

Al-Anon guidelines

The Shared Experience of Al-Anon and Alateen Members.

Area Alateen Coordinators

G-24

Congratulations! You have accepted an exciting, gratifying, and challenging area of service. As an Area Alateen Coordinator, you play a vital role in the well-being of Al-Anon/Alateen as a whole.

The Area Alateen Coordinator is the vital link of communication between the WSO and the Area on matters relating to Alateen. You are a resource for Alateen at all levels of service. Your first step, if you have not already done so, is to become certified as an Al-Anon Member Involved in Alateen Service (AMIAS) yourself. Welcome!

Area Alateen Behavioral and Safety Requirements: Since 2004 every Area has Alateen requirements that meet or exceed the minimums established by Al-Anon Family Group Headquarters, Inc.'s Board of Trustees on December 8, 2003.* Areas have a process to certify AMIAS, register Alateen groups, and implement the Behavioral and Safety Requirements at all events in the Area that have Alateen participation.

The Alateen Coordinator is encouraged to work closely with the **Area Alateen Process Person (AAPP)**, the Area's designated contact with the WSO regarding Alateen forms. Some Areas designate additional responsibilities to the AAPP. For example the Alateen Coordinator may be responsible for the training and certification of AMIAS, and the AAPP for submitting Alateen forms, recertification of AMIAS, or verifying certification of members serving Alateen for Al-Anon conventions and other events with Alateen participation. In some Areas, the Area Alateen Coordinator may also serve as the AAPP; in others another member serves as the AAPP.

** Available on the Area Alateen Coordinator e-Community and on the Members' Web site.*

Relationship with the Area Alateen Process and the AAPP

Alateen is the responsibility of the entire Area, not just the Alateen Coordinator. Evaluate your Area process annually and be sure to include in it:

- The duties and responsibilities for the Area Alateen Coordinator, AAPP, and other Area trusted servants in Alateen-related matters.
- The Area procedures to submit paperwork to the WSO to certify Al-Anon Members Involved in Alateen Service (AMIAS) and to register Alateen groups.
- The Area procedures to meet the WSO July 1st deadline for the annual Area recertification of all AMIAS.
- The procedures to protect the personal information necessary for certification, and a timetable for record retention. Remember, it is the Area's responsibility to safeguard personal information and dispose of certification information properly. After certification, the individual AMIAS contact information (name, address, phone numbers, and e-mail) and current certification status is available in the On-Line Group Records application to the Area Alateen Coordinator, the AAPP, and District Representatives (for their district only). Any lists of AMIAS generated should be treated as any confidential list of trusted servants, and dated. If a list is used to verify certification (for an Alateen event, for example), remember that certification can change at any time—a list is only good on the day it is printed.
- A procedure for Area distribution and review of reports listing all registered Alateen groups in your Area. These are available "on demand" via the WSO On-Line Group Records. Work cooperatively with the AAPP and District Representative or Alateen contact to check the list for accuracy and submit changes. **Only registered Alateen groups are able to use the Alateen name and can be listed in meeting directories and on Web sites.**

Communicate!

Educate!

Facilitate!

Coordinate!

Area Process includes: (cont'd.)

- A process to ensure that all events using the Alateen name in your Area have a formal connection to the Area and are in compliance with the Area's Requirements. If they do not meet these conditions, they cannot use the Alateen name. Area Coordinators often serve as the liaison between Alateen conferences and the Area Assembly. See the Guideline *Alateen Conferences* (G-16) for more details.
- An Area process to deal with Alateen problems. Some Areas have a committee that includes Area World Service Committee members, Alateen Group Sponsors, and other AMIAS.

It is vital that the Area Alateen Coordinator and AAPP work together as a team:

- The AAPP receives correspondence relative to Alateen certification and group registration; it is essential that the Alateen Coordinator and AAPP work cooperatively and share Alateen information.
- The Area Alateen Coordinator and the AAPP should be familiar with the Area's requirements and processes, and committed to make sure all Al-Anon and Alateen groups and events are in compliance.

Remember: the Area certifies and determines the status of AMIAS; having a WSO ID number does not determine certification.

Relationship with the World Service Office (WSO)

- Area Alateen Coordinators receive communications from the WSO via the private e-Communities Web site, e-mail, and occasionally postal mail. Some information is for Coordinators only; some is to be shared with the Area. Develop a process for sharing Alateen information in a timely manner.
- WSO refers inquiries about Alateen to you. Requests may include assistance to start an Alateen meeting, for Alateen literature, or to find Alateen speakers. Develop a process to handle these requests—you cannot do it alone! Build a team of trusted servants throughout the Area to assist you; remember to use your abundant resources.
- Area Alateen Coordinators will be sent notice by WSO of special materials and conference calls for additional support.
- The WSO is a resource for you. You are encouraged to call or e-mail your questions and concerns to WSO staff—share your successes and challenges. Please keep the WSO informed of Alateen events in your Area.
- On-line resources for Area Alateen Coordinators:
 - **E-Communities** is a private, password-protected Web site where information is posted for Area trusted servants.
 - The Area Alateen Coordinator e-Community provides information on training, timely news, and discussion boards to share with other Coordinators. Customizable PowerPoint training modules are available for your use.
 - News and information for all Area officers and coordinators is posted in the District Representatives e-Community, including an electronic copy of *Alateen Talk*. This is your personal copy, not to be posted or distributed.

The WSO is a resource for you.

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or e-mail your questions
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—share your successes
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- **The WSO Members' Web site www.al-anon.org/members** provides resources to all Al-Anon members, including:
 - An "Alateen Service e-Manual," which is compatible with WSO training modules.
 - Information on starting an Alateen group, directing members to contact their Area Coordinator for more information and the required paperwork.
 - You are encouraged to explore the "Alateen" section of the site!
 - The *Al-Anon/Alateen Service Manual* (P-24/27)
 - All WSO Al-Anon/Alateen Guidelines. The following provide additional supportive Alateen information:
 - Alateen Safety Guidelines* (G-34)
 - Starting an Alateen Meeting* (G-19)
 - Alateen Conferences* (G-16)
 - Alateen Meetings in Schools* (G-5)
 - Al-Anon/Alateen Area Conventions* (G-20)
 - Cooperation between Al-Anon and A.A.* (G-3)
 - Al-Anon/Alateen Participation in an A.A. Convention* (G-7)

Relationship with Alateen Group Sponsors and other Al-Anon Members Involved In Alateen Service (AMIAS)

- Communicate with all certified members by newsletter or regular e-mails. Let them know you are available as a resource; offer encouragement and support.
- Facilitate AMIAS meetings at Area events. Include all certified members whether or not they are serving as an Alateen Group Sponsor.
- Develop an Alateen training workshop, and train AMIAS to facilitate it. Many Areas try to "train a trainer" for each district. Schedule workshops throughout the Area.
- Suggest a getaway weekend or day long event and invite all certified members, especially those who are new or are considering sponsoring. Plan workshops, sharing time, and fun activities.

Relationship with the Area Assembly and Area trusted servants

- Give creative reports at Assemblies and Area World Service Committee (AWSC) meetings. Be visible and available at Area meetings and events. Offer time to answer questions. Educating members is an ongoing effort!
- Encourage Alateen participation at Area and district meetings and acknowledge Alateen Group Representatives (GRs) who attend Assemblies.
- Encourage Al-Anon members to become certified; have information available at Al-Anon/Alateen events. Educate members about the certification process, who must be certified, and the various ways to serve Alateen in addition to serving as an Alateen Group Sponsor, as defined by the Area. Alateen service roles may include providing transportation, serving as a substitute Group Sponsor, or chaperoning at an Al-Anon event that includes Alateen participation. Identify service opportunities for members who are not certified—such as helping with an Alateen newsletter, finding workshop locations, distributing flyers, etc.
- At Area events, find creative ways to identify the AMIAS who have responsibility for the Alateens.
- Include your Area officers, AAPP, and other Area coordinators on your mailing list, to keep them informed.

Relationship with districts and Al-Anon Information Services (AISs)

- Encourage districts and AISs to have an AMIAS serve as a district contact (note that districts or AISs may call this position a coordinator, chairperson, liaison, or other title). Stay in touch with district Alateen contacts and District Representatives (DRs) and make them a part of the Area Alateen team.
- Encourage DRs to visit local Alateen groups annually, letting them know in advance, and to invite them to participate in district/AIS activities.
- Suggest that districts host Alateen service awareness/training workshops, or to collaborate with another district to host one.
- Include DRs and district Alateen contacts on your mailing list.

Relationship with Alateen and Al-Anon groups

- Foster awareness that Alateen is part of Al-Anon and that where there is no Alateen meeting available, young people are encouraged to attend Al-Anon meetings.
- Communicate with Alateen groups by newsletter or regular e-mails. Let them know that you are a resource; encourage participation in district meetings and connections with local Al-Anon groups.
- Communicate with the Alateen groups in your Area, asking in advance for a group conscience if you plan on visiting.
- Encourage groups to be informed by reading *Alateen Talk* and *The Forum*. Encourage Alateens to submit sharings and acknowledge their sharings.

Remember you cannot do this alone

- Your role is to communicate with district Alateen contacts, the Area World Service Committee, Alateen Group Sponsors and other certified members, Alateen groups, and Al-Anon as a whole.
- Your Area supports Alateen—don't be afraid to ask for help! Alateen safety is the responsibility of the **entire** Area, not just the Coordinator. When situations arise, reason them out with other Area trusted servants. Encourage an annual review of the Area Alateen requirements and processes.

All Al-Anon/Alateen Guidelines
are available on the
Members' Web site:
www.al-anon.org/members
