

Area 20 Safety and Behavioral Requirements for Alateen and Al-Anon Members Involved in Alateen Service

*An Al-Anon member involved in Alateen Service is an Al-Anon member who is **directly** responsible for Alateens while being of service to Alateen.*

An Alateen Group Sponsor is an Al-Anon member who is certified through the Area 20 certification process, is responsible for consistently attending and supporting an Alateen meeting and is registered through Area 20 and WSO.

1. Every Al-Anon Member Involved with Alateen Service must:
 - a. be an Al-Anon member attending an average of one (1) Al-Anon meeting per week
 - b. be at least 22 years old
 - c. have at least two (2) years in Al-Anon in addition to any time spent in Alateen
 - d. 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 that could result in harm to Alateen members
 - e. complete and annually re-submit the Al-Anon Member Involved in Alateen Service form
2. In addition to the requirements above, Alateen Group Sponsors must:
 - f. pass a background check. It is suggested that the fee be paid by:
 - 1st choice: the Al-Anon group tied to the Alateen group
 - 2nd choice: the Alateen group if funds are available
 - 3rd choice: the individual
 - g. Agree that certification to sponsor may be terminated by Area 20 Kansas Al-Anon at will.
3. Every Alateen group will have at least two (2) Alateen Sponsors registered to the group. All Alateen Sponsors will complete the Area registration process.
4. Every Alateen meeting will have two (2) certified Al-Anon Members involved in Alateen Service present, a minimum of one (1) which is a Group Sponsor
5. Area 20 requirements for adults and teens prohibit overt (obvious) or covert (concealed) sexual interaction between any adult and Alateen member
6. Area 20 requirements for adults and teens prohibit conduct contrary to applicable laws
7. After the age of 19, a member is no longer eligible to attend Alateen meetings as an Alateen and should be encouraged to attend Al-Anon meetings
8. A signed, notarized Permission/Medical form is required for Alateen participation at any Alateen/Al-Anon event outside of regular meetings and is required to transport an Alateen at any time.
9. The following adults may attend a closed Alateen meeting without prior approval or group conscience, however, they are required to complete the Al-Anon Member Involved in Alateen Service form stating that they are in compliance with Area 20's requirements **before** attending such meeting:

The District rep – within their district
Area Alateen Coordinator
Area Delegate/Alternate Area Delegate

10. All Alateens and Alateen Sponsors are responsible for their own conduct before, during and after Alateen meetings and Alateen events. They are responsible to uphold the image of Alateen and Al-Anon! Each Alateen group will have their own meeting behavior guidelines and consequences, a copy of which will be sent to the Area Alateen Process Person. In compliance with State law and in consideration of the health and welfare of the Alateens, there will be no smoking in Alateen meeting rooms before, during and after the Alateen meeting. Illegal drugs, alcohol or weapons of any kind will not be tolerated!

Alateen ‘Event Helpers’

An Alateen ‘Event Helper’ is defined as a person who does not have direct responsibility for the care of any Alateen but is assisting in the success of an Alateen event.

An Alateen ‘Event’ is defined as an activity involving members of Alateen that is outside the normal meeting but that is specific to the type of activity such as conferences, fundraising....

Alateen Event Helpers shall:

- 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
- shall conduct themselves in an appropriate manner consistent with the Al-Anon/Alateen principles at all times

Area 20 Al-Anon Member Involved in Alateen Service Certification Process

It is recommended that an Interested Party attend a minimum of two (2) **open** Alateen events before starting this process if they wish to observe Alateens before going through the Area 20 process.

1. Interested Party contacts the Area Alateen Process Person
2. Area Alateen Process Person notifies Area Alateen Coordinator of the interest
3. Area Alateen Process Person sends out Packet to the Interested Party containing: Area 20 Safety and Behavior Guidelines, Al-Anon Member Involved in Alateen Service form, Group Registration/Changes form and Authorization for Background Check (if applicable – Background check required to become a Group Sponsor)
4. Area Alateen Process Person receives completed forms and fee for Background Check (if applicable – required to become a Group Sponsor)
5. Area Alateen Process Person checks documentation for completeness
6. Area Alateen Process Person proceeds with Background Check (if applicable)
7. Area Alateen Process Person receives Background Check from KBI then notifies the applicant of pass/fail status
8. The Area Alateen Process Person will be the only person to see the applicant's background check. The background check will be destroyed immediately after notifying the applicant of the pass/fail status. If the applicant wishes to take possession of their background check, they **MUST** sign and date a form stating they received the document.

Annual Certification Process

On an annual basis, the Area Alateen Process Person will send out to all registered Al-Anon Members Involved in Alateen Service, including but not limited to Group Sponsors, the Al-Anon Member Involved in Alateen Service form for recertification purposes. In addition, Group Sponsors will receive the Alateen Group Registration/Records Change form for updating if any changes have occurred.

Area 20 Alateen New Group Registration/Alateen Group Change Process

For NEW Groups:

1. Contact Area Alateen Process Person
2. Area Alateen Process Person notifies Area Alateen Coordinator of the interest
3. Area Alateen Process Person sends out packet to interested party with Area 20 Safety and Behavior Guidelines, Al-Anon Members Involved in Alateen Service certification form, Group Registration/Change form and Authorization for Background Check form
4. Area Alateen Process Person checks all documentation and proceeds with Background check once all information is filled in correctly and in compliance with the Area Guidelines
5. Area Alateen Process Person confers with the Area Alateen Coordinator
6. Area Alateen Process Person provides the Authorized Area Signature on the Al-Anon Member Involved in Alateen Service form
7. Area Alateen Process Person submits forms to WSO
8. Once Area Alateen Process Person receives confirmation from WSO that the group is registered, Area Alateen Process Person notifies the new group, Area Alateen Coordinator, Group Records and District Representative

For Group CHANGES:

1. Group submits applicable forms to Area Alateen Process Person
2. Area Alateen Process Person notifies Area Alateen Coordinator, checks all documentation and proceeds with background check (if applicable)
3. Area Alateen Process Person submits forms to WSO
4. Once Area Alateen Process Person receives confirmation from WSO, they notify Area Alateen Coordinator, the group/individual submitting the change, Group Records and District Representative of the changes

Area 20 Alateen Removal of an Al-Anon Member Involved in Alateen Service from Active Status Process

The District, in consultation with the Area Alateen Coordinator, has the responsibility to remove any Al-Anon Member Involved in Alateen Service who has displayed inappropriate behavior, is a threat to the unity of the group or who no longer meets the Sponsor qualifications.

- Any concerned individual may go to the DR and/or Area Alateen Coordinator with a concern
- Area Alateen Coordinator and other Area World Service Committee members as needed, shall conduct an investigation and take appropriate action consistent with the principles of the Al-Anon program and state law
- If removal from service is warranted, the Area Alateen Process Person will fill out and submit to the WSO the 'Al-Anon Member Involved in Alateen Service Status Change Form'
- The Area Alateen Process Person will notify the following of the change in status:
 - Person being removed or changed from active status
 - Group Representative of the Al-Anon group
 - District Representative
 - Other Alateen Sponsors of that Alateen group