

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

"The WSO has certified that this Requirement has met the minimum requirements of the Board Motion". Final approval by the NCWSA Assembly on 2007-09-16

A. GENERAL:

1. **Statement of principles:** In establishing this NCWSA Requirement for Alateen member Safety, NCWSA recognizes as an integral part of the Al-Anon/Alateen program that we must exercise care:
 - a. In selecting Sponsor Candidates,
 - b. In supervising Sponsor Candidates, and
 - c. In preventing abusers from serving or continuing to serve as group sponsors.
2. **Implementation of principles:** The Assembly has approved the NCWSA Requirement for Alateen Member Safety ("Requirement") in order to comply with the requirements of the Board Motion regarding Minimum Requirements, prepared by the AFG Board of Trustees dated December 8, 2003 for a three-year trial in 2004 and approved this final document on September 16, 2007. This Requirement is intended to set the minimum requirements that will:
 - a. Assure the safety of Alateen members who attend an Alateen Group, an Alateen Conference and/or Al-Anon function that includes Alateen member participation, whether the function is sponsored by NCWSA, by a District or by an Intergroup within the Area's boundaries,
 - b. Assure Alateen members, sponsors, parents and the public that Al-Anon and Alateen functions are a safe environment for Alateen members and
 - c. Meet or exceed the minimum requirements of the Board Motion regarding Minimum Requirements
3. This Requirement has been reviewed by an attorney familiar with California law concerning care of children at events and groups. Should there be any conflict between this Requirement and that of WSO requirements, this Requirement will be updated to agree with WSO requirements.

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

B. SELECTING AND APPROVING ADULTS WHO WORK WITH ALATEEN MEMBERS IN AN ALATEEN ENVIRONMENT

1. Definition of terms

- a. **Parent or Guardian:** A parent or guardian has the primary responsibility for their children and as such is not required to meet this NCWSA Requirement for Alateen member Safety as long as their children are under the supervision of the parent or guardian. Should an Al-Anon parent or guardian supervise other Alateen members, the parent or guardian must meet the requirements of this NCWSA Requirement for Alateen Member Safety. A parent or guardian not in Al-Anon must have a signed Travel and Treatment Form from the parent or guardian of other Alateen members to assure the safety of the parent, guardian and the Alateen member.
- b. **Al-Anon Member Involved in Alateen Service:** An Al-Anon member who is on the **Sponsor Candidate List** who occasionally or repetitively has direct contact and responsibility for the care of Alateen members in any capacity including but not limited to 1) sponsoring an Alateen meeting 2) attending an Alateen Conference, 3) being responsible for the Alateen portion of a District or Area function, including Day In Al-Anon, Assembly, Convention or similar activities or 4) traveling with Alateen members to or from an Al-Anon or Alateen function.
- c. **Alateen Sponsor Applicant:** Someone who wishes to serve as an **Al-Anon Member Involved in Alateen Service** and has completed and submitted the **NCWSA Alateen Sponsor Candidate Profile**.
- d. **NCWSA Alateen Sponsor Candidate Profile:** [A-22-1] form to be filled out by a Sponsor Applicant, a copy of which is part of this Requirement.
- e. **Sponsor Candidate:** An **Alateen Sponsor Applicant** who has been certified and added to the **Area Sponsor Candidate List**.
- f. **Area Sponsor Candidate List:** A list of **Sponsor Candidates** who have been certified by the District and the Area Process Person. This list is updated and submitted to the Area Process Person at least annually.
- g. **Alateen Group Sponsor:** A person who is on the **Sponsor Candidate List** and who serves as a sponsor of an Alateen group.
- h. **AA Member as Sponsor:** Al-Anon members who are also members of AA are eligible to become a **Sponsor Candidate** by virtue of their Al-Anon membership. An AA member who is not an Al-Anon member may not serve as a **Sponsor Candidate**.
- i. **District, Area:** The term “District” refers to any local function whether it is District, Intergroup or AIS; the term Area refers to non-local functions within the geographic boundary of NCWSA.
- j. **District or Area Alateen Coordinator:** A person who is on the **Sponsor Candidate List** and who serves as an Alateen Coordinator at the District, Intergroup or Area.

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

- k. **District or Area Process Person:** A person who is on the **Sponsor Candidate List** and who is responsible to:
 - (1) Certify candidates at the District or Area level
 - (2) Keep a record of **Sponsor Candidates** and
 - (3) Report the certifications annually to the Area (**District Alateen Process Person**) or the WSO (**Area Alateen Process Person**).
 - l. **Convention Attendee:** A person who attends an Al-Anon Conference, Convention, Assembly, whether at the District or Area level is not considered an **Al-Anon Member Involved in Alateen Service** unless that person performs one or more of the functions listed in these definitions.
 - m. **Alateen Group:** As defined in the Service Manual. In addition, a group that 1) has one or more **Alateen Group Sponsors** and 2) has completed the registration process defined in this Requirement.
 - n. **Alateen Member:** A person under the age of 21 who attends an **Alateen Group** meeting and who meets the requirements for membership listed in the current revision of the Al-Anon/Alateen Service Manual. For purposes of the **NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY**, this definition applies to any person under the age of 21 who is present at an Alateen meeting or function, whether or not the person has previously attended an Alateen meeting.
 - o. **Alateen Conference or Convention:** A weekend event where the Alateen members structure a gathering under the supervision of at least two **Sponsor Candidates**. Any adult who attends an Al-Anon Conference or Convention must be on the **Sponsor Candidate List** unless they do not serve in any capacity that allows them to supervise Alateen members.
 - p. **Al-Anon Conference or Convention with Alateen Member participation:** A weekend event, such as a conference or convention, sponsored by an entity in the Al-Anon service structure, such as the Assembly or any District, which has separate participation by Alateen members.
 - q. **AA Conference or Convention with Al-Anon and/or Alateen Participation:** A weekend event sponsored by Alcoholics Anonymous where Al-Anon and/or Alateen members have been asked to participate.
2. **Selection of Sponsor Applicants**
- a. **Finding Alateen Sponsor Applicants:** **Alateen Sponsor Applicants** can be found in several ways: by Alateen members themselves, by a current **Alateen Group Sponsor** who knows other people in the program who may make a good Sponsor, or by the District servants by making regular announcements about the need for **Sponsor Candidates**. Anyone who finds an **Alateen Sponsor Applicant** refers the person to the District or Area **Process Person** for the next action.

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

- b. **Information at the District Level:** The **Alateen Sponsor Applicant** (“Applicant”) first meets with the **District Process Person**. If the District holds regular Sponsors’ Workshops, the **Sponsor Applicant** should also visit at least one of these workshops. Every **Sponsor Applicant** will be given a packet of Conference-Approved Literature (CAL.) explaining the Alateen Program and the responsibilities of Sponsorship. In addition, each **Alateen Sponsor Applicant** receives the [A-22-1] **NCWSA Alateen Sponsor Candidate Profile**, the [A-22-2] **Al-Anon Member Involved in Alateen Service Form** (WSO form) and the [A-22-3] cover letter that explains the process of being interviewed to become a **Sponsor Candidate** and the reasons why this is now taking place. In districts where there is no **Process Person**, it is recommended that the **District Representative** provide this information. Upon certification, the **Sponsor Candidate** should return the completed **NCWSA Alateen Sponsor Candidate Profile** to the **Process Person**. The **Sponsor Candidate** should keep a copy. The **Area Process Person** will complete the certification process and add successful **Sponsor Applicants** to the **Sponsor Candidate List**. If the Applicant has indicated a preference of an Alateen group to sponsor, the Process Person would inform the District Alateen Coordinator (or District Representative), who will then arrange for the **Sponsor Candidate** to visit the group.
- c. **Interviewing Sponsor Candidates at the Alateen Group:**
- (1) Alateen Groups have the autonomy to select their group sponsors. However, they are restricted in their choices of sponsor to those who are on the **Sponsor Candidate List**. Being on the **Sponsor Candidate List** does not guarantee that an individual Alateen Group must or will accept the **Sponsor Candidate**.
 - (2) All Northern California Alateen groups will be provided with [A-22-4] **Letter to Alateen Groups** from NCWSA outlining the seriousness of selecting their **Alateen Group Sponsor** and providing suggestions for going about that process. Each person should be aware that each Alateen member has the right to say "no"-even if based simply on gut instinct. To prevent peer pressure from swaying opinion, voting should be conducted by secret written ballot. When a **Sponsor Candidate** visits the **Alateen Group** for the first time, the group will interview the **Sponsor Candidate**. The Alateen members are encouraged to ask any questions they feel would help them to get to know the **Sponsor Candidate** better. The **Sponsor Candidate** may also be asked to share with the group. Alateen members make the ultimate decision about selecting their group sponsor. The decision about their **Alateen Group Sponsor** does not have to be made during their first meeting with the **Sponsor Candidate**.

The group conscience could be taken the following week (usually with the candidate not present). We recommend that a **Sponsor Candidate** be accepted for a trial period of approximately 4 weeks; then, after the group and the **Sponsor Candidate** have more experience together, the Alateen members may vote again to accept the **Sponsor Candidate** as a permanent **Alateen Group Sponsor**. Should a candidate be rejected at the group level or if a temporary or permanent **Alateen Group Sponsor** is voted out, the Alateen Group's Representative must notify the **District Process Person** and/or the **District Alateen Coordinator** or the **District Representative**.

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

- d. **Evaluation of an Alateen Sponsor Applicant:** A person who applies to become a **Sponsor Candidate** must agree to adhere to the following minimum safety and behavioral requirements, including signing the completed [A-22-1] **NCWSA Alateen Sponsor Candidate Profile and the [A-22-2] Al-Anon Member Involved in Alateen Service Form (WSO form).**

(1) **Minimum Safety and Behavioral Requirements for a Sponsor Candidate:**

Every **Al-Anon member Involved in Alateen service** must

- (a) Be an Al-Anon member regularly attending Al-Anon meetings;
- (b) Be at least 21 years old;
- (c) Have at least two years in Al-Anon in addition to any time spent in Alateen;
- (d) Not have been convicted of a felony;
- (e) Not have been charged with child abuse or any other inappropriate sexual behavior;
- (f) Not have demonstrated emotional problems, which could result in harm to Alateen members;
- (g) Disclose any involvement in an investigation by a child-welfare or other similar government agency.

(2) In addition, every **Al-Anon Member Involved in Alateen Service** must:

- (a) Agree not to have overt or covert sexual interaction (whether consensual or not) with an Alateen member, including but not limited to
 - (i) Touching an Alateen member inappropriately;
 - (ii) Dating a person who is an Alateen member;
 - (iii) Holding or hugging in an inappropriate manner;
 - (iv) Having any inappropriate communication **in person**, by phone, or electronically.
- (b) Agree not to conduct him/herself in a manner contrary to applicable laws;
- (c) Agree to allow the **District and/or Area Process Person** to independently verify the information on the **NCWSA Alateen Sponsor Candidate Profile**;
- (d) Agree to promptly notify the **Process Person** if, after certification the **Sponsor Candidate** is charged with child abuse, a crime, or inappropriate sexual behavior;

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

- (e) Agree not to carry Alateen members under the age of 18 in an auto to or from an Alateen or Al-Anon function unless the Alateen member has an NCWSA (or similar) permission slip signed by a parent or guardian and the driver has appropriate automobile insurance.

3. Background Checks:

A. The Northern California World Service Area has:

1. Become an Applicant Agency for the State of California;
2. Certified the **Area Process Person** who will receive the approval or disapproval results from the State of California for both the state and Federal background checks; (The NCWSA may at any time select another person to fill this position.)
3. Found a secure location to place confidential records in accordance with State Law.
4. Upon completion of this preparation, has certified all those on the **Sponsor Candidate List** through the state and federal background check procedures.

B. Procedures for an Alateen Sponsor Applicant to complete a background check.

1. The **Alateen Sponsor Applicant** obtains the forms required from the district process person, including the State form for fingerprinting.
2. The applicant applies to an authorized location to have his fingerprints taken. (Some districts will reimburse the expense. If not, the area may do so.)
3. He receives a copy of his fingerprint request.
4. After completing the required forms, and reading the materials provided, the applicant returns the completed forms to the **District Process Person**.
5. An Alateen Sponsor Applicant may make a copy of the required forms [A-22-1 A-22-2 and A-22-10] for his own files.

C. Duties of the District Process Person.

See Paragraph B. 2 b.

1. The **District Process Person** maintains a list of Alateen Sponsor Applicants in his file.
2. The **District Process Person** checks to see if the forms are fully filled out.
3. The **District Process Person** mails the forms to the Area Process Person.

D. Duties of the Area Process Person

1. Upon receipt of forms from the **District Process Person**, the **Area Process Person** files the forms, updates the area database and waits for a report from the State of California.
2. When the **Area Process Person** receives the result of the background check, he notifies the **District Process Person** what the result is and any fingerprint records that may be on file
3. Following the notification, he places such information as necessary in a locked file cabinet as stipulated by the State of California.

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

4. **Additional Requirements:** The Alateen Safety Committee has added the following requirements and recommendations:

- a. Number of Alateen sponsors at Alateen meetings.

Two **Al-Anon members Involved in Alateen Service**, one male and one female, are recommended at every Alateen meeting. It is incumbent on the Alateen group to make every effort to have two sponsors at each meeting, including approving additional Sponsor Candidates who can substitute for an absent sponsor and asking members from a sponsoring or nearby Al-Anon meeting to be available as substitute sponsors.

- b. Permissible behavior before, during, and after any Alateen meeting or activity between Alateen members and **Al-Anon members Involved in Alateen service**.

Al-Anon Members Involved in Alateen Service are required to have the permission of the parent or guardian of an Alateen member whenever he or she interacts with the Alateen member whenever they meet, including before, during or after an Alateen meeting, whether alone or with others. Parental permission is implied when an Alateen member is at an Alateen meeting or Alateen function and the adult is an **Al-Anon Member Involved in Alateen Service**. Reasonable interaction immediately prior to or just after the meeting is considered part of the meeting/function for the purposes of implied parental permission. It is understood, that from time-to-time, unplanned or incidental interactions will occur between Alateen members and **Al-Anon members Involved in Alateen service**. **Al-Anon Members Involved in Alateen Service** are required to meet the NCWSA Requirement for Alateen Member Safety during the course of those interactions.

- c. Relationship of Alateen conferences (and other weekend conventions and conferences) to the Area structure.

In order to use the Alateen name in the geographic area served by NCWSA, Alateen Conferences and other conferences that include Alateen activities are required to abide by the [B-17] **NCWSA Requirement for Alateen Member Safety**, register their intention to do so by notifying the Area Process Person of procedures placed into service for their function and place the following statement on any flyers publicizing their activities – ‘The [name of conference or convention] abides by the NCWSA Requirement for Alateen Member Safety.’”

- d. Location of Alateen meetings.

We recommend that Alateen Groups meet at the same time and place as an Al-Anon Family Group and if unable to, that the Alateen Group obtain an Al-Anon Family Group, District, or AIS to sponsor the Alateen Group.

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

- e. Behavior concerning race, gender and other slurs:

We recommend that the proper use of the Al-Anon and Alateen program does not allow for gender, racial or other slurs before, during or after an Alateen meeting.

- f. Avoiding one-on-one interactions.

When engaged in one-on-one interaction, extreme caution is the key. Obtain permission from the parent or guardian of the Alateen member for any planned interactions outside the meeting. Avoiding isolated and/or potentially unsafe places is recommended, including a Sponsor or a Sponsor Candidate's or other's home if there is no other **Al-Anon Member Involved in Alateen Service** present.

- g. Appropriate ratio of adults to Alateen members.

Two **Al-Anon Members Involved in Alateen Service**, one male and one female, are recommended at every meeting that includes Alateen members. For activities where more than fifty teens are present, we recommend that at least one **Al-Anon Member Involved in Alateen Service** be present for every ten Alateen members.

- h. Transporting Alateen members to and from events.

The [A-22-7] **NCWSA Travel and Treatment** Form is required when an **Al-Anon Member Involved in Alateen Service** or a parent or guardian has taken responsibility for transporting an Alateen member to or from any meeting, event, conference or Assembly.

- i. Educational training and awareness programs.

We recommend that Districts, Intergroups, AIS's and Conferences who have Alateen Groups, hold regular meetings with **Al-Anon Members Involved in Alateen Service** to discuss issues that come up, utilizing the tools provided by the Al-Anon Family Group Headquarters and the NCWSA and other documents etc. which might be appropriate.

- 5. **Resignation and Removal:** We recognize that circumstances change and a person may not be willing or able to continue as an **Alateen Sponsor Applicant, Sponsor Candidate or Alateen Group Sponsor**. In addition, information received after appointment as a **Sponsor Candidate or Alateen Group Sponsor** may require a review of the original application.

- a. Any **Alateen Sponsor Applicant or Sponsor Candidate** may resign at any time by giving notice to the local **Alateen Process Person**. Any **Alateen Group Sponsor** may resign at any time by giving notice to the **Alateen Group** where the person is an **Alateen Group Sponsor**. A resignation will

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

take effect upon the date of receipt of the notice or the date specified, whichever is later. Notice may be given in writing or verbally. Acceptance of the resignation is not necessary to make it effective. A voluntary resignation will not alone be used as a reason to prevent that person from serving as a **Sponsor Candidate** in the future.

- b. The applications of all **Sponsor Candidates** and **Alateen Group Sponsors** will be periodically reviewed. Should the person not return a new completed application in a timely manner, that person may be removed from the list of **Sponsor Candidates** and from the list of any Alateen groups where the person may have served as an **Alateen Group Sponsor**. Not returning a renewal request will not alone be used as a reason to prevent that person from serving as a **Sponsor Candidate** in the future.
- c. Should there be changes to the information supplied at the time of certification that would have prevented the **Alateen Sponsor Applicant, Sponsor Candidate or Alateen Group Sponsor** from having been selected as a **Sponsor Candidate, the local or area Alateen Safety Process Person** may require that the person step down from the position.

C. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR AN ALATEEN MEMBER:

It is the responsibility of each **Alateen Member** to

1. Require that the **Alateen Group** has at least one sponsor.
2. Avoid overt or covert sexual interaction with any **Al-Anon Member Involved in Alateen Service**.
3. If inappropriate actions or statements are made in or around an Alateen Group Meeting, it is appropriate that the Alateen member report this to their sponsor, the District Process Person, the District Representative or an Al-Anon Member. If an action or statement appears threatening, it is appropriate to call the police or speak to an attorney.
4. If inappropriate actions or statements are made in or around a district or area function, conference, convention or Assembly it is appropriate that the Alateen member report this to their sponsor, the District Process Person, the District Representative or an Al-Anon Member. If an action or statement appears threatening, it is appropriate to call the police or speak to an attorney.
5. Avoid conduct contrary to applicable laws.
6. Use the **NCWSA Travel and Treatment** Form when traveling to or from any **Alateen Meeting** or function with an **Al-Anon Member Involved in Alateen Service**.
7. It is recommended that Alateen members travel with a sponsor.

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

D. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR THE ALATEEN GROUP:

1. **Qualification as Alateen Group:** To be called an **Alateen Group** and listed as such in the NCWSA District or Area lists, the **Alateen Group** agrees to abide by the [B-17] **NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY** by:
 - a. Selecting sponsors only from the list of Certified **Sponsor Candidates**;
 - b. Requiring at least one sponsor be present as part of the Alateen Group;
 - c. Corresponding with the District or Area **Process Person** whenever any meeting change has occurred, which includes the addition or loss of a sponsor, meeting location, time etc.
2. **Notification of Disqualification:** The NCWSA will notify the World Service Office (AFG Headquarters, Inc.) of any **Alateen Group** that does not meet the [B-17] **NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY**.

E. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR THE DISTRICT:

Each District agrees to:

1. Provide forms required to meet the [B-17] **NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY** to the **Alateen Sponsor Applicant** and the **Alateen Group**.
2. Provide name and address of the **District Process Person** and the **District Representative** to the **Area Process Person**.
3. Provide lists of **Sponsor Candidates** and **Alateen Groups** that meet the [B-17] **NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY** criteria to the NCWSA Area **Process Person** at least annually on a schedule to be determined by the Area **Process Person**.
4. Keep the content of the **NCWSA Sponsor Candidate Profile** confidential and to use and distribute that content only in accordance with applicable law.

F. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR THE NCWSA:

The NCWSA agrees to:

1. Provide forms required by this [B-17] **NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY** to the District **Process Person** and the District Representative.
2. Provide the name and address of the **Area Process Person** and the **Area Chairperson** to the World Service Office, **District Process Person**, **District Representative**, and to those persons legally authorized to have this information.

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

3. Appoint the following persons to the positions as follows:
 - a. Area Process Person = Area Process Person
 - b. Alternate Process Person = Area Chairperson
 - c. Alternate Process Person = Alateen Coordinator
 - d. Alternate Process Person = Alternate Alateen Coordinator
4. Recommend that districts appoint the following persons to the positions as follows:
 - a. District Process Person = District Representative
 - b. Alternate Process Person = Alateen Coordinator
 - c. Alternate Process Person = Alternate Alateen Coordinator
5. Contact and employ an attorney familiar with California laws concerning child safety, who must review this [B-17] **NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY** prior to final issuance.
6. Keep confidential the content of the **NCWSA Sponsor Candidate Profile** and to use and distribute that content only in accordance with applicable law.

G. INFORMATION FLOW FROM THE PROCESS PERSON TO THE WSO: At a schedule to be determined by the **Area Process Person** (but at least annually), each **District Process Person** shall send a copy of their **Sponsor Candidate List** and a list of Alateen groups with sponsors to the **Area Process Person**. The **Area Process Person** will forward these to the **WSO**, following **WSO** formats.

H. APPEALS: In line with the Al-Anon and Alateen Warranties, this [B-17] **NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY** recognizes that “no member shall be placed in unqualified authority over other members,” including any person who is a **Process Person, Sponsor Applicant** or member of an Alateen or Al-Anon Group.

1. Any member of Al-Anon and Alateen may appeal a **Process Person**’s decision. This includes the decision to certify a **Sponsor Applicant**, the decision not to certify a **Sponsor Applicant** and the interpretation of the criteria used to make the decision. Reasons that an Al-Anon or Alateen member, including the applicant, might appeal a decision includes, but is not limited to the following:
 - a. Information of which the **Process Person** might not be aware.
 - b. Personal experiences that could be a factor in certifying a **Sponsor Applicant**.
 - c. New charges that weren’t previously known.
 - d. Old charges that no longer apply.
2. Appeals must first be made to the **Process Person** who made the decision. If the person appealing the decision is not satisfied with the result, that person may appeal to the **Area Process Person**, outlining in writing why the first result is not satisfactory. The next and last appeal is to the Executive Committee of NCWSA. As the Board of Directors of NCWSA, Inc. the decision of the Executive Committee is final.

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

3. The appeals procedure to be used is identified as [B-27], NORTHERN CALIFORNIA WORLD SERVICE COMMITTEE GUIDELINES FOR CONFLICT & COMPLAINT RESOLUTION.

I. LIST OF FORMS

This list is updated as additional forms and Spanish translations are available. For the latest items, please check the web page http://www.ncwsa.org/A22-OPENING_PAGE.html. The Summary Chart shows what forms, letters and documents are available. It also shows who is required to receive them. A-22-11 is shown for illustration only. An original three-part form must be obtained from the local Process Person.

SUMMARY CHART

Form	Applicant	Sponsor	Alateen Group	District	Area
A-22-1 NCW SA Alateen Sponsor Candidate Profile	X	X	X		
A-22-2 Al-Anon Member Involved in Alateen Service Form (WSO form)	X	X			X
A-22-3 Letter to Alateen Sponsor Applicant	X	X			
A-22-4 Letter to Alateen Group			X		
A-22-5 Letter to District Process Person and District Representative				X	
A-22-6 Alateen Group Registration Form (WSO form)			X		
A-22-7 NCWSA Travel and Treatment Form		X	X		
A-22-8 Frequently Asked Questions	X	X	X	X	X
A-22-9 WSO Motion	X	X	X	X	X
A-22-10 Area Alateen Process Form or (.doc) (A WSO Form used only by the Area Process Person.)					X
A-22-11 Request For Live Scan Service	X				

B-17 NCWSA REQUIREMENT FOR ALATEEN MEMBER SAFETY

J. RECOMMENDED CONFERENCE APPROVED LITERATURE:

This list is updated as the World Service Office makes additional literature available.
Last Update: 2007-10-04

1. P-21 Youth and the Alcoholic Parent
2. P-24/27 the Al-Anon/Alateen Service Manual
3. P-29 A Guide for Sponsors of Alateen Group
4. G-5 Alateen Meetings In Schools
5. G-7 Al-Anon/Alateen Participation in an Area Convention
6. G-16 Alateen Conferences
7. G-19 Starting an Alateen Group
8. G-20 Al-Anon/Alateen Area Conventions
9. G-24 Area Alateen Coordinators
10. G-34 Alateen Safety Guidelines