

**CONNECTICUT AREA AFG ALATEEN
GROUP**

SPONSORS/AMIAS

POLICIES/PROCEDURES



Revised October 2019

Updated 4/2024

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CONNECTICUT ALATEEN FOR FAMILIES & FRIENDS OF ALCOHOLICS

These requirements are presented in addition to the WSO Alateen Minimum Safety and Behavioral Requirements as approved by the Board of Trustees in December 2003 and affirmed by the 2004 World Service Conference.

WHO WILL CONNECTICUT AREA AFG RECOGNIZE AS A GROUP SPONSOR/AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE AMIAS

A responsible adult member of Al-Anon who attends Al-Anon regularly and who shares his or her recovery experience gained through working the 12 Steps, 12 Traditions and 12 Concepts of Al-Anon/Alateen. He or she helps the Alateens to focus on the Al-Anon program. It is in sharing recovery that we provide hope for the future. An adult involved in Alateen service refers to an Al-Anon member who has the care and responsibility for Alateens and has direct contact with Alateens while being of service to Alateen. This includes, but is not limited to Group Sponsors, Chaperones and AMIAS.

1. At least one registered Sponsor of the Alateen Group must be Al-Anon only.
2. Be a minimum age of 25.
3. Currently attends Al-Anon meetings and continues to be an active Al-Anon member for three years excluding time spent in Alateen.
4. Be a participating member of an Al-Anon Home Group.

CONNECTICUT ALATEEN SAFETY & BEHAVIORAL REQUIREMENTS

1. At least one Alateen Group Sponsor/AMIAS must be present at every Alateen meeting.
2. All Group Sponsors/AMIAS must be gender conscious and avoid one-on-one interactions between themselves and Alateens.
3. Cannot have any pending civil actions, administrative or criminal charge(s), complaint(s), allegation(s) or conviction(s) of a felony or any type of neglect, abuse, reckless endangerment of a minor or any other administrative or judicial matter involving minor children, inappropriate sexual or abusive behavior, and not have demonstrated emotional problems which could result in harm to Alateen members. Connecticut Area AFG prohibits any conduct among Alateens and Al-Anon members involved in Alateen Service that is contrary to applicable laws. (Note: Complaints, allegations, etc. are referring to formalized, legal documentation—not gossip, insinuations, nor references made by other members.) A background check is performed at no cost to the applicant.
4. Any overt or covert sexual interaction between any Group Sponsors/AMIAS and Alateen members, is strictly prohibited. Such conduct, which has the purpose or effect of substantially creating an intimidating, hostile, distracting, or offensive atmosphere within the meeting, will result in immediate termination of the AMIAS service position and may be subject to administrative, civil and/or criminal penalties. Such acts may include but are not limited to: unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches, kisses or other unwanted physical touching; requests for sexual favors; retaliation for complaining about inappropriate conduct, contact statements or physical touching; and/or sexual harassment; distracting behavior, derogatory posters, cartoons, drawings, email or other forms of communications.
5. Annually, by June 1st each Alateen Group Sponsor/AMIAS must fill out the certification process forms and have it signed by the District Representative and Alateen Coordinator. In turn, it will be forwarded to the Area Alateen Process Person.
6. Travel, permission, and notarized medical authorization forms when applicable must be submitted before an Alateen may attend a Connecticut Area AFG function where there is Al-Anon/Alateen participation. Check with the Alateen Coordinator as to whom these forms are to be submitted to at each function.
7. Out of State Group Sponsors'/AMIAS and adults involved with Alateen service from other Areas may attend Connecticut Alateen functions provided they have satisfied their home area's Alateen qualification process. The Group Sponsor/AMIAS must obtain the signature of their Area AAPP prior to attending any Connecticut Alateen Event/Function. Such persons must demonstrate to the satisfaction of Connecticut Area AFG that they are currently in good standing within their own Alateen Area. [The Alateen Coordinator, AAPP, or Delegate of the Area must confirm that the sponsor is in good standing within their area by signing the Al-Anon Member Involved in Alateen Service (AMIAS) form. In addition, the Group Sponsor/AMIAS must agree to abide by Connecticut Area AFG requirements and familiarize themselves with Connecticut's Alateen Group Sponsors/AMIAS Policies/procedures.] All paperwork must be submitted to the Alateen Coordinator or AAPP.

(Note: In the event a sponsor or adult from another area has not met the home area criteria, assuming that Connecticut Area AFG permitted attendance at its Alateen functions or involvement with Alateens in any way, the risk of liability to Connecticut Area AFG and individuals in leadership positions is higher and more significant. This type of situation should be avoided and can be avoided by limiting participation to those persons who are qualified and in good standing.)

CERTIFICATION PROCESS FOR GROUP SPONSOR /AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE (AMIAS)

1. The candidate should first read the Connecticut Alateen Group Sponsors Policies and procedures.
2. The candidate will contact District Representative and area Alateen Coordinator to let them know of their desire to sponsor a group or become an AMIAS.
3. Candidate(s) who are also members of A.A. may be certified as AMIAS and serve as Alateen Group Sponsors by virtue of their Al-Anon membership, in accordance with Connecticut's Area Alateen Safety and Behavioral Requirements. Emphasis should be placed on the Al-Anon interpretation of the program at all times. Please refer to Al-Anon's Service Manual (P 24/27).
4. The candidate will give District Representative her/his full name and mailing address so the District Representative can give the information to the area secretary, who will mail the candidate a background check form.
5. The candidate will submit a completed background check form to the area secretary.
6. After receiving a "passing" for the background check, the candidate will provide the District Representative the necessary two letters of recommendations to verify intentions of becoming an Alateen Group Sponsor/ AMIAS. These letters of recommendations should be able to attest to the candidate's participation in the program.
7. The candidate will then **attend two district meetings** to announce their intention to become an Alateen Group Sponsor/ AMIAS to the Group Representatives (GRs).
8. The GRs will then take the candidate's information back to their groups for discussion. The GRs will then bring back any information to the following district meeting for discussion and a vote of confidence.
9. If the candidate attends meetings in a district other than the district that the candidate wants to become a sponsor in, a vote of confidence must be received from the candidate's home district (the District that the candidate is currently attending meetings in) prior to receiving a vote of confidence from the district that the candidate is going to become a Group Sponsor/AMIAS in.
10. After receiving the district vote(s) of confidence, the District Representative will call the area Alateen Coordinator to have the Group Sponsor/AMIAS candidate put on the Area Sponsors meeting agenda. The Sponsor/AMIAS candidate. should be prepared to summarize their qualifications and present their letters of recommendation at the Area Sponsor Meeting. In addition, their District Representative (DR) or Alternate District Representative (Alt DR) will accompany the prospective candidate to the Area Sponsor Meeting.
11. At the second Area Sponsors meeting, a vote will be taken by the current Group Sponsors/AMIAS whether the candidate will be approved to become an Alateen Group Sponsor/AMIAS. It is recommended that the District Representative (DR) accompany the sponsor candidate to at least one or both of the meetings. After an AMIAS candidate receives a vote of confidence at the Area Sponsor's' meeting, he/she is to complete a Form "B" and give it to the Area Alateen Process Person or Coordinator for initial certification with WSO.
12. Attend at least six Alateen meetings of the group one wishes to sponsor.
13. Receive a vote of confidence from the Alateen Group members after at least six (6) meetings have been attended by the new group sponsor candidate.
14. If sponsor candidate is starting a new group, the new group sponsor will attend six (6) consecutive meetings of an established Alateen group prior to starting the new Alateen group. After the Alateen group is established a vote of confidence will be taken by the Alateens after a six (6) month period.
15. Alateen Group Sponsors are responsible for attending 8 of 10 Area Group Sponsors meetings, as well as all Training Modules.
16. Alateen AMIAS are responsible for attending no less than two (2) Group Sponsors Meetings, as well as all Training Modules.
17. All AMIAS/Group Sponsors will need to have a background check every nine (9) years.

CONNECTICUT ANNUAL RECERTIFICATION PROCESS– Form C

Group Certification/updates

1. New groups or groups with changes will fill out the Alateen Registration/Group Records Change Form (WSO GR-3) and return it to the District Representative, who will submit or make direct notification to the Area Alateen Process Person (AAPP).
2. Annually, WSO sends each registered Alateen Group CMA a Group Update Form. This form needs to be completed and returned to the Area Alateen Process Person (AAPP) no later than June 1st.

AMIAS/Group Sponsor Certification

1. Every March the Area Alateen Process Person will initiate the re-certification process for all Group Sponsors/AMIAS.
2. The AAPP will notify all Group Sponsors/AMIAS and DR's of the re-certification requirement and will supply them with Forms B & C (or current appropriate forms).
3. Any change in Group Sponsor status will be noted on the WSO form "AI-Anon Member Involved in Alateen Service". This form will be submitted or direct notification will be sent to the Area Alateen Process Person.
4. District Representatives will have each Group Sponsor/AMIAS fill out the Connecticut AMIAS Recertification Form B or current appropriate WSO form and submit it directly to the AAPP as soon as possible but no later than June 1st.
5. Form C (or appropriate WSO form will be completed and submitted to the District Representative for review, signature and submitted directly to the AAPP as soon as possible but no later than June 1st.
6. For the health and safety of Connecticut Alateen it is strongly recommended that all Group Sponsors attend at least 8 of 10 Area Group Sponsor' meetings. Group Sponsor attending less than 50% of monthly Sponsor meetings as well as all Training Modules shall be subject to review at the time of recertification
7. For the health and safety of Connecticut Alateen it is strongly recommended that all AMIAS attend two Area Group Sponsor meetings as well as all Training Modules. Any AMIAS attending less than the required monthly Group Sponsor meetings as well as the Training Modules shall be subject to review at time of recertification.
8. The Area Alateen Process Person will have the Alateen Coordinator review and sign all appropriate re-certification documents.
9. The Area Alateen Process Person will submit all forms and/or perform all functions associated with CT Area AMIAS re-certification with WSO by July 1 of each year.
10. ALL re-certification forms must be completed by June 1st of each year. If the required forms are not completed and submitted to the AAPP as required, the AMIAS certification will expire. The AAPP will notify the Alateen Coordinator and the DR that the individual is no longer certified for Alateen service.
11. If an AMIAS status becomes "inactive" the individual must begin the Certification Process as identified on page 4 of the Policies/procedures.
12. Keeping in mind rotation of service, an AI-Anon member involved in Alateen Service serves as an Alateen Group Sponsor for six (6) consecutive years' service with the same Alateen group. A Group Sponsor may wish to step down from the service position if they have served over six (6) years as an Alateen Sponsor of the same group.

REGISTRATION PROCESS - NEW ALATEEN GROUP

1. The District Representative, Alateen Coordinator and Area Alateen Process Person are notified of intent to start a new Alateen Group.
2. Certified Group Sponsor/AMIAS have been identified.
3. Location and time of new meeting has been obtained.
4. Alateen Registration /Group Records Change (GR-3) may be obtained from the Area Alateen Process Person (AAPP).

Forms are to be completed and returned in a timely fashion to the Area Alateen Process Person (AAPP)

5. Area Alateen Process Person (AAPP) will submit new group registration(s) to WSO.
6. WSO will process forms within seven days and assign group identification number and provide the information to Area Alateen Process Person (AAPP). Registration forms that cannot be processed due to incomplete Sponsor information will be sent back daily to the Area Alateen Process Person with an explanation.
7. Area Alateen Process Person (AAPP) / Coordinator will notify the new Group Sponsors, Alateen Coordinator and District Representative that the meeting is registered and they can start the meeting.
8. The Area Alateen Process Person (AAPP) will also notify the Area Schedules Coordinator, and/or any AWSC designee responsible for the printing of Area Schedules as well as, the Webmaster to include the updated group information in the Area schedule.

CHANGES FOR EXISTING ALATEEN GROUPS

1. All Group Record changes and/or changes in Group Sponsors/AMIAS must be made directly with and processed by the Area Alateen Process Person (AAPP)
2. An annual Alateen Group update will be sent by WSO, to the Alateen Current Mailing Address (CMA) in April. This information is to be forwarded to the Area Alateen Process Person (AAPP) in the envelope provided by WSO.

Roles of Group Sponsor/ AMIAS

An Alateen Group Sponsor is a responsible, adult member of Al-Anon who attends Al-Anon meetings regularly, is currently certified as an Al-Anon Member Involved in Alateen Service (AMIAS) through their Area's Alateen Process Person, and who shares his/her experience in living with the disease of alcoholism, strength gained from the Twelve Steps, knowledge of the Twelve Traditions, and hope for the future. He/she helps the Alateens keep the focus on the Al-Anon/Alateen program. Group Sponsors/AMIAS assist in the facilitating of the Alateen Meeting.

Role of AMIAS, including Alateen Group Sponsors:

AMIAS facilitate and guide the teens to assure that emphasis is placed on the Al-Anon /Alateen program of recovery and, to the best of their ability, maintain an atmosphere that will protect the Alateen members from physical and emotional harm while in attendance at the meeting. An AMIAS is familiar with and complies with the Connecticut Alateen Safety and Behavioral Requirements (Connecticut Alateen Group Sponsors/AMIAS Policies/procedures) and other material as identified in Know Your Resources (Page 12). AMIAS are expected to maintain appropriate adult behavior by exercising good judgment and integrity in conduct.

RESPONSIBILITIES OF GROUP SPONSORS/AMIAS

RESPONSIBILITIES OF CONNECTICUT ALATEEN GROUP SPONSOR

- 1*. Attend Al-Anon meetings regularly.
2. As a Group Sponsor provide a core of stability and consistency and help to facilitate the meeting to provide a safe place for the Alateen group.
3. Update group registration information periodically and notify Area Alateen Process Person of any Group Record changes. Fill out and sign Alateen Group Sponsor Questionnaire for WSO.
- 4*. Have a working knowledge and practice of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 5*. Become familiar with Alateen e-manual and all Al-Anon WSO Policies/procedures and other publications pertaining to Alateen (see Know Your Resources (page 12).
- 6*. Attend any required training as identified in Annual Recertification Process (page 5).
- 7*. Review Connecticut Area Alateen Group Sponsor/AMIAS Policies/procedures.
8. Alateen Group Sponsors should attend no fewer than 8 of 10 Area Group Sponsor Meetings each year. Any Group Sponsor attending less than five (5) of monthly Group Sponsor meetings or who does not attend the required Training Modules shall be subject to review at the time of recertification.
9. Alateen AMIAS should attend no fewer than 2 Area Group Sponsor Meetings per year as well as all Training Modules. Any AMIAS attending less than 1 of monthly Group Sponsor meetings or required Training Modules shall be subject to review at the time of recertification.
10. Attend your Alateen meeting each week or arrange for a substitute sponsor if you cannot be there.
- 11*. Treat Alateens with respect and courtesy, set limits and don't accept unacceptable behavior.
- 12*. Guide the Alateens towards working the Twelve Steps for personal recovery.
13. Help the Alateen members take responsibility for the meeting of the group and implement the Twelve Traditions and the Concepts of Service.
- 14*. Listen: Learn when to be quiet and when to share.
- 15*. Reminder; it is not our place to give advice when Alateens share their problems. We are not teachers.
- 16*. Encourage the participation of Alateen members in district and area Al-Anon functions.
- 17*. Attend monthly District Meetings.
18. Stress the importance to the teens of attending Assembly's and encourage the Alateen GR to attend.
- 19*. Attend other functions, such as; Assembly's, District Meetings, Conventions, Workshops, and AA Events with Al- Anon/Alateen Participation.
- 20*. Remember your resources; Service Sponsor and your fellow AMIAS are a valuable resource.

[*] Applies to ALL Connecticut Group Sponsors/AMIAS

ROTATION OF SERVICE

Rotation of Service

Keeping in mind rotation of service, an Al-Anon member involved in Alateen Service serves as an Alateen Group Sponsor for six (6) consecutive years' service with the same Alateen group. A Group Sponsor may wish to step down from the service position if they have served over six (6) years as an Alateen Sponsor of the same group. They are encouraged to keep their certification as an AMIAS or substitute sponsor and be willing to be a personal service sponsor to a new Alateen Group Sponsor if asked, start a new group, or become a Group Sponsor at another Alateen group.

Contact the Alateen Coordinator and the Area Alateen Process Person for any changes to Group Sponsor status, change in Alateen Group Representative and/or meeting time or location changes.

All Changes of Group Sponsors/AMIAS and/or an Alateen meeting location or time change must be reported to the Alateen Coordinator and the Area Alateen Process Person as identified in the Status Change Form. All Group Sponsors/AMIAS status will be reviewed annually and reported to WSO via the Alateen Recertification Process as identified on page (5) of the Annual Recertification Process.

PROCESS TO REMOVE GROUP SPONSOR/AMIAS

Complaints/Solutions

- An Alateen Group Sponsors/AMIAS primary goal is to help the Alateen member(s) follow the AL-Anon program. Should anything interfere with this objective, i.e., accusations, controversy, threats of personal harm, etc., the Sponsor will discontinue serving. Even if the Group Sponsor/AMIAS feels blameless, removal from Sponsorship will protect the Alateen members and preserve the unity of the fellowship as well. Stepping away from sponsoring an Alateen group is not an admission of guilt.
- An Alateen group may through a Group Conscience, decide to ask for replacement of the group sponsor.
- If at any time, an Alateen group becomes uneasy with a group sponsor, the following suggested Policies/procedures/steps should be followed keeping in mind the Traditions of our fellowship.
 - The Alateen Group Representative (GR) will discuss the problem confidentially with the Groups' other sponsor.
 - The Group Sponsor and Alateen GR will enlist the guidance from the District Representative (DR). One of the responsibilities of the District Representative is to help resolve problems; he/she will visit all groups within his/her district (including Alateen groups) to make sure they are getting necessary information and help.
 - Once the DR becomes aware of a problem/complaint the DR should work closely with the Alateen Coordinator and Area Delegate.
 - The DR will meet with the group and/or individual (teen) as well as the other Group Sponsor to resolve the problem.
 - The DR with the assistance of the other Group Sponsor will check with any teens who might have information that would assist the DR in what course of action to take at this time.
 - The DR will speak directly to the Sponsor regarding the groups/teens concerns.
 - The DR contact will relay information/findings to the Area Alateen Coordinator and Area Delegate to assist in the resolution.
- If it cannot be resolved at this time, a grievance will then be presented at the district meeting for further discussion.
 - If the grievance cannot be resolved at the district meeting, the DR will present this unresolved issue to the Area Alateen Coordinator and Area Delegate for further review and guidance in order to make a Knowledge Based Decision Making (KBDM).

PROCESS FOR REMOVAL OF A GROUP SPONSOR/AMIAS

COMPLIANCE

The following are possible reasons for the removal of a Group Sponsor/AMIAS and should be reported to the Alateen Coordinator;

- Group Sponsor/AMIAS has not met the Connecticut's Recertification as identified on page (5).
- Any pending civil actions, administrative or criminal, charge(s), complaint(s), allegation(s) or conviction(s) for any type of neglect, abuse, reckless endangerment of a minor or any other administrative or judicial matter involving minor children, inappropriate sexual or abusive behavior, or demonstrated emotional problems which could result in harm to Alateen members.
- Connecticut prohibits any conduct among Alateens and Al-Anon members involved in Alateen Service that is contrary to applicable laws. (Note: Complaints, allegations, etc. are referring to formalized, legal documentation—not gossip, insinuations, nor references made by other members.)
- If a Group Sponsor becomes aware of anything that interferes with Alateens primary objective and/or inappropriate activity or behavior of another sponsor it should be reported to the Alateen Coordinator.
- Group Sponsor/AMIAS no longer attends Al-Anon meetings.

KNOW YOUR RESOURCES

Together We Can Make It an Unforgettable Adventure

PEOPLE:

- Area Alateen Coordinator
- Area Alateen Process Person
- Area Group Sponsor meeting
- Fellow Group Sponsor
- Your Alateen service sponsor
- Parents
- Your District Representative
- District Public Outreach
- Area Delegate

WSO:

- Al-Anon/Alateen Service Manual (P 24/27)
- Alateen Safety Guidelines (G-34)
- Starting an Alateen Group (G-19)
- A Guide for Sponsors of Alateen Groups (P-29)
- Alateen Sponsorship—Is It for You? (S-27)
- Information for Educators, Alateen Meetings in Schools (S-64)
- Alateen Conferences (G-16)
- Alateen Meetings in Schools (G-5)
- Area Alateen Coordinators (G-24)
- Cooperation between Al-Anon and A.A. guideline (G-3)
- Members Interested in Speaking guideline (G-1)
- Al-Anon/Alateen Participation in an A.A. Convention (G-7)
- Al-Anon/Alateen Area Conventions (G-20)
- Alateen Talk (quarterly newsletter)
- Alateen books: Alateen: Hope for Children of Alcoholics (B-3); Alateen: a day at a time (B-10); Courage to Be Me—Living with Alcoholism (B-23); and Living Today in Alateen (B-26).
- Pamphlets such as: Alateens Fourth Step Inventory Workbook (P-64); Twelve Steps and Twelve Traditions of Alateen (P-18); or the Alateen Talks back on... booklet series.
- The Alateen Service E-Manual (on WSO members site- click on Alateen)

Suggestions for AMIAS Serving as Alateen Group Sponsors:

At Alateen Meetings

- **Encourage Alateen members** to keep reasonably good order among themselves and establish behavior guidelines with them. Rough housing, fighting, inappropriate sexual behavior, and the use of alcohol, drugs, or other prohibited substances on the meeting premises are forbidden.
- **Remind Alateen members** that they bear responsibility for their own actions and that, through their actions, they set an example for Al-Anon and Alateen as a whole.

At Alateen/Al-Anon Activities Away From Meetings

- **Have guidelines for acceptable behavior.** Before attending a function or event, read and discuss the guidelines thoroughly with the Alateen participants.
- **Obtain a signed permission slip** from a custodial parent or legal guardian for Alateens to attend Al-Anon/ Alateen functions other than regular meetings. Keep in mind, a signed permission slip does not necessarily eliminate potential legal and financial liability for accidents or injuries that result from certain activities (i.e., swimming, horseback riding, etc.).
- **AMIAS need to *always be aware*** of the specific whereabouts of individual Alateen members during Alateen activities.

Navigating the Legal and Traditional Responsibilities of being an AMIAS:

As an AMIAS, you may become aware of an instance(s) of suspected child abuse. This awareness may create a dilemma for you regarding how to deal with the suspected problem. You may feel morally compelled to report the incident to the authorities in an effort to protect the Alateen member from further harm yet wonder whether, by doing so, you would be violating Al-Anon's Traditions of anonymity and confidentiality.

Some of this dilemma can be mitigated by each AMIAS having clarity in advance of becoming aware of any incidence of suspected child abuse—likely to be an emotional experience for both the Alateen and the AMIAS—as to local laws and responsibilities and plainly informing the Alateens of any requirements the AMIAS might have.

Area efforts to seek legal advice during initial creation of ASBRs, and at least once a panel thereafter, provide AMIAS with the foundation for understanding applicable laws. Responsibilities in accordance with local child abuse laws, particularly the parameters for mandatory disclosure, must be identified as part of the Area requirements. Al-Anon and its trusted servants, particularly those serving as AMIAS or Alateen Group Sponsors, are not above the law.

AMIAS who are required by law to report cases of suspected child abuse are urged to inform the Alateens before sharing begins, clarifying that they will disclose such incidents discussed at meetings or events.

In instances where AMIAS are not legally bound by mandatory disclosure laws, AMIAS may use their best moral judgement when deciding what is truly right for the Alateen member's safety in the immediate or long term. If their judgment lends them to believe they might report an incidence of suspect child abuse, they should similarly inform the Alateens before sharing begins.

AMIAS who feel a moral responsibility or are compelled by law to report cases of suspected child abuse to the authorities are encouraged to inform their Area Alateen Coordinator, DR, or other Area-designated, AMIAS-certified trusted servant prior to reporting. AMIAS are responsible for ensuring these discussions happen quickly to ensure prompt reporting, if necessary.

Using the Area process, these discussions provide the opportunity to reason things out, keeping in mind the Traditions and the Alateen member's anonymity, and to involve local legal counsel, if appropriate, before disclosure. These discussions also serve as good reminders about the parameters of reporting; for instance, it is important to keep the identity of the alleged abuser anonymous, since accusations of child abuse are defamatory and can lead to claims of libel and slander. To keep the Alateen fellowship from public controversy, AMIAS who do report suspected child abuse do so on a personal basis rather than as an AMIAS.

Prior to reporting to the authorities, AMIAS are also encouraged to discuss their intentions with the Alateen member to avoid placing the member in danger and to maintain confidence and trust in the AMIAS and the Alateen program.

Area Group Sponsor' Meetings and the Area World Service Committee

Regarding Area Group Sponsor' Meetings. . .

When voting is necessary at the Area Group Sponsor' meetings, each Alateen Group Sponsor/AMIAS will be given one vote

Regarding the Appointment of the Area Alateen Coordinator and Alateen Area Process Person

-  **Current Alateen Group Sponsors may recommend candidates from current/past Group Sponsors. The candidates must submit a resume to the Delegate to be considered for the position. The Area World Service Committee (AWSC) is responsible for confirming an Area Alateen Coordinator and Area Alateen Process Person every three years at the same time as all other area positions are filled.**
-  **The Area Alateen Coordinator and Area Alateen Process Person reports directly to the AWSC and is responsible for attending all AWSC meetings and for running the monthly Area Alateen Group Sponsor' meetings.**
-  **The Area Alateen Coordinator and Area Process Person are responsible for informing a District Representative of any and all problems that Alateen he/she becomes aware of pertaining to a district's Alateen meeting, its teen members, and Alateen Group Sponsors/AMIAS.**

ALATEEN RESPONSIBILITIES AT GROUP MEETINGS/EVENTS

1. Alateens, along with their Group Sponsor, must accept full responsibility for their groups. Those not complying with Policies/procedures may be asked not to attend.
2. Teens attending the group meetings are to be within the stated age limit as decided by the group but no older than 19 years of age.
3. Teens can arrive at the meeting location prior to the start of the meeting/event provided a sponsor is present. Teens are to be picked up promptly (or depart promptly if driving themselves) at the end of a meeting. No teen should be left unattended.
4. Possession of/drinking alcoholic beverages or possession or use of any kind of drug at any Alateen event or prior to arrival is strictly forbidden. Participants are reminded that purchasing, possessing or serving alcoholic beverages and/or drugs will make them liable to legal punishment. The offender will be asked to leave.
5. It is preferred, if at all possible, that each Alateen group meet in the same location and time as its Al-Anon supporting group. Thereby, in case of an emergency, the incident may be reported immediately to a sponsor or another Al-Anon member.
6. Smoking regulations must be observed in accordance with meeting location.
7. Parents/Legal Guardians (25 years old) of teens will be financially responsible for any damage done at meeting site.
8. All teens are required to adhere to these Policies/procedures. Violations of these behavioral meeting requirements may result in consequences and possible expulsion.
9. Any overt or covert sexual interaction between Alateen members (same sex or opposite sex), Al-Anon member or any adult is strictly prohibited. Such conduct, which has the purpose or effect of substantially creating an intimidating, hostile, distracting, or offensive atmosphere will result in expulsion from the event and all future events/meetings. Such acts may include but are not limited to: unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches, kisses or other unwanted physical touching; requests for sexual favors; retaliation for complaining about inappropriate conduct, contact statements or physical touching; and/or sexual harassment; derogatory posters, cartoons, drawings, email or other communications. Please remember you are an example at all times of the Alateen program.
10. Program love only will be permitted at any meeting and/or event including all Conventions.
11. Alateens wishing to attend CAWW, must be registered as an Alateen at the AFG Convention as well as all participating events. Please discuss with your Group Sponsor if you have any questions.
12. Alateens attending Conventions with Al-Anon participation will adhere to the Al-Anon Convention Policies/procedures.
13. Registration- the adult designated on the form is aware and willing to be responsible for the teen(s).
14. All forms must be submitted at the time of registration for any Al-Anon/Alateen participating event.
15. The designated responsible adult (must be 25 years old) cannot change during the weekend without the parent/guardian physically filling out a new form (no changes by phone calls).
16. All Alateens must stay in the same hotel room as the designated responsible adult (must be 25 years old) for them.
17. Male & Female Alateens cannot stay in the same room unless they are each with their parent/guardian.
18. Smoking regulations must be observed in accordance with the facilities policies.

"Parents/Guardians (or designated Area certified escorts) are responsible for their children at all times during the Convention, except when they are attending an Alateen meetings/workshop"

CONNECTICUT ALATEEN TRAVEL POLICY

Most trips are paid for, in whole or part, by the Alateen members, and we, the Area of Connecticut AFG and Alateen Coordinator, feel obliged to see that the trips run smoothly and allow for the maximum benefit for all participants. Members in their teen years who are legally adults agree to abide by the same requirements as minors Alateens when they attend Alateen meetings and events.

Hence, the necessity for the following rules.

RULES AND REGULATIONS FOR ALATEENS

1. Alateens must use the transportation decided upon by Group Sponsors/AMIAS.
2. Use or possession of alcohol, drugs, or other contraband will result in suspension from the Alateen meeting, immediate return home from a trip, and banning the Alateen from future activities.
3. Only Alateens' who are 18 years old may drive to an event.
4. If an Alateen member of eighteen years of age is driving, only Alateens' of the same age or older will be permitted as passengers. However, in accordance with Connecticut's Graduating Licensing Law, "a driver may not transport more passengers than the number of seat safety belts installed in the vehicle."
5. Any action or behavior by an Alateen judged inappropriate by the Group Sponsor might result with the Alateen being banned from future activities. (Example: profanity, rowdiness, insubordination, vandalism, disrespect, etc.)
6. This activity is considered an extension of our Alateen meeting and all policies pertaining to behavior within the group meeting shall apply while participating.

(Alateen Signature)

(Parent Signature)

In addition to this form you may also be required to present Forms D & E pages (31,32,33 & 34)

**CONNECTICUT ALATEEN WORKSHOP WEEKEND (CAWW)
[INSERT DATE]
Camp Hazen, Chester, CT
CAWW Board Members**

CAWW Board Members

Alateen Sponsor Chair
Alateen Sponsor Co-Chair
Alateen Coordinator
Past Alateen
Coordinator(s)
Past CAWW(s) Chairs

CAWW Board Teens

Chair
Co-Chair
Program Chair
Entertainment
Trust Walk
T-Shirts
Activities
Secretary

PROCESS FOR CAWW BOARD REVIEW

The teen informs their sponsor of an incident.

The Sponsor informs the CAWW Board Chair or CAWW Chair.

The CAWW Board Chair with the CAWW Board Co-Chair informs the current Alateen Coordinator.

Process for CAWW Board/Sponsor Assembly

An overhead paging system will be utilized in case of emergency.

All Group Sponsors should report to the Main Dining Hall.

If the incident is of a serious nature or in violation any Alateen Policies/procedures or is an issue of safety the CAWW Board Members will determine what course of action is to be taken.

CONNECTICUT ALATEEN WORKSHOP WEEKEND (CAWW) TEEN POLICIES/PROCEDURES - PAGE ONE

1. Alateen(s) (along with their Group Sponsor) must accept full responsibility for the conduct of their group. These Policies/procedures as well as the CT AFG Alateen Policies/procedures for participation in the Connecticut Alateen Workshop Weekend should be clearly understood before leaving home areas. Those not wishing to comply should not attend!!!
2. Alateen(s) attending the workshop weekend must be at least 12-year-old and no older than 19 years old on the first day of the workshop weekend which (Friday [insert date])
3. Alateen(s) attending the workshop weekend should arrive and leave as a group and each participant must sign in and out on the "Sign In/Out" sheet provided. There will be no leaving the grounds between the time of arrival 4:00 to 7:00 p.m. (registration) on Friday, [insert date] and the time of departure - Sunday, [insert date] at 1:30 p.m. Teens must arrange transportation for their departure. No teen may be dropped off before the teen's sponsor arrives. A parent or guardian must accompany the teen until the sponsor arrives. No unattended teen (even if they drive themselves to the event) may be at the workshop prior to their Group Sponsor arrival. Anyone found beyond the established Camp Hazen property and workshop weekend boundaries, with the exception of attending religious services with a sponsor, is subject to a workshop committee hearing, which may lead to expulsion from the workshop weekend. A list of Group Sponsor attending religious services will be available. No Alateen is to be in the woods or beyond the immediate workshop area without a sponsor.

The lake is off limits to all.

4. Possession of or drinking alcoholic beverages, or possession or use of any kind of drug on the grounds or prior to arrival is strictly forbidden. Registrants are reminded that purchasing, possessing, or serving alcohol beverages or drugs will make them liable to legal punishment. The offender will be expelled from the workshop without committee hearing.
5. All prescription and over the counter drugs and medications must be turned in to the nurse upon arrival. For questions regarding "epi" pens and inhalers, please see the "Authorization to Obtain Medical Care" form. **(FORMS D/E 31-34)**
6. No physical alterations to a teen will be tolerated.
7. The committee will support and abide by all state laws, including gambling, fireworks, hazing and initiations, etc. and take appropriate action. Hazing will not be tolerated. Initiations will be solely program hugs, hugs, and hugs!!! Any overt or covert sexual interaction between Alateen members (same sex or opposite sex) is strictly forbidden. Such conduct, which has the purpose or effect of substantially creating an intimidating, hostile, distracting, or offensive atmosphere will result with expulsion from the event and all future events.
8. Sleeping accommodations for girls and boys are in separate buildings. No females are to be in the male sleeping areas and no males are to be in the female sleeping areas at any time.
9. Assignment of cabins is by the CAWW Chair/Co-Chair Sponsor's, please be respectful with the assignment of your sleeping arrangements. Your Group Sponsors have taken responsibility for you and your safety for the entire weekend. You are to remain in your assigned cabin with your Group Sponsor.
10. In case of an emergency, report immediately to a sponsor or committee member.
11. Shaving cream, mousse, or other aerosol products are for personal use only.

**CONNECTICUT ALATEEN WORKSHOP WEEKEND (CAWW)
TEEN POLICIES/PROCEDURES – PAGE TWO**

12. Everyone must be inside their assigned cabins by the 12:00 AM curfew. Make sure you are settled into your sleeping area by that time. Head counts will be taken!!!
13. Quiet time is between 1:00 pm. and 6:00 am. No sleeping area may be left before 6:00 am. Lights out at 1:00 am. Please respect your fellow teens who may be sleeping or settling down for the evening.
14. Teens and Group Sponsors who are assigned to certain areas or duties deserve to be respected by all.
15. All Alateens and Group Sponsors attending are to be present at all mandatory activities/meetings and be on time. CAWW is for growth and making new friends in the program; this can only be accomplished if you show up and participate
16. Because many of us are not heard or listened to in our own families we need a safe place to share and be heard. We ask that during meetings and group activities when someone is sharing that there be no more conversations happening. We must give respect to gain others respect. Verbal assaults will not be tolerated. "One Meeting Please".
17. Alateen provides a safe, positive, and nurturing environment. Acceptance and respect of the fact that all individuals are unique, and recognizing our individual differences, regardless of race, ethnicity, gender, and sexual orientation is essential.
18. Each Alateen is responsible for their sleeping area and bunk as assigned. Alateens are responsible for the clean-up of the entire cabin including the common area. Clean-up will be on Sunday before departure; contact your sleeping area Sponsor before leaving the cabin.
19. Camp Hazen is a smoke free facility therefore Smoking/VAPING or any tobacco products is not permitted.
20. Any teen wishing to be a workshop committee helper, please sign up at registration.
21. Please remember why we're here. We need to keep the focus on our program. We are here for recovery. This is not a weekend to be girl or guy crazy. Program love only.
22. No practical jokes! We are here to give each other respect.
23. In the event an incident occurs of any kind please report it to your Group Sponsor. Depending on the incident if further action is required, the members of the CAWW Board will assemble with the entire Group Sponsor body to determine what action, if any, is to be taken. The teens Group Sponsors will be in attendance.
24. All committee members, teens, and Group Sponsors must adhere to the CAWW Policies/procedures. Violation of these Policies/procedures will subject render the violator to consequences and possible expulsion from the event. Any action by an Alateen judged inappropriate by the Sponsor's might result in the Alateen being banned from future activities. (Example: profanity, rowdiness, insubordination, vandalism, disrespect, etc.)
25. Picture taking is permitted Anonymity is important please refrain from posting on social media. Prior to picture taking please ask the teen if they would mind being in a picture (anonymity).

CONNECTICUT ALATEEN WORKSHOP WEEKEND (CAWW)

TEENS WHAT TO BRING

1. **Prescription medications (in pharmacy labelled containers) and over the counter drugs (to be given to the nurse upon arrival)**
2. ****** Mosquito repellent**** sunscreen, sunglasses, hats and water bottles**
3. **WORKING FLASHLIGHTS!!**
4. **Sneakers or hiking boots. Bring weather appropriate footwear.**
5. **SLEEPING BAGS or SHEETS AND BLANKETS. AND PILLOW (beds with mattresses are provided)**
6. **Towels, washcloths, shampoo, soap, etc.**
7. **PLEASE, be prepared for rain and cold!!! Jacket and extra socks, long sleeve shirt. RainGear & Boots. Sneakers for the trust walk!**
8. **Charger for cell phones.**
9. **Sharpies or Magic Markers**
10. **Completed forms, pages 16, 30, 31,32 33 & 34 (Medical Forms must be notarized prior to attending CAWW).**

**CONNECTICUT ALATEEN WORKSHOP WEEKEND (CAWW)
GROUP SPONSOR POLICIES/PROCEDURES
PAGE ONE**

1. Group Sponsors must accept full responsibility for all registrants from their group. Please do not accept registrations from any teens that are not deserving of the workshop or for whom you do not wish to be responsible. Teens and Group Sponsor must be attending Alateen/AI-Anon meetings on a regular basis to participate in the CAWW weekend.
2. Group Sponsors are responsible that the Policies/procedures be read at your meetings prior to CAWW. Group Sponsors are responsible for ensuring that all paperwork has been completed properly prior to CAWW.
3. Group Sponsors are required to confirm that all Alateens attending the workshop are at least 12 years old and no older than 19 years old using their birth date as of the first day of the workshop, which is Friday, [insert date], this must be adhered to for insurance purposes.
4. Each Alateen group is required to have a male and female sponsor to attend the workshop weekend if there's a mixed group. Group Sponsor must be 25 years or older. Please provide a copy of your driver's license as proof of age when sending in registration. At least two (2) names must be listed on individual teen "Permission Slip"(Form D) and Authorization to Obtain Medical Care" forms (Form E). If male or female Group Sponsors are needed, the only alternative is to find a fellow Alateen Group sponsor. EVERYONE INCLUDING GROUP SPONSORS MUST HAVE A COMPLETE AND NOTARIZED MEDICAL FORM.
5. Group Sponsors are responsible to make sure all participants have read the "Teen Policies/procedures". It is suggested that the "Teen Policies/procedures" be read at weekly meetings prior to the workshop and then again together as a group when you arrive at Camp Hazen. However, the expected conduct of those attending CAWW should be clearly understood before leaving home; those not wishing to comply with the Policies/procedures should not attend.
6. Group Sponsors are responsible for assuring that all information concerning CAWW is shared with their group so that all Alateens are informed of the Policies/procedures and activities, especially the "What to Bring List".
7. Group Sponsor must obtain and bring with them a completed "Permission Slip" (Form D page 31 & 32) and "Authorization to Obtain Medical Care" Form E page 33 34) form that is properly notarized from the parent or legal guardian of each Alateen from their group, and also a completed notarized form for themselves. * In addition, to the Connecticut Alateen Travel Policy (page 16).
8. Group Sponsor are expected to assist the workshop committee by maintaining order in their assigned sleeping area, after curfew and throughout the workshop at all times. For an emergency, Group Sponsor must report to Sponsor CAWW Chair/Co-Chair immediately. Group Sponsor noticing any violation of the workshop weekend Policies/procedures should report it to the CAWW Chair/Co-Chair immediately.

***NOTE:**

THE NOTARIZED MEDICAL FORM IS REQUIRED BY THE HOSPITAL SHOULD EMERGENCY MEDICAL CARE BE NEEDED. EVERY PERSON ATTENDING MUST HAVE THIS FORM. GROUP SPONSOR MUST ALSO MAKE SURE THAT ALL MEMBERS OF THEIR GROUP (INCLUDING THEMSELVES) TURN IN ALL PRESCRIPTIONS IN THEIR ORIGINAL CONTAINERS AND OVER THE COUNTER DRUGS AND MEDICATIONS TO THE NURSE UPON ARRIVAL

**CONNECTICUT ALATEEN WORKSHOP WEEKEND (CAWW)
SPONSOR POLICIES/PROCEDURES
PAGE TWO**

9. Group Sponsors conduct must be exemplary:

A) Possession of or drinking alcoholic beverages, or possession or use of any kind of drug on the grounds or prior to arrival is strictly forbidden. The offender will be expelled from the workshop weekend without a committee hearing.

B) With the exception of emergencies (SEE #7), the curfew hour is 12:00 am and must be adhered to by all. Head counts will be done. Quiet time is between 1:00 and 6:00 am.

Note: Your teens are to remain in the assigned cabin for the entire weekend.

C) NO TEEN MAY BE DROPPED OFF BEFORE HIS/HER GROUP SPONSOR ARRIVES- A PARENT OR GUARDIAN MUST ACCOMPANY THE TEEN UNTIL THE SPONSOR ARRIVES. NO UNATTENDED TEEN (even if they drive themselves to the event) CAN BE AT THE WORKSHOP PRIOR TO THE TIME OF THEIR GROUP SPONSOR ARRIVAL

D) There will be no leaving the grounds between the time of arrival, which is by 4:00 - 7:00 pm (registration) on Friday, [insert date] and the time of departure on Sunday, [Insert Date] at 1:30 pm. No Sponsor may leave the grounds before checking that each room assigned to their group is clean and in order and all of his/her teens have departed. All Group Sponsor and teens must sign in and out on the "Sign In/Out" sheet provided.

10. Group Sponsors will be needed as workshop committee helpers. Please sign up for duties at the registration table. Jobs will be assigned as needed to those who do not sign up.

11. In the event a teen reports an incident to you please report the incident to the CAWW Chair/Co-Chair Group Sponsor. The CAWW Board Members will be assembled to determine if the incident is of a serious nature. CAWW Board members are CAWW Sponsor Chair/Co-Chair, CAWW Board Teens, Alateen Coordinator, Past Alateen Coordinators, Past CAWW Sponsor Chairs. If a determination is made by the CAWW Board Members that further discussion is required, then Notification will be as follows:

An overhead paging system will be utilized. Group Sponsors upon hearing the announcement the sponsors should assemble in the main dining hall immediately for an open and honest discussion.

The teen will have both Group Sponsor in attendance with the CAWW Board Members to vet the incident. The CAWW Board has complete authority to determine what course of actions will be taken.

12. Violation of these Policies/procedures will render violator subject to the consequences and possible expulsion.

13. All Teens must fill out the Alateen Travel Permission Form (page 16).

14. Last day of the weekend, Group Sponsors are responsible for inspecting the cabins with their teens to leave the cabin the way they found it.

Forms required: page 16, 31.32.33 &34

PLEASE REMEMBER. WE ARE THE POWER OF EXAMPLE TO ALATEEN!!!!

IMPORTANT INFORMATION

1. Everyone including Group Sponsor must have a complete and notarized medical form. Notarization will not be available at the camp. The Group Sponsor/AMIAS is responsible for ensuring the completeness of all forms. If the forms are not notarized, or are incomplete you cannot attend CAWW.
2. Everyone must be registered by [insert date]. There cannot be any registration the day of CAWW.
3. Everyone must bring a flashlight.
4. Any balances paid after [insert date] will be subject to a \$10.00 late charge per person.
5. Any cancellations past [insert date] will result in a forfeit of all monies given for that person. (Please note, this is new for CAWW).
6. No one may leave the grounds during the weekend unless approved by the CAWW Board except for religious services with Group Sponsor.
7. No sponsor may leave the grounds before checking that each room assigned to their group is clean and in order and all of his/herteens have departed. All Group Sponsor and teens must sign in and out on the "SIGNIN/OUT" sheet provided.
8. Any Teen having any dietary restrictions, please list those special requests on your registration form.
9. All teens are requested to bring a Magic marker or Sharpie for signing your CAWW T-Shirt at the end of the conference.
10. Teens and Group Sponsors/AMIAS are required to attend mandatory meetings and events. Courtesy and respect are important in our program. Arrive on time, no cross talk, no distracting, or disturbing behavior during the meetings. Please be respectful of all voices and wait until the meeting ends to leave.

SPONSOR SURVIVAL GUIDE

GROUP SPONSOR SURVIVAL LIST

1. List of your teens, (copy of the CAWW Group Registration Form)
2. List of special dietary needs or medical problems for teen's in your group.
3. Please have available a list of your teen's emergency contact numbers as well as your teens phone numbers.
4. FLASHLIGHTS, sunscreen, sunglasses, hats, water bottles, and softball mitts.
5. Encourage your teens to eat and sleep responsibly!
6. Extra coolers with water etc., for workshop and for the ride up to Camp Hazen if you are transporting teens.
7. Extra snacks can be brought however; homemade snacks are provided often.
8. Note limited electrical outlets in bathrooms only.
9. Cool evenings- warmer clothes. **LAYERS, LAYERS, LAYERS. BE PREPARED FOR RAIN AND COLD!!**
10. Bring a sleeping bag or sheets, blankets, and pillow, towels and wash cloths.
11. Charger for your cell phone.
12. Bug spray and sunscreen (teens do forget).
13. Power strip for electrical outlet.
14. Sharpies for T-Shirt signing.

Al-Anon Member Involved In Alateen Service

It is required that this form be completed by all Al-Anon members involved in service to Alateen. (Please Print)

First & Last Name:

Street Address:

City, State/Province:

Zip/Postal Code

Phone:

e-mail:

District

I am in compliance with my area's safety and behavioral requirements and agree to abide by them.

Signature Date

To the best of my knowledge, the above Al-Anon member meets the area's safety and behavioral requirements.

Authorized Area Signature Area # Date
Please Print Name Below:

Each area must certify to the WSO annually that each Al-Anon member involved in Alateen service has met the area's safety and behavioral requirements and has agreed to abide by them.

WSO Assigned ID Number:

For Area Use:

NOTE: DO NOT USE THIS FORM- FORMS WILL BE FORWARDED BY THE AAPP TO YOU FOR PROCESSING

Alateen Registration/Group Records Change Form (GR-3)

Alateen Registration/Change forms are submitted to the WSO through your Area process. Please check with your Delegate, District Representative or Alateen Coordinator for information on where to send this form.

<p>1. Group Record</p> <p>WSO ID Number _____</p> <p>District Number _____</p> <p>Area Name (Abbreviation) _____</p>	<p>2. Status</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Change</p> <p><input type="checkbox"/> Inactive</p>	<p>3. Changes (Check all that apply)</p> <p><input type="checkbox"/> Group Name</p> <p><input type="checkbox"/> Current Mailing Address (CMA)</p> <p><input type="checkbox"/> Mtg Place Sponsor</p> <p><input type="checkbox"/> Mtg Day Contact</p> <p><input type="checkbox"/> Mtg Tim GR</p>
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4. Details (Note: Alateen meetings are closed meetings)

Group Name _____ Member Count: _____

Mail Language _____ Spoken Language _____ Age Rang _____

Meeting Day _____ Time _____ AM PM | Limited Access* Handicap Access Sign Language

Location: Meeting Place _____

Meeting Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Location instructions, i.e. use back door, etc. _____

* See in the Policy Digest the section titled Membership and Group Meetings/Conventions of the Al-Anon Alateen Service Manual (P26/27) for information and/or definitions

5. Group AMIAS (Group Sponsors Must Complete the Al-Anon Member Involved In Alateen Service (AMIAS) Form)

Group Sponsor(s) to Add or Remove. Please list the two primary group Sponsors. The WSO ID# will be assigned if new AMIAS. If CMA for the group is being removed, a replacement must be provided in order to process.

Add	Remove	<input type="checkbox"/>	Name (first)	(last)	WSO ID	Phone	Home Cell	<input type="checkbox"/> Work	Ok to list as a contact
		<input type="checkbox"/>	Name (first)	(last)	WSO ID#	Phone	Home Cell	<input type="checkbox"/> Work	<input type="checkbox"/> Ok to list as a contact
		<input type="checkbox"/>	Name (first)	(last)	WSO ID#	Phone	Home Cell	<input type="checkbox"/> Work	<input type="checkbox"/> Ok to list as a contact

Home Contact (if other than Sponsor). Contacts must be Al-Anon Members Involved in Alateen Service (AMIAS)

Name (first) _____ WSO ID _____ Phone _____

6. Current Mailing Address (All WSO mail for the group is sent to this address; please be sure it's a current AMIAS).

First Name _____ Last Name _____

Street/PO Box _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone Number Home Cell Work _____ mail _____

7. For Area Use Alateen GR (first/Last Name) _____

Street/PO Box _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone Number _____ mail _____

Submitted by: _____ Date: _____ Phone: _____ E-mail: _____

NOTE: PLEASE DO NOT USE THIS FORMS WILL BE FORWARDED BY AAPP

CONNECTICUT AMIAS RECERTIFICATION – Form C

It is essential that this form be completed and returned to the Area Alateen Process Person no later than June 1st of every year.

AMIAS service role: GROUP SPONSOR___ OTHER_____

Alateen Group Name (if applicable):_____ WSO Group ID#_____

Location:_____

First & Last Name of AMIAS:_____

Street Address:_____

City:_____ State: CT Zip_____

Phone #(s)_____ email Address_____

- If Group Sponsor, Number of years as Sponsor to the above group _____
- I am still actively attending Al-Anon meetings. My Al-Anon home group is _____

I attest that the above statements are accurate. My primary goal is to help the Alateen members follow the Al-Anon program. Should anything interfere with this objective, i.e. accusations, controversy, threats of personal harm, etc., I will discontinue serving in this position. Even if I feel totally blameless, I understand that my removal from the situation will protect the Alateen members and preserve unity of the fellowship as well. I understand that stepping away from sponsoring an Alateen group is not an admission of guilt. I further agree to perform my Alateen sponsoring responsibility within my District and Area Policies/procedures for Alateen Group Sponsor.

Group Sponsor Signature District Representative's signature (see note below)

Alateen Coordinator Date signed by Alateen Coordinator

AAPP signature Date signed by AAPP

Note to DR– When signing the above, please keep the following criteria in mind. Does the Sponsor/AMIAS meet the "Connecticut Annual Recertification" responsibilities as identified on page 5 in the CT Alateen Group Sponsor/AMIAS Policies/procedures. Does the group sponsor arrive on time for meetings, arrange for substitute coverage, attend home group meetings regularly, attend District meetings with Alateen Group Representative, attend Assembly's and to the best of your knowledge, is generally a good representative of the Al-Anon program. Comments (optional). You may use the back of the sheet if necessary.

ALATEEN FORMS REQUIRED FOR CONVENTION ATTENDANCE

Please note: These forms can be found in the *Connecticut Alateen Group Sponsors/AMIAS Policies/Procedures* (listed by page numbers). www.ctalanon.org/members/alateen

Authorizations to Obtain Medical Care—Form E

Authorization to Obtain Medical Care—Alateen Medical Form (E) For Event ParticipationPages 33-34

- Need to be filled out **by/for all Alateen Attendees** and **signed** by their Parent/Legal Guardian/Custodial Parent (responsible Adult 25 years old) whether or not the Alateen is attending the Closed Pizza Party, which is for CT Alateens who are currently attending meetings regularly and CT Alateen Sponsors.
- Always keeping in mind, the safety of our Alateens, this completed “Authorization to Obtain Medical Care” form is necessary in that if a Parent/Legal Guardian cannot be located, an Alateen can receive emergency medical care if needed.
- **Medical Care Forms Must to be Notarized before they are brought to the Convention.**

Alateen Information/Permission—Form D

Permission for an Alateen to Attend an Event *under the supervision of a Responsible Adult* Pages 31-32

Need to be filled out by Parent, Custodial Parent, or Legal Guardian (25 years old) for the Alateen Attendee and **signed** in the Presence of the Sponsor, AMIAS, or Chaperone who has been given permission by the Parent, Custodial Parent, or Legal Guardian to supervise (and provide transportation if applicable) the Alateen at an event.

AFG Convention Teen Policies/Procedures for All Al-Anon/Alateen Participating EventsPage 30

To be read and **signed by all Alateen Attendees** and their Parent/Legal Guardian.

Responsibilities at Group Meeting and Events

Alateen Responsibilities at Group Meetings/Events (including Convention) Page 15

To be read prior to and adhered to by **all Alateens** during the Convention.

Connecticut Alateen Travel Policy Page 16

Must be read and signed by **both Alateen Attendees and their Parent/Custodial Parent/Legal Guardian (25 year-old).....Page 16.....**

- All applicable forms need to be filled out, signed and notarized (when applicable) and brought to the registration table for check-in as part of your registration.
- Please help us provide a safe place for our Alateens and try to make the registration process go as simply and smoothly as possible by having your forms in order.

“Custodial Parent/Guardians (or designated Area certified escorts) are responsible for their children at all times during the event.

AFG Convention Teen Policies/procedures for All Al-Anon/Alateen Participating Events

Dear Parents, Custodial Parent, Guardians, and Alateen Group Sponsor/AMIAS,

The following are the Alateen Policies/procedures set forth for the AFG Convention for our Alateens.

All teens need permission slips and notarized medical forms filled out and presented to pre-registration prior any event with Al-Anon Alateen participation. If there are no forms, there will be no admission to the pizza party on Saturday night. Medications are the sole responsibility of the teens. There is no designated nurse. Curfew will be 1 am for all teens spending the weekend at the Hotel. Loitering and/or sleeping in the lobby or hotel hallways will not be permitted. If a teen is not staying in a Hotel room, they must vacate the premises by 1 am.

All teens staying in Hotel rooms, must be staying with a parent, **custodial parent**, legal guardian (adult 25 years old) or same sex Alateen group sponsor. All teens staying with Group Sponsor must have permission slips and medical forms filled out, notarized, and signed, and presented to pre- registration. **All teens must be in parent's,custodial parent, legal guardian's, or Group Sponsor/AMIAS room by time of curfew – no exceptions.**

Mandatory meetings for all teens and Group Sponsor will be Friday night Keynote, Saturday night Keynote, Sunday morning Spiritual, and at least two other Al-Anon, Alateen, or AA meetings. A full Alateen program is scheduled for Saturday and it is strongly suggested that teens attend at least two of the Alateen meetings. Possession of/or drinking alcoholic beverages or possession or use of any kind of illegal non-prescription drug is strictly forbidden for teens while attending the AFG Convention. Parents,Custodial Parents/Legal Guardians of teens will be fully, financially responsible for any damages caused by the teen. Smoking regulations must be observed in accordance with Hotel regulations. Program Love only will be permitted at this AFG event. Heavy petting, kissing, and other overt sexual behavior is strictly prohibited.

Any overt or covert sexual interaction between any adult member and Alateen member is strictly prohibited. Such conduct, which has the purpose or effect of substantially creating an intimidating, hostile, distracting or offensive atmosphere within the event, will result in immediate removal of the member from the AFG Convention, termination of service position (if applicable) and the member will be subject to administrative, civil, and/or criminal penalties. Such acts include but are not limited to: sexual advances, suggestive or lewd remarks, unwanted hugs, touches, kisses or other unwanted physical touching, requests for sexual favors, retaliation for complaining about inappropriate conduct, contact, statements or physical touching; and/or sexual harassment, derogatory posters, cartoons, drawings, email or other communications.

Young people or Alateens attending the AFG Convention with their parents,custodial parents,legal guardians are the sole responsibility of their parents during the convention. Babysitting services are not available.

Alateens wishing to attend CAWW must be registered as an Alateens at the Convention in order to attend CAWW.

I have read, understand, and agree to the above Policies/procedures for Alateens at the AFG Convention

Custodial Parent/Guardian(25 years Old) _____ date _____

Alateen : _____ date _____

Forms on pages 16, 30, 31, 32, 33, 34 must be submitted at the time of the event

Custodial Parent/Guardians for designated Area certified escods)are reponsible for their children at all times duri091 the Convention. except when they are attending an Alateen meetings/workshop

FORM A: INFORMATION AND PERMISSION FORM

Since laws vary from Area to Area, it is suggested that this form be reviewed for compliance with local laws.

THIS FORM MUST BE FILLED OUT ENTIRELY IN ORDER FOR THE ALATEEN MEMBER TO PARTICIPATE

CUSTODIAL PARENT/LEGAL GUARDIAN: Please read, complete, sign this form and keep a copy for your records.

ALATEENS: Please return this completed form to your Alateen Group Sponsor or accompanying AMIAS.

AMIAS/ALATEEN GROUP SPONSOR ESCORT: Keep the original copy of this form in your possession for the duration of time the Alateen member is in your charge.

ALATEEN MEMBER'S INFORMATION

First and Last Name: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Phone Number: () _____

Date of Birth: _____

AMIAS/ALATEEN GROUP SPONSOR ESCORT INFORMATION

First and Last Name: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Phone Number: () _____

EVENT INFORMATION

Name of Event: _____

Location of Event: _____

Address of Location: _____

Phone Number of Location: () _____

Date & Time & Place of Departure: _____

Date & Time & Place of Return: _____

Mode of Transportation : _____

(include make, model, year of vehicle & license plate number)

FORM A: INFORMATION AND PERMISSION FORM

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Since laws vary from Area to Area, it is suggested that this form be reviewed for compliance with local laws.

CUSTODIAL PARENT/LEGAL GUARDIAN INFORMATION

First and Last Name: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Phone Number: Home () _____ Work () _____

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

NEAREST RELATIVE NOT LIVING WITH THE ALATEEN MEMBER OR CUSTODIAL PARENT/LEGAL GUARDIAN

First, Last Name & Relationship: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Phone Number: Home () _____ Work () _____

HOLD HARMLESS STATEMENT

As the parent/guardian of aforementioned Alateen member, I am responsible for payment of any medical services required and obtained on said member's behalf. I further hold harmless the event attended by my child and

_____ (insert name and WSO registration number (if known) of group, district, Al-Anon Information Service office, and/or Area)

or authorized representative thereof, should any harm come to my child as a result of his/her participation in this activity or procurement of medical treatment.

Custodial Parent/Legal Guardian Signature: _____ Date: _____

CUSTODIAL PARENT/LEGAL GUARDIAN PERMISSION (to be signed in the presence of the AMIAS/Alateen Group Sponsor escort)

I, _____ hereby grant permission to _____ to travel to and
(Custodial Parent/Legal Guardian Name) (Alateen member name)

from and to participate in _____ under the supervision of _____
(Event Name)

_____ on _____
(AMIAS/Alateen Group Sponsor escort Name escort Name) (Dates of Event including Travel Time)

Custodial Parent/Legal Guardian Signature: _____ Date: _____

FORM B: MEDICAL FORM

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Since laws vary from Area to Area, it is suggested that this form be reviewed for compliance with local laws.

AUTHORIZATION TO OBTAIN MEDICAL CARE

In order for anyone to obtain medical care for another person who is not a family member, this form must be filled out entirely and bear the original notary seal.

When distance and time may compromise acquisition of timely medical attention, attendance to a fellowship event can be prohibited if this form is not properly filled out and notarized.

DISEASES/MEDICAL CONDITIONS

(Alateen member or AMIAS/Alateen Group Sponsor name) _____ has (had) the following diseases or problems:

Heart Trouble _____
 Tuberculosis _____
 Stomach Ulcers _____
 Asthma _____
 High Blood Pressure _____
 Low Blood Pressure _____
 Epilepsy _____
 Liver Trouble (Hepatitis) _____
 Fainting spells or Seizures _____
 Diabetes _____
 Hives _____
 Other (Please describe) _____

ALLERGIES

(Alateen member or AMIAS/Alateen Group Sponsor name) _____ has had allergic reaction from the following:

(please check):

Penicillin _____
 Local Anesthetics _____
 Aspirin _____
 Sulphur Drugs _____
 Sedatives _____
 Bee Stings/Insect Bites _____
 Pollens _____
 Foods (please list) _____
 Other (Please Describe) _____

CURRENT MEDICATIONS

Please list all prescriptions & over-the-counter drugs. These medications MUST be in their original container(s) with labels firmly in place.

(Alateen member or AMIAS/Alateen Group Sponsor name) _____ is currently using the following medications:

OTHER CONDITIONS OR PROBLEMS

(Alateen member or AMIAS/Alateen Group Sponsor name) _____ has the following condition or problems not listed above that you should know about: (please explain)

FORM B: MEDICAL FORM

Since laws vary from Area to Area, it is suggested that this form be reviewed for compliance with local laws.

MEDICAL INSURANCE INFORMATION

You must provide medical insurance information in the space below.

For the US:

Name of Insurance Co. _____

Employer Name _____

Employee Name and Social Security Number _____

Group ID Number _____

(or attach a medical coupon if covered by Medicaid)

For Canada:

Health Card or Medi-Number _____

NOTARY STATEMENT

Form B, Authorization to Obtain Medical Care, is not valid without a signed and sealed Notary Statement.

State/Province of _____

County of _____

(AMIAS/Alateen Group Sponsor Escort Name) _____ is authorized upon my signature below to obtain any medical care necessary for the duration of the above stated function on behalf of (Participant's Name) _____ who is (state relationship - self, son, daughter) my _____.

Dated this _____ day of _____ 20____

(Signature - if 18 or over)

(Signature of Custodial Parent/Legal Guardian if under 18)

Before me, the above signed authority, on this day personally appeared _____, to me known and known by me to be the person who signed the above authorization, and acknowledged to me that (s)he executed the same for the purpose therein stated.

WITNESS my hand and seal this _____ day of _____ 20____

NOTARY PUBLIC

My Commission Expires:

Seal:

