

Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines Amended and Passed 11/18/05

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 Al-Anon members involved in 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 Al-Anon members involved in 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 qualifications. The WSO will register only those Alateen groups whose registration it receives through the Area 17 registration program. 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 Al-Anon or Alateen name. Al-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)

Minimum Requirements for any Al-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 Al-Anon meeting per week
3. At least 2 **current and consecutive** years Al-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.
5. Cannot have a pending charge, conviction, complaints or allegations of 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 will be asked to step down.

Minimum Requirements for Conducting 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 have meant all the requirements of Minimum Requirements for Any 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.
4. A commitment of 3 years is asked in Alateen sponsorship.

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

Process of Sponsorship

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 of 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 per year during sponsorship.

Permitted attendees at Alateen Meetings

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

Adults Involved in Alateen Service are those Al-Anon members who are not Sponsors, Alternate Sponsors, or Instant Sponsors. Adults Involved in Alateen Service act as District or Area Coordinators, District Representatives, Alternate District Representatives, chaperons during Alateen events, help drive Alateen members to Alateen/Al-Anon sponsored events, assist Alateens during but not limited to events such as fund raisers, conventions, and work-shops.

1. Must have meant all the requirements of Minimum 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.
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.
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.