

# **Alateen Conference Guidelines**

## **Florida South Area 10**

(Approved at the 2011 Spring Assembly)

**It is important to note that the Alateen Conference Chairs and Executive Sub-Committees are chaired by Alateens themselves with the support and guidance of Certified Alateen Sponsors. For voting purposes, each committee has one vote.**

### **SPONSOR Conference Chair:**

*Eligibility to stand for the Alateen Conference must fulfill all of the following;*

- a. Any active Al-Anon member, who is a certified Alateen sponsor and not a member of A.A.
- b. Member has completed all requirements, as outlined through the Florida South Area 10 AMIAS/AAPP process.
- c. Member has served on a previous Alateen Conference.
- d. Member must be present to stand for, and be ratified, at the Fall Assembly
- e. Attend and vote at two (2) Area World Service Committee Meetings.
- f. Provide update reports at the AWSC meetings (Winter up-date & Summer wrap-up) and the Spring Assembly.
- g. Attend and give Final Report to Fall Assembly.
- h. Work closely with the Alateen Conference Chair.

### **ALATEEN Conference Chair:**

*Eligibility to stand for the Alateen Conference must fulfill all of the following;*

- a. Any active, responsible Alateen member willing to commit to a 1 year obligation.
- b. Alateen member, who has attended a previous conference.
- c. Alateen Conference Chair will work closely with **SPONSOR** Conference Chair. (It is a good practice to encourage Alateens at the current Conference to take an interest in planning the next Conference.)

***Conference Chair position is a 1 year commitment for both Alateen and Sponsor. Responsibilities include:***

- a. Announce the theme and location as soon as possible after the Fall Assembly, but no later than January 1st of the conference year.
- b. Responsible for selecting Officers for the Executive Committee, (Co-Chair, Treasurer, Secretary and Speaker/Advisor).
- c. For voting purposes at AWSC meetings, this position has only one vote (Alateen Conference Chair)
- d. Available at Assemblies and Area events to take completed and notarized Florida South Area 10 Travel & Medical Release forms.
- e. Return the Alateen Conference checkbook and register to the Area Treasurer at the AWSC meeting or Fall Assembly immediately following the Conference including all receipts.
- f. Obtain CAL on consignment from the Area Literature Coordinator at the Spring Assembly; and return unsold literature to the Area Literature Coordinator at the Summer AWSC Meeting or Fall Assembly immediately following the Conference.

***Eligibility for the Alateen Conference Executive Committee must fulfill all of the following;***  
Any active Al-Anon member, who is a certified Alateen Sponsor or AMAIS, can participate.

## **Executive Committee: Alateen Conference Chair and Sponsor Conference Chair**

### **Co-Chair:**

\*Work closely with the Alateen & Sponsor Conference Chairs in all aspects of the conference.

### **Treasurer:**

- \* Work with Sponsor Conference Chair / Co-Chair to prepare budget.
  - o Responsible for all monies (income - deposits, expenses - disbursements and donations).
- \* Work closely with Registration, Boutique, Literature, and Raffle Chairs.
  - o Provide expense sheets to committee members and provide reimbursements for expenses as budgeted.
  - o Complete a signature sheet for the checking account with the bank.
  - o Balance the checkbook and prepare financial reports monthly.
  - o A final Financial Report is given to the Alateen/Sponsor Conference Chair prior to the Fall Assembly immediately following the Conference.
  - o Provide cash boxes for those committees needing them.
- \* The checkbook and register are to be turned over to the Sponsor Conference Chair, who will then turn it over to the Area Treasurer at the AWSC meeting or Fall Assembly immediately following the Conference, including all receipts.

### **Secretary:**

- \* Work closely with all Conference Committee Chair(s).
- \* Attends all committee meetings keeping a permanent record of those meetings by taking the minutes.
- \* Copies of Minutes are either emailed to Committee Chairs or a hard copy is given to them at the next meeting.
- \* Keep updated list of names, addresses, phone & email of all Committee Chairs.
- \* Shall make two complete books of all committee reports, flyers, programs etc. -- One for Area Archives and one for next year's Conference Chair.

### **Conference Speaker/Advisor:**

- \* Shall be a former Alateen Conference Chair or Co-Chair providing experience, strength and hope to committees.
- \* Work with the Area's Alateen Coordinator and District Alateen Chairs to obtain an Alateen Speaker for the conference.
- \* Make needed arrangements for the speaker, if necessary.

### ***The Executive Committee positions are a 1 year commitment. Responsibilities include:***

- o Meet and decide what sub-committees are needed.
- o Assist in finding a location for the conference within the Florida South Area or Florida North Area.
- o Items to consider when choosing a location for the conference:
  - o The site must be suitable to house Alateens, sponsors and if needed non-sponsors acting in the roles of certified life guard or nurse.
  - o Ease in traveling to and from the site.
  - o Financial cost per member.
  - o Site's safety and privacy features.
  - o Select a date for the Conference that does not conflict with any scheduled Area events or school schedules. Typically the Conference is held in July.

## SUB-COMMITTEES

**Conference Sub-Committees are chaired by Alateens themselves with the support and guidance of Certified Alateen Sponsors.**

Sub-Committees can be combined and need to cooperate with each other for the good of the Alateen Conference. Each committee is responsible to submit a wrap-up report to the Alateen and Sponsor Chairs that includes any suggestions for the next conference.

Boutique / T-shirts  
Decorations  
Events / Welcome  
Hospitality  
Literature  
Printing and Publicity  
Raffle  
Registration  
Security  
Set up and clean up  
Workshop Committee (includes Program & Speakers)

These Sub-Committees are only suggestions. Each Conference Committee is autonomous and may alter the sub-committees as needed. There shall be a memory/scrapbook submitted to Area Archives for display at the Convention. (Anonymity needs to be protected in all photos.)

Regularly scheduled meetings of the sub-committees should be held with full Conference Committee Chairs/Sponsors in attendance.

Each Committee Chair & Sponsor should be given a guideline of what his/her responsibilities will be.

Conference Chair and Sponsor Chair are to ensure that all sub-committees adhere to the Al-Anon / Alateen Traditions as referenced by the Al-Anon / Alateen Service Manual.

Items for sale in the Boutique shall relate in some way to our spiritual principles without endorsing other recovery programs.  
No religious items will be sold.

**Conference checking account** is to be balanced and turned over to the new ratified Conference **SPONSOR** Chair at the Fall Assembly. **NO** new checking accounts are to be opened. The conference checking account is to be passed on from year to year. The Conference **SPONSOR** Chair and Conference **SPONSOR** Treasurer will be signers on the checking account (with only one signature required on each check).

**Anonymous contributions by Al-Anon members** will be deposited in the conference checking account and reported on the Treasurer's Report as such. All contributions will be used in accordance with the Alateen Traditions; such as, but not limited to, financial assistance to support Alateens and the Alateen Conference. Seed money may be requested from the Area, for deposits, but is required to be returned to Florida South (Area 10), Inc. A Final Treasurer's Report shall be provided to all Fall Assembly members.

**Fundraising:** In keeping with Traditions 6 & 7, contributions for attending the conference should not be solicited from outside Al-Anon. Alateens may raise money for the conference by performing services and by means of activities within the fellowship (bake/candy sales, car washes fundraisers, etc.). These activities should be held with the permission of the respective Al-Anon or A.A. groups.

**Financial Assistance** for Alateen attendees may be considered if funds are available. Each Conference is autonomous with regards to how to implement assistance. If requests are to be considered, a Request for Assistance Form will need to be filled out & signed by the parent or guardian.

**Only registered Alateen & certified AMIAS persons** will be allowed at the conference site during the conference event. The only exception would be the certified life guard and nurse.

**Florida South Area 10 Medical / Travel / Permission Forms** must be fully completed with the parent or guardian's signature and be notarized. This Form must be in the possession of the certified sponsor who is providing transportation and who is responsible for the Alateen member while at the Conference at all times.

**Boutique Committee:** Request and assemble appropriate items to be sold. Flyers may be sent to Area, Districts, & sponsors. Organize, label, & price items with the help of a Sub-Committee. If items are purchased to sell, they cannot endorse any other recovery program and must be approved by the Executive Committee. Set up the Boutique in a common area and arrange for volunteers to man the Boutique. Arrange hours of operation during free time in the conference schedule and include this information in the registration packet. All income and expenses (monies) are to be turned in to the Alateen Conference Treasurer Sponsor by the end of the Conference.

**Decoration Committee:** Working with the theme of the conference, provide decorations for the welcome & registration area, workshop meeting rooms, dorms, first aid and hall if there is a banquet or dance.

**Event / Welcome Committee:** Coordinate with Registration as people arrive on Friday. Plan an ice-breaker event for Friday evening to welcome everyone using the theme of the conference and the Alateen program. Arrange a dance, using a DJ or other music, for Saturday night. Also coordinate Closing Ceremony on Sunday morning. Help any other committee, as needed.

**Hospitality Committee:** Work with the Decoration Committee to set up decorations. Seek donations from all districts and help organize plenty of water & snacks. If a caterer is used, coordinate with them and the Alateen/Sponsor Chairs as to the items needed and costs. If necessary, work out a schedule for meal times if there are multiple groups using a dining hall, etc. If a hospitality room is used, arts and crafts may be made available for use.

**Literature Committee:** Alateen literature will be made available for purchase. Literature can be on loan / consigned from the Area Literature Coordinator to the Sponsor Conference Chair at the Spring Assembly prior to the Conference. A common area can be set up with volunteers (certified sponsors) to assist with selling literature during predetermined hours that do not conflict with workshops or speaker times. Hours should be included in the registration packet information. All literature not sold will be returned to the Area Literature Coordinator by the Sponsor Conference Chair either at the AWSC Meeting or Fall Assembly immediately following the Conference.

**Printing and Publicity:** Work with all Conference Chair(s) to design and print the Registration Form including site location, Florida South Area 10 Behavior Guidelines, Medical and Travel Release forms, conference schedule and Request for Assistance Form for financial assistance. Get approval from the Alateen & Sponsor Conference Chairs before printing. Make arrangements for the information to be included on the Area's website, district websites, the Sunshiner Calendar of Events, Alateen Talk Newsletter, and the Forum. Print flyers, Registration Forms, etc. for the Winter AWSC Meeting and the Spring Assemblies as needed. Work with Registration Chair to print name tags. Work with the Workshop & Events Chair to develop the program for the conference; and after approval by the Alateen/Sponsor Conference Chair(s), print the Program and Workshop Schedule. Work with all Conference Committees to meet printing requirements.

**Raffle Committee:** Contact the District Alateen Chairs to request baskets or items for the Conference. Decide how and when to hold the raffle. Raffle Committee will determine content of basket materials in accordance with the Alateen Traditions. Collect, store and transport raffle items to the Conference. Arrange volunteers to sell tickets and display baskets/items to be raffled.

**Registration Committee:** Work with Chair(s) to come up with a registration form packet. Work closely with Conference Treasurer to keep updated records of registered Alateens and sponsors. Keep a record (spreadsheet) of all registrations. Notify Hospitality Chair of attendees and any special meal or necessary medical information. Work with Conference Treasurer Sponsor and Security to collect and record all money from registrations. Assemble a packet of information for each registered conference attendee which is to be given to them upon arrival. Packet includes the program, name tags, first aid location and any other items approved by the Conference Committee. Have completed Florida South Area 10 Travel and Medical Release Forms available for Security throughout the Conference for each Alateen.

**Security Committee:** To keep everyone together and safe. Coordinate with Registration to access contact parent information in case of an emergency. Assist attendees lost or in need at the Conference. Assist-sponsors and Alateens, whenever needed. Committee members will have radios, or other means, to keep in touch with the Alateen & Sponsor Chairs and other Committee Chairs. Routinely check the dorms to be sure all attendees are where they are supposed to be. Will have an understanding of the conference facility's rules and will abide and enforce those rules, as needed. Be informed as to local medical locations and be willing to transport an attendee along with the nurse to those locations, if necessary. Should an attendee disregard the Florida South Area 10 Behavior Guidelines, a member of the Security Committee will do what they can to "keep the peace" as determined by the Executive Committee.

**Set up & Clean up Committees:** Assist Registration, Decorations, Event / Welcome, Hospitality, Security, Printing and Publicity, Boutique, Raffle, Literature and Workshop Committees needing help with the set up of their duties. During the Conference, help to maintain order by removing trash and clean up after workshops and other activities. At the close of the Conference, ensure that the facility is in a neat and orderly manner.

**Workshop Committee:** Work with Executive Committee for approval of workshop themes. Schedule workshops on Saturday with titles and times using the conference theme incorporating Alateen principles, whenever possible. Provide information for workshops to Printing and Publicity for room signs. Make sure all workshops have Chairs and provide them with Florida South Area 10 Guidelines in advance of the Conference. In each workshop room, have Agendas, Florida South Area 10 Guidelines, Serenity Prayer, Steps, Traditions and Al-Anon/Alateen Declaration available. Have back-up sponsors available in case the planned Chair doesn't show up for a Workshop.