

Idaho Area 13 Guidelines

For

Alateen Attendance at Al-Anon Functions

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Adopted by unanimous consent at Area 13 Assembly – May 5, 2007

Foreword : Alateen Attendance at AI-Anon Functions

The following guidelines have been compiled as a result of researching other AI-Anon Area's Guidelines throughout the United States and taking into consideration input from AI-Anon and Alateen members in Idaho.

Area Assemblies

Alateen attendance and participation in Area Assemblies should be a matter of policy decided by the Host District.

The different Districts which will be participating in the Assembly can and should decide for themselves if they want their Alateens to participate based upon the policy of the Host District.

Since Area Assemblies are usually working conferences, which are generally attended by Group Representatives or their alternates, Alateen attendance and participation should be limited to the Group Representative or Alternate of each Alateen Group. If an Alateen Group Representative attends an Assembly, it will be necessary for him or her to participate in working meetings and meals along with other AI-Anon members. Such participation is a very important part of the Alateen program and builds self esteem and confidence.

As a practical matter, Young Alateens (under the age of 13) should not attend Assemblies which are not in their home towns or immediate proximity. This will eliminate the need for sleeping accommodations and allow for more direct supervision by parents, sponsors or other Host District personnel. It is not the duty of Alateen Sponsors to be or provide services as babysitters.

These same guidelines apply to Workshops and Mini-Conferences.

Round-ups

Alateen attendance at a Round-up is entirely appropriate and should be encouraged. Open Alateen meetings, with panels, skits and general sharing are very helpful to other teenagers in the program, teenagers who might not yet be in the program and parents.

Alateen social functions at Round-up's may include swimming parties, special meals and other fun activities, but should be closely supervised by sponsors and AI-Anon Members Involved in Alateen Service.

General Guidelines

The WSO guidelines provide for Information and Permission forms and if appropriate, Medical Information Forms. For an Alateen member to attend an AI-Anon function, these forms or other approved forms, should be executed by a parent or legal guardian. Copies should be retained by the person executing the form, the Sponsor and / or AI-Anon Member Involved In Alateen Service (AMIAS) and the Conference Registration Desk.

Additionally, and only if necessary, a medical release for medication or unusual medical condition should also be given to the hotel medical personnel for emergency use.

Sponsors, while not being babysitters, should have knowledge of the whereabouts of the members of their group at all times.

All Alateen attendees are expected to attend the Assembly / Round-up's meetings, work sessions, and group meals / luncheons / banquets (food events). If not able to afford the food events, Alateen members should inform the Sponsor so that alternate arrangements can be made. It would be wise to canvass the Alateen members ahead of time, to find out if they are going to attend a regular food event and if necessary, plan, (perhaps with other sponsors, District Rep's and other group representatives) for alternative food arrangements.

Alateen Members attending any AI-Anon event are expected to behave in accordance with Idaho Area 13 Alateen Behavioral Guidelines.

At no time should males be in female quarters or females in male quarters. This goes for Sponsors as well as Alateen members as provided in the Sponsor / AMIAS Guidelines.

Remember, it is always prudent for sponsors to work in male / female teams when dealing with Alateen groups. This is for the protection of both the sponsors and the kids.

Notes:

ID A-13 Alateen Area 13 Behavior Guidelines

1. Each Alateen member is to take responsibility for his/her own behavior, keeping in mind the 12 Steps and 12 Traditions of Alateen. "What I do reflects on my Alateen group, the activity, and Alateen and Al-Anon as a whole". Engaging in roughhousing, fighting, overt and covert sexual behavior or any other inappropriate activities before, during or after an Al-Anon / Alateen event can put you or your group in a dangerous position and prevents you from receiving the help that Alateen offers.
2. Each Alateen is to treat sponsors and other adults with courtesy, respect and trust in order to encourage adults to treat all Alateens with the same courtesy, respect and trust.
3. Each Alateen is to read and acknowledge the ID A-13 Alateen Behavior Guidelines and ID A-13 Al-Anon Member Involved in Alateen Service Guidelines before attending the Assembly / Round-up / Convention Conference / Event (hereafter referred to as "the conference"). To be sure there are no misunderstandings of expectations, please ask questions on what the guidelines mean.
4. Each Alateen must provide an approved WSO or ID A-13 Information and Permission form and Medical Care Authorization Form signed by a parent or legal guardian and notarized. Alateens who are 18 years of age or older may sign their own forms.
5. Alateens attending a conference must register in the presence of a Sponsor, AMIIAS or parent who agrees to be responsible for the Alateen during the conference. The conference Identification Badge should be worn whenever the Alateen is outside of the sleeping room. When swimming, etc., the badge should be accessible and visible, i.e.: with your towel or personal bag.
6. An Alateen who drives a vehicle to the conference is expected to give the keys to the Sponsor for the duration of the conference.
7. All Alateens in attendance at a conference are expected to attend all scheduled Alateen and Al-Anon meetings except when excused by their Sponsor. Alateen Group Representatives will attend all All-Anon Business Meetings. "Participation is the key to harmony" – Concept IV.
8. Courtesy requires that entering or leaving a meeting should be kept to a minimum. Giving loving support to each person who shares requires that side conversation and horseplay be avoided. Advise your Sponsor of your whereabouts at all times.
9. No girls or female Sponsors are allowed in boys or male Sponsors rooms. No boys or male Sponsors are allowed in girls or female Sponsors rooms.
10. Each member agrees to abide by the laws of the state and any guidelines in place at any Al-Anon / Alateen conference. Possession or use of alcohol, drugs or any substance prohibited by law is strictly forbidden.
11. Between meetings and events, each Alateen is expected to behave in ways that are respectful of all other people at the facility where the conference is being held. Each Alateen is to be aware of and abstain from what could be interpreted as sexual harassment by others, including offensive language, gestures or t-shirts.
12. Each Alateen is expected to be appropriately dressed for the location, function and occasion. Remember that the conference "has but one purpose", recovering in the Alateen program. Revealing clothing is not appropriate.
13. Alateens are to abstain from overt / covert sexual activity. Hugs and hand holding are not considered sexual. USE GOOD SENSE.
14. Curfew time for all Alateens to be in their rooms is 1:00 AM, unless the conference or a Sponsor establishes an earlier time. Alateens may leave the conference facility only if they have specific permission from their Sponsor, an AMIIAS or a parent.
15. The primary responsibility for adherence to these ID A_13 Guidelines is with the Alateens themselves and with any Alateen who becomes aware of deviation from the Guidelines. Any Alateen that is not able to live within these Guidelines may be given a quick trip home after his / her parent has been called.
16. Serious infractions of these Guidelines are to be reported to the Area Chairperson or Alateen Coordinator. A committee, which includes Alateens, is to review the situation. That committee may decide that "personal progress for the greatest number" requires a quick trip home.

ID A-13 Alateen Behavioral Guidelines (p.2)

17. Other Guidelines for this conference. (Optional)

Acknowledgements:

I have read, understand and agree to abide by **The Idaho Area 13 Alateen Behavioral Guidelines .**

Alateen: _____ **Date** / /
Signature Print Name

Sponsor: _____ **Date** / /
Signature Print Name

ID A-13 Certified Alateen Sponsor, Parent or AI-Anon Member Involved In Alateen Service (AMIAS)

Guidelines for Idaho Area 13 AI-Anon / Alateen

1. An adult, whether the certified Alateen Sponsor, an AI-Anon Member Involved In Alateen Service or a parent, (referred to hereafter as the Sponsor and / or AMIAS), must agree to be responsible for each Alateen registered for the Assembly / Convention / Conference / Event / Round-up (referred to hereafter as the Conference).
2. All Sponsors are to exercise their responsibilities by treating Alateens with courtesy, respect and trust, in order to encourage courteous, respectful and trustworthy behavior from the Alateens.
3. A Sponsor is to read and discuss the ID A-13 Alateen Guidelines and Certified Alateen Sponsor / AMIAS Guidelines with each Alateen attending the conference, to be sure there are no misunderstandings of expectations.
4. Since a Sponsor is responsible for his / her Alateen(s), if a Sponsor is uncomfortable, prior to the conference she / he may decline to sponsor an Alateen.
5. A Sponsor is to register as an AI-Anon for the conference. The Sponsor is to be present when each Alateen registers at the conference, and is to retain a copy of the signed ID A-13 Alateen Information and Permission Form, Medical Information Form, Acknowledged ID A-13 Guideline Form and this form for each Alateen sponsored.
6. When an Alateen drives to the conference, the Sponsor is to keep the keys for the duration of the conference.
7. Sponsors are not required to, but may, attend Alateen meetings. The conference Alateen Committee selects certified Sponsors for each Alateen meeting.
8. A Sponsor or AMIAS is to be with any Alateen who is not attending a scheduled Alateen or AI-Anon meeting, unless the Alateen has specific permission from his or her Sponsor to be in his or her room due to an extenuating circumstance, such as illness.
9. Courtesy requires that entering and leaving the meetings must be kept to a minimum. Giving loving support to each person who shares requires that side conversations be avoided.
10. If a Sponsor needs to leave the conference facility, they are to find a way to inform their Alateens of their absence. (for example: inform the Alateen GR, and inform another Sponsor or AMIAS).
11. A Sponsor or AMIAS is to accompany any Alateen who leaves the conference facility.
12. Each Sponsor is expected to be appropriately dressed for the location, function and occasion.
13. Possession or use by sponsors of alcohol, illegal drugs and weapons is strictly forbidden.
14. A Sponsor may require additional guidelines or more specific guidelines for the Alateens he / she sponsors. Alateens are to be involved in creating such guidelines. Guidelines can be agreed to on: safety while traveling, time for lights out and quiet, where Alateens may go during free time, etc....)
15. Sponsors are to abstain from overt / covert sexual activity. Hugs and handholding are not considered sexual.
16. Each Sponsor is to be aware of and abstain from what could be interpreted as sexual harassment by someone else, including offensive language, offensive t-shirts, etc....
17. The primary responsibility for adherence to these Certified Alateen Sponsor / AMIQA Guidelines is with any Sponsor who becomes aware of deviation.
18. Any Sponsor who sees an Alateen who is not able to live within the Alateen Guidelines is to get the name of the Alateen and the name of his or her Sponsor and report the incident to that Sponsor.
19. The Sponsor of an Alateen who has failed to live within the Alateen Guidelines is to handle the situation quickly, respectfully and firmly. Serious infractions of Alateen Guidelines are to be reported to the Area Chairperson or Alateen Coordinator. A committee, which is to include Alateens, is to review the situation and if warranted may decide that "personal progress for the greatest number" warrants a quick trip home.
20. A Sponsor may, by direct agreement with an AMIASD, pass the responsibility for an Alateen to the second AMIAS for a specific situation (example: go to the store, restaurant or stay in a different room).

ID A-13 Sponsor or Parent and Alateen Behavioral Agreement

Conditional Preface: To attend the conference with an adult not your parent, you must have six months or more of regular attendance at Alateen meetings. (If attending the conference with your parent, you need not meet the 6 month requirement.)

1. Each Alateen agrees to live within the ID A-13 Alateen Guidelines and any additional guidelines published by the Assembly / Convention / Round-up / Conference. (referred to hereafter as the Conference).
2. Each Sponsor agrees to live within the ID A-13 Sponsor Guidelines and any additional guidelines published by the conference.
3. The use of cigarettes or tobacco products is prohibited by minor Alateens.
4. Lights out and quiet time is: _____.
5. During free time, Alateens may be anywhere within: _____.
6. During free time, the Sponsor agrees to be within the same area, unless Alateens are informed by _____.
7. Each Alateen is expected to bring enough food or money to eat properly during the conference and while traveling.
8. Foul language is not needed to express feelings. Please respect those that could be offended.
9. While traveling in a motor vehicle, each person is to have his or her seat belt buckled.
10. While traveling, possession or use of alcohol, illegal drugs or weapons is strictly forbidden.
11. Other guidelines for this conference _____

I Agree: _____
Signed, Alateen

I Agree: _____
Signed, Sponsor

I Agree: _____
Signed, Parent (if applicable)