planning Alateen events in Southern California.

**1. Phase One - Provisional Approval**

- A. During the first, Provisional Phase, the Alateen sponsor(s) or committees will outline details of the Event Plan but might not have the specific names and contact information for the AMIAS personnel who will be filling each position. This first plan *must* include the names and contact information of the Alateen Sponsor and/or co-Sponsors who are responsible for the plan.
- B. The Provisional Phase form may be completed as soon as there is an event with the appropriate event leadership including all pertinent contact information, a location, and a date of the event. In the case of Annual or repeating events, we recommend completing this process as soon as possible after the current event is over and planning for the subsequent year begins.

**Without this provisional approval,  
the event may not advertise that it will include Alateen participation!**

- C. **Upon Area approval** of this Provisional Phase, the pertinent planning committee, District or other event planner **will be given permission** to create flyers and publicize the event;
- D. **the phrase “Pending Final Approval” must be included in any announcements or flyers**, so that everyone will know that there is a second phase of the plan that *must be submitted* no later than 30 days prior to the event in order for Alateens to participate. That date will be noted on the Provisional Form at the time it is approved.  
**Example: “with Al-Anon and Alateen Participation, Pending Final Approval”**

**2. Phase Two - Final Approval**

- A. The Final Event Plan will include specific schedules and timelines along with the contact information for all AMIAS chaperones, and their roles and responsibilities.
- B. **The Final Event Plan must be submitted to the Area Alateen Event Coordinator no later than 30 days in advance of the Event. This date will be noted on the Provisional Form at the time it is approved.**  
**If the Final Event Plan is not submitted and approved,  
Alateen participation in the event will not be granted.**

Area Alateen Event Plan forms are available on the SCWS website:  
[http://www.scws-al-anon.org/alateen\\_sponsor.php](http://www.scws-al-anon.org/alateen_sponsor.php)

For more information contact:

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Area Alateen Sponsor Coordinator, Suzanne P., [alateensponsor@scws-al-anon.org](mailto:alateensponsor@scws-al-anon.org), (818) 357-0721