

AFG Area 9 – Florida North Guidelines

Alateen Conference

Purpose

“An Alateen conference is an opportunity for Alateen members and Alateen Group Sponsors to increase their understanding of the Twelve Steps and Twelve Traditions through the sharing of ideas, fun, and fellowship. Alateen conferences give attendees the increased sharing experience of a wider Alateen membership. Alateen conferences are sometimes called Alateen round-ups, Alateen conventions, or other Area-approved titles.*

**In this Guideline, the terms “Alateen Group Sponsor” and “Al-Anon Member Involved in Alateen Service” (or “AMIAS”) are used interchangeably to include all AMIAS who are serving at the conference in any capacity.”¹*

Structure

As with other Area Events, a District stands for and hosts the Alateen Conference. Two Districts may co-host the event. By mutual agreement, Florida North hosts in even years, and Florida South hosts in odd years. Also by mutual agreement, both Areas support both Alateen Conferences. This is subject to change by consultation with Florida South through our Service Structure.

The structure of the Alateen Conference is a weekend event - usually starting on Friday and ending before lunch on Sunday. There are many requirements to be met, and these will be laid out in the Guidelines as well as in our Area Alateen Safety and Behavioral Requirements. However, there are some aspects of the Conference that are within the autonomy of the District to choose and to work through according to their own policies.

It is the intent of the Area that the Alateen Conference focus on recovery and the spiritual aspect of our program, and not be held at any commercial theme park or within a very public venue. We encourage Districts to find private campgrounds or retreat facilities that will lend themselves to the safety and privacy of the teens who are participating.

The Area budgets a particular amount of money toward the Alateen Conference. The host District should initiate communication with the Area Officers regarding the financial and legal aspects of the contract that will require the participation of NFA AFG, Inc. (Such as signing contracts.) The Alateen Conference Committee should not obligate the Area to an additional

¹ Al-Anon WSO Guidelines, *Alateen Conferences*, G-16

financial burden without some discussion with the Area Officers and the District for mutual cooperation.

Policy

1. Our Area Alateen Conference must meet the minimum requirements of the Area Safety and Behavioral Requirements (see the Area website for these).
2. Our Area Alateen Conference has a procedure in place to certify that AMIASes meet the certification requirements and that all attendees (adult and teens) adhere to the policies and procedures of the Conference.
3. The Host District of the Area Alateen Conference will work with the Alateen Coordinator and the AAPP to make sure that all forms are in compliance with our Area Safety and Behavioral Requirements.
4. The Area Alateen Conference Committee Chair will be an active member of the AWSC for the meetings preceding and directly following the Alateen Conference. The Chair will share written and verbal reports at all Area meetings. If there are two Districts co-hosting, only the Chair will serve on the AWSC panel.
5. This is an Area event, and each District should be willing to find ways to support the Area Alateen Conference. The Conference Committee will find ways to work with each District to encourage full Area participation as they are able. District cooperation can be: contributing money, contributing items, sending teens, sending AMIASes, etc. There are many different ways to cooperate and support. All monies in excess of the expenses of the Conference belong to Area 9.
6. Our Area Alateen Conference is primarily an opportunity to strengthen the spiritual program of the participants. It is noted that there may be teens in attendance who are new to the Alateen program. AMIASes and Alateen members should be willing to work with these teens to help them understand the nature of our fellowship and the Legacies on which it is built. For purposes of these Guidelines and all Requirements, all teens in attendance are considered Alateen members and are referred to as such in these documents. Alateen members may be over 18 but are still considered teens and subject to the requirements.
7. All AMIAS/Alateen contact should be gender conscious, and adults should make every effort to avoid one-on-one interactions with the teens. There must be no overt or covert sexual interaction between any adult and any Alateen member.
8. Individuals who provide transportation to the conference have auto insurance that meets or exceeds Florida's legal minimum requirements for insurance purposes.

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9. Our Area encourages past and current Alateen Conference Chairs to have a meeting (share a meal, breakout at an Area meeting, etc) in order to share their Experience, Strength, and Hope.

Procedures

1. Area Procedures include:
 - a. Background checks and certifications for all AMIASes prior to the Conference
 - b. Information and Permission Forms based on WSO Guideline G-34, *Alateen Safety Guidelines* (click [here](#) to view)
 - c. Medical Form based on WSO Guideline G-34
 - d. Cooperation between the Area Coordinators and the District for compliance
 - e. Area Technology Coordinator to work with the Conference Committee to assist with web and other technology needs
 - f. All Districts in the Area should be willing to cooperate and support the event
 - g. The Area will provide a Certificate of Insurance to the event location
2. Area 9 and the Host District will cooperate to open the necessary bank accounts, post office box, and other contractual needs to maintain anonymity.
3. District Procedures include:
 - a. Selecting the date, place, and theme of Conference
 - b. Preparing a budget in addition to the Area funds
 - c. Selecting members and forming committees
 - d. Cooperating with Area Alateen Coordinator and Area Alateen Process Person (AAPP) to maintain full compliance and anonymity in planning
 - e. Recording a list of what worked and what did not work to pass along to the next District hosting the Conference
 - f. Developing and sharing security protocols as to what worked and what did not work. This can be included in a notebook to be passed along to Event Chairs.
4. AMIAS Procedures include:
 - a. All Certification and Background Checks will be up to date with AAPP
 - b. Cooperation with the Alateen Coordinator and AAPP as liaisons with the
 - c. Alateens
5. Suggested Committees include:
 - a. Chair, Co-Chair
 - b. Treasurer
 - c. Registration and Publicity
 - d. Program – Speakers, workshops, events
 - e. Forms and Certification

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- f. Hospitality/Welcoming
 - g. Set up and Clean up
 - h. Security and Medical (deal with lifeguards if not provided by venue)
6. Other committees could include:
- a. Boutique
 - b. Decorations
 - c. Raffle
 - d. Printing and Publicity T-shirts
 - e. Literature
7. The Conference Chair will give reports (verbal and written) to the hosting District(s). There may need to be additional cooperation with the District regarding finances.

Suggestions and Recommendations

1. In the past, some successful Alateen Conferences have been held at church conference centers and camps because they are set up to work with teens. This is not a requirement but it could be helpful for a District to use such a venue.
2. Both our Area and Florida South has held the Conference at the Lake Placid Camp and Conference Center. The two Areas (through their Delegates and Chairs) could consider making some ongoing arrangement with the LPCC to have it there every year. This would avoid having to go through the process each year to decide a location. If implemented, procedures for the Districts may need to be adjusted.
3. Create a “generic” Alateen Conference kit or flyer rather than waiting until just before a particular conference. Maybe if we let families and teens know that every summer there is a Conference, they could begin the planning process for it.