

# East Texas Area 53

## **AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE CERTIFICATION PROCESS AND APPLICATION**

Approved at Area Assembly May 15, 2004  
Approved by Legal Counsel October 22, 2004

**January 2009**

The forms must be sent in one package with your check made payable to **ETAAA** in the amount of \$6.50. To avoid delay and lost forms you must submit a complete package; incomplete packages will be returned.

Please retain the first six pages for your records and information.

Send forms to:  
Area Alateen Process Person

**CERTIFICATION PROCESS**  
**AREA 53 AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE**

**AREA 53 MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS:**

Every Al-Anon member involved with Alateen service including Sponsors 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
- e) Not have been charged with child abuse or any other inappropriate sexual behavior and or convicted of any offense involving sexual misconduct or physical violence against children or adults
- f) Not have demonstrated emotional problems which could result in harm to Alateen members
- g) There must be at least one Alateen sponsor at every Alateen meeting
- h) Satisfactory background check
- i) Adults and Alateens are to abstain from overt/covert sexual activity
- j) Each adult and Alateen is to be aware of and abstain from what could be considered sexual harassment by someone else, including offensive language, offensive t-shirts, etc.
- k) Al-Anon Members Involved in Alateen Service, Sponsors and Alateens are prohibited from conduct contrary to applicable laws before, during and after any Alateen meeting or activity. Al-Anon and Alateen members are not above the law.
- l) Anyone involved in Alateen service must be willing to submit to a yearly background check for certification. **Every sponsor and group must submit the Al-Anon Member Involved in Alateen Service form yearly for recertification.**
- m) The use of the Area Alateen Information and Medical Information will be used when participating in events other than regular Alateen group meetings.

**WHO AREA 53 WILL RECOGNIZE AS AN AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE INCLUDING SPONSORS:**

A recognized Alateen Sponsor is a responsible adult member of Al-Anon who attends Al-Anon regularly and is certified through the Area certification process 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.

An **Al-Anon Member Involved in Alateen Service** is any Al-Anon member who is directly responsible for Alateens while being of service to Alateen. Examples include a Sponsor; substitute Sponsor, Driver, or a Chaperone to an Area or District meeting.

A member of Alcoholics Anonymous who is also a member of Al-Anon and meets all requirements is eligible to serve Alateen by virtue of their Al-Anon membership. An AA member who is not also a member of Al-Anon is not eligible to be certified.

Al-Anon Members Involved in Alateen Service, Sponsors, all Alateen members and each Alateen Group as a whole must adhere/comply to East Texas Al-Anon/Alateen Area 53 Safety and Behavioral Requirements or they will be required to discontinue in Alateen service, and be required not to attend Alateen Meetings. If an Alateen Group as a whole does not adhere/comply to these requirements, they will be removed from the World Service Office (WSO) registration, thus not able to operate or function as, or use the name Al-Anon or Alateen.

**CERTIFICATION PROCESS**  
**AREA 53 AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE**

**PROCESS FOR AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE**  
**CERTIFICATION AS A DRIVER, HELPER, CHAPERONE ONLY:**

1. Contact District Alateen Coordinator, District Representative or East Texas Area Alateen Process Person for Certification Process instructions and forms.
2. Complete Personal Information Form (form 1), your signature must be notarized.
3. Criminal Record Release Authorization Form (form 2), your signature must be notarized. You must pass the background check.
4. Complete the Al-Anon Member Involved in Alateen Service Form (form 3).
5. Complete Home Group Information and Acknowledgement Form (form 4).
6. Forward the four forms and your check for \$6.50 made payable to ETAAA to the Area Alateen Process Person.
7. Area Alateen Process Person submits applicant name to background check company.
8. After receiving background check data Area Alateen Process Person forwards certification forms to WSO. The Area Alateen Process Person is the authorized area signature.
9. The Area Alateen Process Person will store all records and notify pass/fail status to the applicant.

**PROCESS FOR SPONSOR AND SUBSTITUTE SPONSOR CERTIFICATION:**

1. Contact District Alateen Coordinator, District Representative or East Texas Area Alateen Process Person for Certification Process instructions and forms.
2. Complete Personal Information Form (form 1), your signature must be notarized.
3. Criminal Record Release Authorization Form (form 2), your signature must be notarized.
4. Complete the Al-Anon Member Involved in Alateen Service Form (form 3).
5. Complete Home Group Information and Acknowledgement Form (form 4).
6. Attend 1 District meeting in the last 12 months from June 15<sup>th</sup> to June 15<sup>th</sup>.
7. Attend 1 District Sponsor's meeting in the last 12 months from June 15<sup>th</sup> to June 15<sup>th</sup>.
8. Complete Alateen Sponsor training in the last 12 months from June 15<sup>th</sup> to June 15<sup>th</sup>.
9. Complete District Information and Acknowledgement Form (form 5).
10. As a certified AMIAS attend Alateen meetings for at least six weeks or meetings.
11. Complete Alateen Group Endorsement/Information Form for Sponsors (form 6).
12. Forward the six forms and your check for \$6.50 made payable to ETAAA to the Area Alateen Process Person.
13. Area Alateen Process Person submits applicant name to background check company.
14. After receiving background check data Area Alateen Process Person forwards certification forms to WSO. The Area Alateen Process Person is the authorized area signature.
15. The Area Alateen Process Person will store all records and notify pass/fail status to the applicant.

**PROCESS FOR REGISTERING/REPORTING CHANGES IN AN ALATEEN GROUP:**

1. Contact District Alateen Coordinator, District Representative or East Texas Area Alateen Process Person for Certification Process instructions and forms.
2. Complete WSO Alateen Registration/Group Records Change Form.
3. If Sponsor does not have WSO ID# the Process for Sponsorship Certification will need to be followed and those forms submitted with the WSO Alateen Registration/Group Records Change Form to the Area Alateen Process Person.
4. After receiving background check data Area Alateen Process Person forwards certification forms to WSO. The Area Alateen Process Person is the authorized area signature.
5. WSO will review the forms and assign a group ID #. The group will receive a letter and a New Group Packet from the WSO. And a letter from the Area Alateen Process Person.

**CERTIFICATION PROCESS**  
**AREA 53 AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE**

**RESPONSIBILITIES OF EAST TEXAS AREA 53 ALATEEN SPONSOR:**

1. Attend Al-Anon meetings regularly, in addition to the Alateen meeting. (Regular to be defined as minimum of once weekly.)
2. Provide a core of stability for the Alateen group.
3. Ensure the group is registered and update registration information periodically.
4. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
5. Be familiar with the ***Al-Anon/Alateen Service Manual*** (P- 24/27), and all WSO Al-Anon guidelines pertaining to Alateen and Alateen sponsorship and ETAAA Alateen Guidelines.
6. Participate in Alateen Sponsor training.
7. Know how to contact your District Representative and District and Area Alateen Coordinators.
8. Review Area Alateen and Alateen Sponsor Safety and Behavior Requirements.
9. Familiarize yourself with state law regarding reporting of abuse and know your role in the reporting process. In Texas, it is your legal responsibility to report any suspected child abuse, including neglect. In the event of an emergency call 911, in all other cases call the local law enforcement.

The best course of action is for the Alateen to report the abuse themselves. It is suggested sponsors discuss the necessity to report any suspected abuse with the Alateen member prior to disclosure, to avoid placing the member in danger and to maintain confidence and trust in the sponsor as well as the Alateen program.

In an effort to keep the Alateen fellowship from public controversy, it is suggested that reporting be done on a personal basis, rather than as an Alateen sponsor. Keep in mind the teen member's anonymity within the fellowship. It is also important to keep the identity of the alleged abuser anonymous within the fellowship while taking reasonable efforts to remove any further risk to the membership, since accusations are defamatory and could lead to claims of libel and slander.

10. Remind the group at the opening of each Alateen meeting that Texas State law mandates reporting suspected child abuse.
11. Participate in District meetings and District and Area sponsors' meetings.
12. Attend the Alateen meeting each week or arrange for a certified substitute if you can't be there.
13. Provide a safe meeting place.
14. Guide the Alateens towards working the Twelve Steps for personal recovery. As soon as possible, encourage Alateens to plan meeting topics according to the suggested Meeting Ideas in the Service Manual (P-24/27).
15. Help the Alateen members take responsibility for the affairs of the group and implement the Twelve Traditions and the Concepts of Service.
16. Coordinate the participation of Alateen members in District and Area Al-Anon functions.
17. Alateen participation in functions beyond home group meetings requires completion of Area Information and Permission Form and Medical Form.
18. Sponsors are responsible for the Alateens in the meeting room. They have the right to ask a member who is displaying inappropriate behavior to leave the meeting. Alateens are responsible for their own behavior and must handle themselves in a manner that is conducive to, and in the spirit of, the Al-Anon/Alateen program, Twelve Steps, Twelve Traditions, Twelve Concepts and Warranties. To the best of their ability, Alateen sponsors must maintain a sense of safety and trust in order for recovery to take place and to protect the Alateen members from physical and emotional harm.
19. Abide by gender-specific dorm rules: no girls in the boys' rooms; no boys in the girls' rooms.

**CERTIFICATION PROCESS**  
**AREA 53 AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE**

**REMOVAL OF SPONSOR'S CERTIFICATION:**

Alateen or Al-Anon members may go to:

- a. District Alateen Coordinator or District Representative
- b. Area Alateen Coordinator or Area Chairman
- c. World Service Office

An Alateen sponsor's primary goal is to help the Alateen member(s) follow the Al-Anon program. Should anything interfere with this objective, i.e., accusations, controversy, threats of personal harm, etc., the Sponsor will discontinue serving in this position. Even if the sponsor feels totally blameless, removal from sponsorship will protect the Alateen members and preserve the unity of the fellowship as well. Stepping away from sponsoring an Alateen group is not an admission of guilt.

District and Area Alateen Coordinators will conduct fact finding process and take appropriate action consistent with the principles of the Al-Anon program and any requirements of Texas State law. The Area Process Person will notify the WSO if a certified Sponsor is being removed by sending the *Al-Anon Member Involved in Alateen Service Status Change Form*.

**REPLACEMENT OF A SPONSOR:**

An Alateen group may, as a result of Group Conscience discussion, decide to ask for a replacement of the sponsor(s).

**WHO MAY ATTEND ALATEEN MEETINGS:**

- In accordance with the 2004-2006 Al-Anon/Alateen Service Manual page 33 Alateen meetings are closed meetings. An exception would be an annual or bi-annual open meeting to celebrate the group anniversary, to inform professionals or others about Alateen, or for another special occasion.
- There must be at least one certified Alateen sponsor at every Alateen meeting.
- It is advisable that parents do not sponsor the Alateen meeting their child is attending.
- Potential sponsors may attend a closed Alateen meeting after receiving their certification as a chaperone with permission from its members and certified sponsor.
- Certified Alateen sponsors of other groups may attend an Alateen meeting with permission from its members and certified sponsor.
- The certified District Alateen Coordinator and/or certified District Representative may attend any Alateen meeting within their district.
- Certified Area Alateen Coordinator may attend any Alateen meeting within their Area.

**AREA ALATEEN PROCESS PERSON:**

- Will provide each applicant of the Alateen Service certification with a notarized confidentiality statement.
- Will notify each applicant of their certification and assigned WSO ID number.
- Will notify each Alateen group of their registration or changes submitted.
- Will notify the Area Group Records Coordinator, Area Web Master, District Representative, District Alateen Coordinator, Area Alateen Coordinator and local Al-Anon Information Services of the registered meetings.

**CERTIFICATION PROCESS  
AREA 53 AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE**

**AL-ANON AND ALATEEN LEGAL RESPONSIBILITIES**

Alateen groups, Al-Anon members involved in Alateen service, and Areas have a responsibility to be knowledgeable about the laws that affect them. Al-Anon and Alateen members are not above the law. Applicable Texas State Laws are referenced below, please visit the website or contact your District Alateen Coordinator for more information.

**APPLICABLE TEXAS STATE GOVERNMENTAL AUTHORITY**

**DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES (DFPS)**

**APPLICABLE TEXAS STATUTES**

**FAMILY CODE**

**SUBTITLE E. PROTECTION OF THE CHILD**

**CHAPTER 261. INVESTIGATION OF REPORT OF CHILD ABUSE OR NEGLECT**

**SUBCHAPTER A. GENERAL PROVISIONS**

**SUBCHAPTER B. REPORT OF ABUSE OR NEGLECT: IMMUNITIES**

**HEALTH AND SAFETY CODE**

**SUBTITLE H. PUBLIC HEALTH PROVISIONS**

**CHAPTER 161. PUBLIC HEALTH PROVISIONS**

**SUBCHAPTER H. DISTRIBUTION OF CIGARETTE OR TOBACCO PRODUCTS**

**SUBCHAPTER N. TOBACCO USE BY MINORS**

<http://www.capitol.state.tx.us/statutes/index.htm>