

# **INSTRUCTIONS FOR FILLING OUT ALATEEN FORMS**

**All Three Forms should be filled out and sent in together: first to your district rep, who sends it to the Area, who sends it to the World Service Office.**

## **Al-Anon Member Involved in Alateen Service (AMIAS) Form:**

Fill out blocks for name, address, and e-mail. Sign on the First signature line and date it. You do not have a WSO Assigned ID number yet, they will fill that out. **THIS IS NOT YOUR GROUP'S NUMBER**, it is your individual sponsor number that you will get after you send your AMIAS form in. This form must now go to your District Representative, **BUT THEY DO NOT SIGN IT**. Only one person in the state can sign that form, the Authorized Area Signature, and it must be mailed to them. If you're not sure if that is you, then it's not. Your DR can write in the space that says For Area Use: They should write which district it is, and if the application goes along with a particular Alateen meeting or whether the application is for an alternate sponsor. After the Authorized Area Signature signs this form, they send it to the WSO. Each group sponsor or alternate should fill this form out individually.

## **Area 57 Al-Anon Member Involved in Alateen Service Application Form:**

Fill out the top portion of the form. Put your initial in the 7 numbered spaces if you have met the criteria listed on each line. Sign the form on the first and second signature lines and date them. This form must now go to your District Rep. They will write in the district name, the group number and Co-sponsor name and number, or you can do that for them. If you aren't affiliated with a group but are an alternate, write that so we know. Then the DR will sign this form, and then send it in (along with the AMIAS form and the Group Registration/Group Records Change Form) to the Area Authorized Signature. We will keep this form on file in the Area, it does not go to the WSO.

## **Alateen Registration/Group Records Change Form:**

At the very top of the form, we are Area #57. Fill out all boxes from sections 1 through 15 (you can also fill out section #15 since you know your group's GR, even though it says for Area Use only). It's a good idea to highlight any sections that have changed from the year before. Send this form to your DR. They can make a copy for the district group records and then send on to the Authorized Area Signature. The Area Authorized Signature can make a copy for the Area, and send this form to the Group Records Coordinator, who can make a copy and send this form to the WSO. You or your District Rep can make a copy and send to the Area Information Service/Literature Distribution Center to update directories also. An Alateen group will not be registered unless it has this form plus the AMIAS form and the Area form from 2 sponsors.