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## I. Alateen Procedures

### A. Alateen requirements and process for Missouri Area 31

Alateen requirements and process for Missouri Area 31 for all Alateen groups, Conventions, and Al-Anon members involved in Alateen service (AMIAS), and at anytime responsible for the teen members of Al-Anon. Alateen service to include not only group sponsors, but members who help with transportation, those who step in to help with meetings or Conventions, etc., otherwise known as LAP (Loving Adult Presence) in Missouri Area 31. Al-Anon members involved in Alateen service and all Alateen members must adhere to the Area's safety and behavioral requirements, or the Area will notify the WSO that those members are prohibited from participating in Alateen service.

Minimum Safety and Behavioral Requirements:

- 1 Every Al-Anon member involved with Alateen service 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, and 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 Sponsor at every Alateen meeting.
- 3 The Area requirements prohibit overt or covert sexual interaction between any adult and Alateen member.
- 4 The Area requirements prohibit conduct contrary to applicable laws.

To meet these requirements, all adult members must fill out an application form, either for a group sponsor or a LAP, verifying the above mentioned, and an AMIAS form, prior to being with the Alateens, and at the beginning of each new term, for certification. These forms will be updated and recertified with WSO by the Alateen Sponsor Coordinator annually. To certify, all persons' names and addresses are entered and checked for any abuse-type record at [www.familywatchdog.us](http://www.familywatchdog.us) and, if unknown to the AAPP, time in program will be verified through current local Alateen Sponsor or person's home group GR. 9/09

If a group or person is found to NOT be in compliance, and after exhausting every effort to encourage them to do so, the Alateen Sponsor Coordinator, after conferring with Alateen Coordinator and Area Chairperson, will report to WSO "Notification of Disqualification" any Group or person not meeting Area Minimum Safety and Behavioral Requirements

In keeping with accountability, the Alateen Sponsor Coordinator will fill out applicable forms and turn them into the Area Chairperson for verification.

In addition to the above requirements, all groups, Alateens, sponsors, and LAPs must follow Missouri Alateen Event By-laws, which includes written parental permission, and notarized transportation and medical release forms, to any event outside of their regular weekly Alateen meeting, and including the weekly meeting wherever applicable.

According to the Missouri Alateen Event By-laws, if an Alateen or any adult member in Alateen service is not in compliance with the By-laws, they will not be allowed to attend the event. Local legal counsel has reviewed all requirements, processes, and forms, including Missouri Alateen Event By-laws, and has approved "as is". 3/05

### B. Overview

- 1 The Area as a whole will support the Alateen Host Committee in making its decisions regarding the Area 31 Alateen Event. These decisions will be reported by the Area Alateen Coordinator at the Area meetings and that report will be added to the minutes. 5/10
- 2 The Missouri Alateen Super Sunday and Area 31 Alateen Event Guidelines have been voted on and approved by the Missouri Alateens and included in the *Missouri Area Alateen Procedures and Alateen Duties*. 5/10
- 3 All flyers and registration forms for all Area meetings, Assemblies, Al-Anon/Alateen Convention are to include the statement that all Alateens in attendance who are under the age of eighteen are required to submit the name of the responsible adult, with phone number,

etc. at time of registration. Also, Alateens are required to provide a notarized medical form and information/permission form (per G16) to the responsible adult. 11/95

### **C. Missouri Alateen Super Sunday and Area 31 Alateen Event Fundraiser Guidelines**

1. Sale of Fund-raisers:  
Any group desiring to sell items to benefit all members of the group, will present a written request to the host group one (1) month prior to the respective event.  
The host group/Coordinator will have the right to refuse the sale of any item/items not deemed appropriate.  
Any group holding such fund-raisers will donate 10 percent of total profits from this day of sale to the next hosting group for each event.  
The Workshops and Area 31 Alateen Event should not become fund-raising events, but opportunities for groups to add to their fund-raising goals.

### **D. Area 31 Alateen Event Guidelines**

1. A written financial report is to be given to the Alateen Coordinator for his/her report to the Area World Service Committee. 3/06  
A financial report will be given at the fall Super Sunday.  
The Coordinator and Alternate Coordinator are encouraged to participate in Alateen events and are not considered guests.
2. Guests:  
The host group will have final decision as to who will be invited as guests: Delegate, Alternate Delegate, Area Chairperson, etc.  
Expenses of guests, limited to room and meals, can be paid for as the budget allows.
3. Budget:  
Each hosting group should try to keep expenses down, working within a budget.  
Each Alateen group should make donations to the host group to help with Area 31 Alateen Event expenses.
4. Sponsor Meeting:
  - a. There will be at least one Sponsor meeting at the Area 31 Alateen Event.
  - b. This meeting will be open to all registered adults.
  - c. The host group/Coordinator will set the time, content, etc., of this meeting.
  - d. Unless an emergency, **no** Sponsor meeting will be held at the end of the Area 31 Alateen Event. This allows everyone to participate in the closing.
5. Selection of the Host Group:
  - a. The rally will be held on Saturday afternoon or the following Super Sunday.
  - b. The full body registered will meet to rally for the next host group. Each group will have one vote.
  - c. Each group desiring consideration will come before the mike and make its bid. A short explanation is sufficient.
  - d. The group receiving the majority of votes will be the next host group.
6. Registration/Registration Fees:
  - a. Registration will be open to the Alateen Coordinator and all Alateens/Adult Sponsors in Missouri. Alateen groups outside of Missouri may register, following the guidelines for Area 31 Alateen Event. 9/07
  - b. All Alateens attending an Area 31 Alateen Event must be registered with an Adult Sponsor, to whom they will be directly responsible for the duration of the event.
  - c. There will be no walk-ins. This shall be printed on the front page of the packet, near the rates.
  - d. Each Alateen participating in an Area 31 Alateen Event must have a signed, completed information/permission form, and a notarized, signed, completed medical care form (see G-16).
  - e. The host group will e-mail a packet to each Alateen group (or mail where e-mail address is not available) four to six weeks prior to the registration deadline date. 3/06
  - f. This packet will include a copy of the information/permission form, medical care form,

- conference or camp guidelines, all information regarding prices, etc.
- g. Fees for each participant will be kept to a minimum, making Area 31 Alateen Events financially affordable to all Missouri Alateens/Adult Sponsors.
7. Refunds:
    - a. There will be **NO** refunds given. This shall be printed on the front page of the flyer, under the rates.
  8. Wellness Person (AMIAS [Al-Anon Member In Alateen Service] certified in CPR and First Aid or a Nurse [LPN/RN]): 9/07
    - a. A wellness person will be on site for the duration for all functions.
    - b. A medical supply kit, including an American Red Cross First Aid Handbook, will be provided to the wellness person for use during an Area 31 Alateen Event.
    - c. The wellness person will be provided lodging and meals. He/she will be invited to attend all meals and speaker events, unconditional love exercise, and the talent show.
  9. Cameras and Picture Taking:
    - a. Respecting the anonymity of each participant, cameras and picture taking will be allowed.
    - b. It is strongly recommended, and a good idea, to ask permission before taking a picture of any participant.
    - c. Pictures taken will be only for the use of the participants and not for use at the level of press, radio, TV, and films. Pictures taken are for "memories" only; not to share with other family members and friends outside of the Alateen program.
    - d. Picture taking and cameras are allowed anytime we are gathered: talent show, dance, lodging areas, meals (except during speakers).
    - e. **NO** picture taking will be allowed during the speakers. Anyone wanting to take pictures after the speaker is finished, remember to ask permission before taking the picture.
    - f. Anyone in violation will have his/her camera taken away.
  10. Serenity Patrol:
    - a. Members of Al-Anon and A. A., acting as Serenity Patrol, or nurse, will not be invited to attend any or all meal-speaker events and the talent show. (As of 9/05)
    - b. None of the Serenity Patrol members will be provided lodging or meals.

#### **E. Alateen Workshop (Super Sunday) Guidelines**

- 1 Meeting Place:
  - a. The location for the workshop will be announced in the *Round Robin* and the information packet sent to all registered Alateen groups.
- 2 Meeting Contents:
  - a. Time will be allowed for our Area Delegate to the World Service Conference to give his/her report and discuss any business concerning the World Service Office.
  - b. Alateens and Sponsors are allowed time for separate meetings.
  - c. A combined meeting of Alateens and Sponsors will be held at which time all business, group problems, and other matters will be discussed.
  - d. Time will be allowed for Area 31 Alateen Event host groups or boards to give reports.
- 3 Meeting Dates: 5/10
  - a. The first workshop will be held on Sunday following the MO Area Spring Assembly.
  - b. The second workshop will be held the Sunday following the MO Area Day in Service.
- 4 Meeting Times:
  - a. Both workshops will be held from 9:30 a.m. to 4:00 p.m. with a ten-minute break in the morning and afternoon and one hour for lunch.
- 5 Payment for Meeting Room:
  - a. The Area will pay the meeting room fee for the Alateen Super Sunday.
- 6 The Alateen Coordinator will host the Super Sunday workshops: 5/10
  - a. Planning daily agenda.
  - b. Sending out flyers to all Missouri Area Alateen groups.
    - (1) Flyers should be sent out one month in advance, if not sooner.

- c. Sending invitations to the Area Delegate and Literature Depot Coordinator.
- d. Appoint a secretary from the attendees to:
  - (1) Take minutes.
  - (2) The minutes should be typed and printed in the *Round Robin* after each Super Sunday.
- e. Registration upon arrival of every group.
- f. Opening, closing, and chairing the meeting.

**F. Alateen Round-Up Event**

- 1 Name: The Missouri Alateen Round-Up shall continue to be called "The Missouri Alateen Round-Up."

**G. Camp Serenity Event**

- 1 Name: The Missouri Alateen camp shall be called "Camp Serenity."

**H. Temporary Change**

Missouri Alateen Round-Up and Camp Serenity shall be combined and held at camp time at camp type places. This is only a temporary change until Alateen numbers increase. (As of 9/05)

## II. Alateen Duties

### A. Missouri Alateen Event By-laws

These by-laws are based on experience, concern, and common sense, and set forth by the committee\* selected by the Alateens of Missouri on April 6<sup>th</sup>, 2003 at their business meeting, Super Sunday. It is important to the success of the event that all Sponsors and Alateens in attendance read these expectations and abide by them. All Alateens and Sponsors breaking the event by-laws will be subject to disciplinary action at the discretion of their Alateen sponsor unless otherwise stated in the by-laws. These by-laws in addition to any guidelines or rules for the specific event are to be followed at any event with Missouri Alateen and Sponsor participation\*\*. i.e., Missouri by-laws will be followed in addition to AMAC Conference rules. An event is defined as any overnight gathering unless otherwise specified in the by-laws.

1. All Alateen members, Sponsors, and Loving Adult Presences (LAPs) are responsible for themselves, remembering what they do reflects on their group, the event, and the name of Alateen.
2. All Alateens must be registered with an Adult Sponsor, to whom they will be responsible, for the duration of the event.
3. All participants must remain within the designated areas as defined by the hosting group.
4. All Alateens should arrive and leave the event as a group (with their sponsor (s)), if possible. Sponsors should have the knowledge of their Alateens' whereabouts during the event at all times. Area 31 Alateen Events are locked-in events.
5. All Alateens will be responsible for Sponsor Check-ins. At curfew, all Alateens must remain in their assigned rooms until the next Sponsor Check-in; unless accompanied by Serenity Patrol for the purpose of restroom or nurse.
6. All participants must strictly adhere to facility curfews for noise.
7. Curfew, to be set by the hosting group, must be adhered to by all Alateens to allow adult sleeping time. Remember, many adults are driving Alateens to and from this event.
8. After curfew, reasonable quietness must be maintained. e.g., if you can be heard outside your room/cabin, you are too loud.
9. All participants in guest rooms are responsible for leaving the lights on and the door open if any person NOT assigned to that room is present in the guest room. At Camp Serenity, ONLY those assigned to a specific cabin may enter that cabin and cabin doors must remain closed at all times.
10. Sponsors, LAPs, and Serenity Patrol MUST room with same sex, unless married.
11. All participants will wear appropriate clothing at all times. No pajamas outside of participants' own room or cabin. Sponsors can check the tag of a piece of clothing, to ensure that garment is not a piece of sleepwear, if the Sponsor feels the garment is questionable. Shoes and shirts must be worn anytime you leave your room or cabin. Reminder: Swimsuits are for swimming ONLY and not appropriate for meals, meetings, etc.
12. YOUR OWN name buttons/badges must be worn at all times. Buttons/badges must be worn above the waist and visible.
13. All meals, meetings, etc. are mandatory unless otherwise stated in the program.
14. All Alateens participating in this event may not leave the premises without the knowledge and permission of their Adult Sponsor, who must accompany the Alateen. Notify the hosting Sponsor if leaving the premises.
15. Possession of alcohol, drugs, drug paraphernalia, and weapons, as defined by FAA regulations, is STRICTLY FORBIDDEN. Any act deemed illegal by the state of Missouri or county in which the event is held, will ensue a quick ride home at the violator's expense.
16. Smoking is permitted in designated areas only.
17. At the start of the event, all medications (prescription and over-the-counter) and any New Medical Release Forms must be turned over to the nurse. At the end of the event, it is the responsibility of the Adult Sponsor to pick up any remaining medication.
18. Any accidents, injuries or illnesses must be reported to the Adult Sponsor, Hosting Sponsor and Nurse. NO PARTICIPANT WILL DISPENSE MEDICATIONS (OVER-THE-COUNTER OR PRESCRIPTION).
19. Anyone who removes or damages the property of the facility will be held personally responsible for such loss.

20. Alateens must comply with any Sponsor or Security personnel's request at the time. If the Alateen does not feel the request is fair, he/she should then go to his/her group Sponsor. However, Group Sponsors cannot exempt their teens from following these by-laws, but they can add to them.
21. Sponsors are responsible for the Alateens they bring to the event. Sponsors have the right to choose not to bring any Alateen they feel will not abide by the by-laws, always remembering to place principles above personalities.

**\*Committee-** At the first Super Sunday of the year, a standing committee will be elected for the year, consisting of Alateen Coordinator, the Alternate Alateen Coordinator, 4 Alateens and 4 Sponsors for any revisions of the by-laws.

**\*\*Super Sunday-** For Super Sunday only the following by-laws apply: 1,6,11,12,13,15,16,19,20, & 21

**\*\*Assembly and Al-Anon Conventions-** For Assembly and Al-Anon Conventions only the following by-laws apply: 1, 6,11,13,15,16,19,20, & 21

Any adult signing the registration form for Assembly and/or any Al-Anon Convention for a teen shall be considered the same as a Sponsor according to these by-laws.

These by-laws were created, voted on and approved unanimously by the standing committee on June 7, 2003. Updated September 12, 2004 by the standing committee.