

NOTE: The “Virginia Area 57 Alateen Members and Al-Anon Members in Alateen Service (AMIAS) Safety and Behavior Requirements” 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 Previous documents are outdated and should not be used for guidance.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

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

APPROVED AND AFFIRMED 23 OCTOBER 2016 BY FALL ASSEMBLY

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

The WSO and Area shall define an Al-Anon Member Involved in Alateen Service (AMIAS) as: an Al-Anon member who is directly responsible for Alateens while being of service to Alateen. This includes, but is not limited to: Alateen Group Sponsors, chaperones for Alateen, substitute Alateen Sponsors, District Alateen Coordinators, Area Alateen Coordinators, 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**. The WSO refers to any of the above as AMIAS.

II. REQUIREMENTS FOR BECOMING AN AMIAS

- A. Minimum age of 23.
- B. Currently attending Al-Anon meetings regularly.
- C. Must be an active Al-Anon member for the past two years in addition to any time spent in Alateen.
- D. Has never been convicted of a felony.
- E. Has not been charged with child abuse or any other inappropriate sexual behavior.
- F. Has not demonstrated or been treated for emotional problems which could result in harm to Alateen members.
- G. Has attended an Area AMIAS Workshop.
- H. Has successfully passed the fingerprint and background check.
 - i. The forms for the certification process, including the Virginia State Police SP 24 and blank fingerprint cards shall be provided at the Area AMIAS Workshop.
- I. Has signed the AMIAS Commitment Letter.
- J. District and Area have given approval of applicant.

III. REQUIRED RESPONSIBILITIES OF AMIAS AND ALATEENS

- A. The Area Alateen Coordinator is required to be a certified AMIAS.
- B. Every Certified AMIAS who wishes to continue in Alateen Service will agree in writing to renew their commitment to Alateen by attending a minimum of one Area AMIAS Workshop every three years. As Al-Anon is a program of honesty and one that supports the development of character and integrity, the AMIAS

shall be responsible for maintaining his/her commitment. Validation of workshop attendance shall be sent to the Area Alateen Process Person (AAPP) and placed in the AMIAS's file. All AMIAS shall be listed as ACTIVE unless the Area Alateen Process Person (AAPP) is notified by their District Representative that they are INACTIVE.

1. The AMIAS Commitment and Renewal Letter shall read: "It is recommended that Al-Anon Members Involved in Alateen Service (AMIAS) attend one Area AMIAS Workshop annually. In good faith, I, _____, commit to attend at least one such workshop every three years from this date to ensure that I remain an informed and effective Certified AMIAS. Should I decide to become inactive or to retire from Alateen Service, I will notify my District Representative so that my records may be posted accordingly. Date – Signature – Area Alateen Coordinator signature – cc: to District Representative – cc: to AAPP.
 2. Since the commitment stated in the Commitment Renewal Letter is a personal promise to the Area, no reminder shall be provided by the AAPP. The individual AMIAS is solely responsible for attending a minimum of one Area AMIAS Workshop every three years beginning October 30, 2012.
 3. A certificate of AMIAS Workshop attendance will be placed in the AMIAS's file. AMIAS who have attended an Area AMIAS Workshop will be noted in Area reports by the AAPP four times a year.
 4. After January 30, 2012, an INACTIVATED status can only be changed when the Al-Anon member attends an Area AMIAS Workshop and submits fingerprint cards and all the necessary forms for Certification which will include the AMIAS Commitment letter and a Workshop certificate of Attendance. As noted in this document, these certification forms can only be acquired at an Area AMIAS Workshop
- C. Review and uphold the "Virginia Area 57 Alateen Members and AMIAS Safety and Behavior Requirements."
- D. Overt or covert sexual interaction between any adult and Alateen member is prohibited. Alateen members must also abide by this requirement.
- E. Conduct contrary to applicable state laws is prohibited. Alateen members must also abide by this requirement. AMIAS must be knowledgeable in regards to Virginia Code on child abuse and reporting thereof. **[See Attachment 1: Virginia code 63.2-1509]**
- F. AMIAS and Alateen members must obtain a notarized *Travel Authorization and Consent to Emergency Medical Treatment Form* from parents or a guardian when transporting or caring for an Alateen member on any trip. **[See Attachment 2: Travel Authorization and Consent to Emergency Medical Treatment Form]** Travel Authorization and Consent to Emergency Medical Treatment form/s will be filled out and notarized and kept on the AMIAS' person until the Alateen member returns home. Alateen members are also responsible for assisting the AMIAS in obtaining parental permission and consent for medical care when applicable. **[See Attachment 3: Guideline 34]**
- G. The Area Alateen Process Person (AAPP) will be handling information that contains social security numbers and personal data; therefore, the minimum

certification for the Area Alateen Process Person (AAPP) shall be the SP 167 Criminal History Name Search Request for the State of Virginia and attendance at one Area Alateen Sponsor Workshop every three years.

- H. A newly appointed AAPP shall have three months to acquire minimum certification. If he/she is already certified but has not attended an Area AMIAS Workshop for renewal in the past two years, he/she shall agree to attend the next scheduled Area AMIAS Workshop. Certificate of workshop attendance and proof of background approval shall be sent to the Area Chair prior to the ending of the three month extension period. The minimum requirement does not qualify the AAPP to be a certified AMIAS and, therefore, may not serve as a Sponsor, Alternate Sponsor, Co-Sponsor or be able to transport Alateen members.
 - i. The AAPP will keep all sensitive records in a secure location.
 - ii. Records of any and all INACTIVATED AMIAS shall be shredded after 6 months.
- I. All Al-Anon members seeking certification as an AMIAS shall receive the appropriate application packet and an Area AMIAS Workshop Attendance Certificate only at an Area AMIAS Workshop.
- J. All AMIAS renewing their commitment in Alateen Service shall receive an Area AMIAS Workshop Attendance Certificate only at an Area AMIAS Workshop.
- K. Following Area AMIAS Workshop attendance, Al-Anon members who wish to be in Alateen Service will provide their District Representative with the completed forms for certification to be sent to the AAPP.

IV. **STRONGLY RECOMMENDED FOR SPONSORSHIP**

- A. Parents are advised against sponsoring a group their child may attend.
- B. 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 program at all Alateen functions.
- C. Participate in District and Area workshops.
- D. Know your District Representative, District Alateen Coordinator (if applicable), Area Alateen Coordinator and Area Alateen Process Person (AAPP).
- E. Encourage Alateen participation at District and Area functions.
- F. Become familiar with Alateen literature.

V. **REQUIREMENTS FOR GROUP REGISTRATION AND AREA PROCESS**

This is the Virginia Area Process for Registration of all Alateen Groups in Virginia, effective 12/31/04.

- A. Each Group must have two certified AMIAS as sponsors approved by the District and Area per Alateen Group prior to forming a new meeting. **[See Attachment 4: Guideline 19]**
 - i. In order to maintain ACTIVE Alateen Group status, there must always be two certified AMIAS sponsors and a CMA (Current Mailing Address) for each Alateen Group.
 - ii. While it is recommended that there must be two certified AMIAS at every Alateen Meeting, there **must be** at least one certified AMIAS Sponsor at every Alateen Meeting.
 - iii. It is strongly recommended that Alateen Groups be held the same night, place and time as Al-Anon meetings.
- B. All Sponsors must be certified AMIAS and meet the Requirements and Responsibilities listed above.
 - i. After receiving a satisfactory background check and the WSO number (#) is assigned and provided to the AAPP, then the AAPP will notify the

- District Representative that the applicant has met the certification requirements and he/she may begin Alateen Service.
- ii. The District Representative will notify the AMIAS when their background checks have been approved.
 - iii. The AMIAS then registers the Group at the Area level by notifying the AAPP with an Alateen Registration/Group Records Change form.
- C. Each new Alateen Group is registered by sending a completed *Alateen Registration/Group Record Change Form* to the Area Alateen Process Person (AAPP.) [see Attachment 5: Alateen Registration/Group Records Change Form]
- i. Once the Area Alateen Process Person (AAPP) confirms that the process has been completed satisfactorily:
 1. The AAPP sends the *Alateen Registration/Group Records Change Form* to the World Service Office (WSO) and to the Area Group Records Coordinator.
 2. The Group is then registered and given a WSO Group number so that it may receive mail from the District, the Area and the World Service Office.
- D. The District Representative or his/her appointed volunteer is responsible for information regarding every Alateen Group and AMIAS within his/her District and will be asked for that information annually anytime after April first by the AAPP on behalf of the WSO.
- i. The information provided by the District Representative in the AAPP file will be the sole source of information to determine if the Alateen Group or AMIAS Sponsors are in compliance, and if they are ACTIVE or INACTIVE.
- E. Completed background check forms are returned to the Area Alateen Process Person (AAPP) from the State Police/FBI.
- i. Once the fingerprint card is received by the AAPP and meets the criteria, he/she will sign the necessary forms and send them to the World Service Office (WSO).
- F. Each year the Group CMA (Current Mailing Address) will submit a completed Alateen Annual Update Sheet. (This sheet is provided by the WSO directly to the CMA to be reviewed, corrected as needed, signed and sent to the Area Alateen Process Person (AAPP). [See Attachment 6: Alateen Annual Update Sheet]
- G. Each year the WSO sends the Area Alateen Process Person (AAPP) an Alateen Printout form to verify Sponsor compliance. Based on the information in the AAPP files which has been provided by the District Representatives, the AAPP returns the form to WSO with any corrections or alterations. [See Attachment 7: Alateen Printout form]
- i. Those Groups without the required forms completed and received by the AAPP by June first annually will be considered not to have met the requirements and will not be included in District, Area or WSO listings.
 1. The Area and Districts must drop listing and references to any Group within their Area or Districts who does not comply with the Requirements. The Area Alateen Process Person (AAPP) and District Representatives will both be responsible for notifying said Group to cease and desist utilizing the Alateen name. Any Group not in compliance will also not be listed with WSO, and will be considered disbanded.

- H. The Area Alateen Coordinator, Area Officers and Area Group Records Coordinator shall have access to AAPP records.
- I. Non current and inactivated AMIAS and/or inactivated Group records may be shredded after six (6) months.
- J. The AAPP shall retain the Area 57 Alateen Group and AMIAS records in a secure location.
- K. At two VAWSC (Virginia Area World Service Committee) Meetings and two Assemblies each year, the AAPP will provide current AMIAS and Alateen Group information to District Representatives.
- L. Districts will submit to the Area Alateen Process Person (AAPP) all information necessary to validate that each Alateen Group and AMIAS Sponsor meet the criteria of the Requirements. This information is provided whenever the AAPP indicates he/she needs updated information for his/her records or the WSO records (known as the WSO Annual Recertification). The AAPP will report to WSO in the WSO Annual Recertification (WSO term) the information as it is in the AAPP records as of June first of each year.
- M. The Al-Anon Family Groups, Inc. World Service Office (WSO) is located in the Virginia Beach District 27 and requires several of its employees to be AMIAS in compliance with the **Virginia Area 57 Alateen Members and Alateen AMIAS Safety and Behavior Requirements**. All Alateen AMIAS process transactions with the World Service Office will be handled directly through the Area Alateen Process Person (AAPP) and not the local District Representative. The World Service Office will pay for all expenses associated with each staff member's certification and any renewal requirements. Otherwise, payment for any expenses associated with the process of meeting the Requirements are to be paid for by the District in which the Alateen meeting is held.
- N. The District in which the Alateen Group meets must have a District Representative in order for the Alateen Group to remain in compliance with the Area Requirements herein.

VI. AREA PROCESS DEADLINES FOR COMPLIANCE AFTER CERTIFICATION AND/OR ALATEEN GROUP REGISTRATION

- A. At the time of AMIAS certification: Letter of Renewal Commitment must be signed and on file.
- B. June first annually: Annual Update Sheet from WSO reviewed, corrected as needed, and sent to the AAPP

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

- A. Make enough 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 your Group before the C/C/A event. AMIAS Sponsors are also required to abide by these Guidelines.
- C. Pre-register your Group as soon as possible.
- D. AMIAS Sponsors should use discretion in bringing any Alateen to C/C/A. Normally only those individuals who have been active in the program for the past three months should be considered. Remember you and the Alateens you are escorting are representing Alateen and should be

respectful of that fact. [NOTE: Remember, adults are not personal sponsors to Alateens.]

- E. Each Group shall bring one male AMIAS Sponsor for every five or fewer male registrants and one female AMIAS Sponsor for every five or fewer female registrants. All AMIAS need to have been approved through the Area AMIAS certification process and include their WSO number on the C/C/A Registration form if they are going to be responsible for the care or transport of Alateens. **Please bring only the number of AMIAS Sponsors necessary for your Group. ONE PER FIVE! NO Alateen may come to the C/C/A without an AMIAS. This AMIAS/Alateen ratio may be less at Conventions or Assemblies due to size of rooms available and requirement that AMIAS are in the same rooms as Alateens. [NOTE: Adults and Alateens should not share a bed.]**
- F. Do not leave your Area without Travel Permission Slips and Medical Forms in hand **[See Attachment 4]. NO ONE (ALATEEN OR AMIAS)** will be permitted to attend the C/C/A without a Travel Permission Slip and Medical Form. All Alateen permission slips must have the notarized signature of a parent or guardian.
- G. Military dependents must bring their military I.D. cards. All others must have their medical insurance number or the number of a responsible party on their Permission Slip/Medical Form.
- H. If parents of C/C/A attendees are going to be out of town during the Conference weekend, AMIAS must make sure to have a telephone number where they can be reached in case of an emergency.
- I. Remind C/C/A attendees to leave C/C/A information with their parents.
- J. RE-READ "C/C/A Requirements" in the car while traveling to the C/C/A.

VIII. CONFERENCE/CONVENTION/ASSEMBLY REQUIREMENTS FOR ALL AMIAS SPONSORS AND ALATEEN MEMBERS DURING THE C/M/A

- A. AMIAS Sponsors of each Group assume full responsibility for the conduct and safety of their own Group.
- B. All AMIAS Sponsors should be responsible for all Alateens and Young Alateens – helping and comforting if lost or in trouble.
- C. The conduct expected of those attending C/C/A should be clearly understood by all before leaving the home Area.
- 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.
 - i. Know the housing location of each of your Group members.
 - ii. Check each room for good order before leaving the C/C/A.
- E. All males and females will be housed in separate rooms/facilities. There will be ABSOLUTELY NO VISITING by members of the opposite sex.
- F. All curfews as set forth by each C/C/A must be adhered to by all and will be STRICTLY ENFORCED.

- i. POSSESSION OF WEAPONS, ALCOHOL, DRUGS, AND/OR DISPLAY OF VIOLENT OR DISRUPTIVE BEHAVIOR ARE STRICTLY FORBIDDEN.
 - ii. THE C/C/A WILL DISMISS ANY VIOLATOR/S FROM THE C/C/A.
 - iii. Parents will be notified and requested to remove the violator/s from the C/C/A site.
 - iv. THERE WILL BE NO EXCEPTIONS.
- G. All registrants are required to attend all C/C/A sessions and meals, as set forth in the Requirements for that event. AMIAS Sponsors will insure that all Alateens under their supervision understand these Requirements.
- H. Persons from the age of seven (7) through nineteen (19) from a practicing Alateen Group, with the AMIAS Sponsor's approval, are welcome.
- I. Suggest that each Alateen member check with their Group Sponsor at least once each morning and once each afternoon. (A simple "Hi" would be sufficient.)
- J. Sponsors, try to have at least ONE meal with your Group each day.
- K. Sponsors, set a good example. Participate in and share with Alateens in as many activities as possible.
- L. No registrants may leave the C/C/A facilities at any time without permission from the AMIAS Sponsor and Chairman of the event.
- M. All fees are payable by check or money order made out to the C/C/A. DO NOT SEND OR BRING ANY CASH, PLEASE.
- N. The C/C/A will not be responsible for the loss of articles of clothing and/or personal effects. Personal identification is suggested.
- O. NO PETS are allowed at the C/C/A.
- P. NO CAMPING is allowed at the C/C/A.
- Q. Electronic equipment should not be brought to the Conference. The Board should be notified of any emergency needs for cell phones, and these should not be turned on in meetings except with permission of the Conference Board.
- R. SEXUAL ACTIVITY IS A VIOLATION OF C/C/A. VIOLATORS WILL BE DEALT WITH AT THE BOARD'S OR COMMITTEE'S DISCRETION.
 - i. Overt or covert sexual interaction between any adult and Alateen member is prohibited.
 - ii. Overt or covert sexual interaction between Alateen members is prohibited.
- S. Virginia State Law prohibits the purchase or possession of tobacco products by anyone under the age of 18. (Virginia Code 18.2-371.2.)
- T. Conduct contrary to applicable state laws is prohibited.
- U. 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 Sponsor must escort said individual home due to lack of parent or guardian availability.
 - i. Violators will be turned over to the appropriate governing body for appropriate action.

- V. Sponsors from states outside of Virginia will be accepted at Alateen Conferences as long as they are certified by their HOME AREA in accordance with World Service Office standards and their HOME AREA has verified current ACTIVE CERTIFICATION STATUS.
- W. Each AMIAS Sponsor should review with all Alateens the “Alateen Safety Guidelines” (G-34). **[See Attachment 5]**

IX. GUESTS

A. ALATEEN MEETINGS

- i. Alateen meetings are closed meetings. Only the Alateen Group AMIAS Sponsors, Alateen members and prospective Alateen members may attend. (See 2014-2017 AI-Anon/Alateen Service Manual, page 89)
 - 1. Alateen Groups may plan an annual open meeting to allow others to attend.

B. ALATEEN CONFERENCES

- i. Most Alateen Conferences are closed events for Alateens and their Alateen Group AMIAS Sponsors only. An Alateen Conference with an open meeting/s should develop a way to identify the Area AMIAS and a safety plan to insure that the Alateens are always in their care.
- 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 identify readily 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 Sponsor is present during the workshop.
 - 4. The Anonymity statement should be read aloud at the start of each meeting being attended by any guest.

NOTE: The following is a copy of the renewal letter as incorporated in the updated "Virginia Area 57 Alateen Members and AMIAS Safety and Behavioral Requirements"

The Virginia Area Al-Anon Assembly
AMIAS Renewal Commitment

It is recommended that Al-Anon Members in Alateen Service (AMIAS) attend one Area AMIAS Workshop annually. In good faith, I, _____, commit to attend at least one Area AMIAS Workshop every three years from this date to ensure that I remain an informed and effective AMIAS Sponsor.

Should I decide to become inactive or to retire from Alateen Service, I will notify my District Representative so that my records may be posted accordingly.

Signature

Printed Name

Area Signature

Date _____

cc: District Representative
Area Alateen Process Person

ATTACHMENTS

Attachment 1: CODE OF VIRGINIA – TITLE 63.2 – WELFARE (SOCIAL SERVICES) CHAPTER 15 – CHILD ABUSE AND NEGLECT § 63.2-1509.

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 nursery school;
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 a private sports organization or team;
17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs; and
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.

This subsection shall not apply to any regular minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church as it relates to (i) information required by the doctrine of the religious organization or denomination to be kept in a confidential manner or (ii) information that would be subject to § 8.01-400 or 19.2-271.3 if offered as evidence in court.

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 said 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 include (i) a finding made by a health care provider within six weeks of the birth of a child that the results of toxicology studies of the child indicate the presence of a controlled substance not prescribed for the mother by a physician; (ii) a finding made by a health care provider within six weeks of the birth of a child that the child was born dependent on a controlled substance which was not prescribed by a physician for the mother and has demonstrated withdrawal symptoms; (iii) a diagnosis made by a health care provider at any time following a child's birth that the child has an illness, disease or condition which, to a reasonable degree of medical certainty, is attributable to in utero exposure to a controlled substance which was not prescribed by a physician for the mother or the child; or (iv) a diagnosis made by a health care provider at any time 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.

C. 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.

D. 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 of rape, sodomy, 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 shall be guilty of a Class 1 misdemeanor.

E. 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](#).

Attachment 2: 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:

_____ <small>(Signature – if over 18)</small>
_____ <small>Signature – of Parent or Guardian,(if under 18)</small>
State of _____

Attachment 3: Guideline G-34

Attachment 4: Guideline G-19

Attachment 5: Alateen Registration/Group Records Change Form