



# NORTH CAROLINA / BERMUDA AFG, INC. AREA WORLD SERVICE COMMITTEE

## Area Alateen Process Person

The Area Alateen Process Person (AAPP) is the area's designated contact for Alateen with the World Service Office Group Records Department regarding Alateen forms.

### Area Alateen Process Person Duties

- The AAPP is responsible for all record-keeping of the Al-Anon Member Involved in Alateen Service (AMIAS) forms and Alateen group forms.
- The AAPP is responsible for entering all recertified and certified AMIAS members into the Online Group Records database.
- The AAPP is responsible for entering all new Alateen group sponsors and updating existing sponsors in the Online Group Records database.
- The AAPP is responsible for entering all GR-3 (Alateen Group Record Change) forms into the Online Group Records database.
- The AAPP educates the District Representatives on what forms are needed and how they are to be filled out for recertifying AMIAS, becoming certified AMIAS, and Alateen group sponsors.
- The AAPP is to keep currently certified or recertified AMIAS, Alateen sponsor forms and GR-3 forms. When an AMIAS does not recertify, then all their forms must be shredded. If they want to become an AMIAS again, they must follow the process all over again to become a certified AMIAS.
- The AAPP is to keep all District Representatives and the Alateen Coordinator up to date on the current AMIAS in their district.
- The AAPP is required to set up and maintain the Alateen and AMIAS registration desk at the annual North Carolina/Bermuda Al-Anon/Alateen Convention.
- The AAPP should attend the World Service online annual recertification training session and the annual recertification conference call for instructions and updates.
- The AAPP attends all AWSC meetings, prepares a report for each AWSC meeting and e-mails it to the Area Secretary at least one (1) week prior to the meeting.
- The AAPP attends all Area Assembly, prepares a report for the Area Assembly and e-mails it to the Area Secretary by one (1) week after the Assembly.
- The AAPP prepares (in July or according to the Area Treasurer's schedule) a list of anticipated expenses the upcoming budget year.

### Process for Initial AMIAS Certification

1. An interested Al-Anon member registers for and attends an AMIAS training conference call. If they meet the minimum Safety and Behavioral Requirements for North Carolina / Bermuda, they submit the WSO "Al-Anon Member Involved in Alateen Service" form and the North Carolina "Al-Anon Member Involved in Alateen Service" form to their District Representative of their district. (The NC AMIAS form must be notarized.) If the person wishes to be a group sponsor, the North Carolina Group Sponsor form should also be submitted, and the Alateen group they will be working with *must* be on the form.
2. The District Representative follows the district process for verification and either scans or mails the form to the AAPP.
3. Upon receiving the AMIAS application form from the District Representative, the AAPP ensures that the AMIAS form is signed by the District Representative, and

checks the applicant's name against the National Sex Offender Database (<http://www.fbi.gov/hq/cid/cac/registry.htm>) and the Offender Search on the N.C. Department of Corrections website (<http://ncfindoffender.com/>).

4. The AAPP signs and dates the WSO AMIAS form and places a temporary copy of this form in a file arranged by district.
5. The AAPP enters the member's information into the WSO Online Group Records form under "New AMIAS." The person will be in the pending section until they are reviewed by the WSO.
6. The AAPP notifies the District Representative, new AMIAS and District Alateen Coordinator by email or surface mail of the WSO-registered AMIAS certification and the WSO ID number.

### **Process for Annual AMIAS Recertification**

The online AMIAS recertification interface allows AAPPs to complete their annual AMIAS recertification electronically. The AAPP is able to update the AMIAS personal information directly into the WSO database and change the AMIAS recertification status as well.

1. The AAPP coordinates with the Alateen Coordinator for the upcoming training in February/March/April. The Alateen Coordinator sends an email to all current AMIAS and the District Representative with a flyer announcing upcoming recertification and certification training dates. The AAPP might be asked to participate as a moderator in the ongoing training.
2. The AAPP receives a list of names, phone numbers, emails and district number of the AMIAS who have taken the training from the Area Alateen Coordinator.
3. The AAPP sends each participant instructions specific to their district and status (certifying or recertifying). The US Mail and email address for the appropriate District Representative, and paperwork specific for the requested status, are sent to each participant. Each participant's stated status is to be verified; that is, if recertification is requested, then current certified status will be verified.
4. The recertifying AMIAS completes recertification training and submits the form to the District Representative of their district.
5. The District Representative follows the district process for verification and scans, emails or mails the form to the AAPP.
6. After participating in the annual recertification WSO training, the AAPP will start entering the information into the WSO Online Group Records database upon the direction of the WSO.
7. The AAPP updates the AMIAS roster with recertified AMIAS only.
8. The AAPP provides a current list to the Area Alateen Coordinator, the District Representative and the District Alateen Coordinators.

### **Process for Alateen Group Sponsor Certification**

1. An interested AMIAS fills out the Alateen Sponsor form, has it notarized, and gives it to the District Representative their district. If the applicant is going to sponsor an existing group, they provide the date of the Alateen vote and the name and location of the group.
2. The District Representative submits the completed and signed form to the AAPP.
3. A new GR-3 form must be filled out by the Alateen group listing the AMIAS as a sponsor. The District Representative signs the form and sends it to the AAPP.
4. The AAPP searches the following sex offender databases to ensure the sponsor applicant is not listed:  
<http://www.fbi.gov/hq/cid/cac/registry.htm>  
<http://ncfindoffender.com/>
5. The AAPP signs, dates and files the form.
6. The AAPP enters the information into the WSO Online Group Records database.

7. The AAPP notifies the District Representative, the new Alateen group sponsor and the District Alateen Coordinator by email or surface mail of approval or denial.
8. If a sponsor is to be removed, a new GR-3 form must be filled out and the changes entered into the WSO database.

### **Area Alateen Process Person at Convention**

- The AAPP is responsible for finding and training registrars for Alateen and AMIAS registration at Convention.
- The AAPP displays notices of Area Alateen events or events with Alateen participation within the service structure of the Area and supplies information about those events upon request. These will be provided by the Area Alateen Coordinator.
- The AAPP maintains and safeguards the North Carolina Alateen Medical Information and Travel Authorization Form(s) during the entire Convention. If the AAPP cannot stay for the entire Convention, the above records will be given to the Area Alateen Coordinator for safekeeping. All records will be destroyed once the Convention is over.
- The AAPP is responsible for handing out their cell phone number and that of the Area Alateen Coordinator, if available, to all Alateens and AMIAS at registration for use in case of an emergency or urgent need.
- The Alateen Hospitality Suite location is given to Alateens and AMIAS at time of registration.
- The AAPP provides a list of all current AMIAS for registration purposes.

### **Instructions to Alateen – AMIAS Registrars**

- Greet and welcome each member you are assisting at registration desk.
- Ask if attendee is pre-registered (Note: All Alateens not accompanied by parent or legal guardian must be pre-registered).
  - A. If pre-registered:
    - Find name on pre-registration list and check for any notes pertaining to attendee. Follow direction on notes, if any, and fill out any missing information.
    - If no notes, or when directions have been completed, put a check by name and give attendee their name tag and attendee packet.
    - If a preregistered Alateen arrives without their parent or legal guardian, or if that person is not attending for the same duration as the Alateen, contact the Area Alateen Coordinator before proceeding.
    - If a preregistered Alateen arrives and the listed assisting AMIAS is not with them, or available to come get them, ask the Alateen to wait at registration and call the Area Alateen Coordinator.
  - B. If not preregistered:
    - If the member is AMIAS, an Alateen accompanied by parent or legal guardian, give attendee a registration form to complete. Please note on form parent or legal guardian's name and cell phone number.
    - If AMIAS, verify AMIAS status from the list of current AMIAS provided by the AAPP. If not on list, do not proceed. Instead, call the Area Alateen Coordinator immediately.
  - C. If any scenario other than the ones outlined above occurs, contact the Area Alateen Coordinator for instructions before proceeding.