

Idaho Area Al-Anon Member Involved in Alateen Packet

Idaho Area Requirements for Al-Anon Members Involved in Alateen Service

Minimum Safety and Behavioral Requirements for Idaho Alateens & Sponsors:

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/or Area approval.

1. Every Al-Anon Members Involved in Alateen Service must:
 - a. Be least 21 years old.
 - b. Be active in the ***Al-Anon*** program for at least 2 years (in addition to any time spent in Alateen).
 - c. Attend at least one Al-Anon meeting a week.
 - d. Not engage in overt or covert sexual behavior with Alateen members.
 - e. Have not been convicted of a felony, and have not been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members. Also, have not been charged with physical child abuse or domestic violence.
 - f. Not conduct themselves in a manner contrary to applicable laws.
 - g. Authorize the Idaho Area Alateen Coordinator to verify information presented on the Idaho Area Alateen Service Candidate Form.
 - h. Agree to participate in the yearly recertification process for “Al-Anon Members Involved in Alateen Service” in ID Area.
 - i. Agree to use applicable travel, permission and medical forms.
 - j. Agree to resign the position(s) of “Alateen Group Sponsor” or “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.
 - k. Agree to step down at any time if they cannot follow the principles outlined in the Al-Anon Twelve Traditions.
2. The ID Area Alateen Coordinator and all Al-Anon Members Involved in Alateen Service must pass a background check through the Idaho State Police Bureau of Criminal Investigation.
3. There must be at least one certified Alateen Group Sponsor at every Alateen meeting. 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. If an Alateen Group Sponsor is not available for their scheduled week, they are responsible for finding or for asking for help from the District Alateen Coordinator in finding a certified substitute.
4. The area requirements must be reviewed by local counsel.

Policy Against Sexual Interaction with Alateens:

ID 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.

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Definition of an Al-Anon Member Involved in Alateen Service

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 ID Area and information sent to the World Service Office.

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 serving Alateens.
2. Meet and agree to Idaho Area Requirements for Al-Anon Members Involved in Alateen Service.
3. Go to the Idaho Area website and print out specific directions on how to get a background check. Go to www.al-anon-idaho.org, then click on "Area/Members," then click on "Alateen Sponsorship."
4. Go to a local law enforcement agency and get fingerprinted. Follow instructions on How to get a Background Check.
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 it 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 need an updated form signed by each Alateen Sponsor/Al-Anon Member Involved in Alateen Service. The Area Alateen Process Person will receive an Annual Certification Form from World Service Office, which will be signed and returned with updated information.

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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.

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. 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.

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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 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 with an approved background check.
6. Our Area Alateen Process Person, Ruth Blaha, 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.

Responsibilities of 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 Twelve 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 and 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, if available.
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.
16. It is not advised that a parent 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!

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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.

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.
5. Area 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, if certified.
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 others' 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).

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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.

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 ID Area with the WSO, and maintain contact with all Alateen groups and Al-Anon Members Involved in Al-Anon 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 within their district who is a certified AMIAS. Inform the Area Alateen Coordinator of the name, address, phone, email 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 and an Area Alateen Process Person (who acts as a liaison to the World Service Office regarding all Alateen safety issues). This may be the same person, however, having two members involved is helpful as a back-up plan.
2. Keep a current record of all certified Alateen Sponsors/Al-Anon Members Involved in Alateen Service and Alateen meetings.
3. Keep a copy of all current guidelines to be given to everyone who is interested in becoming an Alateen Sponsor/Al-Anon Member Involved in Alateen Service.
4. Make sure Districts have current requirements.
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. Spearhead the Annual Certification of Alateen Sponsors/Al-Anon Member Involved in Alateen Service, and the updating of all Alateen groups in the Idaho area.

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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 Service”, Alateen Groups and districts participate in keeping this gift available by completing the Recertification and Re-registration Processes.

Each year the ID 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 ID Area AMIAS recertification form to the 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. Please mail or email your registration form to the ID Area Process Person and the ID Area Group Records Coordinator by June 1st.

The re-registration and re-certification begins in January. The respective coordinators need the forms returned to them by June 1st. At the March Area World Service Committee, District Representatives are given a list of AMIAS in their district and the recertification 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 ID Area Alateen Process Person or ID Area Group Records Coordinator.

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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)

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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.