DISTRICT REPRESENTATIVE GUIDELINES
(AS IT RELATES TO ALATEEN)

Process to Certify Al-Anon Members Involved in Alateen Service (AMIAS):

A) Each prospective AMIAS must complete and submit an Al-Anon Member Involved in Alateen Service (AMIAS) form, a Kentucky State Police Background Check form or Administrative Office of the Court form AOC-RU-004 11/13 or most current and a check list for AMIAS Training form to the Trainer who will submit them to the appropriate District Representative (DR). Two Al-Anon references must be included on the bottom of the AMIAS form along with the prospective AMIAS's home group.

B) Upon favorable recommendation from two Al-Anon references, the DR will sign and forward the AMIAS form and the completed background check form to the Area Alateen Process Person (AAPP). If the applicant is a DR, the Alternate DR or the Alateen Coordinator must check references and sign the AMIAS form.

C) If the applicant is declined, the unsigned form will be sent to the AAPP.

Note:

- The AAPP will notify the AMIAS applicant, the appropriate DR, and the Alateen Coordinator of the status of the application.
- Upon satisfactory background check results, the AAPP will sign as Area Authorized Signature and forward the AMIAS form to WSO. The Area Authorized Signature Role validates that the AMIAS has met the area requirements. It is NOT verifying or taking responsibility for the behavior of the AMIAS.
- The AAPP will maintain a file of original AMIAS forms returned to the Area after WSO processing along with the approved background check forms.
- The AAPP will forward incomplete AMIAS forms, returned by WSO, to the DR for completion and return for reprocessing.

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 the AWSC - 6/02/2007
Approved by Area Assembly - 10/06/2007
Revised Ad-HOC Committee - 5/27/11
Approved by AWSC – 01/04/14
Approved by Area Assembly – 03/08/14

we use:
Administrative
Office of the Court