

## **Idaho Area Requirements for Al-Anon Members Involved in Alateen Service** (approved 5-15-2010)

### **Minimum Safety and Behavioral Requirements for Idaho Alateens and Al-Anon Members Involved in Alateen Service (AMIAS):**

The Idaho Area and districts within Idaho will only recognize an Alateen sponsor and/or an Al-Anon Member Involved in Alateen Service who has met these minimum requirements. An Alateen group will not be listed at the World Service Office or on district or area meeting lists without its Alateen sponsors/Al-Anon Member Involved in Alateen Service obtaining District and Area approval. **Requirements 2 through 5 are for Alateen members as well as Al-Anon Members Involved in Alateen Service.**

1. Every Al-Anon member involved in Alateen service must:
  - a. be an Al-Anon member regularly attending Al-Anon meetings (at least four meetings per month).
  - b. be at least 21 years of age.
  - c. have at least two years in Al-Anon in addition to any time spent in Alateen.
  - d. not have been convicted of a felony, and not have been charged with child abuse, domestic violence, or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
  - e. authorize Idaho Area Al-Anon to verify the information you present on the Idaho Area Alateen Sponsorship/Al-Anon Member Involved in Service Candidate Form.
  - f. pass a background check by the Idaho State Police Bureau of Criminal Investigation.
  - g. agree to participate in the yearly recertification process for “Al-Anon Members Involved in Alateen Service” in the Idaho Area.
  - h. agree to resign the position(s) of “Alateen Group Sponsor” and “Al-Anon Member Involved in Alateen Service,” if asked for any reason, considering the safety of the teens to be paramount and understanding that resignation is not an admission of any wrongdoing.
  - i. agree to step down if they cannot follow the principles outlined in the Al-Anon Twelve Traditions.
2. There must be at least one Alateen sponsor or one Al-Anon Member Involved in Alateen Service, at every Alateen meeting.
3. The area requirements prohibit overt or covert sexual interaction between any adult and Alateen member.
4. The area requirements must prohibit conduct contrary to applicable laws.
5. The area requirements require all Alateens attending assemblies or workshops to have a signed parent permission form and a medical care form when applicable.
6. The area requirements must be reviewed by local counsel.

### **Policy Against Sexual Interaction with Alateens:**

Idaho Area AFG prohibits overt or covert sexual interaction between any adult and Alateen member. The term “adult” includes all Al-Anon and Alateen members the age of eighteen or older.

### **Definition of an Al-Anon Member Involved in Alateen Service (AMIAS)**

An AMIAS is an Al-Anon member who is directly responsible for Alateens while being of service to Alateen. This includes, but is not limited to: Alateen group sponsors, chaperones for Alateens, drivers transporting Alateens, and substitute Alateen Group Sponsors. Al-Anon Members Involved in Alateen Service will be certified annually through the Idaho Area and information sent to the World Service Office.

## **Idaho Area Requirements for Al-Anon Members Involved in Alateen Service** (approved 5-15-2010)

### **Process to become certified as an Alateen Sponsor and/or an Al-Anon Member Involved in Alateen Service**

1. Contact the District Representative, District Alateen Coordinator, Area Alateen Coordinator, or Area Alateen Process Person to express interest in working with Alateens.
2. Meet and agree to Idaho Area Requirements for Al-Anon Members Involved in Alateen Service.
3. Go to the Idaho Area website at [www.al-anon-idaho.org](http://www.al-anon-idaho.org), then click on “Area/Members,” next click on “Alateen Sponsorship” and follow directions on how to get a background check. Detailed instructions are also found on page 3 of this document.
4. Go to a local law enforcement agency and get fingerprinted.
5. Complete the Idaho Area Alateen Service Candidate Form and the AMIAS form. Send both completed forms to the Area Alateen Process Person.
6. Attend at least one district meeting, prior to becoming an Alateen Sponsor/Al-Anon Member Involved in Alateen Service, to obtain a district vote of approval.
7. Attend Alateen meetings with another Alateen Sponsor/Al-Anon Member Involved in Alateen, with permission of the Alateen group.
8. The Area Alateen Process Person will contact your Al-Anon references.
9. The results of your background check will be sent from the Idaho State Police directly to the Idaho Area Alateen Process Person. If the background report shows “No Record,” the candidate’s name will be cross-checked against the ISP Sex Offender Registry. If there are no red flags from the Sex Offender Registry & No Record from the Idaho State Police, the AMIAS form will be signed by the AAPP and sent to the WSO for certification.
10. The WSO processes the form, assigns an I.D number, and the person is certified.
11. Attend at least one Alateen Sponsor Training/Workshop with other Alateen Sponsors/Al-Anon Members Involved in Alateen Service, past or current.
12. Get a vote of approval from the Alateen group you wish to sponsor.
13. Annually, the Area Alateen Process Person will distribute Annual Recertification Forms to each Alateen Sponsor/Al-Anon Member Involved in Alateen Service. Fill out and sign the forms, and send to the Area Alateen Process Person no later than June 1<sup>st</sup>. The AAPP will send the updated information to the WSO.

### **How to get a Background Check for the Idaho Area Certification Process for Al-Anon Members Involved in Alateen Service**

In order to be certified by the Idaho Area, you will need to get a background check through the Idaho State Police. You will also need to fill out the Alateen Sponsor Certification forms listed below and send them to our Area Alateen Process Person. Please follow these procedures. You can click on this link: <<http://www.al-anon-idaho.org/Alateen/Alateen.htm>> to view and print all forms listed and underlined below.

## Idaho Area Requirements for Al-Anon Members Involved in Alateen Service (approved 5-15-2010)

### INSTRUCTIONS ON HOW TO OBTAIN BACKGROUND CHECK:

1. Go to a local law enforcement agency and request a set of rolled fingerprints. (See example of the official Fingerprint Card & the Idaho State Police/BCI Fingerprint Request form via website link above.) The cost is approx \$10. You will need to bring a Valid I.D. Make sure to get a receipt for reimbursement.

On the Fingerprint Request form, under “Requester Name,” make sure you write in “AFG Idaho, c/o Ruth Blaha.” Address of Requester is PO Box 734, Boise, ID 83701-0734. See sample forms online. The background check results MUST go to the agency (AFG Idaho), not the person requesting the background check.

If you live in the Boise area, go to the Idaho State Police office at 700 Stratford Drive, Meridian, ID 83642. Fingerprinting, plus the 6-state background check, is a total of \$15.00 at the ISP office in Meridian. Use the entrance for the Bureau of Criminal Investigation (BCI).

2. For those outside of the Boise area, send the Fingerprint Card, the Idaho State Police/BCI Fingerprint Request form, along with a check for \$10.00 made out to “Idaho State Police,” to the ISP Bureau of Criminal Investigation, P.O. Box 700, Meridian, ID 83680. DO NOT FOLD the Fingerprint Card. Please mail all document in a large envelope. If you have questions, call Maria Wiley at the Idaho State Police: 208-884-7159. Ask for a receipt for reimbursement.

The actual Fingerprint Card will be retained by the ISP Bureau of Criminal Investigation for their files. It will not be sent to our Area Alateen Process Person.

3. Results will be sent back to our Area Alateen Process Person, Ruth Blaha, within 10 days. If the report comes back with “No Record,” she will also check names against the Idaho State Police Sex Offender Registry, which is a free on-line service.
4. Area 13 will reimburse you for the background check. Complete an Idaho Area Expense Form, available on our website. Send your receipts and the completed form to our Area Treasurer, PO Box 734, Boise ID 83701-0734.

### ALATEEN SPONSOR CERTIFICATION FORMS:

5. Send a signed copy of the Alateen Service Candidate Form, and a signed copy of the Al-Anon Member Involved in Alateen Service (AMIAS) form to our Area Alateen Process Person, Ruth Blaha, at PO Box 734, Boise, ID 83701-0734. She will sign the AMIAS form after receiving a “No Record” background report and send it to the WSO. The World Service Office will assign you a WSO I.D. number and you will be officially certified in Idaho.
6. Our Area Alateen Process Person, will notify you when the World Service Office has certified you. If your background check information has any results other than “No Record,” it will be returned to you. The Idaho Area will not keep copies of any personal background check results. We will keep the background check report stating you have no record.

## **Idaho Area Requirements for Al-Anon Members Involved in Alateen Service** (approved 5-15-2010)

### **Responsibilities of an Alateen Sponsor or an Al-Anon Member Involved in Alateen Service**

1. Meet Idaho Area Requirements for Al-Anon Members Involved in Alateen Service. Complete the background check and application process for becoming a certified Alateen Sponsor/Al-Anon Member Involved in Alateen Service and gain approval from your district.
2. Have a working knowledge of the Twelve Steps, Traditions and Concepts.
3. Attend your Alateen meeting each week or arrange for a certified Al-Anon Member Involved in Alateen Service to substitute if you can't be there.
4. Use only conference approved material at meetings to keep the Alateen focus. Be familiar with Alateen literature and the *Al-Anon /Alateen Service Manual*.
5. Guide Alateens towards working the Twelve Steps for personal recovery.
6. Uphold the established behavior requirements Alateens set for their meeting.
7. Respect and protect the Alateens' anonymity.
8. Report child abuse in accordance with Idaho state law.
9. Provide a safe meeting place.
10. Keep Area/District phone numbers available. Contact the District Representative or District Alateen Coordinator regularly to discuss ideas, successes, or concerns.
11. Attend Alateen Sponsor Workshops or trainings.
12. Keep group information up-to-date, notifying district and area of any changes in sponsors, meeting time or location.
13. Help Alateens take responsibility for their group.
14. Encourage the participation of Alateen at district meetings and Al-Anon functions.
15. Get signed medical, permission, and travel forms necessary if transporting Alateen members, or if Alateens will be attending an out-of-town event.
16. Parents are advised not to sponsor/co-sponsor an Alateen group that their child attends.

### **Service Risks**

- If a member does not reach out for help and use the resources available, burn-out can develop.
- If a member does not follow the Safety Requirements, the member, the Alateens, and the fellowship of Al-Anon/Alateen as a whole, could be affected and could be at risk.
- Avoid Isolation!

### **Removal of Alateen Sponsors/Al-Anon Members Involved in Alateen Service**

1. Alateens or Al-Anon members may go to the Area Alateen Coordinator, District Alateen Coordinator, or District Representative with concerns about an Alateen sponsor.
2. The district, after consultation with the Area Alateen Coordinator and/or Area Alateen Process Person, has the responsibility to remove any Al-Anon Sponsor/Al-Anon Member Involved in Alateen Service who has displayed inappropriate behavior, is a threat to the unity of the group, district, or area, or no longer meets the requirement for sponsorship.
3. It is suggested that the district use principles above personalities, avoiding gossip, to vote to remove an inappropriate Alateen Sponsor/Al-Anon Member Involved in Alateen Service. The Area Alateen Coordinator or District Representative will notify the person who has been removed.

## **Idaho Area Requirements for Al-Anon Members Involved in Alateen Service** (approved 5-15-2010)

### **Who may attend Alateen meetings**

1. Young people whose lives have been affected by someone else's drinking. Alateen meetings are Closed meetings. Any adult attending must meet the area requirements, unless an Alateen group is inviting adults to a special Open meeting.
2. The group's Alateen Sponsors or an Al-Anon Member Involved in Alateen Service who has been certified by the Idaho Area.
3. Potential sponsors/Al-Anon members who wish to be involved in Alateen service (attending with a certified Alateen Sponsor) with permission from the group.
4. Certified Alateen Sponsors/Al-Anon Members Involved in Alateen Service working with another Alateen group with permission from the group.
5. Area or District Alateen Coordinator may attend any meeting, if certified.
6. Area Alateen Process Person may attend any meeting, if certified.
7. District Representatives may attend meetings in their district, as a guest.
8. An Alcoholics Anonymous member may only attend an Alateen meeting as an Alateen Sponsor/ Al-Anon Member Involved in Alateen Service by virtue of his/her Al-Anon membership. Dual members must have at least 2 years in Al-Anon in order to share the Twelve Steps from the Al-Anon perspective. They will also have to follow the application procedure/background check process as outlined above and be certified through the Idaho Area process.

### **Alateen Group Responsibilities**

1. Keep the Alateen focus.
2. Respect each other's anonymity, including sponsors or other Al-Anon members involved in Alateen service.
3. Maintain appropriate behavior by establishing behavior guidelines. Alateens should come up with their own group behavior guidelines.
4. Respect the meeting facility.
5. Follow the guidelines in the service manual and become familiar with, and abide by, the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
6. Resolve Group problems by use of the Group Inventory (G-8). If problems cannot be resolved, discuss with your Alateen sponsor(s) first. If needed, contact your District Representative or District Alateen Coordinator for help.

### **Al-Anon Group Responsibilities to Alateen**

1. Accept the teens and welcome them as part of the Al-Anon Fellowship.
2. Al-Anon groups and districts can assist with the purchase of literature or other costs.
3. In an emergency, an Al-Anon member (who has completed the Idaho Area Requirements for Al-Anon Members Involved in Alateen Service) may fill in for the sponsor.
4. Allow Alateens to attend the Al-Anon meeting if Alateen Sponsors are not available, or at the discretion of the sponsors, i.e., if only one child shows up.

## **Idaho Area Requirements for Al-Anon Members Involved in Alateen Service** (approved 5-15-2010)

### **District Responsibilities to Alateen**

1. Meet prospective Alateen Sponsors/Al-Anon Members Involved in Alateen Service, and vote to approve or disapprove the candidate based on whether the person is an active member of Al-Anon, is known to the district, and appears to be a good choice to work with children.
2. Recognize only Alateen Groups registered through the Idaho Area with the WSO, and maintain contact with all Alateen groups and Al-Anon Members Involved in Alateen Service in their district.
3. Notify the Area Alateen Process Person to suspend an Alateen meeting that does not have at least one certified AMIAS.
4. Have a District Alateen Coordinator who is a certified AMIAS. Inform the Area Alateen Coordinator of the name, address, phone number, email address of the District Alateen Coordinator, if different from the District Representative.
5. Keep a copy of current Idaho Alateen guidelines.
6. Encourage all Alateen Sponsors and Alateens to attend District meetings.
7. Assist in the resolution of problems with an Alateen Group or Sponsor by using the Traditions and principles of the program.
8. After consulting with the Area Alateen Coordinator, remove any Alateen Sponsor/Al-Anon Member Involved in Alateen Service who has displayed inappropriate behavior, is a threat to the unity of the group, or no longer meets the Idaho Area Requirements for Al-Anon Members Involved in Alateen Service.

### **Area Responsibilities to Alateen**

1. Have an Area Alateen Coordinator/Area Alateen Process Person (who acts as a liaison to the World Service Office regarding all Alateen safety issues).
2. Keep a current record of all certified Alateen Sponsors/Al-Anon Members Involved in Alateen Service and a current list of all registered Alateen meetings.
3. Keep a copy of all current guidelines to be given to anyone who is interested in becoming an Alateen Sponsor/Al-Anon Member Involved in Alateen Service.
4. Make sure Districts have current requirements and guidelines.
5. Encourage all Alateen Sponsors/Al-Anon Members Involved in Alateen Service and Alateens to attend District and Area Meetings.
6. Encourage Alateen Sponsor Workshops or training at the district and area level.
7. Ensure the Annual Recertification of Alateen Sponsors/Al-Anon Member Involved in Alateen Service, and the updating/re-registration of all Alateen groups in the Idaho area.

# Idaho Area Requirements for Al-Anon Members Involved in Alateen Service (approved 5-15-2010)

## Recertification of AMIAS and Re-registration of Groups

Alateen Service is a privilege, a gift to the person serving and to the fellowship as a whole. Each year the “Al-Anon Members Involved In Alateen Service”, Alateen Groups and districts participate in keeping this gift available by completing the Recertification and Re-registration processes.

Each year the Idaho Area Alateen Coordinator/AAPP is required to return a list of recertified “Al-Anon Members Involved in Alateen Service” (AMIAS) to the World Service Office by June 30th. Please mail or email your Idaho Area AMIAS Annual Recertification Forms to your Area Alateen Coordinator/AAPP by June 1st.

Each year, Alateen Groups are required to re-register in order to remain on schedules, use the copyrighted Alateen name, and participate in the links of service. The deadline for this information to be returned to the WSO is also June 30<sup>th</sup>. Please mail or email your Alateen group registration forms to the Idaho Area Process Person and the Idaho Area Group Records Coordinator by June 1st.

The re-registration and re-certification begins in March. The Area Alateen Coordinator/Area Alateen Process Person needs the forms returned to his/her by June 1st. At the Spring Area World Service Committee meeting, District Representatives are given a list of AMIAS in their district and the recertification forms and Alateen group re-registration forms. District Representatives are to distribute these forms to the AMIAS and the Alateen groups. It is important that the District Representative explain the process and the consequences for not recertifying and not re-registering.

Consequences:

**AMIAS** who do not re-certify will be removed from the Area list and an “Inactive” form will be sent to the WSO. They will be ineligible to serve Alateen. If the member wishes to recertify at a later date, they will need to complete the background check again.

**Alateen Groups** that do not re-register or list uncertified sponsors on their form will not be able to meet under the Alateen name. A disbanded form will be submitted to the World Service Office with explanation of why. The WSO will inform the facility where the group meets that they are no longer associated with Alateen. This group will not be allowed to be listed on any Al-Anon schedule or participate in the links of service.

Any member who completes their initial certification after March 1st will automatically be recertified until June 30 of the following year. Any group that registers or submits a change form after March 1st will be re-registered until June 30 of the following year.

The World Service Office annually sends a group status form to each group. This is in addition to the Area annual re-registration process. If there is any confusion, please check in with your Idaho Area Alateen Process Person or Idaho Area Group Records Coordinator.

**Idaho Area Requirements for Al-Anon Members Involved in Alateen Service**  
(approved 5-15-2010)

**Documents to accompany these guidelines**

(subject to change)

- \_\_\_\_\_ List of Alateen Materials available for reference (see pg 9)
- \_\_\_\_\_ Alateen Safety Guidelines – G-34
- \_\_\_\_\_ Idaho Area Alateen Service Candidate Form
- \_\_\_\_\_ Al-Anon Member Involved in Alateen Service Form (AMIAS)
- \_\_\_\_\_ Alateen Registration/ Group Records Change Form
- \_\_\_\_\_ Alateen Permission and Medical Form
- \_\_\_\_\_ Idaho Alateen Behavior Guidelines
- \_\_\_\_\_ Information about Reporting Child Abuse or Neglect (see pg 10)

**Idaho Area Requirements for Al-Anon Members Involved in Alateen Service**  
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**List of Materials Available for Reference**

**Books and Booklets**

B-3	Alateen Hope for Children
B-10	Alateen—A Day at a Time
B-23	Courage to Be Me—Living with Alcoholism
B-26	Living Today in Alateen
P-64	4th Step Inventory (workbook)
P-68	Alateen Talks Back On: Acceptance
P-69	Alateen Talks Back On: Serenity
P-70	Alateen Talks Back On: Slogans
P-73	Alateen Talks Back On: Detachment

**Pamphlets**

P-18	Alateen Twelve Steps and Twelve Traditions
P-21	Youth and the Alcoholic Parent
P-22	If Your Parents Drink Too Much (cartoon) - revised
P-29	A Guide for Sponsors of Alateen Groups
P-41	Facts about Alateen
P-59	Moving On! From Alateen to Al-Anon
S-20	Has Your Life Been Affected by Someone Else's Drinking?
S-27	Alateen Sponsorship—Is It for You?
S-64	Information for Educators: Alateen Meetings in Schools

**Other Items**

P-24/27	Al-Anon/Alateen Service Manual
K-18	Alateen Newcomer Kit
M-60	Alateen Group Binder
M-9	Do's and Don'ts, Alateen
M-11	Just for Today, Alateen Wallet Card
M-13	Just for Today, Alateen Bookmark
M-18	Alateen Program Card
S-6	Daily Checklist for Myself
OT5	Open Letter to My Teacher
OSP7	Open Letter to the Student Assistant Professional
GR-3	Alateen Registration/Information Form

**Guidelines**

G-3	Cooperation between Al-Anon and AA
G-5	Alateen Meetings in Schools
G-7	Participating in an Area AA Convention
G-12	How to Start an Al-Anon Group
G-16	Alateen Conferences
G-20	Area Conventions
G-24	Area Alateen Coordinators
G-34	Alateen Safety Guidelines
G-35	Adults Involved in Alateen Service

## **Reporting Child Abuse or Neglect** (from the Idaho Health & Welfare website)

In Idaho, any adult that witnesses, suspects or hears about the abuse or neglect of a minor must report it within 24 hours. This can be done anonymously through the Department of Health and Welfare. The number to call in the Boise area is 334-0808. From anywhere in Idaho, during business hours, call the Idaho Care Line, 2-1-1 or 1-800-926-2588, to find the number for your local H&W agency.

Direct from the WSO minimum requirements, the Idaho Area Requirements prohibit conduct contrary to applicable laws. The ID Area recommends that all AI-Anon Members Involved in Alateen Service inform Alateen members that they are required to report abuse or neglect. This will enable Alateen members to make an informed decision of what to share in their meetings.

### **Every state uses its own definitions of abuse and neglect as defined in their statutes.**

In Idaho, physical abuse constitutes any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be inconsistent with the explanation given for the injury.

Physical neglect exists when there is failure on the part of the child's caretaker to provide necessities such as adequate food, clothing, shelter, medical treatment, or supervision because of the conduct, omission, or refusal of the caretaker to provide them.

Sexual abuse includes sexual acts and exploitation of a child done for the sexual gratification of the offender or another person.

### **Who is Required to Report Child Abuse?**

Idaho law says that any person who has reason to believe that a child is being abused, neglected, or abandoned **MUST** report this to your local law enforcement agency or the **Department of Health and Welfare** within 24 hours. Failure to report suspected abuse, neglect or abandonment is a misdemeanor. (Duly ordained ministers are exempt from reporting under certain circumstances.)

Anyone making a referral in good faith is immune from prosecution. A member of law enforcement and/or the Department of Health and Welfare will investigate the case, notify the family of the referral and assess the situation.

# Alateen Service Candidate Form

Idaho Area 13

Full Name: \_\_\_\_\_  
 Mailing address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_ Email address \_\_\_\_\_  
 Years in Al-Anon \_\_\_\_\_  
 District # \_\_\_\_\_ Home group name \_\_\_\_\_ Years attended \_\_\_\_\_  
 Home Group town/meeting place \_\_\_\_\_  
 Please list Two Al-Anon Name \_\_\_\_\_ Phone \_\_\_\_\_  
 References (not related) Name \_\_\_\_\_ Phone \_\_\_\_\_

These questions are required to assure that all World Service Office and Idaho Area Requirements for Al-Anon Members Involved in Alateen Service (AMIAS) are met. Please check TRUE or FALSE for each question and then initial it.

	True	False	Initials
I am at least 21 years old.			
I have been active in Al-Anon for at least 2 years.			
I attend at least four Al-Anon meetings a month.			
I agree not to have overt or covert sexual interaction (whether consensual or not) with an Alateen member, including but not limited to 1) touching a teen inappropriately, 2) dating a teen who is an Alateen member, 3) holding or hugging in an inappropriate manner.			
I have not been convicted of a felony, and have not been charged with child abuse, domestic violence, or any other inappropriate sexual behavior; and have not demonstrated emotional problems which could result in harm to Alateen members.			
I agree that the Area Alateen Process Person or other persons designated by the Idaho Area may independently verify the information presented on this Alateen Service Candidate Form.			
I agree to submit to fingerprinting and a background check through the Idaho State Police. I agree to my name being checked against the Idaho Sex Offender Registry.			
I agree not to conduct myself in a manner contrary to applicable laws.			
I agree to participate in the yearly recertification process.			
In the event I become an Alateen Sponsor/Al-Anon Member Involved in Alateen Service. I agree to abide by all guidelines of the Idaho Area.			
I have read and understand the items listed above. I agree to step down as an Alateen Service Candidate, or as an Al-Anon Member Involved in Alateen Service, if asked, or if I cannot meet these requirements.			

I understand any information obtained will be securely stored. My primary purpose is to help 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 working with Alateens and step down from my Alateen service position(s). I understand that stepping away from involvement in Alateen Service is not an admission of guilt. I further agree to perform my Alateen Sponsorship/Al-Anon Member Involved in Alateen Service responsibilities within my district and area guidelines. I have read and received the materials listed in this document.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Idaho Area “Al-Anon Member Involved in Alateen Service” (AMIAS) Annual Recertification Forms**

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Alateen Service is a privilege, a gift to the person serving and to the fellowship as a whole. Each year the “Al-Anon Members Involved In Service”, Alateen Groups and districts participate in keeping this gift available by completing the Recertification and Re-registration Processes.

Each year the Idaho Area Alateen Coordinator/AAPP is required to return a list of recertified “Al-Anon Members Involved in Alateen Service” (AMIAS) to the World Service Office by June 30th. Please mail or email your Idaho Area AMIAS recertification form to your Area Alateen Coordinator/AAPP by June 1st.

Each year, Alateen Groups are required to Re-Register in order to remain on schedules, use the copyrighted Alateen name, and participate in the links of service. The deadline for this is also June 30th. WSO lists of “Active” and “Inactive” Alateen groups are sent to the District Alateen Coordinator or District Rep. Please mail or email your registration form to the Idaho Area Process Person and the Idaho Area Group Records Coordinator by June 1st.

### **Idaho Area Alateen Process Person**

Ruth Blaha  
PO Box 734  
Boise, ID 83702

208-850-6602

[ruthineagle@qwest.net](mailto:ruthineagle@qwest.net)

Must be received no later than June 1<sup>st</sup>.



## Idaho Area AMIAS Re-certification Form

Full Name: \_\_\_\_\_ Date \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Home Group: \_\_\_\_\_ District #: \_\_\_\_\_ DOB: \_\_\_\_\_

Do you sponsor an Alateen group? \_\_\_\_\_ Name of Alateen group: \_\_\_\_\_

Alateen meeting place/date/time: \_\_\_\_\_

Co-Sponsor name/phone: \_\_\_\_\_

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

(Please answer TRUE or FALSE)

1. I am at least 21 years old. \_\_\_\_\_
2. I have been active in my **Al-Anon** program (in addition to any time spent in Alateen) for at least 2 years. \_\_\_\_\_
3. I attend at least one Al-Anon meeting a week. \_\_\_\_\_
4. I understand there must be one certified Alateen group sponsor at every Alateen meeting. I understand having less than two certified group sponsors at an Alateen Group Meeting is not ideal and over a period of time could create an unhealthy environment for the teens and/or the sponsor. \_\_\_\_\_
5. I understand that if I or my co-sponsor(s) are not available for our scheduled week we are responsible for finding or for asking for help from other certified AMIAS. \_\_\_\_\_
6. I understand if I find myself without a certified co-sponsor or substitute for a period of three or more weeks, I must notify the District Alateen Coordinator. \_\_\_\_\_
7. I will not engage in overt or covert sexual behavior with Alateen members. \_\_\_\_\_
8. I understand that overt and covert sexual behavior is defined as: any sexual advances whatsoever, permitting sexual advances from Alateen members, unwanted physical affection, dating an Alateen, lewd behavior (dirty jokes, inappropriate discussion of sexual behavior, inappropriate dress, inappropriate touching or hugging). \_\_\_\_\_
9. I understand that if I feel threatened or approached in a sexual way by an Alateen member I will discuss the issue with the Alateen, with another Al-Anon member present whom the Alateen trusts. If the issue isn't resolved to my satisfaction I will seek the support of my Alateen Group co-sponsor, my personal sponsor, the district and area Alateen coordinator and my district representative. \_\_\_\_\_
10. I understand that sexually inappropriate behavior is hazardous to not only the teen, but the Alateen meeting, myself and to the worldwide fellowship of Al-Anon and Alateen as a whole.  
\_\_\_\_\_
11. I have not been convicted of a felony. \_\_\_\_\_

## Idaho Area AMIAS Recertification Form (cont.)

12. I have not been charged with child abuse. \_\_\_\_\_
13. I have not been charged with inappropriate sexual behavior. \_\_\_\_\_
14. I am not demonstrating emotional problems that could result in harm to Alateen members.  
\_\_\_\_\_
15. I agree not to conduct myself in a manner contrary to applicable laws. \_\_\_\_\_
16. I agree to participate in the yearly recertification process for "Al-Anon Members Involved in Alateen Service" in Idaho Area. \_\_\_\_\_
17. I agree to use applicable travel, permission and medical forms. \_\_\_\_\_
18. If asked to resign the position(s) of "Alateen Group Sponsor" or "Al-Anon Member Involved in Alateen Service" for any reason, I will consider the safety of the teens to be paramount and resign. Resignation is not an admission of any wrongdoing. \_\_\_\_\_
19. I have read, understand, and agree that I meet items 1 through 18 above. I agree to step down at any time if I cannot meet these criteria. \_\_\_\_\_

### **The following is required for Al-Anon Members Involved in Alateen Service:**

(Please initial each statement)

1. I agree to allow Idaho Area and its authorized administrators 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, Idaho Area, AFG Headquarters, Inc., their officers, employees and volunteers of these organizations. I understand these organizations and employees are not under any obligations to appoint me.  
\_\_\_\_\_

2. I agree to complete the Area requirements for Alateen Group Sponsor Training. I am willing to participate in additional education, group sponsor inventories and group sponsor support meetings as available or needed. \_\_\_\_\_

### **Candidate's Signature**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the state of Idaho that the foregoing is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the city of \_\_\_\_\_ in the State of Idaho.

Signed \_\_\_\_\_

Print name \_\_\_\_\_