DUTIES OF THE AREA ALATEEN PROCESS PERSON

The Area Alateen Process Person **(AAPP)** 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 **(AMIAS)** 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

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

A. Each prospective Alateen sponsor must submit an **AMIAS** ~~Al-Anon Member Involved in Alateen Service~~ form to the appropriate District Representative (DR) to provide **AMIAS** forms along with ~~forms for~~ Kentucky background check **form**~~)~~. 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 **AMIAS** ~~Al-Anon Members Involved in Alateen Service~~ forms, returned by WSO, to the DR for completion and return for reprocessing.

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.

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 **AAPP** ~~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.

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.*

VERIFICATION PROCESS OF WHO IS ELIGIBLE TO ATTEND KOMIAC

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 the Kentucky 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.

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AD-HOC Committee March 2011