

Idaho Area Requirements for Al-Anon Members Involved in Alateen Service
(approved by AWSC - March 31, 2018)

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 (WSO) or on district or area meeting lists without its Alateen sponsors/Al-Anon Member Involved in Alateen Service obtaining **District and** Area approval. **Requirements 4 through 6 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 2 years in Al-Anon in addition to any time spent in Alateen, and **have been attending Al-Anon for the past 2 years.**
 - d. not have been charged with, plead guilty to, or been convicted of a felony. And not have been charged with, plead guilty to, or been convicted of child abuse, domestic violence, **child endangerment, injury to a child - misdemeanor or felony offense,** or any other inappropriate sexual behavior **whether it was a withheld judgment or not.** And, have not demonstrated emotional problems which could result in harm to Alateen members.
 - e. **agree to not have personal one-on-one contact with Alateen members outside the meetings, in person, via phone, text, email, or social media.**
 - f. not have been charged with a DUI, and if charged, not be eligible for 1 year after dismissal of the charge. **If convicted of a DUI, not be eligible for 3 years after conviction.**
 - g. **agree to attend one AMIAS sponsor training session annually. This could be online training.**
 - h. 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.
 - i. pass a background check by the Idaho State Police Bureau of Criminal Investigation.
 - j. agree to participate in the yearly recertification process for “Al-Anon Members Involved in Alateen Service” in the Idaho Area. **And agree to repeat a background check every 5 years, or according to the current Idaho Area guidelines.**
 - k. agree to resign the position(s) of “Alateen Group Sponsor” and “Al-Anon Member Involved in Alateen Service” if asked, for any reason **including a disqualifying event, because the safety of the teens is paramount** and understanding that resignation is not an admission of any wrongdoing.
 - l. 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 Group sponsor/ ~~or one~~ Al-Anon Member Involved in Alateen Service at every Alateen meeting. It is recommended that there be two AMIAS if possible.**
3. **The maximum number of Alateen Groups recommended for any AMIAS to sponsor is three (3). School groups with multiple sessions count as ONE group.**

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

(approved by AWSC - March 31, 2018)

4. The area requirements prohibit overt or covert sexual interaction between any adult and Alateen member, defined as: any sexual advances whatsoever, permitting sexual advances from Alateen members, unwanted physical affection, dating an Alateen, lewd behavior (dirty jokes, use of profanity, inappropriate discussion of sexual behavior, inappropriate dress, inappropriate touching or hugging). AMIAS agree not to initiate hugging any Alateens.
5. The area requirements prohibit conduct contrary to applicable laws, including specific disqualifying crimes listed in the current Idaho Administrative Code 16.05.06 Section 210.01. (<https://adminrules.idaho.gov/rules/2009/16/0506.pdf>)
6. The area requirements require all Alateens attending assemblies or workshops to have a signed parent permission form and a medical care form when applicable.
7. Failure to promptly divulge a disqualifying event that occurred between background checks will result in being permanently ineligible for Alateen service. A disqualifying event is defined as including any requirement or restriction noted in this document and including includes any charges of a felony offense or any misdemeanor offense related to children (i.e. Injury to Child) listed in Idaho Administrative Code 16.05.06 Section 210.01.
8. 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 Alateens and adults, adults to adults or between Alateens at any Al-Anon or Alateen event. The term “adult” includes all Al-Anon or 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.

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, or Area Alateen Coordinator/Alateen Process Person (AAPP) to express interest in working with Alateens.
2. Meet, review 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, 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 4 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. Optional: Attend Alateen meetings with another Alateen Sponsor/Al-Anon Member Involved in Alateen, with permission of the Alateen group.

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

(approved by AWSC - March 31, 2018)

7. The Area Alateen Process Person (AAPP) will contact your Al-Anon references.
8. The results of your background check will be sent from the Idaho State Police (ISP) directly to the Idaho Area Alateen Process Person. If the background report shows “No Record,” the AAPP will verify that the candidate’s name ~~will be cross-checked against~~ is not on the ISP Sex Offender Registry. If ~~there are no red flags from~~ the Sex Offender Registry is clear and there’s “No Record” from the Idaho State Police, the AMIAS form will be signed by the AAPP and electronically submitted to the WSO. The WSO adds the AMIAS information to their database and assigns an I.D. number. WSO emails the AAPP once the information is added to the database. The candidate is then certified by the Idaho Area.
9. If the ~~Idaho State Police~~ background check shows a “Record,” the certification process stops and the AAPP will call or contact the candidate to clarify the offense. If the background check information prevents the candidate from being certified, the background check results will be returned to the candidate and the candidate will be informed of the reason. The AAPP will keep a copy of all background checks for at least five (5) years. Any felony offense and any misdemeanor offense ~~that is~~ listed on the Idaho Administration Code 16.05.06 Section 210.01 will automatically disqualify the candidate. Any other offense listed by the ISP will require clarification by the candidate.
10. The Area Alateen Process Person keeps each current certified sponsor’s AMIAS form, Alateen Service Candidate form, and background check in a binder. Any Social Security numbers are blacked-out for security.
11. Attend at least one Alateen Sponsor Training/Workshop with other Alateen Sponsors/Al-Anon Members Involved in Alateen Service, past or current. This can be an online training.
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 Al-Anon Member Involved in Alateen Service (AMIAS). Fill out and sign the forms and send to the Area Alateen Process Person no later than June 1st. The AAPP will update the information on the WSO Alateen database. Hardcopies of the updated information will be kept in the AAPP binder for one year, until the next update. Old copies will be shredded.
14. Certified AMIAS need to update their background checks every five (5) years.

Guidelines updates:

Original: 12/31/2004, (local counsel: Debra Irish Attorney, Boise)

Revised: 5/2010

Revised: 5/2016

Amended: 12/2017

Revised: 3/31/2018, (local counsel: Doolittle Law, Boise)

Idaho Area Requirements for Al-Anon Members Involved in Alateen Service (approved by AWSC - March 31, 2018)

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

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 Al-Anon Member Involved in Alateen Service (AMIAS) Certification form and the Alateen Service Candidate form found ~~listed below~~ on pages 14-16 of this document. Send the forms to our Area Alateen Process Person (AAPP). Please follow the procedures below for a background check. You can also click on this link: < <http://al-anon-idaho.org/alateen-sponsorship> > 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 Idaho Area Alateen AAPP" (Contact your District Rep for the name and address of the person currently serving as AAPP) ~~Ruth Blaha.~~ Address of Requester is PO Box 1531, Eagle, ID 83616. See sample forms online. The background check results MUST go to the agency (AFG Idaho), not the member 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 \$35.00 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 \$25.00 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 documents in a large envelope. If you have questions, call 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 (AAPP), within 10 days. If the report comes back with "No Record," the AAPP will also check names against the Idaho State Police Sex Offender Registry on a yearly basis, 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 1819, Lewiston, ID 83501 listed on the Expense form.

Idaho Area Requirements for Al-Anon Members Involved in Alateen Service (approved by AWSC - March 31, 2018)

AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE (AMIAS) 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 (AAPP). Check with your District Rep for the name and address of the person currently serving in this role. Ruth Blaha, P.O. Box 1531, Eagle, ID 83616. After receiving a “No Record” background report, the AAPP will sign the AMIAS form and process the information electronically with ~~send it to~~ the WSO database. After the World Service Office assigns you a WSO I.D. number, you will be officially certified in Idaho.
6. If your background check information prevents you from being certified, the background check results will be returned to you and you will be informed of the reason. The AAPP will keep a copy of all background checks for at least five (5) years. ~~with “No Record” for those who are certified AMIAS.~~

Responsibilities of an Alateen Group 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 the 2003 Alateen Motion, Alateen literature, Guidelines, the *Alateen Service e-Manual*, and the Alateen Policy found in the *Al-Anon /Alateen Service Manual*. All can be found on the Al-Anon website at www.al-anon.org under the Members tab.
5. Guide Alateens towards working the Twelve Steps for personal recovery.
6. Agree not to have one-on-one personal contact with Alateens outside the meeting. Alateens sponsor other Alateens.
7. Uphold the established behavior requirements Alateens set for their meeting.
8. Respect and protect the Alateens' anonymity.
9. Report child abuse in accordance with Idaho state law.
10. Provide a safe meeting place.
11. Keep Area/District phone numbers available. Contact the District Representative or District Alateen Coordinator regularly to discuss ideas, successes, or concerns.
12. Attend Alateen Sponsor Workshops or trainings.
13. Keep group information up-to-date, notifying district and area of any changes in sponsors, meeting time or location.
14. Help Alateens take responsibility for their group.
15. Encourage the participation of Alateen at district meetings and Al-Anon functions.
16. Get signed medical, permission, and travel forms necessary if transporting Alateen members, or if Alateens will be attending an out-of-town event.
17. Parents are advised not to sponsor/co-sponsor an Alateen group that their child attends.

Idaho Area Requirements for Al-Anon Members Involved in Alateen Service (approved by AWSC - March 31, 2018)

18. Al-Anon and Alateen are not above the law. It is the responsibility of the certified AMIAS to report any legal issues to the AAPP who will assist in determining if any potential charges require suspension of service as an AMIAS

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 Al-Anon Members Involved in Alateen Service (AMIAS)

1. Alateens or Al-Anon members may go to the Area Alateen Coordinator, District Alateen Coordinator, or District Representative with concerns about an AMIAS Alateen sponsor.
2. The district, after consultation with the Area Alateen Coordinator /Area Alateen Process Person, has the responsibility to remove any Al-Anon Sponsor/Al-Anon Member Involved in Alateen Service (AMIAS) 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 Group Sponsor/Al-Anon Member Involved in Alateen Service. The Area Alateen Coordinator or District Representative will notify the AMIAS person who has been removed.

Who may attend Alateen meetings

1. Teens 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/ 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, with permission of the Alateen group, and are required to be certified in their positions.
6. Area Alateen Process Person may attend any meeting, with permission of the Alateen group, and is required to be certified in this position.
7. Area Officers and District Representatives may visit an Alateen group meeting in their district, as a guest as part of their duties, with the permission of the group.
8. An Alcoholics Anonymous member may only attend an Alateen meeting as an Alateen Group Sponsor/ Al-Anon Member Involved in Alateen Service by virtue of his/her Al-Anon membership. Al-Anon Dual-members who are also members of A.A. are eligible to serve as an AMIAS as long as they meet the Area requirements to serve.

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

(approved by AWSC - March 31, 2018)

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 Group sponsor(s) first. If needed, contact your District Representative or District Alateen Coordinator for help. **Additional trusted servants include the Area Alateen Coordinator and Area Officers that are certified AMIAS.**

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 **Alateen groups** 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~~ **Encourage** Alateens to attend **any** 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 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 **until a replacement is found.**
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.

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

(approved by AWSC - March 31, 2018)

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). Both positions require AMIAS certification.
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. Current record is defined as records of all Active AMIAS and Alateen Groups. Deactivated AMIAS certification forms and disbanded group records will be shredded. The AMIAS Status Change Forms for deactivated AMIAS will be kept to ensure Alateen safety in the future. All background checks will be kept for at least five (5) years.
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 AMIAS 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 annual updating/re-registration of all Alateen groups in the Idaho area.

Certification of AMIAS and Registration of Groups

Only those who have completed the AMIAS registration certification process and have received a WSO certification through the Idaho Area process may be eligible to sponsor an Alateen group.

For safety reasons, new Alateen groups need to be registered with WSO through the Alateen Area Process Person. Groups do not meet or appear on local meeting schedules until the registration process is complete. Meetings must be registered prior to publishing in local newspapers or websites.

Recertification of AMIAS and Annual Update of Alateen Groups

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.

Annually, registered Alateen Groups are required to update the group information 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 30th. Please mail or email your Alateen group update form to the Idaho Area Process Person and the Idaho Area Group Records Coordinator by June 1st.

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

(approved by AWSC - March 31, 2018)

The **Alateen group update and AMIAS** re-certification begins in March. The Area Alateen Coordinator/Area Alateen Process Person needs the forms returned to him/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 **AMIAS understand** the District Representative explains the ~~process and~~ the consequences for not recertifying and **Alateen Groups understand the consequences for not updating Alateen group information.**

Consequences:

AMIAS who do not re-certify will be removed from the Area list and **placed as “Inactive” in the WSO database.** **The AMIAS** will be ineligible to serve Alateen **until** the member wishes to recertify at a later date. **Applicable training and they will need to complete the background check will have to take place** again.

Alateen Groups that do not **re-register update** 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~~ **Idaho Area** 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~~ **January** 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 **updated** ~~re-registered~~ until June 30 of the following year.

The World Service Office annually sends an **Alateen Group Update 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.~~

Documents to accompany these guidelines

(subject to change)

- _____ List of Alateen Materials available for reference (pg. 10)
- _____ Alateen Safety Guidelines/ Permission and Medical forms– G-34
- _____ Idaho Area Alateen Service Candidate Form (pg. 12-13)
- _____ Al-Anon Member Involved in Alateen Service Form (pg. 14)
- _____ Alateen Registration/Group Records Change Form (on Area website)

- _____ Idaho Alateen Behavior Guidelines (on Area website)
- _____ Information about Reporting Child Abuse or Neglect (pg. 11)

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

(approved by AWSC - March 31, 2018)

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

	Alateen Service e-Manual (found on Members tab at www.al-anon.org)
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	Al-Anon/Alateen Participation in an AA Convention
G-12	How to Start an Al-Anon Group
G-19	Starting an Alateen 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.

To report suspected child abuse, neglect or abandonment call:

Statewide: 1-855-552-KIDS (5437) Idaho H&W 24-hr. reporting

Treasure Valley: 208-334-KIDS (5437) Idaho H&W 24-hr. reporting in Boise area

~~The number to call in the Boise area is 208-334-0808. From anywhere in Idaho, during business hours, Call the Idaho Care Line, 2-1-1 or 1-800-926-2588~~ for information or referral, or 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 Al-Anon Members Involved in Alateen Service inform Alateen members **before sharing begins in the meeting** 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 _____
 District # _____ Home group name _____ Yrs in Al-Anon _____
 Home Group town/meeting place _____
 Please list Two Al-Anon Name _____ Phone _____
 References (not related) Name _____ Phone _____
 List your Sponsor as Name Phone
 reference _____

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 the last 2 years, in addition to any time spent in Alateen.			
I attend at least four Al-Anon meetings a month.			
I have a Sponsor. I have worked Steps 1, 2, and 3 with my Sponsor.			
I have not have been charged with, plead guilty to, or been convicted of a felony. And have not been charged with, plead guilty to, or been convicted of child abuse, domestic violence, child endangerment, injury to a child - misdemeanor or felony offense, or any other inappropriate sexual behavior whether it was a withheld judgment or not. And, I have not demonstrated emotional problems which could result in harm to Alateen members.			
I have not been charged with a DUI in the past year. I have not been convicted of a DUI in the past 3 years.			
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, 4) dirty jokes, use of profanity.			
I agree to not have personal one-on-one contact with Alateen members outside the meetings, in person, via phone, text, email or social media.			
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, including specific disqualifying crimes listed in Idaho Administrative Code 16.05.06 Section 210.01.			
I agree to participate in the yearly recertification process. And I agree to repeat a background check every 5 years, according to Idaho guidelines.			
I agree to divulge a disqualifying event promptly, that may occur between background checks, including any requirement or restriction listed here and including charges of a felony offense or a misdemeanor related to children (i.e. Injury to Child). Failure to do so will result in being permanently ineligible for Alateen service.			
I agree to attend one Alateen Sponsor training session annually. This could be online training.			
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 for any reason, or if I cannot meet these requirements because the safety of the teens is paramount.			

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

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.

Annually, Alateen Groups are required to **update the group information** 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 Alateen group update** form to the Idaho Area Process Person by June 1st.

Idaho Area Alateen Process Person (AAPP)

(contact your District Rep for the name, address, and email of the person currently serving as AAPP)

Must be received no later than June 1st.

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: _____

AI-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 **AI-Anon** program (in addition to any time spent in Alateen) for at least 2 years. _____
3. I attend at least one AI-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 **Alateen meeting** 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). **I agree that initiating hugs could be misconstrued by vulnerable teenagers and must be avoided.** _____
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 AI-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 AI-Anon and Alateen as a whole. _____
11. I have not been charged with, **plead guilty to, or been convicted of** a felony. _____

Idaho Area AMIAS Recertification Form (cont.)

12. I have not been charged with, plead guilty to, or been convicted of child abuse or any other offenses against children, including misdemeanor or felony Injury to a child, domestic violence, lewd behavior with a minor, or any other behavior that might be harmful to a child, whether it was a withheld judgment or not. _____

13. I have not been charged with, plead guilty to, or been convicted of inappropriate sexual behavior. _____

14. I am not demonstrating emotional problems that could result in harm to Alateen members. _____

15. I agree not to have one-on-one contact with Alateens outside the meeting. Alateens sponsor other Alateens. _____

16. I agree not to conduct myself in a manner contrary to applicable Idaho laws, including specific disqualifying crimes listed in Idaho Administration Code 16.05.06 Section 210.01. _____

17. I agree to divulge a disqualifying event, promptly, that may occur between background checks, including any requirement or restriction listed here and including charges of a felony offense or a misdemeanor related to children (i.e. Injury to Child). Failure to do so will result in being permanently ineligible for Alateen service. _____

18. I have not been charged with a DUI in the past year. I have not been convicted of a DUI in the past 3 years. _____

19. I agree to participate in the yearly recertification process for "Al-Anon Members Involved in Alateen Service" in Idaho Area. _____

20. I agree to submit to a fingerprinted background check through the Idaho State Police every 5 years according to Idaho guidelines. _____

21. I agree to use applicable travel, permission and medical forms for any Alateen traveling to an event. _____

22. I agree to attend one Alateen Sponsor training session annually. This could be an online training session. _____

23. 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. _____

24. I have read, understand, and agree that I meet items 1 through 23 above. I agree to step down at any time if I cannot meet these criteria. _____

Idaho Area AMIAS Recertification Form (cont.)

The following is required for AI-Anon Members Involved in Alateen Service: (Please initial each statement)

1. I agree to allow the Idaho Area and its authorized representatives 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 _____