

**KENTUCKY AREA 21 ALATEEN/AL-ANON
SAFETY AND BEHAVIORAL REQUIREMENTS**

CONTENTS

INTRODUCTION.....	1
CHAPTER I Safety & Behavioral Requirements.....	1, 2
CHAPTER II Parental Permission and Medical Care.....	3
CHAPTER III Process to Certify Al-Anon Members Involved in Service.....	3
CHAPTER IV WSO Al-Anon Member Involved in Alateen Service Form process.....	3
CHAPTER V Registration of Alateen Groups.....	4
CHAPTER VI Changes for existing Alateen Groups.....	4,5
CHAPTER VII Failure to meet Safety and Behavioral Requirements.....	5
CHAPTER VIII Additional Responsibilities of Alateen Sponsors.....	5,6
CHAPTER IX Alateen Group Responsibilities.....	6
CHAPTER X Al-Anon Group Responsibilities.....	6
CHAPTER XI Who may attend Alateen meetings.....	6
CHAPTER XII Removal of Sponsors.....	6
CHAPTER XIII Legal Counsel Review of Requirements.....	6
MINI-CONVENTION-AL-ANON AREA CONVENTION BEHAVIORAL REQUIREMENTS.....	7, 8
KENTUCKY AREA ALATEEN TREASURY REQUIREMENTS.....	9, 10
AUTHORIZATION TO OBTAIN MEDICAL CARE.....	11
INFORMATION AND PERMISSION FORM.....	12
DUTIES OF AREA ALATEEN PROCESS PERSON.....	13
VERIFICATION PROCESS OF WHO IS ELIGIBLE TO ATTEND KOMIAC...14	

KENTUCKY AREA 21 ALATEEN/AL-ANON SAFETY AND BEHAVIORAL REQUIREMENTS

As Tradition Four states: "Each group should be autonomous, except in matters affecting another group or Al-Anon or AA as a whole". The WSO Board of Trustees has determined that issues of safety and behavior by Alateens and individuals involved with Alateen service do affect every group and Al-Anon as a whole. Therefore, it is within the scope of their authority to issue a mandate for minimum requirements for Alateen safety, and it is within the scope of the Kentucky Area's authority to expand these requirements and oblige adherence to the requirements as approved by the Area Assembly.

The following requirements are to assure the safety of Alateens participating in meetings within Kentucky Area 21 and to adhere to the mandate established by the World Service Office. It is the intent of Kentucky Area 21 to provide a safe environment for Alateen members and the Al-Anon members involved in Alateen service.

For the purpose of the Kentucky Area 21 Requirements, "Al-Anon Members Involved In Alateen Service" (AMIAS) shall mean Sponsors, "Instant Sponsors", Conference or Event Chaperones and Transportation Providers. For Kentucky-Ohio-Michigan-Indiana Alateen Convention (KOMIAC) see page 7, paragraph 3.

For the purpose of the Kentucky Area 21 Requirements, "Area Alateen Process Person"(AAPP) shall be the Area Chairperson or someone appointed by the Area Chairperson.

I. Safety and Behavioral Requirements:

A. Every Al-Anon member involved with Alateen service must:

1. Be an Al-Anon member regularly attending Al-Anon meetings.
2. Be at least 25 years old
3. Have at least two years of continuous active attendance in Al-Anon.
4. Not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, not have been charged or convicted of any violence to children or adults, and not have demonstrated emotional problems, which could result in harm to Alateen members.
5. Complete the Al-Anon Member Involved in Alateen Service (AMIAS) form provided by the World Service Office annually.
6. Attend at least one (1) Alateen sponsor training prior to beginning an Alateen group and once annually. The Alateen Coordinator or their designee will provide training twice yearly, time to be set by the Alateen Coordinator.
7. Submit an initial request for a background check to the Area Alateen Process Person at the time of the first certification training. After having the initial background check done, a background check on all AMIAS persons will be done every year. Results of the background check will be forwarded to the Area Alateen Process Person by the person/organization, selected by the Area World Service Committee

(AWSC) to perform the check. The Area Alateen Process Person will report “pass/fail” to the prospective sponsor. The Area Alateen Process Person will send a welcome letter to the approved sponsor, with a copy to the Alateen Coordinator and the District Representative (DR) of the District where the Alateen group meets. Failure to meet these requirements will result in the prospective sponsor’s disqualification as an Alateen sponsor.

8. Be known within the district in which he/she will be sponsoring an Alateen group, by regular attendance at Al-Anon meetings.
 9. Adhere to the Kentucky Area 21 Alateen/Al-Anon Safety and Behavioral Requirements. If an Al-Anon member who regularly attends Al-Anon meetings in Kentucky Area 21 but resides in another Al-Anon Area desires to be an “Al-Anon Member Involved in Alateen Service”, that member must first be certified in the Area in which they reside. They must also meet the Kentucky Area 21 Requirements as well as undergo a background check in the state in which they reside.
- B. In order for an Alateen meeting to begin and continue to meet in any district, there must be an Al-Anon meeting at the same time and place, which is willing to support the group financially until the Alateen group can sustain itself. Exceptions to this would include in-school or institution meetings. The District Representative (DR) must attend each Alateen group in his/her district at least once during his/her term.
- C. There must be at least two Alateen sponsors at every Alateen meeting. It is suggested that these sponsors be a male and a female. If the Alateen group is a large group (15 or more members), an additional sponsor should be added.
- D. Overt or covert sexual interaction between any adult and Alateen member or between Alateen members is prohibited before, during or after any Alateen activity. Alateen members are required to report to a trusted Al-Anon member any physical/emotional or verbal interaction they consider objectionable.
- E. In the event of the loss of an Alateen sponsor or the formation of a new group, immediate/temporary replacement can be made prior to sponsor training. The potential/temporary sponsor (after completion and approval of the Al-Anon Member Involved in Alateen Service form and background check) may sign a statement that he/she has read and is in compliance with the first six pages of the Area Requirements. Until receipt of having completed sponsor training, he/she will only serve in the company of a sponsor who has been approved by the Area.
- F. Conduct contrary to applicable laws is prohibited.

NOTE: The above items B, C and D are for Alateens as well as Al-Anon Members Involved in Alateen Service. Chapter II following also pertains to Alateens.

II. Parental Permission and Medical Care, when applicable:

A consent form, approved by Kentucky Area 21 must be signed by a parent/guardian whenever any Alateen member is transported to/from any local meeting. A notarized consent/medical form is required for any out-of-town event. The form must be for the sole purpose of a specific meeting/event. A copy of the consent form must be kept in the possession of the person who is providing the transportation or acting as chaperone.

III. Process to Certify Al-Anon Members Involved with Alateen Service:

- A. Each prospective Alateen sponsor must submit an Al-Anon Member Involved in Alateen Service form to the appropriate District Representative (DR to provide forms along with forms for Kentucky background check). Two Al-Anon references must be included on the AMIAS form along with the prospective sponsor's home group.
- B. Upon favorable recommendation, the District Representative will forward the AMIAS form and the completed background check form to the Area Alateen Process Person. If the applicant is a DR, the Alternate DR or the Alateen Coordinator must check references and sign the AMIAS form. If the applicant is declined, the unsigned form will be sent to the AAPP by the DR for further processing.
- C. The Area Alateen Process Person will forward the background check form to the person/organization designated by the AWSC to perform the background check.
- D. Upon favorable recommendations, the Area Alateen Process Person will sign as Area Authorized Signature and forward the Al-Anon Member Involved in Alateen Service form to WSO. *The Area Authorized Signature Role validates that the Al-Anon Member Involved in Alateen Service has met the area requirements. It is NOT verifying or taking responsibility for the behavior of the Al-Anon Member Involved in Alateen Service.*
- E. The Area Alateen Process Person will maintain a file of original Al-Anon Members Involved in Alateen Service forms returned to the area after WSO processing along with the approved background check forms.
- F. The Area Alateen Process Person will forward incomplete Al-Anon Members Involved in Alateen Service forms, returned by WSO, to the DR for completion and return for reprocessing.

IV. WSO Process for Al-Anon Member Involved in Alateen Service:

- A. Al-Anon Member Involved in Alateen Service form is submitted through area process. If the form is not received through area process it will be sent to the Area Alateen Process Person unprocessed.
- B. Al-Anon Member Involved in Alateen Service form is sent to WSO Group Records Department for processing.
- C. WSO Group Records Department returns processed forms to Area Alateen Process person on a weekly basis.
- D. WSO sends Al-Anon Member Involved in Alateen Service annual list to Area Alateen Process Person in March. List to be certified and returned by July 1st.

V. Registration and Annual Updates of Alateen Groups:

- A. Only those Alateen groups that follow the Kentucky Area 21 registration process will be registered by WSO:
1. The new Alateen group will forward the group registration form along with the sponsor's Al-Anon Member Involved in Alateen Service form to the DR. If the sponsor is an Al-Anon Member Involved in Alateen Service already approved, complete the WSO ID# on the group registration form and return to the DR. When Al-Anon Member Involved in Alateen Service form is sent with the group registration form it will be processed per Al-Anon Member Involved in Alateen Service WSO procedures (see IV above).
 2. DR will mail forms to the Area Alateen Process Person who will forward forms to WSO. The Area Alateen Process Person will notify the Alateen Coordinator of pending registration forms. Registration form will be processed within seven days (of arriving in Alateen Department) and sent to the Area Alateen Process Person monthly by Group Records. The Area Alateen Process Person will forward processed new group registration forms or changes that have been made to existing groups to the Alateen Coordinator and the DR with a copy to the Group Records Coordinator.
 3. WSO will send a form letter to the Area Alateen Process Person with the monthly mailing, reminding him/her to follow area process to share the information with the Alateen Coordinator, the DR, and Group Records Coordinator.
 4. Registration forms that cannot be processed due to incomplete Sponsor information will be sent back daily to the Area Alateen Process Person with an explanation.
- B. Alateen groups will receive an annual update form from WSO to be completed and returned to the AAPP. Failure to do so will constitute a willful disregard for the Kentucky Area 21 Alateen/Al-Anon Safety and Behavioral Requirements and will result in the offending group's privilege to use the name "Alateen" being withdrawn. 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 at WSO. This applies to all Alateen groups.
- C. If the area states in writing to the Associate Director/Alateen at WSO 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 (WSO) shall not constitute any continuing right to use the Al-Anon or Alateen name.

VI. Changes for existing Alateen Groups:

- A. Changes involving new Sponsors must include either the Al-Anon Member Involved in Alateen Service form or Al-Anon Member Involved in Alateen Service WSO ID#. When an Alateen Registration/Group Records change form is received with a change of Sponsor and neither an Al-Anon Member Involved in Alateen Service ID# nor an Al-Anon Member Involved in Alateen Service form is provided, the Alateen Registration/Group Records Change Form will be sent to the Area Alateen Process Person unprocessed.

- B. Notification of processed group changes will be sent to the Area Alateen Process Person on a monthly basis.
- C. An annual update will be sent to Alateen groups in March. *WSO will continue to send Group Records Coordinators the bi-annual group records printout with Alateen groups listed separately. A copy of the Alateen portion of the printout will be sent to the Area Alateen Process person.*

VII. Failure to meet Safety and Behavioral Requirements:

Failure of an Alateen sponsor/Al-Anon member involved in service to comply with the Safety and Behavioral Requirements will result in the Area notifying WSO that those members are prohibited from participating in Alateen service.

VIII. Additional Responsibilities of Alateen Sponsors:

- A. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
 - B. Know how to contact District Representative and Area Alateen Coordinator.
 - C. Familiarize him/herself with state and local laws regarding reporting abuse.
 - D. Read at each meeting:
 - “If in a meeting an Alateen member reports that he/she is:
 - Being physically or sexually abused,
 - Is planning to harm him/herself,
 - Is planning to harm someone else,the Alateen sponsor will go with the Alateen member to discuss what the Alateen member has shared, with a responsible adult of the Alateen member’s choice that sees the Alateen more frequently than once a week. Possible choices are another relative, a school counselor, Child Protective Services or a member of the clergy. No one will pry. Only information that the Alateen member feels comfortable disclosing should be disclosed. Each Alateen member should keep in mind that in some situations the Sponsor or adult **is** required by law to report the information to the proper authorities. This will be handled with a minimum of knowledge. The self-report number for child abuse is Childhelp USA/Forrester National Child Abuse Hotline 1-(800)-4A-CHILD.
- E. Attend the Alateen meeting each week or arrange for approved substitute.
- F. Provide a safe meeting place.
- G. Coordinate the participation of Alateen members in District and Area Al-Anon functions. Expenses for an Alateen Group Representative (GR) and an Alateen sponsor to attend area assemblies will be provided by the Alateen group, the Al-Anon group or, if needed, SUPPLEMENTED by the district and then the area.
- H. Provide continuity to the Alateen group.
- I. Become familiar with Alateen literature.
- J. Respect and protect the Alateen members’ anonymity.
- K. Encourage the Alateen members to take responsibility for themselves and their group.

- L. Inform the Alateen group that their members will attend the Al-Anon meeting if neither the sponsors or a willing Al-Anon member who has completed the Al-Anon Member Involved in Alateen Service form are available.

IX. Alateen Group Responsibilities.

- A. Keep the Alateen focus.
- B. Respect each other's anonymity, including sponsors.
- C. Maintain appropriate behavior by establishing guidelines.
- D. Resolve group problems by use of the Group Inventory (G-8) form.
- E. Respect the meeting facility.
- F. Obey all national, state and local laws.
- G. Become financially self-supporting.
- H. Participate at District and Area meetings.

X. Al-Anon Group Responsibilities:

- A. Accepting the Alateens and welcoming them as part of the Al-Anon fellowship.
- B. Assisting with Alateen group expenses as needed.
- C. Participate in and support open sharing meetings with Alateens.
- D. Maintain a supply of Alateen literature at the Al-Anon meeting.

XI. Who may attend an Alateen meeting?

- A. Potential sponsors with permission of the group.
- B. Alateen sponsors of other groups, with permission of the group.
- C. Area Alateen Coordinator may attend any meeting with permission of the group.
- D. District Representative may attend any meeting in his/her district.
- E. Young people whose lives are affected by someone else's drinking.
- F. Parents are advised NOT to attend or sponsor the meeting their child attends.

XII. Removal of Sponsors:

- A. An Alateen group may request removal/change in sponsorship by group conscience vote. After vote is taken, the supporting Al-Anon group's Group Representative (GR) takes the request to the Al-Anon group for resolution.
- B. When a problem with a group and/or sponsor arises that cannot be resolved at the group level, it is the responsibility of the District Representative or Area Alateen Process Person to contact the Area Alateen Coordinator to assist in the resolution of the problem. The District Representative or Area Alateen Process Person, 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.

XIII. Legal counsel will periodically review the Kentucky Area Alateen/Al-Anon Safety and Behavioral Requirements.

MINI-CONVENTION-AL-ANON AREA CONVENTION BEHAVIORAL REQUIREMENTS

NOTE: Kentucky Area Alateen Mini-conventions are to be held twice each year (September-December and January-May). As to time and group sponsoring, this will be decided at the state (area) meeting at KOMIAC, which can be amended as needed.

NOTE: Alateen members are invited to attend mini-conventions, Area Al-Anon/Alateen functions and KOMIAC at the invitation of their Alateen sponsors.

NOTE: KOMIAC will abide by the minimum Safety and Behavioral Requirements as described in WSO motion passed by the Board of Trustees on 12/8/2003.

- I. Alateen members must be at least age 10 by the event date to be eligible to attend.
- II. Each Alateen member is to take personal responsibility for his/her own behavior, keeping in mind the Twelve Steps and Twelve Traditions of Alateen.
- III. The Alateen member is responsible for their own personal property which becomes lost, stolen, or damaged. The Alateen member is also responsible for any property damaged by that Alateen member.
- IV. Each Alateen is to treat sponsors and other adults with courtesy, trust and respect in order to encourage adults to treat all Alateen members with courtesy, trust and respect. Sponsors are to treat all Alateen members with courtesy and respect in order to encourage courteous, respectful and trustworthy behavior from the Alateen members.
- V. To be sure that there are no misunderstandings of expectations, please ask questions on what the requirements mean and what sponsors expect.
- VI. In case of an emergency, Alateen members may leave the conference, meeting, or event with express permission from their sponsor and must be accompanied by a responsible adult. Alateen members are strongly discouraged from driving their personal vehicle to conferences, meetings or events.
- VII. Identification badges are to be worn in plain sight at all times when outside of sleeping room.
- VIII. All Alateen members are expected to attend all scheduled Alateen and/or Al-Anon meetings unless they are excused by their sponsor(s).
- IX. Courtesy requires that entering and leaving the meeting be kept to a minimum. Giving loving support to each person requires that side conversation and horseplay be avoided.

**MINI--CONVENTION/AL-ANON AREA CONVENTION
BEHAVIORAL REQUIREMENTS (Cont'd)**

- X. Possession of a weapon or use of alcohol, illegal drugs, use of over-the-counter drugs and/or other mood altering substances contrary to physician or manufacturer's recommendations is strictly forbidden. Any teen or sponsor found to possess or be under the influence of above substances or possessing a weapon will be sent home at his/her own expense.

Agreed upon and signed this day _____

Alateen member

Alateen Sponsor

KENTUCKY AREA 21 ALATEEN TREASURY REQUIREMENTS

The Kentucky Area 21 Alateen Treasury was established to provide funds for the Alateen members within Area 21 for four (4) purposes:

PURPOSE ONE: The primary purpose of the Kentucky Area 21 Alateen Treasury is to provide funds to charter a bus to transport Kentucky Alateen members and sponsors to the Kentucky-Ohio-Michigan-Indiana Alateen Convention (KOMIAC)

ONLY WHEN the convention is held in areas other than Kentucky.

- The majority of funds in the Kentucky Area Alateen Treasury are to be used for this purpose. Any Alateen member (with approval of his/her sponsor) or Alateen sponsor within the area is eligible to ride the bus. The cost to ride the bus will be determined by the Kentucky Area Alateen Coordinator, based on the funds available for transportation. The KOMIAC charter bus leaves from designated locations that are determined by the charter provider and the Alateen Coordinator. The Alateen Coordinator can usually negotiate more than one pick-up point with the charter provider for a location within the area that is enroute to the final destination at an additional cost.
- Reservations are made to ride the bus by contacting the Alateen Coordinator. The Alateen Coordinator determines the deadline for registration, based upon the contract with the charter provider.
- If Alateen sponsors in outlying areas (more than two hours from a pick-up point) opt not to travel by bus, the Alateen Coordinator will allocate funds to the sponsor(s) of the group for the transportation to the convention. An active sponsor, on or before May 31st, must request these funds.

PURPOSE TWO: A reserve of \$75.00 will be held in the Kentucky Area 21 Alateen Treasury at all times for the purpose of providing seed money for the Kentucky Area 21 Alateen mini-conventions.

- Mini-conventions will be held twice each year (Spring and Fall).
- At the State (area) meeting at KOMIAC, Alateen groups request to host one of the mini-conventions.
- The hosting Alateen group sponsor requests the \$75 seed money from the Alateen Coordinator for the purpose of obtaining supplies to host the mini-convention.
- The hosting Alateen groups may charge a registration fee to offset the expenses or to make a profit for hosting the convention.
- When a profit is made from hosting the mini-convention, the \$75 seed money must be returned to the Alateen Kentucky Area 21 Treasury. The group determines the disbursement of any profit (over the \$75) made from the mini-convention. They may choose to donate the profits to the Kentucky Area 21 Alateen Treasury to offset the cost of chartering the bus for KOMIAC or they may use the funds as a group fund-raising activity for their group KOMIAC expenses.

KENTUCKY AREA 21 ALATEEN TREASURY REQUIREMENTS

PURPOSE THREE: The Alateen treasury will maintain a reserve of funds in the amount of \$150.00 to purchase items for sale and raffle at the Kentucky Area 21 Al-Anon Convention.

- The Kentucky Area 21 World Service Committee has determined that items appropriate for sale or raffle include: Various sizes of bumper stickers with Al-Anon slogans, medallions with AFG symbols, AFG lapel pins or Al-Anon logo lapel pins and Al-Anon symbol jewelry.
- It is traditional to raffle a set of current conference tapes and a tape player or other electronic device which is paid for from the profit of raffle sales. The Area Alateen Coordinator or the Alateen Liaison to the Al-Anon Convention contacts the individual contracting to tape the convention to arrange obtaining a set of convention tapes. The person contacting the taper will offer to pay for the set of convention tapes. It should not be assumed that the set of tapes would be donated.

PURPOSE FOUR: The State Alateen Representative's expenses to attend the Area World Service Committee meeting are to be paid from the Alateen Kentucky Area 21 Treasury.

- The Alateen Area Representative will submit expenses (receipts) to the Area Alateen Coordinator for reimbursement for: motel room, gasoline and meals. This position is elected at KOMIAC each year for a one year term to represent Alateen at the AWSC and Area Assemblies.

ALATEEN FUNDRAISING:

Proceeds from sales and raffles at the Kentucky Area 21 Al-Anon Convention and Kentucky State AA Convention and other AA conventions with Al-Anon/Alateen participation (when invited) are deposited to the Kentucky Area 21 Alateen treasury.

- All fund raising efforts at the Kentucky Area Al-Anon Convention will follow the Area Convention Guidelines regarding Al-Anon/Alateen fundraising and will follow the guidelines identified in the Al-Anon/Alateen Service Manual.
- The Alateen Liaison to the Kentucky Area Convention Host Committee will seek approval for any proposed fundraising efforts from the Host Committee prior to the convention.

Money Raised at the regional conventions within the fellowship or from regional AA conventions with Al-Anon/Alateen participation is disbursed at the discretion of the Alateen members and sponsors involved in the fundraising efforts.

- They may donate proceeds to the Area Alateen Treasury or use the funds to support KOMIAC attendance for the Alateen members and sponsors involved in the fundraising efforts.

**The Alateen Area Coordinator and the Kentucky Area Treasurer shall be bonded
The Kentucky Area Alateen Treasury is to be set up as a double signature account by the Area Alateen Coordinator.**

AUTHORIZATION TO OBTAIN MEDICAL CARE

(Must be notarized)

I hereby authorize _____, who is the Sponsor of _____
_____ to obtain any necessary medical care during the weekend of _____

DATE OF BIRTH: _____

Please note if this person has any of the following diseases or problems:

Heart trouble	Y	N	High Blood Pressure	Y	N
Asthma	Y	N	Low Blood Pressure	Y	N
Hives	Y	N	Fainting spells or Seizures	Y	N
Liver Trouble (Hepatitis)	Y	N	Stomach Ulcers	Y	N
Tuberculosis	Y	N	Diabetes	Y	N

Allergies to any foods, pollens, or drugs? If so, please explain: _____

Current medications: _____

Have you ever had a reaction from any of the following?

Penicillin	Y	N	Sulfa Drugs	Y	N
Local Anesthetic	Y	N	Sedatives	Y	N
Aspirin	Y	N	Other	Y	N

Have you ever had (or do you now have) any condition or problem not listed above that you think we should know about? Please explain.

Dated this _____ Day of _____, 20__ .

Signature (if over 18)

Parent or Guardian Signature (if under 18)

State of: _____ SS: _____

County of: _____

Before me, the undersigned authority, on this day personally appeared _____
To me known and known by me to be the person who signed the above Authorization, and acknowledged
to me that (s)he WITNESSED my hand and seal this _____ Day of _____, 20__ .

NOTARY PUBLIC Signature _____

NOTARY PUBLIC, state of _____

My commission expires: _____

INFORMATION AND PERMISSION FORM

PARENTS: Please read, complete, and sign this form.

MEMBERS: Please return this completed form to your Sponsor.

NAME: _____

HOME ADDRESS: _____

TELEPHONE NUMBERS: HOME: _____ CELL: _____

NEAREST RELATIVE'S NAME
and TELEPHONE NUMBER: _____

Date of Birth: _____

Name of Insurance Company: _____

Policy Number: _____

Does this person have any illness and/or allergies? If yes, please explain:

I, _____ hereby grant permission to _____
Name of Parent Name of Attendee

to travel to and from Alateen meetings/conventions/mini-conventions/workshops for the period

of _____ to _____

under the supervision of _____
Sponsor's Name

PARENT/GUARDIAN'S SIGNATURE: _____

DATE: _____

DUTIES OF AREA ALATEEN PROCESS PERSON

The Area Alateen Process Person is the WSO contact person designated by the Area who receives:

- processed Al-Anon Member Involved in Alateen Service forms
- verification of new Alateen group registrations
- verification of Alateen Group changes
- Al-Anon Member Involved in Alateen Service forms and registrations that the WSO is unable to process
- annual list of Al-Anon Members Involved in Alateen Service certification information
- copy of bi-annual Alateen group printout

Group Registration Mailings:

- **Weekly** – WSO sends Alateen group changes that cannot be processed, including an explanation.
- **Monthly** – WSO sends a packet with the processed new Alateen registrations and Alateen group changes processed that month. The Area Alateen Process Person distributes the information within the area per the area process.
- **Bi-Annually** – WSO sends Alateen group printout.

Al-Anon Member Involved in Alateen Service form Mailings:

- **Daily** – WSO sends Al-Anon Member Involved in Alateen Service forms that cannot be processed, including an explanation.
- **Weekly** – WSO sends Al-Anon Member Involved in Alateen Service forms that have been processed.
- **Annual** – WSO sends a list of Al-Anon Member Involved in Alateen Service each March. The list is to be certified and returned to WSO by July 1st.

The Area Alateen Process Person's contact at the WSO is:

Associate Director Member Services – Alateen

WSO Group Records Department

The Area 21 AAPP will submit a current list of all approved names of Al-Anon Members Involved In Alateen Service (AMIAS) to date and the most recent list of approved Alateen Groups with the sponsors' name and mailing address in Area 21 to the Alateen Coordinator by April 15th.

Names can be added until 1 month before the conference.

The Alateen coordinator will submit these two lists to the current Chairman of KOMIAC and his Sponsor/Advisor.

The KOMIAC Board as well as the registration committee will have the information and keep it confidential.

Any adult that attempts to register without going through their states' area process will NOT be admitted to KOMIAC. Their check and registration forms will be returned along with a letter stating why we cannot admit them to the conference.

Registration packets will only be sent to groups that have met their area requirements. No walk-ins are accepted.

All registrations must be sent to the registration committee one month in advance with full payment.

Prepared by Membership Outreach Ad Hoc Committee 4/10/2004

Revised & Approved by Membership Outreach Committee – 6/5/2004

Approved by AWSC – 10/2/2004

Approved by Area Assembly – 3/05/2005

Revised & Approved by AWSC – 3/04/2006

Approved by Area Assembly 3/05/2006

Revised & Approved by Group Services Ad-Hoc Committee – 7/22/2006

Revised & Approved by Group Services Ad-Hoc Committee – 1/6/2007

Approved by Group Services Committee – 3/03/2007

Revised & Approved by the AWSC – 6/02/2007

Approved by Area Assembly 10/06/2007