The Board of Trustees of Al-Anon Family Groups and the World Service Conference has determined that the safety of our teens, our sponsors and our Alateen groups is among the most important parts of our recovery. As a result, Northern California World Service Area (NCWSA) has adopted the **Requirement for Alateen Member Safety, NCWSA Guideline B17.** This requirement implements the minimum criteria for any group in our area to be called an Alateen Group.

All Alateen Group sponsors, as well as Al-Anon members working with Alateen in other capacities, including Alateen Coordinators or local Alateen Process Persons (DAPP) must be certified as **Al-Anon Members Involved in Alateen Service (AMIAS).**

The Area Alateen Process Person (AAPP) must receive a DISTRICT ALATEEN PROCESS FORM, A22.12 signed by the District Representative identifying the District Alateen Process Person (DAPP) at the start of each panel or when there is a change.

The DAPP is very important in maintaining safety of Alateen members. Please become familiar with all aspects of the NCWSA Guideline B17. The AAPP will rely on your local knowledge to help facilitate starting groups, finding and training Alateen group sponsors and assuring teen safety at all Al-Anon related events. We can work together to make the process as smooth and timely as possible.

In order for there to be an Alateen group, there must be certified AMIAS to serve as sponsors.

**To process a new AMIAS applicant:**

1. DAPP talks to the prospective applicant, suggests appropriate background reading (see below), and reviews the NCWSA Guideline B17 with the applicant to be sure the applicant understands the requirement.
2. If applicant seems ready, DAPP gives them the REQUEST FOR LIVE SCAN SERVICE and instructions A22.11. It is fine to fill out forms A22.1a and A22.2 at this time (see 4 below).
3. Applicant gets fingerprinted, keeps a copy of the completed form for themselves and shows a copy, to the DAPP, along with their receipt for fees paid. The DAPP fills in a special expense reimbursement form for AMIAS with the amount the District reimburses for scanning fees, and the amount NCWSA pays for investigation.
4. Applicant fills out Form A22.1a, which the DAPP signs and AMIAS WSO form A22.2 which is NOT signed by the DAPP. (note: a physical address is required even when the applicant uses a P O Box for mail).
5. The DAPP sends the applicant’s Expense Reimbursement Form for AMIAS with receipt for fees, A22.1A and A22.2 to the AAPP by mail, FAX or e-mail. (Driver’s license # may be blocked out, but keep in district records).
6. AAPP checks the forms, records information in the Area AMIAS database, and holds forms in a locked cabinet until background check results come in. The expense reimbursement form for AMIAS is processed as soon as possible.
7. AAPP signs off on the A22.2 if the background check is clear and sends it to World Service Office (WSO).
8. WSO responds, Successful applicant is added to Area AMIAS data base, and the District is notified.
Maintaining AMIAS information
Keeping information up-to-date is important to the WSO, Area and the districts. Any change in an AMIAS address, e-address, phone number, group commitment (sponsor, cma or contact) needs to be reported to the DAPP and AAPP (an e-mail is sufficient). The AAPP will make the change in the WSO and Area databases. Change of name still requires the AMIAS to fill out and sign an A22.2 form for the AAPP to sign and send to WSO for processing.

Each year every AMIAS must recertify:
1. AAPP sends a list of AMIAS in the district to each DAPP
2. Each AMIAS must fill out form A22.1b. If there is a change of NAME, form A22.2 must be filled out and attached to the renewal form. Other changes may be noted on the CANDIDATE PROFILE for Renewal Only A22.1b.
3. DAPP checks information, signs form and sends to AAPP by announced deadline.
4. Renewed AMIAS remain in Active data base, those not renewing become inactive.
5. If an inactive AMIAS wishes to become active again, DAPP must notify AAPP and submit new forms A22.1a and A22.2. If there is no record of background check, the AMIAS process will need to be repeated starting with Live Scan.

Removal of AMIAS
The California Department of Justice will notify the AAPP if there is new information that would make the AMIAS ineligible to serve. If the district has cause to remove an AMIAS, that must also be reported through the AAPP and retained in NCWSA records.

Group Registration
To register an Alateen group see WSO sheet HOW TO START AN ALATEEN GROUP. WSO will not register a group that has not gone through the NCWSA and District process.

DO NOT use the Al-Anon Group Registration Form as WSO will not accept it for Alateen group records.
1. Group fills out Alateen Group Registration Form A22.6, with NEW marked in section 2, to the DAPP or may send information to the DAPP and AAPP who can fill in the form.
2. Two sponsors from the AMIAS list are standard on the registration form or a detailed safety plan for how to handle problems and misunderstandings must be in place.
3. DAPP sends the completed form to AAPP for review.
4. AAPP sends the application to WSO
5. WSO notifies the group and the AAPP (but not necessarily at the same time) of new group number
6. AAPP enters the group number in NCWSA data base, notifies the DAPP and DR and sends the forms to the NCWSA Web site. DAPP may inform local websites and schedules.

Annual Group Updates
Each year, usually in April and about the time that AMIAS will also need to recertify the World Service Office sends a form to the CMA (current mailing address) of each Alateen Group. Changes are to be recorded on that form and sent to the AAPP by the group in the envelope provided by WSO. If there are no changes, the form still must be returned to the AAPP.
The AAPP will alert DAPPs when this process starts. It is important that any CMA or Group Sponsor whose name appears on the update form is recertifying. If one is not, then the district needs to provide the name of a currently certified (and recertifying) AMIAS to replace the on the group update form.
To report changes to group information at other times:
1. Group sends form A22.6 indicating the kind of changes to be made using the Group Name and Number that appears on the group’s existing registration form.
2. DAPP checks that all information is accurate and sends to AAPP
3. AAPP makes changes to NCWSA data base of Alateen groups, sends copy of the form to the NCWSA website and to WSO. It is the responsibility of the DAPP to inform local websites and schedules of group changes.

District events with Alateen participation must comply with NCWSA Requirement for Alateen Member Safety. The DAPP collaborates with district event planners before event flyers are sent to the AAPP for review prior to posting to the NCWSA website. The following measures must be taken:
1. Read NCWSA Requirement for Alateen Member Safety, Guideline B-17, for wording required on flyer and specific requirements for events involving Alateen.
2. Follow the process for submitting an event on the NCWSA website, including listing two event Alateen sponsors.
3. Send a safety plan to the AAPP outlining how Alateens will be kept track of, who will hold Travel and Treatment authorizations, read the minimum requirement statement, etc. Recurring events may file a safety plan with the AAPP to have on file for an extended period of time.
4. AAPP reviews the flyer and safety plan and may ask for more detail or suggest measures that would help ensure teen safety.
5. When AAPP approves flyer, it is sent to the website coordinator for posting with a copy of the approval e-mail to the person who submitted the request.

Forms and Guidelines may be found on NCWSA Website www.ncwsa.org under Alateen. Those with sensitive information, such as the Live Scan Request, or modified for Alateen safety use, such as the expense reimbursement for AMIAS, must be obtained directly from the AAPP. The DAPP may copy and use the forms as the AAPP will inform them if and when changes need to be made.

Julie E., Area Alateen Process Person, Panel 58, 2018-2020
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