

# Alateen Training Modules



- I. Overview of Alateen Service
- II. The Alateen Meeting
- III. Alateen Events
- IV. Alateen Challenges

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# ALATEEN TRAINING MODULE I

## **Overview of Alateen Service**

*New York North Area 39  
2023-2025*



## Alateen is...

- part of Al-Anon Family Groups.
- for young people who have been affected by alcoholism in a family member or friend.  
*(from the Alateen Suggested Preamble)*
- a peer to peer meeting of teens.

## Alateen is not...

- a program for young people seeking sobriety.

# Alateen Includes...



- Alateen members
- Area-certified Al-Anon
  - Members Involved in Alateen Service (*AMIAS*)
- Alateen Group Meetings
- Resources to Alateen:
  - Supportive Al-Anon groups & members
  - Supportive local service arms (*District/AIS/NYN*)
  - Area trusted servants
  - World Service Office (*WSO*)

# Alateen Members

- Are members of Al-Anon Family Groups who are seeking recovery from the effects of someone else's drinking.
- Share their experience, strength, and hope with each other.
- Members of Al-Anon Family Groups who study and apply the Al-Anon/ Alateen Twelve Steps and Twelve Traditions to their own lives.
- Are generally teenagers; may include younger family.





# World Service Conference 2003 Alateen Motion

- Requires Areas to set safety and behavioral requirements for all Alateens and all Al-Anon Members Involved in Alateen Service (*AMIAS*).
- These requirements apply to all use of the Al-Anon or Alateen name in conjunction with any meetings, groups, conventions, or any other gatherings in the Area where Alateen participation is offered.
- More information on Alateen safety is posted in the "*Alateen Service e-Manual*" on the WSO Members' website, [al-anon.org](http://al-anon.org).

The slide features a decorative background on the left side with a light green balloon at the top, a light blue balloon in the middle, and a light purple balloon at the bottom. Yellow streamers and triangular flags are scattered around the balloons. The main title is in a large, bold, dark teal font.

# Al-Anon Member Involved in Alateen Service (*AMIAS*)

- Is an Al-Anon member who is directly responsible for Alateens while being of service to Alateen.
- AMIAS requirements are defined by the Area where they serve.
- An Alateen Group Sponsor is an AMIAS who has made a commitment to be of service to an Alateen Meeting on a regular basis.
- “Instant” or backup Alateen Group Sponsors must have completed certification through the Area Process.

# Minimum Safety & Behavioral Requirements

1. Every Al-Anon member involved with Alateen service must:
  - be an Al-Anon member regularly attending Al-Anon meetings.
  - be at least 21 years old.
  - have at least two years in Al-Anon in addition to any time spent in Alateen.
  - not have been convicted of a felony.
  - not have been charged with child abuse or any other inappropriate sexual behavior.
  - 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. Two is strongly suggested.





# **NYN AREA**

## **Alateen Safety & Behavioral Requirements**

1. Every Alateen Group Sponsor and AMIAS will comply with the Area Alateen Registration Certification Process.
2. Do prohibit overt or covert sexual interaction between any adult and Alateen member.
3. Do prohibit conduct contrary to applicable laws.
4. Do contain procedures for parental permission and medical care when applicable.
5. Have been reviewed by local counsel.

*\*Contact the Area Alateen Coordinator or Area Alateen Process Person (AAPP) for a current copy of the NYN Area 39 Safety & Behavioral Requirements for AMIAS and Alateens*

# Al-Anon Members Involved in Alateen Service **NYN Area Certification Process**

- AMIAS must complete and sign the Al-Anon Member Involved in Alateen Service Form.
- Complete and sign the NYN AMIAS Candidate Certification form, which includes permission to perform required background checks.
- Obtain one (1) Letter of Recommendation from their Al-Anon Program or Service Sponsor.
- Obtain one (1) Letter of Recommendation from an active Al-Anon Member.
- All candidates must complete the NYN Area Alateen Training Modules before final approval.
- AMIAS form must be signed by the District Representative. If no District Representative is available, contact your AAPP for instructions.

# Al-Anon Members Involved in Alateen Service NYN Area Certification Process

(continued)

[WSO Al-Anon Member Involved In Alateen Service Form.](#)

Attachment B

**Al-Anon Member Involved In  
Alateen Service**

It is required that this form be completed by all Al-Anon members involved in service to Alateen.

(Please Print)

First & Last Name:

Street Address:

City, State/Province:

Zip/Postal Code/Phone:

E-mail:

District:

I am in compliance with my area's safety and behavioral requirements and agree to abide by them.

\_\_\_\_\_

Signature Date

I am confirming that the Al-Anon Member has complied and meets all the New York North requirements to become an AMIAS and has cleared all the required background checks.

\_\_\_\_\_

Authorized Area Signature Area # Date

Please Print Name Below:

Each area must certify to the WSO annually that each Al-Anon member involved in Alateen service has met the area's safety and behavioral requirements and has agreed to abide by them.

WSO Assigned ID Number: \_\_\_\_\_

**For Area Use:**

I have reviewed and confirmed that all AMIAS Candidate forms have been completed and signed.

\_\_\_\_\_

District Representative's Signature Date

(If there is no District representative, contact the New York North Alateen Coordinator for instructions on how to complete the process.)

# AMIAS Letter of Recommendation

## To the New York North Alateen Process Person (Attachment C)

\_\_\_\_\_ is a Al-Anon member who has expressed a desire to work with Alateens in a service capacity. One of the requirements to start this process is to get two letters of recommendation from two different Al-Anon members who will vouch for the person listed above. This is a very serious commitment for the prospective AMIAS.

This will serve as one of those letters of recommendation. I understand that my contact information will be requested and verified. Al-Anon Members Involved in Alateen Service (AMIAS) need to be responsible and trustworthy as the safety of our Alateen young adults are always the main concern for all Alateen and Al-Anon members combined.

I, \_\_\_\_\_ to the best of my knowledge, know that the person for whom I am signing this recommendation letter meets the New York North's Area Safety and Behavioral Requirements for Al-Anon Members Involved in Alateen Service which includes the following criteria:

- He/She attends at least one Al-Anon meeting a week.
- His/Her Home Group for Al-Anon is \_\_\_\_\_
- He/She is 21 years of age or older.
- He/She has been active in Al-Anon for at least 2 years not including any time spent in Alateen.
- He/She has an Al-Anon Personal Program Sponsor and/or Al-Anon Service Sponsor.
- He/She has not been convicted of a felony.
- He/She has not been convicted of child abuse.
- He/She has not demonstrated emotional problems that could result in harm to Alateen members.
- He/she agrees not to have any overt or covert sexual interaction (whether consensual or not) with an Alateen member, including but not limited to:
  - Touching a teen inappropriately.
  - Dating a teen who is an Alateen member
  - Holding or hugging in an inappropriate manner
- He/She agrees not to conduct themselves in a manner contrary to applicable laws

Print Your Full Name and Address: \_\_\_\_\_ District # \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your phone number: \_\_\_\_\_ Your e-mail address: \_\_\_\_\_

Please check off one of the following:

- \_\_\_\_\_ I am the Candidate's Program Sponsor. \_\_\_\_\_ I am the Candidate's Service Sponsor.  
\_\_\_\_\_ I am a fellow Al-Anon Member of the Candidate's Home Group.

Return this letter with all required Alateen Sponsor/AMIAS forms to your District Representative or Contact Person.

**Please remember to put principles above personalities; if, for any reason you do not feel comfortable in making this recommendation, it is OK to refuse.**

Revised: 7/29/2018

# New AMIAS Candidate Certification Form

PLEASE PRINT

New York North AFG

(Attachment D)

New Al-Anon Member Involved In Alateen Service (AMIAS) Candidate Certification Form

Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Al-Anon Home Group \_\_\_\_\_ District # \_\_\_\_\_

This form must be completed by all Al-Anon Members who wish to become an Alateen Group Sponsor/AMIAS (Al-Anon Member Involved in Alateen Service) in New York North.

**Please take a moment to read each question and initial.**

1. I am at least 21 years old. \_\_\_\_\_ (Initial)
2. I have at least 2 or more years in Al-Anon. \_\_\_\_\_ (Initial)
3. I attend Al-Anon meetings on a regular basis. \_\_\_\_\_ (Initial)
4. I have a Personal Al-Anon Program Sponsor and/or Al-Anon Service Sponsor. \_\_\_\_\_ (Initial)
5. I have not been convicted of a felony. \_\_\_\_\_ (Initial)
6. I have not been charged with child abuse, including any inappropriate sexual behavior. \_\_\_\_\_ (Initial)
7. I agree not to have overt or covert sexual interaction (whether consensual or not) with any Alateen member including but not limited to:
  - Touching a teen inappropriately. \_\_\_\_\_ (Initial)
  - Dating a teen who is an Alateen Member. \_\_\_\_\_ (Initial)
  - Holding or hugging in an inappropriate manner. \_\_\_\_\_ (Initial)
8. I have not demonstrated emotional problems that could result in harm to Alateen members. If such issues do arise, I will step away from my position until my issues are resolved. \_\_\_\_\_ (Initial)
9. I agree to conduct myself in a manner that complies with all applicable laws. \_\_\_\_\_ (Initial)
10. I agree to have Automobile Insurance Coverage applicable with New York State laws when transporting Alateens. \_\_\_\_\_ (Initial)
11. I have read, understand, and agree that as an active AMIAS (Al-Anon Member Involved in Alateen Service) in New York North I meet the above criteria. \_\_\_\_\_ (Initial)
12. I agree to step down immediately as an AMIAS should I become unable to meet all criteria above. \_\_\_\_\_ (Initial)
13. In order to protect myself from any types of accusations by an Alateen member I understand that it is strongly suggested that there be at least two AMIAS in the Alateen meeting room at all times. \_\_\_\_\_ (Initial)
14. I understand that as an AMIAS I need to take part in any educational programs presented by the NYN Alateen Coordinator. \_\_\_\_\_ (Initial)
15. By initialing and signing his document, I give full permission for the NYN AAPP to perform a background check with my name on the United States Department of Justice National Sex Offenders Registry (<http://www.nsopw.gov>) & New York State Sex Offenders Registry (<http://www.criminaljustice.ny.gov/nsor>) \_\_\_\_\_ (Initial)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Please return this form to the NYN Area Alateen Process Person

Revised 8/4/2018

# Alateen Group Sponsors

- Are necessary to have an Alateen meeting.
- Provide support and encouragement to the Alateen group as a whole.
- Maintain accurate contact information on Area forms.
- Avoid one-on-one interactions.



# Alateen Personal Sponsors

- Alateens are encouraged to ask another Alateen member to be their personal Sponsor, with whom they can discuss personal problems and program questions.
- Just as in Al-Anon, Alateen personal Sponsorship is a peer-to-peer relationship.





# WSO Alateen Guidelines

- *Alateen Safety Guidelines (G-34)*
- *Starting an Alateen Group (G-19)*
- *Alateen Meetings in Schools (G-5)*
- *Alateen Conferences (G-16)*
- *Area Alateen Coordinators (G-24)*

\*Guidelines can be found on the [al-anon.org](http://al-anon.org) website.

**Al-Anon**  
**guidelines**  
The Shared Experience of Al-Anon and Alateen Members.

# Alateen Resources

- Area Alateen Coordinator
    - [alateen@nynafg.com](mailto:alateen@nynafg.com)
  - Area Alateen Process Person
    - [amias@nynafg.com](mailto:amias@nynafg.com)
  - Area Alateen Requirements and Process
  - Alateen Sponsor Workshops/Networking Meetings
  - Area Delegate
    - [delegate@nynafg.com](mailto:delegate@nynafg.com)
  - Area Chairperson
    - [chairperson@nynafg.com](mailto:chairperson@nynafg.com)
  - District Representative-Who is yours?
  - District/AIS Alateen Chair/Contact
  - World Service Office
    - Guidelines/service tools
    - Staff
    - Members' Website
- [www.al-anon.org/member](http://www.al-anon.org/member)





# Responsibility Statement

*"AMIAS are to provide direction to assure that emphasis is placed on the Al-Anon/Alateen program of recovery and, to the best of their ability, maintain an atmosphere that will protect the Alateen members from physical and emotional harm."*

*The Responsibility Statement can be found on the WSO **Alateen Safety Guideline, G-34.***

**Al-Anon**  
**guidelines**  
The Shared Experience of Al-Anon and Alateen Members.

## Alateen Safety Guidelines

G-34

Alateens are members of the Al-Anon Family Groups who have suffered because of the alcoholism of a loved one. They have come to Alateen seeking recovery. Before recovery can take place, an environment of trust and safety must exist. It is the responsibility of Al-Anon and Alateen as a whole to work together to maintain a healthy, loving, and supportive environment. Alateen Group Sponsors, and Al-Anon (Alateen) members, following these guidelines, offer the shared experience of Al-Anon (Alateen) members. Each state and province has its own...



# Safety Checklist

## Al-Anon Members Involved in Alateen Service:

- Work their own Al-Anon program, and participate in local/Area Al-Anon/Alateen events.
- Use their personal and Service Sponsor.
- Avoid one-on-one interactions with Alateens.
- Know when to step down as an Alateen Group Sponsor.
- Attend district and Area service meetings whenever possible.
- Participate in Alateen Sponsor Workshops.
- Stay informed—connect with the Area Alateen Coordinator.
- Use all your resources!

*Talk to each other, reason things out with someone else...*

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# ALATEEN TRAINING MODULE II

## **Alateen Group Sponsorship: The Alateen Meeting**

*New York North Area 39  
2023-2025*

# The Alateen Group



Alateen meetings are safe.  
Only Alateen members  
& certified Sponsors  
are present in meetings.

Every Alateen group has Alateen Group Sponsor(s) who have been certified in their Area as Al-Anon Members Involved in Alateen Service (*AMIAS*).

# Alateen Members

- Are members of Al-Anon who are usually 18 years old or younger
- Share their experience, strength, and hope with each other
- Learn about and practice Al-Anon recovery
- Take responsibility for the group, the meeting, and their own behavior
- Support the actions of their Alateen Group Sponsor(s) to help keep their meeting safe
- Serve as personal Sponsors to each other



# Younger Children and Alateen



- Alateen requires the ability to participate in a shared learning experience.
- Teaching is not compatible with the Al-Anon principle of sharing.
- Parents can help their children by attending Al-Anon themselves.
- Lowering the age range is up to the discretion of the group.

# Younger Children and Alateen

## Things to Consider

- Setting safety guidelines for younger children
- Knowing applicable laws relating to children below teen years
- Potential problems with sharing from older Alateens being inappropriate for the younger ones
- Alateens age 18 and older are legally adults
- All Alateens, even those who are legal adults, must comply with the Area Alateen Requirements when participating as an Alateen.





# Alateen Group Sponsors

- Are certified as Al-Anon Members Involved in Alateen Service
  - (Note that AMIAS must be certified first in the Area in which they live; if serving Alateen in a neighboring Area, they must also be certified in that Area)
- Support the Alateens in taking responsibility for their own meeting
- Share recovery
- Listen, listen, listen
- Attend Al-Anon meetings regularly





# Starting an Alateen Group

- Follow the Area process for certification of Alateen Group Sponsors and meeting registration.
- Contact your District Representative and connect with the Area Alateen Coordinator and the AAPP.
- Set meeting place/time
- Discuss age range
- Obtain support from one or more Al-Anon groups if possible.
- Alateen meetings are closed, attended by Alateens and the Area-certified Alateen Group Sponsors/AMIAS **only.**

# The Alateen Group Meeting

- **All Alateen meetings are “closed” meetings, regularly attended only by the Alateens and the affiliated Alateen Group Sponsors and certified backups.\***
- Alateen groups may hold a periodic “open” meeting to celebrate the group’s anniversary or for outreach purposes.
- The District Representative (or other Area-designated trusted servants) may occasionally attend Alateen groups as a part of their service responsibilities.



\* Any potential Group Sponsors need to be certified before attending an Alateen meeting.



# The New Alateen Meeting

- The first meeting will be exciting for all concerned.
- Ask the group to set its own behavioral guidelines. Remind them they are responsible for their group.
- Remember it's the Alateens' meeting!



# Al-Anon Support

- The support of one or more established Al-Anon meetings can help to ensure success.
- The Al-Anon group members can:
  - Encourage Al-Anon members to become certified to provide a pool of backup Alateen Group Sponsors.
  - Bring their own children/grandchildren to the Alateen meeting.
  - Mention the Alateen meeting in their group announcements.
  - Help the Alateen group get started financially; it is important that they become self-supporting as soon as possible.
  - Welcome Alateens, particularly those transitioning, to the Al-Anon meeting.



# Starting an Alateen Group

## Finding a location

- It is recommended to seek a meeting room at the same time and place as an established Al-Anon group.
- A teen clubhouse, mall community room, or juvenile facility may provide a familiar and comfortable place for an Alateen meeting.
- Sometimes a professional will offer meeting space; if they are in a position to refer teens to the meeting, this can be a win-win location.
- Consider transportation and safety issues.



# NYN Area Process for Alateen Group Registration

- WSO will only register groups through the Area process
- The Alateen Group Sponsors, CMA, and group contacts must be Area-certified AMIAS
- Obtain and complete the required Alateen Group Registration Form. (NYN Alateen Guidelines- attachments F and G)
- Forward completed form to the AAPP.

**Alateen Group Registration Form**  
Please submit this form to the Area Alateen Process Person.  
In order to use the Alateen name, groups must first register through their Area's Alateen process.

<p><b>1. Group Record</b></p> District Number _____ Area Name (Abbreviation) _____	<p><b>2. Status</b></p> <input type="checkbox"/> New <input type="checkbox"/> Not Sure if Registered
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**3. Details**

Group name \_\_\_\_\_ Member Count: \_\_\_\_\_  
 Mailing Language \_\_\_\_\_ Spoken Language \_\_\_\_\_ Age Range \_\_\_\_\_  
 Meeting Day: Su Mo Tu We Th Fr Sa Meeting Time: \_\_\_\_\_ AM/PM  
 Limited Access\*  Handicap Access  Sign Language  
\*See in the Policy Digest the section titled: Alateen Meetings in Schools and Other Limited Access Facilities of the AI Anon/Alateen Service Manual (P2427) for information and/or definitions

**Location:**

Meeting Place \_\_\_\_\_  
 Meeting Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Location Instructions, i.e. use back door, etc. \_\_\_\_\_  
Note: Only current Alateen members, prospective Alateen members, and the Area-certified AMIAS attend Alateen meetings)

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**4. Group AMIAS**

**Phone Contact for the Public.** (if other than Sponsor). Contacts must be a current certified AI-Anon Members Involved in Alateen Service (AMIAS)  
 WSO ID# \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Group Sponsors must be currently certified through the Area process**  
Please list the primary group certified Alateen Sponsors.

**Group Sponsor(s)**

Name (first) _____	(last) _____	WSO ID# _____	<input type="checkbox"/> if Ok to list as a contact	Phone # (Home/ Cell/ Work) _____
Name (first) _____	(last) _____	WSO ID# _____	<input type="checkbox"/> if Ok to list as a contact	Phone # (Home/ Cell/ Work) _____
Name (first) _____	(last) _____	WSO ID# _____	<input type="checkbox"/> if Ok to list as a contact	Phone # (Home/ Cell/ Work) _____
Name (first) _____	(last) _____	WSO ID# _____	<input type="checkbox"/> if Ok to list as a contact	Phone # (Home/ Cell/ Work) _____

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**5. Current Mailing Address:** (All WSO mail for the group is sent to this address; it must be a current AMIAS).

Name (first) \_\_\_\_\_ (last) \_\_\_\_\_  
 Street/PO Box \_\_\_\_\_ City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Phone Number (Circle one) Home/ Cell/ Work \_\_\_\_\_ Email \_\_\_\_\_  
 Phone # (Home/ Cell/ Work) \_\_\_\_\_ Email \_\_\_\_\_  
 Submitted by \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_



# Role of Alateen Group Sponsors

## In the Alateen Meeting

- Provide direction to assure that emphasis is placed on the Al-Anon program of recovery.
- A Group Sponsor should arrive at the meeting at least 20 minutes prior to the meeting and remain after the meeting until all teens have been picked up and left the premises.
- Maintain appropriate adult behavior.
- To the best of their ability, maintain an atmosphere that will protect the Alateen members from physical and emotional harm.
- Encourage Alateens to keep order and take responsibility for themselves and the meeting.

# Role of Alateen Group Sponsors

## At Events/Service Meetings in the District/Area

- Work with others for the good of Alateen
- Maintain their own recovery
- Take responsibility for the Alateens in their care
- Work with Area/district events to be sure there is a plan in place for Alateen safety in compliance with NYN Area Requirements
- Become familiar with NYN Area Requirements and all WSO and NYN Area Alateen Guidelines
- Communicate with the Area Alateen Coordinator and district





# The Alateen Meeting

## Safety and Behavior

- Alateen Group Sponsors set safety parameters for the meeting. Safety matters are not subject to group vote or approval.
- Alateen Group Sponsors encourage the group to set their own behavioral guidelines and what the consequences of violations will be.
- Participation in setting the rules can increase support of them.

### Resources:

- [Alateen Safety Guidelines \(G-34\)](#)
- Area Requirements (including state/ provincial laws regarding minors)
- [Al-Anon/Alateen Service Manual \(P-24/27\)](#)

# The Alateen Meeting Procedures

- Alateen members chair the meetings and assume responsibility for being Group Representative (GR), Secretary, and Treasurer.\*
- Alateen Group Sponsors may assist or coach members in leading the meeting when the group is new.
- Alateen Group Sponsors help to keep the meeting on track by gently guiding the discussion to stay on Al-Anon/Alateen principles.



"I decided to go to Alateen on my own. At first I was scared, but when the members started sharing, I found out they had the same problems I had."

Alateen—a day at a time, p. 93

\*an Alateen Group Sponsor should hold the group's funds.



# The Alateen Meeting

## Topic/Format Ideas

- Where to find meeting ideas:
  - *Al-Anon/Alateen Groups at Work (P-24)*
    - Basic meeting format
    - Meeting ideas
  - Conference Approved Literature (CAL)
  - *The Forum, e-CAL*
  - Steps, Traditions, Slogans
- Meeting formats include: discussion, speakers, question and answer, and writing
- Periodic meetings on Sponsorship can help the Alateens to sponsor each other peer-to-peer



# The Alateen Meeting

## Taking Care of Business

- Group trusted servants
  - Group contacts and Current Mailing Address (CMA) must be certified adults
  - Alateens fill other group positions, including GR
  - Learn when district and Area meetings are held
- Keeping group information updated
  - Group Sponsor(s)/CMA will send updates to the AAPP, who will process changes to the WSO Group Records Department.
- Know your Area process for updating your local meeting directory
- Transportation
  - When Al-Anon members provide transportation as a service to Alateen, they need to be certified AMIAS.



# Parents and the Alateen Group Sponsor

- What is said in an Alateen meeting is confidential. Just as in Al-Anon meetings, “Whom you see here, what you hear here, when you leave here, let it stay here” applies.
- Group Sponsors keep Alateens’ confidences and do not interfere in parent/child relationships or challenge parental authority.
- Alateens and Al-Anon members can share with parents how Al-Anon can help them and encourage parents to try Al-Anon meetings themselves.

# Alateen and the Law

- As volunteers, AMIAS are NOT Mandated Reporters in New York State. It is recommended that all AMIAS become familiar with the reporting guidelines for New York State.
  - To review the Summary Guide for Mandatory Reporters in New York State refer to the appendix section of NYN Alateen Guidelines or go to [ocfs.ny.gov/publications/Pub1159/OCFS-Pub1159.pdf](https://ocfs.ny.gov/publications/Pub1159/OCFS-Pub1159.pdf)
- If an AMIAS feels a moral responsibility to report a case of suspected child abuse to the authorities, refer to the World Service Guideline G-34 Page 4, "Alateen Safety Guidelines."



NEW YORK STATE  
Office of Children  
and Family Services

Summary Guide for  
**Mandated Reporters**  
in New York State

This material provides mandated reporters with an overview of their obligations and some basic information about the New York State Child Protective Services (CPS) system.

#### Who Are Mandated Reporters?

New York State recognizes that certain professionals are specially equipped to perform the important role of mandated reporter of child abuse or maltreatment. Those professionals include:

\* Physician      \* Licensed creative arts therapist      \* Social services worker      \* Peace officer

# What Parents Need to Know about Alateen

- Who is with their children
- What safety measures are in place
- When parental permission forms are required
- Information about Alateen events





# Helping the Alateen Group to Grow

- Work with your Area Alateen Coordinator
- Work with Public Outreach-District & Area
- Send information to local schools, churches, counseling centers
- Participate in Al-Anon Information Service (AIS) meetings, District and Area events
- Encourage use of the WSO Al-Anon app
- Contact your Area Alateen Coordinator, AAPP or DR for information regarding Area Alateen Requirements and Public Outreach





# Starting an Alateen Group

## Meetings in Schools

- Just as with other Alateen groups, meetings in schools must be in compliance with the Area Alateen Safety and Behavioral Requirements.
- Meetings with school officials may require preparation to educate the staff on what Alateen is and is not.
- Working with school regulations may require diplomacy and negotiation. Some school districts may require that school personnel sit in on the meetings.\*
- See guideline *Alateen Meetings In Schools (G-5)* for tips and suggestions.

# Al-Anon/Alateen Literature and other Materials

- Conference Approved Literature
  - Recovery books, pamphlets, booklets
- WSO/Area Guidelines
- *Al-Anon/Alateen Service Manual*
- *The Forum* (monthly)\*
- Alateen Talks Back series
  - P-68, 69, 70, 73
- Two WSO Web sites:
  - [al-anon.org](http://al-anon.org)
  - [al-anon.org/members](http://al-anon.org/members)
  - [nynafg.com](http://nynafg.com)



\* English only. Spanish- and French-speaking Al-Anon and Alateen groups receive *En Accion* and *Le Lien* respectively five times a year.

The background features several large, overlapping, colorful swirls in shades of purple, green, and blue. Interspersed among these swirls are numerous small, yellow, triangular shapes that resemble sun rays or confetti, scattered across the white background.

# ALATEEN TRAINING MODULE III

## **Alateen Events**

*New York North Area 39  
2023-2025*

# Events with Alateen Participation

- District/AIS local events
- Area Assemblies and other service meetings
- Al-Anon/Alateen Conventions
- A.A. Conventions with Al-Anon/Alateen participation
- Alateen Conferences





# Alateen Safety

**All events using the Alateen name in your Area must have Safety and Behavioral Requirements that meet or exceed the Area Safety and Behavioral Requirements.**

**Al-Anon**  
**guidelines**  
The Shared Experience of Al-Anon and Alateen Members.

## Alateen Safety Guidelines

G-34

Alateens are members of the Al-Anon Family Groups who have suffered because of the alcoholism of a loved one. They have come to seeking recovery. Before recovery can take place, an environment of trust and safety must exist. It is the responsibility of Al-Anon to work together to maintain a healthy, loving, and supportive environment. The safety of Alateen members, their Alateen Group Sponsors, and Al-Anon /Alateen as a whole is the responsibility of Al-Anon /Alateen members. Following these guidelines is essential to the safety and experience of Al-Anon /Alateen members. Each state and province has its own Alateen requirements.



# Needed for All Events using the Alateen Name

- Connection with the Area(s)
- Plan for implementing Safety Requirements at the event
- Certified Al-Anon Members Involved in Alateen Service (AMIAS)
- Process to confirm current certification with Area(s)
  - Verification of current AMIAS certification must be obtained from your Area.(from AAPP)
  - **Having a WSO ID is NOT verification of current status.**



# Area Process to Verify Certification

- Contact the Area Alateen Process Person(AAPP) to verify the current certification status of an Al-Anon Member Involved in Alateen Service.
- Provide AAPP with a list that includes:
  - AMIAS Name
  - District
  - WSO ID Number if available
- AAPP will reply with status



# Implementing Area Alateen Requirements at Events

- Make sure the entire Area understands the Area requirements and implementation plans
- Ensure 24/7 AMIAS supervision
- Procedures for dealing with problems
  - Safety/health emergencies
  - Behavioral/compliance problems
- NYNAC and Convention Guidelines should be reviewed with Alateens prior to event.



# Permission Forms

**Area Requirements will determine when permission forms are necessary.**

Generally, they are used for all special events, including overnight events, and any time transportation is provided to an Alateen by an Area-certified Al-Anon Member Involved in Alateen Service.

## **FORM A: INFORMATION AND PERMISSION FORM**

page 1 of 2

*Since laws vary from area to area, it is suggested that this form be reviewed for compliance with local laws.*

**THIS FORM MUST BE FILLED OUT ENTIRELY IN ORDER FOR THE ALATEEN MEMBER TO PARTICIPATE**

**PARENTS:** Please read, complete, sign this form and keep a copy for your records.

**ALATEENS:** Please return this completed form to your Sponsor or accompanying adult.

**SPONSOR/ADULT ESCORT:** Keep the original copy of this form in your possession for the duration of time the Alateen member is in your charge.



# District/AIS Local Events

- Area Alateen Requirements apply to all Al-Anon/Alateen events.
- When parents or guardians bring Alateens to an event, they are responsible for them.
- When Alateens are transported by certified Al-Anon Members Involved in Alateen Service, they must be in the care of certified members at all times during the event.

## **NYN Area 39 Events**

- New York North Alateen Conference (NYNAC)
- Area Al-Anon Convention
- AA Convention with Al-Anon & Alateen Participation
- Days of Sharing

# Al-Anon / Alateen Conventions



- Alateen is part of Al-Anon Family Groups.
- Alateen participation must adhere to the Area's Alateen Safety and Behavioral Requirements.
- Can be a shared recovery experience for all Al-Anon/Alateen members.
- A great opportunity for Area-certified Al-Anon Members Involved in Alateen Service (AMIAS) to be of service to Alateen and support the regular Alateen Group Sponsors!

# Area Business Meetings

Including:

- Assemblies
- Area World Service Committee (AWSC)



Also follow Area Alateen Requirements.



# NYN Area Alateen Safety & Behavioral Requirements

- World Service(*WSO*) and NYN require notarized parental Permission/Medical Care Forms for all Alateens participating in the Area Assemblies, Conventions, Conferences and AA functions with Al-Anon/Alateen participation.
- For Area events there must be one sponsor for every five teens, it is not required to be the same gender.
- Before departure for an event, the responsible AMIAS must verify that all medication listed on the medical form is present. (*Must be in original container including any over the counter meds.*)
- The Parent/AMIAS will take responsibility of the medications for the duration of the event.

# **NYN Area Alateen Safety & Behavioral Requirements** *(continued)*

- All medications will be held by the Parent/AMIAS listed on the permission/medical form.
- The original notarized Parental Permission/Medical Care 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 a notary seal, would be required.
- Once AMIAS and Teen arrives at NYNAC the original form must be given to the nurse on duty.

The slide features a decorative background on the left side with a light green balloon at the top, a light blue balloon in the middle, and a light purple balloon at the bottom. Yellow streamers and triangular shapes are scattered around the balloons. The main title is in a large, bold, dark green font.

# A.A. Conventions with Al-Anon/Alateen Participation

- A.A. may invite Al-Anon and Alateen to participate in its conventions or other events.
- Alateen participation must adhere to the Area Alateen Safety and Behavioral Requirements. There can be no Alateen participation if Al-Anon is not invited to participate.
- The A.A. planning committee must agree to adhere to the Al-Anon Area's Requirements for Alateen participation.

# Alateen Conferences

- Opportunity for Alateens and Al-Anon Members Involved in Alateen Service (AMIAS) to enhance their recovery through sharing of ideas, fun, and fellowship
- Increased sharing experience with wider Alateen membership





# Alateen Conferences

- Must be connected to the Area in which they are held ("host Area").
- Conference requirements must meet or exceed the host Area requirements, and must be approved by the host Area.
- 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 events.

## **Al-Anon** **guidelines** The Shared Experience of Al-Anon and Alateen Members.

### **Alateen Conferences**

An Alateen conference is an opportunity for Alateen members and Alateen Group Sponsors\* to increase their understanding of the Steps and Twelve Traditions through the sharing of ideas, fun, and fellowship. Alateen conferences give attendees the increased opportunity to include all AMIAS who are serving at the conference in any capacity.



# Alateen Conferences

- Most are closed, for Alateens and certified Al-Anon Members Involved in Alateen Service (AMIAS) only.
- An Alateen Conference with an open meeting(s) needs to have:
  - a process to identify the Area-certified Al-Anon Members Involved in Alateen Service.
  - a safety plan to insure that Alateens are always in the care of the Area-certified AMIAS present.



## Alateen Safety Guidelines

G-34

Alateens are members of the Al-Anon Family Groups who have suffered because of the alcoholism of a loved one. They have come to Alateen seeking recovery. Before recovery can take place, an environment of trust and safety must exist. It is the responsibility of Al-Anon and Alateen as a whole to work together to maintain a healthy, loving, and supportive environment.

# **NYNAC/ NYN Assemblies/Conventions**

- NYNAC is a conference for Alateens attending Alateen or Al-Anon Meetings in NYN Area 39.
- The NYNAC Coordinator works closely with the NYN Alateen Coordinator , and the AAPP in planning the event.
- NYNAC is a closed event attended only by Alateens and Certified AMIAS within NYN.
- The NYNAC Coordinator sends each Alateen Group a registration/medical consent form, along with the NYNAC Guidelines.



# NYNAC / NYN Assemblies/Conventions

- It is the responsibility of the group sponsors to review the Conference Guidelines with their teens prior to attending.
- All Alateens and AMIAS must submit a copy of the completed notarized Registration/Medical Consent form and payment to the NYNAC Coordinator prior to attending.
- **No walk-ins will be permitted to attend.**
- The NYNAC Conference Guidelines will be reviewed with all attendees at the opening of the conference.
- Copies of the NYNAC Guidelines can be found on the NYN Website. [www.nynafg.com](http://www.nynafg.com)

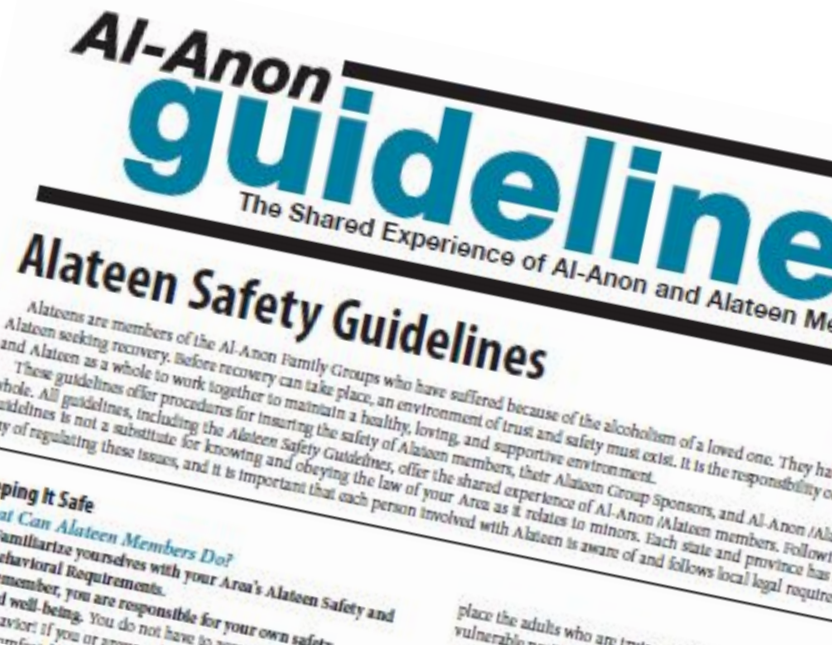
# Al-Anon/Alateen Literature and other Materials

## Planning resources:

- [Alateen Conferences guideline \(G-16\)](#)
- [Alateen Safety Guidelines \(G-34\)](#)
- [Cooperation Between Al-Anon and A.A. guideline \(G-3\)](#)
- [Members Interested in Speaking guideline \(G-1\)](#)
- [Al-Anon/Alateen Service Manual \(P-24/27\)](#)

## Program resources:

- [Conference Approved Literature](#)
- [The Forum](#)
- Area and WSO Web Sites
- Alateen Service e-manual on [www.al-anon.org/members](http://www.al-anon.org/members)



# Wrap Up

- Alateen Conferences and other recovery events can enhance the Alateen experience.
- Planning these events takes care and understanding of your Area Alateen Requirements.
- The principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service should be practiced in all aspects of Alateen events.

Area Alateen Coordinator

[alateen@nynafg.com](mailto:alateen@nynafg.com)

Area Alateen Process Person (AAPP)

[amias@nynafg.com](mailto:amias@nynafg.com)

Area NYNAC Coordinator

[nynac@nynafg.com](mailto:nynac@nynafg.com)

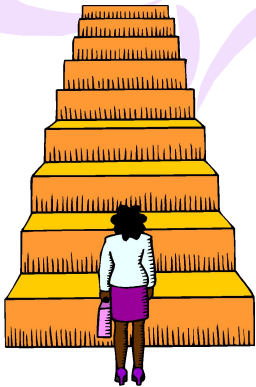
# Enjoy!

# ALATEEN TRAINING MODULE IV

## Dealing with Challenges in Alateen

Part A:  
Safety/Legal Matters  
Behavior Problems in the Group

*New York North Area 39  
2023-2025*



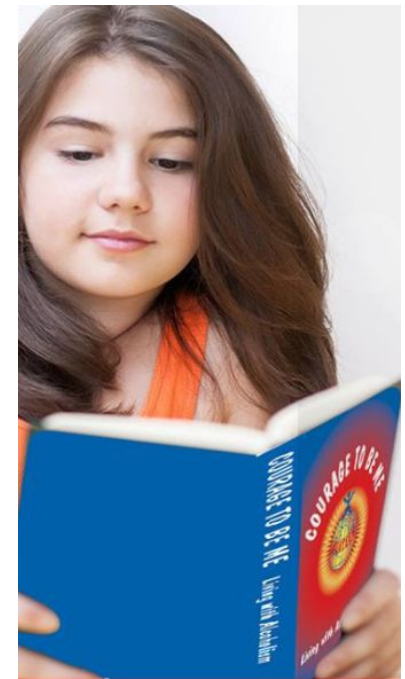
# There **WILL** be Challenges in Alateen Service!



What types of challenges might we face?

Tools and resources are available!

Remember, we are never alone in Al-Anon/Alateen!







# Know Your Resources

## People

- Other Alateen Group Sponsors/AMIAS
- Service Sponsor
- District/AIS Alateen Contact
- District Representative
- Area Delegate
- Area Alateen Coordinator
- Area Alateen Process Person(AAPP)
- World Service Office staff
- Members of supportive Al-Anon group

## CAL & Service Tools

- *Members' Website:*  
*[al-anon.org/members](http://al-anon.org/members), including;*
  - *[Alateen e-Manual](#)*
  - *[Al-Anon/Alateen Service Manual \(P-24/27\)](#)*
  - *[Al-Anon/Alateen Guidelines](#)*
- *[Alateen—Hope for Children of Alcoholics \(B-3\)](#)*
- *[Twelve Steps and Twelve Traditions for Alateen \(P-18\)](#)*
- *[Using Al-Anon Principles to Resolve Conflicts Kit \(K-70\)](#)*
- *[How Al-Anon Works for Families & Friends of Alcoholics \(B-24\)](#)*

# Know Your Resources

## Tools we can use....



- Encourage the Alateen groups to study the Traditions and how they apply to the group as well at Alateen events
- Al-Anon/Alateen Conference Approved Literature and service tools
- *Taking a Group Inventory* Guideline ([G-8a/b](#))
- Group discussions and voting
- The links of service: the District Representative, district Alateen contact, Area Alateen Coordinator, other Area trusted servants



# Types of Challenges in Alateen Service

## **Part A:**

- **Safety/Legal matters**
- **Behavior problems in the group**

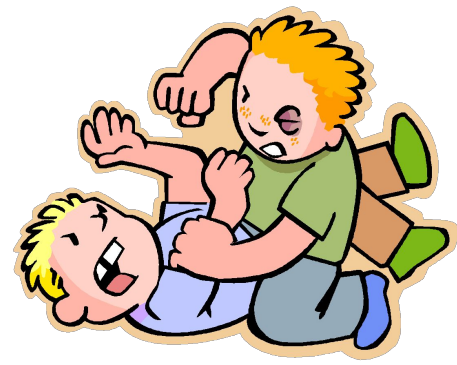
## Part B:

- Conflict
- Alateens in difficult situations
- Interactions with parents
- Public Outreach—building attendance
- Broken Anonymity
- Finances

## Part C:

- Understanding the Area Alateen Requirements and Process
- Minimizing Challenges

# Safety/Legal Issues



- Matters of physical safety are not negotiable, and not up to the group.
- Alateen Group Sponsors have the responsibility to insure that the meeting is a safe place. *"Engaging in roughhousing, fighting, overt and covert sexual behavior or any other inappropriate activities before, during, and after an Alateen meeting or event can put you or your group in a dangerous position..."* (from *Alateen Safety Guidelines, G-34*)
- Be familiar with your Area Alateen Requirements, Area Alateen Process, and local laws.
- Research local resources and hotline phone numbers that could help a child with a dangerous or abusive situation.
- What are examples of physical safety challenges?



# Safety/Legal Issues

## Mandatory Reporting

- “Child abuse laws relating to mandatory disclosure usually refer to individuals performing in a professional capacity, and not as volunteers. It is advisable that the laws in each state/province/ country be investigated because they do vary from place to place. Where reporting is required, there is no choice but to comply with the law.” (*Alateen Safety Guidelines*, G-34)
- **If reporting is mandatory, how do we prepare the Alateens?**

If a mandated reporter is present, the Alateens must be made aware of this at every meeting, before sharing begins, so that they have a choice in the subjects they share. If it becomes necessary to report something, do it as an interested and concerned adult, not as a representative of Al-Anon or Alateen.



# Safety/Legal Issues

## **When Thinking of Reporting\***

Whether reporting is mandatory or not:

- Start by discussing the matter with the Area Alateen Coordinator, DR, or other trusted servants according to the Area Process.
- Before reporting, discuss your intentions with the Alateen member.
- Follow advice of legal counsel regarding keeping identities anonymous.
- Any reporting is done as an individual, not as an Alateen Group Sponsor or AMIAS.

*(Taken from the Alateen Safety Guidelines, G-34\*)*



# Safety/Legal Issues

## **Mandatory Reporting**

- Al-Anon and Alateen are not above the law.
- If an AMIAS feels a moral responsibility to report a case of suspected child abuse to the authorities, refer to the World Service Guideline G-34 Page 4, "Alateen Safety Guidelines."
- As volunteers, AMIAS are NOT Mandated Reporters in New York State. It is recommended that all AMIAS become familiar with the reporting guidelines for New York State.

# Alateen and the Law

To review the Summary Guide for Mandatory Reporters in New York State refer to the appendix section of NYN Alateen Guidelines or go to

[ocfs.ny.gov/publications/Pub1159/OCFS-Pub1159.pdf](http://ocfs.ny.gov/publications/Pub1159/OCFS-Pub1159.pdf)



Office of Children  
and Family Services

## Summary Guide for Mandated Reporters in New York State

This material provides mandated reporters with an overview of their obligations and some basic information about the New York State Child Protective Services (CPS) system.

**Who Are Mandated Reporters?**  
New York State recognizes that certain professionals are specially equipped to perform the important role of mandated reporter of child abuse or maltreatment. Those professionals include:

- \* Physician
- \* Registered physician's assistant
- \* Surgeon
- \* Licensed creative arts therapist
- \* Licensed marriage and family therapist
- \* Licensed mental health counselor
- \* Licensed psychoanalyst
- \* Licensed behavior analysts
- \* Certified behavior analyst assistants
- \* Hospital personnel engaged in the admission, examination, care or treatment of persons
- \* Christian science practitioner limited to:
  - teacher
  - guidance counselor
  - psychologist
  - social worker
  - nurse
  - administrator or other school personnel required to hold a teaching or administrative license or certificate
- \* Social services worker
- \* Director of a
  - children's overnight camp,
  - summer day camp or
  - traveling summer day camp
- \* Day care center worker
- \* School age child care worker
- \* Provider of family or - group family day care
- \* Employee or volunteer in a residential care facility for children
- \* Any other child care or foster care worker
- \* Mental health professional
- \* Substance abuse counselor
- \* Alcoholism counselor
- \* All persons credentialed by the NYS Office of Alcoholism and Substance Abuse Services
- \* Peace officer
- \* Police officer
- \* District attorney or assistant district attorney
- \* Investigator employed in the office of the district attorney
- \* Any other law enforcement official

The entire current list can be found in Article 6, Title 6, and Section 413 of the New York Social Services Law. The mandated reporters are required to report child abuse or maltreatment.

**When Am I Mandated to Report?**  
Mandated reporters are required to report child abuse or maltreatment.



Office of Children  
and Family Services

## Summary Guide for Mandated Reporters in New York State

### What Is Abuse and Maltreatment?

Abuse encompasses the most serious injuries and/or risk of serious injuries to children by their caregivers. An abused child is one whose parent or other person legally responsible for his or her care inflicts serious physical injury upon the child, creates a substantial risk of serious physical injury, or commits a sex offense against the child. Abuse also includes situations where a parent or other person legally responsible knowingly allows someone else to inflict such harm on a child.

### Maltreatment (Includes Neglect)

Maltreatment means that a child's physical, mental or emotional condition has been impaired, or placed in imminent danger of impairment, by the failure of the parent or other person legally responsible to exercise a minimum degree of care by:

- \* failing to provide sufficient food, clothing, shelter, education;
- or
- \* failing to provide proper supervision, guardianship, or medical care (refers to all medical issues, including dental, optometric, or surgical care); or
- inflicting excessive corporal punishment, abandoning
- providing excessive alcohol or other drugs to the extent that danger.

### How Do I Recognize Child Abuse and Maltreatment?

The list that follows contains some common indicators of abuse or maltreatment. This list is not all-inclusive, and some abused or maltreated children may not show any of these symptoms.

### Indicators of Physical Abuse Can Include:

- \* Injuries to the eyes or both sides of the head or body (accidental injuries typically only affect one side of the body);
- \* Frequent injuries of any kind (bruises, cuts, and/or burns), especially if the child is unable to provide an adequate explanation of the cause. These may appear in distinctive patterns such as grab marks, human bite marks, cigarette burns, or impressions of other instruments;
- \* Destructive, aggressive, or disruptive behavior;
- \* Passive, withdrawn, or emotionless behavior;
- \* Fear of going home or fear of parent(s).

### Indicators of Sexual Abuse Can Include:

- \* Symptoms of sexually transmitted diseases;
- \* Injury to genital area;
- \* Difficulty and/or pain when sitting or walking;
- \* Sexually suggestive, inappropriate, or promiscuous behavior or verbalization;
- \* Expressing age-inappropriate knowledge of sexual relations;
- \* Sexual abuse or sexual exploitation of other children.





## Safety/Legal Issues

# Finding the Balance among Concept Three and Traditions Two and Four

**Concept Three: The right of decision makes effective leadership possible.**

This tells us the right of decision makes effective Alateen Group Sponsorship possible: within the framework of their job description, it should be traditional for Alateen Group Sponsors to decide which matters they can handle on their own, and which they will report, consult others, or ask specific direction.



## Safety/Legal Issues

# Finding the Balance among Concept Three and Traditions Two and Four

**Tradition Two:** For our group purpose there is but one authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants—they do not govern.

- The Al-Anon solution to group problems is found in **Tradition Two**, which refers to “trusted servants.” Alateen Group Sponsors are trusted servants to the Alateen group and to the Al-Anon fellowship. **There is accountability.**
- **Alateen Group Sponsors do not govern or own their Alateen groups.**



# Safety/Legal Issues

## Finding the Balance among Concept Three and Traditions Two and Four

**Tradition Four: Each group should be autonomous, except in matters affecting other Alateen and Al-Anon Family Groups or A.A. as a whole.**

Know what the Tradition means.

- What types of matters fall under group autonomy?
- What matters might affect other Alateen groups as a whole?
- Al-Anon Groups as a whole?
- A.A. as a whole?
- How can we determine the difference?



## Safety/Legal Issues

# Keep the Focus on Safety

What are some common sense ways to keep the focus on safety?

- Transport Alateens in a group and with another adult
- Do not transport Alateens without parental permission
- Obtain permission/medical care forms when required
- Be gender & number conscious

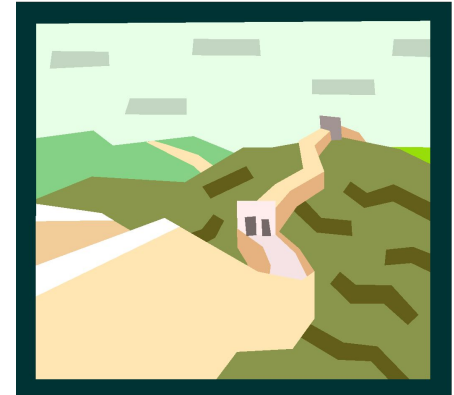
# Behavior Problems

## Setting Boundaries with Alateen Members

- Treat Alateens with respect.
- Demonstrate Al-Anon principles with what you say and do.
- Do not accept unacceptable behavior.

How can we accomplish this?

- Use “I” messages, sharing our own feelings about the situation.
- Don’t be afraid to ask a disruptive Alateen to leave the meeting.
- Ask for help from other AMIAS.



## Behavior Problems

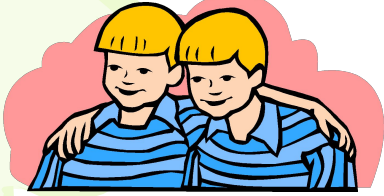
# Identify Physical Safety Issues vs. Group Behavior Problems

**The group can set the rules before there is a problem!**

Group problems might be:

- Dominating the discussion in meetings
- Rudeness
- Getting off topic
- Lack of self-discipline
- Age differences





# Behavior Problems

## **Siblings**

Are asked to:

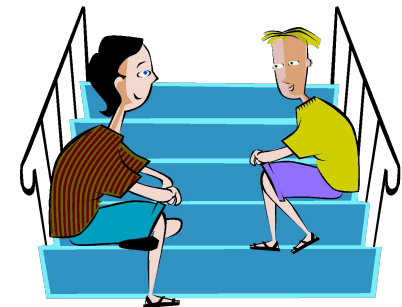
- be peers in the meetings
- keep family rivalry or problems out of the group
- keep each other's confidences



# Behavior Problems

## Addressing a Problem in the Alateen Group

- When there is disruptive behavior in the group, both group members and Sponsors can ask members to stop.
- If attempts to resolve a behavior issue directly with the individuals have not worked, the behavior may need to be discussed by the group.
- For example, the group might discuss, “how will we handle use of cell phones and texting during our meetings?”





# Behavior Problems

## Addressing a Problem in the Alateen Group

- In the group, **say the Serenity Prayer**. Then either the Alateen Group Sponsor or an Alateen member may share the problem in a general way with the group, inviting discussion.
- Encourage the Alateens and Alateen Group Sponsors to **apply the Traditions** to the situation and to stick to Al-Anon/Alateen principles.
- The group may decide to update their behavior guidelines, including actions to take with violators.
- The group may decide a group inventory would be helpful.



# Behavior Problems

# **Alateen Resources in our Literature and Service Tools**

- *Al-Anon/Alateen Service Manual (P-24/27)*
- *Alateen: Hope for Children of Alcoholics (B-3)*
- *Twelve Steps and Twelve Traditions for Alateen (P-18)*
- Al-Anon/Alateen guidelines *Service Manual* and guidelines available at: [al-anon.org/for-members](http://al-anon.org/for-members)



# Behavior Problems

## A Group Inventory May Help

- Taking group inventory can help to prevent problems, as well as to identify them and find solutions.
- **Giving the Alateens responsibility for their meeting or event can deepen their commitment to upholding behavior requirements.**
- Resource: *Taking a Group Inventory* guideline (G-8a/b)

***"Participation is the key to harmony."  
(Concept Four)***



# Behavior Problems

## Group Conscience Vote

- The next step is to discuss “taking an informed group conscience” with the group.
- After the matter is discussed and voted on, the group honors the opinion of the majority.
- **When the Alateen group determines its own behavioral guidelines and the process for dealing with violations, the group members will monitor their own behavior.**



# ALATEEN TRAINING MODULE IV

## Dealing with Challenges in Alateen

Part B:

Conflict

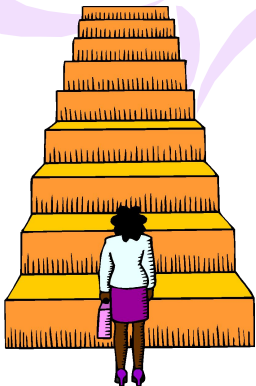
Alateens in Difficult Situations

Interactions with Parents

Public Outreach—Building Attendance

Broken Anonymity

Finances



*New York North Area 39*

*2023-2025*



# Types of Challenges in Alateen Service

## Part A:

- Safety/Legal matters
- Behavior problems in the group

## Part B:

- **Conflict**
- **Alateens in difficult situations**
- **Interactions with parents**
- **Public Outreach—building attendance**
- **Broken Anonymity**
- **Finances**

## Part C:

- Understanding the Area Alateen Requirements and Process
- Minimizing challenges

# Dealing with Conflict

- Conflict can occur in any group, and dealing with it can make the group and the individuals involved stronger.
- There may be conflict between the Alateen members and an Alateen Group Sponsor, or between two Group Sponsors or two Alateens.
- Describe conflicts you may have experienced.



# Conflict between Alateens and an Alateen Group Sponsor

- An open discussion in the group may be helpful. All parties practice the Twelfth Tradition by placing principles above personalities.
- The Sponsor the Alateens are having difficulty with may be asked to leave the room as long as there is another AMIAS present.
- The group might ask the District Representative (*DR*), Alateen Coordinator, or another trusted servant to participate in the discussion. An impartial party may provide a new perspective.
- The DR or Alateen Coordinator may also help the group take a group inventory.
- In order to resolve the conflict, the Sponsor may step down for a time.\* ***Remember, the meeting is for the Alateens!***



# Conflict Between Alateen Group Sponsors

## **Some conflicts are personal in nature:**

- Personality conflicts
- Differences in style of Sponsoring
- Dominating the group and other Alateen Group Sponsors

## **Use your resources:**

- Talk to your DR, Alateen Coordinator, other trusted servants

## **Some conflicts are with the Area Alateen Process:**

- **Use of the Alateen name requires compliance with the Area Alateen Safety and Behavioral Requirements.**

**This is not optional.**

- The Area has the right of decision on who can serve as an Alateen Group Sponsor.
- The Area Alateen Coordinator, Alateen Process Person, and Delegate are the contacts for Area Process questions.

# Alateens and Difficult Situations

## Topics teens bring up could be:

- Living with physical violence
- Running away
- Peer pressure
- Abuse
- Sex & sexuality
- Suicide



## You might notice these behaviors:

- Fidgeting or moving around
- Crying
- Seeming angry or confused
- Doodling



## Difficult Situations

# When You Encounter Tough Stuff

What can Alateen Group Sponsors do?

- Let the child talk about it. Encourage members to find their own solutions.
- Suggest a meeting topic to engage the group in general discussion on living with violence or anger.
- Know your local laws, especially regarding mandatory reporting. Keep a list of community resources to provide to Alateens if needed.
- **Talk to other AMIAS, Alateen Coordinator, AAPP and your Service Sponsor. Share your concerns without violating the Alateen's anonymity.**



## Difficult Situations

# Detaching from Things you Hear in Alateen

- Alateens may share family matters that are disturbing. Remember they are only sharing one side of the story. It is important that the Sponsor not place themselves between the child and the parent.
- The Alateen Group Sponsor's or AMIAS' role is not to "fix" each Alateen's problems.
- Alateen group meetings and events are a safe haven for the Alateens.
- Alateen Group Sponsors and AMIAS need to keep their focus on their own recovery, and not let others' problems become overwhelming.

# Difficult Situations

## **Avoiding Sponsor Burnout**

Alateen Group Sponsors need to take steps to avoid burnout, as Alateen sponsorship can be stressful and emotionally draining.

- Attend additional Al-Anon meetings.
- Attend or chair a meeting on “laughter”!
- Attend Alateen Sponsor meetings/weekends in your district/Area.
- Use your personal and service Sponsors.
- Put your emotional and spiritual needs first.
- Take a break from sponsoring.





# Interacting with Parents

## **When Parents Ask Questions**

- Alateen recovery is about learning to keep the focus on oneself, just as Al-Anon members do.
- The Alateen Group Sponsor and the other Alateens are bound by our Tradition of anonymity. In the same way, we respect parents' confidentiality and do not share what they say with the Alateen member.
- Never come between a child and their parent, or undermine the parent's authority. The Alateen Group Sponsor only has responsibility for the child while the child is in the Alateen meeting or event. The parent's decisions must be adhered to—whether you agree with them or not.

# Anonymity



- It is important to discuss the meaning of anonymity and confidentiality with the Alateen group (Traditions Eleven and Twelve).
- Alateens and Alateen Group Sponsors need to understand the importance of “Who you see here, what you hear here, when you leave here, let it stay here.”
- Sponsors protect Alateen confidences when talking with other Sponsors.
- Review section of this presentation on “Safety/Legal Issues” on reporting.\*

# Anonymity Challenges of Technology



## Anonymity Online

*"Tradition Eleven gives a specific guideline: 'we need always maintain personal anonymity at the level of press, radio, films, and TV.' **It is Al-Anon/Alateen policy to interpret Tradition Eleven to include the Internet as well as all forms of evolving public media.** Personal anonymity in the media guards the fellowship from the Al-Anon/Alateen member who may be tempted to seek public recognition."*

*2022-2025 Al-Anon/Alateen Service Manual (P-24/27), page 98*



# Anonymity Challenges of Technology



- “On any Web site accessible to the public, whether an Al-Anon site or not, full names, phone numbers, or other identifying information are not posted, if they are identified as belonging to an Al-Anon/Alateen member.”  
*2022-2025 Al-Anon/Alateen Service Manual (P-24/27, page 99)*
- Alateen identifying information is never posted on the Internet.
- Any contacts for an Alateen event posted online should be Area-certified AMIAS.
- See *Guideline for Al-Anon Web Sites (G-40)*

# Anonymity

## Challenges of Technology



- “Web-based communication, such as on-line audio/visual materials (e.g. Web casts or podcasts), social networking sites, and blogs, provides members with easy access to distribute information about Al-Anon/Alateen recovery to a large audience. **In keeping with Tradition Eleven...members who use this type of communication outlet must maintain their personal anonymity and that of any Al-Anon/Alateen or A.A. member, as the Internet is a form of media.”**

*2022-2025 Al-Anon/Alateen Service Manual (P-24/27, page 99)*

# Financial Challenges



## Group Finances

- It is the goal of every Al-Anon/Alateen group to be “fully self-supporting” (Tradition Seven).
- Within Al-Anon/Alateen, members and groups help each other to attain the goal of self support.
- Discussion of Tradition Seven in the Alateen group is helpful.

# Financial Challenges

## Alateen Conference Expenses

- Attending Alateen conferences is an individual expense.
- *"Alateens, like Al-Anon members, participate in paying for their attendance at conferences whenever possible."* (Alateen Conferences, G-16)
- Alateens should be encouraged to plan their own fundraising activities, and to ask the Al-Anon district/Area for help.
- The *Alateen Conferences* Guideline (G-16) provides shared experience on local/Area Alateen event fundraising.
- **How can Al-Anons help Alateens to be fully self-supporting?**



# Applying the Traditions in Alateen Meetings/Events and in Alateen Service

Study of the Traditions can:

- Help solve problems
- Help the Alateens to understand the principles of anonymity and self-support

Alateen CAL Resources:

- [Alateen—Hope for Children of Alcoholics \(B-3\)](#)
- [Twelve Steps and Twelve Traditions for](#)
- [Alateen \(P-18\)](#)

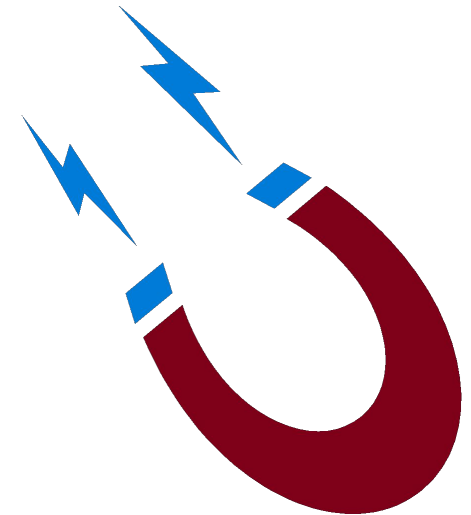




# Public Outreach

## The Challenge of Attracting Teens to the Group

- Getting the word out about Alateen is an ongoing challenge.
- Work with Area Alateen Coordinator, District/AIS Alateen and Public Outreach contact/committee
- Plan Public Outreach to:
  - Al-Anon groups
  - A.A. groups
  - Schools
  - Community
  - Local events (health fairs, etc.)





## Public Outreach

# The Challenge of Attracting Teens to the Group

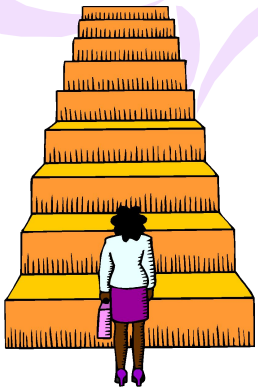
- Participate in local/Area service meetings. Demonstrate that Alateen is part of Al-Anon.
- Encourage Alateens to attend local fellowship events, in compliance with Area Alateen Safety and Behavioral Requirements.
- Work with your local district/AIS public outreach committee to help get the word out to schools, professionals, and the community.

# ALATEEN TRAINING MODULE IV

## Dealing with Challenges in Alateen

### Part C:

Understanding the Area Alateen Requirements and Process  
Minimizing Challenges



*New York North Area 39*  
*2023-2025*





# Types of Challenges in Alateen Service

## Part A:

- Safety/Legal matters
- Behavior problems in the group

## Part B:

- Conflict
- Alateens in difficult situations
- Interactions with parents
- Public Outreach—building attendance
- Broken Anonymity
- Finances

## Part C:

- **Understanding the Area Alateen Requirements and Process**
- **Minimizing challenges**

A decorative background on the left side of the slide features a large green balloon at the top, a blue balloon in the middle, and a purple balloon at the bottom. Yellow streamers and triangular flags are scattered around the balloons.

# Challenges with the Area Alateen Requirements and Process

- In order to use the Alateen name, all Areas established Area Alateen Safety and Behavioral Requirements.
- All use of the Alateen name in the Area must be in compliance with the Area Requirements.
- When Al-Anon members are not in compliance with the Area Alateen Safety and Behavioral Requirements, it creates a challenge for the Area.



# Area Alateen Process

## Area Requirements

*"...if an Area within the World Service Conference Structure uses the Al-Anon or Alateen name in conjunction with **any meeting(s), group(s), convention(s), or any other gathering(s) in the Area where Alateen participation is offered**, the Area must have safety and behavioral requirements for all Alateen members and Al-Anon members involved in Alateen service. These safety and behavioral requirements must meet the minimum requirements of Al-Anon Family Group Headquarters, Inc."*

**(2003 Alateen Motion)**



## Area Alateen Process

# Area Requirements and Area Processes



- In order to use the Alateen name, Alateen groups must be currently registered with WSO\* and in compliance with the Area Alateen Safety and Behavioral Requirements.
- The procedures for applying the Area Requirements are outlined in the Area Alateen Process.
- Contact the Area Alateen Coordinator or the Area Process Person (AAPP) for a current copy of the NYN Area 39 Safety & Behavioral Requirements for AMIAS & Behavioral Requirement for Alateens.



# Area Alateen Process

## Minimum Requirements

In addition to minimum requirements for Al-Anon Members Involved in Alateen Service (AMIAS), the 2003 Alateen Motion set the following minimums:

- 
- There must be at least one Alateen Group Sponsor at every Alateen meeting.
  - The Area Requirements must prohibit overt or covert sexual interaction between any adult and Alateen member.\*
  - The Area requirements must prohibit conduct contrary to applicable laws.
  - The Area requirements must contain procedures for parental permission and medical care when applicable.
  - The Area requirements must be reviewed by local counsel.
- 

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## Area Alateen Process

# **Alateen Groups**

- Alateen groups must have one certified AMIAS serving as Alateen Group Sponsors at each meeting.
- Alateens are members of Al-Anon Family Groups, and are always welcome at Al-Anon meetings. When no Alateen Group Sponsor is available, Alateens can attend an Al-Anon meeting that meets at the same time and place.
- Alateen groups promptly update their group information whenever a change is made. Note that a change in Sponsor or CMA must be updated immediately, as groups do not qualify for registration without active AMIAS in these service roles.

# Area Alateen Process

## **Annual Recertification**

- The 2003 Alateen Motion states, *"...each Area must have a process to certify, and must so certify to the WSO annually, that each Al-Anon member involved with Alateen service has met the Area's Safety and Behavioral Requirements and has agreed to abide by them."*



# AI-Anon Members Involved in Alateen Service NYN Area Yearly Process Recertification

- Each year the World Service Office will provide the AAPP with a list of all active AMIAS within their Area.
- The AAPP will send each AMIAS the Yearly AMIAS Recertification Form (Attachment E) along with a cover letter of instructions.
- All AMIAS must complete and sign the form indicating if they wish to continue serving as an AMIAS.
- Upon receiving the form the AAPP updates any changes in AMIAS demographic information and then recertifies using the WSO Online Group Records Program.
- When an AMIAS declines to continue service or no longer qualifies for active status, the AAPP will inactivate the AMIAS using the WSO AI-Anon Online Group Records program.
- Any AMIAS failing to recertify will be inactivated.
- Each DR has the ability to access all AMIAS eligible to serve in his/her District.



PLEASE PRINT

New York North AFG

(Attachment E)

**Yearly Al-Anon Member Involved In Alateen Service (AMIAS) Candidate Recertification Form**

Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Al-Anon Home Group \_\_\_\_\_ District # \_\_\_\_\_

This form must be completed by all Al-Anon Members who wish to become an Alateen Group Sponsor/AMIAS (Al-Anon Member Involved in Alateen Service) in New York North.

**Please initial one of the following statements:**

I no longer wish to serve as an AMIAS in New York North. \_\_\_\_ (Initial) If no, skip to the end, sign and return.

I wish to continue my service as an AMIAS in New York North. \_\_\_\_ (Initial) If yes, answer all of the statements below.

**Please take a moment to read each question and initial.**

1. I am at least 21 years old. \_\_\_\_ (Initial)
2. I have at least 2 or more years in Al-Anon. \_\_\_\_ (Initial)
3. I attend Al-Anon meetings on a regular basis. \_\_\_\_ (Initial)
4. I have a Personal Al-Anon Program Sponsor and/or Al-Anon Service Sponsor. \_\_\_\_ (Initial)
5. I have not been convicted of a felony. \_\_\_\_ (Initial)
6. I have not been charged with child abuse, including any inappropriate sexual behavior. \_\_\_\_ (Initial)
7. I agree not to have overt or covert sexual interaction (whether consensual or not) with any Alateen member including but not limited to:
  - Touching a teen inappropriately. \_\_\_\_ (Initial)
  - Dating a teen who is an Alateen Member. \_\_\_\_ (Initial)
  - Holding or hugging in an inappropriate manner. \_\_\_\_ (Initial)
8. I have not demonstrated emotional problems that could result in harm to Alateen members. If such issues do arise, I will step away from my position until my issues are resolved. \_\_\_\_ (Initial)
9. I agree to conduct myself in a manner that complies with all applicable laws. \_\_\_\_ (Initial)
10. I agree to have Automobile Insurance Coverage applicable with New York State laws when transporting Alateens. \_\_\_\_ (Initial)
11. I have read, understand, and agree that as an active AMIAS (Al-Anon Member Involved in Alateen Service) in New York North I meet the above criteria. \_\_\_\_ (Initial)
12. I agree to step down immediately as an AMIAS should I become unable to meet all criteria above. \_\_\_\_ (Initial)
13. In order to protect myself from any types of accusations by an Alateen member I understand that it is strongly suggested that there be at least two AMIAS in the Alateen meeting room at all times. \_\_\_\_ (Initial)
14. I understand that as an AMIAS I need to take part in any educational programs presented by the NYN Alateen Coordinator. \_\_\_\_ (Initial)
15. By initialing and signing this document, I give full permission for the NYN AAPP to perform a background check with my name on the United States Department of Justice National Sex Offenders Registry (<http://www.nsopw.gov>) & New York State Sex Offenders Registry(<http://www.criminaljustice.ny.gov/nsor>) \_\_\_\_ (Initial)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Please return this form to the NYN Area Alateen Process Person**

Created 10/1/2021

# Yearly AMIAS Candidate Recertification Form



# Al-Anon Members Involved in Alateen Service NYN Area Yearly Recertification Process

- On a yearly basis, all AMIAS must review NYN Area Guidelines and Requirements and the following [WSO Guidelines](#): G-5/G-7/G-8a/G-8b/G-16/G-19/G-20/G-24/G-34/G-40 and WSO policy on Alateen found in the current Al-Anon/Alateen Service Manual pages 93 - 98.
- Please review all Alateen Training Modules
- Also, please review the new [Alateen e-Service Manual](#) that can be found on the members' website.



## Area Alateen Process

# **Alateen events**

- Any event using the Alateen name must be in compliance with the Area Alateen Safety & Behavioral Requirements.
- Any event using the Alateen name is connected to the Area in which it is held.
- Any open meetings at events including Alateens have a safety plan to insure that the Alateens are always in the care of certified AMIAS or a parent.\*
- When Alateens attend an event with their parent/guardian, the parent/guardian is responsible for their children before and after Alateen meetings and scheduled Alateen events.

# Area Alateen Process

## **Alateen events**

- Alateen Conferences
- Al-Anon/Alateen Conventions
- A.A. Conventions with Al-Anon/ Alateen participation
- Fundraisers and open houses
  - Whose responsibility is it?
  - Area requirements



See Module III for more detail on Alateen Events.

# Minimizing Challenges

- Have more than one Alateen Group Sponsor at each meeting.
- Set behavioral guidelines for the meeting with the Alateens. Review them frequently.
- Encourage Alateens to police themselves.
- Set boundaries with the Alateens.
- Don't accept unacceptable behavior.
- Seek support from others:
  - AMIAS, Alateen Group Sponsors
  - Al-Anon group(s)
  - District and Area Trusted Servants
- Participate in local/Area Al-Anon/Alateen events.
- Have a burnout prevention plan!





# Minimizing Challenges

## Remember Your Resources

*We are never alone in Al-Anon/Alateen...we have:*

- Twelve Traditions and Twelve Concepts of Service
- Other certified Al-Anon Members Involved in Alateen Service
- Area Alateen Safety and Behavioral Requirements & Area Alateen Process
- Conference Approved Literature & service tools
- *Al-Anon/Alateen Service Manual (P-24/27)*
- Alateen guidelines
- The links of service:
  - District Alateen contact, District Representative, Area Alateen Coordinator, Area Alateen Process Person, Area Delegate and other officers, Area World Service Committee, Area Assembly
- World Service Office
- Alateen Service e-Manual on the Members' Web site: [al-anon.org/members](http://al-anon.org/members)

# Wrap Up

Contact for questions  
District Representative  
Area Alateen Coordinator  
[alateen@nynafg.com](mailto:alateen@nynafg.com)

Area Alateen Process Person (AAPP)  
[amias@nynafg.com](mailto:amias@nynafg.com)

- We are never alone in Alateen Service...talk to each other, reason things out with someone else...
- Use the resources available



# We Are All Responsible...

From the *Alateen Safety Guideline* (G-34):

“Before recovery can take place, an environment of trust and safety must exist. It is the responsibility of Al-Anon and Alateen as a whole to work together to maintain a healthy, loving, and supportive environment.”



“I attend Alateen on a regular basis...  
I have a safe place to go now  
and am able to talk about my problems.”

ALATEEN TALK, Winter 2018