

SOUTHERN CALIFORNIA WORLD SERVICE, INC.
AL-ANON FAMILY GROUPS, INC.

Application Packet for Al-Anon Members Involved in Alateen Service

Policies, Application Process and Forms

WHO MUST REGISTER?

- Alateen meeting sponsors and those who might fill in for a sponsor
- Intergroup or District Alateen Coordinators/and or Alateen Liaison
- Members serving Alateen in any other capacity (working with Alateens at conventions, conferences, fund-raisers, providing rides, etc.)
 - District Representatives are encouraged to register, also

CONTENTS:

1. "Minimum Safety Requirements for Alateen Groups, Alateen Sponsors and Al-Anon Members Involved in Alateen Service" policy and signature page *[Form One]*
2. "Al-Anon Members Involved in Alateen Service" *[Form Two]*
3. "Authorization to Release Information for Background Check" *[Form Three]*

SOUTHERN CALIFORNIA WORLD SERVICE (SCWS)

**Minimum Safety and Behavioral Requirements for Alateen Groups, Alateen Sponsors,
and Al-Anon Members Involved in Al-Anon Service**

Alateens are younger members of the worldwide fellowship of Al-Anon/Alateen who have been affected by the alcoholism of a loved one. It is not the nature of our program to judge, however, it is our responsibility as adults to take reasonable steps to provide a safe environment for the minors and adults involved in Alateen. Therefore, pursuant to the Al-Anon World Service Board of Trustees' motion issued December 8, 2003, and affirmed at the 2004 World Service Conference, the following behavioral and safety requirements and certifying Process are established by the Southern California World Service Assembly.

REQUIREMENTS FOR ELIGIBILITY FOR BECOMING AN AL-ANON MEMBER INVOLVED

IN ALATEEN SERVICE (AMIAS)

Every Al-Anon member involved with any Alateen service must meet the following requirements:

1. Be an Al-Anon member regularly attending Al-Anon meetings (in addition to any Alateen meeting)
2. Be at least 21 years of age
3. Have at least two years in Al-Anon in addition to any time spent in Alateen (or in AA)
4. Not have been convicted of a felony, and not have been charged with child abuse or other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.

REQUIREMENTS FOR ALATEEN MEETINGS/EVENTS

1. There must be at least one sponsor at every Alateen meeting or event, a minimum of two sponsors is recommended. Al-Anon members who are also members of AA may serve as sponsors by virtue of their Al-Anon membership.
2. Overt or covert sexual interaction between any adult and any Alateen member is prohibited.
3. Al-Anon members involved in Alateen service are prohibited from conduct contrary to applicable laws directly before, during, and after any Alateen meeting or event.
4. Parental permission and medical care consents must be signed when applicable. Usually, "when applicable" would refer to any time a Sponsor or other Al-Anon Member Involved in Alateen Service is providing transportation for Alateens, or for attendance at an Alateen event, convention or conference. This does not refer to attendance at an Alateen meeting.
5. Sponsors or meetings that do not meet these minimum guidelines may be prohibited from using the Alateen name and may be removed from local meeting listings/directories as well as from the World Service Office (WSO) group records. Al-Anon Members Involved in Alateen Service who do not abide by these requirements will be required to discontinue their Alateen service.
6. Southern California Alateen Conference (SCAC), although a separate function with bylaws, rules, behavioral requirements and parental permission and medical care procedures, must also adhere to/comply with these requirements.

CERTIFICATION PROCESS

1. Before participating in Alateen service, all prospective Alateen sponsors and any Al-Anon Members Involved in Alateen Service are required to read, agree to, and sign as indicated on Form One. They must also submit the form, “Al-Anon Members Involved in Alateen Service” [*Form Two*], and the “Authorization for Background Checks” [*Form Three*].
2. The signed forms must be submitted to the Southern California World Service Alateen Sponsor Coordinator or other designated individual, by the local District Alateen Liaison or District Representative, if there is one. (If none, this form must still be signed and forwarded by another local Al-Anon member, preferably one known to the SCWS Board.)
3. Each Alateen sponsor and any Al-Anon Member Involved in Alateen Service agrees to step aside immediately if three or more of the Area trusted servants are in agreement that there is a controversy that interferes with the adult’s objective of serving Alateen members: SCWS Area Officers, and/or the SCWS Alateen Coordinator and Alateen Sponsor Coordinator, and/or District Representative or District Alateen Liaison.
4. Every Al-Anon Member Involved in Alateen Member will be recertified annually each July. A new form will not be needed unless there is some change that needs to be reported.
5. It is suggested that each District have an Alateen Liaison. The Liaison’s primary responsibilities are to visit each Alateen meeting in his/her district at least once annually, and to forward any registration forms received to the SCWS Alateen Sponsor Coordinator or other designated individual.
6. In November, 2006, the SCWS Assembly voted to obtain liability insurance which requires background checks on current or prospective Alateen sponsors or Al-Anon Members Involved in Alateen Service. SCWS reserves the right to investigate sex offender registries, and child abuse and criminal history records. Consistent with these practices, current and prospective Alateen sponsors and Al-Anon Members Involved in Alateen Service are required to sign certain authorization and release forms (Form Three). SCWS reserves the right to exclude any applicant or member from consideration from Alateen service where the applicant or member refuses to sign these forms as requested. Alateen sponsors and Al-Anon Members Involved in Alateen Service agree to hold SCWS harmless from any liability from such reviews.

NOTE: Additional suggestions regarding Alateen service and safety are also found in *Al-Anon/Alateen Service Manual* and other Conference-Approved literature. All sponsors are encouraged to be familiar with and to refer the literature and to the local Alateen coordinators, liaisons and chairs when questions arise. Sponsors’ workshops are open to all members interested in learning more about being of service to Alateen—a recovery program for the children related to alcoholics. Local contact may be made through the districts and SCWS and Intergroup/AIS. Contact information can be found in the SCWS newsletter, *The Bulletin*, and various Intergroup offices and newsletters and at www.scws-al-anon.org, or by writing to SCWS, P. O. Box 350, North Hollywood, CA 91603.

Keep pages 1 and 2 for your information and return Form One: “Agreement and Signature Page” along with Form Two: “Al-Anon Member Involved in Alateen Service” and Form Three: “Authorization to Release Information for Background Checks” to the address listed above.

SOUTHERN CALIFORNIA WORLD SERVICE (SCWS)

Minimum Safety and Behavioral Requirements for Alateen Groups, Alateen Sponsors
and Al-Anon Members Involved in Al-Anon Service

AGREEMENT AND SIGNATURE PAGE

INSTRUCTIONS: Initial each section and sign this form. The District Representative or District Alateen Liaison must sign the authorization as well. Return this form along with the "Al-Anon Member Involved in Alateen Service" and "Authorization for Background Checks" to SCWS Alateen, P. O. Box 350, North Hollywood, CA 91603.

I meet the minimum requirements for certification as listed here:

(Initial each)

_____ I am an Al-Anon member regularly attending Al-Anon meetings (additional to Alateen meeting)

_____ I am at least 21 years of age

_____ I have at least two years in Al-Anon in addition to any time spent in Alateen (or in AA)

_____ I have not have been convicted of a felony, and not have been charged with child abuse or other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.

(Initial)

_____ I have read, understand and agree to comply with the SOUTHERN CALIFORNIA WORLD SERVICE (SCWS) Minimum Safety and Behavioral Requirements for Alateen Groups, Alateen Sponsors, and Al-Anon Members Involved in Al-Anon Service.

Signature (and printed name) of Al-Anon Member Involved in Al-Anon Service

Date

Name of member's Al-Anon Home Meeting (city, district and WSO ID number—if known.)

"This person is known to me and, to the best of my knowledge, these statements are true."

Signature and position of authorized district person

District Number

Date

Al-Anon Member Involved In Alateen Service

*It is required that this form be completed by **all** Al-Anon members involved in service to Alateen.
(Please Print)*

First & Last Name:

Street Address:

City, State/Province:

Zip/Postal Code/Phone:

e-mail:

District:

I am in compliance with my area's safety and behavioral requirements and agree to abide by them.

Signature

Date

To the best of my knowledge, the above Al-Anon member meets the area's safety and behavioral requirements.

Authorized Area Signature

Area #

Date

Please Print Name Below:

Each area must certify to the WSO annually that each Al-Anon member involved in Alateen service has met the area's safety and behavioral requirements and has agreed to abide by them.

WSO Assigned ID Number:

For Area Use:

AL-ANON FAMILY GROUPS, INC.

SOUTHERN CALIFORNIA WORLD SERVICE, INC.

**AUTHORIZATION TO RELEASE INFORMATION FOR
BACKGROUND CHECKS**

INTRODUCTION AND INSTRUCTIONS: In November, 2006, the SCWS Assembly voted to obtain liability insurance which includes sexual misconduct coverage. As a condition of insurance, the insurance company requires background checks based on the information below. Each Alateen Sponsor and Al-Anon Member Involved in Alateen Service must complete this form to meet these requirements as well as completion of "*SCWS Minimum Safety and Behavioral Requirements for Alateen Groups, Alateen Sponsors and Al-Anon Members Involved in Alateen Service*" and "*Al-Anon Member Involved in Alateen Service.*" Send all completed forms to **SCWS, P.O. Box 350, North Hollywood, CA 91603, ATTN: ALATEEN.**

I hereby request Southern California World Service (SCWS), Al-Anon Family Groups, Inc. to search for any information which pertains to any record of convictions or any criminal file maintained on me whether local, state, or national. I hereby release and hold harmless SCWS from any and all liability resulting from such disclosure.

Name (printed): _____

Current Address: _____

City, State, Zip Code: _____

Maiden Name (if applicable): _____

Print any and all aliases: _____

Date of birth: _____ Place of birth: _____

All cities of residence (Last 5 years):

Social Security Number (Optional): _____

Signature: _____ Today's Date: _____