

Wisconsin and the Upper Peninsula of Michigan



For families and friends of alcoholics

Area 61 Al-Anon/Alateen Policy Manual

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AL-ANON/ALATEEN AREA 61 POLICIES

09/2012

The following policies were approved at the Area 61 Assemblies. An updated Policy Manual will be drawn up by a Policy Committee and handed out at the Election Assembly. It is the responsibility of each Area World Service Committee (AWSC) member and Group Representative (GR) to bring this Policy Manual to all Area meetings and add new or changed policies until a new book is printed. Additional copies will be available from the Literature Coordinator for the cost of printing. (5/89) (5/91) (5/00) (5/03)

AREA WORLD SERVICE COMMITTEE (AWSC)

1. WORLD SERVICE OFFICERS are: Delegate, Alternate Delegate, Chairperson, Secretary and Treasurer.
2. COORDINATORS are: Public Outreach, Alateen, Literature, Assembly, Archive, Forum, Area Web Site, Area Alateen Process Person, and Group Records (5/95)(5/03)
3. OTHER MEMBERS are: District Representatives (27), Liaisons and Active* Past Delegates. (5/86) (5/91) (5/05)
4. POLICY COMMITTEE MEMBERS are: Delegate, Alternate Delegate/Forum Coordinator, Chairperson, Secretary, Treasurer, Alateen Coordinator and Active Past Delegates. (5/96) (5/05)
5. AWSC meetings will be centrally located and held on the 1st Saturday in March and August from 9 a.m. to 4 p.m. (9/07)

* See General Policies, Item 1

ASSEMBLIES

1. Our Assemblies will be centrally located in Wisconsin. The 3rd weekend in May will be the Spring Assembly and the last full weekend in September will be the Fall Assembly. **Care should be given to avoid scheduling Assemblies during major holidays. When or if this occurs, the Assembly weekends may be adjusted. They will be scheduled annually 3 years in advance.** (8/89)(5/00)(5/03)(5/04)
2. One Al-Anon, one Alateen and sponsor, and one AA speaker at the Fall Assembly and one Al-Anon Speaker at the Spring Assembly will be totally reimbursed expenses. Selection of speakers is fully described in the Guidelines for Districts Hosting Assemblies. (5/89) (5/00) (09/11)

3. Each District or combination of Districts should take a turn at hosting the Assemblies. The hosting District should work closely with the Assembly Coordinator. It is budgeted \$100.00 for the Spring Assembly and \$250.00 for the Fall Assembly to be made available to the hosting District. Receipts for expenses shall be submitted to the Treasurer and any unused funds returned to Area 61 Treasurer. (5/87) (5/00)
4. Maintain a reserve fund of \$2,525.00 as of September 1988. The amount of \$525.00 will be added each year until the fund reaches the amount of the annual budgeted expenses for the year, minus the cost of Assemblies and literature. (9/87) (5/88) (5/91) (5/03)
5. The Assembly votes for Regional Trustee Candidate unless otherwise designated by the Assembly.
6. A suggested registration fee from each person attending the Assembly shall be adequate to cover expenses. The fee should be set by the Assembly Coordinator and approved by the AWSC. There will be no refund of monies after the deadline set by the Assembly Coordinator; however, substitutions are allowed.
7. Area 61 Assembly will have a nonprofit status. (5/00)
8. All minors wishing to participate must have a notarized permission slip to attend conventions and Assemblies. (9/88) (5/00)

AREA EXPENSES

1. All expenses incurred in operating the Assemblies.
2. Area 61's share to send the Delegate to World Service Conference (WSC), including the one night before the conference and one night at the close of the Conference for lodging. (5/86) (5/91)
3. Literature to be sold at the Assembly, reimbursed. The Literature Coordinator's expenses will be paid when she/he is asked to come to an event to sell Al-Anon/Alateen literature. (5/91)

4. All WSC meeting expenses.
5. All Officers, Coordinators and Past Delegates will be paid expenses to the following:
 - a. Spring Assembly-gas*, overnight**, (1) meal, and registration.
 - b. Fall Assembly-gas*, two overnights**, (2) meal(s), and registration.
 - c. AWSC Meetings-gas*, meal, and overnight**.
 - d. Policy Meeting Members-gas*, meal, and overnight**.
 - e. Area District Workshops-gas*.
 - f. Miscellaneous-stamps, phone, etc. (see budget). (5/86)(5/92) (5/03) (5/05)
6. All District Representatives should be paid expenses by their respective Districts.
7. Expenses for the Liaison will paid by the Intergroup that they represent.
8. All expenses are to be submitted to the Treasurer by the end of the calendar year. Payment will be made within 30 days if proper receipts are submitted. If there is any question regarding the expense, the Treasurer may consult with another Officer and if the question cannot be satisfied, the Treasurer may ask that the expense go on the agenda to be voted on by the Assembly. (5/92) (5/97)
9. The Delegate will be reimbursed for purchasing up to \$400.00 of new books and literature available at the World Service Conference. This literature will be made available at the Spring Assembly and sold. (5/89) (5/91) (5/07)
10. The Delegate will receive gas*, meals, registration and lodging for any AA Area 74 & 75 conference, participation in Regional Alateen Conventions and any TEAM Event hosted or co-hosted by Area 61. (5/89) (5/95)(5/00) (5/03)

11. Any Area expenses shall be paid by check with two of the following four signatures: Treasurer, Secretary, Delegate, or Chair.
12. All expenses are paid from group donations. It is suggested that these donations be sent at least twice a year to the Treasurer and be accompanied by the group name and District number. The Treasurer will also accept group donations at the Assemblies.
13. The Alateen Coordinator will be paid expenses of gas*, meals, lodging and registration to participate in Regional Alateen Convention. (5/89) (5/00) (5/03)
14. Any expenses not addressed in the policies must be placed on the agenda at the Assemblies for a vote.
15. A budget for the upcoming year will be prepared by the Treasurer and presented to the AWSC for approval at the Fall Assembly.
16. The Delegate and Alternate Delegate will be reimbursed in full for expenses to attend each North Central Regional Delegate's Meeting within their terms. (5/89)
17. Fully fund two (2) AWSC members to a TEAM event hosted or co-hosted by Area 61.
18. Maintain a budget line for the replacement or repair of Area 61 business equipment. The amount of \$300 to be added each year until fund reaches \$1,500.00. Purchases in excess of \$300.00 will need the approval of AWSC. (5/97) (5/05)

*Gas-actual (5/89)

**If distance justifies.

Members are encouraged to share lodging when possible.

DELEGATE

1. All past Delegates are to be life members of the Area World Service Committee (AWSC). (5/91)
2. If the Delegate cannot attend any AA Conference, participate in the Regional Alateen Convention, District Workshops or the TEAM event, the Alternate Delegate will be asked to represent the Delegate. This is followed by the Chair, Secretary, and the Treasurer if the Alternate cannot attend. (5/89)(5/95)(5/00)
3. The Delegate will give a report at each Assembly, but more time should be allowed for the Spring Assembly following the World Service Conference. (45-60 minutes) (5/03)
4. The Delegate should send a letter of welcome and information about the Assemblies to each new group. (5/03)

GENERAL POLICIES

1. All AWSC members are to attend two (2) Assemblies and two (2) AWSC meetings per year. If unable to attend, or have an alternate present, the Chair should be notified. The Secretary will send a meeting notice at least three weeks prior to Assemblies and AWSC meetings. Any AWSC member who misses two consecutive meetings and/or Assemblies will receive a written notice from the Chair. Upon missing the third meeting, he/she will be considered inactive. (8/89) (5/03)
2. All AWSC members should have a copy of the Al-Anon/Alateen Service Manual, as each duty is explained and we should apply as per Service Manual, unless we have a policy stating a different procedure.
3. All AWSC members should submit a copy of their report given at the AWSC meetings and Assemblies to the Secretary. (5/92) (5/03) (5/05)
4. If a District becomes too large, it may divide. If Districts become too small, they may combine. The District(s) holds a meeting and votes on the division or combination. The Chair should then be notified of that meeting and the procedures followed and asked to put the division or combination on the agenda for a final vote at the Assembly.

5. The Literature Coordinator is responsible for obtaining the literature to be sold at the Assemblies. Complete records should be kept. The records should be given to the Treasurer along with the money collected from the literature sales. Inventory information of literature on hand should be sent to the Treasurer twice a year in January and June. (5/91)
6. Area 61 Secretary maintains a current inventory of all Area 61 owned office equipment and will include the inventory in the Secretary's report. (5/91)(5/94)(5/97)(5/05)
7. Any recordings purchased by the Area will be made available to Al-Anon or Alateen groups through the Literature Coordinator. (5/91)
8. It is the responsibility of the Assembly Coordinator to work with the personnel at the site of the Assemblies to set up the meeting rooms, meals, etc. This Coordinator reports to the AWSC and the full Assembly.
9. The Coordinators may at their discretion create an alternate and/or committee to help fulfill the duties of that office.
10. Anyone who knows of the death of an AWSC member should notify the Alternate Delegate, who in turn will notify the AWSC members and send condolences to the immediate family. (5/98)
11. A quorum consisting of 15 per cent of the registered groups must be present to do business and 15 per cent of the members of the AWSC must be present to do business. (9/88)
12. Election procedures follow the Al-Anon/Alateen Service Manual unless otherwise designated.
 - a. Candidates who stand for Delegate, Alternate Delegate, Chairperson, Secretary, or Treasurer shall consist of outgoing DRs, DRs who have resigned their position to serve a current Assembly assignment, former 3 yr. DRs who remain active on the Area level (i.e. AWSC) and regularly attend meetings. (5/03)

13. The following should be included at the back of the Policy Manual:
Area 61 Rules for Participating Minors at Area/District Events
Including Conferences/Conventions/Assemblies, Participating Minors
Information and Permission Form, Candidate Profile, Area 61 map,
Special Projects Guidelines, Audit and Finance Procedures and
Guidelines for Districts Hosting Assemblies. (5/89) (2 & 5/94) (5/03)
14. Hand-me-down meetings to be held immediately following the
appointment of Area Coordinators, (exchanging of all materials not
needed to finish Officers' and Coordinators' terms). (5/97)
15. Housekeeping changes to the Policy Manual may be approved by the
Policy Committee and will be available for review by the AWSC and
the Assembly. (9/07)

SECRETARY

1. The Secretary is responsible for sending out an agenda and the
minutes of the previous Assembly at least three weeks before each
Assembly to each registered group. (5/91)
2. The Secretary will send a copy of minutes from the Policy Committee
Meeting to the Policy Committee members, and a copy of the
minutes of the AWSC meeting to the AWSC members. (5/91)(5/03)

GROUP RECORDS COORDINATOR

1. The Group Records Coordinator is responsible for maintaining the
updated list of all registered new and old groups through the World
Service Office database. (5/89) (5/03)

WEB SITE COORDINATOR (5/09)

1. The Web Site Coordinator will maintain the Area 61 Web Site, Web
Site email accounts, and interface with the Internet Service Provider
(ISP).
2. The Web Site Coordinator will file logon IDs, passwords, domain and
ISP registrations with the Area 61 Secretary.

AUDIT AND FINANCE PROCEDURES (09/10)

1. Any amount of money over \$50 in cash received from group contributions, literature sales and Assembly monies should be accounted for by written receipt.
2. When cash advances are necessary, estimated expenses must be submitted to the Treasurer and then a check will be issued. Receipts for all expenses must be given to the Treasurer as soon as possible after the expenditure is made. Receipts must be turned in to the Treasurer in the same year as the advance was given.
3. At the August AWSC meeting, the Chairperson will appoint members to conduct the audit. The audit is to be done yearly on the evening before the March AWSC meeting. A suggested audit procedure outline will be given to the members conducting the audit.
4. When the Certificate of Deposit for our reserve fund matures the Treasurer will add the budgeted reserve amount, if needed, and renew the CD.

Items to be Audited:

1. Review checking and savings accounts and compare balance to the year-end financial statement as reported.
2. Check proof of all monies received from the ledger to the financial statement. That is, group donations, literature sales, and Assembly monies will all reconcile from ledger to the financial statement.
3. In alignment with the Area 61 Policy Manual, expenses and receipts from several Officers and Coordinators will be randomly checked and validated.

AUDIT FORM (09/10)

Date of audit_____

Members:

_____ signed

_____ signed

_____ signed

CHECK LIST:

_____ Compare Ledger (original receipts) to
financial statement

_____ All statements

_____ Check book & register

_____ Investment Statements

_____ Checkbook balance (day of audit) \$_____

_____ Randomly-selected Officer & Coordinator
expenses and receipts

OTHER COMMENTS:

SPECIAL PROJECTS GUIDELINES

The Special Projects Guidelines are as follows (these were approved at the AWSC meeting on August 7, 1993).

1. Must benefit Area 61.
2. Must be requested by a present Coordinator or Action Committee.
3. Must be presented to the AWSC in writing detailing plan, estimated costs and proposed literature.
4. Any Al-Anon member's request that has been refused to be presented by a Coordinator can be submitted to the Area Chairperson who will present it to the AWSC.
5. Approval or disapproval will be given by the AWSC at the time of the request.
6. Literature should be ordered through the LDC or Literature Coordinator and an invoice sent to the Area Treasurer for payment. A check will be written for any additional expenses at the time of the approval.
7. Feedback of special projects must be included in the next AWSC report.

AREA 61 RULES FOR PARTICIPATING MINORS AT AREA/DISTRICT EVENTS INCLUDING CONFERENCES/CONVENTIONS/ASSEMBLIES (3/91) (9/08) (9/12)

1. All participating minors must be accompanied to the event by an Al-Anon Member Involved in Alateen Service (AMIAS), sponsor or parent, to whom they will BE DIRECTLY RESPONSIBLE FOR THE DURATION OF THE EVENT.
2. A Participating Minors' Information and Permission Form MUST be signed, notarized and presented before they will be permitted to complete registration or take part in the activities. The AMIAS or parent should keep the original copy in their possession for the duration of the time the Alateen member is in their charge.
3. Participating minors attending the event shall arrive and leave as a group with their sponsor, AMIAS or parent who should have knowledge of their group member's whereabouts at all times.
4. All AMIAS bringing participating minors should be aware of Safety Procedures and Responsibilities as outlined in Alateen Safety Guidelines G-34.
5. AMIAS have the right to refuse to bring any Alateen member who they do not think will abide by these rules, always remembering to place principles above personalities.
6. Participating minors must at all times conduct themselves properly for the safety, comfort, welfare, and enjoyment of all persons attending this event. AMIAS and other Alateen members should not accept unacceptable behavior such as swearing, rudeness, running in the halls, unnecessary noise, members being drunk or high, etc. All Alateen members are to remember that what they do reflects on their group, the event, and the name of Alateen as a whole.
7. All participating minors are expected to attend the sessions.
8. No girls in boy's sleeping rooms, no boys in girl's sleeping rooms without an AMIAS present.
9. Possession of alcohol or drugs is strictly forbidden. All participating minors under medication must report it to their responsible AMIAS.

10. Participating minors are required to report any problems or rules being broken to an AMIAS or another adult before it has a chance to spoil the event.
11. All participating minors must report to their assigned AMIAS at the designated curfew time.
12. Participating minors who choose not to abide by these rules may be sent home at their own expense.
13. Sponsors from outside Wisconsin will be accepted at Alateen Conferences as long as they are certified by their home Area in accordance with WSO standards and their Area has verified current certification.
14. Most Alateen Conferences and Conventions are closed events for Alateens and their Alateen Group Sponsors/AMIAS only. Alateen conference committees may invite guest speakers. These guests should be identified to everyone attending the conference. Conference Boards may invite guests to participate in meetings/workshops at conferences or conventions provided at least one AMIAS is present.

AREA 61 ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS

(5/05) (9/08)

Information may be found in the following Conference Approved Literature publications:

- Guide for Sponsors of Alateen Groups (P-29)
- Al-Anon/Alateen Service Manual – (P-24/27)
- Alateen Safety Guidelines G-34

Additional information may be found in the following:

- Area 61 Policy Manual
- Area 61's Role of Sponsors
- Al-Anon Board Motion of December 2003 (WSO)

WHO WILL AREA 61 RECOGNIZE AS AN AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE (AMIAS)?

A recognized Al-Anon Member Involved in Alateen Service (AMIAS) is a responsible adult member of Al-Anon who attends Al-Anon regularly and who shares his or her recovery experience gained through working the 12 Steps, 12 Traditions and 12 Concepts. He or she will have passed the Area 61's requirements for AMIAS. He/she helps the Alateens to focus on the Al-Anon program. It is in sharing recovery that we provide hope for the future.

Requirements for Al-Anon Members Involved in Alateen Service

1. Every Al-Anon member (including, but not limited to Sponsors, substitute sponsors, transportation providers, etc.) involved in Alateen service must:
 - a. Be an Al-Anon member regularly attending Al-Anon meetings.
 - b. Be at least 23 years old.
 - c. Have at least two years in Al-Anon in addition to 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. A child abuse and criminal records background check will be required for all adults involved in Alateen Service.
2. There must be at least one Alateen Sponsor at every Alateen meeting. Note: Although not currently a requirement by Area 61, we strongly suggest that each group have two sponsors.
3. The Area prohibits overt or covert sexual interaction between any adult and Alateen member.
4. Any conduct contrary to applicable State of Wisconsin or State of Michigan laws is strictly prohibited by Area 61.
5. Area 61 requires procedures for Participating Minor Information and Permission Forms when applicable (See Area 61 Policy Manual for these forms.) The name of Alateen can only be used with functions in participation with or in conjunction with the structure of Area 61 Al-Anon Family Groups.

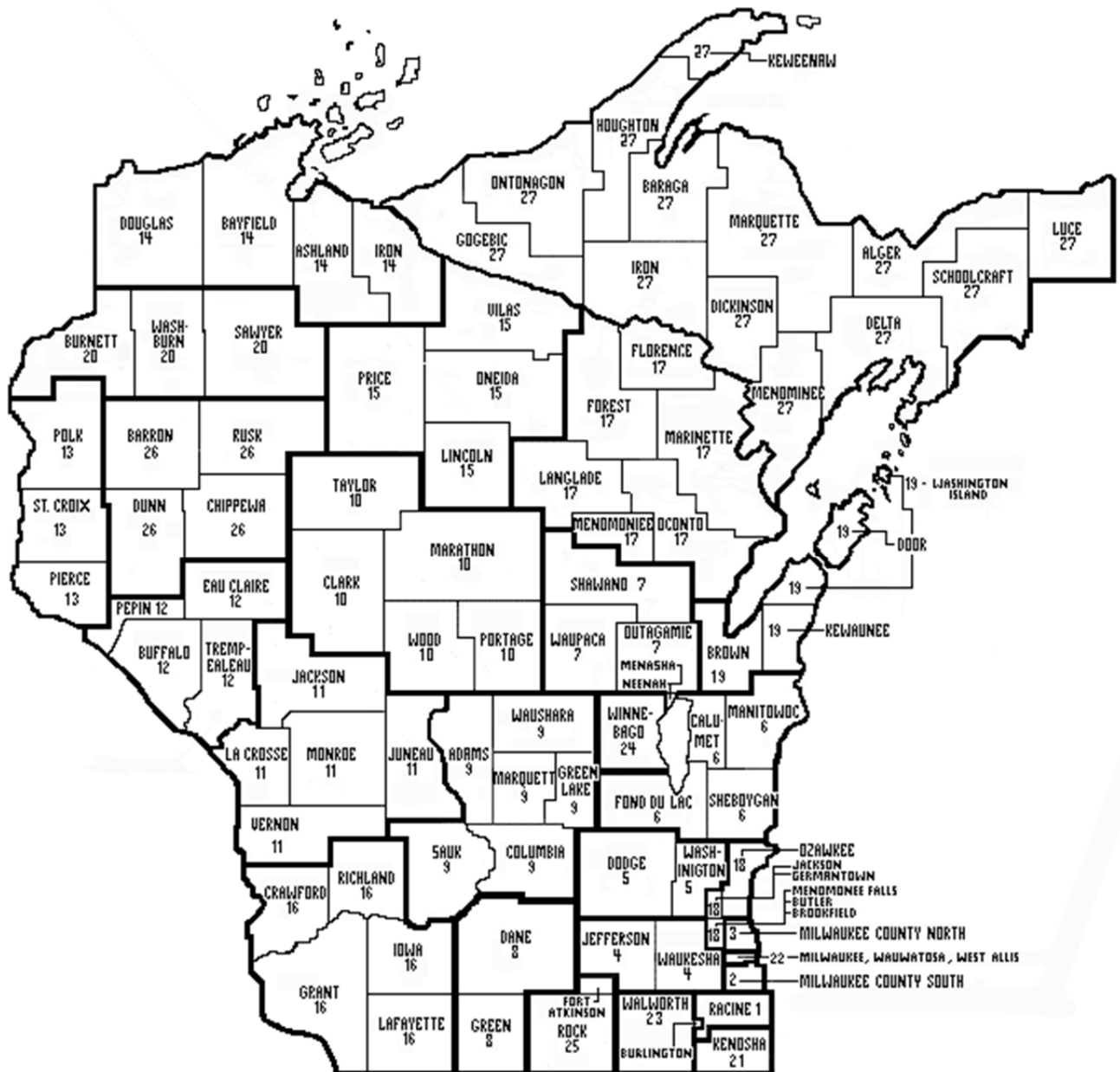
Process

1. Contact the District Representative (DR) to let them know of your desire to become an Al-Anon Member Involved in Alateen Service and complete necessary forms: Area 61 Alateen Sponsorship Registration Form, Al-Anon Member Involved in Alateen Service, and Alateen Registration/Group Records Change Form (GR-3). Remember to have your DR sign your form. If your District is not represented contact your Area Alateen Coordinator or the Area Alateen Process Person (AAPP).
2. Obtain one fingerprint card from the Area 61 AAPP. Go to your local law enforcement agency and have your fingerprints taken. Mail all forms and fingerprint cards to the AAPP.
3. Pass the background check.
4. Change the Alateen Registration/Group Record Change Form (GR3) if you are the group's regular sponsor. The AAPP will forward the forms to WSO to register or update the group.
5. The AAPP will contact you and your DR to let you know of your registration.
6. Update your group and sponsorship registrations, by submitting them to the current Area 61 AAPP each year by January 31 or date determined by WSO.

NOTE: Groups that are not in compliance with Area 61 Guidelines will not be registered with WSO and will not be listed in schedules, answering services or Web Site.

SUPPLEMENTAL INFORMATION

Area 61 Map



GUIDELINES FOR DISTRICTS HOSTING ASSEMBLIES (9/09)

1. CONTACT ASSEMBLY COORDINATOR

2. PLAN PROGRAM FOR ASSEMBLY

- a. Set Theme
- b. Create flyer – Must be approved by Assembly Coordinator before distributing.
- c. Get business meeting agenda from Area Chairperson

3. SPEAKERS

- a. Arrange for Al-Anon/Alateen panel speakers.
- b. Appoint AA Chair to arrange for AA panels and an AA speaker to speak at the Fall Assembly on Saturday afternoon.
- c. For Fall Assembly, the hosting District arranges for Alateen speaker for Saturday night. The hosting District may supply at no cost to the Area, an Al-Anon speaker for Sunday morning. The Area World Service Committee chooses the Saturday night Al-Anon speaker (traditionally the Delegate invites someone from the World Service Office one year, the Regional Trustee the next year, and the Delegate speaks the third year).
- d. It is suggested the Assembly Al-Anon/Alateen panels are service oriented and use only Conference Approved Literature (CAL). See the Al-Anon/Alateen Service Manual. Also see Members Interested in Speaking Guideline (G1). (5/05)
- a. No panels will be scheduled during Action Committee groups, during the Spring Assembly Delegate's report, and during the Fall AA open speaker's meeting.

4. PROVIDE APPROPRIATE MATERIAL

- a. Printed program for each Assembly participant
- b. Nametag for each participant

- c. Assembly Coordinator will provide signs.
 - (a) Registration table "A-L" and "M-Z"
 - (b) Pre-registration table "A-L" and "M-Z"
 - (c) Group Representative paddles.
- d. FALL ASSEMBLY ONLY: When providing "love gifts" make sure you have enough for Delegate to take to WSC Meeting (quantity 100)

5. PROVIDE MEMBERS TO STAFF THE FOLLOWING TABLES

- a. Registration table (2 people, one of which will be the cashier). Assembly Coordinator will provide forms for on-site registration.
- b. Cashier for money box. Collect monies from Assembly participants that have not yet paid.
- c. Pre-registration table (2 people).
- d. Sufficient people to help at literature table (contact Literature Coordinator to find out how many people will be needed).

6. COMMUNICATIONS

- a. The Flyer – Must be approved by Assembly Coordinator before distributing.
- b. Flyer for information and registration, including a reminder of the Participating Minors Information and Permission Form will be available at the AWSC meeting prior to the Assembly or emailed to DR's by the Secretary. If flyer can be available and given to the Assembly Coordinator prior to that, please do so.
- c. Flyers should include panel topics, dates, time frames, phone number and address of hotel.
- d. Assembly Coordinator reviews flyers and programs before emailing or printing. Program needs to include business meeting schedule and highlights.
- e. Make a report on progress at AWSC meeting prior to Assembly.
- f. Submit a written report to the Area Secretary after Assembly. The report should include flyers, program, and minutes of planning meetings.

7. ASSEMBLY COORDINATOR:

- Is the liaison between host committees, attendees and the hotel.
- Handles pre-registration and meal tickets. The meal tickets are provided by the hotel and should be obtained prior to the Assembly.
- Provides the Group Representative paddles for voting and makes announcement on Assembly floor toward the end of the Assembly to make sure paddles get returned. The paddles are your responsibility.
- Banner for Assembly with logo stays with the Assembly Coordinator. Coordinator brings banner to each Assembly.
- Brings cash box with change.
- The morning of the Assembly, check break-out rooms and assembly room to ensure rooms will be ready by 8:00 a.m.

8. FINANCING

The hosting District(s) may request an advance of up to \$100 for the Spring Assembly and \$250 for the Fall Assembly from the Area for such items as printing of flyers/programs, name tags, postage, or banquet favors. (See page 2, item 3.)

- a. It has been the tradition to have a drawing the day of the Assembly to benefit the Area; it is up to the hosting District(s) if they wish to hold such a drawing.
- b. After approved expenses are paid, all excess funds will be turned over to the Area Treasurer.

The Area does not pay for any personal costs incurred by members of the hosting District.

CANDIDATE PROFILE (3/12)

Please type or print

Date _____

Candidate for _____

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email address _____

Continuous years active in Al-Anon/Alateen _____

District _____ Home Group _____ Location _____

List current and previous Al-Anon service experience at the Group, District, and Area levels, beginning with the most recent. Include dates.

Group Level:

District Level:

Area Level:

Qualifications for Position:

Why do you believe that you would be a productive contributor in this position?

PARTICIPATING MINORS INFORMATION AND PERMISSION FORM (3/91) (09/08)

PARENTS - Please read, complete, sign and have notarized.

AMIAS - Please keep original of this form

PARTICIPATING MINORS - A copy of this form must be completed and presented at the time of your registration prior to taking part in any of the activities.

MINOR'S NAME: _____

ADDRESS: _____

PHONE _____

During this event the parent or guardian can be reached at: _____

Minor is traveling to this event with _____
and he/she is the designated AMIAS or Parent/Legal Guardian.

During this event the Minor will be staying with _____

Does your child have any allergies? Yes No

If yes, please list: _____

Is your child on any medication? Yes No

If yes, please list: _____

Please write any information we should know about your child's health:

Do you have hospital and accident insurance? Yes No

Company name _____ Policy number _____

I have read the attached *Area 61 Rules for Participating Minors at Area/District Events Including Conferences/Conventions/Assemblies* and discussed them with my child and I agree they should be enforced.

I, _____ (parent/legal guardian),
grant my permission for my Child _____ (name)
to travel and take part in _____ (name of event).

In case of accident or emergency, I understand every effort will be made to contact me, but in the event I cannot be reached, I give the above adult escort my permission to act for me and obtain any necessary medical care for my child. I also agree that the named adult escort is in charge and will at all times make decisions for the best interest of all members of the group and will expect that the rules are followed.

(Notary Public) (Parent/Guardian) (Date)

To be presented by the Participating Minor member at the time of registration.

AMIAS _____ Room Number _____

Minor's Name _____ Room Number _____

AREA 61 ALATEEN SPONSORSHIP REGISTRATION FORM (5/05) (9/08)

Today's Date _____

Name _____

Previous Names _____

Address _____

City _____ State _____ Zip _____

Phone _____ Alternate Phone _____

Email _____

Date of Birth _____ Place of Birth _____

(City, County, & State)

SS# _____

Sex: M _____ F _____ Race _____ District # _____

Alateen group name & number if established group:

If not an established group, remember to fill out an Alateen Registration/Group Records Change Form (GR-3).

Al-Anon group name & number if associated with Alateen group

Provide the names of two Al-Anon personal references that are not related to you. These references should be able to attest to your participation in the program, service experience, reliability, and dependability.

Name _____ Phone # _____

Name _____ Phone# _____

Applicant Signature _____

*signing this form gives Area 61 permission to do a background check.

Update your group and AMIAS registrations by submitting them to the current Area 61 Alateen Process Person each year. NOTE: Groups that are not in compliance with Area 61 guidelines will not be registered with WSO and will not be listed in schedules, answering services, or Web Site.

Any question regarding the registration of Alateen group or AMIAS guidelines/forms may be directed to Area 61's current Alateen Process Person.

I _____ have reviewed this as District Representative for District _____.

Notes

Notes

Notes

