

NOTE: The “Virginia Area 57 Alateen Members and Alateen Sponsors Safety and Behavior Requirements” printed below along with attachments is the only current valid statement of the Area Alateen Requirements. Previous documents are outdated and should not be used for guidance. (APPROVED 16 OCTOBER 2011 – FALL ASSEMBLY)

NOTE: An Alateen Sponsor Commitment Renewal Letter was incorporated in the amended "Virginia Area 57 Alateen Members and Alateen Sponsors Safety and Behavioral Requirements," October 16, 2011 and is required for every current sponsor interested in continuing their Alateen service by January 30, 2012 to remain in compliance with the current Area Requirements. Certified Al-Anon Members Involved in Alateen Service (AMIAS) who wish to remain in Alateen Service agree in writing to renew their commitment to Alateen by attending a minimum of one Area Alateen Sponsor Workshop every three years from the date of their original certification, last SP 167 Recertification or last documented Area Alateen Sponsor Workshop in lieu of the former SP 167 on or before October 30, 2012. One of the minimum requirements of the World Service Office for Alateen meetings is that each group must have two certified sponsors. If the required letter to voluntarily agree to attend an Area Alateen workshop every three years is not signed by January 30, 2012 it may jeopardize the continuance of an Alateen meeting if there are not two Area certified Sponsors. The letter post marked no later than January 30, 2012 shall be sent to Jennifer Howard, Area Alateen Process Person Coordinator (AAPP), [4217 Round Hill Drive – Chesterfield, VA 23832] postmarked by January 30th, 2012 in order to remain an active, certified Alateen Sponsor.

After the letter has been sent to the AAPP, Sponsors will want to determine when their next workshop commitment date will occur. It is suggested that a Sponsor pick a workshop that will be held several months prior to their actual renewal date so they do not have a lapse in their commitment for workshop attendance. Example: An AMIAS who has not been SP 167 recertified or attended an Area Alateen Sponsor Workshop in four years is obligated by the signed Commitment Renewal Letter to attend said workshop by October 30, 2012. Those who have attended an Area Alateen Sponsor Workshop or have been SP167 certified will want to find a good place in a piece of literature or

daily reader to note a three year date from the last SP167 or workshop attendance as a reminder for their renewal workshop commitment.

**Copies of the Renewal Commitment Letter were provided to all DRs at the 2011 Fall Assembly to be disseminated to their District Alateen Sponsors and may be found in the motion at the end of these minutes and on our Area Web site: www.va-al-anon.org .

The Virginia Area 57 Alateen Members and Alateen Sponsors Safety and Behavior Requirements

APPROVED AND AFFIRMED 16 OCTOBER 2011 BY FALL ASSEMBLY

I. DEFINITION OF AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE

The WSO and Area shall define an Al-Anon Member Involved in Alateen Service as: an Al-Anon member who is directly responsible for Alateens while being of service to Alateen. This includes, but is not limited to: Alateen Group Sponsors, chaperones for Alateen, substitute Alateen Sponsors, District Alateen Coordinators, Area Alateen Coordinators, and any Al-Anon member providing transportation for Alateens to and/or from events, conferences, conventions, Assemblies, meetings, etc. For simplicity in this document, all of these individuals shall be called "Sponsors". The WSO refers to any of the above as an Al-Anon Member Involved in Alateen Service (AMIAS).

II. REQUIREMENTS FOR SPONSORSHIP

- A. Minimum age of 23.
- B. Currently attending Al-Anon meetings regularly.
- C. Must be an active Al-Anon member for the past two years in addition to any time spent in Alateen.
- D. Has never been convicted of a felony.
- E. Has not been charged with child abuse or any other inappropriate sexual behavior.
- F. Has not demonstrated or been treated for emotional problems which could result in harm to Alateen members.

III. REQUIRED RESPONSIBILITIES OF SPONSORS AND ALATEENS

- A. District and Area approval of applicant.
- B. In addition to Sponsors, the Area Alateen Coordinator is required to have Sponsor Certification.
 - i. All new sponsors or sponsors who have not resided within the state of Virginia for the previous three years shall submit a "National Criminal Background Check for Employees or Volunteer Providing Care to Children, the Elderly and Disabled". Virginia State Police form SP 24.
 - ii. Every Certified Al-Anon Member Involved in Alateen Service (AMIAS) who wishes to continue in Alateen Service will agree in writing to renew their commitment to Alateen by attending a minimum of one Area Alateen

Sponsor Workshop every three years. As Al-Anon is a program of honesty and one that supports the development of character and integrity, the Sponsor shall be responsible for maintaining his/her commitment. Validation of workshop attendance shall be sent to the Area Alateen Process Person (AAPP) and placed in the Sponsor's file. All Sponsors shall be listed as ACTIVE until October first 2012 unless the Area Alateen Process Person (AAPP) is notified by their District Representative that they are INACTIVE.

1. The Al-Anon Member Involved in Alateen Service (AMIAS) Alateen Commitment and Renewal Letter shall read: "It is recommended that Al-Anon Members Involved in Alateen Service (AMIAS) attend one Area Alateen Sponsor Workshop annually. In good faith, I, _____, commit to attend at least one Area Alateen Sponsor Workshop every three years from this date to ensure that I remain an informed and effective Certified Alateen Sponsor. Should I decide to become inactive or to retire from Alateen Service, I will notify my District Representative so that my records may be posted accordingly. Date – Signature – Area Alateen Coordinator signature – cc: to District Representative – cc: to AAPP.
 2. Every Al-Anon member who is certified, recertified or up for recertification and wants to continue in Alateen service will submit to the AAPP the Commitment Renewal Letter postmarked no later than January 30, 2012.
 3. Failure to do so will give permission for the AAPP to place the Sponsor in INACTIVATED status. District Representatives will be notified when this status is given to one of his/her District's Alateen Sponsors.
 4. Since the three year requirements stated in the Commitment Renewal Letter is a personal promise to the Area, no reminder shall be provided by the AAPP. The individual Sponsor is solely responsible for attending a minimum of one Area Alateen Sponsor Workshop every three years beginning October 30, 2012. It is highly recommended that anyone who has not attended an Area Alateen Sponsor Workshop in three years do so sooner rather than later.
 5. A certificate of Area Alateen Sponsor Workshop attendance will be placed in the Sponsor's file. Sponsors who have attended an Area Alateen Sponsor Workshop will be noted in Area reports by the AAPP or Alateen Coordinator four times a year.
 6. After January 30, 2012, an INACTIVATED status can only be changed when the Al-Anon member attends an Area Alateen Workshop and submits fingerprint cards and all the necessary forms for Certification which will include the Sponsor Commitment letter and a Workshop certificate of Attendance. As noted in this document, these certification forms can only be acquired at an Area Alateen Sponsor Workshop.
 7. All District Representatives who have submitted SP 167 forms and money orders for them between April 27, 2011 and the 2011 Fall Assembly may request a refund from the Area of \$16.00 per submission.
- C. Review and uphold the "Virginia Area 57 Alateen Members and Alateen Sponsors Safety and Behavior Requirements."
- D. Overt or covert sexual interaction between any adult and Alateen member is prohibited. Alateen members must also abide by this requirement.

- E. Conduct contrary to applicable state laws is prohibited. Alateen members must also abide by this requirement. Sponsors must be knowledgeable in regards to Virginia Code on child abuse and reporting thereof. **[See Attachment 1: Virginia code 63.2-1509]**
- F. Sponsors and Alateen members must obtain a notarized Travel Authorization and Consent to Emergency Medical Treatment Form from parents or guardian when transporting or caring for an Alateen member on any trip. **[See Attachment 2: Travel Authorization and Consent to Emergency Medical Treatment Form]** Travel Authorization and Consent to Emergency Medical Treatment form/s will be filled out and notarized and kept on the Sponsor's person until the Alateen member returns home. Alateen members are also responsible for assisting the Sponsor in obtaining parental permission and consent for medical care when applicable. **[See Attachment 3: Guideline 34]**
- G. The Area Alateen Process Person (AAPP) will be handling information that contains social security numbers and personal data; therefore, the minimum certification for the Area Alateen Process Person (AAPP) shall be the SP 167 Criminal History Name Search Request for the State of Virginia and attendance at one Area Alateen Sponsor Workshop every three years.
- H. A newly appointed AAPP shall have three months to acquire minimum certification. If he/she is already certified but has not attended an Area Alateen Sponsor Workshop for renewal in the past two years, he/she shall agree to attend the next scheduled Area Alateen Sponsor Workshop. Certificate of workshop attendance and proof of background approval shall be sent to the Area Chair prior to the ending of the three month extension period. The minimum requirement does not qualify the AAPP to be involved in Alateen Service as a Sponsor, Alternate Sponsor, Co-Sponsor or to be able to transport Alateen members.
 - i. The AAPP will keep all sensitive records in a secure location.
 - ii. Records of any and all INACTIVATED Sponsors shall be shredded after 18 months.
- I. All prospective Sponsors seeking certification as an Al-Anon Member in Alateen Service (AMIAS) and all Sponsors renewing their commitment in Alateen Service shall receive the appropriate application packet and an Area Alateen Sponsor Workshop Attendance Certificate only at an Area Alateen Sponsor Workshop.
- J. Al-Anon members who wish to be in Alateen Service will provide their District Representative with the completed forms for certification to be sent to the AAPP.

IV. STRONGLY RECOMMENDED FOR SPONSORSHIP

- A. Parents are advised against sponsoring a group their child may attend.
- B. Have an understanding of how the Twelve Steps, Twelve Traditions and Twelve Concepts are utilized in recovery, and keep the focus on the Al-Anon program at all Alateen functions.
- C. Participate in District and Area workshops.
- D. Know your District Representative, District Alateen Coordinator (if applicable), Area Alateen Coordinator and Area Alateen Process Person (AAPP).
- E. Encourage Alateen participation at District and Area functions.
- F. Become familiar with Alateen literature.

V. REQUIREMENTS FOR GROUP REGISTRATION AND AREA PROCESS

This is the Virginia Area Process for Registration of all Alateen groups in the state, effective 12/31/04

- A. Each group must have two certified sponsors approved by the District and Area per Alateen group prior to a new meeting forming. **[See Attachment 4: Guideline 19]–**

- i. In order to maintain ACTIVE Alateen Group status, there must always be two Sponsors and a CMA (Current Mailing Address) for each Alateen Group.
 - ii. There must be at least one Sponsor at every Alateen Meeting.
 - iii. It is strongly recommended that Alateen groups be held the same night, place and time as AI-Anon meetings.
- B. The Sponsors must meet the Requirements and Responsibilities listed above and complete a satisfactory background check.
 - i. After receiving a satisfactory background check and the WSO # is assigned and provided to the AAPP, then the AAPP will notify the District Representative that the applicant has met the certification requirements and he/she may begin Alateen Service.
 - ii. The District Representative will notify the Sponsors when their background checks have been approved.
 - iii. The Sponsors then register the Group at the Area level by notifying the AAPP with an Alateen Registration/Group Records Change form.
- C. Each new Alateen Group is registered by sending a completed Alateen Registration/Group Record Change Form to the Area Alateen Process Person (AAPP.) [see Attachment 5: Alateen Registration/Group Records Change Form]
 - i. Once the Area Alateen Process Person (AAPP) confirms that the process has been completed satisfactorily:
 - 1. The AAPP sends the Alateen Registration/Group Records Change Form to the World Service Office (WSO) and to the Area Group Records Coordinator.
 - 2. The Group is then registered and given a WSO Group number so that it may receive mail from the District, the Area and the World Service Office.
- D. *No changes made beyond this point except for a couple of punctuation and grammatical* The District Representative or his/her appointed volunteer is responsible for information regarding every Alateen Group and Sponsor within his/her District and will be asked for that information annually anytime after April first by the AAPP on behalf of the WSO.
 - i. The information provided by the District Representative in the AAPP file will be the sole source of information to determine if the Alateen Group or Sponsors are in compliance, and if they are ACTIVE or INACTIVE.
- E. Completed background check forms are returned to the Area Alateen Process Person (AAPP) from the State Police/FBI.
 - i. Once the fingerprint card is received by the AAPP and meets the criteria, he/she will sign the necessary forms and send them to the World Service Office (WSO).
- F. Each year the Group CMA (Current Mailing Address) will submit a completed Alateen Annual Update Sheet. (This sheet is provided by the WSO directly to the CMA to be reviewed, corrected as needed, signed and sent to the Area Alateen Process Person (AAPP). [See Attachment 6: Alateen Annual Update Sheet]
- G. Each year the WSO sends the Area Alateen Process Person (AAPP) an Alateen Printout form to verify Sponsor compliance. Based on the information in the AAPP files which has been provided by the District Representatives, the AAPP returns the form to WSO with any corrections or alterations. [See Attachment 7: Alateen Printout form]
 - i. Those Groups without the required forms completed and received by the AAPP by June first annually will be considered not to have met the requirements and will not be included in District, Area or WSO listings.
 - 1. The Area and Districts must drop listing and references to any Group within their Area or Districts who do not comply with the

Requirements. The Area Alateen Process Person (AAPP) and District Representatives will both be responsible for notifying said Groups to cease and desist utilizing the Alateen name. Any Group not in compliance will also not be listed with WSO, and will be considered disbanded.

- H. The Area Alateen Coordinator, Area Officers and Area Group Records Coordinator shall have access to AAPP records.
 - I. Non current and inactivated Alateen Sponsor and/or Group records may be shredded after 18 months.
 - J. The AAPP shall retain the Area 57 Alateen Group and Sponsor records in a secure location.
 - K. At two VAWSC (Virginia Area World Service Committee) Meetings and two Assemblies each year, the AAPP will provide current Sponsor and Alateen Group information to District Representatives.
 - L. Districts will submit to the Area Alateen Process Person (AAPP) all information necessary to validate that each Alateen Group and Sponsor meet the criteria of the Requirements. This information is provided whenever the AAPP indicates hashed needs updated information for his/her records or the WSO records (known as the WSO Annual Recertification). The AAPP will report to WSO in the WSO Annual Recertification the information as it is in the AAPP records as of June first of each year.
 - M. The Al-Anon Family Groups, Inc. World Service Office (WSO) is located in the Virginia Beach District 27 and requires several of its employees to be Sponsors in compliance with the Virginia Area 57 Alateen Members and Alateen Sponsors Safety and Behavior Requirements. All Alateen Sponsor process transactions with the World Service Office will be handled directly through the Area Alateen Process Person (AAPP) and not the local district Representative. The World Service Office will pay for all expenses associated with each staff member's certification and any renewal requirements. Otherwise, payment for any expenses associated with the process of meeting the Requirements are to be paid for by the District in which the Alateen meeting is held.
 - N. The district in which the Alateen Group meets must have a District Representative in order for the Alateen Group to remain in compliance with the area Requirements herein.
- VI. AREA PROCESS DEADLINES FOR COMPLIANCE AFTER CERTIFICATION AND/OR ALATEEN GROUP REGISTRATION**
- A. January 30, 2012: Letter of Renewal Commitment
 - B. Every three years: Area Alateen Sponsor Workshop Attendance Certificate
 - C. June first annually: Annual Update Sheet from WSO reviewed, corrected as needed and sent to the AAPP
- VII. ALATEEN CONFERENCE/CONVENTION/ASSEMBLY (C/C/A) REQUIREMENTS FOR SPONSORS/AMIAS BEFORE THE C/C/A**
- A. Make enough copies of the Conference Packet (General Information, Permission Slip, and C/C/A Requirements) for each member of the group interested in attending.
 - B. Have the "C/C/A Requirements" read and discussed by your Group before the C/C/A event. Sponsors are also required to abide by these Guidelines.
 - C. Pre-register your Group as soon as possible.
 - D. Sponsors should use discretion in bringing any Alateen to C/C/A. Normally only those individuals who have been active in the program for

the past three months should be considered. Remember you and the Alateens you are escorting are representing Alateen and should be respectful of that fact. [NOTE: Remember, adults are not personal sponsors to Alateens.]

- E. Each group shall bring one male sponsor for every five or less male registrants and one female sponsor for every five or less female registrants. All Sponsors need to have been approved through the Area process and include their WSO number on the C/C/A Registration form if they are going to be responsible for the care or transport of Alateens. **Please bring only the number of sponsors necessary for your Group. ONE PER FIVE! NO Alateen may come to the C/C/A without a sponsor. This Sponsor/Alateen ratio may be less at Conventions or Assemblies due to size of rooms available and requirement that Sponsors are in the same rooms as Alateens. [NOTE: Adults and Alateens should not share a bed.]**
- F. Do not leave your Area without Travel Permission Slips and Medical Forms in hand **[See Attachment 4]. NO ONE (ALATEEN OR SPONSOR)** will be permitted to attend the C/C/A without a Travel Permission Slip and Medical Form. All Alateen permission slips must have the notarized signature of a parent or guardian.
- G. Military dependents must bring their military I.D. cards. All others must have their medical insurance number or a number of a responsible party on their Permission Slip/Medical Form.
- H. If parents of C/C/A attendees are going to be out of town during the Conference weekend, Sponsors must make sure to have a telephone number where they can be reached in case of an emergency.
- I. Remind C/C/A attendees to leave C/C/A information with their parents.
- J. RE-READ "C/C/A Requirements" in the car while traveling to the C/C/A.

VIII. CONFERENCE/CONVENTION/ASSEMBLY REQUIREMENTS FOR ALL SPONSORS AND ALATEEN MEMBERS DURING THE C/M/A

- A. Sponsors of each Group assume full responsibility for the conduct and safety of their own Group.
- B. All Sponsors should be responsible for all Alateens and Young Alateens – helping and comforting if lost or in trouble.
- C. The conduct expected of those attending C/C/A should be clearly understood by all before leaving the home Area.
- D. Room assignments will be made by the housing committee. The room assignments are made for the duration of the C/C/A and rooms WILL NOT be changed without the specific permission of the Housing Committee or the Board.
 - i. Know the housing location of each of your Group members.
 - ii. Check each room for good order before leaving the C/C/A.
- E. All males and females will be housed in separate rooms/facilities. There will be ABSOLUTELY NO VISITING by members of the opposite sex.
- F. All curfews as set forth by each C/C/A must be adhered to by all and will be STRICTLY ENFORCED.

- i. POSSESSION OF WEAPONS, ALCOHOL, DRUGS, AND/OR DISPLAY OF VIOLENT OR DISRUPTIVE BEHAVIOR ARE STRICTLY FORBIDDEN.
 - ii. THE C/C/A WILL DISMISS ANY VIOLATOR/S FROM THE C/C/A.
 - iii. Parents will be notified and requested to remove the violator/s from the C/C/A site.
 - iv. THERE WILL BE NO EXCEPTIONS.
- G. All registrants are required to attend all C/C/A sessions and meals, as set forth in the Requirements for that event. Sponsors will insure all Alateens under their supervision understand these Requirements.
- H. Persons from the age of 7 through 19 from a practicing Alateen Group, with the Sponsor's approval, are welcome.
- I. Suggest that each Alateen member check with their Group Sponsor at least once each morning and once each afternoon. (A simple "Hi" would be sufficient.)
- J. Sponsors, try to have at least ONE meal with your Group each day.
- K. Sponsors, set a good example. Participate in and share with Alateens in as many activities as possible.
- L. No registrants may leave the C/C/A facilities at any time without permission from the Sponsor and Chairman of the event.
- M. All fees are payable by check or money order made out to the C/C/A. DO NOT SEND OR BRING ANY CASH, PLEASE.
- N. The C/C/A will not be responsible for the loss of articles of clothing and/or personal effects. Personal identification is suggested.
- O. NO PETS are allowed at the C/C/A.
- P. NO CAMPING is allowed at the C/C/A.
- Q. Electronic equipment should not be brought to the Conference. The Board should be notified of any emergency needs for cell phones, and these should not be turned on in meetings except with permission of the Conference Board.
- R. SEXUAL ACTIVITY IS A VIOLATION OF C/C/A. VIOLATORS WILL BE DEALT WITH AT THE BOARD'S OR COMMITTEE'S DISCRETION.
 - i. Overt or covert sexual interaction between any adult and Alateen member is prohibited.
 - ii. Overt or covert sexual interaction between Alateen members is prohibited.
- S. Virginia State Law prohibits the purchase or possession of tobacco products by anyone under the age of 18. (Virginia Code 18.2-371.2.)
- T. Conduct contrary to applicable state laws is prohibited.
- U. All violators of these C/C/A Requirements are subject to dismissal from the C/C/A. Dismissal may mean the removal of the whole Group if the Sponsor must escort said individual home due to lack of parent or guardian availability.
 - i. Violators will be turned over to the appropriate governing body for appropriate action.

- V. Sponsors from states outside of Virginia will be accepted at Alateen Conferences as long as they are certified by their HOME AREA in accordance with World Service Office standards and their HOME AREA has verified current ACTIVE CERTIFICATION STATUS.
- W. Each Sponsor should review with all Alateens the "Alateen Safety Guidelines" (G-34). **[See Attachment 5]**

IX. GUESTS

A. ALATEEN MEETINGS

- i. Alateen meetings are closed meetings. Only the Alateen Group Sponsors, Alateen members and prospective Alateen members may attend. (See 2010-2013 Al-Anon/Alateen Service Manual, page 85)
 - 1. Alateen Groups may plan an annual open meeting to allow others to attend.

B. ALATEEN CONFERENCES

- i. Most Alateen Conferences are closed events for Alateens and their Alateen Group Sponsors only. An Alateen Conference with an open meeting/s should develop a way to identify the Area Certified Sponsors (AMIAS) and a safety plan to insure that the Alateens are always in their care.
- ii. Alateen Conference Committees may invite guests as speakers. These guests should be identified to everyone attending the Conference.
 - 1. Special name tags should be worn by guests to allow everyone attending the Conference the ability to readily identify who is a guest.
 - 2. Guests should never be housed in rooms with any Alateen.
 - 3. Conference Boards may invite guests to participate in workshops at Conferences provided that at least one AMIAS certified Sponsor is present during the workshop.
 - 4. The Anonymity statement should be read aloud at the start of each meeting being attended by any guest.

NOTE: *The following renewal letter as incorporated in the amended "Virginia Area 57 Alateen Members and Alateen Sponsors Safety and Behavioral Requirements" must be received by every sponsor interested in continuing their Alateen service by January 30, 2012. One of the minimum requirements of the World Service Office for Alateen meetings is that each must have two certified sponsors. If the required letter to voluntarily agree to attend an Area Alateen workshop every three years is not signed, it may jeopardize the continuance of an Alateen meeting without two certified Sponsors. The required renewal letter will guarantee that the Alateen Sponsor is Area certified and gives every sponsor from now until October 30th, 2012 to attend their first workshop which will meet their personal commitment for the next three years. No one will follow*

up the Sponsor to attend a workshop. The letter received by Jennifer Howard, Area Alateen Process Person Coordinator (AAPP), [4217 Round Hill Drive - Chesterfield, VA 23832] postmarked by January 30th, 2012 is the only requirement.

The Virginia Area Al-Anon Assembly Alateen Sponsor Renewal Commitment

It is recommended that Al-Anon Members in Alateen Service (AMIAS) attend one Area Alateen Sponsor Workshop annually.

In good faith, I, _____, commit to attend at least one Area Alateen Workshop every three years from this date to ensure that I remain an informed and effective Certified Alateen Sponsor.

Should I decide to become inactive or to retire from Alateen Service, I will notify my District Representative so that my records may be posted accordingly.

Signature

Printed Name

Area Signature

Date _____

*cc: District Representative
Area Alateen Process Person*

NOTE: Every Certified Al-Anon Member Involved in Alateen Service (AMIAS) who wishes to remain in Alateen Service will agree in writing (Alateen Sponsor Commitment Renewal Letter shown below) to renew their commitment to Alateen by attending a minimum of one Area Alateen Sponsor Workshop every three years from the date of their original certification, last SP 167 Recertification or last documented Area Alateen Sponsor Workshop in lieu of the former SP 167 on or before October 30, 2012. (Example: An AMIAS who has not been SP 167 recertified or attended an Area Alateen Sponsor Workshop in four years is obligated by the signed Commitment Renewal Letter to attend said workshop by October 30, 2012.)

****Copies of the Renewal Commitment Letter were provided to all DRs for all Sponsors in their Districts at the close of Assembly.**

ATTACHMENTS

Attachment 1: VIRGINIA STATE LAW REGARDING CHILD ABUSE REPORTING

Virginia State Law SS 63.2-1509. Physicians, nurses, teachers, etc., to report certain injuries to children; penalty for failure to report.

- A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:
1. Any person licensed to practice medicine or any of the healing arts;
 2. Any hospital resident or intern, and any person employed in the nursing profession;
 3. Any person employed as a social worker;
 4. Any probation officer;
 5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
 6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
 7. Any mental health professional;
 8. Any law-enforcement officer or animal control officer;
 9. Any mediator eligible to receive court referrals pursuant to SS 8.01-576.8;
 10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
 11. ***Any person associated with or employed by any private organization responsible for the care, custody or control of children;**
 12. Any person who is designated a court-appointed special advocate pursuant to Article 5 (SS 9.1-151 et seq.) of Chapter 1 of Title 9.1;
 13. Any person, over the age of 18 years, who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;
 14. Any person employed by a local department as defined in SS 63.2-100 who determines eligibility for public assistance; and
 15. Any emergency medical services personnel certified by the Board of Health pursuant to SS 32.1-111.5, unless such personnel immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith.

This subsection shall not apply to any regular minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church as it relates to (i) information required by the doctrine of the religious organization or denomination to be kept in a confidential manner or (ii) information that would be subject to SS 8.01-400 or 19.2-271.3 if offered as evidence in court.

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hotline.

If an employee of the local department is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the Department in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department on a form prescribed by the Board. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for this suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records, or reports that document the basis for the report.

All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. SS 1233g). Provision of such information, records, and reports by a health-care provider shall not be prohibited by SS 8.01-399. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

- B. For purposes of subsection A, "reason to suspect that a child is abused or neglected" shall include (i) a finding made by an attending physician within seven days of a child's birth that the results of a blood or urine test conducted within 48 hours of the birth of the child indicate the presence of a controlled substance not prescribed for the mother by a physician; (ii) a finding by an attending physician made within 48 hours of a child's birth that the child was born dependent on a controlled substance which was not prescribed by a physician for the mother and has demonstrated withdrawal symptoms; (iii) a diagnosis by an attending physician made within seven days of a child's birth that the child has an illness, disease or condition which, to a reasonable degree of medical certainty, is attributable to in utero exposure to a controlled substance which was not prescribed by a physician for the mother or the child; or (iv) a diagnosis by an attending physician made within seven days of a child's birth that the child has fetal alcohol syndrome attributable to in utero exposure to alcohol. When "reason to suspect" is based upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report.
- C. Any person who makes a report or provides records of information pursuant to subsection A or who testifies in any judicial proceeding arising from such report, records, or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report, records, information, or testimony, unless such person acted in bad faith or with malicious purpose.
- D. Any person required to file a report pursuant to this section who fails to do so within 72 hours of his first suspicion of child abuse or neglect shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$100 nor more than \$1,000.

(1975, c. 341, SS 63.1-248.3; 1976, c. 348; 1978, c. 747; 1993, c. 443; 1994, c. 840; 1995, c. 810; 1998, cc. 704, 716; 1999, c. 606; 2000, c. 500; 2001, c. 853; 2002, cc. 747, 860; 2006, cc. 530, 801; 2008, cc. 43, 268.)

Copied from <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+63.2-1509>

2/28/2010

Attachment 2: TRAVEL AUTHORIZATION AND CONSENT TO EMERGENCY MEDICAL TREATMENT

All Conference attendees must complete and bring to the Conference/Convention/Assembly. Sponsors retain during

travel to and from any event. No permission slip, no admittance.

I hereby grant permission for my child,
_____ Age _____

Who is a minor with a Date of Birth of _____ to take part in
the _____ Conference/Convention/Assembly
located at _____ (town/state) on the following
dates _____. I agree to hold the Conference/Convention/Assembly
and Virginia Area harmless for any or all occurrences that might occur while my son/
daughter is away from home.

I agree that _____ is in charge and will at all times
make decisions in the best interest of my child. In case of accident or the need of
emergency medical attention, the person designated above has my permission to use
his/her best judgment. I hereby authorize the person designated above to obtain any
emergency medical care necessary for my son/daughter at any licensed medical or
dental location during the Conference/Convention/Assembly weekend.

It is understood that this authorization is given in advance of any specific diagnosis,
treatment or hospital care that might be required and is given to provide authority and
power to the licensed medical or dental professional in the exercise of his/her best
judgment in an emergency for my child in my absence.

(Sign in presence of a notary public)

Signed by Parent or Legal
Guardian _____

Print Name _____
Date _____

All Conference Attendees, including those over age 18, should complete the following:

Home Phone _____ Emergency
Phone _____

Company_____

Number: _____

Number: _____

conditions: _____

Signature – of Parent or Guardian,(if under 18)

Attachment 4: Guideline G-19

Attachment 5: Alateen Registration/Group Records Change Form

Attachment 6: Alateen Annual Update Sheet

Attachment 7: Alateen Printout Form