

AL-ANON guidelines

The Shared Experiences Of Al-Anon and Alateen Members.

Area Alateen Coordinators

G-24

Congratulations! You have accepted an exciting, gratifying and challenging area of service. As an area Alateen Coordinator, you play a vital role in the well-being of Al-Anon/Alateen as a whole. The role of a coordinator is just that: to coordinate by communicating the collective experience of those who have gone before you and those who serve with you. You are the bridge of communication that can carry excitement and enthusiasm from sponsor to sponsor and group to group. Your enthusiasm can also encourage our fellowship to bridge the gap of understanding and cooperation between the members of Alateen and Al-Anon. Most importantly, your enthusiasm can be the channel through which there will be a flow of energy that starts from the group, to district, to area, to WSO and back again.

Here are some suggestions that have met with success in various areas. While it may not be possible to carry out all these suggestions, the more that you are able to coordinate through your efforts and those of the district Alateen coordinators, the greater the opportunity for success. You may also have other ideas — share them with the WSO. This is how guidelines are developed; this is how we help one another in our fellowship!

COMMUNICATE! COMMUNICATE!



COMMUNICATE!



WSO

- ✦ Review the computer printout your delegate receives from the WSO listing all registered Alateen groups in your area. Compare this printout with local listings from the information service/intergroup, district and assembly for accuracy. If a group is listed incorrectly, correct the listing after contacting the sponsor.
- ✦ Copy the Alateen section of *Area Highlights* and *The Forum*, and distribute to your groups and sponsors.
- ✦ Encourage Alateens to write to the WSO for *Alateen Talk*, *The Forum* and Conference Approved Literature (CAL).
- ✦ If there is an Alateen conference in your area, send the WSO information on the date, time, location and mailing address.

ALATEENS

- ✦ Foster awareness on the part of both Alateen and Al-Anon members that Alateen is not a separate fellowship or a part of AA. Alateen is Al-Anon.
- ✦ Write and ask for a group conscience and visit as many Alateen groups in your area as possible. (It is best for Alateen Coordinators to visit groups upon request; district representatives (DRs) are encouraged to attend Alateen groups in the district - see the World Service Handbook section of the *Al-Anon/Alateen Service Manual* titled "District Representative").
- ✦ Facilitate one-day mini Alateen conferences in different sectors of your area. These can be annual events and involve several connecting districts. Emphasize your role with the Alateens letting them know that you are available as a resource.

ALATEENS CONT.

- ✧ Cooperate in every way possible with Alateen conferences, conventions, and workshops in your area. Ask the chairperson(s) of these functions for an opportunity to facilitate a writing workshop for *Alateen Talk*, *CAL*, or *The Forum*.
- ✧ Create an Alateen committee consisting of Alateens and Alateen sponsors from throughout your area to help carry the message and work through problems as they arise.
- ✧ Plan an “Alateen to Coordinator time” at your area assembly (i.e. let Alateens know you are available to them as a group at a designated time as well as for one-on-one time if they need it).
- ✧ Communicate with the groups by newsletter.
- ✧ Acknowledge each Alateen group representative with a note when they attend assembly or district meetings.



- ✧ Reach out to a struggling sponsor taking the sponsors’ inventory, as outlined in *A Guide To Alateen Sponsorship*.
- ✧ Lead a “sponsor training” workshop on a regularly scheduled basis and involve experienced sponsors, Alateens and district representatives in facilitating the workshop.
- ✧ Invite district representatives to attend sponsor training workshops, role-playing the part of a sponsor. Encourage the use of *A Guide To Alateen Sponsorship*.

DISTRICT

- ✧ Facilitate a workshop geared to the DRs at your area assembly. Approach one of the DRs and ask that district to host a workshop day for other DRs in your area. Base the workshop on the *AI-Anon/Alateen Service Manual* and *A Guide to Alateen Sponsorship*.
- ✧ Encourage districts to have a district or AIS Alateen coordinator.

SPONSORS

- ✧ Facilitate sponsor meetings at each assembly.
- ✧ Conduct an areawide Alateen sponsor awareness program. Designate a month to be Alateen sponsor month and plan appropriate activities throughout the area.
- ✧ Suggest a sponsor getaway weekend in your area and invite all the sponsors and district representatives. Especially invite new sponsors or those who are considering sponsoring. **NO ALATEENS!** Just sponsors! Plan workshops, sharing times, and fun activities.

AREA

- ✧ Present an area Alateen report at assemblies.
- ✧ Identify all Alateen sponsors.
- ✧ Acknowledge the efforts of AI-Anons who are not Alateen sponsors who have done something to support an Alateen group, member, or sponsor.
- ✧ Encourage other area trusted-servants to invite an Alateen to be on their respective committees.

REMEMBER YOU ARE NOT ALONE.

- ✧ You can work with district Alateen coordinators, the area world service committee, Alateen sponsors, Alateen members and AI-Anon as a whole.
- ✧ Some coordinators provide a “calling card” with his or her name and address and distribute them to Alateen members, Alateen sponsors and to AI-Anon members interested in Alateen service work.
- ✧ The WSO provides periodic mailings and is committed to support your efforts.

Also, in addition to AI-Anon/Alateen Conference Approved Literature, the following service tools are available:

A Guide to Alateen Sponsorship (P-86)
Guidelines for Alateen Conferences (G-16)

