

Alateen Group Registration Form

Please submit this form to the Area Alateen Process Person.
In order to use the Alateen name, groups must first register through their Area's Alateen process.

1. Group Record

District Number _____

Area Name (Abbreviation) _____

2. Status

New

Not Sure if Registered

3. Details

Group name _____ Member Count: _____

Mailing Language _____ Spoken Language _____ Age Range _____

Meeting Day: Su Mo Tu We Th Fr Sa Meeting Time: ____:____ AM PM

Limited Access* Handicap Access Sign Language

*See in the Policy Digest the section titled *Alateen Meetings in Schools and Other Limited Access Facilities of the Al-Anon/Alateen Service Manual (P24/27)* for information and/or definitions.

Location:

Meeting Place _____

Meeting Address _____

City _____ State/Province _____ Zip/Postal Code _____

Country _____

Location Instructions, i.e. use back door, etc. _____

Note: Only current Alateen members, prospective Alateen members, and the Area-certified AMIAS attend Alateen meetings)

4. Group AMIAS

Phone Contact for the Public. (if other than Sponsor). *Contacts must be a current certified Al-Anon Members Involved in Alateen Service (AMIAS)*

WSO ID# _____ First Name _____ Phone # _____

Group Sponsors must be currently certified through the Area process Please list the primary group certified Alateen Sponsors.

Group Sponsor(s)

Name (first) _____ (last) _____

WSO ID# _____ if Ok to list as a contact Phone # (Home/ Cell/ Work) _____

Name (first) _____ (last) _____

WSO ID# _____ if Ok to list as a contact Phone # (Home/ Cell/ Work) _____

Name (first) _____ (last) _____

WSO ID# _____ if Ok to list as a contact Phone # (Home/ Cell/ Work) _____

Name (first) _____ (last) _____

WSO ID# _____ if Ok to list as a contact Phone # (Home/ Cell/ Work) _____

5. Current Mailing Address: (All WSO mail for the group is sent to this address; it must be a current AMIAS).

Name (first) _____ (last) _____

Street/PO Box _____ City _____

State/Province _____ Zip/Postal Code _____ Country _____

Phone Number (Circle one) Home/ Cell/ Work _____ Email _____

Phone # (Home/ Cell/ Work) _____ Email _____

Submitted by _____ Date _____ Phone _____ Email _____

How to Fill Out the Alateen Group Registration Form

1. Group Records

District number and Area name (abbreviation) are used to sort information for group reports.

2. Status

It is a “New” registration if the group is being registered for the first time.

3. Details

Having an appropriate **group name** is very important because it is included in local and on-line meeting directions and may be a potential member’s first impression of Al-Anon/Alateen. The group’s name should be inviting to all and reflect Alateen principles. A group’s name should imply affiliation with any other Twelve Step group, self-help group, commercial venture, agency, religious group, rehabilitation facility, or other outside enterprise even if the name is associated with its location –e.g. _____ Church Alateen or Hospital Alateen. All Alateen groups, regardless of age range are registered as “Alateen”.

A name that includes the town or section of the town, the meeting day, a slogan, or another phrase from our program is inviting to all and conforms to Al-Anon/Alateen principles. The group name may provide information about the format or focus of the meeting. Nicknames or attempts at humorous names may turn away potential members.

The WSO reviews new group names for adherence to Al-Anon/Alateen principles and may ask a group to choose another name if it is not in keeping with Alateen principles.

Member Count is an estimate of the number of members attending the meeting that consider themselves members of this group.

Mail Language is the language in which the group receives mail. The mailing language can be different from the meeting language (e.g. language spoken at the meeting is Spanish, but the group would like to receive mail from WSO in English). WSO mail can be sent in English, Spanish, or French.

Spoken Language is the language spoken at the meeting.

Age Range is the age limits of the members attending the meetings. The Alateen age range is generally 13-18; however, it is within the autonomy of each group to include children younger than 13. As young people reach age 18, they are legally adults and should be encouraged to transition to Al-Anon while still attending Alateen meetings.

Meeting Day/Time is the day of the week and time of the meeting. Please check AM or PM.

Location is where the meeting is held. Please include the name of the building followed by a full address including the zip code.

Location Instructions provide specific information about the group; e.g. meeting room number, or directions such as use the back door, etc.

Please note: only Alateens and the affiliated Alateen Group Sponsors may attend.

Limited Access groups meet in a location where our general membership may not be able to attend. Groups meeting in school settings would fall into this category. These are Alateen groups, but membership may be limited because of location.

Special needs: This group provides special features such as **Handicapped Access or Sign Language.**

4. Group AMIAS

Group AMIAS are the Al-Anon Members Involved in Alateen Service (AMIAS) affiliated with the group; their certification status must be currently “Active”. They may serve the group as Alateen Group Sponsors, the Current Mailing Address (CMA), and/or a Phone Contact for the Public.

A Phone Contact for the Public is an Al-Anon Member Involved in Alateen Service who volunteers to give information over the phone to prospective members, parents, or professionals. These members need to know that the WSO may give callers their first name and phone number. Contacts may receive phone calls from newcomers who have had no previous contact with Al-Anon/Alateen or from visitors needing directions.

Alateen Group Sponsors are AMIAS who have completed the Al-Anon Member Involved in Alateen Service Form and met their Area’s safety requirements to serve in this capacity. Please contact the Area Alateen Coordinator and/or Area Alateen Process Person for information.

5. Current Mailing Address (CMA)

Current Mailing Address (CMA) is the address where the WSO will send group mail and where it will be picked up regularly. An Alateen group’s CMA must be a certified Al-Anon Member Involved in Alateen Service who is responsible to take the mail to the group. Often one of the Alateen Group Sponsors serves as the CMA. The address needs to include the member’s full name (for mailing purpose only). Some groups rent a post office box, and certified AMIAS rotate the responsibility to deliver the mail to the group. Note that if the Sponsor serving as CMA is inactivated, the CMA must be changed.

To protect anonymity please do not use the word “Alateen” in the current mailing address when using a member’s post office box or residence address. (Revised 12/2022)