

Al-Anon/Alateen Area 23 (Maine) Alateen Safety and Behavioral Requirements

- I. Al-Anon Members Involved in Alateen Service (AMIAS) are members who have direct care of Alateens when sponsoring an Alateen group or when participating in events using the Alateen name. Al-Anon members who have completed the Area certification process to become Al-Anon Members Involved in Alateen Service (AMIAS) make a commitment to be of service to Alateens. Currently certified Maine Area AMIAS are eligible to be directly responsible for Alateens including, but not limited to service as an instant or temporary Alateen Group Sponsor, chaperone to Area events, or other Area-sponsored activities using the Alateen name. These requirements are reviewed by local counsel (letter in Maine Area Archives 2021) to be in compliance with Maine laws for adults interacting with minors. APPLICANTS must meet of all of the requirements listed below:
- a. Minimum age of 21
 - b. Currently attending Al-Anon for at least two years continuously in addition to any time spent in Alateen
 - c. Have an Al-Anon Personal Sponsor and/or Al-Anon Service Sponsor and have them sign the Al-Anon/Alateen Area 23 (Maine) Al-Anon Member Involved in Alateen Service (AMIAS) Application
 - d. Attend an Alateen Sponsor Workshop and complete all Area Certification requirements
 - e. Have an annual vote of confidence from the applicant's Al-Anon home group. (A vote of confidence is a positive vote by the majority of voting members while the applicant is out of the room.) A Home group officer signs and dates the Certification/Recertification application which is then mailed to the AAPP
 - f. Make a commitment for at least one year of Service
 - g. For initial application, submit three references or recommendations from Al-Anon members who will confirm that the above criteria are met
 - h. Institutions that host Alateen meetings may require additional measures (e.g., background checks for group sponsors) beyond what the Maine Area requires. The sponsoring Al-Anon group (1st), the District (2nd if the group is unable) and/or the Area (3rd if the group and district are unable) will cover the cost of any additional measure, including a background check if required.
 - i. AMIAS and Alateens are prohibited from overt or covert sexual interaction between any AMIAS and Alateen member and any conduct contrary to applicable laws.
 - j. Every AMIAS must declare that he/she has not been formally accused or convicted of a crime (misdemeanor or felony) and has not been charged with child abuse or any other inappropriate sexual behavior. Additionally, AMIAS must not demonstrate any emotional problems which could result in harm to Alateen members. This declaration is signed by the AMIAS on the certification and recertification applications which are completed annually.
 - k. When an AMIAS chooses to interact with Alateens in some capacity that involves transportation, transport Alateens in groups and with another adult whenever possible; make sure a custodial parent/legal guardian signs a permission form when you are transporting his/her child to a meeting or other function; have the responsible party sign the permission form in your presence. Have a notarized "Authorization to Obtain Medical Care Form" (FORM B – MEDICAL FORM; see sample in Guideline G-34). This form is necessary when escorting an Alateen member to a function that takes him or her away from the custodial parent/guardian. In the event of an emergency, timely medical care can then be obtained.

2. The completed and notarized AREA ALATEEN GROUP SPONSOR APPLICATION and all other AMIAS forms must be sent to the Area Alateen Process Person (AAPP) for processing into the Online Group Records application. The original Certification Form is a notarized legal document and, as such, MUST be mailed to the AAPP for Area Records. The AFG Records Department will process the applicant information as an Area AMIAS and will notify the AAPP when complete. The AAPP will notify the AMIAS of the certification. The Area Alateen Coordinator and the District Representative have access to the Online Group Records application to view members that are currently certified. The applicant may then be assigned to sponsor an Alateen meeting and begin service as an AMIAS.

3. **Recertification:**

a. To maintain AMIAS status, all AI-Anon Members Involved in Alateen Service must be recertified annually by completing the area annual requirements according to the timeline established by the WSO and announced by the AAPP. The recertification process is an Area responsibility which requires cooperation from the DRs and the AAC. The subsequent annual AMIAS Re-certification forms may be mailed or emailed to the AAPP once the necessary signatures have been obtained. The Area does accept electronic signatures as per Maine State law.*

(1) The Alateen Coordinator will contact AMIAS with dates and locations for Alateen recertification workshops. Recertification forms will be emailed, provided on the Maine AFG website and at workshops.

(2) The recertification process includes an annual vote of confidence from their AI-Anon Home group which is signed by the GR or another group officer. (Rationale for this is that the AMIAS may also be the group GR and it provides additional verification.)

b. AMIAS who do not recertify by the annual deadline are processed as “inactive” in the Online Group Records application. To then become recertified, the AMIAS applicant must complete the recertification process within 12 months and submit the required forms to the AAPP for processing.

c. AMIAS who are inactive for more than 1 (one) year must repeat the entire application process and previous records will be destroyed.

d. The **World Service Office Status Change Form** will be retained when a member is deemed ineligible to serve due to a felony conviction or via an Area process that determines evidence of inappropriate behavior.

The Area Alateen Coordinator will provide training to interested District Alateen Chairpersons to become a trainer for AMIAS workshops. AMIAS trainers will be required to maintain current AMIAS certification at all times.

*section 3a: See MRS Title 10, §9407. LEGAL RECOGNITION OF ELECTRONIC RECORDS, ELECTRONIC SIGNATURES AND ELECTRONIC CONTRACTS

Trainers are required to attend a recertification workshop conducted by another trainer in order to be recertified as an AMIAS.

4. Area Alateen Coordinator (AAC)

Area Alateen Coordinator (AAC): Each Area must have an Alateen Coordinator who is currently certified as an AMIAS to ensure adherence to the Alateen policies and safety of all Alateen members.

Alateen Coordinators are responsible for training Al-Anon members interested in Alateen service. They are supported by Group Services at the WSO, which provides the service tools that are necessary for conducting the training (i.e. Alateen Service E-Manual and AMIAS Training Modules.)

5. Area Alateen Process Person (AAPP)

Area Alateen Process Person (AAPP): To ensure unity, consistency in communications with the WSO and compliance with Area Requirements, the Area requires the Area Alateen Process Person be certified as an AMIAS. The AAPP maintains the current list of certified AMIAS and communicates with the WSO and Area trusted servants as described in the Area Requirements.

6. The responsibilities of an Alateen Group Sponsor include:

- a. Providing a safe meeting place where the Alateen meeting is conducted with the support of the Sponsors and the Alateens
- b. Reviewing and following Area Safety and Behavior requirements
- c. Attending Al-Anon meetings regularly
- d. Coordinating the participation of Alateen members in District and Area Al-Anon functions
- e. Completing annual Area Recertification process
- f. Assuring that the group registration information is current
- g. Assuring the completion of the Annual Alateen Group Recertification Sheet which is sent to the group CMA (Current Mailing Address) by WSO
- h. Encouraging the Alateens to elect a GR who would attend District meetings and Area Assemblies

7. The responsibilities of Al-Anon groups include:

- a. All Alateen groups must be sponsored by either an Al-Anon group with an active Group Representative (GR) or by an active District with a District Representative (DR) until an Al-Anon group takes responsibility. The Al-Anon group must then take an annual group conscience vote to continue sponsoring the Alateen group.
- b. Supporting teens by accepting them in Al-Anon meetings as Al-Anon members. They are Alateens when in a meeting using the Alateen name.
- c. Helping with the purchase of literature and other costs until the group can support itself
- d. Encouraging qualified members to become certified AMIAS
- e. Ask for **regular reports** from the AMIAS on how the meeting is going. Pay attention if you observe or hear of any inappropriate behavior by Alateens or AMIAS. **Report and seek help** from your District Alateen Chair, District Representative, Area Alateen Coordinator or Area Chairperson (in that order) if necessary.

8. The responsibilities of the Area include:

- a. Encouraging District Representatives, with permission from the Alateens, to visit meetings annually
- b. Encouraging Alateen attendance at Area and District functions
- c. District Alateen Chair - Members holding the district Alateen position are required to be an AMIAS (AI-Anon Member Involved in Alateen Service).

9. The responsibilities of the Alateen group include:

- a. Establish group behavioral guidelines.
- b. Elect a GR to represent the group at District meetings and Area Assemblies.
- c. Have the Area Alateen Coordinator and/or District Representative assist in the resolution of Alateen problems and bring issues to the Area Officers when the situation cannot be resolved.
- d. Hold occasional “open” meetings to celebrate the group’s anniversary or for outreach purposes.

10. The Maine Area requires two Alateen Sponsors at every Alateen meeting.

11. AMIAS may be certified in more than one Area; however, they must first be certified by the Area in which they reside.

12. All Alateens, even those who are legal adults, are required to comply with the Maine Area Alateen Safety and Behavioral Requirements when participating as an Alateen.