

# Al-Anon Guidelines

The Shared Experience of Al-Anon and Alateen Members.

## Area Alateen Coordinators

G-24

**Congratulations!** You have accepted an exciting, gratifying, and challenging area of service. As an Area Alateen Coordinator, you play a vital role in the well-being of Al-Anon/Alateen as a whole.

The Area Alateen Coordinator is the vital link of communication between the WSO and the Area on matters relating to Alateen. You are a resource for Alateen and Al-Anon members at all levels of service. We appreciate that you are a current certified Al-Anon Member Involved in Alateen Service (AMIAS) and have decided to serve at the Area level. Welcome!

**Area Alateen Safety and Behavioral Requirements:** Since 2004, Areas serving Alateen have requirements that meet, or exceed, the minimums established by the 2003 Alateen Motion from the Board of Trustees\* for Al-Anon Family Group Headquarters, Inc. In order to use the Alateen name, Areas have to develop a process to certify AMIAS, register Alateen groups, and implement the Safety and Behavioral Requirements at all events in the Area that have Alateen participation.

The Alateen Coordinator is encouraged to work closely with the **Area Alateen Process Person (AAPP)**, the Area's designated contact with the WSO, who maintains the current list of certified AMIAS and communicates with the WSO and Area trusted servants as described in the Area Requirements. Some Areas designate additional responsibilities to the AAPP. For example, the Alateen Coordinator may be responsible for the training and certification of AMIAS, and the AAPP for processing Alateen group registration and changes, recertification of AMIAS, or verifying certification of members serving Alateen for Al-Anon conventions and other events with Alateen participation. In some Areas, the Area Alateen Coordinator may also serve as the AAPP; in others another member serves as the AAPP.

\*Available in the Appendix of the *Al-Anon/Alateen Service Manual* (P-24/27) on [al-anon.org](http://al-anon.org) and in the Area Alateen Coordinator community on AFG Connects.

### Relationship between the Area Alateen Coordinator, Area Alateen Process, and the AAPP

Alateen is the responsibility of the entire Area, not just the Alateen Coordinator. Evaluate your Area process annually and be sure to include in it:

- The duties and responsibilities for the Area Alateen Coordinator, AAPP, and other Area trusted servants in Alateen-related matters.
- The Area procedures to submit paperwork to certify Al-Anon Members Involved in Alateen Service (AMIAS) and to register Alateen groups.
- The Area procedures to meet the WSO June 15<sup>th</sup> deadline for the Annual Area Alateen Recertification
- The procedures to protect the personal information necessary for certification/recertification, and a timetable for record retention. Remember, it is the Area's responsibility to safeguard personal information and dispose of members' personal information properly. After certification, the individual AMIAS contact information (name, address, phone numbers, and e-mail) and current certification status is available in the Online Group Records application to the Area Alateen Coordinator, the AAPP, District Representatives (for their District only), and Area Delegate. Only the AAPP has access to edit AMIAS information in the Online Group Records application. Any lists of AMIAS generated are dated and treated confidentially. If a list is used to verify certification (for an Alateen event, for example), remember that certification can change at any time—a list is only accurate as of the time it is printed.
- A procedure for Area distribution and review of reports listing all registered Alateen groups in your Area. These are available "on demand" via the WSO Online Group Records. Work cooperatively with the AAPP and District Representative or designated trusted servants to check the list for accuracy and submit changes. **Only registered Alateen groups are able to use the Alateen name and can be listed in meeting directories and on websites.**

**Communicate!**  
**Facilitate! Educate!**  
**Coordinate!**

This guideline may be photocopied.

This piece may be adapted by a General Service structure and distributed within that structure.

- A process to ensure that all events using the Alateen name in your Area have a formal connection to the Area and comply with the Area's Requirements. If they do not meet these conditions, they cannot use the Alateen name. Area Coordinators often serve as the liaison between Alateen conferences and the Area Assembly. See the Guideline *Alateen Conferences* (G-16) for more details.
- An Area process to deal with Alateen problems when concerns arise involving Alateens or AMIAS. Some Areas have a committee that includes Area World Service Committee members, Alateen Group Sponsors, and other AMIAS.

## It is vital that the Area Alateen Coordinator and AAPP work together as a team!

Remember: The Area certifies and determines the status of AMIAS and ensures that only current certified AMIAS are connected to registered Alateen groups; an AMIAS having a WSO ID number does *not* prove certification.

## Relationship with the World Service Office (WSO)

- Area Alateen Coordinators receive communications from the WSO via the private AFG Connects community, e-mail, and occasionally postal mail. Some information is for Coordinators only; some is to be shared with the Area. Develop a process for sharing Alateen information in a timely manner.
- The WSO refers inquiries about Alateen in your Area to you. Inquiries may include assistance to start an Alateen meeting, requests for Alateen literature, or how to find Alateen speakers. Develop a process to handle these requests—you cannot do it alone! Build a team of trusted servants throughout the Area to assist you; remember to use your abundant resources.
- Area Alateen Coordinators will be sent notice by WSO of special materials and conference calls for additional support.
- The WSO is a resource for you. You are encouraged to call or email your questions and concerns to WSO Staff—share your successes and challenges.
- Please consider posting Area- sponsored Alateen events to the calendar on [al-anon.org](http://al-anon.org)
- Online resources for Area Alateen Coordinators:
  - **AFG Connects** is a private, password-protected website where information is posted for Area trusted servants.
    - The Area Alateen Coordinator community provides information on training, timely news, and discussion boards to share with other Coordinators.
    - Customizable PowerPoint training modules are found in the library and are available for your use.

- You are encouraged to explore the Alateen service resources available under the Members menu on [al-anon.org](http://al-anon.org) that can be shared with all Al-Anon members, including:
  - An “Alateen Service e-Manual,” which is compatible with WSO training modules.
  - Information on starting an Alateen group, directing members to contact their Area Alateen Coordinator for more information, and the required process to follow.
  - The current *Al-Anon/Alateen Service Manual* (P-24/27)
  - All WSO Al-Anon/Alateen Guidelines. The following provide additional supportive Alateen information:
    - *Alateen Safety Guidelines* (G-34)
    - *Starting an Alateen Group* (G-19)
    - *Alateen Conferences* (G-16)
    - *Alateen Meetings in Schools* (G-5)
    - *Al-Anon/Alateen Area Conventions* (G-20)
    - *Cooperation between Al-Anon and A.A.* (G-3)
    - *Al-Anon/Alateen Participation in an A.A. Convention* (G-7)

## Relationship with the Area Assembly and Area trusted servants

- Give creative reports at Assemblies and Area World Service Committee (AWSC) meetings. Be visible and available at Area meetings and events. Offer time to answer questions. Educating members is an ongoing effort!
- Encourage Alateen participation at Area and District meetings; acknowledge Alateen Group Representatives (GRs) who attend Assemblies.
- Encourage Al-Anon members to become certified; have information available at Al-Anon/Alateen events. Educate members about the certification process, who must be certified, and the various ways to serve Alateen in addition to serving as an Alateen Group Sponsor, as defined by the Area. Alateen service roles may include providing transportation, serving as a substitute Group Sponsor, or chaperoning at an Al-Anon event that includes Alateen participation. Identify service opportunities for members who are not certified—such as helping with an Alateen newsletter, finding workshop locations, distributing flyers, etc.
- At Area events, find creative ways to identify the AMIAS who have responsibility for the Alateens.
- Include your Area officers, AAPP, and other Area coordinators on your mailing list, to keep them informed.

## Relationship with Al-Anon Members Involved in Alateen Service (AMIAS)

- Communicate with all certified members by newsletter or regular e-mails. Let them know you are available as a resource; offer encouragement and support.
- Facilitate AMIAS meetings at Area events. Include all certified members whether or not they are serving as an Alateen Group Sponsor.
- Develop an Alateen training workshop, and train AMIAS to facilitate it. Many Areas try to “train a trainer” for each District. Schedule workshops throughout the Area.
- Suggest a getaway weekend or day long event and invite all certified members, especially those who are new or are considering Alateen service. Plan workshops, sharing time, and fun activities.

## Relationship with Districts and Al-Anon Information Services (AISs)

- Encourage Districts and AISs to have an AMIAS serve as a District contact (note that Districts or AISs may call this position a coordinator, chairperson, liaison, or other title). Stay in touch with District Alateen contacts and District Representatives (DRs) and make them a part of the Area Alateen team.
- Encourage DRs to visit local Alateen groups annually, letting groups know in advance; invite Alateen groups to participate in District/AIS activities.
- Suggest that Districts host Alateen service awareness/training workshops, or to collaborate with another District to host one.
- Include DRs and District Alateen contacts on your mailing list.

## Relationship with Alateen and Al-Anon groups

- Foster awareness that Alateen is part of Al-Anon and that whether or not an Alateen meeting is available, young people are welcome to attend Al-Anon meetings.
- Communicate with Alateen groups by newsletter or regular e-mails. Let them know that you are a resource; encourage participation in District meetings and connections with local Al-Anon groups.
- Communicate with the Alateen groups in your Area, asking in advance for a group conscience if you plan on visiting.
- Encourage groups to be informed by reading *Alateen Talk* and *The Forum*. Encourage Alateens to submit sharings and acknowledge their sharings.

## Remember: Together we can make it

- Your role is to share information provided from WSO and communicate with District Alateen contacts, the Area World Service Committee, Alateen Group Sponsors, certified AMIAS, Alateen groups, and Al-Anon members in your Area.
- Your Area supports Alateen—don’t be afraid to ask for help! Alateen safety is the responsibility of the *entire* Area, not just the Coordinator. When situations arise, reason them out with other Area trusted servants. Encourage an annual review of the Area Alateen Safety and Behavioral Requirements and processes.

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**All Al-Anon/Alateen  
Guidelines are available  
on al-anon.org**

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