

Alateen Training Module I Overview of Alateen Service

AFG FLORIDA SOUTH, AREA 10



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.



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)

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.



History

WSO 2003 Alateen Motion

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

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.

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.



Area 10 AMIAS Minimum Safety and Behavioral Requirements

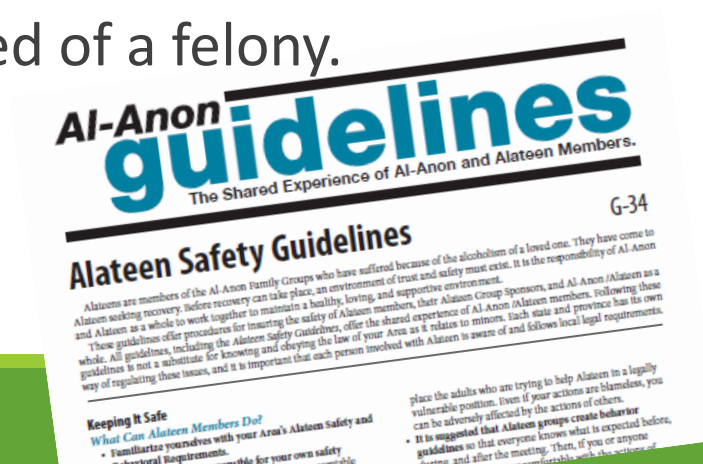
Updated
2024

Every Al-Anon member involved with Alateen service must:

- Be at least 21 years old.
- Been active in Al-Anon for at least two (2) years in addition to any time spent in Alateen.
- Regularly attend Al-Anon meetings.
- Understand that there must be at least one AMIAS present at every Alateen meeting. (Two are recommended.) I understand that only an AMIAS can serve as an Alateen group sponsor. When there are no certified AMIAS available, the Alateens are welcome to attend an Al-Anon meeting.

AMIAS Minimum Safety and Behavioral Requirements (cont'd)

- Agree to never engage in inappropriate behavior, including overt or covert sexual interactions / harassment, whether consensual or not, with an Alateen member. I clearly understand that overt or covert sexual interactions or romantic relationships between an Alateen member, even those of legal age, with an AMIAS are strictly prohibited.
- Have not been charged with any inappropriate overt or covert sexual behavior.
- Have not been charged with child abuse
- Have not been convicted of a felony.

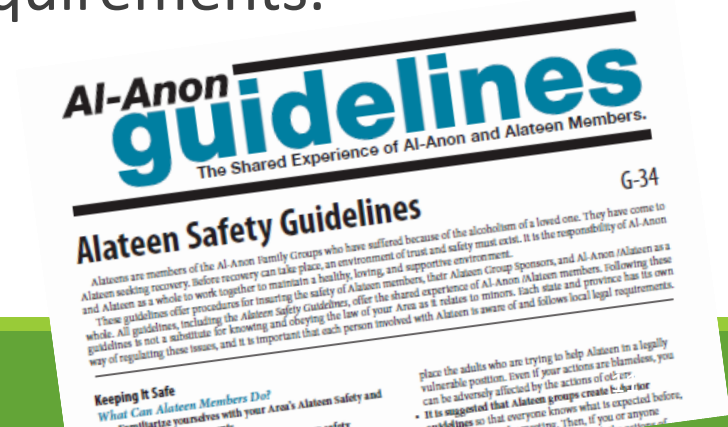


AMIAS Minimum Safety and Behavioral Requirements (cont'd)

- Have not demonstrated mental / emotional problems that could result in harm to Alateen members.
- Agree to conduct myself in accordance with applicable Florida laws, including the Florida Statute which requires reporting of allegations of abuse. This is defined as “any willful act or threatened act that results in any physical, mental, sexual injury or harm that causes, or is likely to cause the child’s physical, mental or emotional health to be significantly impaired.” Abuse of a child includes acts of omissions. Child is defined as under 18 years of age.

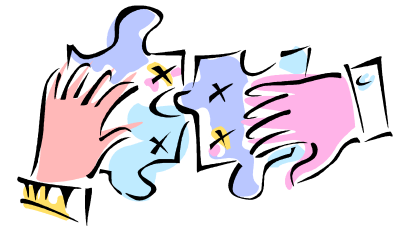
AMIAS Minimum Safety and Behavioral Requirements (cont'd)

- Agree to participate in training offered by AFG Florida South and / or a district which will give me tools to be an AMIAS and take steps to ensure the safety of Alateens and of myself.
- Understand that Al-Anon members who are also members of Alcoholics Anonymous may be certified as an AMIAS by virtue of his or her Al-Anon membership and will keep the focus on the Al-Anon program, in accordance with Florida South's Safety and Behavioral Requirements.



AMIAS Minimum Safety and Behavioral Requirements (cont'd)

- Understand that if I am transporting an Alateen, the parent or legal guardian must have completed and notarized the AFG Florida South's "Travel and Medical Release Including Authorization and Consent for Emergency Treatment of a Minor" form.
- If asked by Florida South, or its designee, to suspend or resign my position as a certified AMIAS, I shall consider the safety of the Alateens and shall resign.



AMIAS Minimum Safety and Behavioral Requirements (cont'd)

- Understand that Alateen group sponsors do not serve as personal sponsors to individual Alateens. Alateen members are encouraged to sponsor each other in peer-to-peer relationships.
- Agree that the AFG Florida South's Area Alateen Process Person (AAPP) will verify the information provided, including but not limited to state and national background checks, and the Florida Department of Law Enforcement (FDLE) will retain and continue to monitor my fingerprints on file as part of the Applicant Fingerprint Retention Program (AFRNP).

AMIAS Minimum Safety and Behavioral Requirements (cont'd)

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 Area Alateen Process Person (AAPP).

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.*

Trusted Servants in the Area Alateen Process

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



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

The application forms and instructions are 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 to the AAPP 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.

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.

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!



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.

Alateen Group Sponsors

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.



We always...

Keep the

focus

on Al-Anon/Alateen

principles



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.



Alateen Resources

In the District

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

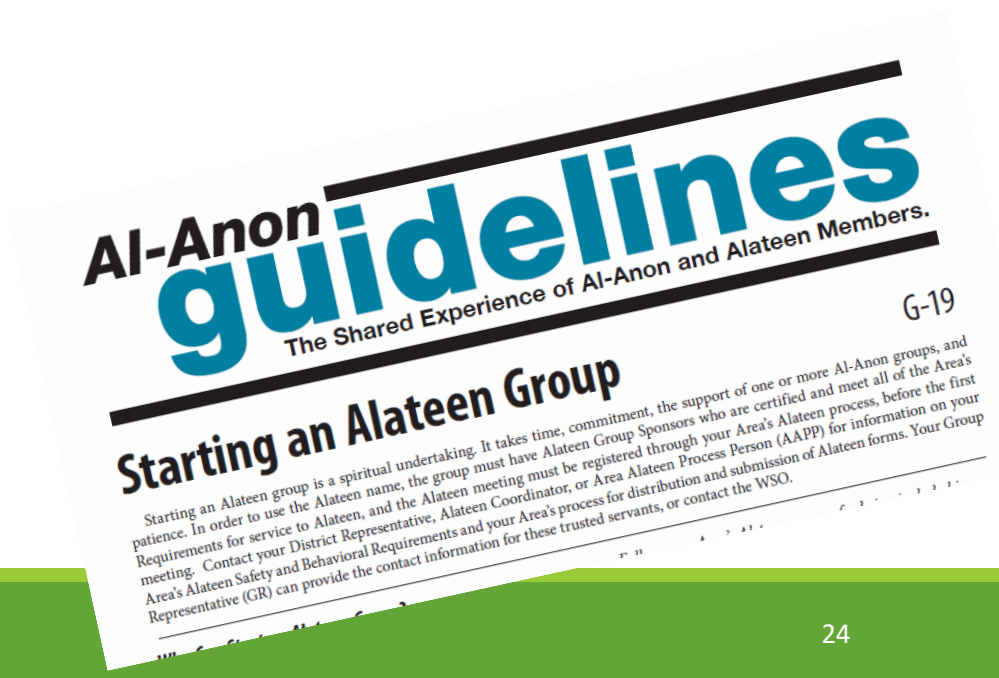


Alateen Resources

World Service Office

Alateen Service e-Manual on the Members' Web site, 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



Area Alateen Resources

- Area Alateen Safety and Behavioral Requirements Policy (ASBR)
- Area Approved Processes, Forms
- Area Alateen Workshops
- Area Alateen Requirements and Processes – use the Area Website as well as consulting with your District Representative (DR), the Area Alateen Coordinator and the Area Alateen Process Person (AAPP).

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.

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!

WSO Requirements for Areas

WSO has 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.

AMIAS and DRs should be very familiar with this policy.

WSO Requirements

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.

What does this Mean for You?

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.

District Responsibility

The responsibility for Alateen lies with the District (DR). This is because the “links of service” are:

Group → **District** → **Area** → **WSO**

AMIAS Application Form

The application to become an AMIAS and the responsibility to keep records of AMIAS training falls on the District (DR). The form must be signed by the District Representative (DR), the Alternate DR, or the Area Alateen Coordinator.

Where Do I Find All This Information?

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

SOUTHFLORIDAAL-ANON.ORG

Steps in the Application Process

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

Instructions are included on the Area website.

- The Al-Anon member fills out an application. *It must be signed by the DR, Alt DR or Area Alateen Chairperson.*
- The Al-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 Al-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.

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.

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

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.

District Responsibility

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.

Permission Forms

When an AMIAS is transporting an Alateen, the form called the “TRAVEL AND MEDICAL RELEASE INCLUDING AUTHORIZATION AND CONSENT FOR EMERGENCY TREATMENT OF A MINOR” is required. In addition, 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. (Example: Alateen Conference.)

Other Area forms may be approved for uses like the Area Convention. Check the Area website or consult with the Area Alateen Coordinator regarding parental permission forms.

It is critical that the permission forms are notarized. This enables medical care in the event the parent is not present or cannot be located.

Area Events

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

Process to Resolve a Complaint Against an AMIAS

There is a flow chart that describes the processes to resolve a complaint or allegation (abuse or failure to follow Area 10 requirements).

Area Trusted Servants

In the Area – through Dec, 2026
Alateen Area Coordinator – Nancy W.
alateen@afgfls.com

Area Alateen Process Person (AAPP) –
Joanne H. AAPP@afgfls.com