

OREGON AREA ALATEEN

Effective January 1, 2005, the Oregon Area Assembly by a vote of substantial unanimity accepts The World Service Office's Minimum Safety and Behavioral Requirements as being fully applicable in the Oregon Area. Refer to WSO publication (G-34) Alateen Safety Guidelines for more information about the WSO's requirements. The current copy of all forms mentioned here are available on the Oregon Area Website in the Alateen section. The Alateen Service e-Manual found @ www.al-anon.alateen.org/members is the WSO's resource for AMIAS.

Al-Anon Members Involved in Alateen Service (AMIAS)

Each Oregon Alateen group maintains a close relationship with its District through the District Representative (DR). Serving as an Al-Anon Member Involved in Alateen Service (AMIAS) is a rewarding opportunity for growth and sharing recovery's experience, strength and hope. Al-Anon members who are also members of other 12-Step fellowships are eligible to apply for this service position. The Area Alateen Process Person (AAPP) is the sole liaison between the Oregon Area and the World Service Office and between the Area and the Background Check Unit (BCU) of the Department of Human Services. Honoring these links of service is crucial in maintaining a healthy Alateen program in our state.

AMIAS Candidate Procedures

The first step in becoming an AMIAS is to contact your local DR, who will guide you through the process, interview you personally and contact your references. The DR signs and submits application documents to the Area Alateen Process Person (AAPP). The AAPP then submits the applicant's name to the BCU.

The second step generates an email from the Criminal Information Management System (CRIMS) to the applicant. A link to informational questions is contained in this CRIMS email. After inputting the required information the applicant clicks on the submit button.

Fingerprinting is the third step in the process. The AAPP receives an email from CRIMS with two codes to use when scheduling an appointment with the fingerprinting service, *Fieldprint*. The AAPP then forwards it to the applicant. Appointments are made online at www.fieldprintoregon.com. The applicant will log in using the codes provided and select the nearest location to schedule an appointment for fingerprinting. Once the fingerprints have been taken, *Fieldprint* sends the fingerprints electronically to BCU who will email an Approved or Denied statement to the AAPP.

If the applicant passes the background check, and is eligible, the AAPP will submit a request for approval to the World Service Office. After an AMIAS Registration number is issued by the WSO, the DR and the applicant are notified that the applicant is eligible to serve and can begin working with Alateen. The District is responsible for all fees incurred by the Area for this process.

The AAPP makes an ID card and mails it to the new AMIAS. The new AMIAS should keep their ID card on their person when working with Alateens.

Oregon Area Alateen Safety Requirements (as adopted 1/1/2005)

1. Every adult working with Alateen in Oregon must have successfully completed the Al-Anon Member Involved in Alateen Service (AMIAS) process of approval. This process begins with the local District Representative (DR) and concludes with registration with the WSO with a current AMIAS Identification Number. All AMIAS cooperate with Oregon Area AAPP in keeping their current contact information up to date, especially in responding to the DR for Annual Recertification. In brief, to be considered to serve as AMIAS, the candidates must:
 - a. be an Al-Anon member regularly attending Al-Anon meetings.
 - b. be at least 21 years old.
 - c. have at least two years in Al-Anon in addition to any time spent in Alateen.
 - d. not have been convicted of a felony, not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
2. There must be at least one Alateen Group Sponsor at every Alateen meeting.
3. The Area prohibits overt or covert sexual interaction between any adult and Alateen member.
4. Any conduct contrary to applicable law is prohibited.
5. Additional Safety requirements are:
 - a. Parental Permission:
 - i. Written parental permission must be obtained prior to an Alateen attending any Al-Anon/Alateen sponsored function other than an Alateen Home Group Meeting.
 - ii. Written parental permission must be obtained prior to providing transportation for any Alateen to any Al-Anon/Alateen sponsored function (including Alateen Home Group Meetings).
 - iii. Parental proof of insurance or statement of financial responsibility for medical treatment must be obtained prior to an Alateen attending any Al-Anon/Alateen sponsored function other than an Alateen Home Group Meeting
 - iv. Written parental permission to treat (for emergency medical necessity) must be obtained prior to an Alateen attending any Al-Anon/Alateen sponsored function other than an Alateen Group Meeting.
 - b. At the 1st AWSC meeting in 2005 an Ad-hoc committee was appointed to present the groups with items (changes, additions or deletions to the above) to be voted on individually by the groups. The Ad-hoc committee solicited ideas from the groups for changes, additions or deletions to the above. <the Alateen Safety Requirements>
 - c. After legal review any portion in conflict with the law may be reviewed.
 - d. These requirements became effective 1/1/2005.
 - e. These requirements became a permanent section of the Oregon Area Handbook on 01/01/2006.

Alateen Groups

In Oregon, the AAPP is also responsible for all Alateen Group Records. The AMIAS or the District Representative contacts the AAPP about establishing a new group, closing a group, or publishing any changes to an active group's meeting place/time. The AMIAS informs the AAPP of changes to the Alateen group's Current Mailing Address (CMA) or the group's AMIAS Sponsors. The AAPP signs the official application forms and updates WSO Online

Group Records, then contacts the Oregon Area Web Coordinator to request updates to Alateen Section on the Oregon Area website.

Annual Recertification of AMIAS

The Oregon Area cooperates with WSO in annually confirming all contact information and active status for the Alateen Groups and the AMIAS. This is very important as the WSO communicates on our behalf with callers to the national **888** line and mails communications to the groups' CMAs. This process is done before July 1st of each year and involves timely communication between the District Representatives, all AMIAS and the AAPP.

Alateen Sponsor Non Compliance -- Procedures

1. When an Al-Anon Member becomes aware that a person who sponsors an Alateen group is NOT IN COMPLIANCE with the Oregon Area Alateen Safety Guidelines, that member has the responsibility to notify their District Representative, or the AAPP.
2. The District Representative has the responsibility to notify the AAPP of this person's NON-COMPLIANCE of the guidelines and advise the person in non-compliance that they must stop meeting with the Alateens.
3. If this person is the only adult member sponsoring this group, the DR must notify the group to stop using the Alateen name until they have a qualified Alateen Sponsor.
4. The AAPP notifies WSO that this group is not in compliance with our guidelines and does not have an Alateen Sponsor. WSO mails a letter to the group.

Alateen Procedures – Complaint Received

The following procedures are to be followed in the event a complaint is received. It should be noted, all complaints should be handled at the group/district level if possible. If the complaint involves non-conformity or non-compliance with the Oregon Area Alateen Safety Requirements or concerns about inappropriate behavior by an Al-Anon Member Involved in Alateen Service, the following steps must be taken. It is understood; the Area Alateen Process Person (AAPP) will take additional or slightly modified actions at his/her discretion, if appropriate, as all possible circumstances cannot be anticipated. The AAPP will take any possible course of action to successfully resolve the complaint with the minimum impact required. In all cases, the Al-Anon Member Involved in Alateen Service when asked to step down, the request will be for a voluntary resignation. The Al-Anon Member Involved in Alateen Service will be asked to contact the DR and inform them of their resignation. For the purpose of these procedures, reference is made to Al-Anon's Guideline, G-34 Alateen Safety Guidelines, for guidance and definitions of Alateens, Alateen Sponsors and Al-Anon Members Involved in Alateen Service.

1. Incidents Involving Complaints Received From Alateens

- a. The DR of the Alateen's home group must be notified.
- b. The AAPP must be notified.
- c. The Area Delegate will be notified by the AAPP. This notification is for informational purposes only. The Area Delegate will be kept informed of the progress made and of any circumstances warranted. Anonymity will be protected at all levels. Only the

minimum number of persons necessary will be provided with the names of anyone involved.

- d. The AAPP and the DR will conduct an interview of the Alateen. This interview must be conducted with both the AAPP and DR together. If the Alateen member chooses, his/her Alateen Group Sponsor and/or parents may be present **during** this process.
 - 1.1 The Alateen will be kept informed of any or all AI-Anon and/or Alateen members involved who will be interviewed.
 - 1.2 The AAPP will interview any AI-Anon member involved. To ensure anonymity, names will be disclosed only if necessary (and only as a last resort.)
- e. The AAPP will determine to the best of his/her ability the validity of the claim.
 - 1.1 If there is conflicting information, a joint meeting between the Alateen and the AI-Anon Member Involved in Alateen Service will be requested.
 - i. If the AI-Anon Member Involved in Alateen Service declines this joint meeting, this person will be asked to step down immediately.
 - ii. If the Alateen declines this joint meeting, the AI-Anon Member Involved in Alateen Service may be asked to step down or no further action will be taken. This decision will be based on the judgment of the AAPP. (See item 2.c., below).
 - 1.2 If it can be determined there is sufficient cause, the AI-Anon Member Involved in Alateen Service will be asked to step down.
 - i. Sufficient cause can be interpreted to mean for the safety and welfare of the Alateen, AI-Anon or Alateen as a whole, and may be under such circumstances where neither guilt nor innocence is implied.

2. Incidents Involving Complaints Received From Others:

(This includes anyone not directly involved with the complaint)

- a. The AAPP will investigate all complaints.
 - 1.1 The AAPP will use the Oregon Area Safety Requirements, the Oregon Area Alateen Sponsor Candidate Application, G-34 Alateen Safety Guidelines, the safety and welfare of Alateens and the “good of the program” as guiding principles.
 - 1.2 The AAPP will inform the DR of the AI-Anon Member Involved in Alateen Service to the Alateen’s home district of the investigation.
 - 1.2.1 The initial disclosure will only be that an investigation is taking place. Disclosure of specific information (names, allegations, etc.) will not be discussed at this time. More specific information may be disclosed as the investigations warrant.
- b. All initial interviews with the accused and the Alateen involved will take place in person.
 - 1.1 The AAPP and the Alateen’s home district DR will conduct an interview of the Alateen. This interview must be conducted with both the AAPP and DR together. If the Alateen member chooses, his/her Alateen Group Sponsor and/or parents may be present during this process.
 - 1.2 The AI-Anon Member Involved in Alateen Service may request the presence of his/her DR, Sponsor, Service Sponsor or other responsible AI-Anon member during the interview.
 - 1.3 Follow-up information may be gathered by other available means (e.g., phone, e-mail, other indirect communication.)
- c. The AAPP can ask any AI-Anon Member Involved in Alateen Service to resign within the scope of section 2.a.1.1 as noted above.
- d. The AAPP can ask any AI-Anon Member Involved in Alateen Service to temporarily step down at the discretion of the AAPP.