

**Georgia AFG, Inc. (Area 11 AFG)**  
**Information for Al-Anon Members Involved in Alateen Service**  
**Updated: March, 2008**

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The intent of this article is to provide a summary related to Area 11's minimum requirements for Al-Anons and Alateens involved in Alateen service. It also provides an overview for the first-time (initial) and subsequent (recertification) processes.

**Area 11 AFG (Georgia) Minimum Safety and Behavioral Requirements For Al-Anon Members Involved In Alateen Service (AMIAS) and Alateens:**

- 1 Every Al-Anon member directly responsible for Alateens while being of service to Alateens (including, but not limited to, sponsors, conference or event chairpersons, and transportation providers) must:
  - o Be an Al-Anon member regularly attending Al-Anon meetings.
  - o Be at least 23 years old.
  - o Have at least two years in Al-Anon in addition to any time spent in Alateen, six months of which must be in Georgia Al-Anon.
  - o 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.
- 1 There must be at least one Alateen sponsor at every Alateen meeting.
- 1 The Area requirements prohibit overt or covert sexual interaction between any adult and Alateen member.
- 1 The Area requirements prohibit conduct contrary to applicable laws.
- 1 The Area requirements include procedures for parental permissions and medical care when applicable.
- 1 The Area requirements have been reviewed by local counsel.
- 1 That background checks for Al-Anon members involved in Alateen service (AMIAS) be performed (limited to felony convictions) on an annual basis at the discretion of the Area Alateen Process Person (AAPP) with authority to use the most efficient process to accomplish this task. Initial background checks will be fingerprint-based while subsequent annual background checks will be electronic.

**Initial Certification Process**

Here is a thumbnail description of the process for persons completing a criminal background check for the first time (not re-certifying) —including fingerprints. This process is intended only for those persons who have not previously successfully completed a AMIAS background check in Georgia.

- 1 Complete, sign, and return the Al-Anon Member Involved in Alateen Service (AMIAS) form to the Area Alateen Process Person (AAPP) (see below for contact information related to the AAPP). A copy of the form may be downloaded from the Georgia Al-Anon website [http://www.ga-al-anon.org/SR\\_ServiceMemberForm\\_041103.pdf](http://www.ga-al-anon.org/SR_ServiceMemberForm_041103.pdf)
- 1 If this is a new meeting or if there are any changes or updates to your respective Alateen Group information (including sponsors, current mailing address, meeting location, etc.), please complete (with any appropriate changes or updates) and return the Alateen Registration/Group Records Change form to the AAPP. A copy of the form may be downloaded from the Georgia Al-Anon website [http://www.ga-al-anon.org/SR\\_GroupChangeForm\\_041103.pdf](http://www.ga-al-anon.org/SR_GroupChangeForm_041103.pdf). (The form & WSO can record only two sponsors per group. If more than two sponsors, list only two of them.)
- 1 After the AAPP receives the form(s) identified above, the AAPP will send you a packet containing the appropriate form, explanation of the process and envelope for sending the form to

the investigative services firm to request your background check. Follow the checklist included in the package. The checklist includes:

- Information/ Background check release form
  - Directions to arrange with a Georgia Applicant Processing Services (GAPS) site to have your fingerprints taken
  - List of GAPS sites in your area
  - List of what to bring when reporting to a GAPS site for fingerprinting
  - Return envelope addressed to Bosma Investigative Services (do not return the background check form to the AAPP)
  - *After submitting the form to Bosma, you will be notified of registration into the GAPS system. At that point, you will have two weeks to complete the process.*
- 1 The results of the fingerprint background checks will be reviewed by Bosma Investigative Services. **This request to the GBI takes an average of 1 business day per request (plus time for posting results) with no guarantee – it may take more time depending on current work load.** With a Satisfactory result, a national electronic background check will be performed. This takes an additional 2 to 3 business days.
  - 1 The investigative services firm will report to the AAPP a Satisfactory or Unsatisfactory response based on the area's current minimum requirements.
  - 1 Once the Satisfactory results have been reported to the AAPP, the AAPP will certify the Member Involved in Alateen Service and, if appropriate, Alateen Registration/Group Records Change forms, and send those to WSO. Upon notification from the AAPP, the AMIAS may begin active Alateen service in Georgia.
  - 1 WSO will assign an ID # to the AMIAS. The AAPP will forward that number to the AMIAS.

### **Annual Recertification Process**

This process is intended only for those persons who have successfully completed a fingerprint background check in Georgia and maintained their AMIAS certification. **Forms must be completed and returned no later than May 31, 2008.**

- 1 Complete, sign, and return the Al-Anon Member Involved in Alateen Service (AMIAS) form to the Area Alateen Process Person (AAPP) (see below for contact information related to the AAPP). A copy of the form is included with the recertification letter and may also be downloaded from the Georgia Al-Anon website (<http://ga-al-anon.org/Library/alateen.html>).
- 1 Complete, sign, and return the Background Check Release Form to Bosma Investigative Services (return mailing address is contained in the Release Form). A copy of the form is included with the recertification letter. Please do NOT return the Release Form to the AAPP **–it must be returned to Bosma.**
- 1 If you need to replace the release form, please contact the AAPP.
- 1 If there are any changes or updates to your respective Alateen Group information (including sponsors, current mailing address, meeting location, etc.), please complete (with any appropriate changes or updates) and return a Alateen Registration/Group Records Change form to the AAPP. A copy of the form may be downloaded from the Georgia Al-Anon website (<http://ga-al-anon.org/Library/alateen.html>).
- 1 If the forms are not completed and returned before the deadline, the AMIAS will not be recertified. When certification lapses, it will be necessary to redo the initial process (see above).

All related correspondence, questions, and concerns may be directed to the AAPP e-mail address of [aapp@ga-al-anon.org](mailto:aapp@ga-al-anon.org).