



# ALATEEN SAFETY COORDINATOR

## **PURPOSE**

Insure safety for all Alateens and AMIAS at the group, and event levels

## **PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED :**

- Must be a certified Al-Anon Member In Alateen Service.
- Have a list of current certified AMIAS within district
- Keep current Alateen group information

## **DUTIES & RESPONSIBILITIES:**

- Duties as outlined by the Northern California World Service Area (NCWSA).
- Certify Alateen sponsor candidates
- Recertify current AMIAS yearly March to May
- Cooperate with Alateen coordinator for sponsor training
- Custodian of sponsor records and compliance of B-17
- Attend district meetings
- Help setup new meetings
- Be knowledgeable of NCWSA requirements for Alateen safety

## **AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:**

Varies, approximately 16 hours a month

## **EXPENSES:**

Budget for processing new sponsor candidate's background checks

PRINT COPIES OF FORMS NEEDED TO HAVE ON HAND FOR PROCESSEING

CANDIDATES

## **EQUIPMENT NEEDED:**

- Computer, Printer, scanner, Fax, phone, internet access

## **FORMS USED:**

- A22.1a candidate profile, new candidate only
- A22.1b Candidate profile, renewal only
- A22.11 Request for live scan
- A22.7 Alateen travel and treatment authorization
- Gr-3 Alateen registration/ group records change form

## **OTHER INFORMATION:**

- Become familiar with Alateen literature
- B-3 Hope for children of Alcoholics
- B-23 Courage to be me
- P-21 youth and the Alcoholic parent
- P-24/27 Service Manual
- P-29 A guide for sponsors of alateen groups
- G-5 Alateen meetings in schools
- G-7 Al-Anon/Alateen participation in an AA convention