

NOTE: The “Virginia Area 57 Alateen Members and Al-Anon Members Involved in Alateen Service (AMIAS) Safety and Behavior Requirements (VASBR)” printed below, along with attachments, is the only current valid statement of the Area Alateen Requirements. Previous documents are outdated and should not be used for guidance.

APPROVED AND AFFIRMED BY FALL ASSEMBLY - 23 OCTOBER 2016
REVISED JUNE 2026 BY Ava B, AAPP, Jill S., Alateen Coordinator, Deb T Alt Delegate
(LEGAL REVIEW)

The Virginia Area 57 Alateen Members and Al-Anon Members Involved in Alateen Service (AMIAS) Safety and Behavior Requirements and Area Processes

Note: All Forms, Virginia Code, and Information documents referenced in this document are attached.

I. DEFINITION OF AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS)

The Virginia Area 57 defines an Al-Anon Member Involved in Alateen Service (AMIAS) as: an Al-Anon member who is certified through the Virginia Area 57 process and is directly responsible for Alateens while being of service to Alateen. This includes, but is not limited to: Alateen Group Sponsors, chaperones for Alateen events, substitute Alateen Group Sponsors, District Alateen Coordinators, Area Alateen Coordinators, Alateen Area Process Person (AAPP) and any Al-Anon member providing transportation for Alateens to and/or from events, conferences, conventions, Assemblies, meetings, etc. For simplicity in this document, all of these individuals shall be called AMIAS.

II. DEFINITION OF ALATEEN MEMBERS

Alateen is designed for young people between the ages of 7 and 19 that have been affected by someone else's drinking. Alateen members are encouraged to sponsor each other in a peer-to-peer relationship.

III. REQUIREMENTS FOR BECOMING AN AMIAS

- A. Minimum age of 21.
- B. Must be an active Al-Anon member for the past two years, in addition to any time spent in Alateen, and currently attending Al-Anon meetings regularly.
- C. Has never been convicted of a felony.
- D. Has not been charged with child abuse or any other inappropriate sexual behavior.
- E. Has not demonstrated or been treated for emotional/mental problems which could result in harm to Alateen members.
- F. Agrees to not engage in romantic or sexual behavior of any kind between adults and Alateens, which is completely forbidden and strictly prohibited at all times.
- G. Agrees to abide by applicable State laws. (See attached § 63.2-1509 and §18.2-371.2:1, et al) Regarding Virginia Code on child abuse and reporting thereof, the State of VA considers an AMIAS to be a mandatory reporter.
- H. Has attended an Area AMIAS training to become an AMIAS.
- I. Has successfully passed the fingerprint and background check process. Instructions and forms shall be provided by the AAPP upon successful Area AMIAS Training completion.
- J. Has signed the AMIAS Certification/Recertification Commitment Letter (VASBR1).

K. Assumes full responsibility for the conduct and safety of their Group.

IV. REQUIRED RESPONSIBILITIES OF AMIAS AND ALATEENS

- A. The Area Alateen Coordinator and AAPP:
 - I. Are required to be a certified AMIAS.
 - II. The AAPP will be handling information that contains personal data; therefore, the AAPP should handle this information with a high degree of sensitivity.
 - III. The AAPP shall complete the Virginia SP-325, Criminal History Name Search Request for the State of Virginia for each AMIAS.
 - IV. The AAPP will keep all sensitive records in a secure location.
 - V. Records of any and all INACTIVATED AMIAS shall be shredded after 6 months of inactivation.
 - VI. At two Virginia Area World Service Committee (VAWSC) meetings and two Area Assemblies each year, the AAPP and Alateen Coordinator will provide a report on AMIAS/Alateen status.
- B. Every Certified AMIAS who wishes to continue in Alateen Service will agree to recertify their commitment to Alateen by attending a minimum of one Area AMIAS Training and pass a background check every three years to be recertified. Validation of training attendance shall be sent to the AAPP.
- C. All AMIAS shall be listed as ACTIVE unless the AAPP is notified by their District Representative or the AMIAS that they are INACTIVE.
- D. Review and uphold the Virginia Area 57 Alateen Members and AMIAS Safety and Behavior Requirements and Area Processes.
- E. Romantic or sexual behavior of any kind between adults and Alateens is completely forbidden and strictly prohibited at all times.
- F. Conduct contrary to applicable state laws is prohibited. See Attached: Virginia code 63.2-1509 and §18.2-371.2:1, et al. Alateen members must also abide by this requirement. AMIAS must be knowledgeable in regards to Virginia Code on child abuse and reporting thereof.
- G. Should an Alateen talk about suicide, harming themselves or show signs of having done so, the AMIAS will talk to the Alateen privately. Upon the AMIAS's discretion, this may be reported to the Alateen's legal guardian.
- H. AMIAS and Alateen members must obtain a notarized Travel Authorization and Consent to Emergency Medical Treatment Form (VASBR4) from parents or a legal guardian when transporting or caring for an Alateen member on any trip or event. The VASBR4 will be filled out and notarized and kept with the AMIAS until the Alateen member returns home at which time the form will be destroyed. [See Alateen Safety Guidelines (G-34)]

V. GENERAL GUIDANCE WHEN SERVING ALATEEN

- A. Parents are advised against sponsoring a group their child attends.
- B. AMIAS are not personal sponsors to Alateens.
- C. Have an understanding of how the Twelve Steps, Twelve Traditions and Twelve Concepts are utilized in recovery, and keep the focus on the Al-Anon/Alateen program at all Alateen functions.
- D. Know your District Representative, District Alateen Coordinator (if applicable), Area Alateen Coordinator and AAPP.
- E. Encourage Alateen participation at District and Area functions.
- F. Become familiar with Alateen literature.

VI. ALATEEN GROUP REGISTRATION/RECERTIFICATION AND AREA PROCESS

This is the Virginia Area 57 Process for registration of all Alateen Groups in Virginia.

- A. The District in which the Alateen Group meets must have a District Representative (DR) in order for the Alateen Group to register and remain in compliance with the Area Requirements herein. If there is no DR or Alt DR in a District all Alateen groups must be suspended until the position is filled.
- B. The AMIAS registers the Group with the Area by notifying the AAPP using the Alateen Registration/Group Records Change Form (VASBR3). The AAPP verifies that the submitted AMIAS names are currently certified through the Area process.
- C. The AAPP confirms that the process has been completed satisfactorily:
 - i. The AAPP updates the Alateen group information in accordance with the Area Alateen registration process via the World Service Organization (WSO) Online Group Records (OGR) Database.
 - ii. The Group is then registered by the AAPP. WSO assigns a Group number so that that the Current Mailing Address (CMA) may receive mail from the District, Area and WSO.
- D. The DR or his/her appointed volunteer is responsible for information regarding every Alateen Group and AMIAS within his/her District. This information will be provided to the AAPP as part of the Annual Alateen Recertification process or anytime the AAPP requests it.
- E. Each year the Group CMA will receive the Alateen Annual Update Sheet from WSO to be reviewed, corrected as needed, signed and returned to the AAPP. The AAPP will update the WSO OGR Database by the required date each year.
- F. DRs will submit to the AAPP all information necessary to validate that each Alateen Group and AMIAS meet the criteria of this policy herein when changes are made or as requested by the AAPP.
- G. The AAPP is notified of completed State Police background checks through the online Non-Criminal Justice Interface (CJIS) system. Once the successful results are received by the AAPP, the member will be entered into the WSO OGR Database. Once entered into the WSO OGR Database and reviewed by WSO, the member will receive a WSO number and be eligible to serve as an AMIAS. At the time of AMIAS certification, the AMIAS Certification/Recertification Commitment Letter (VASBR1) must be signed, sent to the AAPP and records updated by the AAPP.
- H. The AAPP shall retain the Area Alateen Group and AMIAS records in a secure location.

VII. ALATEEN GROUP REQUIREMENTS

- A. Each Alateen group must have at least one AMIAS as group sponsor, a Current Mailing Address (CMA) and phone contacts for the public to obtain meeting information. [See Starting an Alateen Group (G-19)]
- B. It is preferred that there be two AMIAS at every Alateen Meeting, but when two AMIAS are not available, there must be at least one AMIAS at every Alateen Meeting.
- C. Emergency contact information for each Alateen must be collected at each Alateen meeting. This information will be destroyed after each Alateen meeting unless the Alateen is a regular attendee and retaining the information is agreed to by the contact. This information should be validated at each meeting.
- D. The Area mandatory reporting statement must be read when new Alateens are present and must be referenced at Alateen meetings when regular Alateens are present (e.g., Remember AMIASs have mandatory reporting requirements).
- E. Area mandatory reporting statement:

Alateen sponsors do not share with parents or anyone else what is said in Alateen meetings. Please know that you can trust your sponsors to keep the things you share confidential. However, if any Alateen chooses to talk about being abused or neglected, sponsors are legally required to report it. We hope you understand that this is mandated by Virginia law.

- F. Our experience suggests that successful Alateen Groups are held concurrently with Al-Anon or AA meetings.
- G. All AMIAS in service to the Alateen group must be certified and meet the requirements and responsibilities stated in this policy herein.

VIII. ALATEEN CONFERENCE/CONVENTION/ASSEMBLY (C/C/A) REQUIREMENTS FOR AMIAS BEFORE THE C/C/A

- A. Provide copies of the Conference Packet (General Information, Permission Slip, and C/C/A Requirements) for each member of the Group interested in attending.
- B. Have the C/C/A Requirements read and discussed by the Alateens before the C/C/A event. AMIAS are also required to abide by any C/C/A requirements and requirements of this policy herein.
- C. Register your Alateens as soon as possible.
- D. One male AMIAS is required for every five or fewer male registrants and one female AMIAS for every five or fewer female registrants. If the group does not have the required AMIAS, they may contact the C/C/A Board for assistance in finding the required AMIAS. **Please bring the number of AMIAS necessary for your Group when possible. ONE PER FIVE! Alateens driving independently will be assigned an AMIAS upon arrival.**
- E. All AMIAS must be currently certified through their Area AMIAS certification process and include their WSO number on the C/C/A Registration form.
- F. The C/C/A Board will ensure that enough rooms and beds are available to meet all requirements.
- G. You must have the Travel Authorization and Consent to Emergency Medical Treatment Form (VASBR4) in hand for each Alateen you are transporting. **Each Alateen must have a completed VASBR4 and NO ALATEEN** will be permitted to attend the C/C/A without a VASBR4. Each VASBR4 must have the notarized signature of a parent or guardian.
- H. Military dependents must bring their military I.D. cards for medical purposes. All others must have their medical insurance number or the number of a responsible party on their Travel Authorization and Consent to Emergency Medical Treatment Form (VASBR4).
- I. Provide C/C/A information to the Alateen's parent or legal guardian.
- J. RE-READ C/C/A Requirements in the car while traveling to the C/C/A.

IX. CONFERENCE/CONVENTION/ASSEMBLY (C/C/A) REQUIREMENTS FOR ALL AMIAS AND ALATEEN MEMBERS DURING THE C/C/A

- A. Alateens from the age of seven (7) through nineteen (19) from an active Alateen Group, with the AMIAS's and parent/legal guardian approval, are welcome to attend.
- B. AMIAS assume full responsibility for the conduct and safety of their Group, as well as all Alateens at the C/C/A – assisting when issues arise.
- C. The conduct expected of those attending C/C/A should be clearly understood by all before leaving for the C/C/A. Remember you and the Alateens you are escorting are representing Alateen and should be respectful of that fact.
- D. Room assignments will be made by the housing committee. The room assignments are made for the duration of the C/C/A and rooms WILL NOT be changed without the specific permission of the Housing Committee or the Board.

- E. Room assignments will be made that are gender-specific and will be separated at all times. Single occupancy rooms or alternate sleeping arrangements may be requested to help ensure safety and comfort and will be accommodated when possible.
- F. Know the housing location of each of your Group members.
- G. Check each room for good order before leaving the C/C/A.
- H. There will be ABSOLUTELY NO VISITING assigned rooms by members of the opposite gender.
- I. All curfews as set forth by each C/C/A must be adhered to by all and will be STRICTLY ENFORCED.
- J. All registrants are required to attend all C/C/A sessions and meals, as set forth in the schedule for that event. AMIAS will ensure that all Alateens under their supervision understand these requirements.
- K. Each Alateen member will check with their Group AMIAS in accordance with a schedule established by the Group.
- L. AMIAS will have meals with their Group each day.
- M. AMIAS set a good example, participate in and share with Alateens in as many activities as possible.
- N. No Alateens may leave the C/C/A facilities at any time without permission from the AMIAS and Chairman of the event.
- O. All registration fees are payable in advance per the event registration process. No onsite registrations will be processed.
- P. The C/C/A will not be responsible for the loss of articles of clothing and/or personal effects. To identify personal effects marking them is suggested.
- Q. NO PETS are allowed at the C/C/A.
- R. NO CAMPING is allowed at the C/C/A.
- S. POSSESSION OF WEAPONS, ALCOHOL, DRUGS, AND/OR DISPLAY OF VIOLENT OR DISRUPTIVE BEHAVIOR ARE STRICTLY FORBIDDEN.
 - i. THE C/C/A WILL DISMISS ANY VIOLATOR/S FROM THE C/C/A.
 - ii. Parents/legal guardians will be notified and requested to remove the violator/s from the C/C/A. An AMIAS will be assigned to remain with the Alateen until picked up.
 - iii. THERE WILL BE NO EXCEPTIONS.
- T. SEXUAL ACTIVITY IS A VIOLATION OF C/C/A. VIOLATORS WILL BE DEALT WITH AT THE BOARD'S OR COMMITTEE'S DISCRETION.
 - i. Romantic or sexual behavior of any kind between adults and Alateens is completely forbidden and strictly prohibited at all times.
- U. Virginia State Law prohibits the purchase or possession of tobacco products by anyone under the age of 18. (Virginia Code 18.2-371.2.)
- V. Conduct contrary to applicable state laws is prohibited.
- W. All violators of these C/C/A Requirements are subject to dismissal from the C/C/A. Dismissal may mean the removal of the whole Group if the AMIAS must escort said individual home due to lack of parent or guardian availability.
- X. AMIAS from states outside of Virginia will be accepted at Alateen Conferences as long as they are certified by their home Area in accordance with their home Area

Safety and Behavior Requirements and are verified as current ACTIVE AMIAS by the home AAPP.

Y. Each AMIAS should review with all Alateens the Alateen Safety Guidelines (G-34).

X. GUESTS

A. ALATEEN MEETINGS

- i. Alateen meetings are closed meetings. Only AMIAS, Alateens and prospective Alateens may attend. (See Alateen policy in the current Al-Anon/Alateen Service Manual)
- ii. Alateen Groups may plan an annual open meeting to allow others to attend.

B. ALATEEN CONFERENCES

- i. Alateen Conferences are closed events for Alateens and AMIAS only.
- ii. Alateen Conference Committees may invite guests as speakers. These guests should be identified to everyone attending the Conference.
 - 1. Special name tags should be worn by guests to allow everyone attending the Conference the ability to readily identify who is a guest.
 - 2. Guests should never be housed in rooms with any Alateen.
 - 3. Conference Boards may invite guests to participate in workshops at Conferences provided that at least one certified AMIAS is present during the workshop.
 - 4. The Anonymity statement should be read aloud at the start of each meeting being attended by any guest.

VA Safety and Behavior Requirements (VASBR) Forms:

VASBR1, The Virginia Area Al-Anon Assembly AMIAS Certification/Recertification Commitment Letter

VASBR2, Area 57 Al-Anon Member Involved in Alateen Service (AMIAS) Application Form

VASBR3, Alateen Registration/Group Records Change Form

VASBR4, Travel Authorization and Consent to Emergency Medical Treatment

Other Forms

SP-325 Commonwealth of Virginia State Police

Information Documents

VA Fieldprint Directions

Tips for a Successful Fingerprint Impression

Procedures After AMIAS Training

WSO Guidelines: Starting an Alateen Group (G-19); Alateen Safety Guidelines (G-34)

Virginia Code

1: § 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

2. § 18.2-371.2:1. Prohibiting possession of retail tobacco products and hemp products intended for smoking by a person younger than 21 years of age; seizure.

The Virginia Area 57 Al-Anon Assembly
AMIAS Certification/Recertification Commitment Letter

An Al-Anon Member in Alateen Service (AMIAS) must attend the Area AMIAS Training to be certified. To maintain that certification an AMIAS must attend the Area AMIAS Training and complete a background check every 3 years thereafter.

In good faith, I, _____, commit to attend at least one Area AMIAS Training and complete a background check every three years from this date to ensure that I remain an informed and effective AMIAS.

Should I decide to become inactive from Alateen Service, I will notify my District Representative so that my records may be updated to reflect my status.

Signature

Printed Name

Area Signature

Date _____

cc: District Representative
Area Alateen Process Person

Virginia Area 57 Al-Anon Member Involved in Alateen Service (AMIAS) Application Form

AMIAS Application and Disclosure Agreement (*Please Print*)

Last Name _____ First Name _____ M.I. _____

Address _____

Home Phone: () _____ Other Phone: () _____

E-mail Address _____

I certify that: (initial in blank space)

- _____ 1. I am an Al-Anon member currently attending Al-Anon meetings;
- _____ 2. I am at least 21 years old;
- _____ 3. I have at least two years in Al-Anon in addition to any time in Alateen;
- _____ 4. I have not been convicted of a felony;
- _____ 5. I have not been charged with child abuse or any other inappropriate sexual behavior;
- _____ 6. I have not demonstrated or been treated for emotional problems which could result in harm to Alateen members.

By signing below, I admit I have knowledge of the Virginia Area's Safety and Behavioral Requirements, am in compliance with them, and agree to abide by them.

Signature _____ Date _____

I also certify that all information given by me in this application is true and correct to the best of my knowledge. I understand that false or misleading statements made by me or consequential omissions of any kind in the application process are significant cause for my not being accepted as an Al-Anon Member Involved In Alateen Service (AMIAS) or for my dismissal no matter when discovered. I HEREBY WAIVE, RELEASE AND DISCHARGE AFG of Virginia, and any other persons or entities from any liability for any damages or loss of whatever kind or nature, except liability for willful or intentional acts or punitive damages, that may result from the furnishing, collection or utilization of any such information, compliance or attempts to comply with this authorization.

Signature _____ Date _____

For District Use: Please be sure to fill this out before sending in.

District Name and Number _____ Alateen Group

Registration/Change form should be attached to this application form.

Alateen Group Number _____ Co-Sponsor Name _____

This applicant is an alternate for the district and not attached to any group _____ To the best of my knowledge, the above Al-Anon Member meets the Area's safety and behavioral requirements. DR

Signature _____ Date _____

Form VASBR2

TRAVEL AUTHORIZATION AND CONSENT TO EMERGENCY MEDICAL TREATMENT

All Conference attendees must complete and bring to the Conference/Convention/Assembly. Sponsors retain during travel to and from any event. No permission slip, no admittance.

I hereby grant permission for my child, _____ Age _____
Who is a minor with a Date of Birth of _____ to take part in the _____
_____ Conference/Convention/Assembly located at _____ (town/state)
on the following dates _____. I agree to hold the Conference/Convention/Assembly and
Virginia Area harmless for any or all occurrences that might occur while my son/daughter is away from home.

I agree that _____ is in charge and will at all times make decisions in the
best interest of my child. In case of accident or the need of emergency medical attention, the person designated above
has my permission to use his/her best judgment. I hereby authorize the person designated above to obtain any
emergency medical care necessary for my son/daughter at any licensed medical or dental location during the
Conference/Convention/Assembly weekend.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care that
might be required and is given to provide authority and power to the licensed medical or dental professional in the
exercise of his/her best judgment in an emergency for my child in my absence.

(Sign in presence of a notary public)

Signed by Parent or Legal Guardian _____

Print Name _____ Date _____

All Conference Attendees, including those over age 18, should complete the following:

Home Phone _____ Emergency Phone _____

Name of Insurance Company _____

Policy Number _____ Group # _____

Doctor's Name and Number: _____

Dentist's Name and Number: _____

Existing medical conditions: _____

Existing allergies: _____

Medication the Attendee is carrying with them: _____

(Signature - if over 18)

Signature - of Parent or Guardian, (if under 18)

State of _____)
County of _____)

Before me, the undersigned authority, on this day personally appeared _____, to me known and known by me to be the person who signed
the above authorization, and acknowledged to me that (s) he executed the same for the purpose therein stated.

WITNESS my hand and seal this _____ day of _____, 2006

NOTARY PUBLIC, State of _____

My commission Expires: _____

Stamp

Form VASBR4



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF STATE POLICE

**National Criminal Record Request for Employees or Volunteers Providing Care to Children,
the Elderly, or Disabled under the National Child Protection Act and the Volunteers for Children Act**

Pursuant to the National Child Protection Act of 1993, as amended, this form must be completed and signed by every current or prospective employee, volunteer and contractor/vendor, for whom national criminal history records are requested by a qualified business/organization under these laws.

Instructions to the Applicant/Volunteer and Qualified Business/Organization:

- **Applicant** must provide name, address and date of birth and sign the disclosure in Section I. Optionally, the Applicant may complete and sign the Waiver Agreement and Statement in Section I. One Applicant Fingerprint Card (FD-258) must be completed and submitted with this form.
- **Qualified Business/Organization** must complete all information in Section II. Complete payment information in Section III. Mail a *copy* of this completed form and Applicant Fingerprint Card (FD-258) with payment to: Virginia State Police, Non-Criminal Justice, P.O. Box 85076, Richmond, VA 23285-5076. This signed *original* form must be retained by the qualified business/organization. If the fingerprint card is mailed to VSP, a *copy* of this form should be attached.

SECTION I. APPLICANT OR VOLUNTEER – PLEASE READ THOROUGHLY

The qualified business/organization named below is entitled by §19.2-392.02 of the Code of Virginia to:

1) obtain a copy of any criminal history record I may have, 2) obtain a prompt determination as to the validity of criminal record(s) I may have before a final employment determination is made and 3) prior to the completion of the criminal records search the qualified business/organization may choose to deny me unsupervised access to children, the elderly, or disabled for which the entity provides care.

I am a current prospective (check one): ☐ Employee ☐ Volunteer

Printed Name: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

APPLICANT/VOLUNTEER DISCLOSURE

By virtue of my signature I certify the name, address, and personal descriptive information is accurate as recorded on this document and fingerprint impressions belong to me. I am apprised of the right to obtain and/or challenge the accuracy/completeness of the information contained in a criminal history record and may initiate a challenge by following the directions recorded on the reverse side of this form.

Signature: _____ Date: _____

WAIVER AGREEMENT AND STATEMENT - OPTIONAL

I hereby authorize (**Enter Name of Qualified Business/Organization**) VAWSC to submit a set of my fingerprints through the fingerprint vendor or mail along with this form to the Virginia State Police (VSP), for the purpose of accessing and reviewing Virginia and national criminal history records that may pertain to me directly from the Virginia Central Criminal Records Exchange (CCRE) pursuant to Virginia Code §19.2-389. By signing this optional Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the qualified business/organization with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended.

Signature: _____ Date: _____

SECTION II. TO BE COMPLETED BY QUALIFIED BUSINESS/ORGANIZATION

I hereby submit this written request for the fingerprints attached to be searched through the CCRE and the Federal Bureau of Investigation to assist in determining suitability for employment/volunteering services in the care of children, the elderly or disabled. As recorded in the section below. I represent a qualified business/organization entitled to receive fingerprint-based searches pursuant to §19.2-392.02 of the Code of Virginia.

Business/Organization Name: Ava Borden VAWSC Address: P.O. Box 64074 City: VA Beach

State: VA Zip: 23467 Phone: 757-284-8502 Email: awol4avab@outlook.com Account/Tracking # 3104

Date of Request

Signature of Authorized Agent

Ava L Borden
Printed name

SECTION III. PAYMENT OPTIONS:

Check one payment choice – personal checks not accepted:

Search Fees: Employment - \$27.00 Volunteer - \$20.00

☐ ☐ MasterCard ☐ Visa ☐ Virginia State Police NCJI Account or Tracking # _____

Account # _____ Expiration Date: _____ Authorized Signature _____ Date _____

☐ Certified/Business Check or Money Order payable to Virginia State Police

ORIGINAL SIGNED FORM MUST BE RETAINED BY QUALIFIED BUSINESS/ORGANIZATION

Notice to Applicant/Volunteer

Directions for Challenging a Criminal History Record

In the event you are determined not qualified to work or volunteer in a position that involves access to children, the elderly or disabled you may initiate a personal review of a criminal record. Please remember: you were fingerprinted for the position and the Central Criminal Records Exchange (CCRE) of the Department of State Police has determined the fingerprints are identical to criminal fingerprints on file at CCRE and/or the Federal Bureau of Investigation (FBI) and a conviction exists which is a barrier to employment or volunteering services. To initiate a review of a criminal record, follow these instructions:

CCRE – Criminal Record within the Commonwealth of Virginia

Report to Virginia State Police Administrative Headquarters between the hours of 8:00 am and 4:30 pm at 7700 Midlothian Turnpike, Richmond, Virginia or a VSP Area Office* and inform the receptionist you desire to challenge a criminal record. You must provide two forms of identification, one of which must contain a photograph. Your fingerprints will be obtained and searched against the criminal record fingerprint database and the criminal history record for the State of Virginia only will be reviewed with you. Should you have a discrepancy either at the charge or final disposition level you must address it with the contributor of the record or the court or arresting agency that submitted the record to CCRE. CCRE staff will provide the necessary guidance and information to establish contact with a contributing agency.

* VSP Area Office locations are listed at: https://www.vsp.virginia.gov/Office_Locations.shtm

FBI – Criminal Record outside the Commonwealth of Virginia

Telephone the FBI, Special Correspondence Unit at (304) 625-5590, or visit <https://www.fbi.gov/services/cjis/identity-history-summary-checks> for instructions.

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant's Rights: Your fingerprints will be used to check the criminal history records of the FBI and the Central Criminal Records Exchange (CCRE) of the Virginia State Police. You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. If you decide to challenge

the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) You may obtain a copy of your Virginia Criminal History by submitting VSP Form SP-167, available at http://www.vsp.state.va.us/CJIS_Criminal_Record_Check.shtm, to the CCRE. You may challenge the accuracy or completeness of a Virginia criminal history record through the CCRE Expungement/Record Challenge Section, which can be reached at (804) 674-6723 for further information about this process.

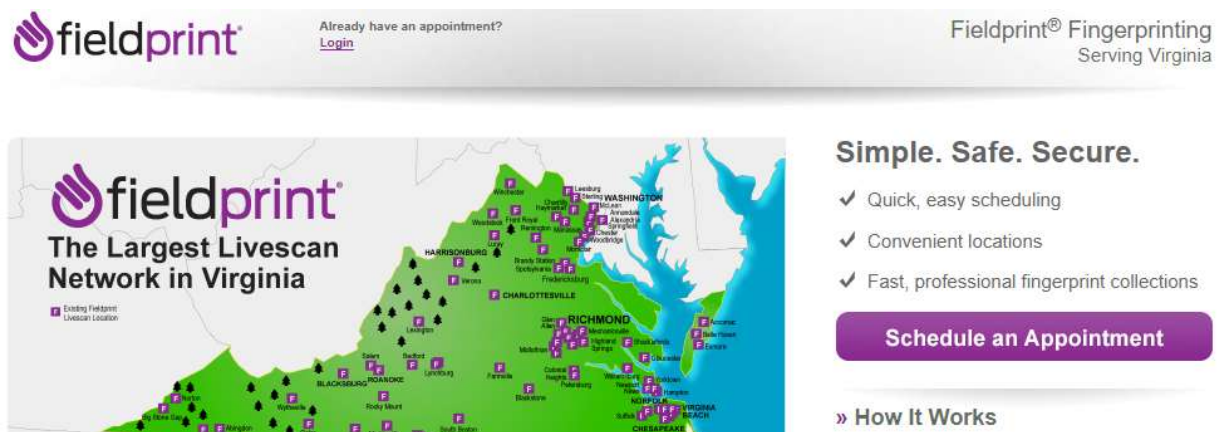
ORIGINAL SIGNED FORM MUST BE RETAINED BY QUALIFIED BUSINESS/ORGANIZATION. IF THE SUBMISSION OF FINGERPRINTS IS NOT DONE ELECTRONICALLY, A FINGERPRINT CARD SHOULD BE MAILED TO VSP ALONG WITH A COPY OF THIS FORM.

VA STATE POLICE SP-325



To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit <http://fieldprintvirginia.com>
2. Click on the “Schedule an Appointment” button.



3. Select “Sign Up” to create an account as a New User.

Sign Up

To schedule your appointment – sign up.

Sign Up

4. Select “I agree” on the **Consent Agreement**.

E-SIGN Act Disclosure and Consent (“Consent Agreement”)

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act (“E-Sign Act”), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

5. Fill out the required fields in order to create an account and select 3 security questions from the drop down menu and type in the answers. Then click “Continue”.

Create Account

Please fill in the following fields to create an account.

Email*	e.g. example@domain.com
Username*	
Password*	show
Confirm Password*	show
First Name*	
Last Name*	
Mobile Phone Number	

Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1*	Select one
Answer 1*	show
Security Question 2*	Select one
Answer 2*	show
Security Question 3*	Select one
Answer 3*	show

6. You will be sent a “Fieldprint Account Verification” email that contains an 8 digit code that must be entered on the “Verify Account” page. After entering the Verification Code select “Complete Registration”.

Verify Account

An email has been sent to your provided email address. The subject of the email will be “Fieldprint Account Verification” and will arrive from email sender auth@fieldprint.com.

Please follow the directions in the email to continue creating your account.
You may need to check your Junk or Spam folder.

ⓘ Please do not close your browser.

If your browsing session closes, please log back in using your username and password and enter the 8-digit Verification Code emailed to you at the email address provided during account creation. This Verification Code will expire after 30 minutes.

Verification Code*	Your 8-digit code
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Didn't receive an email? Click [here](#) to resend email.

7. Log in with your Username and Password.

8. Type in the answer to your pre-selected security question and click “Continue”.

9. Enter the Fieldprint Code provided by your employer and select “Continue”.

10. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
11. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
12. If the applicant has any questions or problems, they may contact our customer service team at 877-614-4364 or customerservice@fieldprint.com.

Tips for a Successful Fingerprint Scan

- 1. Clean Hands:** Wash your hands thoroughly with soap and water to remove dirt, oils, and residues that may interfere with the fingerprint scanner.
- 2. Hydrate!** Drink lots of water several days in advance.
- 3. Moisturize.** Several days ahead, apply a light moisturizer to your hands, especially if your skin is dry. This can help improve the clarity of your fingerprints but avoid heavy creams that can leave a greasy residue. Lotions containing glycerin have been known to be very successful. Avoid oil-based lotions as they can smear the impression.
- 4. Avoid Excessive Moisture:** While hydration is important, avoid getting your hands too wet before the scan, as moisture can also cause smudging.
- 5. Check for Cuts or Bruises:** Ensure that there are no cuts, bruises, or other injuries on your fingers, as these can affect the quality of the scan.
- 6. Use the Correct Finger:** Sometimes, certain fingers may produce clearer prints than others. If you have the option, try a different finger that may have a more distinct pattern.
- 7. Apply Pressure Evenly:** When scanning, apply even pressure and roll your finger as instructed, ensuring that the entire fingerprint area is captured.
- 8. Stay Calm:** Stress can affect your hands and fingers, so try to stay relaxed during the scanning process.

Thank you for stepping into service with Alateen!!

Procedures After AMIAS Training

CURRENT AMIAS getting recertified:

Send your updated and signed Alateen Sponsor Commitment/Renewal Letter back to Ava. That is it! The WSO database will be updated.

Applicants for NEW AMIAS:

After successfully completing your AMIAS Workshop, the AAPP will send you an email with the necessary forms and instructions. You will:

1. Complete Area 57 Al-Anon Member Involved in Alateen Service Application Form
2. Complete and sign Alateen Sponsor Commitment/Renewal Letter
3. Complete and sign SP-325 Commonwealth of Virginia State Police
4. *Submit all the completed and signed forms to your District Representative for signature and submission.*
5. Follow the directions included in your package for Fieldprint Virginia. After creating your account, and completing your impression appointment, Fieldprint Virginia will transmit your biological information and impressions to the Virginia State Police. Your personal information is secure! There is a \$7 fingerprint fee for your impressions which is your responsibility. Your district might reimburse you for this fee.

DR Approval:

Area 57 Al-Anon Member Involved in Alateen Service Application to be signed by the DR including district name and number. Send all complete and signed forms to AAPP. ***(Please DO NOT MAKE this a registered package that needs a signature. Just regular mail.):***

Ava L. Borden
P.O. Box 64074
Virginia Beach, VA 23467

The AAPP transmits Form VA SP-325 to the Virginia State Police while Fieldprint Virginia transmits biological information and fingerprint impressions to VA State Police, assigning a unique number which tracks the background check. Once approved and finalized, the AAPP will enter the information into the WSO database. WSO will notify the AAPP of the new AMIAS' official WSO number. This information is shared with the AMIAS and the district representative.

(Note, this can take up to (6) months to complete.) Make sure all forms are complete, filled out and signed. If you have any questions along the way, call Ava. 757-284-8502 or email me at alateenprocess@vaalanon.org

Thank you for serving our Teens, Al-Anon and signing up for a wonderful journey of Recovery!!

Refer to [Guidelines - Al-Anon Family Groups](#) for a complete copy.

Al-Anon guidelines

The Shared Experience of Al-Anon and Alateen Members.

Starting an Alateen Group

G-19

Starting an Alateen group is a spiritual undertaking. It takes time, commitment, the support of one or more Al-Anon groups, and patience. In order to use the Alateen name, the group must have Alateen Group Sponsors who are certified and meet all of the Area's Requirements for service to Alateen, and the Alateen meeting must be registered through your Area's Alateen process, before the first meeting. Contact your District Representative, Alateen Coordinator, or Area Alateen Process Person (AAPP) for information on your Area's Alateen Safety and Behavioral Requirements and your Area's process for distribution and submission of Alateen forms. Your Group Representative (GR) can provide the contact information for these trusted servants, or contact the WSO.

Who Can Start an Alateen Group?

Professionals, school personnel, A.A. members, Al-Anon members, or the teenagers themselves can *initiate the formation* of an Alateen group; however, Area-certified Al-Anon Members Involved in Alateen Service (AMIAS) are needed in order to register an Alateen group. Each Alateen group requires one or more Alateen Group Sponsors who are currently certified to be of service to Alateen through their Area Alateen certification process. Al-Anon groups that are firmly established may want to help the younger members of Al-Anon by starting an Alateen group.

Where Do We Begin?

The essentials needed to start an Alateen group are listed below. Your Area may have additional requirements, and the sequence of events may differ.

- Contact one or more Al-Anon groups for support of the Alateen group. Experience has shown that Alateen groups which meet at the same time and place as an Al-Anon or A.A. group are more successful, safer, and the Alateens have fewer transportation problems. Al-Anon groups can also support the Alateen group by encouraging members to become certified AMIAS in order to serve as regular or back up Alateen Group Sponsors.
- Decide on a location to hold the meeting (such as a school, recreation center, hospital, religious facility, or other public place), and a day and time.
- Select an appropriate name for the group. The name should be informative and inviting to newcomers. See section titled "What Name Should We Choose?"
- Contact your Area Alateen Coordinator or Area Alateen Process Person (AAPP) for the Alateen Group Registration/Change form (GR-3), the Al-Anon Member Involved in Alateen Service (AMIAS) form, and any additional Area form(s).
- Complete the AMIAS certification and Alateen group registration process BEFORE the first meeting.
- Contact your Area Alateen Coordinator regarding Alateen Group Sponsor training.

- Follow your Area's Alateen process for being included in the district, Area, or Al-Anon Information Service meeting directories and Web sites.

What Types of Alateen Meetings Are There?

Closed meetings: All Alateen meetings are closed meetings; only Alateens and the affiliated (or substitute) Alateen Group Sponsors attend. District or Area trusted servants may occasionally attend the meeting as a resource to the group per the Area's Alateen Requirements. Potential Alateen Group Sponsors may visit Alateen groups after certification as an AMIAS, with the Alateen group's authorization. Alateen groups may also have occasional open meetings to celebrate the group's anniversary or for public outreach purposes.

Limited Access meetings: Meet at locations where the general membership may not be able to attend (such as a school or group home). Alateen Group Sponsors in limited access meetings must also be certified through their Area Alateen process in addition to complying with any facility requirements. More information on school meetings is available in the *Alateen Meetings in Schools* guideline (G-5) and *Information for the Educator: Alateen Meetings in Schools* leaflet (S-64).

What Name Should We Choose?

Most groups use a name that is either descriptive of its location, time or day of meeting, meeting purpose, or a program phrase, plus the word "Alateen." A group's name should not imply affiliation with any other twelve step group, self-help group, commercial venture, religious group, or other outside enterprise. Your group name should be inviting or informative and an attraction to potential newcomers. All Alateen groups, including those that lower the age limit, are registered as "Alateen."

Examples of Alateen group names are:

- Friday Night Alateen
- Be Excited About Recovery Alateen
- Courage To Be Me Alateen
- Woodland Hills Alateen

This Guideline may be photocopied.

This piece may be adapted by a General Service structure and distributed within that structure.

Who Can Sponsor an Alateen Group?

Alateen groups require Alateen Group Sponsors who are currently certified as Al-Anon Members Involved in Alateen Service (AMIAS) through their Area's Alateen process.

Al-Anon members who are also members of A.A. and meet their Area's certification and Alateen group registration requirements may sponsor an Alateen group by virtue of their Al-Anon membership. Check your Alateen Area Requirements for additional information. Anonymity regarding disclosing membership in other programs would be maintained in the Alateen meeting just as it would be in any Al-Anon meeting.

Parents who are currently certified through their Area Alateen process may serve as Alateen Group Sponsors; however, whenever possible, it is preferred that the relatives of any of the Alateen members attending the group not sponsor the group.

How Do We Find Alateen Group Sponsors?

Ask nearby Al-Anon groups if they would be willing to support the group by providing Alateen Group Sponsors. Contact your District Representative and Area Alateen Coordinator for assistance and information about the Area Alateen Requirements and Alateen Group Sponsor training. If there are other Alateen groups nearby, ask if Alateen Group Sponsors and Alateens from that group would be willing to share about Alateen and Alateen group sponsorship at Al-Anon meetings or events.

How Do We Register our Group?

Contact your District Representative, Area Alateen Coordinator, or AAPP to obtain the Alateen Group Registration/Change form. Complete the form and submit through your Area process. All service positions listed on the form (Current Mailing Address [CMA], Contacts, and Alateen Group Sponsors) must be currently certified AMIAS in the Area(s) in which they reside and serve.

What Can We Expect from our District, Al-Anon Information Service (AIS), and Area?

- The district, AIS, and Area can help identify eligible Alateen Group Sponsors.
- Districts may be able to help locate Area-certified AMIAS to serve as backup Alateen Group Sponsors when the regular Group Sponsor(s) is not available.
- Districts may provide assistance in getting start-up literature for the meeting.
- District Representatives and/or Area Alateen Coordinators can be called for help if a problem arises. It is also a good idea to invite these trusted servants to your meeting once or twice a year to keep in contact.
- Areas provide information about workshops and training for AMIAS.
- Districts, AISs, and Areas may publish a meeting directory and/or list meetings on a Web site.

What Can We Expect from the World Service Office (WSO)?

Registration with the WSO insures a connection with Al-Anon Family Groups worldwide. Only groups registered with the WSO can use the Alateen name. The WSO toll-free meeting line refers callers to your meeting.

Alateen groups receive*:

- New groups receive a series of three packets filled with a variety of information, suggestions for meeting topics, meeting format, information for Alateen Group Sponsors, sample Alateen literature, and service materials, including *Al-Anon Alateen Groups at Work* (P-24)
- A free copy of the *Al-Anon/Alateen Service Manual* (P-24/27) and other service tools
- The quarterly Alateen publication *Alateen Talk*, and forms for sending in sharings
- All mailings sent to Al-Anon groups, including the monthly *Forum* magazine, the *Group e-News* newsletter, and the Quarterly Appeal Letter
- An annual group update form sent to help keep your group information current
- Access to information and publications on the Al-Anon/Alateen Members' Web Site

*Mailings are sent to the Current Mailing Address (CMA) listed on the Alateen Group Registration/Change form. The *Group e-News* is sent via e-mail to the CMA. New group packets are sent at initial registration, six months later and around the one-year anniversary.

How Can We Attract New Members?

- Use the service structure (Area/district/AIS) as much as you can. Announce the meeting at local district and AIS meetings, and at local events, such as anniversaries.
- Ask nearby Al-Anon and A.A. groups to announce your meeting and to bring their children. It helps if the Alateen group has a flyer with the name, location, day and time, and an Alateen Group Sponsor's first name and number as a contact for information.
- Ask your Area/district/AIS Public Outreach Coordinators for assistance.
- List the meeting in the local paper. Many papers list the meetings for free in the local events column.
- Provide information about the meeting to local schools. Ask for help from an Al-Anon group to contact the school's special assistance counselors.

Remember - Alateen behavior at meetings, conventions, round-ups, Assemblies, etc. can attract or turn away potential members or their families.

Additional Guidelines for Alateen groups

Alateen Safety Guideline (G-34)
Members Interested In Speaking (G-1)
Taking a Group Inventory (G-8a & G-8b)
Alateen Meetings in Schools (G-5)

The Alateen Group is the heart of the Alateen program !

Revised 2013 G-19

Al-Anon Family Groups 1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617 www.al-anon.alateen.org

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.

These guidelines offer procedures for insuring the safety of Alateen members, their Alateen Group Sponsors, and Al-Anon/Alateen as a whole. All guidelines, including the *Alateen Safety Guidelines*, offer the shared experience of Al-Anon/Alateen members. Following these guidelines is not a substitute for knowing and obeying the law of your Area as it relates to minors. Each state and province has its own way of regulating these issues, and it is important that each person involved with Alateen is aware of and follows local legal requirements.

Keeping It Safe

What Can Alateen Members Do?

- **Familiarize yourselves with your Area's Alateen Safety and Behavioral Requirements.**
- **Remember, you are responsible for your own safety and well-being.** You do not have to accept unacceptable behavior! If you or anyone else in your group is uncomfortable with the actions of your Alateen Group Sponsor(s), the Sponsor(s) can be replaced with another Area-certified AMIAS. First, start with an informed group conscience. Involve the District Representative and/or Area/District/Al-Anon Information Service Alateen Coordinator. These trusted servants will work with you. They are committed to your well-being.
- **Invite your District Representative to your group on a regular basis.** Then, if a problem should occur, you have another familiar source of help at hand. Staying connected with a District Representative, or having an Al-Anon group contact person, may prevent unacceptable behavior by an Alateen Group Sponsor or other Alateen members.
- **Conduct exchange meetings with other Alateen groups and their Alateen Group Sponsors.** You may want to call upon them for help in solving Sponsor or group problems. An ongoing interchange between other Alateen Group Sponsors and Alateens brings a new perspective to problem solving. *There is safety in numbers.*
- **Take responsibility for your own behavior and the behavior of the other members of the group.** You could lose your meeting space by engaging in any inappropriate activity. 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 and prevents you from receiving the help that Alateen offers. These inappropriate actions can affect Al-Anon and Alateen as a whole and place the adults who are trying to help Alateen in a legally vulnerable position. Even if *your* actions are blameless, you can be adversely affected by the actions of others.
- **It is suggested that Alateen groups create behavior guidelines** so that everyone knows what is expected before, during, and after the meeting. Then, if you or anyone else in your group is uncomfortable with the actions of another Alateen member, a discussion regarding the group's behavior guidelines is appropriate. If the offensive conduct persists, that member can be asked not to return to the meeting. Before taking such action, start with an informed group conscience, referring back to your group's behavior guidelines and the application of the Twelve Traditions.
- **Alateen members who are legally adults must adhere to the same requirements as Alateen members who are minors when they are participating as Alateens.**
- **Take regular group inventory;** the guideline *Taking a Group Inventory* (G-8a & G-8b) may be helpful.
- **Support the actions of your Alateen Group Sponsors** who are responsible for the Alateens in the meeting room. To the best of their ability, Alateen Group Sponsors must maintain a sense of safety and trust in order for recovery to take place and to protect the Alateen members from physical and emotional harm. Whenever appropriate, Alateen Group Sponsors have the right to ask a member who is displaying inappropriate behavior to leave the meeting.

Just a Note: Each group has the autonomy to enact and enforce its own standards, rules of conduct, and procedures, provided it does not violate local law or the Area Alateen Safety and Behavioral Requirements. The acts of each individual, Al-Anon/Alateen group, and Alateen Group Sponsor(s) are solely the acts of that group/individual(s) and not those of AFG, Inc.

This Guideline may be photocopied.

This piece may be adapted by a General Service structure and distributed within that structure.

Keeping It Safe

What Can Alateen Group Sponsors Do?

- **It is recommended to have two Alateen Group Sponsors at each meeting.** If one Alateen Group Sponsor cannot be there, call a Sponsor from another group or invite another certified AI-Anon Member Involved in Alateen Service (AMIAS) to serve as a substitute Sponsor. This is a good reason to hold an Alateen meeting concurrently with an AI-Anon meeting. An eligible AI-Anon member who has agreed to serve as a contact between the AI-Anon and Alateen group and has been certified by the group's Area can be called upon to serve as a substitute when a Sponsor cannot attend.
- **In addition to regularly attending AI-Anon meetings, participate in district and Area Alateen Group Sponsor Workshops.** Connect with other Alateen Group Sponsors and the Area Alateen Coordinator on a regular basis. Take an annual Alateen Group Sponsor inventory. Choose a Service Sponsor who is familiar with Alateen sponsorship. Become familiar with Alateen literature and guidelines. Know how to contact emergency services should an Alateen member become ill or be hurt on site. Since phones are not always available after hours at some meeting locations, emergency procedures should be worked out in advance.
- **Keep on hand a list of community resources where Alateen members can seek help** for physical violence, abuse, suicide prevention, etc., and share how the members can get in touch with the resources.
- **Set boundaries.** Alateen Group Sponsors share *experience* in living with the disease of alcoholism, *strength* gained from working the Twelve Steps, knowledge of the Twelve Traditions and *hope* for the future. An Alateen Group Sponsor is not a counselor, nor the peer of an Alateen member. When an Alateen Group Sponsor gives advice or attempts to solve the problems of the Alateen member, it could lead to unhealthy dependencies. Overt and covert sexual interaction between an Alateen member and any adult is prohibited. It leaves the adult subject to liability, including charges of statutory rape, and diminishes any possibility of recovery for the Alateen member. Such involvement is illegal and brings AI-Anon and Alateen to the forefront of public controversy. For this reason, no AMIAS is permitted to serve as an Alateen Group Sponsor if there is any romantic involvement with any Alateen member. Alateen members who are legally adults must adhere to the same requirements as Alateen members who are minors when they are participating as Alateens.
- **Avoid infringing upon parental authority.** Parents are responsible for the behavior of their children before and after a meeting. If an Alateen member must be removed from the meeting, it is up to the parent to discipline his/her child. It is not the Alateen Group Sponsor's job to question or agree with how the parents exercise their authority. The Alateen Group Sponsor's job is to help the Alateen member cope, using the tools of the program.
- **Help the Alateen member to establish limits.** Protect the Alateens whenever behavior gets out of hand. Inappropriate behavior includes physical threats; sexual conduct; rough

Working Together

Let's keep Alateen
going, growing, and glowing.

Alateen and AI-Anon :
Together We Can Make It
fun, healthy
and safe.

play; etc. Helping the Alateens identify inappropriate behaviors themselves through a group inventory provides them with an opportunity to design group behavior guidelines. The *Taking a Group Inventory* guideline (G-8a and G-8b) may be helpful.

- **Know when to step down as an Alateen Group Sponsor.** Whenever anything interferes with the need to protect yourself, i.e., accusations, controversy, threats of personal harm, etc., discontinue serving as an Alateen Group Sponsor. Even if you are totally blameless, stepping aside will not only protect both the Alateen members and you, it will preserve the unity of the fellowship as well.

Keeping It Safe

What Can Areas Do?

- **In addition to establishing Area Alateen Safety and Behavioral Requirements, Areas should establish behavioral requirements specific to the type of function;** e.g., Alateen meeting, Area Assembly, Alateen conference, Alateen fundraising event, etc. The requirements should be general in tone to allow for some flexibility, but specific enough to conform with site or schedule requirements. While Alateen Group Sponsors are not parents, they are responsible for the Alateens they escort to functions outside of the meeting. They have the right to refuse to bring an Alateen member who will not abide by the safety and behavioral requirements. The requirements should be read and understood by all before leaving the home group when attending a conference, Assembly, or other event.
- **Support Alateen conferences!** To ensure the safety of AI-Anon and Alateen as a whole, an Alateen conference within the Area or region is connected to the Area structure. The role of AI-Anon is to *guide* rather than *direct* the young people toward recovery. Alateens are more responsive when they are treated with the same respect as any other AI-Anon member. Allowing the freedom for the members involved to make their own decisions within the

boundaries of safety and the Area's minimum requirements insures integrity to Al-Anon/Alateen principles and fulfills the purpose of an Alateen conference: to encourage the growth of Alateen and to increase understanding of the Twelve Steps and Twelve Traditions through the sharing of ideas, fun, and fellowship with other Alateens and Alateen Group Sponsors (See *Alateen Conferences* guideline [G-16]).

- **Support your Area Alateen Coordinator's training and education efforts.** Provide time and resources for training workshops.
- **Support your Area Alateen Process Person (AAPP)** with the AMIAS certification, group registration, and annual recertification process.

Keeping It Safe

What Can Al-Anon as a Whole Do?

- **Form an Alateen meeting at the same location where there is an Al-Anon meeting.** Experience shows that forming a new Alateen group that meets concurrently with an Al-Anon group increases safety for Alateen members and Alateen Group Sponsors. The Al-Anon group can be a source of additional certified AMIAS to serve as backup Alateen Group Sponsors. The Al-Anon presence affords the Alateens additional adults to turn to should problems arise. Also, because Alateen is a part of Al-Anon, Alateens may go to the Al-Anon meeting if a substitute Alateen Group Sponsor is not available when the regular Alateen Group Sponsor(s) is not present.
- **Find a way to serve Alateen.** Many Al-Anon members cannot become full-time Alateen Group Sponsors for many reasons. Yet, everyone can serve Alateen in some capacity. Encourage eligible members to become certified through their Area/s process as Al-Anon Members Involved in Alateen Service (AMIAS) so that they can serve Alateen by providing transportation to meetings, district/Area meetings/functions, and Alateen conferences. Another way these members can be of service is to be a backup Alateen Group Sponsor or chaperone at the Area Assemblies or conventions. Any Al-Anon member can be of service to Alateen by encouraging other members to bring their children to Alateen, providing information to schools, or other Public Outreach projects.

Additional Safety Procedures

Alateen members come from homes where the disease of alcoholism may have created distorted impressions of acceptable behavior. Just as we in Al-Anon had to learn what appropriate boundaries are, so do Alateens. When an Al-Anon Member Involved in Alateen Service chooses to interact with Alateens in some capacity, it is well to keep the following in mind:

- **Transport Alateens in groups and with another adult whenever possible.**
- **Make sure a custodial parent/legal guardian signs a permission form which you are transporting his/her child to a meeting or other function.** Have the responsible party sign the permission form in your presence. This is a legal requirement in most states/provinces.
- **Have a notarized "Authorization to Obtain Medical Care Form" (FORM B – MEDICAL FORM; see sample enclosed).** This form is necessary when escorting an Alateen member to a function that takes him or her away from the custodial parent/guardian. In the event of an emergency, timely medical care can then be obtained.
- **Be gender and number conscious!** It is always a good idea to work in teams if you are involved with several Alateen members at a time. Whenever transporting or meeting with Alateen members, inform another Alateen Group Sponsor or Al-Anon member of your whereabouts and avoid meeting in isolated places. Whenever possible, it is best to avoid one-on-one interactions with Alateen members.

Shared experience to consider when drafting behavior guidelines:

- All Alateen members are responsible for themselves, remembering that what they do reflects on their group, the conference/Assembly, and the name of Alateen.
- Alateen Group Sponsors should have knowledge of their group members' whereabouts at all times.
- Everyone is expected to attend the conference/Assembly sessions, i.e., workshops, meetings, etc.
- No girls or female Alateen Group Sponsors in boys' or male Alateen Group Sponsors' rooms; no boys or male Alateen Group Sponsors in girls' or female Alateen Group Sponsors' rooms.
- Possession of alcohol, drugs, or any substance prohibited by local law is strictly forbidden. All Alateens under medication must report to their Alateen Group Sponsors and the designated nurse upon arrival at the conference/Assembly.
- AMIAS responsible for each Alateen group/member should be aware of their special responsibility as adult escorts of their Alateen group/member.

It's important for the Alateen group/member to understand that because the Alateen Group Sponsors/AMIAS are responsible for the Alateens they bring, they have the right to refuse to bring a member whom they do not think will abide by these guidelines, always remembering to place principles above personalities.

Responsibility Statement

This statement offers clarification to the Al-Anon /Alateen fellowship regarding the role of Al-Anon Members Involved in Alateen Service (AMIAS).

Requirements for Service to Alateen:

An Alateen Group Sponsor is a responsible, adult member of Al-Anon who attends Al-Anon meetings regularly, is currently certified as an Al-Anon Member Involved In Alateen Service (AMIAS) through their Area's Alateen process, and who shares his/her experience in living with the disease of alcoholism, strength gained from the Twelve Steps, knowledge of the Twelve Traditions, and hope for the future. He/she helps the Alateens keep the focus on the Al-Anon program.

No person may be certified as an AMIAS, including Alateen Group Sponsors, who has ever been convicted of a felony, or charged with child abuse or any other inappropriate sexual behavior, or has demonstrated emotional problems which could result in harm to the Alateen members. For the complete list of requirements in your Area please contact your Area Alateen Coordinator.

Role of AMIAS, including Alateen Group Sponsors:

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. An AMIAS is familiar with and complies with the Area's Alateen Safety and Behavioral Requirements.

AMIAS are expected to maintain appropriate adult behavior by exercising good taste and integrity in conduct. AMIAS are never to belittle a parent or place themselves above the authority of a parent or guardian. AMIAS also agree to abide by their Area's Alateen Safety and Behavioral Requirements, and to step down should their behavior come into question.

Suggestions for AMIAS, including Alateen Group Sponsors:

At Alateen meetings

1. Encourage the Alateen members to keep reasonably good order among themselves, and establish behavior guidelines with them. Rough housing, fighting, inappropriate sexual behavior and/or the use of alcohol, drugs, or other prohibited substances on the meeting premises are forbidden.
2. Alateen members are made aware that they bear responsibility for their own actions, and that through their actions, they set an example for Alateen and Al-Anon as a whole.

At Alateen/Al-Anon activities away from meetings

1. Have guidelines for acceptable behavior. Before attending a function or event, the Alateen Group Sponsor reads and discusses the guidelines thoroughly with the Alateen group.
2. Obtain a signed permission slip from a parent or legal guardian for Alateens to attend Alateen/Al-Anon functions other than regular meetings. A signed permission slip, however, does not necessarily eliminate potential liability for accidents or injuries that result from certain activities (i.e., swimming, horseback riding, etc.)
3. Alateen Group Sponsors need to always be aware of the specific whereabouts of individual Alateen members during Alateen activities.

Legal and Traditional Responsibility of AMIAS, including Alateen Group Sponsors:

Al-Anon Members Involved in Alateen Service (AMIAS) may become aware of instances of child abuse. A dilemma then arises on how to deal with the problem. In an effort to protect the Alateen member from further harm, an incident is reported, is the Tradition of anonymity or confidentiality violated?

The first action is to seek legal advice regarding Area requirements and existing state/provincial laws. 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. In most localities, an Alateen Group Sponsor is not legally required to report instances of suspected child abuse. Yet, as a Sponsor, we may question what is truly right for the Alateen member in the long run. Alateen Group Sponsors and AMIAS who are required by law to report cases of suspected child abuse should let the Alateens know, up front before sharing begins, that they will disclose such incidents that are discussed at the meeting or event.

Alateen Group Sponsors and Al-Anon Members Involved in Alateen Service who feel a moral responsibility or are compelled by law to report cases of suspected child abuse to the authori-

ties should contact their Area Alateen Coordinator, District Representative, or other Area-designated trusted servant prior to reporting. It is important to reason things out through the Area process before disclosure, keeping in mind the Traditions and the Alateen member's anonymity.

Prior to reporting to the authorities, the Alateen Group Sponsor or Al-Anon Member Involved in Alateen Service should also discuss their intentions with the Alateen member to avoid placing the member in danger and to maintain confidence and trust in the Alateen Group Sponsor/AMIAS and the Alateen program. It is important to follow the advice of your local legal counsel, as keeping the identity of the alleged abuser anonymous is important, since accusations of child abuse are defamatory and could lead to claims of libel and slander. In order to keep the Alateen fellowship from public controversy, any reporting is done on a personal basis rather than as an Alateen Group Sponsor or Al-Anon Member Involved in Alateen Service.

VA Code (Updated effective July 1, 2027)

§ 63.2-1509. (Effective until July 1, 2027) Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;
2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker or family-services specialist;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten, or child day program, as that term is defined in § [22.1-289.02](#);
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any mental health professional;
8. Any law-enforcement officer or animal control officer;
9. Any mediator eligible to receive court referrals pursuant to § [8.01-576.8](#);
10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution, or facility to which children have been committed or where children have been placed for care and treatment;
11. Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody, or control of children;
12. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ [9.1-151](#) et seq.) of Chapter 1 of Title 9.1;
13. Any person 18 years of age or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;
14. Any person employed by a local department as defined in § [63.2-100](#) who determines eligibility for public assistance;
15. Any emergency medical services provider certified by the Board of Health pursuant to § [32.1-111.5](#), unless such provider immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith;
16. Any athletic coach, director, or other person 18 years of age or older employed by or volunteering with (i) a public or private sports organization or team or (ii) the athletics program of a public or private elementary or secondary school, including interscholastic teams and clubs;
17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs;
18. Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client;

19. Any minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church, unless the information supporting the suspicion of child abuse or neglect (i) is required by the doctrine of the religious organization or denomination to be kept in a confidential manner or (ii) would be subject to § [8.01-400](#) or [19.2-271.3](#) if offered as evidence in court; and

20. Any person who engages in the practice of behavior analysis, as defined in § [54.1-2900](#).

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hotline.

If an employee of the local department is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the Department in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern, or nurse in the course of professional services in a hospital, school, or similar institution, such person may, in place of such report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith. If the initial report of suspected abuse or neglect is made to the person in charge of the institution or department, or his designee, pursuant to this subsection, such person shall notify the teacher, staff member, resident, intern, or nurse who made the initial report when the report of suspected child abuse or neglect is made to the local department or to the Department's toll-free child abuse and neglect hotline, and of the name of the individual receiving the report, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department on a form prescribed by the Board. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records, or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records, and reports available to the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g). Provision of such information, records, and reports by a health care provider shall not be prohibited by § [8.01-399](#). Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

B. For purposes of subsection A, "reason to suspect that a child is abused or neglected" shall, due to the special medical needs of infants affected by substance exposure,

include (i) a finding made by a health care provider within six weeks of the birth of a child that the child was born affected by substance abuse or experiencing withdrawal symptoms resulting from in utero drug exposure; (ii) a diagnosis made by a health care provider within four years following a child's birth that the child has an illness, disease, or condition that, to a reasonable degree of medical certainty, is attributable to maternal abuse of a controlled substance during pregnancy; or (iii) a diagnosis made by a health care provider within four years following a child's birth that the child has a fetal alcohol spectrum disorder attributable to in utero exposure to alcohol. When "reason to suspect" is based upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report. However, a pregnant woman's prenatal use of a controlled substance or drug as prescribed by such woman's health care provider for opioid addiction recovery shall not solely be a reason to suspect that a child is abused or neglected. Such reports shall not constitute a per se finding of child abuse or neglect. If a health care provider in a licensed hospital makes any finding or diagnosis set forth in clause (i), (ii), or (iii), the hospital shall require the development of a written discharge plan under protocols established by the hospital pursuant to subdivision B 6 of § [32.1-127](#).

C. For purposes of subsection A, "reason to suspect that a child is an abused or neglected child" includes any suspected violation of §§ [18.2-370](#) through [18.2-370.6](#) or § [18.2-374.3](#) involving a child.

D. Any person who makes a report or provides records or information pursuant to subsection A or who testifies in any judicial proceeding arising from such report, records, or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report, records, information, or testimony, unless such person acted in bad faith or with malicious purpose.

E. Any person required to file a report pursuant to this section who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$1,000. In cases evidencing acts or attempted acts of rape, sodomy, aggravated sexual battery, or object sexual penetration as defined in Article 7 (§ [18.2-61](#) et seq.) of Chapter 4 of Title 18.2, a person who knowingly and intentionally fails to make the report required pursuant to this section is guilty of a Class 1 misdemeanor.

F. Where such reportable offense is alleged to have occurred at a private or state-operated hospital, institution, or facility to which children have been committed or where children have been placed for care and treatment, and a person is required to file a report pursuant to this section and fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, such person is guilty of a Class 1 misdemeanor. A second or subsequent conviction of this subsection is a Class 6 felony.

G. No person shall be required to make a report pursuant to this section if the person has actual knowledge that the same matter has already been reported to the local department or the Department's toll-free child abuse and neglect hotline.

1975, c. 341, § 63.1-248.3; 1976, c. 348; 1978, c. 747; 1993, c. 443; 1994, c. [840](#); 1995, c. [810](#); 1998, cc. [704](#), [716](#); 1999, c. [606](#); 2000, c. [500](#); 2001, c. [853](#); 2002, cc. [747](#), [860](#); 2006, cc. [530](#), [801](#); 2008, cc. [43](#), [268](#); 2012, cc. [391](#), [504](#), [640](#), [698](#), [728](#), [740](#), [815](#);

2013, cc. [72](#), [331](#); 2014, c. [285](#); 2017, cc. [176](#), [428](#); 2019, cc. [98](#), [295](#), [414](#); 2020, cc. [461](#), [860](#), [861](#); 2022, c. [766](#); 2024, c. [615](#); 2026, cc. [585](#), [845](#).

§18.2-371.2:1. Prohibiting possession of retail tobacco products and hemp products intended for smoking by a person younger than 21 years of age; seizure.

A. No person younger than 21 years of age shall possess any retail tobacco product or hemp product intended for smoking, as those terms are defined in § [18.2-371.2](#). The provisions of this section shall not be applicable to the possession of retail tobacco products or hemp products intended for smoking by a person younger than 21 years of age (i) making a delivery of retail tobacco products or hemp products intended for smoking in pursuance of his employment or (ii) as part of a scientific study being conducted by an organization for the purpose of medical research to further efforts in cigarette and tobacco use prevention and cessation and tobacco product regulation, provided that such medical research has been approved by an institutional review board pursuant to applicable federal regulations or by a research review committee pursuant to Chapter 5.1 (§ [32.1-162.16](#) et seq.) of Title 32.1. This subsection shall not apply to the possession of any retail tobacco product or hemp product intended for smoking by a law-enforcement officer or his agent when the same is necessary in the performance of his duties.

B. Any retail tobacco product or hemp product intended for smoking, as those terms are defined in § [18.2-371.2](#), possessed in violation of this section shall be deemed contraband and may be seized by a law-enforcement officer. Any such product, the lawful possession of which is not established, seized by such officer shall be forfeited and disposed of according to the process described in subdivision A 2 of § [19.2-386.23](#).

C. The seizure of contraband pursuant to subsection B shall be the sole penalty for a violation of this section.

D. The provisions of this section shall not preclude prosecution under any other statute.

2025, cc. [595](#), [596](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list