

## Alateen Training New in March, 2022

What Changed in 2022?

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## WSO Requirements for Areas

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New Information,  
March, 2022

WSO had a requirement that every Area have a master policy called the **Alateen Safety and Behavioral Requirements Policy** that summarizes the key **processes** the Area uses assure Alateen Safety.

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## WSO Requirements

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New Information,  
March, 2022

The WSO requires that every Area submit their document, **Alateen Safety and Behavioral Requirements Policy (ASBR)**, and supporting policies and procedures to WSO for approval.

**Area 10 submitted their document to WSO and it has been approved.**

**Florida South, Area 10 is now in compliance.**

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## So, What Are Processes?

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New Information,  
March, 2022

The dictionary defines “processes” as steps to achieve a result. Our new documents are designed to clearly describe our processes (steps) that we use to assure Alateen Safety. It is important to understand this term because as an AMIAS you will follow the Area processes (steps) to ensure Alateen Safety.

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## WSO Requirements

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New Information,  
March, 2022

WSO approves Alateen related documents before the Area does. Drafts are sent to WSO. The WSO works with Area to be sure they are acceptable.

Once WSO approves, the Area AWSC and Assembly accept (rather than approves) the documents.

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## What does this Mean for You?

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New Information,  
March, 2022

You will need to become very knowledgeable about the **Alateen Safety and Behavioral Requirements (ASBR) Policy** and make sure you follow it.

Every document that existed before has been reviewed and most have been amended. In some cases, major changes were made. You will need to know what is different.

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## Change in District Responsibility

New Information,  
March, 2022

In some documents AIS was responsible for a step in a process. The responsibility for Alateen now lies with the District (DR) and not with AIS. This is because the “links of service” are:

**Group → District → Area → WSO**

Many of our processes / documents have changed to make the District and the DR responsible.

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## Change in AMIAS Application Form

New Information,  
March, 2022

The application to become an AMIAS and the responsibility to keep records of AMIAS training now falls on the District (DR). The application can no longer be signed by the AISL. It must be signed by the District Representative (DR), the Alternate DR, or the Area Alateen Coordinator.

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## Where Do I Find All This Information?

New Information,  
March, 2022

All the Alateen documents will be posted on the Area Website.

Anyone receiving the training will get a copy of the ASBR and told how to find all the other supporting documents on the Area Website. These modules will be shared before the training to study and will be available as reference on the Area Website.

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## Steps in the Application Process

New  
Information,  
March, 2022

There are 3 main steps and they can be completed in any order.

Instructions are included on the Area website.

- The AI-Anon member fills out an application. *It must be signed by the DR, Alt DR or Area Alateen Chairperson.*
- The AI-Anon member has their *digital* fingerprints taken for a Florida and FBI background check *as a volunteer.* The background check is sent by the Florida Dept of Law Enforcement to the AAPP See Instructions document for details.
- The AI-Anon member completes the required AMIAS training. The certified trainer or Area Alateen Coordinator notifies the DR and the AAPP of the date of training.

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## Then What?

- The District Representative sends all paperwork to the AAPP.
- The AAPP assures that the paperwork is complete, the member meets the Area requirements and that the training has been done.
- The AAPP enters information, including training date into the WSO On-line Group Records database.
- WSO assigns an ID # and certifies the AMIAS.
- The AAPP notifies the applicant, the DR and the Area Alateen Coordinator.

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## What's the Difference - Application, Certification and Recertification?

New Information,  
March, 2022

Application is the initial request to become an AMIAS.

Completion of the application form, a background check and successful completion of training is part of the application process.

Certification happens at the end of the application process and after the potential AMIAS has successfully completed training.

Re-certification is an annual process, done each Spring, where the Area confirms contact data, training status, and the AMIAS attests the he or she still meets the Area requirements.

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## Change in Training Requirements

New Information,  
March, 2022

The prior training process required that a new AMIAS had to complete training within 30 days of being certified and every 3 years from that training date.

**Now, training has to be completed and documented by the DR / Alt DR as part of the application and/or recertification process.** No one can get initially certified, or re-certified, without confirmation that training has been completed.

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## Change in Responsibility for Training

New Information,  
March, 2022

**The District (DR) is now responsible** to ensure that records are kept of every AMIAS' training. In addition, the DR must assure that training is completed **BEFORE** an application or a recertification is submitted.

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## Changes in Training Documentation – District and AAPP

New Information,  
March, 2022

The District keeps training records and provides that data to the AAPP.

The AAPP uses this information as part of the application, certification and re-certification process. The AAPP also enters the training date into the "Notes" section of the On-line AMIAS Group Records.

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## District Responsibility

New Information,  
March, 2022

Districts are required to follow all the **Area Alateen Safety and Behavioral Requirements.**

Your district will want to examine its practices with regard to Alateen. This includes written processes or unwritten practices.

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## Permission Forms

New Information,  
March, 2022

At the present time, there is only one Area permission form, called the **"TRAVEL AND MEDICAL RELEASE INCLUDING AUTHORIZATION AND CONSENT FOR EMERGENCY TREATMENT OF A MINOR"**. It must be used for any Area Event where the Alateen is in the care of any AMIAS for all or part of the event. Having it notarized enables medical care in the event the parent is not present or cannot be located.

Additionally, the form is used any time transportation is provided to an Alateen by an Area-certified Al-Anon Member Involved in Alateen Service. The form can be found on the Area Website, under the Alateen section.

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## Area Events

New Information,  
March, 2022

All Area documents describing processes for Area Events must reference the Alateen Safety and Behavioral Requirements Policy.

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## New - Process to Resolve a Complaint Against an AMIAS

New Information,  
March, 2022

The flow chart that describes the processes to resolve a complaint or allegation (abuse or failure to follow Area 10 requirements) has significant changes.

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## Alateen Training Module I Overview of Alateen Service

AFG FLORIDA SOUTH, AREA 10  
REVISED MARCH, 2022

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## Alateen is . . .

...part of Al-Anon Family Groups.

...a fellowship of young people whose lives have been affected by alcoholism in a family member or close friend.

(from the Alateen Suggested Preamble)

### Alateen is not...

A program for young people seeking sobriety.

A therapy program.

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## Alateen Includes...



Alateen members

Area-certified Al-Anon Members Involved in Alateen Service (AMIAS) to serve as Alateen Group Sponsors

Alateen Group Meetings

Resources to Alateen:

- Supportive Al-Anon groups & members
- Supportive local service arms (district/AIS)
- Area trusted servants
- World Service Office (WSO)

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## Alateen Members

Are members of Al-Anon Family Groups who are seeking recovery from the effects of someone else's drinking.

Share their experience, strength, and hope with each other.

Are generally teenagers; may include younger family members.



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## WSO 2003 Alateen Motion

New Information,  
March, 2022

Required Areas to set safety and behavioral requirements for all Alateens and all Al-Anon Members Involved in Alateen Service (AMIAS). **This 2022 document is called the Alateen Safety and Behavioral Requirements Policy (ASBR) and you should study it.**

These requirements apply to all use of the Al-Anon or Alateen name in conjunction with any meetings, groups, conventions, or any other gatherings in the Area where Alateen participation is offered.

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## Al-Anon Member Involved in Alateen Service (AMIAS)

Is an Al-Anon member who is directly responsible for Alateens while being of service to Alateen.

Each Area clearly defines what roles that involves.

“Instant” or backup Alateen Group Sponsors must have completed certification through the Area Process.

All AMIAS have been certified by their Al-Anon Area.

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## Alateen Safety and Behavioral Requirements

Minimum Requirements were set by the 2003 Alateen Motion.

Each Area's Alateen Safety and Behavioral Requirements must meet or exceed the minimums.

Alateen meetings, groups, events, and Al-Anon Members Involved in Alateen Service (AMIAS) must comply with the Area Requirements.



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## Area 10 AMIAS Minimum Safety and Behavioral Requirements

**Every Al-Anon member involved with Alateen service must:**

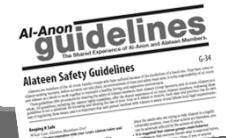
- be an Al-Anon member regularly attending Al-Anon meetings. (WSO and Area)
- be at least 21 years old.
- have at least two years in Al-Anon in addition to any time spent in Alateen.
- not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.

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## AMIAS Minimum Safety and Behavioral Requirements (cont'd)

- There must be at least one Alateen Group Sponsor at every Alateen meeting.
- No overt or covert sexual interaction between any adult and Alateen member.
- No conduct contrary to applicable laws, (emphasis on reporting abuse.)
- Follow procedures for parental permission and medical care when applicable.

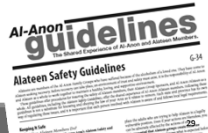


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## AMIAS Minimum Safety and Behavioral Requirements (cont'd)

- Do not serve as a personal sponsor to Alateens
- Agree to participate in AMIAS training
- Understand that AA members can be AMIAS, but will keep the focus on the Al-Anon program
- If asked by AFG Florida South, or its designee, will suspend, or resign as an AMIAS.
- Agree to a Florida and FBI background check



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## AMIAS Minimum Safety and Behavioral Requirements (cont'd)

- Follow Area procedures for transporting Alateens.
- AMIAS do not serve as personal sponsors to Alateens.
- Step down from AMIAS status if asked to do so by the Area or the District. This could mean becoming suspended (temporarily inactive), becoming permanently inactive or resigning.



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## Area 10 Alateen Safety & Behavioral Requirements

New Information,  
March, 2022

AMIAS must:

Pass federal and state background checks and agree that the Florida Department of Law Enforcement (FDLE) can retain their fingerprints. This provides "real-time" reporting of any alleged illegal activity. For example, if an AMIAS is arrested for any reason, FDLE will immediately notify the AAPP- the Area Alateen Process Person.

Follow FL law for reporting abuse / neglect.

Agree to participate in required training.

Have a repeat FBI federal background check every 5 years – *this does not require repeat fingerprinting.*

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## Trusted Servants in the Area Alateen Process

New Information,  
March, 2022

**District Representative – the District is responsible for following WSO and Area processes for Alateen (ASBR and other policies procedures or guidelines). Consult your:**

- Area Alateen Coordinator
- Area Alateen Process Person (AAPP)
- District level Alateen Chairperson, if applicable



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## Al-Anon Members Involved in Alateen Service (AMIAS) Area 10 Certification Process

New Information,  
March, 2022

To apply, the forms found under the Alateen Section of the Area website, <http://www.southfloridaal-anon.org>

You must complete AMIAS training and pass the test as part of the application process. Your District Representative (DR) can advise you how to complete the training. Your DR will not forward your application until you have finished the training and the test has been graded.

Refresher training is required every 3 years from the date you were certified.

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## Starting an Alateen Group

Follow the Area Process for certification of Alateen Group Sponsors and meeting registration.

- Work with Area Alateen Coordinator, District Representatives, the AAPP, and the District Alateen Chairperson, if your district has one.
- Set meeting place/time
- Al-Anon group support is helpful.
- Alateen meetings are closed, attended by Alateens and the Area-certified Alateen Group Sponsors only.

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## The New Alateen Meeting

The first meeting will be exciting for all concerned.

Ask the group to set its own behavioral guidelines. Remind them they are responsible for their group.

Remember it's the Alateens' meeting!



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## Alateen Group Sponsors

Are necessary to have an Alateen meeting.

Provide support and encouragement to the Alateen group as a whole.

Encourage and help the teens to run their own meetings.

Avoid one-on-one interactions.



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## Alateen Group Sponsors

New Information,  
March, 2022

While sponsors avoid one-on-one interactions, **it is appropriate for the group to maintain a contact list of phone numbers and e-mails.**

Sponsors would not message or call individuals, they can send group messages which go to everyone.

Examples of situations where this is needed include: Information about Conferences and Conventions, changes in the meeting location, any emergency information.

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We always...

Keep the

focus

on Al-Anon/Alateen  
principles



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## Alateen Personal Sponsors

Alateens are encouraged to ask another Alateen member to be their personal Sponsor, with whom they can discuss personal problems and program questions.

Just as in Al-Anon, Alateen personal Sponsorship is a peer-to-peer relationship.



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## Alateen Resources

New Information,  
March, 2022

### In the District

- **District Representative**
- **Alateen Group Sponsor Workshops**
- **District Trusted servants (add district contact info if desired)**
- Other Alateen Group Sponsors/AMIAS



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## Alateen Resources

New Information,  
March, 2022

### In the Area – through Dec, 2023

- **Area Alateen Safety and Behavioral Requirements Policy (ASBR)**
- Area Alateen Workshops
- Area Alateen Requirements and Processes – use the Area Website as well as consulting with your District Representative (DR).

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## Area Trusted Servants

Alateen Area Coordinator – Len O.  
[alateen@afgfls.com](mailto:alateen@afgfls.com)

Area Alateen Process Person  
(AAPP) – Cheryl A.  
[AAPP@afgfls.com](mailto:AAPP@afgfls.com)

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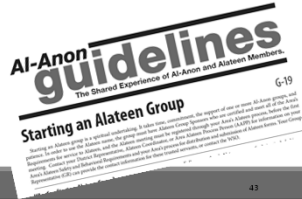
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# Alateen Resources

## World Service Office

Alateen Service e-Manual on the Members' Web site, [al-anon.org/members](http://al-anon.org/members), including guidelines:

- Alateen Safety Guidelines (G-34)
- Starting an Alateen Group (G-19)
- Alateen Meetings in Schools (G-5)
- Alateen Conferences (G-16)
- Area Alateen Coordinators (G-24)
- Alateen Service e-manual



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# Responsibility Statement

“AMIAS are to provide direction to assure that emphasis is placed on the Al-Anon/ Alateen program of recovery and, to the best of their ability, maintain an atmosphere that will protect the Alateen members from physical and emotional harm.”

The Responsibility Statement can be found on the WSO Alateen Safety Guideline, G-34, available on the Members' Web site:

[al-anon.org/members](http://al-anon.org/members).

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*Talk to each other, reason things out with someone else...*  
Safety Checklist

### Al-Anon Members Involved in Alateen Service:

- Work their own Al-Anon program.
- Use their personal and service Sponsors.
- Participate in local/Area Al-Anon/Alateen events.
- Avoid one-on-one interactions with Alateens.
- Know when to step down as an Alateen Group Sponsor.
- Attend district and Area service meetings whenever possible.
- Participate in Alateen Sponsor Workshops.
- Stay informed—connect with the Area Alateen Coordinator.
- Use all their resources!

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# Wrap Up

REVISED 2021

Welcome to the world of Alateen service

Contacts for questions:

Local Contact, phone, e-mail – Districts should list their local contact info here.

Area Trusted Servants

- [Alateen Area Coordinator](mailto:Alateen@afgfls.com) – Len O. Alateen
- [Area Alateen Process Person \(AAPP\)](mailto:AAPP@afgfls.com) – Cheryl A. AAPP

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