

## **ALASKA AREA 63 ALATEEN SPONSORSHIP/VOLUNTEER GUIDELINES**

### **WHO WILL AREA 63 RECOGNIZE AS AN ALATEEN SPONSOR/VOLUNTEER:**

A recognized Alateen sponsor is 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. 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.

“A recognized Al-Anon Member Involved In Alateen Service (AIMAS) is an Al-Anon member who is currently certified through their Area Alateen process and is therefore eligible to be directly responsible for Alateens while being of service to Alateen, including service as an instant or temporary Alateen Group Sponsor”

-from Al-Anon/Alateen Service Manual 2004-2006, page 59

This includes, but is not limited to, chaperones, drivers to Alateen events, etc.

“An Alateen Group Sponsor is an Al-Anon member who is currently certified by their Area as an AIMAS and has make a commitment to be of service to an Alateen meeting on a regular basis.”

-from Al-Anon/Alateen Service Manual 2004-2006, page 59

(Alateen personal sponsors are fellow teenagers)

Both Alateen Sponsors and any Al-Anon Members Involved In Alateen Service must adhere to all Area Alateen requirements and guidelines.

### **REQUIREMENTS FOR AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE**

- a) Minimum age of 21 years.
- b) An Al-Anon member regularly attending Al-Anon meetings.

- c) Active in Al-Anon for at least two years in addition to any time spent in Alateen
- d) Participating member of an Al-Anon Home Group; has attended Alanon meetings in Alaska for at least a year.
- e) Fill out and sign *Al-Anon Member Involved In Alateen Service* form (available from Alaska Area Alateen Coordinator).
- f) Not have been convicted of a felony, not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
- g) Be nominated by another Al-anon member (see AIMAS form).
- h) Agree to the Minimum Safety and Behavioral Requirements.
- i) Submit to fingerprinting for background check. (Background check will be at no cost to applicant.)
- j) Pass background check.
- k) Complete the *Member Involved in Alateen Service Re-Certification* form annually (available from Alaska Area Alateen Coordinator).

### **Candidate Responsibilities:**

1. Contact Area 63 Alateen Coordinator to begin application process.
2. Fill out and sign *Al-Anon Member Involved In Alateen Service* form- (available from Alaska Area Alateen Coordinator, the Alanon website or your district representative).
3. Attend a District meeting to participate in an Al-Anon Member Involved In Alateen Service information exchange.
4. With a current Alateen sponsor, attend at least one Alateen meeting (with prior approval from Alateen members). **Sponsor Candidates only.** If there is no meeting available in your area yet, contact the Alateen Process Person for instructions.
5. Provide information to Alateen Process Person to verify Al-Anon meeting attendance.

6. Forward results of background check (if acquired through FBI Freedom of Information Act individually) to Area 63 Alateen Process Person.
7. For remote areas, arrangements can be made to implement Step 3 above (contact the Area 63 Alateen Process Person for information).
8. Attend an AIMAS training workshop, or contact the Alateen Coordinator for training information if no workshop is available

### **District Responsibilities:**

1. Solicit feedback regarding sponsor candidate from Alateen and Alateen co-sponsor (see No. 4 of Candidate Responsibilities above).
2. Provide written feedback about the sponsor candidate to the Area Alateen Coordinator.
3. Arrange a District meeting to allow Al-Anon Member Involved In Alateen Service candidates to participate in an Al-Anon Member Involved In Alateen Service information exchange and verify Al-Anon meeting attendance.
4. After the review process, if the candidate is approved, submit *Al-Anon Member Involved In Alateen Service* form (completed and signed by candidate) to Area Alateen Coordinator for authorized Area signature.
5. Newly qualified Alateen sponsors will work with the current sponsor of an existing Alateen group for a three-month probationary period. If a new group is formed and has only newly qualified sponsors, two Alateen sponsors are required for at least six months.
6. Notify Area Alateen Coordinator whenever any meeting change has occurred, including the addition or loss of a sponsor, meeting location, time, etc.

### **Area 63 Alateen Process Person's Responsibilities:**

1. Receives the *Al-Anon Member Involved In Alateen Service* form (completed and signed by candidate and forwarded by the district)

2. Receives the release form authorizing background check and fingerprints for background check from the Al-Anon Member Involved in Alateen Service candidate.
3. Arranges for secure handling, processing and storage of all records.
4. Registers new groups with WSO.
5. Notifies members of annual recertification requirement.

### **MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS**

1. Every Al-Anon member involved with Alateen service must be an Al-Anon member regularly attending Al-Anon meetings
2. There must be at least one Alateen sponsor at every Alateen meeting (preferably two sponsors if at all possible).
3. Al-Anon members involved in Alateen service and all Alateen members must adhere to Area 63 safety and behavioral requirements.
4. Overt or covert sexual interaction (whether consensual or not) between any adult and an Alateen member is strictly prohibited.
5. Al-Anon members involved with Alateen service and Alateens will not engage in any conduct contrary to the applicable laws of the state of Alaska.
6. Al-Anon members involved with Alateen service will not transport teens under the age of 18 in any vehicle to or from an Alateen or Al-Anon function unless the teen has an Area 63 (Alaska) permission slip signed by a parent or guardian.
7. The Alateen meeting sponsor will notify the District whenever any change to the Alateen meeting has occurred, including the addition or loss of a sponsor or change of location and/or time.