

Al-Anon Family Groups of Ohio

Application Packet for Al-Anon Members Involved In Alateen Service

Policies, Application Process, and Forms

Who Must Register?

- **Alateen meeting sponsors and those who might fill in for a sponsor**
- **Area Alateen Coordinator and Al-Anon Information Service (aka Intergroup) Alateen Coordinator**
- **Members serving Alateen in any other capacity (working with Alateen members at a convention, conferences, fund-raisers, providing rides, etc)**
- **District Representatives are encouraged to register**

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AI-Anon Member Involved In Alateen Service Packet

Check list For Applicants

This packet contains the instructions to aid in the completion of forms and steps needed to complete the AI-Anon Member Involved in Alateen Service (AMIAS) certification and registration process for AI-Anon Family Groups of Ohio.

Following is a checklist of items to assist members with the process. Items are initialed as they are completed. This sheet is for the applicant's personal records.

- _____ 1. Read all the pages in the Application Packet
- _____ 2. Talk with your GR, DR, and Area Alateen Coordinator
- _____ 3. Complete the forms in the Application Packet.
 - _____ Signature Sheet (FORM ONE)
 - _____ AI-Anon Member Involved in Alateen Service Form (FORM TWO)
- _____ 4. Complete the FBI Fingerprint Card information section and have your fingerprint impressions made.
- _____ 5. Complete the FBI's Identification Records Request - Applicant Request Information Form. Fill in all the requested information.

On this form in the section titled MAIL RESULTS TO ADDRESS -- write the name of Area Alateen Process Person and their address in this space.

Check the appropriate payment method.

Check FIRST CLASS MAIL as the Return Mail option. (FORM FOUR)

_____ 6. Get a money order or cashiers check in the amount of \$18 payable to the Treasury of the United States. If paying by credit card, the credit card payment sheets must also be completed and submitted with your fingerprinting request (FORM FIVE). FBI forms can be found on the FBI's website www.fbi.gov .

_____ 7. Send Fingerprint impressions (FORM THREE), Applicant Information form, and payment to:

FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

(It will take up to eight weeks to have results returned from the FBI.)

_____ 8. Send Agreement and Signature sheet along with the AI-Anon Member Involved in Alateen Service forms (FORM ONE and FORM TWO) to the Area Alateen Process Person (AAPP) when the fingerprint impressions and request have been sent to the FBI (FORM THREE and FORM FOUR). See the Area's Contact sheet for the address.

_____ 9. When the AAPP receives the certification number from the World Service Office, the AAPP will contact the AMIAS applicant with their WSO number. *(FYI: It will take up to 12 weeks to complete this process. Eight weeks to receive results from the FBI, and another three to four weeks for identification number to be returned from WSO.)*

_____ 10. Store your WSO number in a safe place for future reference.

_____ 11. Have fun with your new service position.

Minimum Safety and Behavioral Requirements

From: page 8 of the By-Laws of the Ohio Area Assembly for Al-Anon Family Groups

1. Every Al-Anon Member Involved with Alateen Service must:
 - A. Be an Al-Anon member 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, 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 requirements prohibit overt or covert sexual interaction between any adult and Alateen member.
4. The Area requirements prohibit conduct contrary to applicable laws.
5. The Area requirements contain procedures for parental permission and medical care when applicable.
6. The Area requirements must be reviewed by local counsel.
7. Consent forms must be signed by a parent/legal guardian whenever any Alateen member is transported to/from any out of town Al-Anon/Alateen meetings or event. A notarized consent/medical form is required for any out of town Al-Anon/Alateen event. The form must be for the sole purpose of a specific event. A copy of the consent form must be kept in the possession of the person who is providing the transportation or acting as chaperone.
8. All Al-Anon Members Involved In Alateen Service will provide a set of fingerprinting impressions for the purpose of securing a criminal record.

Description of Al-Anon Member Involved in Alateen Service (AMIAS)

A description of an AMIAS is in the *Al-Anon Alateen Service Manual* (P-24-27) in the Alateen Policy section.

Alateen Policy and Guidelines

Al-Anon members who desire to become Al-Anon Members Involved in Alateen Service (AMIAS) shall become familiar with the Alateen policy as stated in the *Al-Anon Alateen Service Manual* (P-24-27) and the Alateen Safety Guidelines (G-34). These can be found at www.al-anon.org/members.

Who shall be fingerprinted?

Al-Anon members providing direct service to Alateen members. The list includes but is not limited to: Alateen group sponsors, Alternate sponsors, anyone providing transportation to an event that involves Alateen members, or members serving Alateen in any capacity.

Where does an AMIAS have their record checked?

Fingerprinting impressions shall be processed by the FBI. (Instructions and forms are included in this packet in the following pages or can be found at www.fbi.gov .

Where are fingerprint impressions made?

Fingerprint impressions can be made at any county Sheriff's office in Ohio. The fee for this service varies from county to county. Call your local Sheriff's office for details and directions. Some local police departments provide this service. Contact your local police department and inquire about the service and any fee.

Who stores the records?

The AAPP shall store all AMIAS records.

Where are the records stored?

The AAPP shall store all AMIAS records and obtained information in a secure, locked unit. Records shall be protected and kept confidential.

Who has access to the AMIAS Forms?

Access to the records shall be by the AAPP and the Area WSC Delegate, if necessary.

How long are records/forms kept?

Records shall be kept as long as the AMIAS is active in Alateen service.

How are records/forms disposed of?

Records shall be shredded by the AAPP within six months of an AMIAS leaving active AMIAS service. Records shall be disposed of when an AMIAS's information is updated.

How often does an AMIAS need to have their background check renewed?

An AMIAS shall renew their background check every five years. In the event an AMIAS has a break in service and records have been destroyed, a new background check shall be required as well as accompanying information forms.

Who does the AMIAS applicant need to talk to before beginning the application process?

All AMIAS applicants shall talk to the Group Representative of their home group, the District Representative in the District in which the AMIAS is going to serve, and other AMIAS's. It is highly recommended the AMIAS applicant also talk with the Area Alateen Coordinator before beginning the AMIAS certification process. In the event a group does not currently have a Group Representative or a District does not currently have a District Representative, the AMIAS applicant shall talk with the Area Alateen Coordinator.

What forms are included in the application process?

- Agreement and Signature sheet – FORM ONE
- AMIAS certification form – FORM TWO
- FBI fingerprint impression card – FORM THREE
- FBI Request for information form – FORM FOUR
- Credit card application form for the FBI – FORM FIVE

Where are the instructions for the FBI forms and instructions?

Forms are included in this packet or maybe found on the FBI's website at www.fbi.gov .

Where can an AMIAS Applicant find the Application Packet?

The AMIAS Applicant Packet shall be found in the AFG of Ohio's Handbook and the website for AFG of Ohio www.ohioal-anon.org Electronic copies of the Application packet can also be requested from the Area Delegate, The Area Chairman, Area Alateen Coordinator, and the Area Alateen Process Person (AAPP).

What are the responsibilities of trusted servants?**The Applicant:**

- Talks with the Group Representative of their home group about becoming an AI-Anon Member Involved in Alateen Service
- Talks with other AMIAS's, a District Representative, and the Area Alateen Coordinator to get an idea as to what AMIAS responsibilities are
- Requests an AFG of Ohio AMIAS Application Packet or downloaded from www.ohioal-anon.org
- Completes the AMIAS packet forms
- Sends completed background check forms to the FBI
- Sends Form One and Form Two to Area Alateen Process Person (AAPP)
- Has fun being an AMIAS

The Group Representative of an AMIAS applicant:

- Talks with the AMIAS Applicant
- Signs the Agreement and Signature FORM ONE stating they know the applicant and FORM TWO on the bottom where it says *For Area Use*.

The District Representative in the District where the AMIAS applicant is going to serve:

- Talks with the applicant
- Signs the Agreement and Signature FORM ONE and FORM TWO of the Applicant.

The Area Alateen Coordinator:

- Talks with the AMIAS Applicant
- Signs FORM ONE and FORM TWO for applicants in Districts who do not currently have a District Representative

The Area Alateen Process Person (AAPP):

- Receive AMIAS applicants forms
- Upon receiving the background check results, shall send the AMIAS FORM TWO to the World Service Office for processing, and shall file FORM ONE.
- Informs AMIAS Applicant of their World Service Office ID number.
- Stores all information of all applicants in a secure locked unit
- Shreds Records six months after a member leaves service as an AMIAS
- Processes renewal of AMIAS service each year

What if your home group does not have a Group Representative?

In the event your home group does not have a Group Representative, the Applicant shall talk with the District Representative and following the conversations about being an AMIAS, the applicant will ask the District Representative to sign FORM ONE (Agreement and Signature) and FORM TWO (AMIAS Certification Form).

What if the District does not currently have a District Representative?

If a District is currently without a District Representative, the applicant shall have conversations with the Area Alateen Coordinator and following the conversation the Applicant shall ask the Area Alateen Coordinator to sign FORM ONE (Agreement and Signature) and FORM TWO (AMIAS Certification Form).

How is the background check funded?

AMIAS Applicants shall submit receipts to the District Treasurer in the District in which they shall be serving for reimbursement of background check service fees. In the event the District is unable to reimburse these funds, the AMIAS applicant shall submit the background check service fees receipts to the Area Treasurer, following the established Area's Expense Voucher procedure. Area Expense Vouchers are available on the Ohio Area website www.ohioal-anon.org Listed under Documents.

Does an AMIAS need to renew each year?

Yes. Each year in the fall, anytime before December 31st, FORM ONE and FORM TWO are completed and sent to the Area Alateen Process Person (AAPP). This is an Area and WSO requirement. This gives an idea of who shall be active in Alateen service for the coming year. Another background check is not required until the end of the fifth year of service.

Al-Anon Family Groups of Ohio

Agreement and Signature Page

⇒ **INSTRUCTIONS:** Initial each section and sign this form. The Group Representative from your home group must sign FORM ONE and TWO. Next have the District Representative sign both forms. When completed, send the Agreement and Signature [FORM ONE] and the Al-Anon Member Involved In Alateen Service [FORM TWO] to the Area Alateen Process Person (AAPP).

I meet the minimum requirements for certification as listed here:

(Initial each)

_____ I am an Al-Anon member regularly attending Al-Anon meetings (additional to Alateen meetings)

_____ I am at least 21 years of age

_____ I have at least two years in Al-Anon in addition to any time spent in Alateen (or in AA)

_____ I have not been convicted of a felony, and not have been charged with child abuse or other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.

_____ I have read, understand, and agree to comply with the AFG of Ohio’s Minimum Safety and Behavioral Requirements for Al-Anon Members Involved in Alateen Service.

Signature of AMIAS Applicant	Printed Name of Applicant	Date
Name of AMIAS Applicant’s Home Group		Day – Time – City - District # and WSO ID (If Known)

“This person is known to me and, to the best of my knowledge, these statements are true.”

Group Representative for AMIAS Applicant’s Home Group	Phone Number	Date
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“I have talked with the AMIAS applicant.

DR’s Signature	District Number	Date
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Al-Anon Member Involved In Alateen Service

*It is required that this form be completed by all Al-Anon Members Involved in Alateen Service.
(Please Print)*

First and Last Name: _____

Street Address: _____

City, State/Province: _____

Zip/Postal Code/Phone: _____

E-mail address: _____

I am in compliance with my Area's Safety and Behavioral requirements and agree to abide by them.

Signature

Date

The above Al-Anon member meets the Area's Safety and Behavioral requirements.

Area Alateen Process Person's Signature

Area and #

Date

Please Print Name Below:

WSO Assigned ID Number _____

Each Area must certify to the WSO annually that each Al-Anon Member Involved in Alateen Service has met the Area's Safety and Behavioral Requirements and has agreed to abide by them.

For Area Use: Read the Safety Requirements. Authorization is valid for one calendar year. (Please submit annually.)

Home Group's GR's Signature _____ Phone Number _____

District Representative's Signature _____ District Number _____

DR's phone number _____

(If your district does not have a DR, send this to the Area Alateen Coordinator.)

⇒⇒⇒ Applicants is this a new or renewal application. Please check one. ⇐⇐⇐

Send the original FORM TWO to the Area Alateen Process Person.

Form Three

FBI fingerprint Impression Card Can be found at www.fbi.gov Click on Stats and Services. (See below)

Form Four

FBI request for Information sheet. Can be found at www.fbi.gov Click on Stats and Services --- Click on Option 1 (See below)

Form Five

Credit Card payment form. Can be found at www.fbi.gov click on stats and Services Go to option 1 (See Below)

Step by steps instructions to download FBI forms: Go to: www.fbi.gov

- Click on Stats and Services
- Click on Background checks
- Scroll down to *How to request a copy of your record*
- Click on Option 1
- Print the instructions

To Download the Identification request:

- Scroll down to Applicant Information form (found on the right side of the above mentioned sheets.)
- Click on Applicant Information Request form
- Print the Applicant Information form

To Download the fingerprint card:

- On the right side, scroll down to fingerprint card (found on the right side of the above mentioned sheet
- Click on fingerprint card
- Print the card

If you need the credit card payment form:

- Scroll down the right side of the first page
- Click on credit card payment form
- Print the form