

## **OREGON AREA ALATEEN SAFETY REQUIREMENTS**

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:

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 a 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 prohibits overt or covert sexual interaction between any adult and Alateen member.
4. Any conduct contrary to applicable law is prohibited.

In addition to the above the following apply:

1. Satisfactory Background Check must be passed: (Prior to becoming a member involved in Alateen Service) - Fingerprint based (Oregon State Police) - the District would be responsible for the cost. The Area Alateen Process Person would be the recipient of the results and would inform the DR of the appropriate District whether the potential sponsor meets this requirement. (Note: In order for those persons involved in Alateen Service prior to the inception of these guidelines to meet this requirement; they must pass a Background Check within six months of implementation of these guidelines.

### 2. PARENTAL PERMISSION:

- a. Written parental permission must be obtained prior to an Alateen attending any Al-Anon/Alateen sponsored function other than an Alateen Home Group Meeting.
- b. 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).

- c. Parental proof of insurance or statement of financial responsibility for medical treatment must be obtained prior to an Alateen attending any AI-Anon/Alateen sponsored function other than an Alateen Home Group Meeting
- d. Written parental permission to treat (for emergency medical necessity) must be obtained prior to an Alateen attending any AI-Anon/Alateen sponsored function other than an Alateen Group Meeting.

3. At the 1<sup>st</sup> AWSC meeting in 2005 an Ad-hoc committee will be 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 will solicit ideas from the groups for changes, additions or deletions to the above.

- 4. After legal review any portion in conflict with the law may be reviewed.
- 5. These requirements become effective 1/1/2005.
- 6. These requirements become a permanent section of the Oregon Area Handbook on 1/1/2006.

## Oregon Area Alateen Sponsor Candidate Procedures

**NOTE: APPLICANT DOES NOT PARTICIPATE IN ANY ALATEEN FUNCTION UNTIL APPROVED AND NOTIFIED BY THE DR.**

1. CONTACT DISTRICT REPRESENTATIVE. (To get the 2 forms: the Oregon Area Sponsor Application and the WSO Al-Anon Member Involved in Alateen Service form AND a copy of the Oregon Area Alateen Safety Requirements.)
2. COMPLETE THE FORMS AND RETURN THEM TO THE DR. Who will then check the references.
3. THE DISTRICT REPRESENTATIVE REVIEWS THE FORMS (with the applicant), SIGNS THE FORMS AND SENDS THE PAPERWORK TO THE AAPP (Area Alateen Process Person).
4. APPLICANT COMPLETES THE PROCESS FOR CONDUCTING THE O.S.P. (Oregon State Police) BACKGROUND CHECK. (The district representative has the information on how to proceed, and the district will pay for this)
5. WHEN THE AAPP RECEIVES A "PASS" FROM THE OREGON STATE POLICE, THE AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE FORM IS THEN FORWARDED TO THE WSO.
6. WHEN THE WSO RETURNS THE AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE WITH AN ID# TO THE AAPP, THE AAPP NOTIFIES THE DR OF THE ID# AND THE DR NOTIFIES THE APPLICANT THAT THEY CAN BECOME AN ALATEEN SPONSOR.

**APPLICANTS NEED TO KEEP THEIR ID# AVAILABLE.**

## **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.

## OREGON AREA ALATEEN SPONSOR CANDIDATE APPLICATION

Last Name:	First Name:	Middle Initial:	Phone:
Address:	City/State:	Zip:	e-mail address:
Al-Anon Home Group:	City:	District:	

These questions are requested to assure that you are an Al-Anon member qualified to meet the WSO and Oregon Area requirements for working with Alateen members. *An AA member who is not an Al-Anon member may not serve as a Sponsor Candidate.* Please check a YES or NO and INITIAL each statement. Sign and Date the form below

### STATEMENTS

	YES	NO	INIT.
I regularly attend _____ Al-Anon meetings each month.	n/a	n/a	
I am at least 21 years old.			
I have been active in the Al-Anon program for at least 2 years, excluding time in Alateen.			
I am new to this Al-Anon Area and have attended a local Al-Anon meeting for at least 6 months before volunteering for Sponsorship. <i>(if not applicable, leave blank)</i>			
I have been convicted of a felony.			
I have been charged with child abuse.			
I have been charged with inappropriate sexual behavior.			
I have demonstrated emotional problems that could result in harm to Alateen members.			
I agree not to have overt or covert sexual interaction (whether consensual or not) with an Alateen member. This includes verbal statements, touching, rubbing or other contact which can be perceived to be sexual and makes either party or audience uncomfortable.			
I agree to conduct myself in a manner in accordance with applicable laws.			
If asked to resign my position as an Alateen Sponsor or as a Sponsor Candidate, I will consider the safety and welfare of the Alateen members to be very important and will resign. This implies neither guilt nor innocence.			

**I have read, understand and agree that the statements checked and initialed above are correct. I agree to promptly notify the Oregon Area Alateen Process Person or District Rep. when any of these statements have changed. As a condition of serving as an Alateen Sponsor Candidate, I agree to submit to the Background check as required by the Oregon Area Safety Guidelines. I make a 2 year commitment to Alateen Sponsorship.**

Please provide the names of two Al-Anon Members and phone numbers for referral. One of which must be from your Home Group. Return this form to your District Rep. when completed.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_  
Alateen Sponsor Candidate Signature

\_\_\_\_\_  
Date

TO BE FILLED OUT BY THE DISTRICT REPRESENTATIVE  
Please check with a YES or NO

YES NO

REFERENCES CONTACTED \_\_\_\_\_

RECEIVED "AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE" FORM \_\_\_\_\_

INTERVIEWED CANDIDATE \_\_\_\_\_

OREGON AREA ALATEEN REQUIREMENTS GIVEN TO APPLICANT \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
DISTRICT REPRESENTATIVE Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone:

\_\_\_\_\_  
District:

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OREGON AAPP USE ONLY

"PASS" BACKGROUND CHECK RECEIVED: \_\_\_\_\_(date)

"AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE" form sent to WSO: \_\_\_\_\_(date)

WSO ASSIGNED ID NUMBER RECEIVED: \_\_\_\_\_(date)

WSO Sponsor ID #: \_\_\_\_\_

AUTHORIZATION TO BE SPONSOR SENT TO D.R.: \_\_\_\_\_(date)

\_\_\_\_\_  
Area Alateen Process Person Signature

\_\_\_\_\_  
Date:

## Oregon Area

### 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 in Service to Alateen, 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 Service to Alateen when asked to step down, the request will be for a voluntary resignation. The Al-Anon Member Involved in Service to Alateen 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 Service to Alateen.

#### I. Incidents Involving Complaints Received From Alateens

1. The DR of the Alateen's home group must be notified.
2. The AAPP must be notified.
3. 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.
4. 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.
  - a. The Alateen will be kept informed of any or all Al-Anon and/or Alateen members involved who will be interviewed.
  - b. The AAPP will interview any Al-Anon member involved. To ensure anonymity, names will be disclosed only if necessary (and only as a last resort.)
5. The AAPP will determine to the best of his/her ability the validity of the claim.
  - a. If there is conflicting information, a joint meeting between the Alateen and the Al-Anon Member Involved in Service to Alateen will be requested.

(1). If the Al-Anon Member Involved in Service to Alateen declines this joint meeting, this person will be asked to step down immediately.

(2). If the Alateen declines this joint meeting, the Al-Anon Member Involved in Service to Alateen 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 5. b. (1)., below).

b. If it can be determined there is sufficient cause, the Al-Anon Member Involved in Service to Alateen will be asked to step down.

(1). Sufficient cause can be interpreted to mean for the safety and welfare of the Alateen, Al-Anon or Alateen as a whole, and may be under such circumstances where neither guilt nor innocence is implied.

## II. Incidents Involving Complaints Received From Others: (this includes anyone not directly involved with the complaint.)

1. The AAPP will investigate all complaints.

a. 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.

b. The AAPP will inform the DR of the Al-Anon Member Involved in Service to the Alateen’s home district of the investigation.

(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.

2. All initial interviews with the accused and the Alateen involved will take place in person.

a. 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.

b. the Al-Anon Member Involved in Service to Alateen may request the presence of his/her DR, Sponsor, Service Sponsor or other responsible Al-Anon member during the interview.

c. Follow-up information may be gathered by other available means (e.g., phone, e-mail, other indirect communication.)

3. The AAPP can ask any Al-Anon Member Involved in Service to Alateen to resign within the scope of section II. 1. a. as noted above.

4. The AAPP can ask any Al-Anon Member Involved in Service to Alateen to temporarily step down at the discretion of the AAPP.