

AL-ANON/ALATEEN IOWA AREA 18
POLICY AND PROCEDURE GUIDELINES

Alateen Section Only



Al-Anon Declaration

Let It Begin With Me

When anyone, anywhere, reaches out for help,
let the hand of Al-Anon and Alateen always be
there, and - ***Let It Begin With Me***

Recovery - Through the Steps

Unity - Through the Traditions

Service - Through the Concepts

March 2008

AL-ANON/ALATEEN IOWA AREA 18 POLICY AND PROCEDURES GUIDELINES

STATEMENT OF PURPOSE: These guidelines contain valuable information for each Al-Anon member involved in service work at various levels in the Iowa Area, and are meant to supplement the *Al-Anon/Alateen Service Manual*.

AREA COORDINATORS (Supplement to Al-Anon/Alateen Service Manual and Iowa Area Action Committee Guidelines)

Alateen

- Distributes information provided by the WSO to the AWSC & assemblies.
- Arranges for and introduces the Alateen speaker during the assembly luncheon.
- Assures there is an Alateen sponsor at each of the Alateen meetings held at area assemblies. Maintains contact with the Alateens and sponsors in attendance.
- Provides appropriate registration paperwork to individuals or groups interested in starting an Alateen Group.
- Receives Alateen group change information and sends them on to Area Group Records coordinator and WSO.
- Annually reconciles and completes the Alateen Sponsor classification sheets and returns them to WSO according to appropriate time line.
- Gathers all Alateen notarized sheets at each Assembly. (see Alateen Safety & Behavior Requirements).
- Works with Area Chairperson dealing with results of sponsor background checks.
- Submits written financial reports at the AWSC meetings.
- Coordinates the Iowa area Alateen serenity weekend.
 - (See Alateen Guidelines)
 - Meets with sponsors and Alateens during the year for meeting topics for the weekend.
 - Assures that a licensed nurse or certified medication aide is on site to dispense medications.
 - Is responsible for pre-registrations and communication with the facility director, as well as finances.
 - Secures a signed and notarized parental/guardian consent form from all registered Alateens.
- As a Coordinator, assists with the Group Services Action Committee.

COMMITTEES

Alateen Committee

Since its conception 1/04, this committee assists the Alateen Coordinator in upholding the Alateen guidelines. Members are the current Alateen Coordinator, immediate past Alateen Coordinator, Delegate, Past Delegate, and Chairperson.

ALATEEN GUIDELINES

Iowa Area Alateen Safety and Behavioral Requirements

(In accordance with the 2004 WSC, the following guidelines were adopted by Iowa Al-Anon and are effective as of January 1, 2005.)

1. Every Al-Anon member involved with Alateen service must:
 - Be an Al-Anon member regularly attending Al-Anon meetings.
 - Be at least 21 years old.
 - Have at least two years in Al-Anon in addition to any time spent in Alateen.
 - Not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
 - A child abuse and criminal records background check will be required for all adults involved in Alateen Service. (Including but not limited to sponsors, substitute sponsors, transportation providers, etc.)
2. Each Alateen must have parents or legal guardian complete and sign the information and permission form and medical form.
 - The forms must be notarized.
 - These forms must be returned to the Alateen Sponsor prior to leaving for the event.
 - Forms must be presented at the Conference /Assembly Registration Desk upon arrival. If these forms are not presented, registration will be denied. Forms will be retained for Area records for 3 years and then destroyed by the coordinator. ^(4/3/05)
 - There must be at least one Alateen sponsor at every Alateen meeting. It is recommended that each group have two sponsors available.
3. The Area prohibits overt or covert sexual interaction between any adult and Alateen member.
4. Any conduct contrary to applicable State of Iowa laws are strictly prohibited by the Area.
5. The Area requires procedures for parental permission and medical care be followed when applicable, such as Area Alateen Serenity Weekend, Area Assemblies and when there is a need for transportation.
6. The name of Alateen can only be used with functions in participation with or in conjunction to the structure of Iowa Area Al-Anon.

Alateen Group Registration Process

1. All new group registrations will go to the Area Alateen Coordinator.
2. Area Alateen Coordinator will send to the new sponsor and group, the proper forms needed for registration and background checks.
3. The completed forms will be returned to the Area Chairman for completion of background checks.
4. The Area Chairman will notify the individual and the Alateen Coordinator of eligibility status.
5. The Alateen Coordinator will then send the Alateen Registration form and Al-Anon Member involved in Alateen Service Form to the WSO for group registration and ID number.
6. All group changes will be sent to the Alateen Coordinator who will then forward information to Group Records and WSO.
7. Annual certification to WSO will be required. The Area Alateen Coordinator will send out the re-certification form annually to each group for the sponsors to complete and return to Area Alateen Coordinator.

Iowa Area Alateen Function Guidelines

Area Assemblies

Alateens be required to attend all Al-Anon meetings when at assemblies, with the exceptions of Friday night's opening meeting and candlelight meetings on Friday and Saturday. ⁽³⁻²⁵⁻⁰⁷⁾

The following guidelines are in addition to the Iowa Area Alateen Safety and Behavioral Requirements.

Be polite and respectful to all in attendance. Remember we are representing the worldwide fellowship of Alateen. Make sure that your actions are appropriate.

The age limit for attendance is twelve (12) to nineteen (19).

Each Alateen member attending assemblies must be accompanied by a registered sponsor, parent, legal guardian or authorized adult.

Each Alateen must have parents complete and sign **INFORMATION AND PERMISSION FORM AND MEDICAL FORM. THE FORMS HAVE TO BE NOTORIZED. THESE FORMS MUST BE COMPLETED PRIOR TO LEAVING FOR THE EVENT!** Registered Sponsor, parent, legal guardian or authorized adult must present these forms at the Conference/Assembly Registration Desk upon arrival. If these forms are not presented, registration will be denied. The forms will be retained for Area records for 3 years of date received. (see Alateen Safety and Behavior Requirements.)

POSSESSION OF ALCOHOL, MARIJUANA, OR ANY OTHER ILLEGAL DRUGS IS STRICTLY FORBIDDEN! Possession will result in notification to parent/guardian and arrangements will be made for you to leave immediately.

Each Alateen is responsible for any and all damages that they cause to the facility.

Removal of any facility belongings is against our principles.

All teens are expected to behave appropriately at the dance and during the weekend. There will be NO head butting, head banging, moshing, grinding and groping, and no making out etc.

Any violation of these guidelines will be brought to the Alateen coordinator and Sponsors for appropriate disciplinary actions.

Area Alateen Serenity Weekend

The following guidelines are in addition to the Iowa Area Alateen Safety and Behavioral Requirements.

The Iowa Area Alateen Serenity Weekend is a personal growth weekend that allows teens to grow spiritually and mentally and to build special relationships with fellow Alateen members.

Be polite and respectful to all in attendance as we sometimes share the weekend with others. Remember we are representing the worldwide fellowship of Alateen. Make sure that your actions are appropriate.

The age limit for attendance is twelve (12) to nineteen (19).

Each Alateen must have parents complete and sign **INFORMATION AND PERMISSION FORM AND MEDICAL FORM. THE FORMS HAVE TO BE NOTARIZED. THESE FORMS MUST BE COMPLETED PRIOR TO LEAVING FOR THE EVENT!** Registered Sponsor, parent, legal guardian, or authorized adult must present these forms at the Registration Desk upon arrival. If these forms are not presented, registration will be denied. The forms will be retained for the Area records for 3 years of date received. (See Alateen Permission and Medical forms)

POSSESSION OF ALCOHOL, MARIJUANA, OR ANY OTHER ILLEGAL DRUGS IS STRICTLY FORBIDDEN! Possession will result in notification to parent/guardian and arrangements will be made for you to leave immediately.

All Alateens must abide by the curfew indicated on the agenda. **All Alateens are to be in their assigned cabins only!**

For those Alateens driving to the weekend, the car must remain parked for the entire weekend. Car keys must be turned over to the sponsor.

All Alateens in attendance are required to be present for all scheduled meetings, workshops, and the dance.

Appropriate dress is required; be prepared for varied weather! NO backless shirts or tube tops are allowed and skirt length must be respectable. If asked to change your clothes because they are too revealing, please do so without argument.

All prescription drugs and all over-the-counter medication must be turned in, to the nurse or CMA, at the registration desk upon arrival.

There will be someone on duty 24 hours a day in case an Alateen becomes ill. PLEASE REPORT ALL EMERGENCIES AND ILLNESS IMMEDIATELY!

A Sponsor will be available to any Alateen arriving without one, unless other prior arrangements have been made. The Alateen will be responsible to that sponsor for their conduct.

Daily check in: At least twice daily, all Alateens and sponsors must check in with each other. A time is to be established between the teen and the sponsor. During this time, Alateens may report anything concerning their health and welfare.

Each Alateen is responsible for any and all damages that they cause to the facility.

The Area Alateen coordinator, Sponsors, or the camp staff are not responsible for lost or stolen articles of clothing and/or other personal effects. Remember, you are responsible for what you bring!

Removal of any facility belongings is against our principles.

All teens are expected to behave appropriately at the dance and during the weekend. There will be NO head butting, head banging, moshing, grinding and groping, and no making out etc.

Any violation of these guidelines will be brought to the Alateen coordinator and Sponsors for appropriate disciplinary actions.