

NEW YORK NORTH AREA ALATEEN GUIDELINES AND REQUIREMENTS

(Last revised 2014)

(A) MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS

1. Every Alateen Group Sponsor and Al-Anon Member Involved with Alateen Service (will be referred to as AMIAS in the remainder of this document) must:
 - be an Al-Anon member regularly attending Al-Anon meetings.
 - be at least 21 years of age.
 - 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 and/or any other inappropriate behavior, and not have demonstrated emotional problems which could result in harm to Alateen members
2. There must be at least one Alateen Group Sponsor at every Alateen meeting.
3. These Area requirements do prohibit overt or covert sexual interaction between any adult and an Alateen member.
4. These Area requirements do prohibit conduct contrary to applicable laws.
5. These Area requirements contain procedures for parental permission and medical care when applicable.
6. These Area requirements have been reviewed by local counsel.
7. **Every Alateen, Alateen Group Sponsor and AMIAS will comply with the Area Alateen Registration/Certification Process.**
8. Every member of the Area World Service Committee must be registered with the Area as an AMIAS. (Officers, Coordinators and District Representatives) If a District Representative becomes ineligible, the Alternate District Representative, if certified by the Area, should visit the Alateen groups in their District.
9. Use your *Links of Service* for communication. (members>Alateen Group Sponsor>Group>Group Representative>District Representative>Area World Service Committee>World Service Conference) Establish and maintain a connection with your District.
10. Refer to appropriate Al-Anon and Alateen literature for further ideas. Some of this is also available online at www.al-anon.alateen.org/members. **New to the members website: Alateen e-Service Manual.**
11. **New York North Alateen Conference (NYNAC) will remain a function of the New York North Area.**
 - **All adults attending NYNAC must be certified AMIAS. (**process for certification must be completed before registering for the Conference.)**
 - NYNAC attendance is a privilege, not a right.
12. For Area events, **there must be one AMIAS/Alateen Group Sponsor for every (5) teens**, not necessarily of the same gender. For any overnight events, there must be a male AMIAS rooming with male teens and a female AMIAS rooming with female teens.
13. Active members of Al-Anon, who are also AA members, may serve as an Alateen Group Sponsor or an AMIAS, provided they have completed the certification process. At all times, emphasis shall be placed on the Al-Anon interpretation of the program.
14. **For any Alateen member attending any overnight function carrying the Al-Anon/Alateen name, a notarized Permission/Medical form is required—No Exceptions.** **The original notarized form should remain with the AMIAS transporting and responsible for the teen. A copy of the notarized form is submitted with the registration to the event. *In the case of NYNAC, the copy is sent to the NYNAC Coordinator.* If an Alateen needed medical care, the original, with the seal, would be required.
 - **One standardized Permission/Medical form will be used for all NYN Al-Anon/Alateen events. It will be one page – double sided.**
 - Registered Alateen members' identification at any event including Al-Anon/Alateen, will consist of a name badge with a red triangle and on the back of the badge, the name and cell # of the AMIAS/Alateen Group Sponsor listed on the Permission Form.

15. Medical procedures for all Al-Anon/Alateen events will be strictly followed. **New York North Area requires notarized Permission/Medical forms for Alateen participation in NYN Area Assemblies, Conventions, Conferences and AA functions with Al-Anon/Alateen participation, including NYNAC.**
16. **Before departure** for an event, the responsible AMIAS/Alateen Group Sponsor must verify **that** all medication listed on the medical form is present. (Must be in original container-including any over the counter meds)
 - The AMIAS/Alateen Group Sponsor will take charge of the medications for the duration of the event.
 - If the teen does not have all medications listed with him/her, the teen becomes ineligible and will not be transported to the event.

(B) NYN MEDICAL PROCEDURES FOR AL-ANON/ALATEEN EVENTS

1. **These procedures will be strictly enforced.**
2. All Alateen Group Sponsors and AMIAS will need to be aware of the medical procedures and be willing to accept these responsibilities.
 - All parents/guardians sending a teen to an event will provide medications and adequate information about these medications to the AMIAS who is responsible for that teen. **Medications need to be in the original container with labels firmly in place. **This includes over the counter meds that the Alateen might require.**
 - All medications will be held by the AMIAS listed on the permission/medical form.
 - Teens will be responsible to seek out the AMIAS listed in order to take meds at appropriate times.
3. The Alateen Group Sponsor/AMIAS has the right to refuse to bring a teen to an event due to conflict over medications and/or behavior.
4. **Everyone attending this event must refrain from sharing any medication, to include prescription and over the counter drugs. **No over the counter drugs will be administered by the medic or nurse.**
5. Any medical concerns should be directed to the listed AMIAS.
6. **In case of any medical situation that cannot be resolved simply, the person whose name is listed on the notarized permission/medical form, should not hesitate to transport the teen to an emergency room. Notify parents/guardians as soon as possible.**

(C) NYN AREA PROCESS OF BECOMING AN ALATEEN GROUP SPONSOR AND/OR AN AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE (AMIAS)

1. Contact your District Representative. Your District Alateen Coordinator may be involved in the process. **Provide (2) written local Al-Anon references** to your District Representative, responding to the characteristics found in #1 under the *Minimum Safety and Behavioral Requirements*. **The form letter will be provided by the NYN Area Alateen Coordinator.**
2. **Complete the World Service Office Al-Anon Member Involved in Alateen Service Form, including the additional Area Use Questions.**
3. **Alateen Group Sponsor candidates must have completed the AMIAS process before attending at least (3) meetings in a row of the Alateen group he/she wishes to sponsor, or (3) consecutive existing meetings.** A question and answer session with the Alateens (who have read and discussed the letter about choosing an Alateen Group Sponsor) is recommended. **Letter available online.* Remember to use the principles of the program over personalities.
4. AMIAS attending District meetings will encourage better communication and support between District and

- Alateen groups. (Concept 4)
5. A final Alateen Group Conscience will occur with a paper ballot after 4-6 weeks. Alateen members' concerns about a Group Sponsor Candidate can be expressed on the paper ballot and be discussed before a final decision is made. Minority opinions need to be heard, as well. (Concept 5)
 6. The NYN Area Alateen Coordinator will provide all Alateen Group Sponsors/AMIAS with an information packet and other training opportunities.
 7. **All AMIAS should review NYN Area Guidelines and Requirements** and the following WSO Guidelines: G-5/G-7/G-16/G-19/G-20/G-24/G-34 and WSO policy on Alateen found in the current Service Manual yearly. [Also, please review the new Alateen e-Service Manual that can be found on the members' website.](#)
 8. Once a year, please host your NYN Area Alateen Coordinator for a training session during a Day of Sharing. Please include as many neighboring Districts as possible.

(D) NYN AREA PROCEDURE FOR REGISTERING ALATEEN GROUP SPONSORS AND/OR AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS)

1. The NYN Area Alateen Coordinator/ AAPP (Area Alateen **Process Person**) will be the authorized signature on the **Al-Anon Member Involved in Alateen Service form**.
2. All NYN Area Officers, Coordinators and District Representatives are required to be AMIAS. **Any Al-Anon member, before providing direct service to Alateen members, must have completed the AMIAS process.**
3. The District Representative will acknowledge, in writing, the references provided and will send the AMIAS form on to the NYN Area Alateen Coordinator. (The letters of recommendation will remain at the District level. If no District Representative exists, the NYN Area Alateen Coordinator /AAPP will handle the process.
4. The NYN Area Alateen Coordinator will send the completed AMIAS form to the World Service Office Group Records after which it is returned to the NYN Area Alateen Coordinator/AAPP with a World Service Office WSO ID #.
5. Information returned to the NYN Area Alateen Coordinator/AAPP from the World Service Office will be relayed to the District Representative and to the Alateen group.
6. *The NYN Area Alateen Coordinator/AAPP will receive an updated list annually from the WSO which is to be certified and returned to the World Service Office by July 1.
7. *When an AMIAS no longer qualifies for active status, the appropriate form will be sent to the World Service Office by the NYN Area Alateen Coordinator/AAPP.
[*These two items are now done online only by the Area Alateen Coordinator/AAPP](#)

(E) ALATEEN GROUP REGISTRATION OR RECORDS CHANGE PROCESS

(Based on the WSO Alateen Group Registration Process)

(a) New Alateen Groups:

1. An **Alateen Registration/Group Records form (GR-3)** is submitted through the Area process along with the AMIAS form or with an AMIAS WSO ID #.
2. When an AMIAS form is sent with the Alateen Registration/Group Records Change form, it will be processed per the WSO procedure for AMIAS.
3. The Alateen Registration/Group Records Change form will be processed within (7) days of arriving at the WSO Alateen Department and returned to the NYN Area Alateen Coordinator/AAPP.
4. WSO will send the form by mail to the NYN Area Alateen Coordinator/AAPP. Remember to share the information with the District Representative

5. Alateen Registration/Group Records Change forms that cannot be processed due to incomplete Alateen Group Sponsor information will be sent back (**daily**) to the NYN Area Alateen Coordinator/AAPP who will then contact the District Representative and the Alateen group. (**Word in green is deleted**)

(b) Changes for Existing Alateen Groups:

1. Changes involving new Alateen Group Sponsors must include either the AMIAS form or the AMIAS WSO ID #. If an Alateen Registration/Group Records Change form is received with a change of Alateen Group Sponsor and neither an AMIAS WSO ID # nor an AMIAS form is provided, the Alateen Registration/Group Records Change form will be returned to the NYN Area Alateen Coordinator/AAPP unprocessed.
2. Alateen group changes will be processed within (7) working days.
3. Notification of processed group changes will be sent to the NYN Area Alateen Coordinator/AAPP. (**on a monthly basis.**)Delete wording in green.
4. (**An annual update will be sent to Alateen groups in March.**)
4. The NYN Alateen Coordinator/AAPP can print Alateen Group Reports as needed from the appropriate Alateen Group Records information link. (Available only to AAPP or Alateen Coordinator/AAPP, if this One position.)

(F) NYN AREA ALATEEN SAFETY SUGGESTIONS

1. It is strongly suggested that each Alateen group have (2) Alateen Group Sponsors. (Preferably, present 15 minutes before and 15 minutes after the meeting.)
2. An Alateen meeting should meet at the same time and place as an Al-Anon meeting.
3. A minimum of a (1) year commitment to Alateen Group Sponsorship is suggested.
4. Rotation of service is encouraged.
5. Alateen Group Sponsors need both financial and emotional support.
6. The name of each Alateen group should not reflect it's meeting location. (i.e. name of the meeting church, street location, or town, etc.)
7. **Meeting location should not be placed on Al-Anon or Alateen websites or other forms of media coverage. (An Alateen Coordinator or AMIAS at District Level could be listed as a contact phone # or email.) Delete**
7. Alateen Group Sponsors/AMIAS should always have parental permission to transport Alateens to Alateen meetings. This can be written or oral.
8. Alateen Group Sponsors/AMIAS should be vigilant when dealing with Alateen members and should avoid being one on one (teen/AMIAS)in a room or when traveling.

NYN Convention and Assembly Guidelines will be applied to all New York North Area Conventions, Assemblies, Conferences, AA Conventions/Roundups with Al-Anon and Alateen participation or any other event carrying the Al-Anon/ Alateen name, including NYNAC. (New York North Alateen Conference). **This is New York North policy**

(G) NYN CONVENTION AND ASSEMBLY GUIDELINES (revised 2014)

(For All Attending Alateens, Alateen Group Sponsors/AMIAS and Other Members Participating in Any Overnight Al-Anon/Alateen Functions or AA Functions with Al-anon/Alateen Participation This includes New York North Alateen Conference (NYNAC)

*****New York North recognizes Alateen age range (12) to (19). Delete green wording.**

From WSO Guideline G-16—“Remember--

All Alateen, even those who are legal adults, are required to comply with the Alateen Conference guidelines and NYN Area Requirements when participating as an Alateen”

1. Possession of alcohol, drugs, and/or weapons in any way, shape or form, is cause for contacting parents to pick up involved person(s) from the event no matter how far away they are or their age.
2. Roughhousing, fighting, any violent activity or any other serious violation of these guidelines will not be tolerated.
3. Smoking (**Adults**) is allowed in designated areas only. The following requirement comes from WSO. *It is not optional.* “**Must prohibit conduct contrary to applicable laws.**” New York State law bans youth (18-21) from purchasing tobacco products. (thus possession at any event carrying the Alateen name must be prohibited.) ~~Delete Smoking by minors can only be regulated by the location of the event per their policy.~~ (*Smoking in rooms by anyone, is cause for departure.*)
4. Alateens and Alateen Group Sponsors /AMIAS are to abstain from overt/covert sexual activity. Hugs and handholding are acceptable. Use your good sense. Be respectful. Teens and Alateen Group Sponsors / AMIAS are to be aware of and to abstain from what someone else could interpret as sexual harassment, which includes offensive language, offensive t-shirts, sexual intimidation, etc.
5. NO girls in guys rooms. NO guys in girls rooms. **Enough said!(Delete)**
6. For any Alateen member attending any overnight function carrying the Al-Anon/Alateen name, a **notarized** Permission/Medical form is required. **No exceptions.** **The original notarized form should remain with the AMIAS transporting and responsible for the teen. A copy of the notarized form is submitted with the registration to the event. *In the case of NYNAC, **everyone attending must submit a notarized form. The copy is sent to the NYNAC Coordinator.*** If an Alateen needed medical care, the original, with the seal would be required to give care.
 - One standardized Permission/Medical form will be used for all NYN Al-Anon/Alateen events. It will be ***one page – double sided.***
 - Registered Alateen members’ identification at any event including Al-Anon/Alateen, will consist of a name badge with a red triangle and on the back of the badge, the name and cell # of the AMIAS/ Alateen Group Sponsor listed on the Permission Form.
7. Non-members who bring who bring their children to the event are responsible for supervising their own children.
8. **NO leaving the event facility at any time during the weekend unless you are accompanied by your Alateen Group Sponsor / AMIAS listed on the Permission Medical form.**
For NYNAC: The NYNAC Coordinator must be notified before departure.
9. Meetings and workshops are MANDATORY. That’s why you come. Once in a meeting, please stay there. If for any reason you have to leave, please do so quietly. If you are not in a meeting, you should be with your Alateen Group Sponsor / AMIAS. Alateen Group Representatives are expected to attend and participate in the Area Assembly meeting. (That is why you come and that is why your group is paying for it.)
10. Courtesy requires that entering and leaving meetings be at a minimum. Giving loving support to each person who shares, requires that side conversations and horse play be avoided.
11. Each person is expected to be comfortably dressed for the location, function and occasion. Revealing clothing is not appropriate. Alateens and AMIAS must wear their event badges at all times. Be respectful of all attending. Each of us represent the face of Al-Anon and Alateen.
12. Alateens know where your Alateen Group Sponsors / AMIAS are at all times. Sponsors know where your teens are.
13. The curfew will be on the schedule. Abide by it. Be good to yourself and others—GET SOME SLEEP!
14. Keep low voices in sleeping areas. CD players and other electronic equipment should be kept in your rooms and at reasonable volume levels.
15. Clean up after yourself. This includes sleeping rooms and other event areas. Remember, we are guests at the event.
16. Speak up if you see any unacceptable behavior. Remember that each of us is responsible.
17. Each Alateen is expected to bring enough food or money to eat properly during the event and while traveling.

18. Alateen Group Sponsors /AMIAS, if you bring teens with you, you are attending the event as an Alateen Group Sponsor and you should expect to room with your teens. Be gender appropriate and coordinate with other AMIAS.
19. Alateen Group Sponsors, if you have to leave the conference room and return to your room for any reason, let another AMIAS, who your teens are familiar with, know where you will be.
20. Alateen Group Sponsors / AMIAS have the right to refuse to bring any Alateen member whom they think will not abide by the guidelines, always remembering to place principles above personalities.
21. These guidelines should be clearly understood before leaving home to come to any Area Convention or Event. Those who do not wish to comply should not come. This should be clearly understood by all Alateen Group Sponsors / AMIAS, Alateens and parents / guardians.

(H) New York North Alateen Conference (NYNAC) Guidelines (2014)
For All Attending Alateen Group Sponsors, Alateens and AMIAS

NYNAC is a closed Conference. Only Alateen Group Sponsors/AMIAS and Alateens may attend. Paperwork for the AMIAS process must be fully completed and in the hands of the Area Alateen Coordinator/AAPP prior to the Conference. NO EXCEPTIONS. The registration deadline must be respected by everyone. No one will be admitted if showing up for the Conference with registration/money in hand.

NYNAC, as a New York North event, is bound by the NEW YORK NORTH AREA ALATEEN GUIDELINES AND REQUIREMENTS, NYN CONVENTION AND ASSEMBLY GUIDELINES, and NYN AREA ALATEEN SAFETY SUGGESTIONS. This is NYN Policy.

- **Minimum age for attendance at NYNAC is (12). A minimum of 6 months regular attendance at Alateen meetings in the year the Alateen is planning to Attend NYNAC is required.** If a teen has never attended or attended only one or two meetings, it can be difficult for an AMIAS to know the teen well enough to bring him or her to an intense recovery weekend. The teen also needs time to have some understanding of the program and to understand and have commitment concerning the Guidelines and Requirements. Consequences could affect the group as a whole. Remove all. Alateen Group Sponsors/ AMIAS have the responsibility for determining who may or may not attend NYNAC in order to insure a safe and productive environment for the event. If any questions arise the NYNAC Coordinator should be consulted.

I Am Responsible

- If it is necessary to leave the grounds for any reason, the NYNAC Coordinator must be notified prior to departure.
- No wandering the grounds after dark.
- DON'T LET PEOPLE OVERSLEEP OR ACT IRRESPONSIBLY!
- DON'T LET MEMBERS FEND FOR THEMSELVES!
- Bring snacks for yourself and for the "munchies" table.
- Bring a banner to identify your group to be shown at the Kick-In Meeting.
- Giving loving support to each person sharing requires that side conversations and horseplay is avoided.
- Let's leave other affiliations outside the door. (Traditions 3 & 6)

NYNAC Alateen Group Sponsors/AMIAS Guidelines

1. Remember that NYNAC is an Alateen Conference with AMIAS participation. Without the involvement of all of us, there would be no NYNAC.
2. **Alateen Group Sponsors/AMIAS (which includes drivers or any adults attending-all having**

- completed the AMIAS process prior to attending) must be 21 years old or over.**
3. Drivers must have a valid driver's license with current registration, inspection and insurance on the car being driven. Anyone with more than one accident in the past three years will not be able to drive Alateens.
 4. If you bring teens with you and you are attending NYNAC as an Alateen Group Sponsor, you should expect to room with your teens.
 5. All AMIAS attending NYNAC are considered as "sponsors" for the weekend and should share adult responsibilities equally.
 6. Alateen Group Sponsors/AMIAS have the right to refuse to bring any Alateen member who they think will not abide by the guidelines, always remembering to place principles above personalities. Delete Alateen Group Sponsors/AMIAS have the **responsibility** to refuse to bring any Alateen member who they think will not abide by the guidelines, does not have an acceptable level of understanding of the Alateen program to participate in the event or lacks the maturity required to participate and /or is likely to engage in destructive/distracting behaviors that could hinder other members enjoyment of the event, always remembering to place principles above personalities.
 7. Alateen Group Sponsors/AMIAS should be attending meetings and workshops at NYNAC.
 8. Alateen Group Sponsors/AMIAS know where your teens are and vice versa. (AT ALL TIMES)
 9. Alateen Group Sponsors/AMIAS are encouraged to share their experience, strength and hope at the meetings during the weekend. The teens want us to share as equal members, not as authority figures.
 10. If you have to leave the conference room area and return to your room for any reason, let Security and another Alateen Group Sponsor/AMIAS (that your teens are familiar with) know where you will be.
 11. Alateen Group Sponsors/AMIAS are required to attend Sponsors' meetings. AMIAS on Security Duty during Sponsors' meetings during the weekend will be exempt.
 12. Whenever a question arises about a teen's behavior or following the rules, his/her Alateen Group Sponsor/AMIAS will be involved in the discussion along with the NYNAC and Alateen Coordinators. Delete In all cases of behavioral concerns, the following process should take place: All members involved in the the incident, their Alateen Group Sponsor(s) /AMIAS, the NYNAC Coordinator, and the Area Alateen Coordinator will be involved in the discussion. A review of the situation will take place, allowing all an equal voice. A decision will be worked out that is both appropriate for the situation and respectful of the consequences of inappropriate behavior, keeping in mind the tenets of KBDM. (KBDM is knowledge-based decision making. It means that we gather all the facts, talk it over and decide, even if we don't all agree...Can we live with it?)
 13. The Alateen Group Sponsor is responsible for registering their groups and picking up the Registration packets for each of their attending members when they first arrive at the facility. Head counts of your teens attending, should be done when you arrive and just before you leave.
 14. Alateen Group Sponsors/AMIAS are reminded that they too must follow the NYN Behavioral Guidelines and Requirements. As adults, who have legal responsibility for the Alateens they bring to NYNAC, they can be held liable in the event of any harm done to the Alateens in their care.
 15. Alateen Group Sponsors/AMIAS are to abstain from sexual activity. Hugs and handholding are acceptable. Be respectful and set a good example.
 16. For legal and traditional responsibilities of AMIAS, including Alateen Group Sponsors, refer to WSO Guideline G-34 / Page 4.

NYNAC Security Guidelines
The job of security is to guide and protect.

1. Any adult participating in NYNAC **must** be a certified AMIAS prior to attending the weekend. *(It would be helpful to have the medic/nurse and DJ (if using one), be certified AMIAS. If they are not, please know who you are bringing to the Conference, keeping the safety of the teens in mind.)*
2. If there is a concern about drug or alcohol use at NYNAC, both the teen's Alateen Group Sponsor and the Medics need to be called in as well as the NYNAC and Area Alateen Coordinators. No one shall make a

determination about substance abuse without an evaluation by the medical team. After discussion, if the concern appears valid, the parents/guardian will be contacted to pick up the teen.

3. If there is any problem with a teen, his/her Alateen Group Sponsor/AMIAS needs to be involved in the situation, along with the NYNAC and Area Alateen Coordinators. Sponsors are legally responsible. If it is decided that the teen needs to go home the parents/guardians will be called. If parents cannot be reached or refuse to pick up the teen, then their entire group will be required to leave.
4. No teen couples are allowed to work Security in the same shift.
5. Each Security Team member is not allowed to go into the sleeping area of the opposite sex.
6. It is recommended that Security teams consist of an experienced NYNAC veteran teen and a newcomer together. (one male and one female)
7. Teens working the night shift need to be 16 years old or older. (Night shifts start at 10PM)
8. Anyone working the night shift can only work one two-hour shift.
9. Day and evening shifts can be worked by teens of any age.
10. The handheld communication units are not toys and should be treated with care. Teens and adults using them should refrain from using offensive language as the units are on a public access frequency and are subject to F.C.C. rules and regulations.
11. Security team leaders (AMIAS) should familiarize themselves with the other Alateen Group Sponsors/AMIAS attending NYNAC, in the event that a teen needs to find his/her sponsor for any reason.
12. Particular attention to security needs to be made at key times, such as Friday after the last meeting, Saturday during the speakers, talent show and the dance and Sunday during the Gratitude/Kick-out Meeting.
13. **Room assignments are the responsibility of the NYNAC Coordinator.** If there is a question about trouble involving a particular room, the NYNAC Coordinator needs to be consulted for the room assignments and the Alateen Group Sponsor/AMIAS will be contacted.
14. Security team members also need to follow the Guidelines. Be courteous, kind and go to meetings, get rest and have some fun. *Please take this responsibility seriously.*
15. If the teens are being quiet and not disturbing anyone (after curfew), they are allowed to stay up in their rooms and talk quietly, if they wish. They should always be encouraged to get some sleep.
16. Teens are allowed to return to their rooms during the meetings, etc. only at the medic and Alateen Group Sponsor's discretion. Security must be advised at the time. Alateen Group Sponsors are responsible to check on their teens.
17. No wandering the grounds (alone or couples) after dark.
18. Respect and common sense as well as Principles Above Personalities should prevail in all situations.

Miscellaneous Items for NYNAC

1. **Photographs and videos:** Photographs and videos are allowed as long as you have the person's permission. Keep in mind that the videos and pictures are to be shared only within the fellowship and the walls of NYNAC. (Tradition 11)
2. **Lost luggage and other items:** Teens are reminded before they leave home, not to bring anything valuable with them to NYNAC. If something is lost or missing, the NYNAC Coordinator should be aware of the items so that the facility can also be aware of whom to contact if something is found.
3. **NYNAC Inventory Meeting:** The 1998 NYNAC Group Conscience requested that an inventory meeting be put on all future programs for Sunday mornings before the Gratitude / Kick-Out meeting. (Clearing the Air) (Suggestion from NYNAC Coordinator : Brags and Drags about the weekend) Everyone in attendance has a voice. (Concept 5)
4. **Sleep:** Respect yourself and your Sponsors (AMIAS). The times for "Lights Out" are on the schedule and should be followed. When sleep is difficult and you wish to stay up quietly in your room, you may do so. Keep in mind that all meetings are mandatory and the next day starts early in the morning. Be good to yourself and get some sleep.

5. **Rooms:** No open food should be stored in the rooms. A snack table is available for snacks. A plate of snacks can be brought back to the room as long as the remains are disposed of properly. Keep shades closed and abstain from changing next to the window or an open door. When changing clothing, the shades, curtains and doors should be closed. Sometimes the medics or Alateen Group Sponsors/AMIAS will need to go down the hall of the opposite sex.
6. **Talent Show:** The Talent Show is a vehicle for self-expression for both the teens and their Alateen Group Sponsors/AMIAS. Participants must use common sense in making sure that routines do not cause emotional, spiritual or physical harm to another person or themselves. Your talent is a reflection of you.

NYNAC Guidelines were last updated 2014
Legal Counsel had reviewed this form at that time. (prior update)