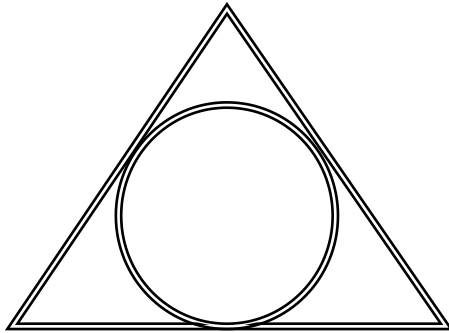


# **Arkansas Area 02 Guidelines**



## **Al-Anon / Alateen Family Groups**

***“For our group purpose there is but one authority  
- a loving God as He may express Himself in our  
group conscience. Our leaders are but trusted  
servants; they do not govern.”***

## *Serenity Prayer*

*God, grant me the Serenity  
to accept the things I cannot change,  
courage to change the things I can,  
and Wisdom to know the difference.*

First Printing 1990  
Amended 1985 and 1986  
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***Let It Begin With Me***

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When anyone, anywhere, reaches out for help, let the hand of Al-Anon and Alateen always be there, and

***Let It Begin With Me***

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## ARKANSAS AREA 02 GUIDELINES

### ARKANSAS AREA 02 ASSEMBLY (Assembly) DEFINED

- I. Membership
  - A. The Assembly is comprised of all AI-Anon and Alateen members in Area 02. Only AI-Anon and Alateen members have voice.
- II. Districts
  - A. The Area is divided into numbered districts.
  - B. When a district divides, the resulting district will take the next available number. If a dispute over the assignment of district numbers arises, the dispute will be settled by toss of the coin at Assembly.
- III. Meetings
  - A. The Area Chair shall call an Assembly three (3) times each year.
  - B. A time after 12 noon Saturday of each Assembly will be assigned to discuss business items for next day voting.
  - C. Voting Policy at Assembly
    1. Only Group Representatives, Alternate Group Representatives or their designated representatives who are in attendance will have a vote at Assembly.
    2. Each registered group will have only one vote at Assembly, regardless of the number of times it meets weekly.
    3. An individual may vote on behalf of only one registered group.
    4. Only Group Representatives, Alternate Group Representatives or their designated representatives who are in attendance may make a motion, second a motion, or vote.
    5. Issues at Assembly may only be voted on once each 12-month period, but discussions may be held as often as deemed necessary by the Assembly.
    6. A simple majority vote of all registered voters is required to pass an issue.
    7. A two-thirds majority of all registered voters is required to elect the Delegate, Alternate Delegate and Chair.
    8. A simple majority vote elects officers other than the Delegate, Alternate Delegate and Chair.
    9. Voting at Assembly will be preceded by
      - a. Seating of Group Representatives
      - b. Roll call
    10. All voting will be by open ballot except for elections, which will be by closed ballot. The Assembly may vote to change this for a particular motion.

## AREA OFFICERS

*All officers are elected for three-year terms. Officers may be replaced during the current three-year term if:*

- *more than three Area Assemblies are missed or*
- *more than three Area World Service Committee (AWSC) meetings are missed or*
- *a vacancy occurs during the term.*

### I. Delegate

Serves as the communications link between the Area, the World Service Conference and the World Service Office.

### II. Chair

- Conducts all Assembly and AWSC meetings
- Arranges for meeting rooms
- May serve as the AI-Anon member on the State AA Convention Committee
- Notifies the Secretary of the dates of meetings
- Appoints ad hoc committees to serve the Assembly for special projects
- Attends as ex officio member of the Arkansas AI-Anon / Alateen Convention Committee

### III. Alternate Delegate

- Assumes the responsibilities of the Delegate when the Delegate is unable to perform duties
- Chairs Arkansas Area Assembly and AWSC meetings when the Chair is unable
- Serves as Guidelines Manager
- Chairs District Representative meeting at Assembly

### IV. Secretary

- Sends notices of all meetings
- Sends appeals to groups three times per year
- Records minutes and motions at Assembly and AWSC meetings
- Updates the Motions and Minutes Books
- Makes the minutes of the previous AWSC meeting available to all voting members
- Makes the minutes of the previous Assembly meeting available to all registered groups and AWSC members prior to the next Assembly.

### V. Treasurer

- Manages Assembly and AWSC finances
- Receives and records contributions
- Prepares financial reports and annual Assembly and AWSC budgets

- D. Presents written guidelines at the beginning of each three year term, including current spending caps
- E. Provides Audit Committee with financial information
  - F. Makes the financial reports and budgets of the Assembly meeting available to all registered groups and AWSC members prior to the next Assembly.

## **AREA COMMITTEES**

### I. Area World Service Committee (AWSC)

- A. "The primary function of the Area World Service Committee (AWSC) is to plan for the general improvement of both the Assembly and the groups ... "all with the purpose of informing and unifying the groups in the Area." Al-Anon Alateen Service Manual 2018-2021, pg. 155.
- B. Plans agenda for Assembly meetings.
- C. Functions as the Area Business Services Committee.
- D. Committee members include Assembly Officers, Past Delegates, Coordinators and District Representatives.
- E. Meetings will be held before Assembly meetings, or when needed, as determined by the Area Chair.
- F. Committee members will have voice and vote.
  - 1. AWSC meetings are open to all Al-Anon/Alateen members. Those who are not committee members will have voice, but no vote.

### II. Convention Committee

- A. Purpose: to coordinate the annual Arkansas Al-Anon / Alateen Convention
- B. The Convention Committee will consist of five members who serve on a rotation basis, progressing through committee offices to Convention Chair.

*See Convention guidelines for further information.*

### III. Audit Committee

- A. Purpose: To review all finances, including income and expenses, of the Assembly, AWSC, Alateen Al-Anon / Alateen Convention and other special purpose accounts on an annual basis.
- B. This committee consists of three members:
  - 1. Appointed by the Area Chair
  - 2. Serving three-year terms on a rotating basis
  - 3. Progressing to Audit Committee Chair in the third year
- C. The Audit Committee Chair shall present annual audit results to the AWSC prior to the fall Assembly.

## AREA COORDINATORS

- I. General Duties of Area Coordinators
  - A. To assume responsibility for the coordination of Area efforts related to specific services
  - B. To facilitate the sharing and dissemination of information relating to specific areas of service between the Assembly and:
    1. Al-Anon World Service Office (WSO)
    2. Other Areas
    3. Districts and groups within Arkansas Area 02
- II. The Area may have the following Coordinators:
  - Alateen Coordinator
    1. Suggested Guidelines for Area Alateen Coordinator:
      - c. Be an Al-Anon member for a minimum of five years
      - d. Be an Alateen sponsor for at least two years
      - e. Be active at the Area Assembly level (See “Active defined”, under *Eligibility for Office*)
      - f. The Alateen Coordinator shall be appointed by a consensus of the Area Assembly Chair, Alateen Sponsors and Alateens present at the election assembly.
  - Alateen Member Chairperson
  - Area Alateen Process Person
  - Archives Coordinator
  - Convention Chair
  - Cooperation with the Professional Community Coordinator (CPC)
  - Forum Coordinator
  - Group Records Coordinator (Maintains group information)
  - Institutions Coordinator
  - Literature Distribution Coordinator
    1. The Literature Distribution Coordinator will also be required to give reports at both the AWSC meetings and Assemblies and take an annual inventory.
  - Partyline Coordinator
  - Public Information Coordinator (PI)
  - Website Coordinator
- III. The Area Chair will appoint these Coordinators. The Chair shall also appoint any others necessary or may combine any positions when needs are demonstrated.



## **ACTION COMMITTEE STRUCTURE**

Aligning with Step 12, the Action Committees meet during Assembly to plan and take action on behalf of the committee or Assembly to carry the Al-Anon message.

### I. Group Services Committee

- A. The goals of the Group Services Committee are to
  - 1. Strengthen the connection between the Assembly and existing groups.
  - 2. Reach out to newly registered or unregistered groups.
  - 3. Invite participation.
  - 4. Keep our area mailing list current.
  - 5. Record and preserve the history of the groups.
- B. The Group Services Committee includes at least: one Area officer; two Past Delegates; two or more District Representatives; the Archives Coordinator; the Alateen Coordinator; the Area Alateen Chairperson; and the Group Records Coordinator, Group Representatives, and other interested Al-Anon/Alateen members. Coordinators may form Advisory or Action committees. A District Representative usually chairs this committee.

### II. Fellowship Communications Committee

- A. The goals of the Fellowship Communications Committee are to:
  - 1. Encourage the use of Conference Approved Literature (CAL).
  - 2. Encourage member sharings to the Partyline and Forum.
  - 3. Encourage member responses to needs for new literature.
  - 4. Provide guidance on the use of CAL and the Forum in group meetings and outreach activities.
  - 5. Encourage the sale and distribution of CAL and the Forum to agencies outside the fellowship as an outreach tool.
  - 6. Maintain Area 02 Website.
  - 7. Sharing experience, strength and hope through literature reviews and submissions of members.
- B. The Fellowship Communications Committee includes at least: one Area officer; one Past Delegate; two or more District Representatives; the Partyline Coordinator; the Literature Coordinator; the Literature Distribution Coordinator, the Forum Coordinator; the Website Coordinator; Group Representatives, and other interested Al-Anon/Alateen members. Coordinators may form Advisory or Action committees. A District Representative usually chairs this committee.

III. Public Outreach Committee

- A. The goals of the Public Outreach Committee are to:
1. Plan and carry out our primary purpose “to help families and friends of alcoholics” through outreach to the public and professional community.
  2. Provide the best sources of help for families and friends of alcoholics.
  3. Provide information to access Arkansas Area Al-Anon / Alateen Family Groups.
- B. The Public Outreach Committee includes at least: one Area Officer; one Past Delegate; two or more District Representatives; the Cooperation with the Professional Community (CPC) Coordinator; the Public Information Coordinator; the Institutions Coordinator, Group Representatives, and other interested Al-Anon/Alateen members. Coordinators may form Advisory and Action committees. A District Representative usually chairs this committee.

IV. Membership Outreach Committee

- A. The goals of the Membership Outreach Committee are to:
1. Find ways to communicate within the fellowship about Al-Anon / Alateen activities.
  2. Brainstorm and test ideas that stimulate information sharing, cooperation, and Al-Anon / Alateen participation in Area conventions.
  3. Brainstorm and test ideas for strengthening the Area Assembly and other meetings (examples: Celebrations, Regional Delegates Meeting and Together Empowering Al-Anon Members (TEAM) Events).
  4. Reach out to each group to encourage unity and participation.
- B. The Membership Outreach Committee includes at least one Area officer; one Past Delegate; two or more District Representatives; any Area Information Services (AIS) Liaisons; the Convention Committee Chairperson; and other interested Al-Anon/Alateen members. Coordinators may form Advisory and Action committees. A District Representative usually chairs this committee.
1. Standing action subcommittees are the Little Rock and Ft. Smith AISs and the Convention Committee.

## FINANCES

- I. Bank Accounts
  - A. All bank accounts will have at least two authorized signatories designated by the Assembly.
  - B. The reserve fund for the Area Assembly will be an amount sufficient to cover the anticipated meeting expenses for the year.
  - C. Checks in excess of \$200.00 will require two signatures.
- II. Area Assembly Appeals
  - A. Three appeals should be sent to the groups each year.
  - B. The suggested contribution for groups to Area is \$5.00 per member per appeal.
- III. Officers and Area Coordinators
  - A. AWSC members who are currently Group or District Representatives (GR/DR) should be reimbursed by their respective Group/District for expenses normally reimbursed for their service position (for GR, Area Assembly; for DR, AWSC and Area Assembly).
  - B. AWSC members (coordinators, past delegates, officers) who are not currently reimbursed as GR/DR will be reimbursed for expenses to attend AWSC and Assembly, subject to current maximums. The Area Treasurer will provide Area Reimbursement Guidelines to AWSC members providing details on calculating and submitting expenses, and current caps.
    1. AWSC reimbursed expenses are limited to one meal and actual fuel expenses.
    2. Area Assembly reimbursed expenses are limited to two meals, actual fuel expenses, and the lesser of one-half or their proportional share (if more than two people share a room) of the standard room rate at the Assembly hotel.
    3. The Area Chair and Literature Distribution Coordinator (LDC) will be reimbursed lodging expenses and one additional meal for Area Assembly Friday night.
  - C. The LDC shall maintain a tax identification number (EIN) and a checking account at the banking institution of the LDC's choice.
    1. The reserve fund for the LDC account is \$2,000.
    2. At the end of each calendar year, the LDC account funds in excess of the reserve will be transferred back to the Area Assembly account.
    3. LDC expenses to attend and provide literature for sale at the Arkansas Al-Anon/Alateen Convention will be reimbursed by Area Assembly.
- IV. The Audit Committee Chair shall be reimbursed for expenses incurred to attend AWSC meetings and Assemblies, providing the

Audit Committee Chair's attendance is required and that such expenses would not otherwise be paid by a group or district.

- V. Any anticipated expense substantially exceeding budgeted amounts needs prior approval by the Assembly.

### **ASSEMBLY ELECTION PROCEDURES**

- I. Eligible members willing to stand for Area offices:
  - A. should be present or
  - B. must submit a statement of their willingness to the Area Chair prior to Assembly elections.
- II. Current Group or Designated Representatives are eligible voters. Group Representatives whose office begins on the next January 1<sup>st</sup> are not eligible to vote. The individual groups have the autonomy to determine who will represent them at election assemblies.
- III. Eligibility for Offices
  - A. Those who are eligible to run for the offices of Delegate, Alternate Delegate, Chairperson, Secretary or Treasurer are past and present:
    - 1. District Representatives who have not missed more than three Assembly meetings during the current three-year period.
    - 2. AWSC members who have not missed more than three AWSC meetings during the current three-year period.
    - 3. AWSC members who served a partial term and have not missed more than one AWSC meeting per year or partial year during their time as an AWSC members.

# ARKANSAS AL-ANON CONVENTION GUIDELINES

## STATEMENT OF PURPOSE

“The Arkansas Al-Anon Convention is an occasion for Al-Anon and Alateen members to gather for fun and fellowship, to celebrate their beginnings, enhance their understanding of the program, and to find ways to attract new members.” *Al-Anon Guidelines for Al-Anon/Alateen Area Conventions, G-20*

## GENERAL GUIDELINES

1. The Convention will be held annually in March. Any change in location will be approved by the Arkansas Area Assembly, based on recommendations of the Convention Committee.
2. All Committee members will serve in this order as:
  - a. Entertainment coordinator/ Secretary
  - b. Hospitality coordinator
  - c. Publicity/ Fund-raiser coordinator
  - d. Registration coordinator/ Treasurer
  - e. Chair
3. The Convention Chair will provide a notebook for each of the five positions. It will contain:
  - a. Area guidelines
  - b. Convention guidelines, including a timeline
  - c. Convention history summary (past themes, speakers, workshops, etc.)
  - d. List of specific duties for each position
  - e. Minutes of past Committee meetings
  - f. Continuing record of informal notes from each committee member, i.e., ideas, successes, and hints for future planning for the specific position to which the notebook is assigned. These notes should be signed and dated by the Committee member.The notebooks will be rotated from outgoing to incoming Committee member for that position at the close of each Convention.
4. The outgoing Convention Treasurer will present a closing financial report of the immediate past Convention to the Area World Service Committee in May and the Area Assembly in June of each year.
5. For consistency sake and ease of recognition, flyers and programs should retain the same color and format from year to year.
6. A minimum of two (2) Al-Anon/Alateen members will staff the registration table at the Convention at all times, utilizing as many people as possible; “Participation is the key to harmony”. The Committee will set specific times for registration.

7. The Committee will convene at regularly scheduled meetings. Minutes will be recorded and distributed to all Committee members and the Area Chair within two weeks following the meeting.
8. New Convention Committee members will be nominated by District Representatives and selected by the Committee and the Area Chair. Al-Anon members should notify their District Representatives of their interest in serving on the Committee prior to the February Assembly. DRs should submit nominations to the Convention Chair by the February Assembly. Selection of new members should be rotated among the districts whenever possible.
9. In keeping with Concept Four, "Participation is the key to harmony", Committee members are encouraged to solicit assistance from other Al-Anon and Alateen members in discharge of their duties.
10. Guidelines will be reviewed by the Area every three (3) years, with input from the Convention Committee.

### **CONVENTION FINANCIAL GUIDELINES**

1. The Convention treasury will maintain a prudent reserve adjusted annually to the amount needed for the most recent Convention. After all expenses have been paid post-convention, any amount in excess of the prudent reserve will be split (50%-50%) between the Convention treasury and the Area.
2. Actual expenses of Committee members to attend Convention and Committee meetings will be paid from the Convention treasury. This includes gasoline, meals, lodging and registration. Expenses for the Convention Chair to attend AWSC and Area Assembly are paid from the Area treasury, as specified in the Area Guidelines, "Financing/ Officers and Coordinators".
3. Anticipated expenses for materials used by the Committee members in the discharge of their duties should be approved by the Committee prior to purchase whenever possible. Keeping in mind the Seventh Tradition, donations are encouraged.
4. Speaker hosts are responsible for their own expenses in attending the Convention. The Committee will reserve their rooms as a courtesy, but will not provide funding other than dinner on Saturday as part of the group dinner. Registration is complimentary.
5. Registration (only) for workshop leaders is complimentary.
6. Travel costs, lodging, meals and registration will be provided for speakers from Convention funds. If the speaker is traveling by personal vehicle, the Committee will determine in advance an equitable rate of reimbursement.
7. Cost of registration is to be determined annually by the Committee. It is anticipated that income from registration and fund-raisers will cover the actual expenses of the Convention.

## **ARKANSAS AREA 02 ALATEEN GUIDELINES**

Adopted October 1995  
Revised – October 1996  
Revised – 2005  
Revised – February 2016  
Amended – June 2018

### **STATEMENT OF PURPOSE**

To strengthen the worldwide fellowship of Al-Anon and Alateen so that it will continue to serve the diverse needs of our members no matter what their ages, Arkansas Area 02 Al-Anon Family Groups resolves to adopt the following Arkansas Area 02 Alateen Guidelines in order to protect Alateens, Alateen Group Sponsors and Al-Anon Members Involved in Alateen Service (AMIAS) and also follows WSO Alateen Safety Guidelines (G-34).

### **AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS) REQUIREMENTS**

An AMIAS is an Al-Anon member who is willing to serve in any capacity that supports the Alateen program. An Alateen Group Sponsor is an AMIAS who sponsors a particular Alateen Group. Also, an AMIAS can serve as a backup for Alateen Group Sponsors and/or be willing to assist Alateen Group Sponsors, as needed.

All AMIAS' must complete and have on record with the Area 02 Alateen Coordinator/Process Person:

- Arkansas Area 02 Al-Anon Member Involved in Alateen Service Candidate Profile,
  - World Service Office (WSO) Al-Anon Member Involved in Alateen Service, Form A22.2, and
  - A release requesting a national background check.
1. In order to participate as an AMIAS in Area 02, you must:
    - a. be an Al-Anon member attending regular weekly meetings
    - b. be at least 21 years old
    - c. have been active the past two years in Al-Anon, in addition to any time spent in Alateen
    - d. if transferring from another Area, provide contact information from previous Area Alateen Coordinator to obtain credentials
    - e. complete a new Candidate Profile and national background check every three years
  2. To ensure the safety of Alateens, an AMIAS must:

- a. complete and pass a national background check and must not have been
    - i. convicted of a felony
    - ii. charged with any type of child abuse
    - iii. charged with any crime of a sexual nature
  - b. not engage in any inappropriate behavior (whether consensual or not) with an Alateen member including, but not limited to
    - i. dating an Alateen member
    - ii. overt or covert sexual interaction
    - iii. intimidating or communicating inappropriately with an Alateen member
    - iv. touching an Alateen member inappropriately
    - v. holding or hugging an Alateen member inappropriately
  - c. not be currently exhibiting emotional problems, which could result in harm to Alateen members
  - d. not conduct themselves in a manner contrary to applicable Federal, State and/or Local laws.
3. To transport teens under the age of 18 to or from an Alateen or Al-Anon function:
    - a. The AMIAS must have a valid driver's license and appropriate automobile insurance.
    - b. For same day travel within 60 miles
      - i. The AMIAS must have the Arkansas Area 02 Alateen Travel Permission Form signed by a parent or guardian.
    - c. For travel outside of 60 miles or overnight (no mile limit)
      - i. The AMIAS must have the Arkansas Area 02 Alateen Travel Permission Form signed by a parent or guardian; and
      - ii. The AMIAS must have the Arkansas Area 02 Alateen Medical Form signed by a parent or guardian and notarized before departure.
  4. It is suggested that since District Representatives may attend Alateen meetings in their District without a group conscience of the Alateens, District Representatives must complete this process.
  5. All data collected regarding the above information will be securely retained by the Area Alateen Coordinator according to Arkansas State law.

## **SAFETY AND BEHAVIORAL REQUIREMENTS**

Alateen Sponsors and AMIAS' should make sure that the Alateens under their supervision abide by these Safety and Behavioral Requirements (Requirements) at all times, always keeping in mind that these Requirements are for the benefit of all members of the Al-Anon Family Groups.



AMIAS' and Alateens should read the Alateen Safety Guidelines, G-34, for additional information related to the safety and behavior of all involved in supporting and participating in Alateen activities.

When attending Recovery Events, Sponsors:

1. Are to register that they are the responsible AMIAS for the Alateen at the Event registration desk. However, Sponsors should retain the signed Arkansas Area 02 Alateen Travel Permission Form for each Alateen.
2. Must agree to be responsible for each Alateen they register and have rules for Alateen behavior which must include the following:
  - a. No illegal drug or alcohol use before, during or after the event
  - b. No weapons of any type including knives or firearms are permitted at meetings
  - c. No inappropriate public displays of affection
  - d. No behavior that is harmful to the Alateens or others will be condoned
  - e. No disruptive behavior which interferes with the primary purpose of the meeting will be condoned
3. Are to read and discuss these Requirements with each Alateen attending to be sure there are no misunderstandings of expectations.
4. Are responsible for his/her Alateen; if the Sponsor is uncomfortable with the anticipated behavior of the Alateen, he/she may decline to Sponsor the Alateen at the Event.
5. Encourage courteous behavior. Courtesy requires that entering and leaving the meeting be kept to a minimum. Giving loving support to each person who shares requires that side conversations be avoided.
6. Who are absent from a meeting are responsible for making sure that an AMIAS attends the meeting with the Alateen.

To ensure the safety of Alateens while participating in Recovery Events, Sponsors:

1. Will arrive early and stay until the Alateens leave the meeting place or are in the company of a parent or guardian.
2. May, by direct agreement with another responsible AMIAS, pass the responsibility for an Alateen to the second AMIAS for a specific situation, such as to go to a store or restaurant. The original Sponsor is responsible for informing the Alateen that the second AMIAS has the authority to enforce these Requirements.
3. Accompany any Alateen who leaves the meeting, event and/or conference.
4. Are to be with any Alateen who is not attending a scheduled meeting during an event or conference, unless the Alateen has specific

permission from the Sponsor to be in his/her room due to extenuating circumstances, such as an illness.

5. Are not to publish or distribute the name or personal information of an Alateen outside of the Alateen meeting. Area Information Services (AIS) requests for Alateen information should be routed to the Alateen Group Sponsor.
6. May require additional guidelines or more specific guidelines for the Alateen brought to the meeting, event and/or conference. Guidelines can be agreed upon, such as safety while traveling, smoking, lights-out time, radios, quiet, and where the Alateen may go during free time.
7. Of an Alateen who has failed to live within the Alateen Requirements is to handle the situation respectfully and firmly. When the infraction is serious and involves “personal progress of the greatest number” of Alateens, the Sponsor is to contact the parent/ guardian to arrange for travel home.

The primary responsibility for adherence to these Arkansas Area 02 Alateen Guidelines is with any AMIAS who becomes aware of a deviation from the Guidelines. Any AMIAS who sees an Alateen who is not able to live within the Guidelines is to get the name of the Alateen and the name of his/her Sponsor and report the incident to the Sponsor.

Alateens are to demonstrate the following behaviors at all times when engaged in Alateen activities:

1. Each Alateen member is to take personal responsibility for his/her own behavior, keeping in mind the 12 Steps and 12 Traditions of Alateen, specifically “What I do reflects on my Alateen group, Alateen and Al-Anon as a whole.”
2. Each Alateen is to treat Sponsors and other adults with courtesy, respect, and trust, in order to encourage adults to treat all Alateens with courtesy, respect and trust.
3. Possession or use of alcohol, illegal drugs or weapons is strictly forbidden.
4. All Alateens attending Recovery Events will abide by these Requirements and any additional guidelines adopted by the governing bodies of each event.

#### Alateens attending Recovery Events:

1. Will complete the Arkansas Area 02 Travel Permission Form.
2. Must register with their Alateen Group Sponsor or their parent, or responsible AMIAS who agrees to be responsible for the Alateen during the Event.
3. Wear an Event identification badge visible to others when not in their own room.
4. Are expected to attend all scheduled Alateen or Al-Anon meetings unless they are ill and excused by their Sponsor who has agreed to be responsible for that Alateen (Concept IV – Participation is the key to harmony).
5. Be courteous. Courtesy requires that entering and leaving the meeting while in session be kept to a minimum. Giving loving support to each person who shares requires that side conversations and horseplay be avoided.
6. Are expected to behave in ways that are respectful of all other people at the facility where the Event is held, during and between meetings, which includes other Alateens, Al-Anons, facility staff or other guests.
7. May leave the Event facility only if they have specific permission from their Sponsor and are accompanied by a responsible AMIAS.
8. Are to be in their assigned room no later than one hour after the last scheduled event or midnight, whichever comes later, unless an earlier curfew time is established by the Sponsor.

#### To ensure the safety of Alateens while participating in Recovery Events:

1. Each Alateen must provide an Arkansas Area 02 Alateen Travel Permission Form signed by their parent or guardian. An Alateen of age 18 or older may sign his/her own Arkansas Area 02 Alateen Travel Permission Form.
2. Be accompanied by an Alateen Group Sponsor, an AMIAS or a parent/legal guardian when asked to speak at any event.
3. No Alateen name or personal information should be published outside of the Alateen meeting. Area Information Services (AIS) requests for Alateen information should be routed to the Alateen Group Sponsor.
4. An Alateen who is not able to live within these Requirements may be taken home (at parent's expense), after his/her parent has been contacted.
5. If a last minute decision must be made by a Sponsor that is not listed in the above Requirements, Alateens will abide by the decision.

The primary responsibility for adherence to these Requirements is with any Alateen who becomes aware of a deviation.