

Alateen Sponsorship Guidelines

Thank you for your interest in supporting the Alateen Family Groups!

The primary purpose of the registration process for becoming an Alateen Sponsor is to protect the safety of Alateen members. Al-Anon members interested in becoming Alateen Group Sponsors, or in being certified to be of service to Alateen if the need arises are asked to review the following information on Responsibilities of Alateen Sponsors and Requirements for Service below. Then complete the Alateen Sponsor Candidate Profile (on page 3) and the World Service Al-Anon Member Involved in Alateen Service form (on page 4).

Responsibilities of Southern Illinois Area 16 Alateen Sponsors:

- Provide a core of stability for the Alateen Group.
- Attend your Alateen meeting each week or arrange for a substitute sponsor if you are unable to attend.
- Provide a safe meeting place.
- Guide the Alateens toward working the 12 Steps for personal recovery.
- Help the Alateens take responsibility for the affairs of the group and implement the 12 Traditions and 12 Concepts.
- Encourage the participation of Alateen members in District and Area functions.
- Participate in Alateen Sponsor training when offered.
- Become familiar with A Guide to Alateen Sponsorship-An Unforgettable Adventure; Al-Anon / Alateen Service Manual; and all Al-Anon guidelines pertaining to Alateen.
- Review Southern Illinois Area 16 Guidelines and World Service Office Guidelines pertaining to Alateen sponsorship.
- Update group registration information as needed. Complete and sign Alateen Sponsor Candidate Profile and Alateen Sponsor questionnaire forms and submit to the Area Alateen Process Person annually.
- Attend your own Al-Anon meetings regularly.
- Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

REQUIREMENTS FOR ALATEEN SERVICE

Any Al-Anon member involved in Alateen service including but not limited to Alateen Sponsor, Assistant Alateen Sponsor, Area Alateen Coordinator, Area Alateen Process Person, Alternate Delegate, and Delegate must meet the following requirements:

- Shall be a minimum age of 23 years.
- Shall currently be attending Al-Anon meetings and be an active member for at least 3 consecutive years.
- Shall be a participating member of an Al-Anon home group.
- Shall not have been convicted of a felony, and has not been charged with child abuse or any other inappropriate sexual behavior, and has not demonstrated current emotional problems which could result in harm to Alateen members.

The Following Safety and Behavioral Requirements Apply to Both Alateen and Al-Anon Members involved in Alateen Service:

- Illinois South Area 16 prohibits overt or covert sexual interaction between any adult and Alateen member.
- Illinois South Area 16 prohibits conduct contrary to applicable laws of the State of Illinois.
- At least one Alateen sponsor must be present at every Alateen meeting, but Area 16 recommends two sponsors be present.
- Alateen attendance at functions away from custodial parents/legal guardians requires Parental Permission and Medical Care forms be completed (available from Area Alateen Process Person)

PROCESS FOR BECOMING AN ALATEEN SPONSOR:

1. Contact your District Representative and/or Area Alateen Coordinator and/or Area Alateen Process Person (AAPP) and complete the Alateen Sponsor Candidate Profile (page 3).
2. Provide two Al-Anon members on the candidate profile, one of whom should be your sponsor. These references should be able to attest to your participation in the program, service experience, reliability, stability, and dependability.
3. The District Representative will contact your references and verify the information on the candidate profile.
4. The Area Alateen Process Person(AAPP) will perform a background check on all candidates and notify you when your certification process is complete.
5. Obtain permission to sit in and observe one Alateen meeting.
6. If applicable, attend at least six Alateen meetings of the group you wish to sponsor. Receive a vote of confidence at the sixth meeting from the current Alateen members.
7. Please complete the Al-Anon Member Involved In Alateen Service form (page 4) and update this form any time your contact information changes.

NOTE: Complete and submit both the WSO Al-Anon Member Involved in Alateen Service (AMIAS) form, and the Area's form, Alateen Sponsor Candidate Profile, to your District Representative (DR). When applicable, include a completed Alateen Registration / Group Records Change Form.

The Alateen Sponsor Candidate Profile page (only) is resubmitted annually to the Area Alateen Process Person (AAPP) by March 1st, unless the initial certification occurred January 1 – February 28 of that year.

Removal of Alateen Sponsors

Any Alateen sponsor who has displayed inappropriate behavior, is a threat to the unity of the group, or who no longer meets the Sponsor qualifications is subject to removal.

- Any Alateen member may go to the District Representative or Area Alateen Coordinator to request removal of an Alateen Sponsor. The Area Alateen Coordinator will conduct an investigation and take appropriate action consistent with the principles of the Al-Anon program and state law.
- A committee, consisting of the Area Alateen Coordinator, Delegate, Alternate Delegate, District Representative and other World Service Committee members as needed, can recommend removal of an Alateen sponsor.
- The District, after consultation with Area Alateen Coordinator, has the responsibility to remove any Alateen sponsor who has displayed inappropriate behavior, is a threat to the unity of the group, or who no longer meets the Sponsor qualifications.

NOTE: Groups that are not in compliance with Southern Illinois Area 16 requirements will not be listed in schedules, answering service, or website.

Southern Illinois Area 16 Alateen Sponsor Candidate Profile

First & Last Name: _____

Street Address (incl. mailing address): _____

City/State: _____

Zip Code: _____ Phone: _____

Email Address: _____

Home Group Name (and ID no. if known): _____

Home Group Contact(s):

Name: _____ Phone: _____

Name: _____ Phone: _____

Note: Only Active AI-Anon members may serve as an Alateen Sponsor or Co-Sponsor Candidate.

I am at least 23 years old. (Initial) _____

I have been active in my AI-Anon program for at least 3 consecutive years. (Initial) _____

I attend at least one AI-Anon meeting per week. (Initial) _____

I make a 1-year commitment to Alateen Sponsorship (one meeting at a time). (Initial) _____

I am and have been attending Southern Illinois Area AI-Anon meetings for at least 1-year before volunteering for Sponsorship. (Initial) _____

I have not been convicted of a felony, and have not been charged with child abuse or any other inappropriate sexual behavior and have not demonstrated current emotional problems which could result in harm to Alateen members. (Initial) _____

I have read and am in compliance with Southern Illinois Area 16 Requirements for Alateen Service. (Initial) _____

I agree that the District Representative and Area Alateen Process Person (AAPP) may independently verify the information presented on this Sponsor Candidate Profile form. (Initial) _____

I have read, understand, and agree that I meet items 1 through 8 above. I agree to step down as an Alateen Sponsor Candidate or Sponsor at any time I cannot meet the criteria or if asked to resign by my District or Area. (Initial) _____

Alateen Sponsor Candidate Signature Date

Printed Sponsor Candidate Name

To the best of my knowledge, the above AI-Anon member meets the Area's Safety & Behavioral Requirements.

Authorized District / Local Signature Position Date

Printed Authorized District / Local Name

Authorized Southern Illinois Area 16 Signature Position Date

Printed Authorized Southern Illinois Area 16 Name

Al-Anon Member Involved In Alateen Service

*It is required that this form be completed by **all** Al-Anon members involved in service to Alateen.
(Please Print)*

First & Last Name:
Street Address:
City, State/Province:
Zip/Postal Code/Phone:
e-mail:
District:

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

_____ Signature _____ Date

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

_____ Authorized Area Signature _____ Area # _____ Date
 Please Print Name Below:

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.

WSO Assigned ID Number: _____

For Area Use:

Date _____

ALATEEN REGISTRATION/GROUP RECORDS CHANGE FORM

Alateen Registration/Change forms are submitted to the WSO through your area process. Please check with your Delegate, District Representative or Area Alateen Coordinator for information on where to send this form.

(1) WSO I.D. Number District Number Area Number

(2) Registration New Current Not Sure If Registered Disbanded

(3) Group type is: Closed Institution Limited Access

(4) Changes: Current Mailing Group Name Mtg Place Mtg Time Sponsor
(Check all that apply) Address (CMA) Mtg Day GR Contact

(5) Special Notes:

Language Spoken
 Mailing Language
 Special instructions, i.e. use back door, etc. _____

(6) Current Mailing Address: (All WSO group mail is sent to this address, to be taken to the group.)

Name
Street/PO Box
City State/Province
Zip/Postal Code Country
Phone Number - - E-Mail

(7) Group Name

(8) Meeting Place

(9) Meeting Address

City State/Province
Zip/Postal Code Country

(10) Alateen Age Range - (11) Day: Su Mo Tu We Th Fr Sa Time: : AM PM

(12) No. of Members

(13) Contact (if other than Sponsor). Contacts are Sponsors or other Al-Anon members involved in service.

First Name Phone # - -

**(14) GROUP SPONSORS MUST COMPLETE THE AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE FORM
THE WSO ID # WILL BE ASSIGNED**

Name (First) WSO ID # √ if OK to list as a contact?
Name (Last) Phone # - -
Name (First) WSO ID # √ if OK to list as a contact?
Name (Last) Phone # - -

For Area Use:

(15) Alateen Group Rep
Address
City State/Province
Zip/Postal Code Country
Phone Number - - E-Mail