

AFG of MA, Inc.

Process for Implementing Alateen Requirements

A Guide for Trusted Servants for Matters Relating to
AMIAS, CORI Policy, and American Screening LLC Privacy Statement
Amended December 2, 2025

Applicant for Al-Anon Member Involved in Alateen Service (AMIAS)

- Requests requirements/application packet from AAPP, completes and returns them to AAPP.
- Attends at least one AMIAS workshop prior to or during the application process.
- Contacts references to assure them they will not be breaking anonymity by talking with the DR or AAPP.
- Receives notification from the AAPP that certification is complete.
- Begins Alateen service.

Certified AMIAS

- Service
 - Be an active Al-Anon member.
 - Annually between July 1 and June 30
 - Attend at least one AMIAS workshop
 - Serve a minimum of twice a year in an AMIAS capacity (i.e.: 2 weeks at one meeting; assist with transportation; at Al-Anon convention, etc.)
 - You are responsible for taking reasonable steps to protect the physical safety of Alateens directly before, during, and directly after Alateen meetings and/or events.
 - You are responsible for knowing the emergency procedures for the facility in which the Alateen meeting is held.
 - Establish emergency cancellation plan.
 - Establish alternate plan for a meeting, if two AMIAS are not present.
 - "All Alateen meetings are closed, open only to Alateen members and the Area-certified Al-Anon Members Involved in Alateen Service (AMIAS) who are serving as the Alateen Group Sponsors." *Al-Anon/Alateen Service Manual P-24/27*
 - At every Alateen meeting, offer the contact information for the DR, Area Chair, Delegate, and the Area Alateen Coordinator to the Alateens. It must be explained that any Alateen can contact these trusted servants with concerns regarding the Alateen group, an AMIAS, as well as concerns about Alateen.
 - Transportation of Alateens
 - Use form(s) provided in your original information packet or request them from the AAPP.
 - Collect the signed and/or notarized form(s) and keep them in your possession when transporting the Alateen, during the full length of the event, and until you have returned the Alateen back to the parent or legal guardian's protection.
 - If an Alateen requires medication (prescription or over the counter), it must be listed on the authorization form and the medication must be given to the AMIAS to hold and administer.
- Recertification
 - You will receive a recertification packet from the AAPP each January.
 - Complete and return to the AAPP by the specified deadline.
 - Complete an AMIAS workshop annually.
 - A DR will check your Al-Anon references; inform the references that they will be contacted.
 - You will be notified of your re-certification status before July 1.

District Representative

- Receives the first page of application from the AAPP when an applicant's home address is in that district.
- DR contacts the references and verifies information in the Area 25 Safety & Behavioral Requirements document, asking the following questions:
 1. Have you known this applicant to be an active member of Al-Anon for at least 2 years?
 2. Have you known this applicant to be active in service either in their home group or another capacity?
 3. Has the applicant ever exhibited any behavior of emotional problems that would pose a risk to members of Alateen?
- DR contacts the AAPP and reports the results of the reference checks.
- If the cost of a background check exceeds the Area's limit, the DR will be notified. They will be asked to discuss with their district, the possibility of making a contribution to assist with these fees
- If the DR learns that an AMIAS is stepping down, he/she notifies the AAPP and Alateen coordinator.
- Alateens have contact information for the DR and can contact them at any time with questions.

Area Chair (or Delegate when the Area Chair is not available)

- Area Chair approves excess fee payments as necessary and appropriate.
- Area Chair receives any Fail reports from American Screening, notifies the applicant and gives the Criminal History System Board (CHSB) policy to dispute or appeal the results. The Area Chair notifies the Alateen Coordinator and the AAPP that the applicant will not move forward with the certification process.
- Alateens have contact information for the Area Chair and can contact them at any time with questions.

Area Alateen Process Person (AAPP)

- When a member requests information on becoming an AMIAS:
 - Give an overview of the requirements so they can determine if they are eligible to serve.
 - Get their name, address, phone, email and send the application/requirements packet.
 - Give caller contact information for the Alateen Coordinator and DR, if needed.
 - Maintain log of packets sent.
- When anyone requests information on starting an Alateen group:
 - Give an overview of the requirements and determine if they are eligible to start a meeting.
 - Get name, address, phone, email and send the requirements packet. If the caller is not an Al-Anon member, additional pamphlets are included.
 - Give caller contact information for the Alateen Coordinator and DR, if needed.
 - Maintain log of packets sent.
- Receive and process application:
 - Record date received and each step as completed. If the applicant lives outside of Massachusetts Area 25, the AAPP will begin research to confirm that he/she has met the requirements of the other Area.
 - Review all pages for completeness and accuracy.
 - Verify the details on the photo ID and note it on the CORI.
 - Determine the district based on the home address of the applicant.
 - Send a copy of first page of the application to DR doing the reference check (include cover memo)
 - Confirm that applicant has attended a recent AMIAS sponsor workshop or has made other arrangements with the Area Alateen Coordinator.
 - When personal reference reports and workshop are complete, prepare forms to send to American Screening, LLC. NOTE: *We are not authorized by the Commonwealth to request CORI until last stage of application process.*
 - Log onto American Screening website, complete background request and upload Authorization form and CORI request.

- American Screening will notify AAPP if total background check fee exceeds our limit, then Area Chair will advise on next step.
 - If the cost of an applicant's reference check exceeds the Area's predetermined cap, the DR of the applicant's home group may be asked to request the District to pay a portion or all of the excess. (Area pays up to \$150 if necessary on a case by case basis; amounts over \$150 are requested from the District of the applicant's home group.)
 - American Screening will notify AAPP as approvals are completed. If an application does not pass, the Area Chair will be notified.
 - American Screening will send AAPP the bill for the completed background checks. Area Office Manager pays the bill.
- When applicant has passed background check, submit AMIAS to WSO via online group records. Once approved by WSO and assigned an ID number, send email to notify the AMIAS.
 - Notify DRs of the newly certified AMIAS. At least annually provide the DR with a complete list of AMIAS from their district.
 - When notified of any changes of meeting or AMIAS details, all records are updated.
 - The AAPP will check that each group submitting a group record form has at least two certified Alateen Group Sponsors connected with it.
 - For Recertification annually, an application is completed with current information and two references. Reference checks are completed by DR's. A new CORI is only required every three years. Once recertification is complete, each AMIAS is notified and previous unneeded forms are shredded.
 - Once a group meets the area requirements, the AAPP will notify the Alateen Group Sponsor, identified as the contact for the group, by July 1.
 - WSO sends an Annual Update Sheet directly to each Alateen group's CMA along with an envelope for the completed form to be sent to the AAPP. When received the AAPP posts the changes and notifies the WSO.
- When an applicant withdraws for any reason the AAPP will notify Area Chair, DR and Alateen Coordinator. All their information except the original application will be shredded or retained as appropriate to the circumstances.
 - When a previously certified inactive AMIAS reactivates, the application is processed following current requirements using a distinct application. If the person has not moved out of state since their original certification, they will only require a CORI check by American Screening.
 - AAPP is responsible for all communication between Area 25 and WSO concerning AMIAS and Alateen groups.
 - As needed, modifies applications forms with input from Area Alateen Coordinator and Area Officers.
 - Alateens have contact information of the AAPP and can contact them with questions at any time.

Area Alateen Coordinator *(or Alternate Area Alateen Coordinator when Coordinator is not available)*

- Receives information for all newly certified AMIAS from the AAPP.
- Helps applicants meet the requirement to attend an AMIAS workshop during their application process.
- If needed, has a conversation with the AMIAS to discuss their planned Alateen service, answer questions, and provide resources.
- Works with the AAPP to ensure all AMIAS are processed through the procedures outlined here in as timely a manner as possible.
- If an applicant withdraws for any reason, notifies the AAPP immediately.
- Organizes and holds multiple AMIAS workshops throughout the year, including at the two assemblies and the convention. Records attendance information and forwards it to the AAPP.
- Alateens have contact information of the Alateen Coordinator and can contact them with questions at any time.

Complaint Process for issues unresolved at the group level

“Each group is autonomous and is responsible for enacting and enforcing its own standards, rules of conduct, and procedures. The acts of each individual Al-Anon/Alateen group, and Alateen group Sponsor(s) are solely the acts of that group/individual(s) and not those of AFG” *Al-Anon Guidelines – Alateen Safety Guidelines G-34*

When a group conscience or inventory does not resolve the complaint or when a complaint is of a severe nature the following steps will be taken when a complaint is made:

- When a complaint is made about an AMIAS, a complaint panel is formed (Alateen Coordinator, Area Delegate, Area Chair, Alt Alateen Coordinator & Area Alateen Process Person).
- The AMIAS who has received a complaint has an opportunity to speak with the complaint panel and is welcome to invite a trusted Al-Anon member (sponsor, another AMIAS, etc.) to join them.
 - Panel meets to consider and discuss all of the ASBR requirements, as well as spiritual principles relevant to the situation.
 - If possible, a resolution is reached at this meeting. If a resolution is not reached, a follow-up meeting may be scheduled.
 - All parties agree to accept the panel’s resolution and “If an AMIAS is notified by a member of the complaint panel, that he/she needs to step down from Alateen sponsorship, the he/she agrees to do so immediately and without controversy.” (*Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members Involved in Alateen Service & Behavioral Requirements for Alateens*, III, E 2)
 - If the resolution is that the AMIAS needs to step down from this service, their status will be immediately changed.

INACTIVE – At this time the member does NOT meet the Area’s requirements to serve; however, once meeting the requirements, the member can be reconsidered for certification. A new AMIAS form needs to be submitted at that time with a current date and the applicant’s current signature.

Examples of when to use inactive status:

- Member has not attended the Area-required Sponsor training;
- Member has not submitted the Area-required background check;
- Member requests inactivation;

INELIGIBLE – Member is NEVER able to be certified in the Area, or in any other Area. This status is used only in extreme situations as it is a permanent status. Examples: Felony conviction, charges of child abuse, continuous emotional problems that could be harmful to Alateens. Area processes should include a process to determine INELIGIBILITY status. This status cannot later be changed by the Area. There are only a handful of members who have been deemed as INELIGIBLE and we strongly encourage you to contact the WSO before placing someone in this status.” (AAPP Conference Call Summary March 2011 III pg 2)

AFG of MA, Inc. CORI Policy

Criminal Offender Record Information (CORI) checks are part of a general background check for those being certified as AMIAS in Massachusetts. The following practices and procedures, as required by Criminal History Systems Board of the Commonwealth of Massachusetts (CHSB) will generally be followed.

I. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.

II. Because an informed review of a criminal record requires adequate training and because AI-Anon Family Groups of Massachusetts seeks to respect the anonymity of all applicants, all CORI checks will be completed by American Screening, LLC of Hebron CT. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.

III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

IV. If a criminal record is received from CHSB, American Screening, LLC will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

V. If the American Screening, LLC is inclined to make an adverse decision based on the results of the CORI check, the Area Chair will be notified and applicant will be notified immediately.

VI. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable to be an AI-Anon Member in Alateen Service. The applicant will be given an opportunity to dispute the accuracy and relevance of the CORI record.

VII. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. (follows at the end of this policy) If the CORI record provided does not exactly match the identification information provided by the applicant, American Screening LLC will make a determination based on a comparison of the CORI record and documents provided by the applicant. American Screening, LLC may contact CHSB and request a detailed search consistent with CHSB policy.

VIII. If American Screening, LLC with guidance from the AFG of Massachusetts Area Chair, reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- i) Relevance of the crime to the position sought;
- ii) The nature of the work to be performed;
- iii) Time since the conviction;
- iv) Age of the candidate at the time of the offense;
- v) Seriousness and specific circumstances of the offense;
- vi) The number of offenses;
- vii) Whether the applicant has pending charges;
- viii) Any relevant evidence of rehabilitation or lack thereof;
- ix) Any other relevant information, including information submitted by the candidate or requested by the hiring authority

IX. AFG of Massachusetts will notify the applicant of the decision and the basis of the decision in a timely manner.

INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

1. If you have undergone a background check by an agency that has received a criminal record from the CHSB, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Criminal History Systems Board, 200 Arlington Street #2200, Chelsea, MA 02150 by calling (617) 660-4640 or go to www.mass.gov/chsb/cori/cori_forms.html#pers.
2. The CHSB charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the CHSB waive the fee.
3. Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please review the disposition code and "how to read a BOP" on the CHSB's website www.mass.gov/chsb/cori/cori_bop.html. The CHSB does not offer "walk-in" service but you may call our Legal Division at (617) 660-4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at (617) 727-5300.
4. If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation CARI Unit at (617) 727-5300 for assistance, or you may go to the Probation Department at the court where the charges were brought and request that the case(s) be updated.
5. If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.
6. If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please see www.mass.gov/chsb/cori/cori_codes_court.html.
7. In some situations of identity theft, you may need to contact the CHSB to arrange to have a fingerprint analysis conducted.
8. If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.
9. If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617) 660-4640.

We Take Privacy Concerns and Data Protection Seriously

Since 1991, American Screening has been a respected, recognized national leader in providing background research services with speed and accuracy in a legal and ethical manner to a wide range of diverse clients. Our operation is accuracy-focused, knowledge-based and client-responsive as we continually strive to meet the challenges and everyday demands of the markets we serve. American Screening clients benefit from our revolutionary online Flexible Research System, enabling you to request various background searches. The 128-bit encryption used by our HTTPS secure website provides state of the art security. We are in our 34th year and have a flawless record with the Better Business Bureau. We are proud members of Concerned Credit Reporting Agencies and the National Geological Society. We have been servicing all size businesses in a multitude of industries all over the world providing top notch background screening and substance abuse testing services

Our entire technology infrastructure is wholly owned by American Screening, LLC, and maintained by our internal IT staff (servers, email systems, computers, network scanners, firewalls, etc.). We make use of leading industry security features. There are no shared servers and nothing is outsourced. We do not use any public email systems for any corporate or customer search related requirements, (except by directive from client to transmit results).

Members of our staff undergo a complete employment screening prior to being hired. Included are background investigations conducted to ensure stable, continuous and proven work records for a minimum of 5 years, an acceptable credit record, an unblemished arrest record and most importantly a proven record of treating others in a professional, respectful manner. American Screening, LLC seeks and insists upon a relentless adherence to professional norms of conduct from all employees. This includes a firm commitment to the law, standards of morality and superior performance.

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