Dear Al-Anon Member,

Thank you for your interest in applying to be of service to Alateen. Your willingness to take on this priceless gift and responsibility of important and rewarding service work shows a sincere commitment to the program.

The Board of Trustees of Al-Anon Family Groups and the World Service Conference has determined that safety of our teens, our sponsors and our Alateen groups is one of the most important parts of our recovery. As a result, we ask you to adhere to the highest standards of conduct around our teens.

Before you may become an Alateen Sponsor, or indeed work directly with Alateens in an Al-Anon setting, you must be a certified Al-Anon Member Involved in Alateen Service (AMIAS). AMIAS serve Alateen in such capacities as providing transportation, helping Alateen Group Sponsors with projects, substituting for an Alateen Group Sponsor, serving as sponsors or chaperones at Al-Anon and Alateen events, Conventions and Conferences where there is Alateen involvement, as well as serving as Alateen Group Sponsors. Once certified, AMIAS need to recertify annually through their District and Northern California World Service Area (NCWSA) to continue to work with Alateens.

To become an AMIAS the NCWSA requires that you fulfill certain requirements reflected in the following process to apply for AMIAS certification:

1. Take a personal inventory before volunteering. Some questions suggested for such an inventory are:
   a. Am I willing to attend sponsor workshops?
   b. Am I comfortable being with teenagers or pre-teens?
   c. Do I feel that I can remain emotionally “detached with love” from other people’s problems?
   d. Do I feel that I can treat all Alateens as my equal?
   e. Can I keep an open mind when an Alateen shares?

2. Review the Requirement for Alateen Member Safety, NCWSA Guideline B-17, meet with your District Alateen Process Person (DAPP) who will review the qualifications and application procedures specific to your district, the NCWSA and the AFG. The DAPP will provide you with the current LIVE SCAN REQUEST and the Instructions for Request for Live Scan A22.11.i).

3. Take the form to a local scanning agency. Be sure they are aware that the scan goes to both the California Department of Justice (DOJ) and to the Federal Bureau of Investigation (FBI) and that appropriate fees are collected. The scan operator will transmit the scans to the agencies. Be sure they provide you with two copies of the completed scan form and a receipt for the fee you pay them. Bring a copy of the scan form and your receipt to your DAPP to continue the process. Keep a copy of the scan form for your records (if the scan is not readable, you will need information from the form to continue the background investigation).

4. Fill out the AMIAS Candidate Profile, New Candidate Only, A22.1a. Initial the boxes and sign the first page. The DAPP will verify the information and sign the second page.

5. Fill out and sign the Al-Anon Member Involved in Alateen Service WSO, A22.2. It is updated by the World Service Office (WSO), so best if supplied by the Area Alateen Process Person (AAPP) or DAPP. The DAPP does NOT sign this form.

6. Fill out an Expense Reimbursement Form and attach your receipt (not the live scan form). The DAPP will determine which portion is paid by your District and which by NCWSA.

7. The DAPP will send your completed Expense Reimbursement Form, AMIAS Candidate Profile and AMIAS WSO form to the AAPP.
8. Your DAPP is committed to keeping the information you place on these documents confidential, therefore your forms are passed directly to the AAPP. Once certified, your name and contact information will be placed on a Sponsor Candidate List for use by other AMIAS.

9. The AAPP will sign the AMIAS form once the background check results have proved satisfactory, and will send it to the Al-Anon/Alateen Family Groups WSO.

10. The AAPP will sign the Reimbursement Request and forward it to the NCWSA Treasurer for you to be reimbursed for the investigation fees.

Upon certification by the World Service Office, you will be placed on the list of AMIAS which serves as the Alateen Group Sponsor Candidate List and indicates your eligibility to help with Alateen in other ways. Your DAPP and District Representative will be notified of your certification. The DAPP or District Alateen Coordinator may ask you to help with transportation or event sponsorship and may introduce you to an Alateen Group that needs a group sponsor.

These are the steps leading to becoming an Alateen Group Sponsor:

1. You will be invited to attend a local Alateen meeting. At that meeting, you will be asked to share your experience, strength and hope as well as to answer any questions the Alateens may have.

2. If you have any questions for the group, please feel free to ask them during this interview.

3. If the group so chooses, you will be asked to serve as a sponsor for a trial period (length of time determined by the Alateen Group). After that time, if you and the Alateen group are comfortable with one another, the Alateen group will take a group conscience and decide whether or not to choose you to become their Alateen Group Sponsor.

4. If you are chosen to become a group sponsor, the Alateen Group will place you on their Alateen Group Registration Form A22.6, which is updated annually and send it to the AAPP for registering the group information with the WSO.

Recommended reading:  (B=Book, P=Pamphlet, G=Guideline)

B-3     Hope for Children of Alcoholics
B-23    Courage to be Me
P-21    Youth and the Alcoholic Parent
P 24-27 Service Manual
P-29    A Guide for Sponsors of Alateen Groups
G-5 "Alateen Meetings in Schools"
G-7 "Al-Anon/Alateen Participation in an AA Area Convention"
G-19 "Starting an Alateen Group"
G-34 "Alateen Safety Guidelines"

Wishing you every success as you enter this very special part of service to our Al-Anon and Alateen membership,

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