

## MAINE ALATEEN FORMS 2023/2025

*As per the Maine Area Safety and Behavioral Requirements, it is necessary for all AMIAS as well as all Alateen groups to complete the required applications and/or recertification form and group update information for the area to remain certified to have an Alateen program. Compliance with recertification deadlines as announced by the AAPP assures the Area's use of the Alateen name in conjunction with meetings and events with Alateen participation.*

Use the contact information for the AAC and AAPP for the term starting January 2023:

**Area Alateen Coordinator (AAC): [alateen@maineafg.org](mailto:alateen@maineafg.org)**

**Area Alateen Process Person (AAPP): [altdelegate@maineafg.org](mailto:altdelegate@maineafg.org)**

Following are the items for an Al-Anon Member Involved in Service to Alateen (AMIAS) to meet the certification criteria. *Sponsors* are AMIAS who are working with Alateen Groups.

This packet is distributed through the Alateen Workshops and upon request from the AAC and the AAPP or on line ([maineafg.org/members/Alateen](http://maineafg.org/members/Alateen))

(Revised: 10/13/2023)    Approved by WSO: (05/23/2022)    Accepted by Assembly: (10/15/2022)

**AL-ANON/ALATEEN AREA #23 (MAINE)**  
**PROCESS FOR BECOMING AN AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE**  
**(AMIAS)**

**Must meet all requirements listed below and agree to abide by them. They do not need to be done in exact order as listed. Some may want to start their paperwork before the workshop.**

1. Read **Area 23 (Maine) Alateen Safety and Behavioral Requirements**
2. Must attend an AMIAS Workshop
3. Obtain three **(3) references from Al-Anon members who know you well** – one of them should be your Al-Anon personal or service sponsor. **A reference letter must be penned by the member giving the recommendation.** Hand written letters are acceptable. ***A form letter prepared by the applicant and then signed by the recommending member is NOT acceptable.***
4. Fill out an **AMIAS Application** which **must be notarized on the second page**
5. Application must be signed by the **applicant's personal or service sponsor**
6. Applicant must obtain a vote of confidence from his/her Al-Anon home group (procedure is described in the Safety and Behavioral Requirements) and the **signature on application** form is by the **GR or an officer** of that group
7. Applicants must provide a **physical** address (a PO BOX may be provided as the mailing address only)
8. Mail your completed and notarized **AMIAS Application** which will be provided when you attend an Alateen Workshop (or from the Area Alateen Coordinator, your District Alateen Chair, the AAPP, or online at [maineafg.org/members/Alateen](http://maineafg.org/members/Alateen)) **and** your three references to your **current AAPP** (Area Alateen Process Person):

The Area Alateen Process Person (AAPP) will review the documents to ensure all criteria are met and then the AAPP will submit the documentation to the AFG Groups Records Department. The AFG Groups Records Department will certify the applicant as an Area AMIAS and notify the AAPP and the applicant with their AMIAS number. **The final step is when you receive an email from the AAPP stating that the certification is done.** The AAPP will notify the Area Alateen Coordinator and the District Representative of the applicant's certification. The applicant may then attend Alateen meetings and begin service as an AMIAS.

## ***Al-Anon/Alateen Area 23 (Maine) Alateen Safety and Behavioral Requirements***

1. Al-Anon Members Involved in Alateen Service (AMIAS) are members who have direct care of Alateens when sponsoring an Alateen group or when participating in events using the Alateen name. Al-Anon members who have completed the Area certification process to become Al-Anon Members Involved in Alateen Service (AMIAS) make a commitment to be of service to Alateens. Currently certified Maine Area AMIAS are eligible to be directly responsible for Alateens including, but not limited to service as an instant or temporary Alateen Group Sponsor, chaperone to Area events, or other Area-sponsored activities using the Alateen name. These requirements are reviewed by local counsel (letter in Maine Area Archives 2021) to be in compliance with Maine laws for adults interacting with minors. APPLICANTS must meet of all of the requirements listed below:

- Minimum age of 21
- Currently attending Al-Anon for at least two years continuously in addition to any time spent in Alateen
- Have an Al-Anon Personal Sponsor and/or Al-Anon Service Sponsor and have them sign the Al-Anon/Alateen Area 23 (Maine) Al-Anon Member Involved in Alateen Service (AMIAS) Application
- Attend an Alateen Sponsor Workshop and complete all Area Certification requirements
- Have an annual vote of confidence from the applicant's Al-Anon home group. (A vote of confidence is a positive vote by the majority of voting members while the applicant is out of the room.) A Home group officer signs and dates the Certification/Recertification application which is then mailed to the AAPP
- Make a commitment for at least one year of Service
- For initial application, submit three references or recommendations from Al-Anon members who will confirm that the above criteria are met
- Institutions that host Alateen meetings may require additional measures (e.g., background checks for group sponsors) beyond what the Maine Area requires. The sponsoring Al-Anon group (1<sup>st</sup>), the District (2<sup>nd</sup> if the group is unable) and/or the Area (3<sup>rd</sup> if the group and district are unable) will cover the cost of any additional measure, including a background check if required.
- AMIAS and Alateens are prohibited from overt or covert sexual interaction between any AMIAS and Alateen member and any conduct contrary to applicable laws.
- Every AMIAS must declare that he/she has not been formally accused or convicted of a crime (misdemeanor or felony) and has not been charged with child abuse or any other inappropriate sexual behavior. Additionally, AMIAS must not demonstrate any emotional problems which could result in harm to Alateen members. This declaration is signed by the AMIAS on the certification and recertification applications which are completed annually.
- When an AMIAS chooses to interact with Alateens in some capacity that involves transportation, transport Alateens in groups and with another adult whenever possible; make sure a custodial parent/legal guardian signs a permission form when you are transporting his/her child to a meeting or other function; have the responsible party sign the permission form in your presence. Have a notarized "Authorization to Obtain Medical Care Form" (FORM B – MEDICAL FORM; see sample in Guideline G-34). This form is necessary when escorting an Alateen member to a function that takes him or her away from the custodial parent/guardian. In the event of an emergency, timely medical care can then be obtained.

2. The completed and notarized AREA ALATEEN GROUP SPONSOR APPLICATION and all other AMIAS forms must be sent to the Area Alateen Process Person (AAPP) for processing into the Online Group Records application. The original Certification Form is a notarized legal document and, as such, MUST be mailed to the AAPP for Area Records. The AFG Records Department will process the applicant information as an Area AMIAS and will notify the AAPP when complete. The AAPP will notify the AMIAS of the certification. The Area Alateen Coordinator and the District Representative have access to the Online Group Records application to view members that are currently certified. The applicant may then be assigned to sponsor an Alateen meeting and begin service as an AMIAS.

3. **Recertification:**

a. To maintain AMIAS status, all Al-Anon Members Involved in Alateen Service must be recertified annually by completing the area annual requirements according to the timeline established by the WSO and announced by the AAPP. The recertification process is an Area responsibility which requires cooperation from the DRs and the AAC. The subsequent annual AMIAS Re-certification forms may be mailed or emailed to the AAPP once the necessary signatures have been obtained. The Area does accept electronic signatures as per Maine State law.\*

(1) The Alateen Coordinator will contact AMIAS with dates and locations for Alateen recertification workshops. Recertification forms will be emailed, provided on the Maine AFG website and at workshops.

(2) The recertification process includes an annual vote of confidence from their Al-Anon Home group which is signed by the GR or another group officer. (Rationale for this is that the AMIAS may also be the group GR and it provides additional verification.)

b. AMIAS who do not recertify by the annual deadline are processed as “inactive” in the Online Group Records application. To then become recertified, the AMIAS applicant must complete the recertification process within 12 months and submit the required forms to the AAPP for processing.

c. AMIAS who are inactive for more than 1 (one) year must repeat the entire application process and previous records will be destroyed.

d. The **World Service Office Status Change Form** will be retained when a member is deemed ineligible to serve due to a felony conviction or via an Area process that determines evidence of inappropriate behavior.

The Area Alateen Coordinator will provide training to interested District Alateen Chairpersons to become a trainer for AMIAS workshops. AMIAS trainers will be required to maintain current AMIAS certification at all times.

Trainers are required to attend a recertification workshop conducted by another trainer in order to be recertified as an AMIAS.

\*section 3a: See MRS Title 10, §9407. LEGAL RECOGNITION OF ELECTRONIC RECORDS, ELECTRONIC SIGNATURES AND ELECTRONIC CONTRACTS

#### 4. Area Alateen Coordinator (AAC)

Area Alateen Coordinator (AAC): Each Area must have an Alateen Coordinator who is currently certified as an AMIAS to ensure adherence to the Alateen policies and safety of all Alateen members.

Alateen Coordinators are responsible for training Al-Anon members interested in Alateen service. They are supported by Group Services at the WSO, which provides the service tools that are necessary for conducting the training (i.e. Alateen Service E-Manual and AMIAS Training Modules.)

#### 5. Area Alateen Process Person (AAPP)

Area Alateen Process Person (AAPP): To ensure unity, consistency in communications with the WSO and compliance with Area Requirements, the Area requires the Area Alateen Process Person be certified as an AMIAS. The AAPP maintains the current list of certified AMIAS and communicates with the WSO and Area trusted servants as described in the Area Requirements.

#### 6. The responsibilities of an Alateen Group Sponsor include:

- a. Providing a safe meeting place where the Alateen meeting is conducted with the support of the Sponsors and the Alateens
- b. Reviewing and following Area Safety and Behavior requirements
- c. Attending Al-Anon meetings regularly
- d. Coordinating the participation of Alateen members in District and Area Al-Anon functions
- e. Completing annual Area Recertification process
- f. Assuring that the group registration information is current
- g. Assuring the completion of the Annual Alateen Group Recertification Sheet which is sent to the group CMA (Current Mailing Address) by WSO
- h. Encouraging the Alateens to elect a GR who would attend District meetings and Area Assemblies

#### 7. The responsibilities of Al-Anon groups include:

- All Alateen groups must be sponsored by either an Al-Anon group with an active Group Representative (GR) or by an active District with a District Representative (DR) until an Al-Anon group takes responsibility. The Al-Anon group must then take an annual group conscience vote to continue sponsoring the Alateen group.
- Supporting teens by accepting them in Al-Anon meetings as Al-Anon members. They are Alateens when in a meeting using the Alateen name.
- Helping with the purchase of literature and other costs until the group can support itself
- Encouraging qualified members to become certified AMIAS
- Ask for **regular reports** from the AMIAS on how the meeting is going. Pay attention if you observe or hear of any inappropriate behavior by Alateens or AMIAS. **Report and seek help** from your District Alateen Chair, District Representative, Area Alateen Coordinator or Area Chairperson (in that order) if necessary.

8. The responsibilities of the Area include:

- Encouraging District Representatives, with permission from the Alateens, to visit meetings annually
- Encouraging Alateen attendance at Area and District functions
- District Alateen Chair - Members holding the district Alateen position are required to be an AMIAS (Al-Anon Member Involved in Alateen Service).

9. The responsibilities of the Alateen group include:

- a. Establish group behavioral guidelines.
- b. Elect a GR to represent the group at District meetings and Area Assemblies.
- c. Have the Area Alateen Coordinator and/or District Representative assist in the resolution of Alateen problems and bring issues to the Area Officers when the situation cannot be resolved.
- d. Hold occasional “open” meetings to celebrate the group’s anniversary or for outreach purposes.

**10. The Maine Area requires two Alateen Sponsors at every Alateen meeting.**

**11. AMIAS may be certified in more than one Area; however, they must first be certified by the Area in which they reside.**

**12. All Alateens, even those who are legal adults, are required to comply with the Maine Area Alateen Safety and Behavioral Requirements when participating as an Alateen.**

**AL-ANON/ALATEEN AREA 23 (MAINE)**  
**AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE (AMIAS) APPLICATION**  
**(This form must be notarized)**

Sponsor Applicant \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Length of residence \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Group \_\_\_\_\_ Years attended \_\_\_\_\_

Location \_\_\_\_\_ Group Number \_\_\_\_\_

Past Home Group(s) \_\_\_\_\_ Years attended \_\_\_\_\_

Location \_\_\_\_\_ Group Number \_\_\_\_\_

**\*\*I have attended an AMIAS Workshop: Date \_\_\_\_\_ Location \_\_\_\_\_**

1. I am at least 21 years old and have an Al-Anon Personal Sponsor and/or Al-Anon Service Sponsor.
2. I have been actively attending Al-Anon meetings for a minimum of two years in addition to any time spent in Alateen.
3. I have included three written references or recommendations from Al-Anon members who vouch for me.
4. I declare that I have never been formally accused or convicted of a crime (misdemeanor or felony) and have not been charged with child abuse or any other inappropriate sexual behavior. I have not demonstrated emotional problems which could result in harm to Alateen members.
5. I have read and agree to abide by all guidelines of Al-Anon/Alateen Area 23 (Alateen Safety and Behavioral Requirements).
6. I understand that any information obtained as part of this application process will be securely stored and protected by the Alateen Area Process Person (AAPP) and that the Maine Area Alateen Coordinator and my District Representative will be informed of satisfactory or unsatisfactory results.
7. I understand that as an AMIAS, my primary goal is to help the Alateen members follow the Al-Anon/Alateen program. "Whenever anything interferes with the need to protect yourself i.e., accusations, controversy, threats of personal harm, etc., discontinue serving as an Alateen Group Sponsor. Even if you are totally blameless, stepping aside will not only protect both the Alateen members and you, it will preserve the unity of the fellowship as well." *Alateen Safety Guidelines* (G-34)

**\*\*I am willing and give my consent YES / NO (circle one) to have my contact information shared with other AMIAS in Area 23 (First Name & Last Initial, Town of Residence, Phone # and E-mail Address).**

Applicant (Print) \_\_\_\_\_ Date \_\_\_\_\_

**To the best of my knowledge, the above Al-Anon member meets Area Safety and Behavioral Requirements.**

Al-Anon Personal/Service Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

Vote of Confidence from the majority of voting members of applicant's Al-Anon Home Group:

Al-Anon Group Officer Signature \_\_\_\_\_ Position Held \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

State of Maine

County of \_\_\_\_\_

I, \_\_\_\_\_, do affirm, under penalty of perjury, that the above information is true to the best of my personal knowledge, information, and belief.

\_\_\_\_\_  
Signature of person making affidavit

Sworn to and subscribed before me this \_\_\_\_\_ (Date)

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

SEAL

Notary Public, State of Maine  
My commission expires: \_\_\_\_\_



**AL-ANON/ALATEEN AREA #23 (MAINE)**  
**RECERTIFICATION FORM - AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS) 2023/2025**

Please complete this checklist, sign it and mail or scan and email\* it to the AAPP by a date determined by WSO and publicized by the AAPP. You must meet all of the requirements on the checklist for re-certification and must have attended an AMIAS Workshop within the past year.

1. \_\_\_\_\_ I continue to attend Al-Anon meetings on a regular basis.
2. \_\_\_\_\_ I attended an AMIAS Workshop on: **Month:** \_\_\_\_\_ **Day:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Location:** \_\_\_\_\_

3. \_\_\_\_\_ I currently have a Personal and/or Service Sponsor
4. \_\_\_\_\_ I declare that I have never been formally accused or convicted of a crime (misdemeanor or felony) and have not been charged with child abuse or any other inappropriate sexual behavior. I have not demonstrated emotional problems which could result in harm to Alateen members.

**PLEASE PRINT LEGIBLY----SOME INFORMATION MAY HAVE CHANGED**

NAME: \_\_\_\_\_ Tele. # \_\_\_\_\_ email \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ **DISTRICT** \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT: \_\_\_\_\_

**\*\* I am willing and give my consent YES / NO (circle one) to have my contact information shared with other AMIAS in Area #23 (First Name & Last Initial, Town of Residence, Phone # and E-mail Address)**

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

Are you currently sponsoring an Alateen Group? Which Group: \_\_\_\_\_

**\*\* AMIAS who have not attended** an AMIAS workshop by the date determined by the WSO and published by the AAPP will have to be reported as INACTIVE and will not be able to sponsor until they have attended a workshop and have filled out a **Recertification Form**. AMIAS who are inactive for more than 1 (one) year must repeat the entire application process.

Vote of Confidence from the majority of voting members of applicant's Al-Anon Home Group:

Al-Anon Group Officer Signature \_\_\_\_\_ Position Held \_\_\_\_\_

Date \_\_\_\_\_

**Questions:** Call Area Alateen Process Person (AAPP):

Revised 4/2023 – \* adding electronic signatures acceptable for this form only

**AL-ANON/ALATEEN AREA #23 (MAINE)**  
**ALATEEN GROUPS (Rev. 2022)**

**REQUIREMENTS**

1. GROUPS MUST BE REGISTERED (NEW AND ANNUALLY) IN ORDER TO MEET AS AN ALATEEN GROUP.
2. There must be at least two currently certified AMIAS as Alateen Sponsors for each Alateen group. Members willing to serve as SUBSTITUTE ALATEEN SPONSORS do not have to be attached to a particular Alateen group but they need to be certified AMIAS.
3. **All** Alateen groups must be **sponsored by an Al-Anon group** with an active Group Representative (GR) or by an active District with a District Representative (DR) until an Al-Anon group takes responsibility.
  - a. Initially, the sponsoring Al-Anon group must take a vote to sponsor the Alateen group. The **Verification – Al-Anon Sponsorship of Alateen Group** form is signed by the GR/DR and submitted to the AAPP (Area Alateen Process Person) with the **Alateen Group Registration Form**.
  - b. Annually, the Al-Anon group must take a group conscience vote to continue sponsoring the Alateen group. A new **Verification** Form must be submitted to the AAPP by an AMIAS of the Alateen Group **with the Annual Alateen Group Recertification Sheet** sent from the WSO (March/April).

**REGISTERING A GROUP**

4. To register a new group, one of the AMIAS must fill out an **Alateen Group Registration Form**. This Registration Form may be downloaded from our Al-Anon Maine Area Website: [maineafg.org](http://maineafg.org) (**go to “Alateen”**)
  - a. Two currently certified AMIAS must be listed on the form including their WSO ID #s (the ID #s do not prove that Alateen sponsors are up-to-date with their certification – the AAPP will verify this when the form is received – or contact the AAPP for confirmation). More than two AMIAS may actively sponsor an Alateen group / only two AMIAS need to be listed on the Group Registration Form but all may be listed on an attached sheet.
  - b. There must be a **Current Mailing Address (CMA)** – this person can be one of the two listed AMIAS for the group or **if not, he/she MUST be a currently certified AMIAS.**
  - c. The name chosen for the Alateen group **cannot** be a place of business/church/school, etc.
5. **This registration form** is mailed to the AAPP –
  - a. The AAPP verifies that all names listed on the Group Registration Form are currently certified as AMIAS. The form is signed and dated by the AAPP, and then sent to the WSO.
  - b. The **NEW** Alateen group will be assigned a WSO ID # and the member/address listed for the group (CMA) will receive WSO communication. *The AAPP will notify an AMIAS of the group when the registration process is complete and the new Alateen group can begin to meet.*
6. **ANY** changes to the Alateen group information (time, location, change in AMIAS or CMA [current mailing address]) **MUST** be made by filling out Alateen Group Records Change Form and mailing the revised form **TO THE AAPP** who will review and send to WSO.
7. The Annual **Alateen Group Recertification Sheet** sent by WSO to the Group in the beginning of the recertification window is completed and returned **TO THE AAPP** who will update the group information in the Online Group Records database.

**Questions:** Contact the current Area Alateen Process Person (AAPP) or Area Alateen Coordinator (AAC)

# Alateen Group Registration Form

Please submit this form to the Area Alateen Process Person.  
In order to use the Alateen name, groups must first register through their Area's Alateen process.

## 1. Group Record

District Number \_\_\_\_\_  
Area Name (Abbreviation) \_\_\_\_\_

## 2. Status

- New  
 Not Sure if Registered

## 3. Details

Group name \_\_\_\_\_ Member Count: \_\_\_\_\_

Mailing Language \_\_\_\_\_ Spoken Language \_\_\_\_\_ Age Range \_\_\_\_\_

Meeting Day: Su Mo Tu We Th Fr Sa Meeting Time: \_\_\_\_\_ AM PM

Limited Access\*  Handicap Access  Sign Language

\*See in the Policy Digest the section titled *Alateen Meetings in Schools and Other Limited Access Facilities of the Al-Anon/Alateen Service Manual (P24/27)* for information and/or definitions.

### Location:

Meeting Place \_\_\_\_\_

Meeting Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Location Instructions, i.e. use back door, etc. \_\_\_\_\_

Note: Only current Alateen members, prospective Alateen members, and the Area-certified AMIAS attend Alateen meetings.

## 4. Group AMIAS

Phone Contact for the Public. (if other than Sponsor). Contacts must be a current certified Al-Anon Members Involved in Alateen Service (AMIAS)

WSO ID# \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Group Sponsors must be currently certified through the Area process.  
Please list the primary group certified Alateen Sponsors.**

### Group Sponsor(s)

Name (first) \_\_\_\_\_ (last) \_\_\_\_\_

WSO ID# \_\_\_\_\_  if Ok to list as a contact Phone # (Home/ Cell/ Work) \_\_\_\_\_

Name (first) \_\_\_\_\_ (last) \_\_\_\_\_

WSO ID# \_\_\_\_\_  if Ok to list as a contact Phone # (Home/ Cell/ Work) \_\_\_\_\_

Name (first) \_\_\_\_\_ (last) \_\_\_\_\_

WSO ID# \_\_\_\_\_  if Ok to list as a contact Phone # (Home/ Cell/ Work) \_\_\_\_\_

Name (first) \_\_\_\_\_ (last) \_\_\_\_\_

WSO ID# \_\_\_\_\_  if Ok to list as a contact Phone # (Home/ Cell/ Work) \_\_\_\_\_

## 5. Current Mailing Address: (All WSO mail for the group is sent to this address; it must be a current AMIAS).

Name (first) \_\_\_\_\_ (last) \_\_\_\_\_

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number (Circle one) Home/ Cell/ Work \_\_\_\_\_ Email \_\_\_\_\_

Phone # (Home/ Cell/ Work) \_\_\_\_\_ Email \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

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## How to Fill Out the Alateen Group Registration Form

### 1. Group Records

District number and Area name (abbreviation) are used to sort information for group reports.

### 2. Status

It is a “New” registration if the group is being registered for the first time.

### 3. Details

Having an appropriate **group name** is very important because it is included in local and on-line meeting directions and may be a potential member’s first impression of Al-Anon/Alateen. The group’s name should be inviting to all and reflect Alateen principles. A group’s name should not imply affiliation with any other Twelve Step group, self-help group, commercial venture, agency, religious group, rehabilitation facility, or other outside enterprise even if the name is associated with its location –e.g. \_\_\_\_\_ Church Alateen or Hospital Alateen. All Alateen groups, regardless of age range are registered as “Alateen”.

A name that includes the town or section of the town, the meeting day, a slogan, or another phrase from our program is inviting to all and conforms to Al-Anon/Alateen principles. The group name may provide information about the format or focus of the meeting. Nicknames or attempts at humorous names may turn away potential members.

The WSO reviews new group names for adherence to Al-Anon/Alateen principles and may ask a group to choose another name if it is not in keeping with Alateen principles.

**Member Count** is an estimate of the number of members attending the meeting that consider themselves members of this group.

**Mail Language** is the language in which the group receives mail. The mailing language can be different from the meeting language (e.g. language spoken at the meeting is Spanish, but the group would like to receive mail from WSO in English). WSO mail can be sent in English, Spanish, or French.

**Spoken Language** is the language spoken at the meeting.

**Age Range** is the age limits of the members attending the meetings. The Alateen age range is generally 13-18; however, it is within the autonomy of each group to include children younger than 13. As young people reach age 18, they are legally adults and should be encouraged to transition to Al-Anon while still attending Alateen meetings.

**Meeting Day/Time** is the day of the week and time of the meeting. Please check AM or PM.

**Location** is where the meeting is held. Please include the name of the building followed by a full address including the zip code.

**Location Instructions** provide specific information about the group; e.g. meeting room number, or directions such as use the back door, etc.

**Please note: only Alateens and the affiliated Alateen Group Sponsors may attend.**

**Limited Access** groups meet in a location where our general membership may not be able to attend. Groups meeting in school settings would fall into this category. These are Alateen groups, but membership may be limited because of location.

**Special needs:** This group provides special features such as **Handicapped Access or Sign Language**.

#### 4. Group AMIAS

**Group AMIAS** are the Al-Anon Members Involved in Alateen Service (AMIAS) affiliated with the group; their certification status must be currently “Active”. They may serve the group as Alateen Group Sponsors, the Current Mailing Address (CMA), and/or a Phone Contact for the Public.

**A Phone Contact for the Public** is an Al-Anon Member Involved in Alateen Service who volunteers to give information over the phone to prospective members, parents, or professionals. These members need to know that the WSO may give callers their first name and phone number. Contacts may receive phone calls from newcomers who have had no previous contact with Al-Anon/Alateen or from visitors needing directions.

**Alateen Group Sponsors are AMIAS** who have completed the Al-Anon Member Involved in Alateen Service Form and met their Area’s safety requirements to serve in this capacity. Please contact the Area Alateen Coordinator and/or Area Alateen Process Person for information.

#### 5. Current Mailing Address (CMA)

**Current Mailing Address (CMA)** is the address where the WSO will send group mail and where it will be picked up regularly. An Alateen group’s CMA must be a certified Al-Anon Member Involved in Alateen Service who is responsible to take the mail to the group. Often one of the Alateen Group Sponsors serves as the CMA. The address needs to include the member’s full name (for mailing purpose only). Some groups rent a post office box, and certified AMIAS rotate the responsibility to deliver the mail to the group. Note that if the Sponsor serving as CMA is inactivated, the CMA must be changed.

**To protect anonymity please do not use the word “Alateen” in the current mailing address when using a member’s post office box or residence address.**

**AL-ANON/ALATEEN AREA #23(MAINE)**  
**AL-ANON GROUP SPONSORSHIP OF AN ALATEEN GROUP**  
**(Please read this page to your group before taking a vote)(Rev. 2022)**

All Alateen groups must be sponsored by either an Al-Anon group with an active **Group Representative (GR)** or by an active District with a **District Representative (DR)** until an Al-Anon group takes responsibility. The Al-Anon group must then take an annual group conscience vote to continue sponsoring the Alateen group.

**Group sponsorship requires the following actions:**

- Supporting Alateen groups by accepting the teens and welcoming them
- Helping with the purchase of literature and other costs until the group can support itself
- Encouraging qualified members to be AMIAS for the group

**ADDITIONAL RESPONSIBILITIES**

- If you are a member of an Al-Anon **group that is sponsoring an Alateen meeting**, your group purpose is to support the Alateen meeting. Ask for **regular reports** from the AMIAS on how the meeting is going. Pay attention if you observe or hear of any inappropriate behavior by Alateens or AMIAS. **Report and seek help** from your District Alateen Chair, District Representative, Area Alateen Coordinator or Area Chairperson (in that order) if necessary.
- If your **Al-Anon group is sponsoring an Alateen group**, your group must take an annual group conscience vote to continue this sponsorship. The AAPP (Area Alateen Process Person) will be confirming annually that this vote has taken place. If your Al-Anon group feels that the Alateen group is not healthy, it is appropriate to voice concerns and to decline renewing the sponsorship. Avoiding hurt feelings is not the priority here; ensuring a healthy Alateen group and the safety of Alateens & AMIAS is of foremost importance.

NAME OF ALATEEN GROUP \_\_\_\_\_

LOCATION \_\_\_\_\_

**Our Al-Anon group has voted in favor of sponsoring the above named Alateen group:**

NAME OF AL-ANON GROUP \_\_\_\_\_

LOCATION \_\_\_\_\_

**SIGNATURE GR or DR** \_\_\_\_\_ **Position Held** \_\_\_\_\_

**Date** \_\_\_\_\_

Return to the AAPP by the designated and publicized date.

## **AL-ANON/ALATEEN AREA #23(MAINE)**

### **RESPONSIBILITIES OF GROUPS & AL-ANON MEMBERS TO ALATEEN**

Understandably, some Al-Anon members are not interested in becoming an Al-Anon Member in Alateen Service (AMIAS). But--- there **ARE** certain responsibilities to Alateen that **EVERY** Al-Anon member and **EVERY** group should be aware of and take very seriously, if we are to ensure the safety of our Alateens and AMIAS to the best of our ability.

1. Part of the application process for AMIAS applicants is to obtain a **“vote of confidence”** from their home group. This is a positive vote by the majority of voting members while the applicant is out of the room.
  - Those voting who do not know the applicant should abstain from the vote.
  - If a voter has reservations about the applicant, they should follow their heart and vote, “No.” Do not feel pressured to vote in favor of the applicant if you feel they are not appropriate to work with teens, to avoid hurt feelings. Our top priority is the safety of Alateens and AMIAS.
2. If you are asked to write a **letter of reference** for an AMIAS applicant, do this only if you know the member well.
3. If you are **asked to fill in** for an absent AMIAS and you are **not** a certified AMIAS, you **must decline**. Alateens are welcome to join Al-Anon meetings if there are not two certified AMIAS available for their meeting.
4. If you are a member of an Al-Anon **group that is sponsoring an Alateen meeting**, your group purpose is to support the Alateen meeting. Ask for **regular reports** from the AMIAS on how the meeting is going. Pay attention if you observe or hear of any inappropriate behavior by Alateens or AMIAS.
5. **Report and seek help** from your District Alateen Chair, District Representative, Area Alateen Coordinator or Area Chairperson (in that order) if necessary.
6. If your **Al-Anon group is sponsoring an Alateen group**, your group must take an annual group conscience vote to continue this sponsorship. The AAPP (Area Alateen Process Person) will be confirming annually that this vote has taken place. The group secretary should record the date of the vote in group minutes and note ahead on the group’s calendar so that the vote is done timely each year. Announcements to the group in weeks prior to the vote will ensure that all who wish to have input, will make it a point to attend.

If your Al-Anon group feels that the Alateen group is not healthy, it is appropriate to voice concerns and to decline renewing the sponsorship. Again, avoiding hurt feelings is not the priority here; ensuring a healthy Alateen group and the safety of Alateens & AMIAS is of foremost importance.