

**NOT SURE IF SOME OF THE SUGGESTED ITEMS HAVE BEEN CHANGED  
AND PERHAPS I JUST DON'T KNOW WHERE TO FIND THEM**

**CHANGES TO FORMS –**

1 – Group Change Form Instructions -Area 61WEB.doc – Last Updated 6/22/08

**CHANGES TO PROCESS –**

1 – Area 61 Alateen Safety and Behavioral Requirements –

Dated 12/14/2004 – (It has Al-Anon/Alateen Logo)

Dated 10/09 (Used for training) - **I'd make minor change to this one to match policy suggestion**

2. Area Alateen Process Person – Planning for the Annual Recertification – March 2011 – WSO Conference Call (This is a two page document.) –Not sure where 2012 is. Brief questions follow:

Document states it is important that the area have a process in place. **Do We?**

**I drafted a time line for the AAPP & Alateen Coordinator for planning purposes.**

There is usually a planning meeting with DR's done at an early Area meeting. **We are too late to do that this week end, perhaps a conference call may be needed. -**

3. WSO Group Records are now available to all DR's. **Do we need to talk about whether Area 61 wants to link the AMIAS to the district in which they reside OR the district in which they serve? WSO thinks they will want to link to the district in which they serve. NOTE: THIS HAS BEEN AN AREA OF CONFUSION FOR ME, SOME DR'S AND SOME AMIAS, AND WHAT IF THEY SERVE IN MULTIPLE DISTRICTS?**

4. Fingerprints – Issue is that some well-established people are being rejected because the quality is unacceptable for reading . The AMIAS is asked to get a second set done. There is no charge as long as they keep the receipt.

Connie R. had submitted some proposed changes. **I DON'T THINK THAT HAPPENED!**

**PROPOSED CHANGES FOR FINGERPRINTING PROCESS (IN RED)**

The Area Alateen Process Person, (AAPP) will submit the fingerprint card(s) to the Wisconsin Crime Information Bureau (CIB). The AAPP will check the State of Wisconsin (CIB) website in approximately two weeks from date sent. The findings stay there 30 days and then drop off.

The information is from the state and from the FBI. If the fingerprints are rejected for quality, the AAPP will request a second set from the prospective AMIAS. There is no charge as long as there is a receipt. When the AAPP receives the second set, she/he must print the page from the CIB website indicating why the prints were rejected. There is no charge to the Area as long as it is attached.

When the fingerprints are accepted, the AAPP can submit the AMIAS Form to WSO for certification and assigns a ID number for the AMIAS as long as the Area 61, Safety & Behavioral Requirements are met. **The issue that needs revision and Area approval is:**

**WHAT HAPPENS WHEN FINGERPRINTS ARE RETURNED TWICE FOR QUALITY? The Area application asks for two referrals that can attest to the applicant's participation in the program, service experience, reliability, stability and dependability. The District Representative also signs. I feel that should be enough to certify the applicant?**

## CHANGES TO POLICY –

Policy Manual – Dated 9/29/12

Page 16. PROCESS –

Contact the District Representative (DR) to let them know of your desire to become an Al-Anon Member Involved in Alateen Service (AMIAS). **He/she will notify the Area 61 Alateen Process Person (AAPP) who will mail out a packet with all of the necessary forms and a return envelope to her.** Remember to have your DR.....(AAPP).

Take one fingerprint card **sent with above packet.** Go to your.....AAPP. **We suggest you call for an appointment as some cities only do fingerprints on certain days and time.**

**NOTE: THE TRAINING MODULE(S) ARE ON A FLASH DRIVE AND WERE ORIGINALLY DONE BY WSOAND UPDATED BY CONNIE R. AND EMILY P. IN 2010**

### CHANGES TO TRAINING MODULE – I

Cover Page – Alateen Training Module I – Overview of Alateen Service – Area 61 – **Add Date**

Slides 1-12 – No Change

Slide 13 – Alateen Coordinator – **Vacant (Or if filled – add name) & AAPP – Connie O.**

Slides 14, 15 & 16 – **Change to match word for word if PROCESS is changed in Policy Manual**

### CHANGES TO TRAINING MODULE – II

Cover Page – **Change to current date**

Slides 1 – 3 – No Change

**Insert New Slide 4 – Suggested Meeting Guidelines (Teens develop their own wording)**

Slides 5 – 8 – No Change

Slide 9 – Area 61 Resources – **Change information for Alateen Coordinator and AAPP**

Slides 10 – 11 – No Change

### CHANGES TO TRAINING MODULE – III

Cover Page – **Change to current date**

Slides 1 – 18 – No Change

**However #18 refers to Midlake & suggests we review those guidelines. I need a copy!**

Slide 19 – Wrap Up - **Change information for Alateen Coordinator and AAPP**

### CHANGES TO TRAINING MODULE – IV Part A

Cover Page – **Change to current date**

Slides 1 – 10 – No Change

Slide 11 – **Correct Spelling of Mandated**

Slides 12 – 18 – No Change

Slide 19 – **I need to double check to make sure Al-Anon/Alateen Guidelines Service Manual is still available, if not delete reference to it.**

### CHANGES TO TRAINING MODULE – IV – Part B

Cover Page – **Change to current date**

Slides 1 – 23 – No Change

**I ALSO WANT TO INSERT A SLIDE ABOUT ALATEEN CHAT MEETINGS –**

Also have applicable guidelines and Alateen Inventory Book available (Ask Literature to bring.)