

Louisiana Area 22 Requirements: Al-Anon Members Involved In Service To Alateens

I. DEFINITION OF AL-ANON MEMBER INVOLVED IN SERVICE TO ALATEEN

An Al-Anon Member Involved In Service to Alateen is an Al-Anon member who is directly responsible (charged with and accepts responsibility) for Alateen(s) at an Al-Anon or Alateen event, including sponsoring an Alateen meeting.

- Be an active responsible member of Al-Anon keeping the focus on Al-Anon's interpretation of the program through working the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Service.
- Be at least 23 years old.
- Be actively attending Al-Anon meetings for a minimum of two (2) years in addition to any time spent in Alateen.
- Has not been charged with and/or convicted of child abuse or any other inappropriate sexual behavior.
- Has not been convicted of a felony.
- Does not currently demonstrate emotional problems, which could result in harm to members.
- Returned the completed Al-Anon Member Involved In Alateen Service form and Al-Anon Member Involved In Alateen Service-Louisiana form to the Area Alateen Process Person (AAPP). The AAPP submits the first form to the World Service Office to be processed and assigned a WSO ID number.
- Has submitted to a criminal background check, by completing the Louisiana State Police Authorization To Disclose Criminal History Records Information form, initially (beginning in the last quarter of 2004) and every three (3) years thereafter. The criminal background check is conducted by the Louisiana State Police for volunteers with youth serving organizations. Once complete, the form is submitted for processing by the (AAPP). An example of the form is included in this handbook.
- **Every meeting using the name Alateen must have at least one Certified Al-Anon Member Involved In Service to Alateen. To be a Certified Al-Anon Member Involved In Service to Alateen, an Al-Anon member must comply with the requirements as stated on the pages entitled "II. LOUISIANA AREA 22 PROCESS TO CERTIFY AN AL-ANON MEMBER INVOLVED IN SERVICE TO ALATEEN".**
- Any overt or covert sexual interaction between an adult and an Alateen is prohibited. Both Al-Anons and Alateens are prohibited from conduct contrary to applicable laws when representing themselves as Al-Anon or Alateen members.
- Louisiana State law under the Child In Need of Care (protects children whose physical or mental health and welfare is substantially at risk of harm by physical abuse, neglect, or exploitation and who may be further threatened by the conduct of others) under Title VI, Article 610 designates two groups for reporting child abuse: (1) A mandatory reporter - health practitioner, mental health/social service practitioner, member of the clergy (except that he is not required to report a confidential communication), teacher or child care provider, police officers or law enforcement officials, commercial film and photographic print processor - must report child

abuse; and (2) A permitted reporter - all others not designated as a mandatory reporter - is permitted to report child abuse. Any Al-Anon Member Involved In Service to Alateen may be a mandatory reporter based on their profession. It is suggested that reporting be done on a personal basis, rather than as a member of Al-Anon, to preserve anonymity. Al-Anon members may remind Alateen(s) of this and suggest to the Alateen(s) that the best course of action is for the Alateen(s) to report the abuse themselves.

- When traveling to an event with Alateens:
 1. The required conduct of all attending the event should be clearly understood BEFORE leaving the home area. An example of the Alateen Event Agreement form is included in this handbook.
 2. Any certified Al-Anon Member Involved In Alateen Service is responsible for the safety of the Alateens they are transporting; therefore, they should screen all registrants carefully.
 3. Before leaving for an event, the certified Al-Anon Members Involved In Alateen Service should obtain an Insurance and Medical Release form and a Permission Slip For Travel form signed by the parent or legal guardian for the Alateen(s) they will be transporting. Examples of these forms are included in this handbook.
 4. See that Alateens attending the event arrive and leave as a group with their certified sponsors, and that certified sponsors know of their group members' whereabouts at all times.
 5. The certified sponsor that has knowledge of any Alateen "disagreeing" with the safety and behavioral requirements should report it to the parent and/or guardian as well as to the Committee hosting the event.
- A letter from counsel will be kept on file with the Area stating that these requirements have been reviewed.

Other points to consider:

- Requiring two certified Alateen sponsors at every Alateen meeting.
- Forming an Alateen meeting that meets at the same time and place as an Al-Anon and AA meeting.
- Registering the Alateen Group.
- Contacting your District Representative and Area Alateen Coordinator for guidance.
- Respecting and protecting the Alateens anonymity but familiarizing yourself with the state and local laws regarding reporting abuse.
- Maintaining appropriate behavior by asking the group to establish behavior guidelines and upholding the established guidelines.
- Keeping the Alateen focus at the meetings.
- Working toward the Alateen group becoming financially self-supporting.
- Participating in educational training and awareness programs by Certified Al-Anons Involved In Alateen Service.
- Being mindful of your conduct so as to be exemplary as a Certified Sponsor.
- If possible, have two certified sponsors at every Alateen event.
- Avoid one-on-one interactions.
- Be gender conscious.

II. LOUISIANA AREA 22 PROCESS TO CERTIFY AN AL-ANON MEMBER INVOLVED IN SERVICE TO ALATEEN

1. Contact the Louisiana Area Alateen Coordinator to obtain the correct forms and to gain an understanding of the process. Examples of the forms are included in this handbook.
2. Complete the necessary forms:
 - * Al-Anon Member Involved In Alateen Service;
 - * Al-Anon Member Involved In Alateen Service-Louisiana; and
 - * Louisiana State Police Authorization To Disclose Criminal History Records Information.
3. Submit the forms to the Area Alateen Process Person (AAPP) who will proceed with the verification.
4. The background check is returned to the AAPP with a "pass" or "fail". Once a "pass" background check has been returned, the AAPP will proceed with certifying the Al-Anon member with the World Service Office.
5. After the World Service Office issues a WSO ID number to the Al-Anon member, they will be deemed a CERTIFIED AL-ANON MEMBER INVOLVED IN SERVICE TO ALATEEN.
6. An Alateen Registration/Group Records Change form must be completed and sent by the Certified Member Involved In Service to Alateen to the (AAPP) to forward to WSO.

III. LOUISIANA AREA 22 PROCESS TO START AN ALATEEN MEETING OR CONTINUE A GROUP USING THE ALATEEN NAME

- To start an Alateen meeting or continue a group using the Alateen name, contact the Area Alateen Coordinator to receive the *Louisiana Area 22 Handbook Safety and Behavioral Requirements For Alateen and Al-Anon Members* to become familiar with the necessary process.
- Each Alateen group must have a certified Al-Anon Member Involved In Service to Alateen as a sponsor and/or co-sponsor in place and comply with the Area's requirements before it can begin a meeting using the Alateen name in any manner.
- Once the World Service Office receives the information package from the Area Alateen Process Person (AAPP), WSO will start processing the information.
- The World Service Office will issue a WSO ID number to each certified Al-Anon Member Involved in Service to Alateen, indicating the Al-Anon member is certified.
- When a certified Al-Anon Member Involved In Service to Alateen who will be the sponsor of the group is in place and the meeting has been established, the Alateen Registration/Group Records Change Form is submitted to the AAPP.
- The AAPP verifies the information on the Alateen Registration/Group Records Change Form and submits the form to WSO to register the Alateen Group.
- Any change to an existing Alateen group requires a new Registration/Group Records Change Form to be submitted.
- In March of 2005, and every March thereafter, the AAPP will receive a report listing all the Al-Anon Members Involved In Alateen Service for their Area. The AAPP will confirm that the members still meet the Area requirements and return the signed Area Recertification

packet to the World Service Office by July 1, 2005 and each July 1st thereafter.

- The following are some things to consider if you would like to start an Alateen Group. Who may attend an Alateen meeting?
 - * Al-Anon members who are certified as an Al-Anon Member Involved In Service to Alateen who are potential sponsors with permission of the members of the Alateen group.
 - * Al-Anon members certified as an Al-Anon Member Involved In Service to Alateen who are Alateen sponsors of other groups - with permission of the members of the Alateen group.
 - * The Al-Anon members certified as an Al-Anon Member Involved In Service to Alateen who are District Representatives may attend any meeting in their district.
 - * Young people whose lives are affected by someone else's drinking.
 - * Parent(s) are not to attend or sponsor the meeting their child attends even if they are Al-Anon members certified as an Al-Anon Member Involved In Service to Alateen.

IV. LOUISIANA AREA 22 PROCESS TO NOTIFY THE WSO WHEN REMOVING AN AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE FROM ACTIVE STATUS

- The Alateen(s) or Al-Anon member may notify the
 - * District Representative,
 - * Area Alateen Coordinator,
 - * Any elected Area Officer, or
 - * World Service Office
- The District or Area will conduct a fact-finding process and take appropriate action consistent with the principles of the Al-Anon program and any requirements of the Louisiana State Law.
- If necessary, the Area Alateen Process Person will submit an Al-Anon Member Involved in Alateen Service Status Change Form to WSO with copies to the Area Alateen Coordinator and the Al-Anon member who is named on the form. The form will indicate the status has been changed to: 1) Inactive (cannot serve at this time); or 2) Ineligible (cannot serve at any time). If the Al-Anon member is a Sponsor of an Alateen group, an Alateen Registration/Group Records Change Form is required and needs to be attached to the form.