

East Texas Area 53

**Al-Anon Member Involved in Alateen Service
Certification Process & Registration Form**

(Trial period June 2014 through June 2017)

Submit Registration Form and payment for background check

(\$6.50, payable to ETAAA)

to the Area Alateen Process Person:

Area 53 Al-Anon Member Involved In Alateen Service (AMIAS) Certification Process

(Trial Period June 2014 through June 2017)

East Texas Area Alateen Safety & Behavioral Requirements

1. Every AMIAS must:
 - a. Be an Al-Anon member regularly attending Al-Anon meetings.
 - b. Be at least 21 years old.
 - 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 or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
2. There must be at least one Alateen Sponsor at every Alateen meeting.
3. Overt or covert sexual interaction between an AMIAS and an Alateen member is prohibited.
4. Illegal conduct is prohibited.
5. In order to transport or chaperone an Alateen member, the parent/legal guardian must complete the notarized Information and Permission Form and Medical Form. Regular meeting attendance does not require the form, unless an AMIAS is transporting an Alateen member.
6. All AMIAS must pass an annual Criminal History Background Check.
7. All AMIAS must participate in AMIAS Training. Training is required for the first two consecutive years as an AMIAS and every three years thereafter during continuous service as an AMIAS.

AMIAS Certification and Recertification Instructions & Process:

1. Contact District Alateen Coordinator, or if one is not available, contact Area Alateen Coordinator for AMIAS Training.
2. Complete AMIAS Registration Form & Criminal Record Release Authorization Form (2 pages)
3. Complete AMIAS WSO Form.
4. Send both forms and payment for background check (\$6.50, payable to ETAAA) to the Area Alateen Process Person.¹
5. Area Alateen Process Person will complete registration, including Criminal History Background Check, and securely store all records.
6. Area Alateen Process Person forwards the AMIAS WSO Form (2) to the World Service Office.
7. Area Alateen Process Person will notify AMIAS when registration is complete.
8. All AMIAS must register annually by June 15.

Responsibilities of the Area Alateen Process Person (AAPP):

- Process initial certification and annual recertification of all AMIAS.
- Provide each applicant of the Alateen Service certification with a notarized confidentiality statement.
- Retain confidential records safely for 3 years, and then properly dispose of all records.
- Notify each applicant of their certification and assigned WSO ID number.
- All Alateen Group Registrations or Changes are go through the AAPP who will provide the Alateen Registration/Group Records Change Form (GR-3). The Alateen Group Sponsor completes the form, and submits it to the AAPP. AAPP will notify each Alateen group of their registration or changes submitted.
- Notify the Area Group Records Coordinator, Area Website Coordinator, District Representative, District Alateen Coordinator, Area Alateen Coordinator and local Al-Anon Information Services of the registered meetings.
- The AAPP has the discretion to decide on an individual basis the eligibility of an AMIAS. Any questions or circumstances requiring special attention can be directed to the AAPP.
- Participate in P.O.S.S.E. (Program of Sponsors Sharing Everything), the annual weekend provided for training and fellowship.

Responsibilities of the Area Alateen Coordinator (AAC):

- Administer & maintain AMIAS Training Program:
 1. Update Training Workshop Presentation and Training Manual as needed.
 2. Approve all Area Trainers. Recommended qualifications for Trainers include being an active Alateen Group Sponsor for a minimum of 2 years, having attended a minimum of 2 Training Workshops. Qualifying Area Trainers is at the discretion of the AAC, including any exceptions or changes to the recommended qualifications. Typically, once a Trainer has been approved by a current AAC, they can continue in service as a Trainer as the position of AAC rotates.
 3. Distribute the Training Workshop Presentation to Trainers upon request. Trainers may also use other presentations according to their discretion.
 4. Distribute Training Manual to all District Alateen Coordinators (DACs) for distribution to newly registering AMIAS in their districts. In districts without a DAC, the AAC distributes the Manual directly to the newly registering AMIAS.
- Approve all Training Workshop fliers, provide the Website Coordinator with approved flier for posting, and distribute fliers to all districts, by providing to DACs or District Reps (districts without a DAC).
- Communicate regularly with all AMIAS, directly and also via the District Alateen Coordinators, providing updates from the World Service Office.
- Facilitate AMIAS meetings and workshops at Area events.
- Work with the AAPP regarding any situations requiring special attention.
- Participate in P.O.S.S.E. (Program of Sponsors Sharing Everything), the annual weekend provided for training and fellowship.

Area 53 Al-Anon Member Involved In Alateen Service (AMIAS) Registration Form

(Trial Period June 2014 through June 2017)

Last Name	First Name	Middle
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Maiden/Other Names: Last	First Name	Middle
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Street Address	City	State	Zip Code
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Previous Street Address	City	State	Zip Code
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Daytime Phone	Cell Phone	Email Address
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Social Security #	Date of Birth	Gender	Drivers License #
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Initials	I agree to the East Texas Area Alateen Safety & Behavioral Requirements and certify that:
	I am an Al-Anon member regularly attending Al-Anon meetings. HOME GROUP: _____ DISTRICT: _____
	I am at least 21 years old.
	I have at least 2 years in Al-Anon in addition to any time spent in Alateen.
	I have not been convicted of a felony, and have not been charged with child abuse or any other inappropriate sexual behavior, and I have not demonstrated emotional problems which could result in harm to Alateen members.
	I understand that there must be at least one AMIAS present at every Alateen meeting, and that two are recommended.
	I will not exhibit overt/covert sexual interaction with any Alateen member.
	I will not engage in illegal conduct.
	I will abide by all WSO and ETAAA guidelines for Alateen activities.
	I understand that in order to transport or chaperone an Alateen member, the parent/legal guardian must complete the notarized Information and Permission Form and Medical Form.
	I have participated in AMIAS Training as needed, either with the Manual or by attending a Workshop. TRAINER (reviewed the Manual or facilitated Workshop): _____
	I grant permission to the Area Alateen Process Person to conduct a Criminal History Background Check and to also verify any information I have provided.

Criminal Record Release Authorization

In order to safeguard the minor-aged members of our Fellowship, East Texas Area 53 Al-Anon/Alateen (ETAAA) conducts criminal history background checks on all adults who participate as Al-Anon Members Involved in Alateen Service (AMIAS). Information obtained is confidential as provided by law and will be used and retained only as authorized by law. A licensed private security firm will conduct the criminal history background check. The Area Alateen Process Person will retain records for three years. The pass/fail determination will be made by the Area Alateen Process Person based on the information provided by the background check.

There shall be no discrimination against an otherwise qualified volunteer by reason of age, race, color, ethnicity, sex, religion, national origin, socioeconomic status, or citizenship status. It should be the expectation of all members of Al-Anon and Alateen that the 12 Steps, 12 Traditions and 12 Concepts of Service will be our basis for acceptance, recovery and service.

Authorization:

I hereby give my permission to East Texas Area 53 Al-Anon/Alateen to obtain information relating to my criminal history record through Rapsheets. The Criminal History Record, as received from the report agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that the information will be used, in part, to determine my eligibility to serve as an Al-Anon Member involved in Alateen Service. I also understand that as long as I remain involved in Alateen Service, the Criminal Record Check may be repeated at any time. I understand that I will have a limited opportunity to review my eligibility for being involved in Alateen.

I hereby release and agree to indemnify East Texas Area 53 Al-Anon/Alateen and hold its agents harmless from and against any and all liability, expense (including court costs and attorney's fees) and claims for damage of any nature whatsoever resulting from the investigation of my background in connection with my application to become involved in Alateen Service.

Name

Signature Date

State of Texas)

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County of _____), personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and that the statements wherein contained are true.

Notary Public's Signature (SEAL)

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: