

# Montana AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements

## Introduction

Alateen provides a safe place for young people affected by someone else's drinking to share their own experience, strength, and hope with each other, and to learn how to apply the principles of the Al-Anon/Alateen program to their lives. Al-Anon members who wish to serve Alateen in any capacity are required to participate in a certification process as described in this document. Once certified, the member becomes an Al-Anon Member Involved in Alateen Service (AMIAS). Alateen Group Sponsors are certified AMIAS who give their time to ensure that the spiritual principles of the Al-Anon program are shared with the Alateen group.

## Purpose

The purpose of this document is to ensure that Area 32 can continue to use the Alateen name in accordance with the policy for Alateen as stated in the current *Al-Anon/Alateen Service Manual* (P-24/27) - "In order to use the Alateen name, each Area in the World Service Conference Structure must have Area Alateen Safety and Behavioral Requirements in place that meet or exceed the minimum requirements set by the 2003 Alateen Motion. Each Area's established Safety and Behavioral Requirements, as well as any revisions to those same Requirements, must be current, compliant, and on file with the World Service Office (WSO). These Requirements, developed by individual Areas, protect the teens and the adult Al-Anon members who serve them and assure parents and guardians that Al-Anon and Alateen function within the law."

## Definitions

**Alateen Group Sponsor:** An Alateen Group Sponsor is a certified AMIAS who has made a commitment to be of regular service to a specific Alateen meeting.

**Alateen Member:** A person age 9 to 19, participating in the Alateen program.

**Al-Anon Member Involved in Alateen Service (AMIAS):** An Al-Anon member who is currently certified in accordance with the Montana AFG requirements, as delineated further in this document.

**Alateen Personal Sponsor:** Personal sponsorship is a peer-to-peer relationship; Alateens serve as personal Sponsors to each other. Alateen Group Sponsors and other AMIAS do not serve as personal Sponsors to individual Alateens.

**Area Alateen Coordinator (AAC):** An AMIAS acting as liaison between groups, districts, Al-Anon Information Services, and the World Service Office (WSO); conveying service information from WSO to districts, information services, and groups; and distributing and submitting Alateen forms and WSO Group Records reports by the required dates. In some places, this position is referenced as the Area Alateen Process Person (AAPP), the AAC serves concurrently as the AAPP in Area 32.

**Inappropriate Behavior:** Conduct by any person in attendance at an Alateen meeting or event which may lead to physical or emotional harm, is deemed disruptive to the group per established group conscience, these guidelines, or an AMIAS, or is performing unlawful acts according to local, state, and federal laws.

**World Service Office (WSO):** Serves as the headquarters of the entire fellowship and assists in the operation of and guards the integrity of the Al-Anon/Alateen program, in accordance with the spirit and principles set forth in the Twelve Steps, Twelve Traditions, Twelve Concepts, and Warranties of the Al-Anon/Alateen Program. Provides and supports the Online Group Records database that stores all current and inactive AMIAS at the Area level as well as the Annual Alateen Recertification platform.

**Events:** The events mentioned in this document refer to Al-Anon/Alateen/AA combined events and/or conferences where Alateen is participating. Examples of such events are:

- a. Alateen conferences
- b. Al-Anon/Alateen conventions
- c. A.A. conventions with Al-Anon/Alateen participation
- d. Area business meetings (Assembly, Area World Service Committee)
- e. District/AIS local event

### **Safety and Behavioral Requirements for Alateen Meetings and Events with Alateen Participation**

1. Alateen meetings are closed meetings; ordinarily only Alateen members, prospective members and the Area-certified Alateen Group Sponsors affiliated with the group attend. However, designated Area trusted servants may occasionally attend the meeting as a resource to the group per the Area's Alateen Safety and Behavioral Requirements.
2. Alateen members in face to face meetings and in virtual meetings are responsible for their own behavior and will handle themselves in a manner that is conducive to recovery, in the spirit of the Al-Anon/Alateen Program's Twelve Steps, Twelve Traditions, Twelve Concepts, and Warranties.
3. AMIAS serve to maintain an environment of safety and trust, in order for recovery to take place and to protect the Al-Anon/Alateen members from physical and emotional harm. When there is disruption in the Alateen meeting, AMIAS and Alateens have full voice to address the concern. If there is no resolution, the group can ask the disruptor to leave the meeting. The group will decide if the disrupting individual can return.
4. At least two AMIAS are required at each Alateen meeting or event. Two Alateen Virtual Group Sponsors are required for every virtual meeting, per WSO requirements. If there are

not two AMIAS or Virtual Group Sponsors the meeting, event, and/or virtual meeting cannot be held

5. AMIAS are responsible for the supervision of Alateens only during the established meeting time or the duration of parental consent for participation in an event.
6. AMIAS and Alateen members are prohibited from conduct contrary to applicable local, state, and federal laws before, during, and after any Alateen meeting or event.
7. Alateen members who are Alateen personal sponsors are encouraged to do so with Alateen members of the same gender identity.
8. Al-Anon and Alateen members participating in Alateen meetings or events will comply with the “Montana AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements”.
9. AMIAS, Alateen members, and each Alateen Group as a whole must comply with the “Montana AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements”, or they will be required to discontinue in Alateen attendance and/or service which would include Alateen sponsorship and participation in Alateen meetings and events.
10. The following requirements apply to every Alateen meeting:
  - a. Alcohol or alcohol innovations, illegal drug use, the use of prescription medication not prescribed to the participant, and the use of over the counter medications not authorized by the parent is prohibited.
  - b. Weapons including but not limited to knives and firearms are prohibited.
  - c. Behavior that is harmful to the Alateens or others will not be tolerated.
  - d. Smoking, vaping, inhaling, smokeless tobacco, and/or tobacco innovations is prohibited before, during and after the meeting.

Should any of the above situations occur it is the responsibility of the Alateen sponsor to remove the offending Alateen and/or Al-Anon or designated Area trusted servants.

11. Each event with Alateen participation will have safety requirements in place that are in compliance with the “Montana AFG Alateen Safety and Behavioral Requirements”. The AMIAS for any event with Alateen participation will follow the guidelines set in *the Alateen Conferences guideline (G-16) and the Alateen Safety Guidelines (G-34)*. AMIAS duties may include:
  - a. Transporting Alateens with parent/guardian permission as outlined in the Area/event Requirements.
  - b. Participating in keeping the event secure.
  - c. Taking responsibility for several Alateens (for weekend events such as Alateen Conferences).
  - d. The assigned AMIAS should know where the teens in their care are at all times.
  - e. At some conferences, Alateens are required to “check in” with their assigned AMIAS at regular intervals.
  - f. Rooming assignments should be such that one adult and one teen do not share a room,

without a third person of the same gender housed in the room. Needs surrounding gender identity may need to be addressed by the event committee. AMIAS and Alateens should never share a bed.

### **Individual Requirements for the AI-Anon Member Involved in Alateen Service (AMIAS)**

1. Each AMIAS agrees to submit and keep up to date the required registration documentation and processes, as listed under the “Required Documentation and Processes” section, below.

2. An AMIAS must be at least 21 years of age, regularly attending AI-Anon meetings, has an AI-Anon sponsor, and has been an active AI-Anon member in the local area for at least two years, in addition to any time spent in the Alateen program.

3. An AMIAS must never have been convicted of or charged with a felony, have pending charges, or have been convicted of child abuse or any other inappropriate sexual behavior. An AMIAS must not have demonstrated emotional problems that could result in harm to Alateen members.

4. The AMIAS agrees to step away from Alateen service immediately if the District Alateen Coordinator and/or the District Representative, Area Alateen Coordinator, other AMIAS who are currently in service, or from a concern raised by an Alateen when there is a controversy that interferes with the AMIAS’ objective of serving Alateen members at the group or event. This action does not inactivate AMIAS certification. The action is for the AMIAS to step away from the service responsibility where the concern is raised.

5. Overt or covert sexual interaction between any adult and any Alateen member is strictly prohibited before, during or after any Alateen group or event. This behavior includes but is not limited to:

- touching an Alateen member inappropriately;
- dating an Alateen member;
- holding or hugging an Alateen member in an inappropriate manner;
- having any inappropriate communication in person, in writing, by phone or electronically.

6. It is suggested that Alateen members and AMIAS become more familiar with the Alateen program and AMIAS/Alateen member responsibilities by reading Alateen Conference Approved Literature to include the *In the Loop* electronic newsletter, the *AI-Anon/Alateen Service Manual (P24/27)*, the *Alateen Service e-manual*

(<https://al-anon.org/for-members/members-resources/manuals-and-guidelines/alateen-service-e-manual/>) and other online resources to include G1, G5, and G7, G19, and G 34 found on the al-anon.org under the Members menu at

<https://al-anon.org/for-members/members-resources/manuals-and-guidelines/>.

7. Mandatory reporting: Alateen Group Sponsors should be familiar with the laws in their locality regarding reporting of abuse toward minors, and be prepared to comply with them. Please check this site each year for updated local laws regarding mandatory reporting:

<https://www.rainn.org/pdf-files-and-other-documents/Public-Policy/Legal-resources/2009-Mandatory-Report/Montana09C.pdf>. There is valuable information on this topic in the section on “Alateen Safety” in the Alateen Service e-manual. See also the Alateen Safety Guidelines (G-34). Sponsors are encouraged to speak with the Alateen member, with other Alateen Group Sponsors and/or district/Area trusted servants before reporting. Any reporting is done as an individual, not as an Al-Anon member or Alateen Group Sponsor.

### **Required Documentation and Processes:**

1. On initial AMIAS application, the Al-Anon member will do the following:
  - a. Submit a personal reference from another Al-Anon member, who is not related to the Al-Anon member, to the AAC. This can be submitted via phone call, text message, email, or paper copy.
  - b. Read and agree to comply with the “Montana AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements” and complete the Al-Anon Members Involved in Alateen Service form.
  - c. Agrees and understands that a name-based background check will be required at the expense of the Montana AFG. The name-based background check is performed through the Montana Department of Justice. More information is available here: <https://dojmt.gov/enforcement/background-checks/>
  - d. Understands that the AAC will conduct a name search on the Montana Department of Justice Sexual or Violent Offender Register (<https://app.doj.mt.gov/apps/svow>), the Montana Department of Corrections Correctional Offender Network Search (<https://app.mt.gov/conweb/>), and the National Sex Offender Public Website (<https://www.nsopw.gov/>).
2. On Annual Recertification, the AMIAS will do the following:
  - a. Submit the required documentation by signing and sending the appropriate signed documents to the AAC prior to February 1st. Without this documentation, an individual places the entire Montana Alateen program at risk.
  - b. Understands that the AAC will conduct a name search on the Montana Department of Justice Sexual or Violent Offender Register (<https://app.doj.mt.gov/apps/svow>), the Montana Department of Corrections Correctional Offender Network Search (<https://app.mt.gov/conweb/>), and the National Sex Offender Public Website (<https://www.nsopw.gov/>).
3. Every five years, the AMIAS will submit a new signed “Montana AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements” document and agree to a name based background check. The name-based background check is performed through the Montana Department of Justice. More information is available here: <https://dojmt.gov/enforcement/background-checks/>
4. To register any change of address, name, phone number, or email address, complete the Al-Anon Members Involved in Alateen Service form. If active as a primary or secondary group

sponsor, also complete the Alateen Group Registration or Alateen Group Records Change form. Both of these forms are available from the AAC.

5. To discontinue participation as an AMIAS, the AMIAS will notify the AAC. If acting as a group sponsor, the Alateen Group Registration or Alateen Group Records Change form will need to be completed and the group and the other group's sponsor(s) notified of the change. A replacement group sponsor will need to be identified in order to remove the AMIAS as a group sponsor. (Note: there must be two for each group)

6. The Montana Area supports the Montana Alateen Chat meeting in the Al-Anon Family Groups Mobile App which is administered by WSO. It is the responsibility of the AAC to ensure the AMIAS supporting the meeting are trained in the functionality of the virtual platform.

a. It will be the responsibility of the AMIAS to inform the AAC if there is a need to step down.

## **2. Participation of Alateen members:**

a. There is no documentation required for meeting participation. Alateen members agree to adhere to membership requirements as stated in the "Montana AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements".

## **3. Event Transportation/Participation:**

a. If transportation will be provided for Alateens to/from events and/or Alateens will attend overnight events (and are not escorted by the parent or legal guardian), Alateens must have medical forms and parental permission forms filled out, signed, and notarized in advance. These forms are found in G34, available on al-anon.org under the Members menu at:

<https://al-anon.org/for-members/members-resources/manuals-and-guidelines/>.

## **4. Alateen Groups:**

a. A newly forming group will provide a completed Alateen Group Registration Form to the AAC. Once the AAC confirms that the group has been registered with the WSO, the group may then meet as an Alateen group. The Alateen Group Registration and Alateen Group Change forms are available in the library on AFG Connects in the Alateen Coordinators and Area Alateen Process Persons communities.

b. Any update in information for the Alateen group will require completion of the Alateen Group Records Change Form, to be submitted to the AAC.

c. If an Alateen Group does not have sufficient certified AMIAS in place as group sponsors, the Alateen group's status will no longer be 'Active' until the group has the group sponsors required.

## **5. Area Alateen Coordinator (AAC) Requirements:**

a. Nominees for AAC must be a current certified AMIAS prior to being elected. Elections for Area Coordinator positions are held every three years at the Area Assembly.

b. Annual Recertification: No later than June 30<sup>th</sup> of each year, the AAC will process all AMIAS members' and Alateen groups' documentation using the Group Records site provided by WSO. Any unresolved annual document processing after the AAC initial submission to WSO must be completed by June 30. The AAC will notify any group with unresolved documentation and their district representative that they cannot meet until documentation issues have been resolved.

c. As a trusted servant, the AAC is responsible to keep current with WSO training activities, conference calls, and other support opportunities. The AAC, districts and groups will communicate accordingly.

d. It is the responsibility of the AAC to ensure that all AMIAS in the Area are trained and that all Alateen groups have current certified AMIAS connected as Alateen Group Sponsors, Current Mailing Address (CMA) and Phone Contact for the Public.

**Revision History**

September 2004	Approved by Area
September 2010	Approved by Area
May 2012	Approved by Area
March 2021	Approved by WSO & Area
June 2021	Reviewed by Area 32
July 13, 2021	Approved by WSO
September 18, 2021	Approved by Area

# REQUIRED INFORMATION \*\* All sections MUST be completed

## 1. Contact Information

a. Full Name (Name you currently go by)

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b. List all Aliases (including maiden and married names)

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c. Physical Address (Street, City, State, and Zip Code)

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d. Mailing Address

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e. Previous States lived in (Past 20 years)

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f. Email Address (\*\*This is required as you will be notified via email of AMIAS certification by the Area Alateen Coordinator)

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g. Phone Number

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h. Date of Birth

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i. Social Security Number (Required on initial application and every 5 years for the name-based background check)

## 2. Requirements

Check if yes (you *must* be able to answer yes to *all of these requirements to be an Alateen sponsor*)

*I am 21 years or older*

*I have at least 2 consecutive years in Al-Anon in Montana (does not include any time in Alateen)*

*I have an Al-Anon sponsor*

*I attend at least one Al-Anon meeting a week*

*I have not been charged, or convicted of any child abuse or any other inappropriate sexual behavior.*

*I have not been convicted of or charged with a felony.*

## 3. Agreement and release for permission to obtain information

I have read the "Montana AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements" document,



and agree to abide by these requirements. I authorize Montana AFG to perform a nationwide background check and a Montana name based background check to determine whether or not I have ever been convicted of any felony or have ever been charged with child abuse or any other inappropriate sexual behavior or have ever demonstrated emotional problems or inappropriate behavior which could result in harm to Alateen members.

<b>Signature:</b>	<b>Date:</b>

*This form must be completely filled out by anyone desiring to become an AMIAS, and annually thereafter to continue to be an AMIAS. The background check will be performed when a person first applies to become an AMIAS and every five years afterward.*

**NOTE\*\* This document will be shredded once the certification and/or re-certification process is completed.**

***The March 2021 revision of this document in its entirety was reviewed by a licensed attorney in the State of Montana and was found to comply with Montana State Law. The background requirements were found to meet or exceed the Montana requirements for volunteering with minors. \*Letter from the attorney can be requested from the Area.***