

Louisiana Area 22
Alateen Safety and Behavioral Requirements

Table of Contents

Introduction.....	3
Glossary.....	5
AMIAS Requirements and Responsibilities.....	10
Eligibility Requirements	12
Certification Process	13
Recertification Process.....	14
District Responsibilities.....	15
Alateen Meeting Requirements and Responsibilities	16
Alateen Event Requirements and Responsibilities	18
Two-Phase Alateen Event Plan Process	26
Complaints and Appeals Process.....	27
Non-Compliance Process	29
Appendix A: Record Keeping.....	31
Appendix B: Background Check.....	31
Appendix C: Forms.....	32
Special Addendum: Temporary Electronic Meetings and Events	64
Review and Approval Data.....	67

INTRODUCTION

Alateen, part of the Al-Anon Family Groups, (AFG), is a fellowship of young people whose lives have been affected by alcoholism in a family member or friend. Each Al-Anon Area has Alateen Safety and Behavioral Requirements, (ASBR), in place which meet or exceed the minimum requirements set by the 2003 Alateen Motion from the Board of Trustees of Al-Anon Family Group Headquarters, Inc.:
https://al-anon.org/pdf/alateen_motion_bot_03.pdf

- The LA Area 22, in cooperation with the group conscience of Al-Anon, has established these ASBR to create safe places where Alateens gather for recovery from the family disease of alcoholism, in meetings, conferences, conventions and other events.
- All Alateen members, Al-Anon Members Involved in Alateen Service, (AMIAS), and all meetings and events with Alateen participation must adhere to the ASBR.
 - The ASBR include minimum requirements for AMIAS, Alateen meetings, and Alateen participation in conferences, conventions, and other events.
 - In order to use the Alateen name, the Area, all AMIAS, all Alateen members, all meetings and events with Alateen participation must be in compliance with the ASBR.
- In accordance with Tradition One, the AMIAS are responsible for ensuring the safety of the Alateen program.
- Alateens have a voice and vote through the group conscience on all aspects of their meetings and events except in matters affecting their safety.
- Alateen members do not have a vote on Area Safety and Behavioral Requirements except as a Group Representative, (GR), of their Alateen group at Assembly.
- Teenagers who are legally adults agree to abide by the same requirements as minors when they attend Alateen meetings and events.
- 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:

- 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 childcare provider, police officers or law enforcement officials, commercial film and photographic print processor - must report child abuse.
- 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.

GLOSSARY

Al-Anon Guidelines:

Publications from the World Service Office (WSO) address the shared experience of Al-Anon and Alateen members. The *Guidelines* pertinent to Alateen issues are, G-5, 7, 8a, 8b, 10, 16, 19, 20, 24, and 34. These may be found at: <https://al-anon.org/formembers/members-resources/manuals-and-guidelines/guidelines/>

Al-Anon Member Involved in Alateen Service (AMIAS):

Active (Certified): An Al-Anon member who has completed the LA Area 22 Certification Process and has been approved by LA Area 22. An active AMIAS is eligible to transport Alateens and serve as a Group Sponsor for Alateen meetings and sponsor or chaperone events.

Inactive (Not certified):

An Al-Anon member who was previously certified (Active) but is not currently certified according to the LA Area 22 process. An Inactive AMIAS is not allowed to serve Alateen in any capacity but is eligible to go through the Certification Process and become certified again (achieve Active status).

Prospective (Interested in becoming certified):

An Al-Anon member who has expressed an interest in being certified by attending a certification training and/or recertification workshop. Prospective AMIAS is not allowed to serve Alateen but is able to go through the Certification Process and become certified (achieve Active status).

Alateen:

Alateen members are Al-Anon members, generally between the ages of 12 and 19, whose lives have been affected by someone else's drinking. They are members of the Al-Anon fellowship who choose to participate in Alateen meetings and events.

Alateen Event Plan:

A detailed safety plan that explains what procedures and plans are in place to protect Alateen members that are attending an event with Alateen participation. The Final Phase of the Alateen Event Plan must be approved by the LA Area 22 Alateen Coordinator or AAPP before the event can take place. (*See form on Alateen Event page of the Area 22 website for additional details.*)

Alateen Event Amias:

Event AMIAS are AMIAS who volunteer to become the designated Event AMIAS of

specific Alateen Events. They are responsible for:

- completing all LA Area 22 Event Plan forms,
- submitting forms to the LA Area Alateen Coordinator and/or AAPP in a timely manner,
- maintaining adherence to the LA Area 22's ASBR and the Event Plan,
- communicating with the planning committee involved in the event, as appropriate.
- collaborating with, supporting, and encouraging the Alateen members on planning committees.

Alateen Group Sponsor:

An Alateen Group Sponsor is an AI-Anon member who is currently certified by the Area process as an AMIAS, meets all of the Area's Requirements for service as an Alateen Group Sponsor, and has made a commitment to be of service to an Alateen meeting on a regular basis.

Alateen Group Records Change Form:

The Alateen Group Records Change form is required any time there is a change to an Alateen meeting (including Sponsor and GR changes) and is submitted to the AAPP.

Alateen Group Registration Form:

The Alateen Group Registration Form is required in order to register a new Alateen Meeting. This form is submitted to the AAPP. The AAPP will forward the registration information to the WSO. Once the registration process is complete, the WSO will assign a WSO group number. The group will then receive materials and publications from the WSO through the registered CM

LA Area 22 Medical Information and Authorization Form:

This form gives consent for medical treatment of a minor, in the event that treatment is necessary. The LA Area 22 Medical Information and Authorization Form is required in order for an Alateen to participate in the event.

LA Area 22 Candidate Profile, AMIAS Application Form:

A form that is completed by an AI-Anon member interested in applying to be an AMIAS. This form is given to the applicant when she/he is interested in the Certification Training. The Applicant completes and submits the form to the AAPP. The AAPP reviews the form for eligibility and accuracy and enters the applicant's information into the WSO Online Group Records database.

LA Area 22 AMIAS Profile, Recertifying Only Form:

A form that is completed by an AMIAS annually as part of the recertification process.

Area: see Area 22

Area Alateen Process Person (AAPP):

An AMIAS appointed by the LA Area 22 Chairperson to serve as the Area's designated Alateen contact with the WSO AFG Records Department. The AAPP serves as a liaison between the WSO, the Area and the Districts for the communication and processing of information pertaining to the Area's Alateen process.

The duties of the AAPP include:

- Maintain lists of Active, Inactive and Prospective AMIAS
- Maintain lists of Active and Inactive Alateen meetings
- Update the WSO Online Group Records database with changes to AMIAS and Alateen meetings
- Process new AMIAS applications
- Process new Alateen groups
- Process annual AMIAS recertification
- Process annual Alateen group update/recertification
- Provide Districts with list of their currently certified AMIAS and active Alateen groups once a year and/or as needed.
- Provide Event Chairpersons with a list of currently certified AMIAS as needed
- Conduct training of new AMIAS, online and/or in person
- Completing reports for the Area Service Board and Area Bulletin.

Area Alateen Resolution Committee (AARC):

A five-person committee that acts as the decision-making body to address complaints pertaining to that which cannot be resolved at the group or local level. This committee is comprised of the following AI-Anon members:

- LA Area 22 Alateen Coordinator (AMIAS): Chairperson of the AARC.
- LA Area 22 Alateen Process Person (AAPP) (AMIAS)
- LA Area 22 Chairperson
- LA Area 22 Delegate
- LA Area 22 Former Delegate

The Area Alateen Resolution Committee serves for the duration of the current three-year Panel. The Area Alateen Resolution Committee meets as necessary.

Area 22:

Also referred to as the “Area”. Louisiana is recognized by WSO as the entire state of Louisiana.

Area 22 Background Check:

The AAPP manages the background check as part of the certification process to verify that the applicant has not been convicted of a felony or charged with child abuse or inappropriate sexual behavior.

Area 22 Elected Officers:

There are six Area Board members that are elected each panel at the Area Assembly for a 3-year term: Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, and Treasurer.

Area 22 Travel & Treatment Authorization Form:

Any Alateen who is transported by an AMIAS must have an LA Area 22 Travel & Treatment Authorization form signed by their parent or legal guardian. This form provides permission to transport the Alateen and authorization to obtain medical care in case of emergency.

Current Mailing Address (CMA):

A meeting Sponsor or other responsible AMIAS who agrees to receive mail for the group and route it appropriately. Each group is required to maintain a CMA in order for the Alateen group to be considered active. In addition, each group must participate in the Area’s annual recertification process. This is done by completing the Annual Update Sheet mailed each year from WSO to the CMA, who sends the completed form directly to the AAPP. This is necessary for the annual recertification of each Alateen meeting.

District Alateen Coordinator (DAC) if applicable:

An active AMIAS elected by the District to act as liaison between the Alateen program and the District. Duties include:

- Visit Alateen meetings to offer support and verify compliance with the ASBR
- Verify accuracy of the regular AAPP report to the District and notify the AAPP of any changes
- Schedule District AMIAS Meet & Greets at regular intervals
- Assist Alateen Group Sponsors with finding back-up (substitutes) for Alateen meetings
- Attempt to resolve Alateen, AMIAS, and Alateen meeting issues within the District and notify the Area Alateen Coordinator and AAPP of unresolved issues.

- Assist the DR with district scholarships & donations for Alateen Conferences.

District Representative (DR):

An Al-Anon member elected by the Group Representatives within a geographic District to act as a liaison between the District and the Area. Alateen duties include the following:

- Visit Alateen meetings to make sure they are getting necessary information and support. *The DR and the Area Delegate are allowed to visit an Alateen meeting, even if not certified as an AMIAS.*
- Manage District scholarships & donations for Alateen Conferences (i.e., D-SAC)
- Work with the DAC to offer assistance with the following duties:
- Verify accuracy of district AMIAS roster supplied by AAPP and notify AAPP of any changes.
- Schedule District AMIAS Meet & Greets at regular intervals.
- Assist Alateen meeting Group Sponsors find substitute Sponsors when needed.
- Attempt to resolve Alateen, AMIAS, and Alateen meeting issues within the District and notify Area Alateen Sponsor Coordinator of unresolved issues.

Deep South Alateen Conference (D-SAC):

A weekend event for Alateens throughout Louisiana. The event works in conjunction with the LA Area 22 Alateen Safety and Behavioral Requirements. It is planned by and for Alateens as well as supervised for safety and security by AMIAS.

Phone Contact for the Public:

A certified AMIAS connected to an Alateen group who receives calls from the public when specific questions about the Alateen meeting arise. This AMIAS does not necessarily need to be an Alateen Group Sponsor.

Serenity Patrol: There will be 1 male and 1 female in hallway from curfew until 6am during each night of any overnight events in a hotel.

WSO: World Service Office Headquarters of the Al-Anon Family Groups.

AMIAS REQUIREMENTS AND RESPONSIBILITIES

The AMIAS requirements and responsibilities include, but are not limited to the following:

1. Comply with the Recertification process to maintain certification status.
2. Report any change of personal information (i.e., name, address, phone number, e-mail) to the AAPP and DR, (District Representative).
3. Have read the current versions of the following:
 - a. LA Area 22 ASBR.
 - b. Al-Anon Family Groups (AFG) Guideline G-34 “Alateen Safety Guidelines”
 - c. The Alateen Policy as written in the *Al-Anon/Alateen Service Manual*.
 - d. The Alateen Service e-Manual.
4. Ensure that LA Area 22 Medical Information and Authorization Form are completed and in the driver’s possession before transporting Alateen members.
5. Respect and protect all Alateen member’s anonymity in accordance with *Tradition Twelve*, keeping in mind confidentiality, local laws and questions from parents as explained in the *Alateen Service e-Manual* under “Role of Alateen Group Sponsors in Alateen Group Meetings.” This document is available at: <https://al-anon.org/for-members/members-resources/manuals-andguidelines/Alateen-Service-e-manual/>
6. Specific Alateen member contact information must not be disclosed publicly for any purpose. Contact with an Alateen member for the purpose of service on committees, speaking at meetings or events, public outreach panels, etc. are made through the Group Sponsor, Alateen Event Amias, AAPP, LA Area 22 Alateen Coordinator, or other AMIAS as appropriate. In addition to the above stated requirements, Alateen Group Sponsor and Alateen Event AMIAS requirements and responsibilities include, but are not limited to the following:
 - a. Ensure that the Alateens and the Alateen meetings/events are safe.
 - b. Arrive early and remain until all Alateens leave the meeting place/event location or are in the company of a parent or guardian.
 - c. Find another AMIAS to substitute, when absent from the Alateen meeting/event.
 - d. Inform the Alateen meeting or committee of whom to contact when questions and/or concerns arise.
 - e. An Alateen Group Sponsor may resign by giving notice to the Alateen meeting and the appropriate DR. An Alateen Event AMIAS may resign by giving notice to the Alateen Coordinator, AAPP and the Committee they are on (if applicable).
 - f. Alateen Group Sponsors must complete the “Alateen Group Records Change Form” to update the group information whenever there is a change to the

meeting (date, time, location, address, phone contact, Sponsor, Current Mailing Address, (CMA), GR, or to its' status (e.g., disbanded). The form is to be submitted to the DR and AAPP.

7. Use the Alateen Group Records Change Form to notify the DR and AAPP whenever an Alateen Group elects a new GR or whenever a GR resigns.
8. Each Alateen group must participate in the Area's annual recertification process. This is done by completing the Annual Update Sheet mailed each year from WSO to the CMA, who sends the completed form directly to the AAPP. This is necessary for the annual recertification of each Alateen meeting.
9. It is the responsibility of the Alateen Group Sponsor to inform their respective Al-Anon Information Service, (AIS/Intergroup) of changes to Alateen meetings and to update directories. It is the AAPP's responsibility to register new Alateen Meetings and share that information with the appropriate AIS/Intergroup.

ELIGIBILITY REQUIREMENTS

Any AI-Anon member requesting to be involved in Alateen service must meet the following LA Area 22 requirements.

1. Be an AI-Anon member regularly attending AI-Anon meetings, at least once a week.
2. Be at least 23 years of age.
3. Have at least two consecutive years in AI-Anon *in addition to any time spent in Alateen*.
4. Not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
5. Pass the LA Area 22 background check.
6. Complete the LA Area 22 New AMIAS Certification Training.
7. Changes to Louisiana's Requirements for AI-Anon members to become certified as an AI-Anon Member Involved in Service to Alateens shall rest with the current Alateen Coordinator/Area Alateen Process Person with counsel from the past Alateen Coordinators/Area Alateen Process Persons and said changes will not require a motion from the Louisiana Area Assembly, Inc. However, any changes must be reviewed by a Louisiana lawyer and WSO and then notify AMIAS.
8. Be willing to immediately step down while an inquiry is taking place if there is a controversy that interferes with the AMIAS objective of serving Alateen members.

(Further information can be found in the Complaints & Appeals section)

CERTIFICATION PROCESS

In order to become certified as an AMIAS, all of the steps must be followed and the requirements met.

Applicants who are planning to sponsor an Alateen meeting are to be certified in the same District as the Alateen meeting. All other applicants are to be certified in the District in which they attend Al-Anon meetings.

1. An Al-Anon member who meets the eligibility requirements and is willing to be of service to Alateen should contact the appropriate DR, AAPP, or the LA Area 22 Alateen Coordinator and communicate their desire to be of service.
2. A prospective AMIAS must complete the LA Area 22 New AMIAS Certification Training. (see www.la-al-anon.org for training modules)
3. A prospective AMIAS is required to complete the LA Area 22 Al-Anon Member Involved in Alateen Service Candidate Profile, AMIAS Application
4. The AAPP may request a reference from the prospective AMIAS before agreeing to sign the LA Area 22 Al-Anon Member Involved in Alateen Service Candidate Profile, AMIAS Application
5. A prospective AMIAS must pass the Louisiana State Police and/or an accredited agency background check.
6. The Prospective AMIAS submits all forms electronically, in person or by USPS to the AAPP. Photographed documents will not be accepted.
7. The AAPP will notify the applicant, the LA Area 22 Alateen Coordinator and the DR that the certification process is complete. The new AMIAS may begin, (after completing required training within 30 days), being of service to Alateen in the Area by sponsoring a registered Alateen Group, chaperoning at Area-approved Alateen events, and transporting Alateens to and from meetings and events.

See Appeals section if certification is not approved.

RECERTIFICATION PROCESS

This section describes the steps that must be completed annually in order for AMIAS to maintain their status. Any current AMIAS not in compliance with the process below by December 31, will automatically lose their AMIAS status on January 1 and will have to reapply as a new applicant. Exceptions are addressed on a case-by-case basis by the AAPP. Alateen meetings whose Group Sponsors do not recertify risk the loss of their registered status. If no certified AMIAS are available to serve as Group Sponsors, the group will be inactivated and lose the ability to use the Alateen name.

See Non-Compliance section for further details.

1. Each AMIAS must attend a virtual platform yearly Training Workshop or if not able to attend virtually it will be available on la-al-anon.org. Training Workshop must be completed each year by December 31.
2. Each AMIAS must submit the Annual Recertification Workshop Form when he/she has completed the LA Area AMIAS Recertification Workshop.
3. The AAPP will reach out with recertification information yearly when WSO releases the due date. It is the responsibility of each AMIAS to confirm his/her desire to be recertified.
4. Each AMIAS must remain in compliance with the eligibility requirements listed in this document.
5. The AMIAS must submit a new background check every three (3) years or upon request by the AAPP. The AMIAS will be provided the means for submission of a background check in accordance with current LA Area 22 policy.

DISTRICT RESPONSIBILITIES

LA Area 22 encourages each District to elect or appoint a certified AMIAS to serve as a District Alateen Coordinator, (DAC), to assist the District Representative, (DR), with the following responsibilities:

1. Visit each Alateen meeting in the District at least once annually.
2. Meet with the prospective AMIAS and provide a list of contacts to the applicant.
3. The list of contacts will include DR, DAC, (if in place), LA Area 22 Alateen Coordinator, AAPP, Area Chairperson, Area Delegate, and LA Area 22 website.

Note: The DR maintains regular contact with the Alateen meetings and AMIAS in their District.

See the DR & DAC descriptions in the Glossary for further information.

5. The DR keeps the LA Area 22 AAPP apprised of any changes in contact information for the current DR and DAC for that District, as well as any changes to meetings and AMIAS.
6. The DR reconciles the list of all Alateen meetings and AMIAS within their District as provided by the LA Area 22 AAPP.
7. Each DR keeps all information relating to the AMIAS confidential, except when disclosure is authorized in keeping with the provisions outlined in the ASBR.
8. The AAPP and/or DR will notify each Alateen Group Sponsor and the affected Alateen meeting when the Group Sponsor's certification becomes inactive.
9. The DR attempts to resolve Alateen issues in their District and requests assistance from the Area 22 Alateen Coordinator with unresolved issues.

See Complaints & Appeals section for further information.

Note: We also suggest that all AIS/Intergroups have an Alateen Coordinator to maintain interface with the District Alateen Coordinator or if no coordinator the DR and the LA Area 22 Alateen Coordinator.

ALATEEN MEETING REQUIREMENTS & RESPONSIBILITIES

1. One certified AMIAS must be present at every Alateen Meeting, however it should be two whenever possible. It is recommended that each group maintain a list of willing AMIAS to serve as substitutes.
2. It is the responsibility of the registered meeting Group Sponsor to find a replacement in the event of an AMIAS absence. The substitute must be a currently certified AMIAS.
3. It is unlawful and therefore prohibited for an adult/AMIAS to engage in any sexual activity with an Alateen. This applies to AMIAS and Alateens and includes but is not limited to:
 - a) No suggestive, romantic or sexual comments, jokes, or sexually explicit material to be shared with an Alateen by any means, (spoken, written, photographic),
 - b) No sexual or non-consensual touching - Do not touch in a manner that any reasonable person could interpret as inappropriate. Touching should only occur in the open and in response to the Alateen's needs such as to treat an injury.
 - c) AMIAS will not be alone with an Alateen and will not seek, solicit, pressure or allow a personal relationship outside of Alateen meetings or events. No private communications with an Alateen except to notify about meetings or events. No social media "friendships" between AMIAS and Alateens.
 - d) There will be no, (sexually), aggressive, coercive, abusive or harassing behaviors between Alateens or AMIAS and Alateens.
4. Conduct contrary to Federal, State, or local laws is prohibited.
5. All Alateen meetings must be in compliance with the LA Area 22's ASBR. Noncompliant meetings will be removed from local and World Service (AI-Anon.org) meeting directories.
6. The following requirements apply to all Alateen meetings and events:
 - a) No participant will use alcohol or any illegal substance.
 - b) Do not bring weapons of any type to Alateen.
 - c) Alateens will be on their best behavior and disrespectful or harmful behaviors will not be tolerated. AMIAS and Alateens will not engage in any abusive conduct including but not limited to verbal abuse, striking, hitting, punching, poking, or restraining. AMIAS behavior is a model for Alateens. Best behaviors include:
 - i. Treat each individual with kindness, thoughtfulness, and respect in word and action.
 - ii. Listening to each other and waiting your turn to speak
 - iii. Staying seated at appropriate times
 - iv. Be understanding and patient. You may not know when someone is having a hard time.
7. Alateen members and Alateen Sponsors do not accept unacceptable behavior

in an Alateen meeting. Use of Al-Anon tools, such as performing a group inventory, may assist with resolving conflicts in the group.

8. Each member of the Alateen meeting is responsible for his/her own behavior.

9. Alateen members are 12 to 19 (Alateens are encouraged to transition to Al-Anon by end of their 19th birthday). Alateen groups may modify the younger age of its members according to the group conscience but may not modify the upper age. As the name implies, Alateen is designed for members in their teens. It is within the autonomy of each Alateen group to lower the age limit or divide into groups according to age. The Alateen program does require the ability of members to participate and share experience, strength, and hope. Alateen is not a teaching program. (See *Service Manual*, "Alateen Membership/Age Range").

10. The following process is to be used to communicate with the meeting facility: Complete the Contact Information Form for Alateen Meeting Facility and distribute to:

- a. the Alateen meeting and all of its Group Sponsors
- b. a representative of the facility in which the Alateen Meeting is held
- c. the DR/DAC
- d. AAPP

11. Alateens with disabilities who require the attendance of a caregiver are permitted to have a non-AMIAS caregiver present in the meeting provided the caregiver does not participate in the meeting and agrees to abide by our principles of anonymity and confidentiality.

ALATEEN EVENT REQUIREMENTS & RESPONSIBILITIES

1. An Alateen Event is defined as any Alateen activity other than a registered meeting. An OPEN Alateen meeting, (an occasional public outreach or anniversary speaker meeting), is considered an Alateen Event. See *Al-Anon Guidelines G-7, G-16, and G-20*: <https://al-anon.org/for-members/membersresources/manuals-and-guidelines/guidelines/>
2. In order to use the Alateen name, the event must comply with the LA Area 22 ASBR.
3. It is required that at least one certified AMIAS will serve on the planning committee or the Alateen liaison as the Alateen Event AMIAS.
4. The following requirements apply to all Alateen events:
 - d) No participant will use alcohol or any illegal substance.
 - e) Do not bring weapons of any type to Alateen.
 - f) Alateens will be on their best behavior and disrespectful or harmful behaviors will not be tolerated. AMIAS and Alateens will not engage in any abusive conduct including but not limited to verbal abuse, striking, hitting, punching, poking, or restraining. AMIAS behavior is a model for Alateens. Best behaviors include:
 - v. Treat each individual with kindness, thoughtfulness, and respect in word and action.
 - vi. Listening to each other and waiting your turn to speak
 - vii. Staying seated at appropriate times
 - viii. Be understanding and patient. You may not know when someone is having a hard time.
5. Alateen members and AMIAS do not tolerate behavior at an Alateen event that causes a disruption or is harmful to anyone. The situation shall be reported immediately to the Alateen Event AMIAS(s) to reason out and take appropriate action in accordance with LA Area 22 ASBR Requirements.
6. It is unlawful and therefore prohibited for an adult/AMIAS to engage in any sexual activity with an Alateen. This applies to AMIAS and Alateens and includes but is not limited to:
 - a) No suggestive, romantic or sexual comments, jokes, or sexually explicit material to be shared with an Alateen by any means, (spoken, written, photographic),
 - b) No sexual or non-consensual touching - Do not touch in a manner that any reasonable person could interpret as inappropriate. Touching should only occur in the open and in response to the Alateen's needs such as to treat an injury.
 - c) AMIAS will not be alone with an Alateen and will not seek, solicit, pressure or allow a personal relationship outside of Alateen meetings or events. No private communications with an Alateen except to notify about meetings or events. No social media "friendships" between AMIAS and Alateens.

d) There will be no, (sexually), aggressive, coercive, abusive or harassing behaviors between Alateens or AMIAS and Alateens.

7. Each Alateen member attending an Alateen Event is required to provide an Event Permission/Medical Consent form signed by their parent or guardian in front of the AMIAS. In addition, an LA AREA 22 Travel & Medical Treatment Authorization form is always required when transporting an Alateen, including to Alateen meetings which is also signed in front of the AMIAS.

8. If an Alateen member under the age of 18 is asked to represent Alateen at any event other than an Alateen meeting, they must be accompanied by a parent, guardian, or AMIAS. For example, as a speaker at an AI-Anon meeting, AA meeting, Public Outreach panels, and other events.

9. Louisiana Area 22 Event Alateen Age Range is 12 through 19.

10. Parent(s) or authorized guardian are responsible for their children under the age of 12 at all times.

11. LA Area 22 Event Alateen Age Range is to be printed on all Area Event registration forms.

12. Only LA Area 22 AMIAS may take LA Area 22 Alateens as a group to LA Area 22 Events.

13. All LA Area 22 AMIAS are required to notify the LA Area 22 Alateen Coordinator and AAPP prior to the group attending any out-of-area Alateen Event.

14. LA Area 22 Alateens and AMIAS who attend other Area's events must adhere to the Procedures and Behavior Standards of the Area hosting the event in addition to the LA Area 22 ASBR.

15. Event Curfew

- a. Curfew for each event will be determined and set by the LA Area 22 Alateen Coordinator, AAPP and Event AMIAS considering event program, facility house rules and accompanying AMIAS.
- b. Curfew will coincide with the start of Serenity Patrol.
- c. Curfew will be set prior to each event by the Event Amias with consultation with the LA Area 22 Chair, LA Area 22 Alateen Coordinator, AAPP and accompanying AMIAS.

16. The registered AMIAS is any AMIAS listed as the accompanying AMIAS on the LA Area 22 Event Permission Form or Event Registration Form for any AI-Anon/Alateen Event.

17. For LA Area 22 Event Procedures, Permission and Medical Forms, an authorized guardian is defined as an adult who has written permission from the parent(s) or legal guardian to make decisions for the Alateen.

A. LA Area 22 Permission and Medical Forms are required for Alateen attendance at all LA Area 22 Events.

1. Completed LA Area 22 Event Permission Forms and Medical Forms must be signed by a parent or authorized guardian if the Alateen is under 18 in front of AMIAS. Alateens 18 and older may sign for themselves. This means they agree to abide by the requirements for the meetings and events they attend. (Per WSO service manual and G-34 "Alateen members who are legally adults must adhere to the same requirements as Alateen members who are minors when they are participating as Alateens.")
2. All flyers and registration forms for all LA Area 22 meetings, Assemblies, Conventions, etc. are to include the statement "AMIAS (not parent or authorized guardian) accompanying Alateens must turn in completed copies of the LA Area 22 Event Permission Form and Medical Forms for each table when registering. Originals will remain with the accompanying AMIAS."
3. All AMIAS accompanying Alateens to any LA Area 22 Event will be required to turn in completed copies of the LA Area 22 Event Permission and Medical Forms for each of their Alateens at the time of registration or arrival at event.
4. Completed permission and medical forms will be collected by the Area Alateen Coordinator, AAPP or Event AMIAS. Area copies will be retained by the AAPP, (Area Alateen Process Person), for a period of five (5) years.
5. A medical supply kit, including a current American Red Cross First Aid Handbook, will be available at all Area Events and will be made available by the Serenity Patrol, Event AMIAS or AMIAS designated by the Event AMIAS.
6. At any event the registered Alateen will be responsible for keeping and administering their own medication. These medications must be listed on Medical Release form and must be in original prescription bottles with the Alateens name on the bottle. This medicine can only be amount needed specific to time away from home and must be verified with parent/guardian, Alateen and AMIAS when signing Medical Release Form.

B. Mandatory Reporting

In Louisiana, anyone by virtue of certain professions, who are responsible for the care of minors, are by law a mandatory reporter. AMIAS or other adults at area events who are required by law to report cases of suspected child abuse should let the Alateens know before sharing begins.

1. Reporting would be done as an individual and not as an AMIAS or AI-Anon member. (See WSO G-34)
2. LA Area 22 AMIAS is NOT a Mandatory Reporter unless otherwise required by law.
3. It is the responsibility of the registered AMIAS before leaving to an area event to inform their Alateens that there are or may be mandatory reporters at the event or in the vehicle. If they (the Alateens) decide to discuss physical or sexual abuse that has happened to them in the past or is happening to them now, they need to understand that by the laws in the State of Louisiana those adults may be required to report the abuse to the appropriate authorities.

C. Area Alateen Event Fund Raising

1. All LA Area 22 Alateen fundraising must be appropriate per the AI-Anon Alateen Service Manual.
2. LA Area 22 Alateen Coordinator must be notified of any Alateen fundraising held at LA Area 22 Events
3. All proceeds from LA Area 22 Alateen Fund Raisers will be sent to the LA Area 22 or AIS/Central Office or home group, deposited in the Area's General Fund or AIS/Central Office or home group and marked as Alateen income for a specific LA Area 22 or local Alateen event.
4. All expenses from LA Area 22 Alateen Fund Raisers will be reported and paid or reimbursed by the LA Area 22 treasurer, AIS/Central Office or home group according to the LA Area 22 Procedures Digest.

D. Communication with Alateens

1. AMIAS/Adults will exercise sound judgment when communicating with Alateens and will not place themselves in any position which could have the appearance of impropriety.
2. When privately conversing with an Alateen, both AMIAS/Adult and the Alateen will always be within view of another adult.
3. When possible, permission should be obtained from a parent or authorized guardian to communicate with a minor Alateen via phone or other electronic communication.
4. To protect our Alateens, only AMIAS certified through the LA Area 22 process, can be listed as an Alateen contact (phone or email) in any publication and/or contact list. Alateen personal contact information is not to be listed.

E. Transporting of Alateens to and from Area Events

1. Accompanying Adults, (if not a parent or authorized guardian), must be an AMIAS.
2. All completed permission and medical forms must be turned into the accompanying AMIAS for approval PRIOR to departure date and time and must be signed in front of AMIAS.
3. Original completed permission and medical forms MUST be with the accompanying AMIAS at all times.
4. There will be NO one-on-one transportation of Alateens at any time to or from LA Area 22 Events.
5. A minimum of two (2) AMIAS per vehicle is encouraged when transporting Alateens, and if possible two (2) Alateens.
6. Alateens must travel to and from an Area event with the same AMIAS, unless prior arrangements are made by the parent(s)/authorized guardian before departure to the event. In case of an emergency, notification will be given to the parent(s)/authorized

guardian and at least one of the following: LA Area 22 Alateen Coordinator, AAPP, Event AMIAS, or an LA Area 22 officer.

7. LA Area 22 is not legally responsible for Alateens that transport themselves to and from an LA Area 22 Event.

F. Rooming Assignments

1. Rooming assignments MUST be that AMIAS do NOT share a room with Alateens at any time. The exception is an open dormitory in which multiple AMIAS and Alateens of the same sex may be together. STILL, special consideration must be made for Alateens and AMIAS with disabilities or are LGBTQ.

2. Two (2) AMIAS must be present if an adult need enter any Alateen's room for any purpose, if Alateens are present. Room door will remain open.

3. There must be two (2) AMIAS present (unless it is an emergency) if it is necessary for any AMIAS to enter an Alateen's room and door must remain open.

4. Alateens are only allowed to be in their own assigned rooms at any time. There MUST be two (2) AMIAS present and room door MUST be open for the curfew check-in.

5. Alateens 18 years and older do NOT share a room with Alateens under 18.

6. Alateens of different gender do NOT share a room and special consideration must be given for LGBTQ Alateens and AMIAS.

7. No changing of rooms without permission of accompanying AMIAS & LA Area 22 Alateen Coordinator, AAPP, or Event AMIAS.

8. Accompanying AMIAS will room on the same floor as their Alateens whenever possible.

9. Rooming assignments are arranged by Event AMIAS and/or LA Area 22 Alateen Coordinator, AAPP with cooperation of accompanying AMIAS.

10. The following is to be considered in arranging Alateen rooms: All Alateen rooms are to be on the same floor and within close proximity to each other, no adjoining rooms, no balconies, opening windows or ground floor rooms, etc.

G. Handling of Alateen WSO Policy, LA Area 22 Procedure & Behavior Standard Infractions

1. Anyone can and should report an infraction to an AMIAS, the LA Area 22 Alateen Coordinator, AAPP, Event AMIAS or an LA Area 22 Officer.

2. Infractions such as: inappropriate behavior, inappropriate dress, language, laying of head on table, or minor horseplay should be immediately addressed by the accompanying AMIAS responsible for the Alateen per the permission form or by any AMIAS present.

3. More serious infractions will be reported to the LA Area 22 Alateen Coordinator, AAPP or Event AMIAS, who will then consult the other two listed. If an investigation is necessary, they along with the AMIAS responsible for the Alateen per the permission

form will investigate, determine and implement any consequences.

4. If an investigation is necessary, the following will take place:

- a. The LA Area 22 Chair will be notified.
- b. The Alateen shall be:
 - i. Informed of the infraction he/she is accused of.
 - ii. Given what information supports the accusation.
 - iii. Given the opportunity to tell his/her side of the story.

5. After the investigation, if the Alateen is found to have committed the infraction, a consequence will be assigned based on the following:

- a. A verbal warning and review of LA Area 22 Event Procedures & Behavior Policies.
- b. The Alateen makes an apology and/or restitution according to infraction.
- c. All of the above and the Alateen writes a letter outlining the infraction which is given to the offended parties.
- d. All of the above and the Alateen remains next to their registered AMIAS the remainder of the day.
- e. Parent(s)/authorized guardian are notified of infraction.
- f. The Alateen is sent home: Parent(s)/authorized guardian are notified that the Alateen is being sent home. The Alateen is removed from other Alateens remaining with two (2) AMIAS until parent(s)/authorized guardian arrives or the Alateen is sent home at parent(s)/authorized guardian's expense. The Alateen is banned from the next LA Area 22 Event.
- g. The Alateen is removed from the other Alateens and remains with two (2) AMIAS. Legal authorities are notified, and parent(s)/authorized guardian are informed of notification. The Alateen will be relinquished to the custody of authorities or sent home at parent(s)/authorized guardian's expense. The Alateen may be banned from participation as an Alateen at future LA Area 22 Events.

6. All investigations and findings shall be documented.

7. Documentation will be kept on file by the AAPP position until the Alateen is no longer eligible to participate in Alateen, at which time it will be destroyed.

8. After the investigation is closed, any request of information will go through the LA Area 22 Chair.

H. Area Event Behavior Standards

These Behavior Standards are based on experience, concern and common sense. It is important to the success of LA Area 22 events, that all AMIAS and Alateens in attendance read these and abide by them. All Alateens and AMIAS breaking these will be subject to disciplinary action. These standards in addition to any other policies or procedures for the specific event are to be followed at any event with LA Area 22 Alateen and AMIAS participation. All hotel and/or facility rules and regulations must also be followed at all times.

1. All Alateen members and AMIAS are responsible for themselves and their behavior, remembering that what they do reflects on their group, the event, and the name of Alateen.
2. All participants must remain within the designated areas as defined by the event.
3. While at LA Area 22 events Alateens will remain with their group, parent or authorized guardian.
4. All Alateens will be responsible for AMIAS check-ins. At curfew, all Alateens must remain in their assigned rooms until the next AMIAS check-in, unless accompanied by Serenity Patrol.
5. Alateens retiring to their assigned rooms prior to curfew must remain in their assigned rooms until AMIAS curfew check-in. Two (2) AMIAS (Not Serenity Patrol) must remain outside the Alateens' rooms until Serenity Patrol comes on duty.
6. All participants must strictly adhere to facility curfews and/or house rules for noise.
7. Curfew must be adhered to by all Alateens. After curfew, reasonable quietness must be maintained. Example: If you can be heard outside your room, you are too loud.
8. Alateens are only allowed to be in their own assigned rooms at any time. There MUST be two (2) AMIAS present and the room door MUST be open during the curfew check-in.
9. All AMIAS and Serenity Patrol MUST room with same sex unless married. Special consideration for LGBTQ AMIAS.
10. All participants (Alateens and AMIAS) will wear clothing appropriate for the event at all times. Clothing should not be revealing or have inappropriate political, sexual, drug, alcohol etc. pictures or wording. Shoes and shirts must be worn anytime you leave your room. Reminder: Swimsuits are for swimming ONLY and not appropriate for meals, meetings, etc. Alateen and AMIAS appearance at any area event reflects not only on Al-Anon and Alateen as a whole, but on the Louisiana Area and each of us individually.
11. YOUR OWN name buttons/badges must be worn at all times. Buttons/badges must be worn above the waist and visible.
12. All meals, meetings, etc. are mandatory unless otherwise stated on the program.
13. All Alateens participating in any LA Area 22 event may not leave the meeting area/group without the knowledge and permission of their accompanying AMIAS. The Alateen must be accompanied by at least one (1) AMIAS however two (2) is recommended. Notification of LA Area 22 Alateen Coordinator, AAPP or Event AMIAS must be done if an Alateen and/or AMIAS are permanently leaving the event.
14. Possession of alcohol, drugs, drug paraphernalia, and weapons (firearms, knives, explosives, etc.) are strictly forbidden, as is any act deemed illegal by the state of Louisiana or parish in which the event is held. Any violation of the above will mean immediate dismissal of the violator from the event at their expense.

15. Smoking is permitted in designated areas only. Alateens below the legal age to purchase tobacco products or alternative tobacco products (vapor cigarettes as an example) will not be allowed to use tobacco products at Area Events.
16. At the start of the event copies of any Medical or Travel Release Forms must be turned over to the Event AMIAS or AMIAS designated by Event AMIAS.
 - a) Medications must be in original containers with label firmly in place.
 - b) Any unusual situations must be brought to the attention of the Event AMIAS or registered AMIAS who will then take appropriate action.
17. Any accidents, injuries or illnesses must be reported to the registered AMIAS, the Event AMIAS and parent(s)/authorized guardian. **NO PARTICIPANT WILL DISPENSE MEDICATIONS (OVER THE COUNTER OR PRESCRIPTION).**
18. Anyone who removes or damages the property of the facility will be held personally responsible for such loss.
19. Alateens must comply with any AMIAS request. If the Alateen does not feel the request is fair or appropriate, he/she should then go to his/her group or registered AMIAS. However, the registered AMIAS cannot exempt their Alateens from following these Behavior Standards.
20. Registered AMIAS are responsible for the Alateens they bring to the event. AMIAS have the right to choose not to bring any Alateen they feel will not abide by the procedures, Behavior Standards etc., always remembering to place principles above personalities.
21. Use of Personal Electronic Devices is allowed only during business/committee meetings for the sole purpose of note taking/reporting. Personal Electronic devices are not allowed during other event meetings or other event activities. (Personal Electronic Device is defined as, but not limited to, cell phones, tablets, cameras, etc.)
22. Heads may NOT be on the tables at any time. (Registered AMIAS may make exception)
23. No Sleeping in meetings.
24. No Disruptive, Destructive, or Distracting behavior in meetings. (Three D's)
25. No disrespecting anyone (another teen or adult) at any time.
26. No inappropriate display of affection, no coupling up, no hand holding, etc.

TWO-PHASE ALATEEN EVENT PLAN PROCESS

In order to get approval to create flyers, begin fundraising, and announce Alateen events or Alateen participation at an event, the LA Area 22 has created the following two-phase process.

Phase One – Provisional Approval

A. During Phase One, the Alateen sponsor(s), Event AMIAS or planning committees will outline broad details of the event including:

1. Name, Type, Location, Date/Time of event
2. Alateen Event AMIAS
3. Al-Anon Event Chair & Co-chairperson (if applicable)

B. Submit a completed *Provisional Approval Form* to the Event AMIAS, AAPP and the LA Area 22 Alateen Coordinator; no photographed documents will be accepted.

C. In the case of annual or repeating events, **we recommend completing this process as soon possible after the current event is over and planning for the subsequent year begins. Without this provisional approval, the event may not announce or distribute flyers that it will include Alateen participation!**

D. Upon LA Area 22 Alateen Coordinator and AAPP approval of this Provisional Phase, the planning committee, District or other event planner will be given permission to create flyers and publicize the event.

E. **The phrase “Pending Final Approval” must be included in any announcements or flyers**, so that everyone will know that there is a second phase of the plan that must be submitted no later than 30 days prior to the event in order for Alateens to participate. That date will be noted on the Provisional Form at the time it is approved. Example: “with Al-Anon and Alateen Participation, **Pending Final Approval.**”

Phase Two – Final Approval

A. The Final Event Plan will include specific and detailed schedules and timelines along with contact information for all AMIAS chaperones, with their roles and responsibilities.

B. The completed Final Event Plan must be submitted to the LA Area 22 Alateen Coordinator and AAPP no later than 30 days in advance of the Event. This date will be noted on the Provisional Form at the time it is approved. Photographed documents will not be accepted. **If the complete Final Event Plan is not submitted and approved by the LA Area 22 Alateen Coordinator and AAPP, Alateen participation in the event will not be granted.** Any event without an approved Event Plan will not be allowed to use the Alateen name.

LA Area 22 Alateen Event Plan forms are available on the LA Area 22 website:

<https://www.la-al-anon.org>

COMPLAINTS and APPEALS PROCESS

The Area Alateen Resolution Committee serves as the decision-making body for issues pertaining to Alateen. This five-person committee is comprised of the following Al-Anon members:

- (1) LA Area 22 Alateen Coordinator (AMIAS): Chairperson of the Area Alateen Resolution Committee.
- (2) LA Area 22 Alateen Process Person (AAPP) (AMIAS)
- (3) Current Delegate
- (4) Area Chairperson
- (5) Past Delegate

CONFLICT RESOLUTION/COMPLAINT PROCESS

Anyone who becomes aware of a situation in which the safety or well-being of an Alateen member, AMIAS, or group is compromised, is encouraged to follow the conflict resolution steps listed below. All details of the incident will be held in confidence. Any incident reported must be detailed.

1. The first step of the process is to talk to each other and reason things out at the group level.
2. If the group can't resolve the situation, contacting the Alateen Group/Event AMIAS or the appropriate DR is the next step.
3. Any conflict not resolved by the Alateen meeting, or the DR is submitted to the LA Area 22 Alateen Coordinator.
4. The LA Area 22 Alateen Coordinator will contact all involved to investigate the incident in an attempt to resolve the situation. The LA Area 22 Alateen Coordinator will also inform all those involved in the situation of the steps in the complaint and appeals process. If a resolution is not reached, the incident will be presented to the Area Alateen Resolution Committee for review and decision.
 - The LA Area 22 Alateen Coordinator will maintain an Incident Report log which will describe the complaint, state the steps taken to resolve the issue, and note the final outcome. The log will be confidential.
 - Conflict resolution assistance can be found in Al-Anon publication K-70, Using Al-Anon Principles to Resolve Conflicts
5. Any incident reported must be detailed.

APPEALS

Concept Five states: The rights of appeal and petition protect minorities and ensure that they be heard.

-To appeal a District decision:

Submit a written appeal to the LA Area 22 Alateen Coordinator for review by the Area Alateen Resolution Committee

-To appeal a Certification/Recertification decision:

Submit a written appeal to the LA Area 22 AAPP for review by the Area Alateen Resolution Committee.

-To appeal an Area Alateen Resolution Committee decision:

Submit a written appeal to the Area Chairperson for review by the LA Area 22 Officers.

NON-COMPLIANCE PROCESS

Alateen members, meetings, and events must adhere to the LA Area 22 ASBR in order to use the Alateen name. The Area Alateen Resolution Committee provides support and oversight of these requirements.

NON-COMPLIANCE OF AMIAS

If an AMIAS fails to comply with the LA Area 22 ASBR or places the safety of any Alateen member, meeting, event, or the Alateen program in jeopardy, the DR in consultation with the Area Alateen Resolution Committee, will attempt to work with the AMIAS to resolve compliance issues. Continued non-compliance will result in the AMIAS Certification being formally inactivated by a vote of the Area Alateen Resolution Committee.

Upon inactivation:

1. After consultation with the LA Area 22 Chair, the LA Area 22 Alateen Coordinator, as the Chairperson of the Area Alateen Resolution Committee, and AAPP will send formal notification by letter to the AMIAS informing them that they no longer have Active AMIAS status. This means that they no longer have the privilege to be of service to Alateen.
2. The AAPP will change AMIAS to inactive and will notify the DR of the formal change in status of the AMIAS.
3. The DR will be responsible for notifying the Alateen meeting, *if applicable*.

NON-COMPLIANCE OF ALATEEN MEETING

If an Alateen meeting fails to comply with the LA Area 22 ASBR, the District, AAPP, LA Area Alateen Coordinator, and the Area Alateen Resolution Committee will attempt to work with the Alateen meeting to resolve compliance issues. Continued non-compliance will result in the meeting's registration being inactivated.

Upon inactivation:

1. The AAPP will notify the appropriate DR and the AIS/Intergroup. The AAPP will also change the status of the meeting in the WSO Online Group records database.
2. The DR will notify the Alateen Group Sponsor(s) that the meeting registration has been inactivated and that the meeting will not be allowed to use the Alateen name.
3. The DR will notify the Alateen meeting location of its change in status.

NON-COMPLIANCE OF ALATEEN EVENT

Non-compliance with the LA Area 22 Alateen Event Plan/Part 2 Final Event Plan during the event, could result in the immediate closure of the event, and possibly the loss of the Alateen name for subsequent events. In this case, the Area Alateen Resolution Committee will address the issues. If the Area Alateen Resolution Committee determines that the Alateen Event will not be allowed to use the Alateen name in the future:

1. The LA Area 22 Alateen Coordinator and/or AAPP will notify the Al-Anon Event Chairperson, (if applicable), DR and the Event AMIAS that the event will not be allowed to use the Alateen name.
2. The LA Area 22 Alateen Coordinator and/or AAPP will also contact the Chairperson and/or Co-Chairperson of the convention or event, when possible, to ensure that they know that the event will not be allowed to use the Alateen name.
3. The event cannot be promoted by the distribution of flyers at Al-Anon or Alateen meetings or publicized in Al-Anon or Alateen newsletters, bulletins, or websites.
4. Al-Anon and Alateen funds may not be accepted or used for the event.

APPENDIX A **RECORDKEEPING**

1. AMIAS application and recertification forms are maintained securely by the AAPP for a period of seven years after AMIAS is no longer certified.
2. Access to AMIAS files is limited to the applicant, AAPP, and LA Area 22 Alateen Coordinator.
3. Lists of AMIAS may be printed but should never be posted to a website or other location where they might be seen by others.

APPENDIX B **BACKGROUND CHECKS**

One of the requirements for becoming certified as an AMIAS is to pass a background check to verify the applicants have not been convicted of a crime, and not have been charged with interpersonal violence or any other inappropriate sexual behavior.

1. The AAPP will facilitate the background procedure with the applicant.
2. The results of the background check are limited to the applicant, AAPP, LA Area 22 Alateen Coordinator and Area Alateen Resolution Committee.

APPENDIX C **FORMS**

LA Area 22 AI-Anon Member Involved in Alateen Service
Candidate Profile, AMIAS Application

Provided by AAPP, LA Area Alateen Coordinator, GR, DR, LA-AI-Anon.org

LA Area 22 AI-Anon Member Involved in Alateen Service AMIAS Profile, Recertifying
Only

Provided at annual Recertification Training, AAPP, LA Area 22 Alateen Coordinator, LA-AI-Anon.org

LA Area 22 AMIAS Acceptance of Responsibility at Events

Provided by AAPP, LA Area Alateen Coordinator, LA-AI-Anon.org

LA Area 22 AMIAS Service Checklist and Service Opportunities

LA-AI-Anon.org

LA Area 22 Alateen Event Participation Form

LA-AI-Anon.org

LA Area 22 Medical Information and Authorization Form

LA-AI-Anon.org

LA Area 22 Alateen Incident Report

LA-AI-Anon.org

LA Area 22 Alateen Event Plan Information

LA-AI-Anon.org

LA Area 22 Alateen Event Plan/Part 1 Provisional Event Plan

LA-AI-Anon.org

LA Area 22 Alateen Event Plan/Part 2 Final Event Plan

LA-AI-Anon.org

LA Area 22 Contact Information for Alateen Meeting Facility

LA-AI-Anon.org

**LA AREA 22
AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE
CANDIDATE PROFILE, AMIAS APPLICATION**

Last Name	First Name	Middle
Maiden/Other Name: Last	First Name	Middle
Address	City/State	Zip Code
Previous Address	City/State	Zip Code
Daytime Phone	Cell Phone	Email Address
Social Security Number	Date of Birth and Gender	Driver's License Number

Answers to these questions are required to assure that you are an Al-Anon member who meets the World Service Office (WSO) requirements, Louisiana Area 22 Alateen Safety and Behavioral Requirements (ASBR) and State requirements for working with children. An AA member who is not an Al-Anon member may not serve as an Al-Anon Member Involved in Alateen Service (AMIAS). Please check **YES** or **NO** and **INITIAL** each statement. Sign and date the form below. For statements with an *, if answer is YES, please explain on the reverse side.

STATEMENT	YES	NO	INIT
I am an Al-Anon member regularly attending Al-Anon Meetings. Home Group: _____ Sponsor: _____ District: _____			
I am a least 23 years old.			
I have been active in my Al-Anon program for at least 2 years, excluding time in Alateen.			
I am new to this Al-Anon District and have attended a local Al-Anon meeting for at least 3 months before volunteering to become an AMIAS Candidate. The Group I attended in another location is: Previous Al-Anon Group: _____ City _____ District: _____			
I understand it is unlawful and therefore prohibited for an adult/AMIAS to engage in any sexual activity with an Alateen. This applies to AMIAS and Alateens and includes but is not limited to: c) No suggestive, romantic or sexual comments, jokes, or sexually explicit material to be shared with an Alateen by any means, (spoken, written, photographic), d) No sexual or non-consensual touching - Do not touch in a manner that any reasonable person could interpret as inappropriate. Touching should only occur in the open and in response to the Alateen's needs such as to treat an injury. e) AMIAS will not be alone with an Alateen and will not seek, solicit, pressure or allow a personal relationship outside of Alateen meetings or events. No private communications with an Alateen except to notify about meetings or events. No social media "friendships" between AMIAS and Alateens. f) There will be no, (sexually), aggressive, coercive, abusive or harassing behaviors between Alateens or AMIAS and Alateens.			
I agree not to conduct myself in a manner contrary to applicable laws.			
I agree that the Area Alateen Process Person (AAPP) and/or other persons designated by Louisiana Area 22 may independently verify the information that I present on the AMIAS Candidate Profile.			
I understand that in order to transport or chaperone an Alateen member, the parent/legal guardian must complete the travel, information and medical release forms included in the Louisiana Area 22 Alateen Safety and Behavioral Requirements.			
*I have been charged with child abuse.			
*I have been charged with inappropriate sexual behavior.			

*I have demonstrated emotional problems that could result in harm to Alateen members.			
*A welfare agency or comparable government agency has determined that I conducted myself inappropriately with children.			
I agree to the Louisiana Area 22 Alateen Safety and Behavioral Requirements.			
If asked to resign my position as a Group Sponsor or as an AMIAS for any reason, to ensure the safety of the Alateens I will resign.			

I have read, understand and agree that the statements checked and initialed above are correct, I agree to promptly notify the Area Alateen Process Person if any of these statements change. As a condition of serving as an Al-Anon Member Involved in Alateen Service, I give permission to Louisiana Area 22 and its Area Alateen Process Person to conduct a background investigation on me, which may include a review of sex offender registries, child abuse and criminal history records. I agree to hold harmless from liability the Alateen Group, Louisiana Area 22, Al-Anon Family Group Headquarters, Inc., District Officers, employees and volunteers of these organizations. I understand that these organizations and persons are not under any obligation to appoint me as an Al-Anon Member involved in Alateen Service.

Signed

Date

Please return this completed form to the Area Alateen Process Person and keep a copy for your records. This information is confidential and will be used and distributed only in accordance with applicable law.

**LA Area 22
AI-ANON MEMBER INVOLVED IN ALATEEN SERVICE
CANDIDATE PROFILE, AMIAS APPLICATION**

TO BE COMPLETED BY THE AREA ALATEEN PROCESS PERSON FOR NEW AMIAS CANDIDATES.

For a new AMIAS candidate, please check a YES or NO and add INITIALS for each statement that has been verified by the Area Alateen Process Person. Make comments if applicable.

CONFIRMED STATUS

YES NO INIT

*Reviewed completed Candidate Profile Form and completed Authorization to Disclose Criminal History Records Information Form, also confirmed pertinent information provided was correct.			
Candidate reviewed Louisiana Area 22 Alateen Safety and Behavioral Requirements.			
Confirmed candidate's background check was successful/passed.			
Notified candidate of status of background check and proceeded accordingly.			

*Do not show Candidate's Social Security Number or Driver's license Number if transmitting information via e-mail but retain in Group records.

As the Area Alateen Process Person, I certify that this person has met the Louisiana Area 22 Alateen Safety and Behavioral Requirements and has agreed to abide by them. This AMIAS applicant was submitted to WSO for certification.

Signature of the Area Alateen Process Person

Date

Print Name

Phone

LA AREA 22
AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE
AMIAS PROFILE, RECERTIFYING ONLY

Last Name	First Name	Middle
Address	City/State	Zip Code
Daytime Phone	Cell Phone	Email Address
WSO ID Number	Al-Anon Home Group – City & District	Alateen Group (If Applicable) City & District

Recertification of Al-Anon Members Involved in Alateen Service (AMIAS) is required annually with a deadline set by the Area Alateen Process Person (AAPP). Answers to these questions are required to assure that you continue to be an Al-Anon member who meets the World Service Office (WSO) requirements, Louisiana Area 22 Alateen Safety and Behavioral Requirements (ASBR) and State requirements for working with children. Please check **YES** or **NO** and **INITIAL** each statement. Sign and date the form below.

STATEMENT	YES	NO	INIT
I am an Al-Anon member regularly attending Al-Anon Meetings. Home Group: _____ Sponsor: _____ District: _____			
I understand it is unlawful and therefore prohibited for an adult/AMIAS to engage in any sexual activity with an Alateen. This applies to AMIAS and Alateens and includes but is not limited to: g) No suggestive, romantic or sexual comments, jokes, or sexually explicit material to be shared with an Alateen by any means, (spoken, written, photographic), h) No sexual or non-consensual touching - Do not touch in a manner that any reasonable person could interpret as inappropriate. Touching should only occur in the open and in response to the Alateen’s needs such as to treat an injury. i) AMIAS will not be alone with an Alateen and will not seek, solicit, pressure or allow a personal relationship outside of Alateen meetings or events. No private communications with an Alateen except to notify about meetings or events. No social media “friendships” between AMIAS and Alateens. There will be no, (sexually), aggressive, coercive, abusive or harassing behaviors between Alateens or AMIAS and Alateens.			
I agree not to conduct myself in a manner contrary to applicable laws.			
I agree that the Area Alateen Process Person (AAPP) and/or other persons designated by Louisiana Area 22 may independently verify the information that I present on the AMIAS Candidate Profile.			
I understand that in order to transport or chaperone an Alateen member, the parent/legal guardian must complete the travel, information and medical release forms included in the Louisiana Area 22 Alateen Safety and Behavioral Requirements.			
*I have been charged with child abuse.			
*I have been charged with inappropriate sexual behavior.			
*I have demonstrated emotional problems that could result in harm to Alateen members.			
*A welfare agency or comparable government agency has determined that I conducted myself inappropriately with children.			
If asked to resign my position as a Group Sponsor or as an AMIAS for any reason, I will consider the safety of the Alateens to be extremely important and will resign.			

I have read, understand, and agree that the statements checked and initialed above are correct, I agree to promptly notify the Area Alateen Process Person if any of these statements change.

As a condition of serving as an Al-Anon Member Involved in Alateen Service, I give permission to Louisiana Area 22 and its Area Alateen Process Person to conduct a background investigation on me, which may include a review of sex offender registries, child abuse and criminal history records. I agree to hold harmless from liability the Alateen Group, Louisiana Area 22, Al-Anon Family Group Headquarters, Inc., District Officers, employees, and volunteers of these organizations. I understand that these organizations and persons are not under any obligation to renew my certification as an Al-Anon Member involved in Alateen Service.

Signed

Date

Please return this completed form to the Area Alateen Process Person and keep a copy for your records. This information is confidential and will be used and distributed only in accordance with applicable law.

**LOUISIANA AREA 22
AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE
AMIAS PROFILE, RECERTIFYING ONLY**

TO BE COMPLETED BY THE AREA ALATEEN PROCESS PERSON FOR RENEWAL OF AMIAS.

Please check a YES or NO and add INITIALS for each statement that has been verified by the Area Alateen Process Person. Make comments if applicable.

CONFIRMED STATUS

YES NO INIT

Reviewed completed AMIAS Profile, Recertifying Only Form and confirmed pertinent information provided was correct.			
Update WSO if contact information has changed.			
Provided information of on-going training and/or forthcoming AMIAS workshops.			

As the Area Alateen Process Person, I certify that this person has met the Louisiana Area 22 Alateen Safety and Behavioral Requirements and has agreed to abide by them. This AMIAS may be submitted to WSO for recertification.

Signature of Area Alateen Process Person

Date

Print Name

Phone

LA AREA 22 AMIAS ACCEPTANCE OF RESPONSIBILITY AT EVENTS

1. Alateen AMIAS/Sponsor will be allowed to accompany no more than seven (7) Alateen Members to a Program/event.
2. Alateens should arrive and leave as a group, with their AMIAS/Sponsors.
3. AMIAS/Sponsors should have knowledge of their Alateens whereabouts at all times.
4. "Participation is the key to harmony". Alateens must stay with their group, in program meetings, workshops, activities and in other designated areas. Alateens will show the respect and courtesy to others that you wish to be shown.
5. All Alateens, Alateen AMIAS/Sponsors are responsible for their own behavior, remembering that what they do reflects on their group and the name of Al-Anon/Alateen. Alateens who are legally adults agree to abide by the same requirements as minor Alateens when they attend Alateen meetings and events.
6. Overt or covert sexual interaction between an AMIAS/Sponsor and an Alateen, between Alateens and between any adults is prohibited.
7. Any Alateen who displays destructive, harmful, or inappropriate behavior towards other Alateens, AMIAS/Sponsor and others in meetings or any other Al-Anon/Alateen event or activity, will be asked to leave the Alateen group, event, and/or activity. The parents/guardians will be notified to immediately come and pick-up their child.
8. Possession of alcohol, drugs, and/or weapons by ANYONE at an event or meeting is strictly prohibited.
9. Federal law states you must be over 21 to smoke or vape; therefore, if you smoke or vape, you do so at your own risk. Area 22 Al-Anon and AMIAS/Sponsors are not responsible for these actions. Any behavior contrary to any Federal or Louisiana law is prohibited.
10. AMIAS/Sponsors will obtain a completed ***LA Area 22 Alateen Event Participation Form*** prior to providing transportation to meetings or any Al-Anon/Alateen related program/event where these forms are not included as part of the Alateen participation packet for the program/event.
11. No Alateen will be allowed to participate in any event/program or be provided with transportation without first submitting the completed ***LA Area 22 Alateen Event Participation Form*** to the AMIAS/Sponsor.
12. Alateens may request time for individual discussion with an AMIAS/Sponsor. Such discussions should take place during the regular Alateen meeting in the meeting room or area where an AMIAS is present.

AMIAS Service Opportunities Checklist

AMIAS Information

Name:		
Address:		
City, State, Zip		
E-Mail:		Phone:
WSO #:		
Date:		
<input type="checkbox"/>	I am a current member of AWSC or a trustee. I am exempt from the service hour requirement.	

Alateen Meeting

Date:	Meeting:
Meeting AMIAS Signature:	

Date	Hours	Service Opportunity
Total Hours:		

Authorized Signature

Signature:
Service Position:
Date:

LA Area 22 Service Hour Ideas

Service Opportunity Type	Description	Estimated Hours
Alateen Group Sponsor	Regularly attending weekly Alateen meeting. Assist teens in maintaining literature, flyers and treasury. Coordinate transportation and lodging for Alateen GR to attend Assembly. Serve as an example of the principles of the program. Note: Not all Group Sponsors attend meetings on a weekly basis. Some serve as co-sponsors to the main group sponsor and do not get as involved in activities outside of the Alateen meeting.	20 - 100+ hours
Attending an Alateen meeting	Contact Alateen Group Sponsor and coordinate a date to attend Alateen meeting. Attend Alateen meeting to either cover for another group sponsor that is unable attend or as an observer.	2+ hours
Alateen Conference Planning Committee Member	Attend Alateen Conference committee meetings via phone, email and in person. Be available to attend Alateen Conference. Serving a specific role on the committee or at the conference is optional.	10+ hours
Fundraiser Volunteer	Attend fundraiser planning sessions and be available to attend and assist at fundraiser.	6+ hours

Help start a new Alateen meeting	Find a sponsoring Al-Anon group, hold group conscience to decide location, meeting time, and group name, register with WSO through the Area AAPP	10+ hours
Coordinate or participate in Alateen Public Outreach service project	Coordinate with school or institution to have an Alateen tell their story, distribute literature to professionals and institutions, inform professionals of Alateen (counselors, teachers, therapists, doctors, etc.).	10+ hours
Coordinate or participate in Alateen Membership Outreach service project	Any project involving communicating with Al-Anon or AA about Alateen.	10+ hours
Alateen Sponsor for Al-Anon Convention	Attend Convention Committee planning meetings, coordinate with the Alateen Chair for Al-Anon Convention on meetings, workshops, and topics. Attend all Alateen meetings at convention.	20+ hours
Coordinating or participating in an Assembly Alateen Workshop	Create and facilitate a workshop at the Area Assembly, which includes Alateen and AMIAS participation. Does require travel to Area Assembly.	10+ hours
Serving as the sponsor for the Alateen Discussion meeting at Assembly	Being present to facilitate the Alateen Discussion Meeting at the Area Assembly. Ask a teen	2+ hours

to chair the meeting and bring the topic of discussion.

Coordinating or participating in any workshop with Alateen participation

Working directly with a teen to create a workshop at the District or Area level, or another Area Convention or Conference. This may include planning meeting(s), traveling and transportation to and from workshop, and presentation of workshop.

10+ hours

LA AREA 22 ALATEEN EVENT PARTICIPATION FORM (form 1 of 2)

Alateen members, as part of the Al-Anon program, actively participate in Al-Anon/Alateen, Alateen and AA events. This participation encourages growth in their own recovery and provides opportunities for fellowship with other Alateen, Al-Anon and AA members. Although there will be some time for fun included, the primary purpose of this function is the sharing of experience, strength, and hope in fellowship with Alateen, Al-Anon and AA in order to learn how to use the Al-Anon/Alateen program for recovery. To be clear, a non-AMIAS may be in car for transportation, however, the AMIAS is responsible for that Alateen during entire trip in car and will be responsible all through event.

NO ALATEEN WILL BE ALLOWED TO PARTICIPATE IN ANY EVENT OR BE PROVIDED WITH TRANSPORTATION WITHOUT COMPLETION OF THIS FORM.

ALATEEN AMIAS/SPONSORS: Al-Anon Members in Alateen Service (AMIAS) will complete the Event Information Section, and forward to parent and/or guardian to fill out, however all forms must be signed in from of AMIAS. Once completed, they will keep the original signed copy of this form in their possession for the duration of the time the Alateen member is in their charge as well as a make a copy for the AMIAS Event Coordinator. The AMIAS Event Coordinator with forward all paperwork at end of event to AAPP.

PARENT(S)/GUARDIAN(S): Please read and complete the Event Participation Form to be presented to AMIAS and then signed. Make a copy to keep for your records. The original copy must be submitted to the Alateen AMIAS/Sponsor.

ALATEENS: After completing, please return the completed Event Participation Form to your Alateen AMIAS/Sponsor with your Parents/Guardians for final signatures.

INFORMATION AND PERMISSION FORM:

NOTE: The Event Participation Form must be filled out in its ENTIRETY and then signed by Parents and/or Guardians in front of AMIAS in order for the Alateen Member to participate.

EVENT INFORMATION

Name of Event: _____ Dates: _____

Location of Event _____

Physical Address: _____

City: _____, State/ Zip Code: _____

Phone Number of Location:(_____) _____

Date & Time & Place of Departure: _____

Date & Time & Place of Return: _____

ALATEEN MEMBER’S INFORMATION

First and Last Name: _____

Address: _____

City: _____, State/ Zip Code: _____

Home or Cell Phone (*Mark which*) (_____) _____

Date of Birth: _____

PRIMARY AMIAS/SPONSOR/ESCORT INFORMATION (or see Driver Exception Addendum)

First and Last Name: _____

Address: _____

City: _____, State/ Zip Code: _____

Cell Phone Number: (_____) _____

Mode of Transportation: _____

(include make/model/year/license plate number & state issued)

(If additional AMIAS/Sponsors are needed, they must attach the above information to this form.)

AMIAS Initial _____ Parent/Guardian Initial _____ Alateen Initial _____

CUSTODIAL PARENT/GUARDIAN INFORMATION

First and Last Name & Relationship _____

Physical Address: _____

City: _____, State: _____ Zip Code: _____

Home or Cell Phone (*Mark which*) (____) _____ Work (____) _____

During this event, I can be reached at: (____) _____

NEAREST RELATIVE NOT LIVING WITH THE ALATEEN MEMBER OR

PARENT/GUARDIAN

First, Last Name & Relationship: _____

Physical Address: _____

City: _____, State _____ Zip Code: _____

Home or Cell Phone (*Mark which*) (____) _____ Work (____) _____

GUARDIAN PERMISSION

I hereby give (*Alateen member name*) _____

my permission to attend the events/programs written in the Event Information Section of this form. I fully understand that they will be traveling to and from this event/program and attending at their own risk. **I further hold harmless the events/programs attended by my child, LA Area 22 Al-Anon, any LA Area 22 AMIAS/SPONSORS, and/or the Alateen AMIAS/Sponsor should any harm come to my child as a result of his/her participation in these programs/events or in the procurement of medical treatment.**

_____/_____/_____
(Parent/Guardian Signature) (Print Name) (Date)

PERMISSION TO PARTICIPATE IN WATER SPORTS/ACTIVITIES

My child **Can** / **Can NOT** participate in the following water sports/activities as part of the event/program they will be attending:

(Description of water related activities)

_____ / _____ / _____
(Parent/Guardian Signature) (Print Name) (Date)

AMIAS Initial _____ Parent/Guardian Initial _____ Alateen Initial _____

LA AREA 22 ALATEEN EVENT PARTICIPATION FORM (form 2 of 2)

ALATEEN AND AMIAS/SPONSOR PARTICIPATION REQUIREMENTS

All AI-Anon Members Involved in Alateen Service (AMIAS)/Sponsors, must be certified by the LA Area 22 Alateen Process. Alateens and their parents/guardians should read and discuss the following Safety and Behavior Requirements. Signatures (and initials on each page) by the Alateen, Parent/Guardian and Alateen AMIAS/Sponsor, required to confirm that the Safety and Behavior Requirements were read and understood.

LA AREA 22 Alateen Safety and Behavioral Requirements

1. No Alateen AMIAS/Sponsor will be allowed to accompany more than seven (7) Alateen Members to a program/event.
2. Alateens should arrive and leave as a group, with their AMIAS/Sponsors.
3. AMIAS/Sponsors should have knowledge of their Alateens whereabouts at all times.
4. "Participation is the key to harmony". Alateens must stay with their group, in program meetings, workshops, activities and in other designated areas. Alateens will show the respect and courtesy to others that you wish to be shown.
5. All Alateens, Alateen AMIAS/Sponsors are responsible for their own behavior, remembering that what they do reflects on their group and the name of AI-Anon/Alateen. Alateens who are legally adults agree to abide by the same requirements as minor Alateens when they attend Alateen meetings and events.
6. Overt or covert sexual interaction of any kind between an adult or AMIAS/Sponsor and an Alateen is expressly prohibited by law. Also, any overt or covert interaction between Alateens themselves or between any adults and/or AMIAS/Sponsor is also prohibited.
7. Any Alateen who displays destructive, harmful, or inappropriate behavior towards other Alateens, Alateen AMIAS/Sponsors and others in meetings or any other AI-Anon/Alateen event or activity, will be asked to leave the Alateen group, event, and/or activity. The parents/guardians will be notified to immediately come and pick-up their child.
8. Possession of alcohol, drugs, and/or weapons is strictly prohibited.
9. Federal law states you must be over 21 to smoke; therefore, if you smoke, you do so at your own risk. LA Area 22 AI-Anon and Alateen AMIAS/Sponsors are not responsible for these actions. Any behavior contrary to any Federal or Louisiana law is prohibited.
10. Alateen AMIAS/Sponsors will obtain a completed **LA Area 22 Alateen Event Participation Form** prior to providing transportation to meetings or any AI-Anon/Alateen related program/event where these forms are not included as part of the Alateen participation packet for the program/event.

11. No Alateen will be allowed to participate in any event/program or be provided with transportation without first submitting the **LA Area 22 Alateen Event Participation Form** to the AMIAS/Sponsor.

12. Alateens may request time for individual discussion with an Alateen AMIAS/Sponsor. Such discussions should take place during the regular Alateen meeting in the meeting room or area where an AMIAS is present.

Alateen: I have read and agree to abide by the Safety and Behavior Requirements for participating in this program/event. I agree that I am responsible for my actions while attending this program/event and while traveling with the Alateen AMIAS/Sponsor and Alateen Group.

_____/_____/_____
(Alateen Member Signature) (Print Name) (Date)

Parent(s)/Guardian(s): I have read and understand the Participation, Safety and Behavior Requirements in order for my child to participate in these programs/events. I understand that, if at any point my child is requested to leave due to any violation, I will be responsible for immediately picking my child up from the program/event.

_____/_____/_____
(Parent/Guardian Signature) (Print Name) (Date)

Alateen AMIAS/Sponsor: I have read and agree to abide by the Participation, Safety and Behavior Requirements for participating in these programs/events.

_____/_____/_____
(Primary Alateen AMIAS/Sponsor Signature) (Print Name) (Date)

_____/_____/_____
(Alternate Alateen AMIAS/Sponsor Signature) (Print Name) (Date)

(If additional AMIAS/Sponsors are needed, they must attach the above information to this form.)

“Participation is the key to harmony”. Alateens must stay with their group, in program meetings, workshops, activities and in other designated areas. Alateens will show the respect and courtesy to others that you wish to be shown.

AMIAS Initial _____ Parent/Guardian Initial _____ Alateen Initial _____

LA Area 22 Alateen Incident Report

Incident reports should be completed as soon as possible after the event. Please use concise and clear language, as this document is part of a legal file. Use back or add more pages if necessary.

Date of Report: _____ AMIAS Filing Report: _____

Date of Incident: _____ Day of Week: _____ Time: _____

Location: _____

Alateen(s) Involved with contact information: _____

AMIAS' Involved with contact information: _____

Other's Involved (Community, etc.) with contact information: _____

Type of Incident (Check all appropriate categories)

Safety Concern	Damage to Property	Theft
Medical / Injuries	Substance Abuse	Police
School/Children	Weapons	Other (Describe)

Description of Incident:

Follow-up Comments: _____

Medical Attention to: _____ By: _____ Date: _____ Time: _____

Police Contact/Officer: _____ Date: _____ Time: _____

Report Number: _____ Police Department: _____

Alateen Coordinator Immediately Notified (Name, Date & Time): _____

Area Alateen Process Person Immediately Notified (Name, Date & Time): _____

Signature of AMIAS Reporting (Date & Time): _____

LA Area 22 Area Alateen Event Plan Information

Two-Phase Approval Process

This two-phase Alateen Event Plan protocol is intended to establish a more responsive and effective process for planning Alateen events in LA Area 22.

Phase One – Provisional Approval

A. During the first, Provisional Phase, the Alateen Event AMIAS(s) or committees will outline details of the Event Plan but might not have the specific names and contact information for the AMIAS who will be filling each position. This first plan *must* include the names and contact information of the Alateen Event Amias and/or co-Event Amias who are responsible for the plan.

B. The Provisional Phase form may be completed as soon as there is an event with the appropriate event leadership including all pertinent contact information, a location, and a date of the event. In the case of Annual or repeating events, we recommend completing this process as soon as possible after the current event is over and planning for the subsequent year begins. **Without this provisional approval, the event *may not advertise that it will include Alateen participation!***

C. **Upon Area approval** of this Provisional Phase, the pertinent planning committee, District or other event planner **will be given permission** to create flyers and publicize the event.

D. **The phrase “Pending Final Approval” must be included in any announcements or flyers**, so that everyone will know that there is a second phase of the plan that *must be submitted* no later than 30 days prior to the event in order for Alateens to participate. That date will be noted on the Provisional Form at the time it is approved.
Example: “with Al-Anon and Alateen Participation, Pending Final Approval”

Phase Two – Final Approval

A. The Final Event Plan will include specific schedules and timelines along with the contact information for all AMIAS chaperones, and their roles and responsibilities.

B. **The Final Event Plan must be submitted to the Area Alateen Coordinator and Area Alateen Process Person, (AAPP), no later than 30 days in advance of the Event. This date will be noted on the Provisional Form at the time it is approved. If the Final Event Plan is not submitted *and approved*, Alateen participation in the event will not be granted.**

Area Alateen Event Plan forms are available on the LA Area 22 website:

<http://www.la-al-anon.org>

For more information contact:

AAPP, _____, AAPP@la-al-anon.org, (____) _____

LA Area 22 Alateen Coordinator, _____

alateencoordinator@la-al-anon.org. (____) _____

LA Area 22 PHASE ONE PROVISIONAL APPROVAL FORM for LA Area 22 ALATEEN EVENT ANNOUNCEMENTS and FLYER DISTRIBUTION

This *Phase One Provisional Approval Form* is required if you are planning an event involving Alateen members. An Alateen Event is defined as **any Alateen activity other than a registered meeting.**

Please see the note below that the *Phase Two Final Form LA Area 22 Alateen Event Plan* is also required in order to complete the *final stage* of the approval process.

NOTE: All Alateen meetings are **closed** (available to Alateens and AMIAs only). An annual or bi-annual open Alateen meeting is considered an Alateen Event.

Complete this form in its entirety and submit it to the Area Alateen

Coordinator, alateencoordinator@la-al-anon.org and AAPP, AAPP@la-al-anon.org for approval. **NO announcements or flyers about the event may be distributed until this form has been approved.**

EVENT INFORMATION

1. Name of Event _____

2. Type of Event (check ONE box)

AA/AI-Anon Convention with Alateen Participation

Fundraiser for AA/AI-Anon/Alateen Convention with Alateen Participation

Alateen Conference (D-SAC) Registered Alateen meeting open to the public

Other

(describe) _____

District sponsoring the "Other" event: _____

3. Location of Event

Facility name: _____

Facility address: _____

4. Day, Date & Time of the Event

Event starts: _____, _____, _____, _____
Day Month/Date/Year Time AM/PM

Event ends _____, _____, _____, _____
Day Month/Date/Year Time AM/PM

5. Alateen Event Amias (1 required) – MUST BE CURRENTLY CERTIFIED AS AN AMIAS (One male AND one female Sponsor required if overnight stay.)

	First & Last Name	District #	Email	Phone
*1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

6. AI-Anon Chairperson, (if applicable):

First & Last Name	Email	Phone
_____	_____	_____

7. AI-Anon Co-Chair, (if applicable):

First & Last Name	Email	Phone
_____	_____	_____

***SPECIAL NOTE:**

A copy of the Signature Page below will be returned to the Alateen Event AMIAS #1 (above) after it has been approved. It will contain the signature of the Area Alateen Coordinator and the AAPP, the date it was approved, **and the date by which the LA Area 22 Alateen Event Plan Final Form must be submitted.**

SIGNATURE PAGE

*Convention website address: _____

*Convention AA Chairperson's email: _____

Submitted by:

Signature: Alateen Event AMIAS #1 Date Print Name: Alateen Event AMIAS #1

Signature: Alateen Event AMIAS #2 Date Print Name: Alateen Event AMIAS #2

Signature: Al-Anon Chair Date Print Name: Al-Anon Chair

Signature: Al-Anon Co-Chair Date Print Name: Al-Anon Co-Chair

Note: This form is the first in the two-phase approval process so that you may make announcements and distribute flyers. After receiving *Phase One Provisional Approval*, you **must** submit the *LA Area 22 ALATEEN EVENT PLAN FINAL FORM* at least 30 days before the event date.

Scan and Email this *Phase One Provisional Approval Form* to:

alateencoordinator@la-al-anon.org and aapp@la-al-anon.org . **Approval must be received BEFORE Alateen participation in the event can be announced and/or flyers are distributed!**

After you receive Provisional Approval, **the phrase "Pending Final Approval" must be included in any announcements or flyers:**

“. . . with Al-Anon and Alateen Participation, Pending Final Approval.”

If the *LA Area 22 Alateen Event Plan Final Form* is not submitted 30 days before the event date, Alateen participation in the event may not be granted.

Alateen Event Permit Approved _____ Not Approved _____

Signature: Area Alateen Coordinator Date

Signature: Area Alateen Process Person Date

The Final Alateen Event Plan form must be received no later than (30 days before the event)

LA Area 22 ALATEEN EVENT PLAN FINAL FORM

This form is required if you are planning an event involving Alateen members. An Alateen Event is defined as any Alateen activity other than a registered meeting.

NOTE: All Alateen meetings are closed (available to Alateens and AMIASs only). An annual or bi-annual open Alateen meeting is considered an Alateen Event.

Complete this form in its entirety and submit it to the Area Alateen Coordinator at AlateenCoordinator@la-al-anon.org and Area Process Person at AAPP@la-al-anon.org for approval at least 30 days before the event date (60 days before an overnight event).

EVENT INFORMATION

1. Name of event _____

2. Type of Event (check ONE box)

AA/AI-Anon Convention with Alateen Participation

Fundraiser for AA/AI-Anon Convention with Alateen Participation Alateen Conference

Fundraiser for Alateen Conference (D-CAC) Registered Alateen meeting open to the public

Other (describe) _____

District sponsoring the "Other" event _____

3. Event location Facility name: _____

Facility address: _____

(Street, City, Zip)

4. Day, Date & Time of the Event

(If this is a multi-day event, complete a separate Event Plan Form for EACH day)

Event starts: _____, _____, _____
Day of week Month/Day/Year Time a.m./p.m.

Event ends: _____, _____, _____
Day of week Month/Day/Year Time a.m./p.m.

AMIAS SUPERVISION INFORMATION

1. How many Alateens do you estimate will attend the event? _____

(If an annual event, use attendance from previous year)

2. Alateen Event AMIAS (**at least 1 required**)

- MUST BE CURRENTLY CERTIFIED AS AN AMIAS
- At least one Male AND one Female AMIAS required if an overnight event)

First & Last Name	District#	Email	Phone #
-------------------	-----------	-------	---------

3. AMIAS Chaperones – MUST BE CURRENTLY CERTIFIED AS AN AMIAS

(Minimum of one AMIAS per 7 Alateens **required at all times** throughout the event)

First Name	Last Name	District	email	*Confirmation Date/ Method	**Verified
------------	-----------	----------	-------	----------------------------	------------

1. _____
2. _____
3. _____
4. _____

- When and how did they confirm they would chaperone the event? (e.g., text, email, phone)
-

AMIAS SUPERVISION SCHEDULE

Describe who, when, where, and what task each Sponsor & AMIAS Chaperone will be assigned to throughout the event.

- A minimum of one AMIAS per 7 Alateens must be assigned a task for all timeslots.
- There can be NO gaps in the schedule – Every minute from START to END should be listed.
- At least one SPONSOR must be on the schedule every minute throughout the event.

Include:

- who is supervising Alateens during set-up and clean-up (before and after event)

- who is verifying registration, collecting permission forms, and signing in the Alateens
- who is problem-solving for Alateens arriving without registration and/or permission forms
- who is supervising the entrances and exits (and facility grounds, if needed)
- who is supervising the Alateens in the meeting room
- who is the bathroom escort and/or hallway monitor (Serenity Patrol)
- who is supervising the Alateens at each location during the break
- who is responsible for signing out the Alateens (if a Convention or Conference) or assuring all Alateens have safely left the facility grounds (for all other Alateen events)

If you need more space, please provide the schedule as an attachment.

TIME From–To	Name of AMIAS	Where stationed	Duties & Responsibilities
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Things to Think About

FIRST AID AND MEDICAL EMERGENCIES

1. Who is responsible for bringing the First Aid Kit items?
2. Who will be responsible for rendering basic first aid to the Alateen members?
3. Which AMIAS(s) will have on hand the completed Permission/Medical forms to give to emergency personnel, if a medical emergency arises?
4. Who will be responsible for contacting the parent/guardian to inform them of the medical emergency?
5. If medical personnel transport an Alateen off-site, which Event AMIAS will follow the medical transport and remain with the Alateen in the medical facility until a parent/guardian arrives?
6. Who will assume the duties/responsibilities of the AMIAS who went off-site to remain with the Alateen during the medical emergency?
7. What is the name and address of the Emergency Room closest to the facility?
8. Who will be responsible for writing the medical emergency incident report? **NOTE:** The incident report should be provided to the Convention Chair or other individual responsible for the liability of the event.

BEHAVIORAL AND SAFETY COMPLIANCE

1. Who will read the appropriate LA Area 22 Alateen Safety & Behavioral Requirements and Event-specific Behavioral Requirements, if any?
2. When will the appropriate LA Area 22 Alateen Safety & Behavioral Requirements and Event-specific Behavioral Requirements, if any, be read to the Alateens?
3. Where will printed copy(s) of the appropriate LA Area 22 Alateen Safety & Behavioral Requirements and Event specific Behavioral Requirements, if any be posted?
4. Who will be responsible for separating the non-compliant minor Alateen from the group, contacting their parent/guardian, and remaining with the Alateen until the parent/guardian arrives to remove them from the facility property?
5. Who will be responsible for escorting the non-compliant adult Alateen member off the facility property and confiscating their event badge?

OVERNIGHT EVENTS

Who will work Alateen registration table?

Who will be on Serenity Patrol if overnight stay?

Who will verify room assignments?

Attach Event Flyer (with Sponsor contact info and NO Alateen names or contact info)
Or Provide Convention website and Convention Chairpersons email

Submitted by:

Signature: Alateen Event AMIAS Date Print Name: Alateen Event AMIAS

Area Alateen Coordinator Approval of Event Plan:

All Alateen Event AMIAS must review and approve this Event Plan prior to submitting to the Area Alateen Coordinator and the AAPP.

I am currently certified as an AMIAS (AI-Anon Member Involved in Alateen Service) in Louisiana, and I agree to abide by and carry out all provisions of this Event Plan.

As an Alateen Event Amias for this Alateen Event, I agree to:

- (1) collect copies of Permission/Medical forms from each Alateen attending this event.
- (2) only allow Alateens with the appropriate Permission/Medical form to participate in this event
- (3) maintain a sign-in/sign out log with parent/guardian signatures to keep track of all Alateens that leave during the event
- (4) follow the agenda as stated in this Event Plan
- (5) ensure that every Alateen is supervised by an Alateen Event AMIAS or AMIAS Chaperone at all times.

Signature: Alateen Event AMIAS #1 Date Print Name: Alateen Event AMIAS #1

Signature: Alateen Event AMIAS #2 Date Print Name: Alateen Event AMIAS #2

Signature: Alateen Event AMIAS #3 Date Print Name: Alateen Event AMIAS #3

Signature: Alateen Event AMIAS #4 Date Print Name: Alateen Event AMIAS #4

**Email this LA Area 22 ALATEEN EVENT PLAN FINAL FORM to
AlateenCoordinator@la-al-anon.org and AAPP@la-al-anon.org for approval.
If this form is not submitted 30 days before the event date, the event may be
canceled.**

LA Area 22 Contact Information for Alateen Meeting Facility

This should remain in binder and a copy with all AMIAS for the group. Also, the facility should have at least 1, but preferably 2 numbers for the AMIAS as a contact.

Contact Name and Number for Facility:	
AMIAS Contact(s) for Facility:	
Local EMT Phone:	
Local Ambulance Phone:	
Local Police Phone:	
Immediate Emergency Phone:	911
Suicide Assistance Hotline:	
Alateen Area Process Person Information:	Email: AAPP@LA-AI-Anon.org
Area 22 Alateen Coordinator:	Email: AlateenCoordinator@LA-AI-Anon.org

Special Addendum: LA Area 22 TEMPORARY Electronic Meetings and Events

Alateen members, *along with their Alateen Group Sponsors/AMIAS, (AI-Anon Member Involved in Alateen Service)*, may choose to temporarily set up electronic meetings in place of face-to-face meetings. An Alateen Group Sponsor is an AI-Anon member who is currently certified by the Area process as an AMIAS, meets all of the Area's Requirements for service as an Alateen Group Sponsor, and has made a commitment to be of service to an Alateen meeting on a regular basis. We strongly encourage these electronic meetings to be held at the same day and time as their face-to-face versions for the benefit of all members and we would appreciate your assistance in reinforcing this message when you get asked.

1. Only WSO, (World Service Office), may grant Alateen the ability to have temporary electronic meetings.
2. Alateen members may NOT choose to temporarily set up electronic meetings *without* the assistance of Alateen Group Sponsors.
3. If local Groups choose to meet online using teleconferencing software, or by conference call, they may do so. The Group's Sponsor is responsible for:
 - Communicating any meeting changes to the Group's members,
 - Setting up the conferencing software for their Group's members and follow Area 22's parameters to the format of the meeting that ensures the anonymity and confidentiality of the Group's members.
4. Remember that all Alateen meetings are "Closed" meetings; that is, only Alateen Members and AMIAS are able to attend. The only exception is an open meeting which is for specific purpose like an event or to invite AI-Anon to see what Alateen is about.
5. Take all precautions to protect the anonymity and confidentiality of members during electronic meetings.
 - Please do not post Zoom information, use a contact AMIAS as a doorway to the Zoom information to add extra precaution in making sure we only admit teens and AMIAS.
 - Remind all teens and AMIAS that there is only to be the teen listening and/or watching the Zoom.
 - Unless you are certain of a teen's identity, we would suggest that video be turned on during the meeting or at least at the start to confirm identity.
 - Use the waiting room feature as well as a password for extra layers of protection.
 - Sponsors and/or AMIAS must be prepared to close meeting and reach out to teens with new password and login if there is an issue of safety.

6. You can use your meeting's phone list to inform the regular members of the meeting about that information. Please follow Area Requirements, (also Al-anon and Alateen Service Manual and Alateen Service E-Manual), on contacting an Alateen. Please make sure that the conversations are clear short and only about Alateen business. It is MOST appropriate if the parent knows you are in contact with an Alateen.

7. Please notify *your local AIS (Al-Anon Information Service)/LDC (Literature Distribution Center)/ Central Office and/or your District Rep (DR)* regarding *temporary* electronic meetings. Continue to submit all other (permanent) group changes to the Area Alateen Process Person (AAPP) using the LA Area 22 GR-3 on-line form: <http://la-al-anon.org>

8. Please do *not* use the "Report Problem" link on the WSO webpage! Contact your local AIS/Central Office with the information about the electronic meeting. All regular meetings will remain "Active" in the WSO database with the expectation that the meetings will resume face-to-face once it is safe to do so. Please do not "inactivate" groups that are *temporarily* not meeting. The WSO doesn't have the Staff to manually change all of these records, and we are concerned that some groups may fail to "reactivate" after the temporary meetings are ended. WSO hopes to avoid that future problem.

9. It is not necessary to register these meetings. Remember that this is a *temporary* situation for the vast majority of the virtual meetings that are created during this period. Your registered meeting's status will remain "Active" in the WSO database in the meantime. Once groups are able to meet again, please remind members to close the various conference call lines and online platforms.

10. WSO is relying on the local links of service to reinforce the above messages. Please check with local offices and your Group's members about alternatives to face-to-face meetings.

11. Virtual events such as Conferences and Conventions, or any event requesting Alateen participation must:

- Make sure Alateen is prepared to speak and to know what NOT to share.
- Have AMIAS participation as part of the planning process to confirm these are being followed and reach out to Area 22 Alateen Coordinator and/or AAPP, (Area Alateen Process Person), for guidance.
- Alateen participation is defined for this purpose as having an Alateen speaker, an open Alateen meeting, and using the Alateen name in advertising for event.
- Al-Anon participation is required in order to have Alateen participation.
- Use Area 22 Safety and Behavioral Requirements forms for parental/guardian permission to participate if the Alateen is under 18 as a speaker or there is an Alateen under 18 running open meetings.

- Alateen speaker must have an AMIAS with them and/or their parent. If under 18 then the parental permission to participate must be filled out and signed.
- If Alateens are running an open Alateen meeting, 2 AMIAS should be in meeting and the Alateens running the meeting must follow same requirements as an Alateen speaker.
- Alateens are to use first name only and not reveal where they live.
- We can only suggest that if an Alateen registers for the event that a parent or their AMIAS are also in attendance. We are not able to monitor all teens that wish to go to an event that may or may not be currently in Alateen. Events may have stricter requirements than these but cannot be less restrictive and use the Alateen name.
- Please remember, first and foremost we are here to help friends and families of alcoholics and provide a safe environment for an Alateen. Also, Alateens are allowed to attend an AI-Anon meeting with or without an AMIAS.
- Specific verbiage used by AMIAS prior to introducing Alateen speaker or moderating: No recording or screenshots, announce mandated reporters may be in meeting.
- Event must have monitoring of event in place.
- Zoom account required.
- Registration required.
- Recording blocked.
- An AMIAS must be a co-host and be in the event to reach out for guidance. The event should announce and spotlight AMIAS for teens to reach out to if needed.
- Limit screen-sharing.
- Prevent saving of chats.
- Chat off during Alateen Speaker as well as mute everyone besides the speaker.

If you have any questions or concerns, you can always contact us at:

AlateenCoordinator@la-al-anon.org AND/OR AAPP@la-al-anon.org

La-Al-Anon.org

NewOrleansAFG.org

BatonRougeAIAnon.org

AcadianaAFG.org

LakeCharlesAIAnon.org

REVIEW

Legal.....Reviewed by licensed Louisiana attorney Randy M. Guidry
07/06/2021 (initial not final review date after we get back from WSO)
AWSC.....Reviewed by AWSC, 00/00/0000
WSO.....Reviewed & filed by WSO, 00/00/0000

APPROVAL

Area 22 Assembly.....00/00/0000

REVIEW

Legal.....Reviewed by licensed Louisiana attorney, 00/00/0000
AWSC.....Reviewed by AWSC, 00/00/0000
WSO.....Reviewed & filed by WSO, 00/00/0000

APPROVAL

Area 22 Assembly.....00/00/0000

REVIEW

Legal.....Reviewed by licensed Louisiana attorney, 00/00/0000
AWSC.....Reviewed by AWSC, 00/00/0000
WSO.....Reviewed & filed by WSO, 00/00/0000

APPROVAL

Area 22 Assembly.....00/00/0000

REVIEW

Legal.....Reviewed by licensed Louisiana attorney, 00/00/0000
AWSC.....Reviewed by AWSC, 00/00/0000
WSO.....Reviewed & filed by WSO, 00/00/0000

APPROVAL

Area 22 Assembly.....00/00/0000

REVIEW

Legal.....Reviewed by licensed Louisiana attorney, 00/00/0000
AWSC.....Reviewed by AWSC, 00/00/0000
WSO.....Reviewed & filed by WSO, 00/00/0000

APPROVAL

Area 22 Assembly.....00/00/0000