

## SCAC Procedures

### Introduction

This document has been prepared as a guide for the SCAC Planning Committee. The intention is to provide guidance and support in planning a safe, loving, and accepting conference. The purpose is for Alateen members to share their Experience, Strength and Hope with each other, and to learn, grow and have fun!

The SCAC Procedures are a guide, not a rulebook. It is hoped that it will be used by the planners of the first post-suspension event and the annual Alateen conferences going forward. It can be updated to address needed changes. References to the SCAC Bylaws cannot be changed by the SCAC Committee.

The SCAC Procedures attempts to answer the following questions:

What needs to be done?

Who needs to do it?

When does it need to be done?

But not how to do it. (Take what you like and leave the rest.)

A further intention is that this document will lead to an event that is aligned with the Principles of Al-Anon and Alateen through the Steps, Traditions and Concepts. It will adhere to the policies in the Al-Anon/Alateen Service Manual, the SCWS Area Alateen Safety and Behavior Requirements, and the guidelines issued by the World Service Office.

### Timeline

Please note that the Timeline will need to be updated and/or revised as the committee plans and schedules events and other changes. The committee may also decide to develop visual calendars if that would be helpful.

#### July (SCAC Startup)

Southern California Alateen Conference must be held no later than mid-July of the following year. (Per section 6.4 of the SCAC Bylaws)

- Alateen Chairperson will oversee the selection of Alateen committee members for the upcoming SCAC year. (Per sections 4.1 & 4.2 of the SCAC Bylaws)
- AMIAS Chairperson will oversee the selection of the AMIAS committee members for the upcoming SCAC year. (Per sections 4.3 of the SCAC Bylaws)
- Incoming Alateen Chairperson coordinates scheduling the August turnover meeting with the incoming AMIAS Chairperson as well as the previous Alateen Chairperson and AMIAS Chairperson.

- AMIAS Chairperson schedules annual financial audit for completion by the end of August
- Current and past SCAC AMIAS Treasurers update the permanent mailing address facility with the new AMIAS Treasurer's contact information.

### **August**

- Alateen Secretary creates a contact list of all members of the committee & the Board of Directors. (Maintain consistent communication to all members)
- AMIAS Chairperson schedules September BOD/Executive Committee meeting to occur prior to the SCAC Committee meeting and schedules remaining BOD meetings. (per SCAC Bylaws Section 6.4)
- The Alateen Chairperson schedules the Turnover Meeting including committee members from the current years and upcoming year's committees. Reports and materials are turned over, including the year-end financial report. The Turnover meeting must be held no later than August 31.
- The SCAC Committee meeting
  - Alateen Chairperson to read the SCAC Bylaws to the committee.
  - Layout calendar year of committee meetings, events/fundraisers immediately following the turnover meeting – should be at least six events beginning in October until the month before SCAC (include due dates for Provisional & Final Event Plans). Refer to the Events/Fundraising section of this document.
- The Alateen Secretary updates committee meetings, events, and the steps listed in the Events/Fundraiser section of this document into the timeline/calendar.
- SCWS Committee meets on the 3rd Saturday. The Alateen Chairperson presents a written report.
- The AMIAS Chairperson, AMIAS Chairperson Elect and AMIAS Treasurer update the authorized signers for the SCAC bank account.
- AMIAS Treasurer prepares, in conjunction with the SCAC Alateen Co-Treasurer, AMIAS Chairperson and Alateen Chairperson an Annual Budget, based on history.
- AMIAS Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.

### **September**

- The Executive Committee meets with Board of Directors to review and recommend a budget before the September committee meeting.
- Committee Meeting
  - SCAC Committee approves the SCAC budget.
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document.
- AMIAS Treasurer coordinates purchase of insurance for SCAC and events with the SCWS Treasurer.

- AMIAS Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.

### **October**

- Committee Meeting
  - Creates a process to develop a SCAC Logo and Slogan.
  - Consider serving lunch at the SCWS Assembly as a fundraising event next month.
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document.
- AMIAS Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.

### **November**

- Committee Meeting
  - Selects SCAC Logo and Slogan
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document.
- Plan program for the Round Robin
- Select Committee Members and AMIAS Security Chairperson complete & submit Provisional Event Plan for January Round Robin
- Committee and AMIAS Security Chairperson complete & submit the Provisional Event Plan for SCAC.
- Alateen Ways and Means Coordinator orders merchandise, including Committee Shirts for Round Robin.
- SCWS Assembly meets on the 3<sup>rd</sup> Saturday. The Alateen Chairperson presents a written report.
- AMIAS Chairperson confirms/schedules December Board of Directors Meeting.
- AMIAS Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.

### **December**

- Security Chairperson coordinates AMIAS Chaperones for the Round Robin Event
- Select Committee Members and AMIAS Security Chairperson complete & submit Final Event Plan for January Round Robin
- Committee Meeting
  - Start planning SCAC Program (Consider possible topics)
- Registration committee creates SCAC registration packets.
- Board of Directors must meet before December 31 to review budget reports and any contracts
- AMIAS Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.

### **January**

- AMIAS Chairperson provides Certificate of Liability to Event facility

- Event - Round Robin (Entire committee attends)
  - Release SCAC Logo and Slogan at Round Robin
  - Provides SCAC Registration packets
- Alateen Publicity Coordinators circulates Registration Forms throughout the Area
  - Post on SCAC Website
  - Electronically through various platforms
  - Circulate completed forms to appropriate committee members
    - Treasurer
    - Registration
    - Ways & Means
    - Etc.
- AMIAS Treasurer works with Registration Chairpersons to create a system for receiving registration packets from membership, processing payments, and forwarding the packets to Registration.
- Committee Meeting
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document.
- SCAC Facility Contract
  - Reviewed by AMIAS Chairperson, Chairperson Elect, Alateen Chairperson, Chairperson Elect, AMIAS Security Chairperson, AMIAS Treasurer.
  - AMIAS Chairperson to sign and submit.
- AMIAS Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.

## **February**

- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document.
- Committee Meeting
  - Continue planning SCAC Program (Begin scheduling Speakers, Leaders, & Readers, etc.)
- SCWS Committee meeting (3<sup>rd</sup> Sat.) – SCAC Report by Alateen Chairperson (written report needed)
- AMIAS Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.

## **March**

- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document
- Committee Meeting
- AMIAS Chairperson confirms/schedules April Board of Directors Meeting.
- Treasurer and Registration Chairs process Registration packets and payment.
- AMIAS Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.

## April

- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document
- Committee Meeting
- AMIAS Chairperson:
  - Invites potential candidates to submit applications for Alateen Chairperson Elect and AMIAS Chairperson Elect. Applications to be posted on the SCWS/SCAC Website.
  - Starts weekly check-ins with Alateen Chairperson
  - Provides Certificate of Liability to SCAC Event facility
- Applications for Alateen Chairperson Elect and AMIAS Chairperson Elect due and submitted to Screening Committee by May 1<sup>st</sup>.
- AMIAS Security Chairperson completes & submits Provisional Event Plan for Last Chance Picnic
- AMIAS Treasurer and Registration Chairpersons process registration packets and payment.
- AMIAS Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.
- Board of Directors must meet before April 30 to review budget reports and any contracts

## May

- Committee Meeting
- Finalize SCAC Program, including meeting topics, speakers, and leaders.
- AMIAS Treasurer and Registration Chairpersons process registration packets and payment.
- AMIAS Security Chairperson coordinates AMIAS Chaperones for Last Chance Picnic.
  - Final Event Plan due 30 days in advance of the Last Chance Picnic (AMIAS Security Chairperson)
- AMIAS Security Chairperson creates AMIAS Chaperone Schedule for SCAC from AMIAS registration list
  - AMIAS Security Chairperson coordinates Nurses for SCAC
  - Final Event Plan due 60 days in advance of SCAC
  - AMIAS Security Chairperson to hire security guards for SCAC (Friday and Sat night) if needed.
- Alateen Ways & Means Coordinator orders shirts, and ribbons for members, committee, and speakers.
- AMIAS Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.
- AMIAS Chairperson confirms & schedules June Board of Directors Meeting.
- SCWS Committee meeting (3<sup>rd</sup> Sat.) – SCAC Report by Alateen Chairperson
  - Written report needed for presentation (Copy to Secretary & Bulletin Editor)
  - Provide Registration Forms

## **June**

- Committee Meeting
- Event - Last Chance Picnic (Entire committee attends)
  - Must be held at least 30 days before conference
- Provide Training & Orientation for AMIAS Chaperones (Planned & presented by the AMIAS Chair with the assistance of the SCAC AMIAS Security Chairperson & select Committee members)
- Treasurer and Registration Chairs process Registration packets and payment.
- Registration team reviews Registrations Packets and confirms they are complete
- Prior to the facility deadline, the AMIAS Chairperson submits registration list and meal card orders.
- AMIAS Security Chairperson consults with Nurse to determine needed materials and supplies and purchase what is required.
- Program Chairperson
  - Finalize Program, including schedule, speakers & participants
  - Print programs
- Selects and purchase gifts for speakers
- Informs guest speakers (AA/Al-Anon members not registered for SCAC) of their arrival and departure times.
- Treasurer prepares and provides a Monthly Financial report to the SCWS Treasurer.
- Board of Directors must meet before June 30 to review budget reports and any contracts

## **July (The Month of the Big Event)**

### **Before**

- Nurse and Registration Chairpersons coordinate transfer of original Medical/Permission forms and registration spread sheet
- Hospitality and Ways & Means make purchases for Friday and Saturday evening. (cups, paper products, bottled water, snacks, etc.)
  - AMIAS Chairperson requests necessary items from the facility for use during meetings, workshops, and other activities. (Water containers, podiums, sound equipment, etc.)
- Registration Chairs create list of registered Group AMIAS and assign all Alateens to a Group AMIAS from same district if possible.
- Registration:
  - Assigns each attendee to a room and turn in list to facility no later than two weeks prior to conference.
- Creates Welcome Packets (include welcome letters from Alateen & AMIAS Chairs)
- The SCAC Committee arrives at facility the day before event starts

- AMIAS & Alateen Chairs and Chairs Elect, Security, conduct a walk through with venue representatives.

### **During**

- Participant Orientation for Alateens & AMIAS (Alateen & AMIAS Chairs w/ Security Chair)
- Registration check-in (Alateen & AMIAS Registration Chairs, Treasurer)
  - Continues through dinner
  - Moves to Opening Meeting location after dinner
- Hospitality Chairperson & Co-Chairperson to contact and welcome Newcomers & AMIAS during registration
- Transitions to & from dorms, meeting locations, activities & meals. (Security Chair)
  - Reinforce Safety & Security requirements & Program details
- Program Chair coordinates meeting & workshop participants, speakers, and materials
  - Provide ongoing instructions & orientation throughout the event
- Meals (AMIAS Chair &/or Chair Elect)
- Business meeting including elections (Alateen Chair & AMIAS Chair)
- Executive Committee Meeting at the end of each Day after everyone has been accounted for. Discuss what worked, what didn't, and what needs to be done for the remainder of the weekend. Meeting to be held at a pre-determined location.
- Alateen Checkout Process
  - Dorm (Keys, Meal Cards, etc.)
  - Travel (Drivers sign out)

### **End of Event (Don't leave yet)**

- Committee to ensure that all facilities are clean and secured. This includes dorms, doors, windows, and turning in all keys. Report any issues to the Facility staff. (Security)
- AMIAS Chairperson consults with the facility coordinator to secure calendar date for the next SCAC.
- Arrange for the disposition of Nurse supplies (AMIAS Chair)
- Arrange for the disposition of leftover merchandise (Alateen Chair)
- Decide for storage of SCAC supplies & documents. (Treasurer)
- AMIAS & Alateen Chairs and Chairs Elect, Security, conduct a final walk through with venue representatives.

### **Board of Director Meetings**

Refer to Bylaws

- Schedule Board of Directors Meetings

### **SCAC Committee Meetings**

The SCAC Alateen Chairperson is the Chair for all SCAC Committee meetings. The Chairperson and the AMIAS Chairperson will decide whether they are going to meet in person, or virtually, or a combination of the two. If in-person meetings are planned, the location(s) need to be determined.

### **Area World Service Committee Meetings (February & August)**

- Alateen Chairperson presents SCAC Report
  - Update on planning committee progress
  - Announce upcoming fundraiser/events

### **SCWS Assemblies (May & November)**

- Alateen Chairperson presents SCAC Report
  - Update on planning committee progress
  - Announce upcoming fundraiser/events

### **SCAC Tech**

- Set up a permanent e-mail address for SCAC

### **Website**

- Possibly on the SCWS website or...
- The SCAC Committee is responsible for setting up a website for SCAC
  - Password protection?
  - Protect Anonymity of all Alateen members
  - No Alateen names or contact information on the site
  - Use AMIAS as contact for the website

### **Online communication**

Establish a common private/secure communication tool for the committee

- Google Docs
- Text App
- Conferencing software
- Etc.

### **Safety, Health & Security**

#### **Behavior Situations**

##### **Prevention**

In order to effectively deal with situations as they arise, maintain open communication with members of the SCAC Committee, as well as AMIAS Chaperones.

##### **Response**

Talk with those involved and reason it out.  
Keep it simple.



- If there is a behavioral situation, separate the Alateen or AMIAS attendee from the group and impose any consequences. *Inform the Area Alateen Sponsor Coordinator of all AMIAS behavioral issues and include them in any discussion of Alateen behavioral issues that could lead to an attendee being sent home.*
- If an attendee is sent home, follow the protocol stated in the SCAC Behavioral Guidelines.
- Document all behavioral issues and provide log to the AMIAS Chairperson at the end of SCAC.
  
- **Nurse Procedures**
  - If there is a medical emergency, the nurse should assess the situation, contact paramedics, and provide them with the original Medical/Permission form. The same-gender Co-Sponsor should remain with the Alateen member (including off-site transportation to a medical facility) until the parent, guardian, or emergency contact arrives. A Back-Up AMIAS should be assigned to fulfill the Co-Sponsor's duties while they are off-site.
  
  - Collect and administer prescription medications during SCAC.
  
  - Prescription handling procedure
    - Must be in the original Prescription container
    - Label to include Prescribing Physician, Name of medication, dosage, expiration date, description of the medication.
    - Nurse confirms that the contents are as labeled.
  
  - The nurse appoints an assistant.
    - The assistant nurse must meet the same requirements as the nurse.
    - Assistant to act in the event the Nurse is occupied with a situation
  
  - Alateen Permission & Medical Consent Form
    - Permission for the nurse to hold and administer Meds during SCAC
    - Primary Care Physician & contact information
  
- **AMIAS Security Chairperson**
  - Creates AMIAS Chaperone Schedule for SCAC and SCAC Fundraising Events
  - Liaison with onsite Security provided by the venue if needed or required (Friday and Sat night)
  - Onsite Security provided by venue or contractor approved by the facility.
  - Maintain list of security contacts for the facility.
    - Provide the list to SCAC AMIAS Chair and relevant committee members

## **Transitions**

Orderly transitions in small groups from one place to another

Registration to Dorms

Dorms to Meetings

Meetings to Meals/Events, etc.

- Adhere to the Emergency Plan provided by the SCAC facility.
  - Cooperate with Facilities Security staff in emergency situations.
- Provide the following phone numbers to all SCAC AMIAS chaperones for emergencies.
  - AMIAS Chairperson
  - Security Chairperson
  - Nurse

The SCAC Executive Sub-Committee for onsite emergencies will include the following positions:

- AMIAS Chairperson (Initial Contact Person)\*
- SCAC AMIAS Chairperson Elect
- Alateen Chairperson
- AMIAS Security
- Nurse (For Medical Emergencies)

The AMIAS Chairperson will debrief the Alateen Chairperson Elect following the resolution of the situation.

## **On-Site Communications**

The committee determines the most effective means of communication during the event. Possibilities include cell phones and/or portable radios

## **Events/Fundraising**

- Six Event/Fundraisers are required, any additional Events/Fundraisers are at the discretion of the SCAC committee
- Round Robin & Last Chance Picnic are included in the required events.
- The committee will assign volunteer members to plan each event and prepare draft event plans.
- Security AMIAS will have responsibility for the Event Plan(s) in cooperation with the Committee. Security AMIAS will sign up volunteer AMIAS Chaperones for each event.
- Event plans are submitted to the Area Alateen Events Coordinator by the AMIAS Security Chair.
- Provisional Event Plans should be completed as early as possible to allow for publicity.
- Final Event Plans are to be provided to the Area Alateen Event Coordinator prior to 30 days before the event. The Final Event must be approved for the event to take place.

- If an event other than the Round Robin and the Last Chance Picnic is planned, add the following to the timeline:
  - As soon as possible, submit the Provisional Alateen Event Plan
  - Once the Provisional Plan is approved, begin announcing the event
  - Coordinate the assignment of AMIAS Chaperones to the event before submitting the Final Event Plan.
  - Submit the Final Alateen Event Plan no less than 30 days prior to the event
- AMIAS Chairperson to provide Certificate of Liability to Event facilities
- SCWS Assembly and Committee meeting lunches are possible opportunities for fundraising. The Area Assembly is held on the third Saturdays of November and May. The Area World Service Committee Meeting is held on the third Saturday of February and August.
- If the committee plans to provide lunches to SCWS Committee Meetings and Assemblies, consider the following:
  - Alateen Chairperson contacts SCWS Area Chairperson regarding serving lunches at the Area Assemblies and Committee meetings. If approved, include the schedule in the timeline and begin event planning.
  - Complete & submit Provisional Event Plan as soon as possible
  - Submit final Event Plan for at least 30 days in advance.
  - Plan food for the lunch as necessary.
- Ways and Means (Coordinates with Treasurer)

### **Financial Procedures**

- Annual banking turnover
  - Signers on the account
    - AMIAS Treasurer
    - AMIAS Chairperson
    - AMIAS Chairperson-Elect
- Budget
  - Prepared in August by:
    - AMIAS Treasurer
    - AMIAS Chair
    - Alateen Chair
    - Alateen Co-Treasurer
  - Submitted to the Board at Sept. Meeting.
  - Board reviews and recommends the budget to the SCAC Committee.
  - Committee approves the budget
  - The Committee and each subcommittee will be responsible for staying within their budget.
  - Copy of the budget provided to SCWS Treasurer
- Accounting
  - SCAC uses QuickBooks Online for accounting
  - Monthly bank account reconciliation
  - Monthly Accounting Report to include current Financial Position and Statement of Activity

Reports are shared with the SCWS Treasurer & the SCAC Board monthly. It is recommended that the reports are shared with the SCAC Committee. Monthly reports are due within 15 days of the end of each month.

- Expenses
  - Payment Request form should be submitted to the AMIAS Treasurer to facilitate payments.
  - Direct Payments
    - Spending limits:
      - Up to \$100.00 without approval
      - Approvals by AMIAS Chairperson for amounts over \$100.00
  - Reimbursements for SCAC expenses
    - Up to \$100.00 with receipt submitted to AMIAS Treasurer
    - Over \$100.00 with approval by AMIAS Chairperson
  - Arrange for reimbursements to committee members for mileage, and expenses associated with serving on the committee.
  - Advances must be approved by AMIAS Treasurer & AMIAS Chair.
- Income
  - Income is from events, fundraisers, registration, donations, Ways & Means.
  - All forms of income will be reported on an Income Receipt form, including cash, checks and electronic transactions.
  - Only signers on the bank account will process electronic transactions.
  - Cash & checks are counted by the AMIAS Treasurer & Alateen Co-Treasurer & recorded on the Income Receipt form.

### **Scholarships**

- The SCAC Committee is not responsible for administration of any scholarships for SCAC attendees.

### **Transportation**

- The SCAC Committee is not responsible for transportation of SCAC attendees to or from the event.

### **Ways and Means**

- Respect Alateen/Al-Anon Principles
- Planned by the Alateen Ways & Means Coordinator with SCAC Committee
- Can include sales of items such as T-shirts, hats, bottles, key chains, mugs.
- Start sales at January Round Robin
- Maintain communication with SCAC AMIAS Treasurer

### **Publicity**

- Based on approval of the Provisional Event Plan
- All contact information on flyers and websites must be AMIAS (no Alateen information is published)
- SCAC Publicity Coordinator(s) are responsible for communicating SCAC information with the Southern California Alateen/Al-Anon community.

## **SCAC Registration Procedures**

- Communication and Event Registrations will be routed to the SCWS Alateen Groups through the Group Sponsors.
- Sponsors will provide the forms to their members and collect registrations to send to the SCAC AMIAS Treasurer.
- The Treasurer will process the fees then forward the Registration forms to the Registration Chairs.
- Scholarships will be added based on each Districts procedure.
- Last Chance Picnic (Final deadline for registrations)
  - Onsite registration
- At SCAC:
  - Distribution of registration packet
    - Welcome letters
    - Behavior Guidelines
    - Map with boundaries
  - Assign Alateens to Group Sponsors for check-in where possible
  - If a specific Group Sponsor does not attend SCAC one will be assigned
  - Out of Area AMIAS and Alateen Members

## **Duties and Responsibilities:**

### Universal

- SCAC Alateen Chairperson
- SCAC Alateen Chairperson Elect
- SCAC Alateen Co-Treasurer
- SCAC Alateen Secretary
- SCAC Alateen Co-Secretary
- SCAC Alateen Registration Female Chairperson
- SCAC Alateen Registration Male Chairperson
- SCAC Alateen Hospitality Chairperson
- SCAC Alateen Co-Hospitality Chairperson
- SCAC Alateen Publicity Coordinator
- SCAC Alateen Co-Publicity Coordinator
- SCAC Alateen Ways & Means Coordinator
- SCAC Alateen Co-Ways & Means Coordinator
- SCAC Alateen Literature/Archives Coordinator
- SCAC Alateen Program Coordinator
- SCAC Alateen Co-Program Coordinator
  
- SCAC AMIAS Chairperson
- SCAC AMIAS Chairperson Elect
- SCAC AMIAS Security Chairperson
- SCAC AMIAS Treasurer
- SCAC AMIAS Female Registration Chairperson
- SCAC AMIAS Male Registration Chairperson

- SCAC AMIAS Chaperone
- SCAC Medical Care Providers (Nurse)

### **AMIAS Training & Orientation**

Conducted online within 30 days prior to SCAC

Leader: SCAC AMIAS Chairperson

#### **Introduction**

General SCAC information for all AMIAS

#### **Chaperones**

- Chaperone Resources and Instructions provided to Chaperones prior to SCAC
- AMIAS Chaperones Duties & Responsibilities
- SCAC Behavior Requirements
- Chaperone FAQ's

Specific Training for each group led by appropriate AMIAS committee members

- Role of Group Sponsors in the Event
  - Disability Transporter (1 or 2)
  - Security AMIAS (12)
  - Registration (6) (3 male/3 female)
  - Meals (3)
  - Transitions (2) (male/female)
  - Chapel (3)
- Night Shift AMIAS /3 per 4 hour shift in each dorm (12) (6 female/6 male)
- Backup AMIAS(4)
- Visiting AMIAS from other Areas (must be certified in their Area and attend SCAC training/orientation)
  - AAPP determines eligibility by contacting the visiting AMIAS AAPP.
  - Visiting AMIAS must meet the SCWS ASBR eligibility requirements.
  - Background fees will be added to the visiting AMIAS registration fee.
- Training for visiting AMIAS will be held at the end of the SCAC AMIAS training.

#### **SCAC Orientation**

- Under the supervision of the Area Alateen Sponsor Coordinator, the Alateen chairperson conducts the Alateen & AMIAS Orientation session on Friday with the AMIAS Chairperson.
- Alateen Chairperson:
  - Introduce the SCAC Committee
  - Read the Behavioral Guidelines and include the following:
    - Specify the boundaries - *location specified on handout or via projector.*

- Informing the Alateens of the check-in process with the Group AMIAS assigned to them throughout the conference, and also the check-out procedure at the end of the conference.
  - State the fee for lost keys and meal cards.
  - Remind attendees not to “chant” at the end of readings and after all meetings.
- AMIAS Chairperson:
  - Read the AMIAS Chaperone duties
  - Emergency Procedures
  - Nurse/Medications
- Questions and Announcements
  - AMIAS Chair answers all questions regarding safety, security, and AMIAS supervision duties.
  - Alateen Chairperson to address all other questions.
  - Make any additional announcements

### **SCAC Program**

- The Alateen Program Chairperson along with the SCAC Committee plan the program. Remember our purpose is recovery from the effects of the disease. Consider balancing the Program of Recovery with Fun.
  - Meetings
    - Speaker meetings
    - Participation meetings
    - Workshops
  - Activities

### **Forms**

#### Alateen Permission & Medical Consent Form

Emergency contacts (2)

Permission for the nurse to hold and administer Meds during SCAC

Primary Care Physician & contact information

Medical Conditions: Seizure Disorder, Diabetic, Allergies, etc.

#### Travel & Treatment Authorization Form

Add: Emergency Contact & Medical Conditions

Release Form for Minor Drivers

#### Registration Forms

Male/Female

Include Home Group and Alateen Group Sponsor

Turned in no later than the Last Chance Picnic

#### Financial Forms

Income Receipt form (Excel)

Payment Request form

Merchandise Order Form  
AMIAS Chaperone Commitment Form

Election Forms

DRAFT