

**DISTRICT 5  
AMIAS  
ALATEEN SPONSOR  
AND  
ALATEEN MEETING**

**REQUIREMENTS/RESPONSIBILITIES/SAFETY AND PROCEDURE**

**AMIAS - ALANON MEMBER IN ALATEEN SERVICE**

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## **BACKGROUND:**

**Beginning October 9, 2010, District 5 put into effect additional requirements for AMIAS/Alateen Sponsor separate and apart from those in Area 42 North Carolina/Bermuda. Those included, but not limited to, a requirement for a nationwide criminal background on all AMIAS and the presence of two AMIAS at every Alateen meeting. The entity conducting the AMIAS Background Check was changed on December 30, 2015 from the FBI to Sterling Volunteers. The cost for the Background Checks was paid by the District and checks were done once every three years. At the November 2022 Fall Assembly, Group Representatives voted to require all AMIAS in North Carolina/Bermuda submit to a Nationwide background check conducted by Sterling Volunteers every year and payment made by North Carolina/Bermuda. This new policy and procedure by the Area combined with an 8 year pause in District review is cause for an update and revision of District 5's Requirements/Responsibilities/Safety and Procedure for AMIAS. This document was approved by Panel 62 Officers and Coordinators on April 20, 2024 and unanimously approved by the Group Representatives on April 27, 2024.**

## **ABBREVIATIONS AND TERMS**

### **1. Alateen Group Sponsor**

An Alateen Group Sponsor is an Al-Anon Member involved in Alateen Service (AMIAS) who is certified through the Area's Alateen process and **gives his or her time on a regular basis** to ensure that the spiritual principles of the Al-Anon program are shared within the Alateen group.

### **2. AMIAS - AlAnon Member In Alateen Service**

### **3. Area Alateen Coordinator - AAC**

### **4. Area Alateen Process Person - AAPP**

### **5. District 5 - D5**

### **6. District Alateen Coordinator - DAC**

### **7. District Representative - DR**

### **8. Eastern Alateen RoundUp - E.A.R**

### **9. Southern Alateen Conference - S.A.C**

## **REQUIREMENTS AND PROCESS FOR BECOMING AN AMIAS (ALANON MEMBER IN ALATEEN SERVICE) IN DISTRICT 5**

Every Al-Anon member interested in or involved with Alateen service must:

### **I. LINKS OF SERVICE**

A. Become familiar with the name and contact information for District Representative (DR), District Alateen Coordinator (hereinafter referred to as DAC) and Area Alateen Coordinator (hereinafter referred to as AAC). The names and contact information can be found through the District Bookstore/AIS Office (2810 Providence Rd., Charlotte, NC, (704) 523-1159, District 5 website - **charlottealanon.org** in resource tab, Area website - **ncbermudaafg.org**.

- Follow the Links of Service (2022-2025 Al-Anon/Alateen Service Manual pg. 64):
  - The first contact link in the process is the DAC whenever this position is filled, if not, contact D5 DR.
  - The second contact link in the process is the AAC.

### **II. TRAINING**

- After contact, a training schedule is provided. Many opportunities for training are provided, including but not limited to, through Area Assemblies (held in Spring and Fall of each year), schedule set by AAC each year etc.

- Training is provided and conducted by the North Carolina/Bermuda's Area Alateen Coordinator or anyone who has been trained and in possession of the Alateen of the Alateen training program. Training runs approximately one to two hours depending on questions and number of participants. It is part of the North Carolina Alateen Safety and Behavioral Requirements. This training incorporates the principles of Alateen Service as described in the Al-Anon/Alateen Service Manual and other Al-Anon/Alateen literature. Training is mandatory and must be completed each year. It is a requirement for the process of certification and annual recertification.

### **III. FORMS**

- Once Area Annual training is completed, the Area Alateen Coordinator or Area Process Person will send a form to the certifying or recertifying AMIAS
- There exists two forms: Certification and Recertification.
- A Certification form is sent to the member who is seeking AMIAS status for the first time or who has let their AMIAS standing lapse. A lapse occurs whenever annual recertification has not been sought and secured.
- The Certification form requires a notary, the Recertification form does not.

- A member entering the certification process for the first time receives a certification form requiring a notary;
- A member seeking recertification receives a recertification form which does not require a notary. A member seeks recertification after the first certified year and every consecutive year moving forward.
- A member who allowed their certification to lapse by not seeking consecutive recertification receives a Certification Form. A notarized signature is again required. This member's entry back into the process is similar to that of a first time member with the exception of the WSO member certification number.

**A. FORM CONTENTS**

- A check list of all the criteria needed to meet the North Carolina/Bermuda AFG, Inc. Alateen Safety and Behavioral Requirements:
  1. Be an Al-Anon member regularly attending Al-Anon meetings (an average of 4 meetings per month.
  2. Be at least 21 years old.
  3. Actively attend Al-Anon meetings for a minimum of 2 years in addition to any time spent in Alateen.
  4. No felony convictions.\*
  5. No charges and/or convictions of child abuse or inappropriate sexual behavior.

- A signature line for compliance.
- A notary section on Certification Form Only.
- Signature lines for the District Representative and AAC

\*All felony convictions, regardless of type of crime or when convicted, disqualify a member from being of service with direct contact and care of Alateens.

## **B. FORM SENT TO DISTRICT REPRESENTATIVE**

- Once the prospective AMIAS or registered AMIAS has filled out the certification/recertification form, the form is sent to District 5's DR.
- The DR confirms consistent membership in District 5 for a minimum of two years with attendance in a home group for a minimum of four meetings a month (1 time a week) prior to signing the form and sending it to the Area.
- Once confirmed, the DR signs and sends the certification/recertification to the AAC.
- The DR's signature is confirmation that to the best of his/her knowledge the AIAnon Member involved in Alateen service meets the Area's requirements. The authorized signature is not taking responsibility for the behavior of the other member.



### **C. AAC/APP RECEIVES FORM**

- AAC conducts criminal background check, through Sterling, on each member yearly.
- Once the background check is completed, the Area Alateen Coordinator or Area Process Person notifies members of the status of certification or recertification.
- AAC contacts WSO and upon WSO approval contacts member, DR and DAC of official AMIAS status.

## **IV. DISTRICT 5 AMIAS RULES/RESPONSIBILITIES**

### **A. AMIAS RESPONSIBILITIES/PARTICIPATION IN ALATEEN PROGRAM IN DISTRICT 5**

1. Every new AMIAS with an active AMIAS number must contact the DAC, set up and complete an orientation meeting prior to contact or participation in an Alateen Meeting.
2. All members with an active AMIAS number must attend at least one Alateen meeting in District 5 per quarter (4 times per year) in addition to the aforementioned AIAnon meeting attendance. (III. A1,3) It is the sole responsibility of the AMIAS to meet this requirement.

- An AMIAS must be asked by an Alateen group to attend their meeting or ask the Alateen group for approval prior to attending.
  - There is a **No Admittance** policy to District 5 Alateen Meetings for unannounced and uninvited visits by AMIAS or anyone else in the District seeking entry.
3. All members with an active AMIAS number must attend/participate in two AMIAS meetings/events within North Carolina/Bermuda per year, outside of regularly scheduled District Alateen Meetings. (ex. Alateen meeting at Winter RoundUp, Alateen Meeting at Area Convention, SAC and EAR) Attendance at SAC or EAR will satisfy the quarterly attendance referenced in IV.A.1.
  4. Contact and/or stay in contact with the Area and District 5 Alateen Coordinators.
  5. Every AMIAS is responsible for keeping abreast of all changes in the Area by reaching out for updates through attending Assemblies, District Alateen Coordinator, District Representative when the position of District Alateen Coordinator has not been filled or Area Alateen Coordinator.

6. Alateen groups, Al-Anon members involved in Alateen Service and the District have a responsibility to be knowledgeable about the laws that affect them. Knowing and obeying the law is not an outside issue, however some discussions, such as in regards to changing a law, would be an outside issue and Al-Anon and Alateen members are not above the law.

**V. SAFETY AND BEHAVIOR FOR AMIAS IN DISTRICT 5**

**A. BEHAVIORS, RECORDS, ACTIONS OR DISCLOSURES WARRANTING EXPULSION FROM ALATEEN. DISTRICT 5 HAS A NO TOLERANCE POLICY WHEN TEENS ARE AT RISK**

THE FOLLOWING IS NOT AN EXHAUSTIVE LIST. ANY REPORTED INCIDENCE OF CRIMINAL MISCONDUCT MANDATES IMMEDIATE SUSPENSION AND NO CONTACT WITH DISTRICT 5 ALATEEN PROGRAM AND ANY TEEN/YOUTH MEMBER IN D5.

A REPORTED INCIDENCE WILL BE REPORTED TO LAW ENFORCEMENT IMMEDIATELY FOR FURTHER INVESTIGATION.

1. Convictions of a felony, charges of child abuse or any other inappropriate sexual behavior, assaults, domestic violence and behaviors demonstrating emotional problems\* or lack of insight or awareness which could result in harm to Alateen Members.

2. Exhibiting any conduct contrary to applicable laws.
3. Engage in any covert or overt sexual interaction between any adult and any Alateen member. This interaction is strictly prohibited.
4. Engage in drug or alcohol use with an Alateen in or outside an Alateen Meeting.
5. Failure to Report any known, observance or indication of a inappropriate of an AMIAS during an Alateen Meeting to DAC or DR.
6. Any criminal act perpetrated upon an Alateen disclosed at an Alateen meeting must be reported to Law Enforcement. Confidentiality and Anonymity are not applicable in these instances. AMIAS must inform Alateens of this caveat to Confidentiality and Anonymity. (See 2022-2025 AIAnon/Alateen Service Manual pg. 39)
7. Disclosure of specific Alateen Meeting Location for outside events (example: E.A.R or S.A.C) is strictly forbidden. This information is given directly to the inquirer by either DAC or AAC.

\*The requirement refers to current emotional problems. Occasionally a member in service to Alateen may, due to personal difficulties, be having emotional problems that impact their ability to be of service to Alateen. The District may decide to ask that member to step aside as Sponsor or AI-Anon member involved in Alateen service for a while.

## **REQUIREMENTS FOR DISTRICT 5 ALATEEN MEETINGS**

Every Alateen Meeting must:

- Have **TWO** AMIAS or **one** AMIAS Sponsor **and one** AMIAS in attendance at every Alateen Meeting.
  - In the event this requirement cannot be met, Alateens, attending Alateen Sponsor or AMIAS will join the AIAnon meeting on that night.
- When possible, all Alateen meetings will be held at the same time, day, and location as an AIAnon meeting, being a part of that meeting, though usually held in a separate room.
- Alateen meetings are and will be considered part of a registered and recognized AIAnon Group, though having and maintaining their own WSO group number.
- The AIAnon Group helps support the AIAtteen Group and oversees AMIAS participation and finances.

**THIS DOCUMENT IS TO BE PRESENTED DURING THE ROTATION OF EACH PANEL FOR REVIEW AND REVISION.**

Contacts: District 5 Alateen Coordinator:  
[d5.alateen@ncbermudaafg.org](mailto:d5.alateen@ncbermudaafg.org)

District Representative:  
[district5dr@gmail.com](mailto:district5dr@gmail.com)

Area Alateen Coordinator  
[alateen@ncbermudaafg.org](mailto:alateen@ncbermudaafg.org)

*On behalf of District 5's Alateens, thank you for your willingness to serve*