

AL-ANON/ALATEEN AREA #23 (MAINE) ALATEEN GROUPS

REQUIREMENTS

1. GROUPS MUST BE REGISTERED (NEW AND ANNUALLY) IN ORDER TO MEET AS AN ALATEEN GROUP.
2. There must be at least two currently certified AMIAS as Alateen Sponsors for each Alateen group. Members willing to serve as SUBSTITUTE ALATEEN SPONSORS do not have to be attached to a particular Alateen group but they need to be certified AMIAS.
3. **All** Alateen groups must be **sponsored by 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.
 - a. Initially, the sponsoring Al-Anon group must take a vote to sponsor the Alateen group. The **Verification – Al-Anon Sponsorship of Alateen Group** form is signed by the GR/DR and submitted to the AAPP (Area Alateen Process Person) with the **Alateen Group Registration Form**.
 - b. Annually, the Al-Anon group must take a group conscience vote to continue sponsoring the Alateen group. A new **Verification** Form must be submitted to the AAPP by an AMIAS of the Alateen Group **with the Annual Alateen Group Recertification Sheet** sent from the WSO (March/April).

REGISTERING A GROUP

4. To register a new group, one of the AMIAS must fill out an **Alateen Group Registration Form**. This Registration Form may be downloaded from our Al-Anon Maine Area Website: maineafg.org (**go to “Alateen”**)
 - a. Two currently certified AMIAS must be listed on the form including their WSO ID #s (the ID #s do not prove that Alateen sponsors are up-to-date with their certification – the AAPP will verify this when the form is received – or contact the AAPP for confirmation). More than two AMIAS may actively sponsor an Alateen group / only two AMIAS need to be listed on the Group Registration Form but all may be listed on an attached sheet.
 - b. There must be a **Current Mailing Address (CMA)** – this person can be one of the two listed AMIAS for the group or **if not, he/she MUST be a currently certified AMIAS**.
 - c. The name chosen for the Alateen group **cannot** be a place of business/church/school, etc.
5. **This registration form** is mailed to the AAPP –
 - a. The AAPP verifies that all names listed on the Group Registration Form are currently certified as AMIAS. The form is signed and dated by the AAPP, and then sent to the WSO.
 - b. The **NEW** Alateen group will be assigned a WSO ID # and the member/address listed for the group (CMA) will receive WSO communication. *The AAPP will notify an AMIAS of the group when the registration process is complete and the new Alateen group can begin to meet.*
6. **ANY** changes to the Alateen group information (time, location, change in AMIAS or CMA [current mailing address]) **MUST** be made by filling out Alateen Group Records Change Form and mailing the revised form **TO THE AAPP** who will review and send to WSO.
7. The Annual **Alateen Group Recertification Sheet** sent by WSO to the Group in the beginning of the recertification window is completed and returned **TO THE AAPP** who will update the group information in the Online Group Records database.

Questions: Contact the current Area Alateen Process Person (AAPP) or Area Alateen Coordinator (AAC)