

# NIAFG ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS

## Northern Illinois AFG, Area 14

It is the policy and objective of Northern Illinois Al-Anon/Alateen Family Groups to ensure an environment of safety and welcome for Alateen members and the Al-Anon members involved in service to Alateen.

### ALATEEN SPONSORS

A recognized Alateen sponsor is a responsible adult member of Al-Anon who attends Al-Anon meetings regularly and who shares his/her recovery experience gained through working the 12 Steps, 12 Traditions and 12 Concepts of Al-Anon/Alateen. He or she helps the Alateens to focus on the Alateen program. It is in sharing recovery that we provide hope for the future.

Before doing **any** work with an Alateen group, Al-Anon members must go through a certification process which takes two to four weeks. [It is the parent's responsibility to arrange transportation for their teens and they may allow whomever they choose to transport their teens. Drivers are outside the purview of these requirements.]

Only certified Al-Anon sponsors attached to an Alateen group may attend that group's meetings. As part of their oversight and assistance responsibilities, the District Representative (though not certified), the District Alateen Coordinator, and the NIAFG Alateen Coordinator may visit the Alateen group. Alateen Coordinators must be certified.

### Requirements for Alateen Sponsors

1. Minimum age: 23 years old
2. Currently attends a minimum of one Al-Anon meeting a week. If new to the area, must attend local meetings for six months before applying to become an Alateen sponsor.
3. Must be an active member of Al-Anon for at least two years. Time spent in Alateen does NOT count toward the two years.
4. Must have an Al-Anon Sponsor.
5. Must not have: been convicted of any felony; been charged with child abuse or any other inappropriate sexual behavior; or demonstrated emotional problems or inappropriate behavior, which could result in harm to Alateen members.
6. Must not engage in unlawful conduct including but not limited to overt and covert sexual interaction between any adult and Alateen member.
7. Receive a satisfactory result from an initial background check and a subsequent background check every third year. (At no cost to applicant.)
8. It is suggested that parents DO NOT sponsor a group attended by their children.
9. Attend one Alateen training session each year. [NIAFG will conduct multiple training sessions each year.]

### Alateen Sponsor Certification Process (for new sponsors)

1. The Area 14 Alternate Delegate is the designated certification processor (**Area Alateen Process Person, or AAPP**) for NIAFG.
2. Complete the two applications found at the end of this document:
  - a. NIAFG "**Northern IL Application for Al-Anon Member Involved in Alateen Service**" [attachment #1]
  - b. WSO "**Al-Anon Member Involved in Alateen Service**" (AMIAS) [attachment #2]
3. Submit completed applications to the NIAFG Area Alternate Delegate (AAPP) who will review them and initiate the background check. NIAFG utilizes a private security agency for a criminal background check, using the information provided on the "Northern IL Application for Al-Anon Member Involved in Alateen Service." This agency will store all records and report only satisfactory/unsatisfactory to the NIAFG Area Alternate Delegate.

4. NIAFG Area Alternate Delegate (**AAPP**) will inform the sponsor candidate of results.
  - a. If unsatisfactory, the sponsor candidate will be provided information by which they may contact the background check company to discuss and resolve conflicting results.
  - b. If satisfactory, the Area Alternate Delegate will notify the sponsor candidate and submit the AMIAS application to WSO for a sponsor certification number.
5. The complete process can take 2-5 weeks.
6. The AAPP will maintain applicant files in a confidential manner.

### **Annual Maintenance of Certification (for existing Alateen sponsors)**

1. To continue as an Alateen sponsor, the sponsor must maintain their certification by annually filling out the NIAFG “**Northern IL Application for Al-Anon Member Involved in Alateen Service**” form [**attachment #1**] and sending it to the AAPP. This process essentially says three things: I want to continue as a sponsor; I agree to continue following NIAFG’s safety and behavioral requirements; and I agree to have a background check done every third year.
2. The WSO and NIAFG calendar year for certification is July 1<sup>st</sup> to June 30<sup>th</sup>.
3. Around February 1<sup>st</sup>, the Area Alternate Delegate (Area Alateen Process Person, AAPP) will notify current Alateen Sponsors of the need to maintain their certification by filling out the NIAFG “**Northern IL Application for Al-Anon Member Involved in Alateen Service**” form [**attachment #1**]. The form should be returned to the AAPP by March 31<sup>st</sup>. [New sponsors who were certified by WSO in the four months prior to February 1st do not have to resubmit the form.]
4. April and May will be devoted to follow-thru, clean-up, and making sure all who want to be recertified are in fact recertified.
5. During June the Area Alternate Delegate (AAPP) will notify WSO of all Alateen sponsors who have chosen to maintain their certification.
6. During June the Area Alternate Delegate (AAPP) will also notify WSO of all Alateen Sponsors who have chosen to not maintain their certification for the upcoming year. Files for those people will be shredded. They may at some point reapply to be an Alateen sponsor, but must start the process as a new sponsor.

### **What is my status?**

1. After WSO has assigned and put the certification number on the new sponsor applicant’s WSO AMIAS form [**attachment #2**], the Alternate Delegate (AAPP) will send the sponsor a copy of the form to confirm their certification. As long as the sponsor maintains their certification annually, the certification number remains current. Failure to annually maintain certification means the certification number is no longer valid.
2. Existing sponsors who annually send in the NIAFG AMIAS form [**attachment #1**] automatically maintain their certification for the next year. The AAPP will notify them if there is a problem (e.g. did not receive the form, or if the background check did not clear).
3. Annually during July, the AAPP will send to all sponsors a list of currently certified sponsors.

### **Removal of Alateen Sponsors**

1. Alateen and/or Al-Anon members may go to the NIAFG Area Alternate Delegate (**Area Alateen Process Person, AAPP**) to express concerns about a sponsor.
2. The AAPP will form a small group to conduct an investigation and take appropriate action consistent with the principles and policies of the Al-Anon/Alateen program, and using a group conscience process.

## **ALATEEN GROUPS**

### **Requirements for Alateen Groups**

1. Each Alateen Group must be registered with WSO and have at least two certified Alateen sponsors.
2. Two certified Alateen sponsors must be present during all Alateen meetings.
3. Unlawful conduct including but not limited to overt and covert sexual interaction between any adult and Alateen member is prohibited.

4. Alateen groups without certified Alateen sponsors and/or not adhering to the safety and behavioral requirements will not be considered an Alateen group and may not use the Alateen name.

### **Alateen Group Certification Process**

1. The group must be certified as an Alateen group in order to call itself an Alateen group. This certification needs to take place before the group starts meeting. An associated Al-Anon meeting registration does not replace the need to register as an Alateen group.
2. Certification means that the group is listed on the NIAFG website which has 7000 unique visitors each month. The web is a primary source of information for teens.
3. Assemble a group of certified sponsors for the Alateen group. Since two sponsors are required for each meeting, it may be desirable to have additional backup sponsors to cover absences that may arise.
4. Complete the WSO “**Alateen Registration/Group Records Change Form**” [**attachment #3**] and send to the area Alternate Delegate (AAPP). The group’s current mailing address (if not the facility at which it meets) and the group sponsors (section 14) must all be certified sponsors. The Alternate Delegate can provide the WSO ID certification numbers.
5. Allow six weeks for the group certification process. (This, together with the sponsor certification time can mean an elapsed time of close to three months!)

### **Alateen group recertification**

Alateen groups do not go thru a recertification process. However, when a sponsor of record (one of the two sponsor names on the “**Alateen Registration/Group Records Change Form**” [**attachment #3**] drops out of Alateen sponsoring, that person must be replaced with another certified sponsor, or the group is designated inactive (i.e. it is no longer an NIAFG Alateen meeting). There must always be at least two active sponsors at a meeting.

## **EVENTS OTHER THAN REGULAR ALATEEN MEETINGS**

### **Parental Permission and Medical Care Procedures**

1. Alateen members must have the “**Parental Permission and Medical Care**” form [**attachment #4**] completed and notarized prior to attending events such as Al-Anon/Alateen State Conventions, the Midlake Conference and AA conferences with Al-Anon/Alateen participation.
2. The Alateen Sponsor who will be accompanying the Alateen member must have this form for each Alateen.

### **Convention/Conference Procedures**

All Convention/Conference Alateen sponsors must be certified, and only those designated as Convention/Conference Alateen sponsors can attend the Convention/Conference Alateen meetings. The Convention/Conference Alateen organizer should provide a list of designated Convention/Conference Alateen Sponsors to the Alternate Delegate to verify that their certification is current. Other Alateen sponsors who may happen to be at the Convention/Conference for their own benefit may not attend the Convention/Conference Alateen meetings.

There are Convention/Conference behavior guidelines. These Guidelines, like the Traditions, are a guide to help bind us together in working our 12 steps and maintaining the unity of our group. They are based on experience, thoughtful consideration and common sense. They are necessary for the welfare and enjoyment of everyone attending conventions or conferences. Sponsors should ensure that Alateen members and Parents read, abide by, and help enforce these Guidelines. The guidelines are on page two (or the backside) of the “**Parental Permission and Medical Care**” form [**attachment #4**].

Revised: September 2009, Text and Forms

Sandy Winkleman, Alternate Delegate, Area Alateen Process Person [AAPP]  
6 Waterfront Court  
Algonquin, IL  
Phone: 847-458-6288 // Email: SereneODAT@comcast.net

## Northern Illinois Application for Al-Anon Member Involved in Alateen Service

### 1. Contact/Background Information –

First Name \_\_\_\_\_ Middle Initial \_\_\_\_ Last Name: \_\_\_\_\_

Street Address (no PO box) \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Date-of-Birth: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Languages spoken (check all that apply)  English  Spanish  Other \_\_\_\_\_

### 2. Alateen Sponsorship -

This is:  an application for certification as a new Alateen sponsor  
 an annual recertification for an existing sponsor

Check all that apply:  Primary sponsor for an Alateen Group (**please identify group below**)  
 Backup sponsor for an Alateen Group (**please identify group below**)  
 Other (Convention/Conference Sponsor, Area Alateen Coordinator, Etc. **Explain >**)

Alateen Group: Town \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Group Name \_\_\_\_\_ WSO ID# \_\_\_\_\_ District # \_\_\_\_\_

### 3. Requirements, check if yes (you must be able to answer yes to all four requirements to be an Alateen sponsor) –

- I am 23 years or older
- I have at least 2 years in Al-Anon (does not include any time in Alateen)
- I have an Al-Anon sponsor
- I attend at least one Al-Anon meeting a week (in addition to any Alateen meetings).

### 4. Why do you want to be an Alateen Sponsor?

---



---



---



---



---

### 5. Agreement and release for permission to obtain information –

I have read the NIAFG “Alateen Safety and Behavioral Requirements” document, and satisfy and agree to abide by those requirements. I authorize NIAFG to perform a nationwide background check to determine whether or not I have ever been convicted of any felony or have ever been charged with child abuse or any other inappropriate sexual behavior or have ever demonstrated emotional problems or inappropriate behavior which could result in harm to Alateen members.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form must be completely filled out by anyone desiring to be a sponsor, and annually thereafter to continue to be an Alateen sponsor. (The background check will be performed when a person first applies to become an Alateen sponsor and then every three years afterwards.)

----- **For NIAFG Use Only** -----

Background Check (circle one):            Satisfactory            Unsatisfactory            Not Req'd (renewal, but not 3<sup>rd</sup> yr anniv)

NIAFG Certification (circle one):    New            Renewal            Date \_\_\_\_\_            AAPP Initials \_\_\_\_\_

# 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:



**CONVENTION/CONFERENCE PARENTAL PERMISSION / MEDICAL CARE FORM**  
**And Convention / Conference Guidelines**  
(Do Not Mail this form)

NO ONE UNDER THE AGE OF 18 CAN ATTEND CONVENTION/CONFERENCE WITHOUT NOTARIZED FORM.  
THE CERTIFIED ALATEEN SPONSOR MUST CARRY THIS FORM AT ALL TIMES.

The undersigned Parent/Legal Guardian hereby grants permission for (Alateen) \_\_\_\_\_  
to participate in (Convention/Conference name) \_\_\_\_\_  
(Location) \_\_\_\_\_  
(Date) \_\_\_\_\_ Alateen will be accompanied by \_\_\_\_\_ (Sponsor/Adult)

In case of medical emergency, I further authorize the above named Sponsor/Adult to obtain and consent to needed medical treatment, as I myself might do. I agree that the above named Sponsor/Adult is in charge and will at all times make decisions in the best interest of the Alateen member.

Alateen member has been treated for: (circle all that apply)  
Heart Trouble   High Blood Pressure   Asthma   Low Blood Pressure   Diabetes   Tuberculosis  
Liver Trouble   Fainting Spells/Seizures   Hives   Stomach   Ulcers

Other: (please specify) \_\_\_\_\_

Allergic to any foods, pollens or drugs \_\_\_\_\_ any known allergies: \_\_\_\_\_

Medication being used & medical condition: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

I have read the Guidelines on page 2 and understand that violations of these guidelines may result in an Alateen being requested to leave the conference.

Telephone / Emergency Numbers: (    ) \_\_\_\_\_ (    ) \_\_\_\_\_  
(Required so Parent/Guardian can be reached during entire conference weekend)

Complete Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Parent/Legal Guardian: \_\_\_\_\_

State of \_\_\_\_\_) County of \_\_\_\_\_)

Before me, a Notary Public, on this day \_\_\_\_\_ personally appeared, to me known by me to be the person who signed the above Authorization, and acknowledged to me that (s)he executed the same for the purpose therein stated.

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC, State of: \_\_\_\_\_ (stamp)

My Commission Expires: \_\_\_\_\_

## CONVENTION/CONFERENCE GUIDELINES

These guidelines, like the Traditions, are a guide to help bind us together in working our 12 steps and maintaining the unity of our group. They are based on experience, thoughtful consideration and common sense. They are necessary for the welfare and enjoyment of everyone attending conventions or conferences. Sponsors, Alateen members and Parents need to read, abide by and help enforce these Guidelines.

1. Alateen members and sponsors must abide by these Guidelines at all times for the safety, comfort and welfare of all conference participants and hotel guests.
2. A CONVENTION/CONFERENCE Parental Permission and Medical Care form, signed by the parent or guardian, must be provided to the Sponsor/Al-Anon member involved in service to Alateen for the Alateen member (under the age of 18) who will attend the convention/conference with the Sponsor/Al-Anon member involved in service to Alateen.
3. One sponsor is required for every four (4) Alateen members. A CONVENTION/CONFERENCE Parental Permission and Medical Care form, signed by the parent or guardian, is required for admission to the convention/conference. The form **MUST** be notarized. Provide a copy of the form to the Sponsor/Al-Anon member involved in service to Alateen.
4. Possession or consumption of alcoholic beverages or mind-altering substances will NOT be tolerated. No unlawful or unacceptable conduct will be tolerated. Failure to comply will result in discharge from the convention/conference (at the violator's expense for return trip home) and the incident reported to the police. Also, unauthorized objects will be confiscated.
5. Smoking is allowed only for those 18 and older, and then only in designated smoking areas.
6. Room doors must remain completely open and all lights turned on whenever a member of the opposite sex is present. Failure to comply will result in discharge from the conference at violator's expense. This includes sponsors. Inappropriate behavior between fellow Alateen members will not be tolerated.
7. After 1:00 a.m. all Alateen members must be in a room or at a meeting. The hallways must remain free of congestion.
8. Footwear, with soles, must be worn outside of your room at all times.
9. The hotel halls and lobby must remain free of congestion. No running is permitted anywhere on the hotel premises. Please keep the lobby and hallways clear of debris.
10. All audio equipment must be played at reasonable volumes. 11:00pm to 6:00am audio equipment **MUST** be used at minimal volume. All audio equipment is the responsibility of the owner. Conventions/conferences are not responsible for lost/stolen items.
11. All medications/prescriptions required by participants must be reported to the Sponsor/Al-Anon member involved in service to Alateen. Check with the hotel for a first aid kit.
12. To protect anonymity of attendees, **NO** video recording or photography is allowed. Audio recording can only be done at the speaker's consent.

Sponsors/Al-Anon members involved in service to Alateen have a great responsibility to the convention or conference, have the right to refuse a participant who does not abide by the Guidelines, and need not tolerate unacceptable behavior. Always remember to place "Principles above Personalities." Remember that what we do reflects on our groups, the convention/conference and the Al-non/Alateen fellowship. "I Am Responsible."