

UTAH AREA ALATEEN PROCEDURES

ALANON MEMBER INVOLVED IN ALATEEN SERVICE -AMIAS CERTIFICATION PROCESS

1) CERTIFICATION

1. The AMIAS Applicant first meets, either in person or via a virtual platform, with the District Alateen Coordinator, District Alateen Process Person or the current or acting District Representative (DR) to start the paperwork process.
2. In Districts where the positions listed above are not filled, the AMIAS Applicant may reach out to their current Group Representative or other District Officer.
3. Every Applicant will be given/sent a packet including the following forms:
 - ✓ Utah Alateen Service Member Candidate Profile A22-1 (Rev. May 2010)
 - Ⓢ Al-Anon Member Involved in Alateen Service Form A22-2 (Rev. Feb 2010)
 - ✓ Utah Consent to Background Check A22-3
 - ✓ AMIAS Background Form A22-4 (which involves getting a fingerprint card)
 - ☐ A link to Alateen Service e-Manual <https://al-anon.org/pdf/alateen-service-manual.pdf>
 - ✓ Alateen Sponsorship Training
 - ✓ Alateen Safety Guidelines <https://al-anon.org/pdf/G34.pdf>
 - ✓ Utah Area Alateen Safety and Behavioral Requirements <https://utah-alanon.org/wp-content/uploads/2025/01/UTAHASBR2024.pdf>
4. All completed forms along with required Fingerprint forms are presented to the District person identified in Section #1 or #2 above. The applicant should keep a copy for their own records.
5. District person delivers the completed packet to the Area Alateen Process Person AAPP for review.
6. AAPP begins background checks through Bureau of Criminal Identification (BCI), including the National Sex Offender Registry nsopw.gov.
7. Submits the necessary forms to the AAPP to complete the background check and upon receipt of an acceptable background check, the AAPP updates the member record in the Online Group Records application.
8. Successful completion of the process will be confirmed by receipt of an email from AFG Records. This email can be forwarded to the AMIAS.
9. All training and background check processes are completed prior to submitting the candidate information into the Online Group Records application.
10. Utah Area will pay for, or reimburse the fingerprint expense; either way, a receipt needs to be submitted to the District Alateen Coordinator, District Alateen Process Person, or the current or acting District Representative (DR) as applicable. The District Alateen Coordinator, District Alateen Process Person, or the current or

acting District Representative (DR) will obtain and complete an expense report and submit the report and receipts to the Utah Area Alateen Process Person, along with all other forms being submitted. The Utah Area Alateen Process Person will send the expense report and receipt to the Utah Area Treasurer.

2) RE-CERTIFICATION PROCESS

1. The AAPP contacts the District Alateen Coordinator or District Alateen Process Person or District Representative (DR) with a list of currently certified AMIAS and current registered Alateen group for recertification. If there is no District representation, each individual will be contacted directly by the AAPP.
2. Designated District contact will confirm the AMIAS's desire to continue their designation of AMIAS. An affirmative response will include answering the Certification Questions. Upon compliant responses, AMIAS annual re-certification will proceed.
3. The annual recertification notice must be returned to the AAPP thirty days in advance of the recertification deadline as established annually.
4. Complete annual training.
5. Every three years a background check must be completed, new fingerprint cards, along with re-certification paperwork.
6. If you fail to complete the annual recertification within the approved timeframe and become inactivated, the AMIAS questionnaire, training and background check (with at least one year remaining on the three-year background check, this requirement is waived) will be required to serve as an AMIAS.
7. Each Alateen group is required to return the Annual Alateen Group Recertification Sheet with any necessary updates to AMIAS serving the group within 30 days of the recertification deadline.

3) RESIGNATION/INACTIVATION/APPEAL

1. **RESIGNATION:** The voluntary personal decision to relinquish any active participation and involvement in the Alateen program. The decision to resign will not prevent that person from serving as an AMIAS in the future. To resign, the following steps should be taken:
 - A. The AMIAS will notify verbally, or in writing, the; District Alateen Coordinator/Process Person, the District Representative, or the Utah Area Alateen Process Person (AAPP), of their intention to resign and the effective date of said resignation. (In the event that one of the District personnel are notified they will inform the AAPP).
 - B. The AAPP will inactivate the AMIAS on the Online Group Records application on the date the resignation is received or the date the AMIAS specifies, whichever is later.Failure to return the completed annual recertification request to the AAPP by given

deadline will result in AMIAS inactivation.

2. **INACTIVATION:** The non-voluntary decision for an AMIAS to cease any active participation and involvement in the Alateen program as determined by the Complaints and Appeals Committee. (This committee consists of: the Delegate or Alternate Delegate, the AAPP and Area Alateen Coordinator and District Representative.)

A. Possible Reasons for inactivation:

- i. Failure to comply with any of the Utah Alateen Safety and Behavioral Requirements (ASBR).
- ii. Failure to return the completed annual recertification request to the AAPP by given deadline.
- iii. New information is discovered during a subsequent background check.
- iv. Changes to the information supplied at the time of certification that would prevent the AMIAS from continuing in the role.
- v. Noncompliance with annual training requirements.
- vi. A complaint is received from another AMIAS, an Alateen or parent

B. Inactivation of AMIAS:

- i. The AAPP will change the status of the AMIAS to inactive in the Online Group Records application.
- ii. The AAPP will notify the AMIAS, in writing, of their current status, the reason and date the action was taken.
- iii. An appeal of any decision the Complaints and Appeals committee made, must be made in writing, within thirty (30) days from the date of notice.
- iv. The AMIAS will cease all active participation and involvement in the Alateen program immediately upon notice of inactivation.

3. **APPEAL:** In line with the Al-Anon and Alateen Warranties, this process recognizes that “no member shall be placed in unqualified authority over other members”. Any member may appeal the Complaints and Appeals Committee decision.

Appeal process is as follows:

- A. Submit a petition, in writing, to the area Complaints and Appeals Committee stating: the reason for the appeal, the person(s) the appeal is for, include your name means of communicating with you your relationship to the person(s) addressed by the appeal and the reason for the appeal. Include documentation, validation or example for the appeal.
- B. The committee will review the appeal and determine if the decision of the committee stands or take steps to reverse the original decision.
- C. The AAPP will communicate the decision or actions being taken to the petitioner within 30 days if and where appropriate steps can be taken to protect everyone’s anonymity.
- D. If the petitioner thinks the committee’s decision is still unsatisfactory, they

can send written notice to the Area Chairperson requesting a review of this issue be added to the next Area World Service Committee (AWSC) meeting agenda.

E. An appeal made to the AWSC respects that the decision of the AWSC is final.

CONFERENCES, ASSEMBLIES, CONVENTIONS AND EVENTS

1. Within the Utah Area any Conferences, Assemblies, Conventions or Events with Alateen participation may use the Alateen name as long as the following additional procedures are in place and have been approved by the Area in advance.
 - A. Alateen Event Chair notifies the Utah Area Alateen Coordinator of the ongoing plans for the upcoming event.
 - B. Place the following statement on any flyers publicizing their activities – “The [name of conference, assembly, convention or event] abides by the Utah Area requirement for Alateen Member Safety”.
 - C. Confirm all Alateens understand that they must comply with the Utah Alateen Safety and Behavioral Requirements ASBR while participating as an Alateen.
 - D. Alateens who are traveling without a parent or legal guardian must provide the following completed forms to the AMIAS escort:
<https://al-anon.org/pdf/G34.pdf> Pages 5-6 Form A: Information and Permission Form and Pages 7-8 Form B: Medical Form
 - E. Each vehicle transporting Alateens should have two AMIAS during travel if not accompanied by a parent or guardian.
 - F. During travel - All Utah state laws must be adhered to when transporting Alateens (current license, insurance, proper use of seatbelts, no drugs or alcohol in vehicle, etc.).
 - G. An AMIAS must be prepared to call a parent or guardian and take the Alateen to a medical care facility as needed.
 - H. Utah ASBR must be posted in a visible place(s) at the event
 - I. Conferences, Assemblies, Conventions, or Events may have additional guidelines and requirements that are site or event specific. These requirements must be reviewed by the Alateen Coordinator before the event. The additional requirements must be posted in a visible place(s) at the event.

REPORTING SAFETY ISSUES – PLEASE REFER TO G34 ALATEEN SAFETY GUIDELINES – REMEMBER YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY

1. Imminent physical dangers:
 - a. Remove and/or protect each member from physical danger to the best of your ability via evacuation of the premises or other means as appropriate.
 - b. Contact local authorities using 9-1-1 services as necessary
 - c. Contact parent/guardians where possible if minors are involved

- d. Contact District Representative
 - e. Contact Area Alateen Coordinator
 - f. Write up a summary of events with timeline and people involved as soon as possible and no longer than 48 hrs. after the event
 - g. Send written summary to Area Alateen Coordinator
2. Safety concerns related to behavioral issues;
- a. Remember to, “talk to each other, reason things out with someone else”
 - b. Talk with the involved member of the group
 - c. Talk with another Alateen Group Sponsor/AMIAS <https://al-anon.org/pdf/G34.pdf>
 - d. Talk with your Service Sponsor or Personal Sponsor
 - e. Talk with your District Alateen Contact or District Representative
 - f. Talk with the Utah Area Alateen Coordinator
 - g. Talk with the Utah Area Delegate or any other member of the Utah Area World Service Committee
 - h. If you feel that the issue goes beyond talking it out, or if no reasonable solution is possible, escalating the issue to a reportable incident is the next step.
3. Reportable behavioral issues:
- A. In correlation with the list above, if you hear of, or experience any behavior that is unacceptable, or harmful to the health and safety of any Al-Anon/Alateen member, report the incident(s) to someone within the organization immediately and escalate it as needed up to and including any or all of the Utah Area World Service Committee and/or officers.
 - B. If a behavioral issue is brought to your attention while you are serving in the capacity of a Utah Area World Service Officer, a conference call or virtual meeting will be called to include all Area Officers where a discussion surrounding the information received will take place. Where indicated the parties involved will be invited to participate in a call and will be heard as appropriate. Action steps can then be determined based on the outcome of the conversation(s) and information specific to each incident. Minutes of each report and subsequent actionable steps will be held in the Area Alateen Coordinator and AAPP archives.
 - C. “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 authorities 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.”
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DEFINITIONS

Al-Anon Member Involved in Alateen Service (AMIAS) - An Al-Anon member who is certified through the Area process to be involved in Alateen service and is listed as “Current” in the Online Group Records database (Annual recertification is required.)

Alateen Member - A member under the age of 19 who attends an Alateen Group meeting and who meets the requirements for membership listed in the current version of the Service Manual. For purposes of the Utah Area Alateen Safety and Behavioral Requirements, this definition applies to any member who meets this criterion and is present at an Alateen meeting or function, whether or not the person has previously attended an Alateen meeting (Newcomer). Each Alateen Group is autonomous and can choose to allow members who are younger than thirteen.

Utah Area Alateen Process Person - An Al-Anon member elected by the Utah Area to process applications to certify AMIAS, register Alateen Groups Registrations, correspond with the WSO and District Alateen Process Person (or District Representative or Group Representative) throughout the Utah area, completes the Annual Area Alateen Recertification process and maintains records in accordance with Al-Anon principles as well as state and federal laws. The Utah Area Alateen Process Person does not need to be a certified AMIAS, but it is recommended. Refer to Utah Area World Service Committee Members Guidelines. <https://al-anon.org/pdf/G24.pdf>, Alateen Process Person.

AMIAS Applicant - An Al-Anon member who wishes to serve Alateen and is going through the Area certification process.

Utah Area Alateen Coordinator - A currently certified AMIAS elected by the Utah Area to coordinate Alateen activities and events throughout the Area. Refer to Utah Area World Service Committee Members Guidelines and Al-Anon Guideline <https://al-anon.org/pdf/G24.pdf>, Area Alateen Coordinators.

AMIAS list - A list of Al-Anon members who have been certified through the Area Process to work with Alateens. This list is updated through the Area Alateen Process Person continuously as new applicants become certified, and as a result of the annual recertification process for continuing AMIAS.

Current Mailing Address (CMA) - For Alateen Groups, an individual designated as CMA must be a currently certified AMIAS. A PO Box in addition to a physical address is acceptable. CMA's must file group registration/change forms when moving.

District Alateen Coordinator - A person who is a currently certified AMIAS and who serves as an Alateen Coordinator at the District level.

District Alateen Process Person - A person who serves as an Alateen Process Person at the District level, based on their needs and autonomy, Districts may determine if the AAPP is required to be AMIAS.

District Representative - A person elected by the district to act as the liaison between the

area and the district. This position does not require that the individual be AMIAS certified. It is suggested that each DR attend annual AMIAS training in order to answer potential questions regarding Alateen service. Refer to the current Service Manual.

Parent or Guardian - A parent or guardian has the primary responsibility for their children and as such is not required to meet the Utah Alateen Safety and Behavioral Requirements. Should an Al-Anon parent or guardian supervise other Alateen members, the parent or guardian must be a currently certified AMIAS and must follow the Utah Alateen Safety and Behavioral Requirements.

LINKS TO GUIDELINES POSTED ON al-anon.org

G-5 <https://al-anon.org/pdf/G5.pdf> Alateen Meetings in School

G-7 <https://al-anon.org/pdf/G7.pdf> Al-Anon-Alateen Participation in AA Convention

G-16 <https://al-anon.org/pdf/G16.pdf> Alateen Conferences

G-19 <https://al-anon.org/pdf/G19.pdf> Starting an Alateen Group

G-20 <https://al-anon.org/pdf/G20.pdf> Al-Anon – Alateen Area Conventions

G-22 <https://al-anon.org/pdf/G22.pdf> A Meeting on Wheels

G-24 <https://al-anon.org/pdf/G24.pdf> Area Alateen Coordinators

G-34 <https://al-anon.org/pdf/G34.pdf> Alateen Safety Guidelines

Revision Date	Contact	Revision
9/28/2024	Heather M. Alateen ASBR Revision Chair	Submitted to the 2024 Fall Assembly - Approved
4/17/2024		Reviewed by WSO – Sue P
11/3/2021		Reviewed by legal counsel
9/26/2015	Denise L. - Guidelines	Presented to the 2015 Fall Assembly and approved by the body, pending attorney review. Not sent nor approved WSO.
9/5/2015	Denise L. – Guidelines Committee Chairperson	Reformatted and renumbered document. Recreated the Definition of Terms table and moved to Appendix A. Updated the job descriptions for Area Alateen Coordinator and Area Alateen Process

		<p>Person to match other guidelines.</p> <p>Corrected Grammatical & spelling errors.</p> <p>Added 1.2.4 thru 1.2.6 and numbered last sentence to 1.2.7.</p> <p>Rewrote section 2 and added subsections in order to provide clarity to the minimum safety and behavioral requirements for approved AMIAS and Alateen members. Added sections 3.0 and 4.0 to identify the minimum safety and behavioral requirements for Alateen groups and Alateen participation at conferences, conventions, and events.</p> <p>Added sections 5.0 and 6.0 to identify the minimum requirements for the Districts and Utah Area concerning Alateen safety.</p> <p>Added section 7.0 to provide direction for reporting Alateen safety concerns. Section 8.0 was reorganized in such a manner as to add more clarity to the process of selecting and approving AMIAS candidates.</p> <p>Section 9.1.1 identified additional positions in which a resignation may be submitted.</p> <p>Added 9.1.4.</p> <p>Section 9.2.1 through 9.2.4 to identify when removal of an AMIAS is necessary.</p> <p>Added section 10.3 Added the Utah Area Alateen Coordinator as a position to which a request for appeal maybe submitted.</p> <p>Section 11 added form 22-5 "Be AMIAS" and added reference to the AI-Anon Service Manual, AMIAS Training Manual, UTAC Guidelines, applicable WSO Guideline Pamphlets.</p>
09/20/2013	Norma D. – Guidelines Committee Chairperson	Added the Background checklist.
2005	Pat D. – Initial Author	Initial Release of guideline

