

May 20, 2011

To: The Virginia Area World Service Committee and Potential Alateen Sponsor Applicants:

The following instructions are not new Area policies. These instructions have been written to combine and clarify various instructions sheets into one as an attempt to clarify the **Interim Alateen Sponsor Certification process**. The expectations of the Applicant and the DR have not been changed. The importance of communications and record keeping between all parties has been emphasized. Any policy recommendations to the Virginia Area 57 Alateen Sponsorship and Behavior Requirements will be presented to the VAWSC prior to the Fall Assembly 2011. The current Virginia Area 57 Alateen Sponsorship and Behavior Requirements can be found at our Virginia web site under Alateen and then "Alateen information." www.va-al-anon.org.

All applicants requiring Certification to be an Alateen Sponsor are asked to communicate **first** with their District Representative (DR) that they are interested in becoming a Certified Alateen Sponsor. The DR will know if additional sponsors are needed for the District or for related Alateen activities/service. The DR will also be able to determine if the applicant meets the basic Area requirements before money is spent on fingerprinting, etc.

The Virginia Area requires two Certified Alateen Sponsors to start an Alateen Meeting thus "Co-Sponsors." An Alternate Sponsor is not associated with a group but wishes to be involved in Alateen Service to transport teens or to fill in if a Co-Sponsor needs a substitute or to help in an Alateen meeting or other service to Alateens.

Please note: Alateen members cannot be transported by anyone other than an Alateen Certified Sponsor and each person transporting (Alateen Certified Sponsors) or being transported must have completed an Area approved Travel Authorization and Consent to Emergency Treatment form. This form can be found on the Virginia Area web site www.va-al-anon.org. If you are interested in transporting Alateens as your Alateen Service, the WSO minimal safety guidelines require that you complete the process for Certification prior to transporting Alateens. As an Area we can expand the requirements set forth by the World Service Conference; however, we cannot make them less than those minimal requirements. Information regarding the World Service Office and World Service Office Conference Alateen Safety and Behavioral Requirements begins on p. 83 of your Al-Anon Alateen Service Manual 2010-2013. In addition the Guideline #34 will cover the issue of Alateen transportation issue on the page headed "Keeping it Safe What Can Al-Anon As A whole Do?"

Two Certified Alateen Sponsors are strongly recommended whenever Alateens are gathered for an Alateen function. Special instructions are available for Certified Sponsor ratio to teens, etc. for Area Alateen conferences/assemblies/conventions which can be found as part of the Virginia Area 57 Alateen Sponsorship and Behavior Requirements dated May 3, 2009 located under Alateen and then "Alateen information" on the Virginia web site www.va-al-anon.org.

Respectfully submitted,

Phyllis Mullaney

Interim Area Alateen Process Person (AAPP)

Task Force to Evaluate, Develop and Clarify Virginia Area Alateen Process, Chair

May 20, 2011

Steps for applying to be a Virginia Area Alateen Sponsor, Co Sponsor, or Alternate Sponsor

Step #1

Form #1: Al-Anon Member Involved in Alateen Service (AMIAS) an Al-Anon Family Groups World Service Office form.

1. Fill out blocks for name, address, and e-mail. Sign and date on the first signature line. *The second signature line is to be left blank.* **Only one person in the state can sign in the second signature line; the Area Alateen Process Person (AAPP).**
2. Please leave the WSO Assigned ID number blank.
3. The ID number is a means by which the World Service Office tracks who is an Alateen certified Sponsor. The AAPP will be responsible for insuring that the WSO does provide the number as this is the final indicator that the applicant is in the system of certified Alateen Sponsors. The ID number should not prohibit the AAPP from alerting the DR when the background checks and all parts of the application for Alateen Sponsor Certification have been reviewed and approved for Alateen Service.

Form #2 Area 57 Al-Anon Member Involved in Alateen Service Application

1. Fill out the top portion of the form.
2. Initial in the 7 numbered spaces if you have met the criteria listed on each line. Read, sign and date the form on the first and second signature lines.
3. If the DR believes the Al-Anon Member meets the Virginia Area 57 Alateen Sponsorship and Behavior Requirements he or she signs the Area 57 form in the "for District Use" box and fills in the group number.
4. If this application is for Co-Sponsors intending to start an Alateen meeting the Co-Sponsor name must be inserted. *See instructions for starting an Alateen meeting for further information.*
5. Although there is not a place for it in the "District Use" box, **please** indicate if this Area 57 application is for an Alateen Sponsor or an Alternate Alateen Sponsor. This form is retained in the Area files.

Step #2

If you have read the Virginia Area 57 Alateen Sponsorship and Behavior Requirements dated May 3, 2009 (found under Alateen on the Virginia web site www.va-al-anon.org) and believe you are qualified, 23 years old, an active Al-Anon member for 2 years, attends at least one Al-Anon meeting a week, has never been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated or been treated for emotional problems which could result in harm to Alateen members then proceed to "Fingerprints."

Fingerprints

Call ahead of time to find out if your local Police will supply fingerprint cards (the Virginia State Police will provide cards) and to determine what days and times that the local or State Police provide the service. Determine what type payment they will accept, check, credit card, cash, etc. TWO completed finger print cards are required for the Alateen Sponsor certification.

The charge for two cards is usually \$15.00 to \$20.00.

Take these instructions with you.

Complete the fingerprint card as follows:

1. **Do not sign the card** until you are in front of the person conducting the fingerprinting.
2. Use a black pen print all information.
3. Complete, residence of person fingerprinted, date, employer and address which is "Virginia Area AFG Assembly, 4205 Chesapeake Ave, Hampton, VA 23669."
4. Reason fingerprinted enter "NCP/VCA Volunteer."
5. Center top of the card: enter name and aliases (AKA's), citizenship, armed forces MNU, social security number,
6. In the "miscellaneous no. (MNU)," enter 3104.
7. Insert in the ORI box VASP0000 Crim Rec Exchg.
8. Fill in the line sex, race, hgt, wgt, eyes, hair and DOB.
9. Make sure the signature of the "Official taking fingerprints" is complete and dated.
10. Keep the receipt for fingerprint card payment for reimbursement from your DR.

Note: When the AAPP receives the complete application package from the DR, one of the fingerprint cards along with the SP 24 (described next) is sent to the Virginia State Police who processes the card and then forwards it to the Federal Bureau of Investigation (FBI). The reason for two fingerprint cards is in the event the first cannot be read by the FBI, the second one can be sent in by the AAPP called a "reprint." There are no additional charges for the "reprint." Please be advised that if both cards fail, there are no further directions in our current Area 57 Alateen Sponsorship and Behavior Requirements dated May 3, 2009; therefore, the application will be considered failed due to inability to provide satisfactory fingerprints. This failure is not in any way related to criminal activity failure; some people have compromised their fingerprints through their work, i.e., chemicals, paper, construction, etc. The other opportunity for failure is if the Virginia State Police find a significant negative in the applicant's background prior to it being sent to the FBI; the fingerprint card will be returned as "failed to meet criteria" with no further explanation. There is a State Police procedure to appeal a failure if it is relative to the background check.

Form #3 SP24 (found on line at Virginia State Police) National Criminal Background Check for Employees or Volunteers Providing Care to Children, the Elderly and Disabled.

Complete the "to be completed by Applicant/Volunteer" section, sign and date. Leave the "to be completed by Qualified Business or Organization" blank.

Step #3

Contact your DR and ask him or her to meet with you as you have completed all the steps for the Alateen Sponsor approval process. Set the meeting for a convenient time and date so that the DR can have with him/her a District check or money order to reimburse you for fingerprinting expense.

Your completed package should include:

2 fingerprint cards

Receipt for the cost of fingerprints

Completed forms 1, 2 and 3. Please bring a copy of the Forms 1, 2 and 3 for the DR records and retain copies for your records.

If the DR agrees to sign your Area 57 form, he or she will send your completed package in an envelope that will not fold the fingerprint cards (include a piece of cardboard) to the current AAPP and to include a money order for \$26.00 made out to the Virginia State Police for the background check process. The DR will retain the receipt for the money order attached to your copies of the completed forms. The AAPP will

inform the DR that the applicant's background check has met the criteria and log the "certified date" so the District will know when to notify Sponsors for their three year recertification. Districts that are having financial challenges may request assistance from the Area for Sponsor Certification expenses (4/1/06 VAWSC).

Current/Interim AAPP
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The Virginia State Police have informed us to request a background check status report after 30 days with the intent of the process being completed prior to 30 days. Reprints, forms received by the AAPP that are incorrect will extend the approval process time line.

If an Alateen Group Sponsor becomes inactive, the District Representative will send an Alateen Registration/Group Records Change Form which can be downloaded from the www.va-al-anon.org under Alateen. Every Alateen group must have two Certified Sponsors assigned to it at all times. Every change, no matter how insignificant it might seem shall be identified and the Alateen Registration/Group Records Change Form completed by the District and sent to the AAPP. Current Mailing Address (CMA) an Alateen Group must be one of the Certified Sponsors for that group. The CMA cannot be a member of an Alateen group.

If a Sponsor chooses to end his/her service to Alateen for any reason she or he will notify the DR. The DR sends the information to the AAPP in writing and the AAPP will complete the Al-Anon Member Involved in Alateen Service Status Change found only on the AAPP's e-communities WSO web site. The completed form will be signed by the AAPP and forwarded to the WSO. A copy of the form will be sent to the DR indicating that the process is complete and notify the DR if an Alateen group is out of compliance with the Virginia Area 57 Alateen.

Revised by:
The Alateen Task Force May 20, 2011
Chairperson
Phyllis A. Mullaney
Panel 50
Virginia

Area Chairperson
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