INSTRUCTIONS FOR COMPLETING FLYER
THAT HAS ALATEEN PARTICIPATION

(please submit at least 60 days before your event for approval by the AAPP)

Please include:

- Event name and type (e.g. Al-Anon, Alateen, AA with Al-Anon participation)
- Hosting entity (e.g. District, AIS Name or other type of event)
- Date(s) of week
- Time(s)
- Place name
- Street Address, City and zip
- Details of the event
- If the event includes specific mention of Alateen, such as an Alateen box on registration, and Alateen speaker, Alateens selling refreshments, tee-shirts, etc., then also include:
  - Name of the two currently certified AMIAS who will serve as Alateen Sponsors at the event – even if your submission is just an amendment to a flyer. (these names should be placed below the safety statement)
  - The following Alateen member safety statement on the flyer at the bottom: “The [name of event, conference or convention] abides by the B-17 NCWSA Requirement for Alateen Member Safety.”
  - The safety plan steps that will be taken to ensure Alateen safety. (This is submitted as a separate document along with the flyer)

Reminder: If the event does not INVOLVE or specifically invite Alateens, we suggest that the Alateen member safety statement NOT be included on the flyer. If you put the word “Alateen,” the red Alateen logo, and/or the Alateen safety statement on your flyer, whether or not Alateens are involved, you MUST have a safety plan in place and you MUST include the two AMIASs that will be at the event.