

## **Al-Anon/Alateen Area 23 (Maine)**

### **Alateen Minimum Safety and Behavioral Requirements**

1. Al-Anon Members Involved in Alateen Service (AMIAS) are members who have direct care of Alateens, and may include Sponsors, substitute sponsors, and anyone else the Area determines to allow direct responsibility for the care of Alateens. The qualifications for being an AMIAS are as follows:
  - Minimum age of 21
  - Currently attending Al-Anon for at least two years in addition to any time spent in Alateen
  - Must have an Al-Anon Personal Sponsor and/or Al-Anon Service Sponsor
  - Must attend an Alateen Sponsor Workshop
  - Must have a “vote of confidence” from the applicant’s Al-Anon home group. (A vote of confidence is a positive vote by the majority of voting members while the applicant is out of the room.)
  - Make a commitment for at least one year of Service
  - Must submit three references or recommendations from Al-Anon members who will confirm that the above criteria are met.
  - Institutions that host Alateen meetings may require additional measures (e.g., background checks for group sponsors) beyond what the Maine Area requires
  
2. The completed ***Area Alateen Group Sponsor Application (which must be notarized)*** and the ***Al-Anon Member Involved in Alateen Service*** forms must be sent to the Area Alateen Process Person (AAPP). The AAPP will then notify the applicant, the Area Alateen Coordinator, the District Alateen Chair and the District Representative of the applicant’s certification. With individual written consent, a list of certified AMIAS’ contact information (**First Name & Last Initial, Town of Residence, Phone # and E-mail Address**) may be shared among Area AMIAS. The final step in the certification process is the filing of AMIAS’ paperwork with the World Service Office (WSO).
  
3. Re-certification:
  - AMIAS must be re-certified each year by attending an Alateen Sponsor workshop before April 30<sup>th</sup>.
  - AMIAS who do not attend an Alateen workshop by the April 30 deadline are considered inactive and reported as inactive to WSO. To then become re-certified, the AMIAS applicant must attend an Alateen workshop and submit to the AAPP another **Al-Anon Member Involved in Alateen Service Form**, which will be filed with the WSO.
  - Re-certification forms will be mailed yearly, in March, to AMIAS by the AAPP; the forms must be completed, signed and returned by May 15.
  - AMIAS who are inactive for 1 (one) year must repeat the entire application process and previous records will be destroyed with the exception of the **Al-Anon Members Involved in Alateen Service Form** and the **World Service Office Status Change Form**.
  
4. The responsibilities of an Alateen Sponsor include:
  - Providing a safe meeting place
  - Reviewing Area and WSO guidelines
  - Attending Al-Anon meetings regularly (at least once a week with the exception for temporary absence due to travel or illness)
  - Coordinating the participation of Alateen members in District and Area Al-Anon functions
  - Getting re-certified annually
  - Assuring that the group registration information is current.

5. The responsibilities of Al-Anon groups include:
  - All Alateen groups must be sponsored by either an Al-Anon group with an active Group Representative (GR) or by an active District with a District Representative (DR) until an Al-Anon group takes responsibility. The Al-Anon group must then take an annual group conscience vote to continue sponsoring the Alateen group
  - Supporting Alateen groups by accepting the teens and welcoming them
  - Helping with the purchase of literature and other costs until the group can support itself
  - Encouraging qualified members to be Sponsors for the group
  - Encouraging AMIAS to periodically attend Alateen meetings if not currently sponsoring an Alateen group either by sponsor substitution or with permission from the Alateens
  
6. The responsibilities of the Area include:
  - Encouraging District Representatives, with permission from the Alateens, to visit meetings annually
  - Encouraging Alateen attendance at Area and District functions
  - Having the Area Alateen Coordinator and District Representative assist in the resolution of Alateen problems and bringing issues to the Area Officers when the situation cannot be resolved
  
7. **The Maine Area requires two Alateen Sponsors at every Alateen meeting.**
  
8. AMIAS and Alateens are prohibited from overt or covert sexual interaction between any AMIAS and Alateen member and any conduct contrary to applicable laws.
  
9. Every AMIAS must declare that he/she has not been formally accused or convicted of a crime (misdemeanor or felony) and has not been charged with child abuse or any other inappropriate sexual behavior. Additionally, AMIAS must not demonstrate any emotional problems which could result in harm to Alateen members.
  
10. When attending Alateen or Al-Anon functions, all Alateens attending events outside of the meeting need to provide written parental/legal guardian permission authorizing the Alateen to attend and parental/legal guardian permission for Al-Anon representatives to act in a medical emergency. This includes transporting Alateens to and from events. **These written permissions must be notarized.** For transportation to and from Alateen meetings, AMIAS need a face-to-face verbal permission from a parent or guardian. All Alateens, even those who are legal adults, are required to comply with the Alateen Conference guidelines and Area requirements when participating as an Alateen.