

Idaho Area Safety and Behavioral Requirements for Al-Anon Members Involved in Alateen Service (AMIAS)

<u>Guidelines Update History</u>	
Original:	12/31/2004 (local counsel: Debra Irish, Attorney, Boise)
Revised:	05/2010
Revised:	05/2016
Amended:	12/2017
Revised:	03/31/2018, (local counsel: Doolittle Law, Boise)
Affirmed:	05/19/2018
Amended:	10/01/2018
Revised/Affirmed:	09/20/2025

The Idaho Area and districts within Idaho will only recognize an Alateen sponsor/ Al-Anon Member Involved in Alateen Service who has met these minimum requirements. An Alateen group will not be listed at the World Service Office (WSO) or on district or area meeting lists without its Alateen sponsors/Al-Anon Members Involved in Alateen Service obtaining Area approval. **Requirements 4 through 6 are for Alateen members as well as Al-Anon Members Involved in Alateen Service.**

- 1) Every Al-Anon member involved in Alateen service must:
 - a) be an Al-Anon member regularly attending Al-Anon meetings (at least four meetings per month).
 - b) be at least 21 years of age.
 - c) have at least 2 years in Al-Anon in addition to any time spent in Alateen and have been attending Al-Anon for the past 2 years.
 - d) not have plead guilty to or been convicted of a felony. And have not been charged with **or** plead guilty to, or been convicted of child abuse, domestic violence, child endangerment, injury to a child - misdemeanor or felony offense, or any other inappropriate sexual behavior whether it was a withheld judgment or not. And have not demonstrated emotional problems which could result in harm to Alateen members.
 - e) agree to not have personal one-on-one contact with Alateen members outside the meetings, in person, via phone, text, email, or social media. (Informational contact via phone regarding meeting location, cancellations, and other meeting information is allowable.)
 - f) not have been charged with a DUI, and if charged, not be eligible for 1 year after dismissal of the charge. If convicted of a DUI, not be eligible for 3 years after conviction.
 - g) agree to attend one AMIAS sponsor training session annually. This could be online training.
 - h) authorize Idaho Area Al-Anon to verify the information you present on the Idaho

Area "Alateen Service Candidate Form"

- i) pass a background check by the Idaho State Police Bureau of Criminal Investigation
 - j) agree to participate in the yearly recertification process for Al-Anon Members Involved in Alateen Service in the Idaho Area. And agree to repeat a background check every 5 years, or according to the current Idaho Area guidelines
 - k) agree to resign the position(s) of "Alateen Group Sponsor" and "Al-Anon Member Involved in Alateen Service" if asked, for any reason including a disqualifying event, because the safety of the teens is paramount and understanding that resignation is not an admission of any wrongdoing.
 - l) agree to step down if they cannot follow the principles outlined in the Al-Anon Twelve Traditions
- 2) There must be at least one Alateen Group sponsor/Al-Anon Member Involved in Alateen Service at every Alateen meeting. It is recommended that there be two AMIAS if possible.
 - 3) The maximum number of Alateen Groups recommended for any AMIAS to sponsor is (4) four. School groups with multiple sessions count as ONE group. Alateen sponsors may visit another Alateen group on a roving basis to provide a balance of male and female sponsors, when possible if approved by the Alateen group.
 - 4) The area requirements prohibit overt or covert sexual interaction between any adult and Alateen member, defined as: any sexual advances whatsoever, permitting sexual advances from Alateen members, unwanted physical affection, dating an Alateen, lewd behavior (dirty jokes, use of profanity, inappropriate discussion of sexual behavior, inappropriate dress, inappropriate touching or hugging). AMIAS agree not to initiate hugging any Alateens.
 - 5) The area requirements prohibit conduct contrary to applicable laws, including specific disqualifying crimes listed in the current Idaho Administrative Code 16.05.06 Section 210.01. (<https://adminrules.idaho.gov/rules/2009/16/0506.pdf>)
 - 6) The area requirements require all Alateens attending assemblies or workshops to have a signed parent permission form and a medical care form when applicable.
 - 7) Failure to promptly divulge a disqualifying event that occurred between background checks will result in being permanently ineligible for Alateen service. A disqualifying event is defined as any requirement or restriction noted in this document and includes any charges of a felony offense or any misdemeanor offense related to children (i.e. Injury to Child) listed in Idaho Administrative Code 16.05.06 Section 210.01.
 - 8) The area requirements must be reviewed by local counsel.

Policy Against Sexual Interaction with Alateens:

Idaho Area AFG prohibits overt or covert sexual interaction between Alateens and adults, adults to adults or between Alateens at any Al-Anon or Alateen event. The term "adult" includes all Al-Anon or Alateen members the age of eighteen or older.

Definition of an Al-Anon Member Involved in Alateen Service (AMIAS)

An AMIAS is 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 Alateens, drivers transporting

Alateens, and substitute Alateen Group Sponsors. Al-Anon Members Involved in Alateen Service will be certified annually through the Idaho Area and information sent to the World Service Office.

Process to become certified as an Al-Anon Member Involved in Alateen Service

- 1) Contact the District Representative, District Alateen Coordinator, or Area Alateen Coordinator/Alateen Process Person (AAPP) to express interest in working with Alateens.
- 2) Meet, review and agree to Idaho Area Requirements for Al-Anon Members Involved in Alateen Service.
- 3) Optional: Attend ONE Alateen meeting with a certified Al-Anon Member Involved in Alateen Service, with permission of the Alateen group.
- 4) If your district has a District Alateen Coordinator (DAC), the candidate is to discuss service with the DAC. DAC to review the candidate's paperwork (pages 12, 13, 14) and discuss the requirements needed to become an AMIAS. The DAC will verify the candidate's identity by checking ID. If the candidate has a working understanding of the program, meets the minimum requirements, and appears to be a fit for the Alateen program, the DAC to forward the paperwork to the AAPP. If the District does not have a District Alateen Coordinator, the candidate is to contact AAPP directly. A copy of ID, along with paperwork, to be sent directly to AAPP.
- 5) AAPP to contact references of candidate.
- 6) If references are positive, AAPP will send a fingerprint packet to applicant to include instructions, a fingerprint card, and a return envelope to the AAPP. Directions for fingerprinting are as follow:
 - a. Go to the local police department or sheriff's department and request a set of rolled fingerprints. A card is included in the packet. Call first to check hours of operation and if an appointment is required. The cost is approximately \$10 to \$15. You will need to bring a valid I.D. Be sure to get a receipt for reimbursement and make sure the person fingerprinting you signs the card. Idaho Area 13 will reimburse you for the background check. (The reimbursement form is included in this packet. Mail the reimbursement form to the address on the bottom of that form) In order for Idaho Area 13 to reimburse you for the background check, complete an [Idaho Area Expense Form](#), available on our website. Send your receipts and the completed form to our Area Treasurer, listed on the current Area Expense form.
 - b. Complete the information on the top of the rolled fingerprint card. Fill out all areas highlighted on the enclosed example. On the bottom of the example are codes for descriptive data. Information must be completely filled out. DO NOT FOLD THE FINGERPRINT CARD.
 - c. Read Noncriminal justice applicant privacy statement. Please keep that privacy statement for your records. Sign the waiver agreement. An adult needs to witness your signature.
 - d. Send the waiver agreement and the set of fingerprints back to the AAPP in the enclosed envelope.
 - e. The AAPP will complete the card and forward to Idaho State Police. Results will be sent directly to the AAPP and the Alateen Service Sponsor.

- 7) If the background report shows “No Record,” the AAPP will verify that the candidate’s name is not on the ISP Sex Offender Registry. If the Sex Offender Registry is clear and there’s “No Record” from the Idaho State Police, the AMIAS form will be signed by the AAPP and electronically submitted to the WSO. The WSO adds the AMIAS information to their database and assigns an I.D. number. WSO emails the AAPP once the information is added to the database. The candidate is then certified by the Idaho Area.
- 8) If the background check shows a “Record,” the AAPP will call or contact the candidate to clarify the offense. If the background check information prevents the candidate from being certified, the candidate will be informed of the reason. The AAPP will keep a copy of all background checks for at least five (5) years. Any felony offense and any misdemeanor offense listed on the Idaho Administration Code 16.05.06 Section 210.01 will automatically disqualify the candidate. Any other offense listed by the ISP will require clarification by the candidate.
- 9) The Area Alateen Process Person keeps each current certified sponsor’s AMIAS form, Alateen Service Candidate form, and background check in a binder. Any Social Security numbers are blacked out for security.
- 10) Attend at least one Alateen Sponsor Training/Workshop with other Al-Anon Members Involved in Alateen Service, past or current. This can be online training. Youth protection training must be completed annually before recertification.
- 11) Get a vote of approval from the Alateen group you wish to sponsor.
- 12) Annually, the Area Alateen Process Person will distribute Annual Recertification Forms to each Al-Anon Member Involved in Alateen Service (AMIAS). Fill out and sign the forms and send to the Area Alateen Process Person no later than June 1. The AAPP will update the WSO website.
- 13) Certified AMIAS need to update their background checks every five (5) years. The Area will pay the cost for background checks. A direct account has been set up between the fingerprint background check department at the Idaho State Police Department and the Area treasurer.

Responsibilities of an Al-Anon Member Involved in Alateen Service (AMIAS)

- 1) Meet Idaho Area Requirements for Al-Anon Members Involved in Alateen Service. Complete the background check and application process for becoming a certified Alateen Sponsor/Al-Anon Member Involved in Alateen Service.
- 2) Have a working knowledge of the Twelve Steps, Traditions and Concepts.
- 3) Attend your Alateen meeting each week or arrange for a certified Al-Anon Member Involved in Alateen Service to substitute if you can’t be there.
- 4) Use only conference approved material at meetings to keep the Alateen focus. Be familiar with the 2003 Alateen Motion, Alateen literature, Guidelines, the *Alateen Service e-Manual*, and the Alateen Policy found in the *Al-Anon /Alateen Service Manual*. All can be found on the Al-Anon website at www.al-anon.org under the Members tab.
- 5) Guide Alateens towards working the Twelve Steps for personal recovery.
- 6) Agree not to have one-on-one personal contact with Alateens outside the meeting. Alateens sponsor other Alateens. (Informational contact via phone regarding meeting location, cancellations, and other meeting information is allowable.)
- 7) Uphold the established behavior requirements Alateens set for their meeting.

- 8) Respect and protect the Alateens' anonymity.
- 9) Report child abuse in accordance with Idaho state law.
- 10) Provide a safe meeting place.
- 11) Keep Area/District phone numbers available. Contact the District Representative or District Alateen Coordinator regularly to discuss ideas, successes, or concerns.
- 12) Attend Alateen Sponsor Workshops or trainings annually.
- 13) Keep group information up-to-date, notifying district and area of any changes in sponsors, meeting time or location.
- 14) Help Alateens take responsibility for their group.
- 15) Encourage the participation of Alateens at district meetings and Al-Anon functions.
- 16) Get signed medical, permission, and travel forms necessary if transporting Alateen members, or if Alateens will be attending an out-of-town event.
- 17) Parents are advised not to sponsor/co-sponsor an Alateen group that their child attends.
- 18) Al-Anon and Alateen are not above the law. It is the responsibility of the certified AMIAS to report any legal issues to the AAPP who will assist in determining if any potential charges require suspension of service as an AMIAS.

Service Risks

- 1) If a member does not reach out for help and use the resources available, burn-out can develop.
- 2) If a member does not follow the Safety Requirements, the member, the Alateens, and the fellowship of Al-Anon/Alateen as a whole, could be affected and could be at risk.
- 3) Avoid Isolation!

Removal of Al-Anon Members Involved in Alateen Service (AMIAS)

- 1) Alateens or Al-Anon members may go to the Area Alateen Coordinator, District Alateen Coordinator, or District Representative with concerns about an AMIAS.
- 2) The district, after consultation with the Area Alateen Coordinator /Area Alateen Process Person, has the responsibility to remove any Al-Anon Member Involved in Alateen Service (AMIAS) who has displayed inappropriate behavior, is a threat to the unity of the group, district, or area, or no longer meets the requirement for sponsorship.
- 3) It is suggested that the district use principles above personalities, avoiding gossip, to vote to remove an inappropriate Alateen Group Sponsor/Al-Anon Member Involved in Alateen Service. The Area Alateen Coordinator or District Representative will notify the AMIAS who has been removed.

Who may attend Alateen meetings

- 1) Teens whose lives have been affected by someone else's drinking. Alateen meetings are Closed meetings. Any adult attending must meet the area requirements, unless an Alateen group is inviting adults to a special Open meeting.
- 2) The group's Alateen Sponsors/ Al-Anon Members Involved in Alateen Service who have been certified by the Idaho Area.
- 3) Potential sponsors/Al-Anon members who wish to be involved in Alateen service

- (attending with a certified Alateen Sponsor) with permission from the group.
- 4) Certified Alateen Sponsors/Al-Anon Members Involved in Alateen Service working with another Alateen group with permission from the group.
 - 5) Area or District Alateen Coordinator may attend any meeting, with permission of the Alateen group, and are required to be certified in their positions.
 - 6) Area Alateen Process Person may attend any meeting, with permission of the Alateen group, and is required to be certified in this position.
 - 7) Area Officers and District Representatives may visit an Alateen group as part of their duties, with the permission of the group.
 - 8) An Alcoholics Anonymous member may only attend an Alateen meeting as an Alateen Group Sponsor/ Al-Anon Member Involved in Alateen Service by virtue of his/her Al-Anon membership. Al-Anon members who are also members of A.A. are eligible to serve as an AMIAS as long as they meet the Area requirements to serve.

Alateen Group Responsibilities

- 1) Accept the teens and welcome them as part of the Al-Anon Fellowship.
- 2) Keep the Alateen focus.
- 3) Respect each other's anonymity, including sponsors or other Al-Anon members involved in Alateen service.
- 4) Maintain appropriate behavior by establishing behavior guidelines. Alateens should come up with their own group behavior guidelines.
- 5) Respect the meeting facility.
- 6) Follow the guidelines in the service manual, and become familiar with, and abide by, the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- 7) Resolve group problems by use of the Group Inventory (G-8). If problems cannot be resolved, discuss with your Alateen Group sponsor(s) first. If needed, contact your District Representative or District Alateen Coordinator for help. Additional trusted servants include the Area Alateen Coordinator and Area Officers that are certified AMIAS.

Al-Anon Group Responsibilities to Alateen

- 1) Accept the teens and welcome them as part of the Al-Anon Fellowship.
 - a) Al-Anon groups and districts can assist Alateen groups with the purchase of literature or other costs.
 - b) In an emergency, an Al-Anon member (who has completed the Idaho Area Requirements for Al-Anon Members Involved in Alateen Service) may fill in for the sponsor.
- 2) Encourage Alateens to attend any Al-Anon meeting.
- 3) AMIAS that is involved with a specific Alateen meeting group has the responsibility to fill out and send back to the AAPP the annual meeting change form (which is sent by WSO) annually. Primary group AMIAS also to notify AAPP of any changes within the group itself – AAPP to notify WSO of these changes.

District Responsibilities to Alateen

- 1) Recognize only Alateen Groups registered through the Idaho Area with the WSO, and maintain contact with all Alateen groups and Al-Anon Members Involved in Alateen

Service in their district.

- 2) Notify the Area Alateen Process Person to suspend an Alateen meeting that does not have at least one certified AMIAS until a replacement is found.
- 3) Have a District Alateen Coordinator who is a certified AMIAS. Inform the Area Alateen Coordinator of the name, address, phone number, email address of the District Alateen Coordinator, if different from the District Representative.
- 4) Keep a copy of current Idaho Alateen guidelines.
- 5) Encourage all Alateen Sponsors and Alateens to attend District meetings.
- 6) Assist in the resolution of problems with an Alateen Group or Sponsor by using the Traditions and principles of the program.
- 7) After consulting with the Area Alateen Coordinator, remove any Al-Anon Member Involved in Alateen Service (AMIAS) who has displayed inappropriate behavior, is a threat to the unity of the group, or no longer meets the Idaho Area Requirements for Al-Anon Members Involved in Alateen Service.

Area Responsibilities to Alateen

- 1) Have an Area Alateen Coordinator/Area Alateen Process Person (who acts as a liaison to the World Service Office regarding all Alateen safety issues). Both positions require AMIAS certification.
- 2) Keep a current record of all certified Alateen Sponsors/Al-Anon Members Involved in Alateen Service and a current list of all registered Alateen meetings. Current record is defined as records of all Active AMIAS and Alateen Groups. Deactivated AMIAS certification forms and disbanded group records will be shredded. The [AMIAS Status Change Forms](#) for deactivated AMIAS will be kept to ensure Alateen safety in the future. All background checks will be kept for at least five (5) years.
- 3) Keep a copy of all current guidelines to be given to anyone who is interested in becoming an Al-Anon Member Involved in Alateen Service.
- 4) Make sure Districts have current requirements and guidelines.
- 5) Encourage all Al-Anon Members Involved in Alateen Service and Alateens to attend District and Area Meetings.
- 6) Encourage AMIAS Workshops or training at the district and area level.
- 7) Ensure the Annual Recertification of Al-Anon Members Involved in Alateen Service, and the annual updating of all Alateen groups in the Idaho area.

Certification of AMIAS and Registration of Groups

- 1) Only those who have completed the AMIAS certification through the Idaho Area process may be eligible to sponsor an Alateen group.
- 2) For safety reasons, new Alateen groups need to be registered with WSO through the Alateen Area Process Person. Groups do not meet or appear on local meeting schedules until the registration process is complete. Meetings must be registered prior to publishing in local newspapers or websites.

Recertification of AMIAS and Annual Update of Alateen Groups

- 1) Each year the Idaho Area Alateen Coordinator/AAPP is required to return a list of

recertified Al-Anon Members Involved in Alateen Service (AMIAS) to the World Service Office by June 1st. Please mail or email your Idaho Area AMIAS Annual Recertification Forms to your Area Alateen Coordinator/AAPP by June 1st.

- 2) Annually, registered Alateen Groups are required to update the group information in order to remain on schedules, use the copyrighted Alateen name, and participate in the links of service. The deadline for this information to be returned to the WSO is June 1. Please mail or email your Alateen group update form to the Idaho Area Process Person by June 1st.
- 3) The Alateen group update and AMIAS re-certification begins in March. The Area Alateen Coordinator/Area Alateen Process Person needs the forms returned to him/her by May 31. It is important that AMIAS understand the consequences for not recertifying and Alateen Groups understand the consequences for not updating Alateen group information.

Consequences:

- 1) **AMIAS** who do not re-certify will be removed from the Area list and placed as “Inactive” in the WSO database. The AMIAS will be ineligible to serve Alateen until the member wishes to recertify at a later date. Applicable training and background check will have to take place again.
- 2) **Alateen Groups** that do not update or list uncertified sponsors on their form will not be able to meet under the Alateen name. A disbanded form will be submitted to the World Service Office with explanation of why. The Idaho Area will inform the facility where the group meets that they are no longer associated with Alateen. This group will not be allowed to be listed on any Al-Anon schedule or participate in the links of service.
- 3) Any member who completes their initial certification after January 1st will automatically be recertified until June 30 of the following year. Any group that registers or submits a change form after March 1st will be updated until June 30 of the following year.
- 4) The World Service Office sends an Alateen Group Update form to each group annually.

Documents to support these guidelines (subject to change)

Document	Location
List of Alateen Materials available for reference	pg. 10
Alateen Safety Guidelines/ Permission and Medical forms–	G-34
Idaho Area Alateen Service Candidate Form	pg. 12-13
Al-Anon Member Involved in Alateen Service (AMIAS) form	pg. 14
Annual Recertification Forms for all AMIAS	pg. 15-19
Alateen Registration/Group Records Change Form (GR-3)	Area website
Idaho Alateen Behavior Guidelines	Area website
Information about Reporting Child Abuse or Neglect	pg. 11

List of Materials Available for Reference

Books & Booklets	
B-3 Alateen Hope for Children B-10 Alateen—A Day at a Time	P-68 Alateen Talks Back On: Acceptance
B-23 Courage to Be Me—Living with Alcoholism	P-70 Alateen Talks Back On: Slogans
P-64 4th Step Inventory (workbook)	P-73 Alateen Talks Back On: Detachment
B-26 Living Today in Alateen	P-69 Alateen Talks Back On: Serenity

Pamphlets	
P-18 Alateen Twelve Steps and Twelve Traditions	P-21 Youth and the Alcoholic Parent
P-22 If Your Parents Drink Too Much (cartoon) - revised	P-29 A Guide for Sponsors of Alateen Groups
P-59 Moving On! From Alateen to Al-Anon	S-27 Alateen Sponsorship—Is It for You?
S-20 Has Your Life Been Affected by Someone Else's Drinking?	S-64 Information for Educators: Alateen Meetings in Schools

Other Items	
Alateen Service e-Manual (found on Members tab at www.al-anon.org) P-24/27 Al-Anon/Alateen Service Manual	M-18 Alateen Program Card
K-18 Alateen Newcomer Kit	M-13 Just for Today, Alateen Bookmark
M-11 Just for Today, Alateen Wallet	OT5 Open Letter to My Teacher
S-6 Daily Checklist for Myself	GR-3 Alateen Registration/Information Form
OSP7 Open Letter to the Student Assistant Professional	

Guidelines	
G-3 Cooperation between Al-Anon and AA	G-5 Alateen Meetings in Schools
G-7 Al-Anon/Alateen Participation in an AA Convention	G-19 Starting an Alateen Group
G-16 Alateen Conferences	G-20 Area Conventions
G-24 Area Alateen Coordinators	G-34 Alateen Safety Guidelines

Reporting Child Abuse or Neglect (from the Idaho Health & Welfare website)

In Idaho, any adult that witnesses, suspects or hears about the abuse or neglect of a minor must report it within 24 hours. This can be done anonymously through the Department of Health and Welfare.

To report suspected child abuse, neglect or abandonment call:

- 1) Statewide: 1-855-552-KIDS (5437) Idaho H&W 24-hr. reporting
- 2) Treasure Valley: 208-334-KIDS (5437) Idaho H&W 24-hr. reporting in Boise area
- 3) Call the Idaho Care Line, 2-1-1 or 1-800-926-2588 for information or referral, or to find the number for your local H&W agency.
- 4) Direct from the WSO minimum requirements, the Idaho Area Requirements prohibit conduct contrary to applicable laws. The ID Area recommends that all Al-Anon Members Involved in Alateen Service inform Alateen members before sharing begins in the meeting that they are required to report abuse or neglect. This will enable Alateen members to make an informed decision of what to share in their meetings.

Every state uses its own definitions of abuse and neglect as defined in its statutes.

In Idaho, physical abuse constitutes any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be inconsistent with the explanation given for the injury.

Physical neglect exists when there is failure on the part of the child's caretaker to provide necessities such as adequate food, clothing, shelter, medical treatment, or supervision because of the conduct, omission, or refusal of the caretaker to provide them.

Sexual abuse includes sexual acts and exploitation of a child done for the sexual gratification of the offender or another person.

Who is Required to Report Child Abuse?

Idaho law says that any person who has reason to believe that a child is being abused, neglected, or abandoned **MUST** report this to your local law enforcement agency or the **Department of Health and Welfare** within 24 hours. Failure to report suspected abuse, neglect or abandonment is a misdemeanor. (Duly ordained ministers are exempt from reporting under certain circumstances.)

Anyone making a referral in good faith is immune from prosecution. A member of law enforcement and/or the Department of Health and Welfare will investigate the case, notify the family of the referral and assess the situation.

Alateen Service Candidate Form Idaho Area 13

Full Name		
Mailing Address		
City	State	Zip
Phone #	Email	
District #	Home Group	
Years in Al-Anon		
List 2 Al-Anon References below (non-related)		
Name	Phone	
Name	Phone	
Sponsors Name (for reference)		
Name	Phone	

These questions are required to assure that all World Service Office and Idaho Area requirements for Al-Anon Members Involved in Alateen Service (AMIAS) are met.

Please check TRUE or FALSE for each question and initial each line.

	True	False	Initials
1. I am at least 21 years old.			
2. I have been active in Al-Anon for the last 2 years, in addition to any time spent in Alateen.			
3. I attend at least four Al-Anon meetings a month.			
4. I have a Sponsor. I have worked Steps 1, 2 and 3 with my Sponsor.			
5. I have not plead guilty to, or been convicted of a felony, and have not been charged with, plead guilty to, or been convicted of child abuse, child endangerment, injury to a child – misdemeanor or felony offense, domestic violence, or any other inappropriate sexual behavior whether it was a withheld judgment or not. And, I have not demonstrated emotional problems which could result in harm to Alateen members.			
6. I have not been charged with a DUI in the past year. I have not been convicted of a DUI in the past 3 years.			
7. I agree not to have overt or covert sexual interaction (whether consensual or not) with an Alateen member, including but not limited to 1) touching a teen inappropriately, 2) dating a teen who is an Alateen member, 3) holding or hugging in an inappropriate manner, 4) dirty jokes, use of profanity.			
8. I agree to not have personal one-on-one contact with Alateen members outside the meetings, in person, via phone, text, email or social media. (Informational contact via phone regarding meeting location, cancellations, and other meeting information is allowable.)			
9. I agree that the Area Alateen Process Person or other persons designated by the Idaho Area may independently verify the information presented on this Alateen Service Candidate Form.			
10. I agree to submit to fingerprinting and a background check through the Idaho State Police. I agree to my name being checked against the Idaho Sex Offender Registry.			

	True	False	Initials
11. I agree not to conduct myself in a manner contrary to applicable laws, including specific disqualifying crimes listed in Idaho Administrative Code 12. 16.05.06 Section 210.01.			
13. I agree to participate in the yearly recertification process. And I agree to repeat a background check every 5 years, according to Idaho guidelines.			
14. I agree to divulge a disqualifying event promptly, that may occur between background checks, including any requirement or restriction listed here and including charges of a felony offense or a misdemeanor related to children (i.e. Injury to Child). Failure to do so will result in being permanently ineligible for Alateen service.			
15. I agree to attend one Alateen Sponsor training session annually. This could be online training.			
16. In the event I become an Alateen Sponsor/Al-Anon Member Involved in Alateen Service, I agree to abide by all guidelines of the Idaho Area.			
17. I have read and understand the items listed above. I agree to step down as an Alateen Service Candidate, or as an Al-Anon Member Involved in Alateen Service, if asked for any reason, or if I cannot meet these requirements because the safety of the teens is paramount.			

I understand any information obtained will be securely stored. My primary purpose is to help Alateen members follow the Al-Anon program. Should anything interfere with this objective, i.e., accusations, controversy, threats of personal harm, etc., I will discontinue working with Alateens and step down from my Alateen service position(s). I understand that stepping away from involvement in Alateen Service is not an admission of guilt. I further agree to perform my Alateen Sponsorship/Al-Anon Member Involved in Alateen Service responsibilities within my district and area guidelines. I have read and received the materials listed in this document.

Signature _____ Date: _____

Al-Anon Member Involved In Alateen Service

(Please Print)

[illegible][illegible][illegible][illegible][illegible]

I am in compliance with my area's safety and behavioral requirements and agree to abide by them.

Signature: _____ Date: _____ Dist # _____

To the best of my knowledge, the above Al-Anon member meets the area's safety and behavioral requirements.

Authorized Area Signature: _____ Date: _____ Area # _____

[illegible]

WSO Assigned ID Number: _____

Each area must certify to the WSO annually that each Al-Anon member involved in Alateen service has met the area's safety and behavioral requirements and has agreed to abide by them.

For Area Use: List Alateen Group(s) linked to this AMIAS:

Signature: _____ Date: _____

Idaho Area Al-Anon Member Involved in Alateen Service (AMIAS) Annual Recertification Forms

Alateen Service is a privilege, a gift to the person serving and to the fellowship as a whole. Each year the “Al-Anon Members Involved In Service”, Alateen Groups and districts participate in keeping this gift available by completing the AMIAS recertification and Alateen group updates.

Each year the Idaho Area Alateen Coordinator/AAPP is required to return a list of recertified “Al-Anon Members Involved in Alateen Service” (AMIAS) to the World Service Office by June 1st. Please mail or email your Idaho Area AMIAS recertification form to your Area Alateen Coordinator/AAPP by June 1st.

Annually, Alateen Groups are required to update the group information in order to remain on schedules, use the copyrighted Alateen name, and participate in the links of service. The deadline for this is also June 1st. Please mail or email your Alateen group update form to the Idaho Area Process Person by June 1st.

Idaho Area Alateen Process Person (AAPP):

Cindy Nestell
3069 W Smoke Tree Ave
Athol, ID 83801
(510) 604-8565

Contact your District Representative for the name and email address of the person currently serving in this role. Annual Recertification forms must be returned to the AAPP no later than June 1st.

ANNUAL RECERTIFICATION FORM

Al-Anon Member Involved in Alateen Service

(Please Print)

First & Last Name:

[illegible]**Street Address:**[illegible]

City, State/Province:

[illegible]

Zip/Postal Code/Phone:

[illegible]

e-mail:

[illegible]

I am in compliance with my area's safety and behavioral requirements and agree to abide by them.

Signature: _____ Date: _____ Dist # _____

To the best of my knowledge, the above Al-Anon member meets the area's safety and behavioral requirements.

Authorized Area Signature: _____ Date: _____ Area # _____

Print Name:

[illegible]

WSO Assigned ID Number: _____

Each area must certify to the WSO annually that each Al-Anon member involved in Alateen service has met the area's safety and behavioral requirements and has agreed to abide by them.

For Area Use: List Alateen Group(s) linked to this AMIAS:

Signature: _____ Date: _____

Idaho Area AMIAS Recertification Form

Full Name		
Mailing Address		
City	State	Zip
Phone #	E mail	
District #	Home Group	
Do you sponsor an Alateen group? Y or N		
Name of Alateen Group		
Alateen Meeting Info (place/date/time)		
Co-Sponsor (for reference)		
Name	Phone	

Al-Anon Member Involved in Alateen Service (AMIAS) Criteria:

(Please check TRUE or FALSE and initial each line)

	True	False	Initials
1. I am at least 21 years old.			
2. I have been active in Al-Anon for the last 2 years, in addition to any time spent in Alateen.			
3. I attend at least four Al-Anon meetings a month.			
4. I understand there must be one certified Alateen group sponsor at every Alateen meeting. I understand having fewer than two certified group sponsors at an Alateen Group Meeting is not ideal and over a period of time could create an unhealthy environment for the teens and/or the sponsor.			
5. I understand that if I or my co-sponsor(s) are not available for our scheduled Alateen meeting, we are responsible for finding or asking for help from other certified AMIAS.			
6. I understand if I find myself without a certified co-sponsor or substitute for a period of three or more weeks, I must notify the District Alateen Coordinator.			
7. I will not engage in overt or covert sexual behavior with Alateen members.			
8. I understand that overt and covert sexual behavior is defined as: any sexual advances whatsoever, permitting sexual advances from Alateen members, unwanted physical affection, dating an Alateen, lewd behavior (dirty jokes, inappropriate discussion of sexual behavior, inappropriate dress, inappropriate touching or hugging). I agree that initiating hugs could be misconstrued by vulnerable teenagers and must be avoided.			
9. I understand that if I feel threatened or approached in a sexual way by an Alateen member I will discuss the issue with the Alateen, and with another Al-Anon member present whom the Alateen trusts. If the issue isn't resolved to my satisfaction I will seek the support of my Alateen Group co- sponsor, my personal sponsor, the district and area Alateen coordinator and my district representative.			
10. I understand that sexually inappropriate behavior is hazardous not only to the teen but also to the Alateen meeting, myself, and to the worldwide fellowship of Al-Anon and Alateen as a whole.			

	True	False	Initials
11. I have not been charged with, pleaded guilty to, or been convicted of a felony.			
12. I have not been charged with and pleaded guilty to, or been convicted of, child abuse or any other offenses against children, including misdemeanor or felony Injury to a child, domestic violence, lewd behavior with a minor, or any other behavior that might be harmful to a child, whether it was a withheld judgment or not.			
13. I have not been charged with, pleaded guilty to, or been convicted of inappropriate sexual behavior.			
14. I am not demonstrating emotional problems that could result in harm to Alateen members.			
15. I agree not to have one-on-one personal contact with Alateens outside the meeting. Alateens sponsor other Alateens. (Informational contact via phone regarding meeting location, cancellations, and other meeting information is allowable.)			
16. I agree not to conduct myself in a manner contrary to applicable Idaho laws, including specific disqualifying crimes listed in Idaho Administration Code 16.05.06 Section 210.01. I agree to promptly divulge a disqualifying event that may occur between background checks, including any requirement or restriction listed here, and including charges of a felony offense or a misdemeanor related to children (i.e., Injury to Child). Failure to do so will result in being permanently ineligible for Alateen service.			
17. I have not been charged with a DUI in the past year. I have not been convicted of a DUI in the past 3 years.			
18. I have read and understand the items listed above. I agree to step down as an Alateen Service Candidate, or as an Al-Anon Member Involved in Alateen Service, if asked for any reason, or if I cannot meet these requirements because the safety of the teens is paramount.			
19. I agree to participate in the yearly recertification process for Al-Anon Members Involved in Alateen Service in the Idaho Area.			
20. I agree to submit to a fingerprinted background check through the Idaho State Police every 5 years according to Idaho guidelines.			
21. I agree to use applicable travel, permission, and medical forms for any Alateen traveling to an event.			
22. I agree to attend one Alateen Sponsor training session annually. This could be an online training session.			
23. If asked to resign the position(s) of "Alateen Group Sponsor" or "Al-Anon Member Involved in Alateen Service" for any reason, I will consider the safety of the teens to be paramount and resign. Resignation is not an admission of any wrongdoing.			
24. I have read, understand, and agree that I meet items 1 through 23 above. I agree to step down at any time if I cannot meet these criteria.			

The following is required for Al-Anon Members Involved in Alateen Service. Please initial each statement:

I agree to allow the Idaho Area and its authorized representatives to conduct a background investigation on me, which may include a review of sex offender registries, child abuse and criminal history records. I agree to hold harmless from liability, the Alateen Group, Idaho Area, AFG Headquarters, Inc., their officers, employees and volunteers of these organizations. I understand these organizations and employees are not under any obligations to appoint me. _____

I agree to complete the Area requirements for Alateen Group Sponsor Training. I am willing to participate in additional education, group sponsor inventories and group sponsor support meetings as available or needed.

Candidate's Signature

I, _____ declare under the laws of the state of Idaho that the foregoing is true and correct.

Signed this _____ day of _____, 20__ in the city of _____ in the State of Idaho.

Signed _____

Print name _____