

**Area 17 Alateen Sponsorship Guidelines
& Alateen Behavioral Guidelines
Amended and Passed 03/07/15**

Area 17 Policy Statement: It is the policy of Indiana AFG to provide an environment that is safe and welcoming for Alateen members and all AI-Anon Members Involved in Alateen Service that work with them.

Area 17 Statement of Objective: Our objective is to provide an environment that is safe and free from threats and personal harm for all Alateen members and AI-Anon Members Involved in Alateen Service with Alateen.

Enforcement

Keep in mind that the district, after consultation with the Area Alateen Coordinator, has the responsibility to remove any Alateen sponsor who has displayed inappropriate behavior, is a threat to the unity of the group, or no longer meets the sponsor qualification. The WSO will register only those Alateen groups whose registration it receives through the Area 17 registration process. The WSO will remove from its registration list any Alateen group that the area determines does not comply with area safety and behavioral requirements. The area's request for removal of an Alateen group must be stated in writing to the Associate Director/Alateen. This applies to all Alateen groups, whether currently registered or not. If the Area states in writing to the Associate Director/Alateen that a group, meeting, convention or gathering is failing to meet the area's safety and behavioral requirements, prior registration or interaction with the World service Office shall not constitute any continuing right to use the AI-Anon or Alateen name. AI-Anon Members Involved in Alateen Service and all Alateen members must adhere to the area's safety and behavioral requirements, or the area will notify the WSO that those members are prohibited from participating in Alateen service. (from motion passed by the Board of Trustees 12/8/03)

Requirements for any AI-Anon Member Involved in Alateen Service

***** Some areas of service may have stiffer requirements.**

1. Minimum age of 21
2. Currently, actively attending at least one AI-Anon meeting per week
3. At least 2 current and consecutive years AI-Anon membership in addition to any time spent in Alateen
4. Not have been convicted of a felony and have not been charged with child abuse or any other inappropriate sexual behavior, and not to have demonstrated emotional problems which could result in harm to Alateen members. Must pass a background check.
5. Cannot have a pending charge, conviction, complaints or allegations or any type of behavior inconsistent with the responsibilities of Alateen sponsorship
6. Cannot be overtly or covertly in sexual interaction with an Alateen member. Consequences of such action the sponsor [AMIAS] will be asked to step down.
7. Attend sponsor training before initial certification.

8. Refer to “Al-Anon Member Involved in Alateen Service (AMIAS) in the service manual (currently page 66) for additional information.

Minimum Requirements for Conduction Alateen Meetings and Events:

1. There must be at least one Alateen Sponsor at every Alateen Meeting.
 2. The sponsor of that meeting must have passed Area 17 requirements
 3. The Alternate Sponsor or Instant Sponsor must have passed Area 17 requirements
 4. Alateens, Sponsors and Adults involved in Alateen Service are responsible for reporting any abuse according to state and local laws.
- ** Report should be made with discretion as to not involve the Alateen and Al-Anon name.
5. Sponsors must obtain Area Parental Medical Care/Permission Forms from the Area Alateen Coordinator, have them filled out and available before the Alateen attends any Al-Anon/Alateen event, other than regularly scheduled meetings, that requires the Teen to be transported by or under the supervision of an adult other than their custodial parent.

Requirements for Sponsorship:

1. Must be an Al-Anon Member Involved in Alateen Service
2. Minimum age of 23
3. Attend at least one Area 17 Indiana Alateen Assembly prior to sponsorship and at least once every 3 years thereafter and are encouraged to bring their Alateens.
4. A commitment of 3 years is asked in Alateen sponsorship.
5. Attend Indianan Alateen Sponsor Training every three year.

NOTE: Alternate sponsors are required to adhere to the same requirements.

Process of Sponsorship see updated process passed by Assembly Nov. 2010

1. If interested in Alateen sponsorship, contact your District Representative who will contact the Area Alateen Coordinator, who will provide potential sponsorship information.
2. Must pass a background check through your district before becoming a sponsor and annually thereafter by April 1.
3. Must provide 2 Al-Anon personal references from Area 17. These references cannot be related to you. They should attest to your participation in the Al-Anon program, service experience, reliability and stability.
4. Complete the Area 17 Al-Anon Member involved in Alateen Service form.
5. Obtain permission to sit in on and observe at least one Alateen meeting.

Responsibilities of Alateen Sponsors

1. Must abide by all safety and behavioral requirements.
2. Must regularly attend Al-Anon meetings and have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts. We ask that you share that knowledge with the Alateens.
3. Must help Alateens to focus on the Al-Anon/Alateen program.
4. Make sure that your group is registered and information updated as needed.

5. Know how to contact the District Representative, District Alateen Coordinator and Area Alateen Coordinator.
6. Review Area Alateen and Alateen Sponsor Guidelines.
7. Attend your Alateen group or arrange for a proper substitute that has gone through the proper background process.
8. Provide a safe meeting place.
9. Coordinate and encourage the participation of Alateen members in District and Area Alateen functions.
10. Provide stability for the Alateen group.
11. Become familiar with the most recent Al-Anon/Alateen service manual.
12. Become familiar with Alateen literature.
13. Respect and protect the Alateens' anonymity.
14. Help Alateens take responsibility for their group and implement the 12 Concepts of service.
15. Gather permission slips and or medical care information when required.
16. Sponsor will observe Alateen members behavior before, during and after any Alateen meeting or function, as well as the behavior to adults involved in Alateen service. When necessary take appropriate action.
17. Alateens are not to be left unattended on the premises.
18. Attend at least one Area 17 Alateen assembly every 3 years during sponsorship.

Permitted attendees at Alateen Meetings

****NOTE: Any Adult attending an Alateen meeting must meet the Area 17**

Requirements for Any Adults Involved in Alateen Service.

1. Young people who feel that his or her life has been affected by close contact with a problem drinker.
2. Alateen sponsor from another group with permission.
3. Area Alateen Coordinator
4. District Representative, Alternate District Representative, and District Alateen Coordinator.
5. Potential sponsor with permission.

Requirements for the Adults Involved in Alateen service

Review Al-Anon and Alateen Groups at Work in the Service manual, currently page 66.

1. Must have met all the Requirements For Any Al-Anon Member Involved in Alateen Service
2. Must pass a background check each year through the district.
3. Must understand that he or she is not an Alateen sponsor and may not sit in on closed Alateen meetings except by invitation of the Alateen group.
4. Helps with the transportation and supervisory responsibilities at functions outside of closed meetings.

Alateen Behavior Guidelines

1. Disruptive or inappropriate behavior including, but not limited to drinking alcohol, using drugs, sexual harassment, threats or false accusations will not be

tolerated. We feel that it is best to take a group conscience resulting in a verbal warning, written warning, suspension, dismissal or later reinstatement.

- a. If the sponsors believe the individual demonstrates emotional or physical behavior which would result in harm to other Alateens, the group sponsors may take immediate action and inform the individual he/she may no longer attend the meeting. In such cases, the sponsors should promptly notify the district's Alateen Coordinator, if none, then the District Representative, and the Area Alateen Coordinator.
 - b. If the behavior has occurred beyond the group level (such as at Area or KOMIAC activities) or is so extreme that it is believed that the individual would also pose a physical danger to teens in other groups, the Area Alateen Coordinator is responsible to take appropriate action.
 - c. If the decision is made that he/she shall no longer be allowed to attend Alateen, responsible parties should meet with the individual as soon as possible and inform him/her of the decision. At no time should any sponsor meet privately with the Alateen.
 - d. If a teen/individual is no longer allowed to attend an Alateen meeting, that also means the person may not interact with Alateen members at an Alateen meeting, AA or Al-Anon Convention, Assemblies, or other gatherings of Alateen and Al-Anon members. The only exception would be in the presence of an AMIAS.
2. Sponsors are asked not to bring Alateens to outside functions such as KOMIAC, State Conventions, etc. if they cannot behave accordingly in their meeting.
 3. No Alateen may be overtly or covertly involved in sexual interaction with any Adult in Alateen service or another Alateen. Consequences of such action the Alateen will be asked to attend a meeting not attended by the person they have become involved with.