NCWSA Questions and Answers:

Q. Who is the Area Safety Administrator for Northern California?
A. The Area Alateen Process Person is an officer of NCWSA voted on by the 2007 NCWSA Assembly. If you need to contact the AAPP their phone number is listed in the 12 Stepper sent to each meeting, or you can contact your District Representative for the information, or contact them by email aapp@ncwsa.org

Q. What is the Alateen Membership/Age Range?
A. 13-19. As the name implies, Alateen is designed for members in their teens. Young people beyond the teen years attend Al-Anon meetings. (See Al-Anon/Alateen Service Manual, page 96)

Q. Are 12-year-old siblings/children allowed in Alateen?
A. Family members below teen years might not be ready for the Alateen program. Such children may have to depend on others to choose what they learn. This could lead to the development of a teaching program. “Teaching” is NOT compatible with the Al-Anon principle of sharing. There are, however, younger children who can benefit from the Alateen programs, which require the ability to participate in a shared learning experience. (See Al-Anon/Alateen Service Manual page 96)

Q. Does the Requirements for Alateen Member Safety (B-17) have to be followed for Area and District business meetings?
A. Yes. All Alateen participation must follow the Area Alateen Safety and Behavioral Requirements. Just as at any other gathering, Alateens must be in the care of their parent/guardian or certified AMIAS at all times.

Q. Do Alateen Conferences have to be connected to the Area in which they are held?
A. Yes. All events that include Alateen participation must comply with the Alateen Safety and Behavioral Requirements of the Area in which the event is held. The Area has responsibility for use of the Alateen name in the Area, and must be made aware of all proposed Alateen events. (See the Guidelines Al-Anon/Alateen Area Conventions [G-20] and Al-Anon/Alateen Participation in an A.A. Area Convention [G-7])

Q. Does permission have to be obtained from the Area to take Alateens to conferences or other Alateen events within or outside of their Area?
A. Yes. All Al-Anon Members Involved in Alateen Service (AMIAS) are required to have their Area’s approval prior to taking Alateens to conferences or other Alateen events within or outside of their Area. (See the Guideline Alateen Conferences [G-16])

Q. Do Alateen Sponsors at Convention or Alateen Conferences or special Alateen events have to be certified?
A. Yes Al-Anon Members Involved in Alateen Service at Assemblies, Conventions and Conferences are required to be certified. Al-Anon members attending a Convention, Conference, or special Alateen event, who are not directly responsible for the Alateens in their service to Al-Anon, do not have to be certified.
Q. What if we are having a fundraising event, such as a potluck or dance for Alateens? Does everyone who attends have to meet the area requirements?
A. The area will need to determine safety and behavioral requirements necessary for such events. Anyone being of service to Alateen would need to meet the area requirements. Members participating by attending a dinner or dance would not need to meet the area requirements, as they are not responsible for the Alateens.

Q. What should an Al-Anon member do if there is an Alateen who needs a ride home and they do not have a Travel and Treatment Authorization form, A22.7?
A. That is up to the individual driver; however, it does present liability to the driver and/or the teen. For example, if the driver is not a certified Al-Anon Member Involved in Alateen Service (AMIAS), the teen is not protected, or if the teen does not have a travel form the driver is not protected. One suggestion was that the meetings have all Alateen members complete an A22.7 form and to keep it for one year at the meeting location. Then if needed it can be used by a certified AMIAS.

Q. Does the travel form need to be carried by Alateens over age 18, who carry other Alateens in their vehicles?
A. Yes, all Alateen members should have parent’s permission to transport other Alateens.

Q. Do flyers that state there is Alateen participation have to be approved by the AAPP before being posted on any website or distributed by hand?
A. Yes. All flyers that have Alateen participation must be approved by the Area Alateen Process Person (AAPP) to ensure that they meet the Area Alateen Safety and Behavioral Requirements before being distributed or posted to ANY website.

Q. Do flyers that have Alateen participation have to list two AMIAS Event Sponsors on the flyer with the Alateen Safety Statement?
A. Yes. The first name and last initial ONLY should be listed below the Alateen Safety Statement with no contact numbers.

Q. Do functions or events with Alateen participation need to have a Safety Plan and be approved by the AAPP?
A. Yes. Use of the name “Alateen” for all events requires Safety Requirements and a Plan for implementing them at the event, in compliance with the Area Alateen Safety and Behavioral Requirements.

Q. Are Safety Plans to be submitted at the same time as the Flyer?
A. Yes. A flyer that has Alateen participation will not be approved without an Alateen Safety and Requirement Safety Plan.

Q. Where can I find an example of a Safety Plan?
A. On the NCWSA website at NCWSA.org under Alateen, Safety, Creating a Safety Plan for Events. You can also contact the AAPP at aapp@ncwsa.org or by telephone, which is listed in the 12 Stepper.
NCWSA Questions and Answers:

Q. When certifying sponsors in the districts, does the District Alateen Process Person (DAPP) check DMV records or look at insurance coverage to ensure that they have the proper insurance to drive Alateens to/from events?
A. No. The DAPP only looks at the driver’s license to verify identification.

Q. What should an Al-Anon member do if they there is an Alateen who needs a ride home and they do not have a Travel and Treatment Authorization form, A22.7?
A. See a similar question in the WSO section of this document. That is up the individual driver; however, it does present liability to the driver and/or the teen. For example, if the driver is not a certified Al-Anon Member Involved in Alateen Service (AMIAS), the teen is not protected, or if the teen does not have a travel form the driver is not protected. One suggestion was that the meetings have all Alateen members complete an A22.7, form and to keep it for one year at the meeting location. Then if needed it can be used by a certified AMIAS.

Q. Does the travel form need to be carried by Alateens over age 18, who carry other Alateens in their vehicles?
A. Yes, all Alateen members should have parent’s permission to transport other Alateens.

Q. How do meetings register or change their registration?
A. They complete an Alateen Group Registration form A22.6 which is available from the Alateen Area Process Person (AAPP). That form must be sent to the District Alateen Process Person (DAPP) who will send it the AAPP. Or you can send them directly to the AAPP, as long as the sponsors for that meeting have already been certified. If they have not been certified, they must complete the certification process. WSO will only register meetings and certify sponsors if the form comes from the designated AAPP.

Q. Who is the Area Safety Administrator for Northern California?
A. The Area Alateen Process Person is an officer of NCWSA voted on by the 2007 NCWSA Assembly. If you need to contact the AAPP their phone number is listed in the 12 Stepper sent to each meeting, or you can contact your District Representative for the information, or contact them by email aapp@ncwsa.org

Q. When no Alateen sponsors show up for the Alateen or Younger Alateen meeting, can an Al-Anon from the meeting next door step in and sponsor the meeting for one night or do they not have a meeting? What about an older Alateen helping out with a Younger Alateen group when it is needed?
A. The only people authorized to sit in on an Alateen meeting are people who have been certified as an AMIAS. We suggest that a couple of regular members from the Al-Anon meeting, who meet the requirements, complete the sponsor certification process so they can step in. Unless an older Alateen meets the requirements, they cannot be certified and should not be sponsoring.
Q. Are Alateen Coordinators (for Area, Districts and Intergroups) required to complete the sponsor certification process for AMIAS?
A. Yes, they all are Al-Anon Members Involved in Alateen Service.

Q. Do Alateen Sponsors at Convention or Alateen Conferences or special Alateen events have to be certified?
A. Yes Al-Anon Members Involved in Alateen Service at Assemblies, Conventions and Conferences are required to be certified. Al-Anon members attending a Convention, Conference, or special Alateen event, who are not directly responsible for the Alateens in their service to Al-Anon, do not have to be certified.

Q. Will NCWSA do background checks on Alateen sponsors?
A. Yes, this is a requirement to become an Alateen sponsor.

Q. What is the cost of the background check?
A. Currently, running the background check with both Federal and State costs $50. There is also a charge for doing the fingerprinting and that can run from $10 to $25, depending where you get it done. There is a list available on the Attorney General’s website which lists all the locations for computerized fingerprinting (LiveScan) and the fees for taking and transmitting the prints to the Department of Justice. The site address is: http://ag.ca.gov/fingerprints/publications/contact

Q. What will be done to protect any information on criminal records received by the Administrator if we do background checks?
A. Refer to the application NCWSA would complete before NCWSA could have criminal background checks done on the Attorney General’s website: http://ag.ca.gov/publications/crimrecpkg
If you refer to page 7 of the document you will see the duties and/or requirements of the custodian of records, the agreement the custodian will sign, and the laws/regulations over this process.

Q. Does the background check have to be done every year?
A. No. NCWSA would have what is called a Subsequent Arrest Notification, which allows Criminal Offender Record Information (CORI) requesters to have the DOJ retain the fingerprint images to provide notification of arrest events subsequent to the initial CORI search. Without this notification, the CORI search is valid only for the moment it was searched. When requested this notification is included in the $32 fee (currently free to nonprofits).

Q. How long does a record review take?
A. Most CORI requests are responded to within three days. Next day service is not uncommon. When the DOJ must search hard copy documents (individuals born 1939 and prior) or attempt to obtain missing disposition information the response may take a little longer.

Q. What would happen with the records, once the person who was fingerprinted no longer wished to be a Sponsor Candidate?
A. The NCWSA Safety Administrator will notify the Department Of Justice that NCWSA is no longer interested (NLI) in that person. When the Department Of Justice is notified the fingerprints would be removed from the Automated Fingerprint Identification System. This is done on a daily basis, as required.
NCWSA downloaded these WSO Questions and Answers from the WSO web site. However, we have no control of whether these questions remain or are currently available on their web site.

Q. What is the definition of an Al-Anon member involved in Alateen service?
A. An Al-Anon member involved in Alateen service is an Al-Anon member who is directly responsible for Alateens while being of service to Alateen. Each area will more clearly define what roles that involves.

Q. In our Alateen meeting we sometimes do not have enough Sponsors and the Alateens request “Instant Sponsors” from the Al-Anon meeting. Does this mean that we cannot have “Instant Sponsors”?
A. No. However, the “Instant Sponsors” must have completed the Al-Anon Member Involved In Alateen Service form and met the area requirements. Al-Anon groups may want to support Alateen by encouraging several Al-Anon members from the group to complete the area requirement process.

Q. What if we are having a fundraising event, such as a potluck or dance for Alateens? Does everyone who attends have to meet the area requirements?
A. The area will need to determine safety and behavioral requirements necessary for such events. Anyone being of service to Alateen would need to meet the area requirements. Members participating by attending a dinner or dance would not need to meet the area requirements, as they are not responsible for the Alateens.

Q. What about members of AA, can they be certified? What is the role of AA helpers in the future?
A. AA members who are also Al-Anon members and meet their area’s requirements can be certified. At the 2002 World Service Conference (WSC,) a motion passed that requires Alateen Sponsors to be active members of Al-Anon for at least two years in addition to any time spent in the Alateen program. As of the 2002 WSC, there are no longer any AA assistants.

Q. Some members in my area do not like the wording in item 1.d of the Minimum Safety and Behavioral Requirements. Can my area change the wording?
A. The wording of the Minimum Safety and Behavioral Requirements was affirmed at the 2004 World Service Conference and should not be changed as to do so would create confusion. The wording in the Motion will be the wording used in future Alateen literature. Some area concerns regarding the wording have been addressed in other question and answer documents – such as clarification of definition of emotional problems. Areas can respond to members concerns through communication and education.

Q. My area is thinking about increasing the age requirement for Sponsors to age 23 and keep the age for other Al-Anon members involved in Alateen service at 21. Is this okay?
A. Yes, there can be different requirements for different service positions as long as all meet the Minimum Safety and Behavioral Requirements.
FREQUENTLY ASKED QUESTIONS REGARDING REQUIREMENT FOR ALATEEN MEMBER SAFETY

NCWSA Guideline B17

Q. If our area does not adopt a process to put in place the Alateen Safety and Behavioral Requirements will we still be able to use the Al-Anon name?

A. It depends on the circumstances, if an area tries to circumvent the Alateen Motion by changing the name of the Alateen meetings and still having the meetings they could lose the use of the Al-Anon name. An area that only has one or two Alateen meetings that votes to eliminate having Alateen meetings altogether would not be circumventing the Motion and would not lose use of the Al-Anon name. The Alateens in that area would then attend regular Al-Anon meetings.

Q. How will areas know if new Alateen groups have been registered?

A. Effective July 1, 2004 Alateen groups registering under the old procedure will be sent a letter from Member Services/Alateen letting them know they need to contact the area for information regarding area requirements and processes and that they will still need to meet the area requirements by 12/31/04. A copy will be sent to the Area Alateen Coordinator and Delegate. This is in addition to the letter Group Records sends to all new groups with the Group binder. The Alateen Coordinator and Delegate are also sent copies of the Group Records letter.

Q. Part of item 1.d of the Minimum Safety and Behavioral Requirements states “and have not demonstrated emotional problems which could result in harm to Alateen members”. Some Al-Anon members have, in the past, demonstrated emotional problems, which could have resulted in harm to their children or others. Are these members eligible to be Al-Anon members involved in Alateen service?

A. The requirement refers to current emotional problems. Occasionally a member in service to Alateen may, due to personal difficulties, be having emotional problems that impact their ability to be of service to Alateen. The area may decide to ask that member to step aside as Sponsor or Al-Anon member involved in Alateen service for a while.

Q. Are signed parental permission forms required for Alateens to attend Alateen meetings?

A. Areas are required to have procedures for parental permission and medical care when applicable. Usually “when applicable” would refer to an event outside of the meeting such as when a Sponsor or other Al-Anon member involved in Alateen service is providing transportation for Alateens, or for attendance at an Alateen event, convention, or conference. It is up to the area to determine when the parental permission and medical forms are needed. Many schools require permission slips for Alateens to attend meetings during school hours.

Q. What about Alateens whose parents are not aware that they are attending an Alateen meeting or event? Their parents and/or guardians may be active alcoholics.

A. There may be times when you wish to give an Alateen a ride to the meeting. Always make sure that a parent or legal guardian knows that you are transporting the child. If the parent is unaware of the child’s attendance at meetings, advise the child that you will honor his/her confidentiality, but that other transportation will need to be arranged. You could face serious difficulties if a parent or legal guardian discovers you are transporting a child without permission and potential liability if there is an automobile accident with a child in the vehicle. Refusing to give a ride can be difficult. It may be the only way a child from an alcoholic home can get to the meeting. We want so much to help, but our Al-Anon program helps us gain the wisdom to know what is best for everyone involved. One good way to avoid the common problem of young people having trouble getting transportation to Alateen meetings is to sponsor an Alateen group at a school. This kind of group also allows the program to be available to young people who still live with the disease at home.
Northern California World Service Area

FREQUENTLY ASKED QUESTIONS REGARDING REQUIREMENT FOR ALATEEN MEMBER SAFETY

NCWSA Guideline B17

Q. The fourth requirement that area requirements must prohibit conduct contrary to applicable laws sounds like an outside issue. Should we be discussing laws at our meeting?

A. Alateen groups, Al-Anon members involved in Alateen service, and areas have a responsibility to be knowledgeable about the laws that affect them. Knowing and obeying the law is not an outside issue; however some discussions, such as in regards to changing a law, would be outside issues. Al-Anon and Alateen members are not above the law.

Q. What can areas use for Sponsor training now that A Guide to Alateen Sponsorship - An Unforgettable Adventure (P-86) has been discontinued?

A. Portions of P-86 can be used until new Alateen literature can be published. A bookmark indicating the usable portions of the latest edition of P-86 has been sent to each Al-Anon and Alateen group. Area Alateen Coordinators have also been sent a supply of the bookmark. The bookmark can also be photocopied.

Q. Is the Area Authorized Signature guaranteeing that the Al-Anon member will follow the safety and behavioral requirements?

A. No. The Area Authorized Signature is confirming that to the best of his/her knowledge the Al-Anon member involved in Alateen service meets the area’s requirements. The Area Authorized Signature is not taking responsibility for the behavior of the other member.

Q. Can the Area Authorized Signature be sued if the Al-Anon member involved in Alateen service harms an Alateen?

A. Anyone can be sued for anything. However, when the Area Authorized Signature takes diligent care in confirming that the member has met the area requirements, the likelihood of being sued is minimal and, if sued, the likelihood of damages being awarded is even smaller.