

### Alateen Event Plan Form

Please complete this form by **typing or completing in black ink only** and submit to the Area Alateen Sponsor Coordinator for approval **no less than 30 days** before the event date (**60 days** before an overnight/multi-day event). If you are handwriting the responses, please ensure that the responses are neat and legible. **An Event Plan which is not legible will be returned without review or approval. Final Event Plan approval must be received from the Area Alateen Sponsor Coordinator no later than 15 days before the event date (30 days before the event date for an overnight/multi-day event) to use the Alateen name and have Alateen participation at this event.**

**Additional instructions – pages 11-12.**

- Please include all required information and the Area Alateen Sponsor Coordinator will create the required **Permission & Medical Consent Form** and the **Sign In/Sign Out Log** for use during the event.
- You will receive the **Permission & Medical Consent Form** and the **Sign In/Sign Out Log** as part of the final approval process.
- Please attach the required **Event Agenda** (i.e., detailed time schedule, room location, event sponsors/chaperones, and Alateen Security Team Members assigned to each time frame), and the **Event Behavior Requirements** for this proposed event.
- **The Event Plan must be personally signed by the Alateen Chair and each AMIAS Event Sponsor as well as be personally initialed by each AMIAS Chaperone and Alateen Security Team Member in the appropriate spaces. An Event Plan lacking any of these personal signatures or personal initials cannot be approved.**
- A blank PDF form of this Event Plan and sample Event Plans can be located on the SCWS Area web site at <http://scws-al-anon.org>. Please click on the “Alateen Sponsorship” tab on the left-hand side of the home page and scroll down to find.

**Event Name – Record the full event name**, including “with Al-Anon & Alateen participation” if applicable (e.g., SCAC October 2015 Fundraiser or SoCal 2015 AA Convention with Al-Anon & Alateen Participation)

**Check the Type of Event**

( ) Fundraiser      ( ) Convention      ( ) Conference      ( ) Other – Describe the type of activity below.

For events other than a Convention or a Conference, please describe the activities in detail in the space provided below. Describe exactly what the Alateens will be doing during this event (e.g., selling drinks & desserts; pool party & BBQ; making crafts to sell at a later fundraiser, et al.) **The goal is to have clear understanding and “picture” and description of what will be taking place during this event.**

**Where will the event be held**, including the full facility name and complete street address?

(e.g., The Westin Mission Hills Resort & Spa - 71333 Dinah Shore Dr. Rancho Mirage, CA 92270 or Westminster Regional Park – 1255 Orange Blvd. Fountain Valley, CA 92708 or the Smith-Jones Family Residence – 7533 W. Serenity Highway Woodland Hills, CA 91364).

**What are the date(s) & time(s) of the event?** (e.g., Saturday, October 10, 2015 1:00 pm – 4:00pm). **For an overnight/multi-day event, include date(s) & time(s) for every day the event is held** (e.g., Friday, October 2, 2015 7:00pm to midnight; Saturday, October 3, 2015 9:00 am – midnight; Sunday, October 4, 2015 8:30 am–1:00 pm).

1. What are the **full names and district # of the Event Sponsors**? At least two Event Sponsors required (one Male AND one Female for overnight event). **Who is the Lead Sponsor?**

Male #1  Female #1

Male #2  Female #2

2. How many Alateens do you estimate will attend the event?

**Note: Plan must include what you will do if more Alateens attend than your estimate, especially on Saturday of a convention. How will you provide for appropriate supervision? Add a separate sheet to describe this plan.**

3. How many AMIAS Chaperones will be assisting during the event (*in addition to the Event Sponsors*) and what are their full names and district number? Please have each AMIAS who has made a commitment to serve as a **Chaperone personally initial** in the box next to his/her name. *If additional AMIAS Chaperones are required, please attach a separate sheet.*

	<b>Full Name of Chaperone</b>	<b>District #</b>	<b>Personal Initials-Chaperone</b>
1.	<input style="width: 250px; height: 30px;" type="text"/>	<input style="width: 50px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
2.	<input style="width: 250px; height: 30px;" type="text"/>	<input style="width: 50px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
3.	<input style="width: 250px; height: 30px;" type="text"/>	<input style="width: 50px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
4.	<input style="width: 250px; height: 30px;" type="text"/>	<input style="width: 50px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>

**Note: Please see “Additional Instructions” on last 2 pages for supervision requirements.**

4. Describe in detail how the Alateens will be supervised by (1) Event Sponsors; (2) AMIAS Chaperones; and (3) Alateen Security Team Members throughout the event (i.e., must be able to see each Alateen), including how the *Sign In/Sign Out Log* will be used. Designate by name who will be responsible for different tasks. ***If supervision is only at designated times, how will the Alateens be transitioned from the Sponsors/Chaperones/Alateen Security to the parent/guardian? Be specific*** and not simply state that “Alateens will be continuously supervised by the Sponsors”. ***If an Alateen Committee*** (i.e., such as the SCAC Committee) ***will help to supervise the Alateens attending state***, “The Event Sponsors and Chaperones will supervise the Alateen Committee (insert name of committee) members who will assist in supervising the other Alateens attending this event.”

5. How many Alateens will be serving as part of the Event Security Team, and **what are their full names and district number?** Alateens serving on the Event Security Team will be appointed by the Alateen Chair and Alateen Co-Chair in consultation with the Event Sponsors. ***Please have each Event Security team member, who has committed to serve as part of the Event Security Team, personally initial in the box next to his/her name. If additional Event Security Team members are required, please attach a separate sheet.***

	<b><i>Full Name of Alateen Security Team Member</i></b>	<b><i>District #</i></b>	<b><i>Personal Initials of Alateen Security Team Member</i></b>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Is registration required for this event? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**  
**if Yes:** What is the plan for Alateens who have registered for the event **but do not have a *Permission & Medical Consent Form* signed by parent/guardian?**  
**If No:** What is the plan for Alateens who **show up at the event without a *Permission & Medical Consent Form* signed by parent/guardian?**

Describe in detail how the situations above will be handled should an Alateen arrive without a signed ***Permission and Medical Consent Form***. How will this be handled from the moment you become aware of this situation until the parent/guardian picks up the Alateen. How will the Alateens be separated from those with permission while maintaining appropriate supervision? Plan for Alateens to be dropped off by a parent/guardian or to carpool with a fellow Alateen. It is important to plan for these situations before the event and then you will only be required to execute the plan if and when the situations occur.

7. The following information has been included in this Event Plan so that the Area Alateen Sponsor Coordinator may create the SCWS Event **Permission & Medical Consent Form** for this event. The permission form will be received upon final approval of the Event Plan. Check off that each required item has been included.

- \_\_\_\_\_ a. Full Event name and complete facility address
- \_\_\_\_\_ b. Event Sponsor, AMIAS Chaperone & Alateen Security Team members **full names** (i.e., first and last names) **with personal signatures/initials**
- \_\_\_\_\_ c. Date(s) & time(s) for each day of the event

8. What is the plan for **medical emergencies**? **Provide full name of Event Sponsor or AMIAS Chaperone responsible for each function. The Lead Sponsor should not leave the event in the event of an emergency.** Answer each of the questions below. **These responsibilities should be shared among the Event Sponsors.**

**Which Event Sponsor(s) will have on hand the completed Permission/Medical forms to give to emergency personnel?**

**Who will be responsible for contacting the parent/guardian to inform them of the injury?**

**If medical personnel transport the Alateen off site, who will travel with the Alateen and remain with him/her until a parent/guardian arrives? **Note:**** If an Alateen requires medical transportation, one of the Event Sponsors listed on the Permission & Medical Consent Form must accompany the Alateen, but not the Lead Sponsor.

**Who will remain on site and supervise the other Alateens? How will additional AMIAS Chaperones be called in to ensure appropriate supervision?**

**Who will be responsible for treating minor injuries? A first aid kit to treat minor injuries must be immediately accessible to the Sponsor/Chaperone performing this function.**

Please have the Sponsor/Chaperone performing this function **personally** initial here \_\_\_\_\_ to document compliance with this requirement.

9. **How will the Alateens be informed of the SCWS Area Alateen Safety & Behavioral Requirements and consequences for failing to abide by them, including how you will do this for Alateens arriving after the event has started?** This event has additional Event-Specific Behavior Guidelines/Requirements:  Yes  No (please check one), and attach a copy when Event Plan is submitted. **Where will copies of these documents be posted at the event location?** This question focuses on how the Alateens attending this event will be educated on what is and is not acceptable behavior while attending this event.

10. **What is the plan for dealing with Alateens who do not abide by the Area Safety & Behavioral Requirements and/or the additional Event-Specific Behavior Guidelines/Requirements?** Describe in detail the process you will use to address Alateens who do not follow the Event Behavior Requirements. How will the Alateens be warned and who will conduct these discussions? How many warnings will be allowed? When and how will an Alateen be asked to leave? What will you do with this Alateen until the parent/guardian arrives to pick him/her up? How will you maintain appropriate supervision?

**There are infractions of the behavior requirements which do not warrant a warning, but rather, the consequence of being sent home immediately.** Therefore, the statement in the box on next page applies to every approved Event Plan, and by signing or initialing in the appropriate spaces, each Event Sponsor, AMIAS Chaperone and Alateen Chair, Alateen Co-Chair, and/or Alateen Event Security Team Member agrees to uphold this statement.

***“If there is a violation of the SCWS Area Alateen Safety & Behavioral Requirements and/or the Event-specific, Additional Behavioral Requirements which involves drugs, alcohol, sex or other inappropriate sexual behavior, weapons of any type, harm to another Alateen or AMIAS, or vandalism of the event facility, there will be no warning and the Alateen(s) involved in this violation will be immediately asked to leave the event. Any Alateen Team Security Team Member, Chair, and/or Co-Chair who fail to immediately inform the Lead Event Sponsor of a serious violation of the behavior requirements will be sent home immediately.”***

**11. If event is overnight, what are the plans for overnight accommodations for Alateens staying in rooms provided by the Convention, Conference, Round-Up, and etc.? How will room assignments be made to provide appropriate accommodations by gender, age, gender-identity, or sexual orientation of the participant? How many Alateens will be allowed to sleep in each room? What are the legal limits for guest room occupancy per the hotel policy and/or state law? There must be at least one Event Sponsor/AMIAS Chaperone of the same gender to supervise each Alateen sleeping room. **Note:** *Event Plans which exceed the maximum legal capacity for number of individuals per sleeping room will not be approved. An Event Sponsor or AMIAS Chaperone cannot sleep in the same bed as an Alateen.***

**Be sure to address all of the following:** (1) How will the event ensure that there are sufficient sleeping rooms to accommodate the number of Alateens attending in addition to the required Event Sponsors/AMIAS Chaperones? (2) How many Event Sponsors or AMIAS Chaperones will be supervising each sleeping room and include their full names? (3) **What will you do if there are more members requesting overnight accommodations than you have legal capacity to house?** (4) **Who will have possession of the room keys?** (5) **Describe how you will avoid having only one Event Sponsor or AMIAS Chaperone and one Alateen in a sleeping room?** (6) **What safety precautions will be in place to monitor and prevent inappropriate situations?**

**Note:** Alateens cannot sign themselves out at the conclusion of the day's program activities and hang out in the hotel common areas or reserve their own hotel rooms. **Any Alateen who is 18 years old or older agrees to participate as though he/she is a minor.** An Alateen may stay in a parent/guardian's hotel room overnight, but only if the parent/guardian signs this Alateen out using the **Sign In/Sign Out Log** for this event **and the parent/guardian is staying in this same hotel room** (i.e., parent/guardian in the room together).

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12. Please check off and attach the following items when submitting this Event Plan:

\_\_\_\_\_ **Al-Anon Chair Name, Email & Phone Number** for conventions/conferences with Alateen participation.

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

\_\_\_\_\_ Information to create the **SCWS Event *Permission and Medical Consent Form***

\_\_\_\_\_ **Event Flyer** (with Sponsor contact info and NO Alateen names or contact info, if the event has a flyer)

\_\_\_\_\_ **Event Agenda** (Detailed schedule including AMIAS names, times & locations)

\_\_\_\_\_ **Sponsors' Approval page** (Please see next page. Signed by all Event Sponsors.)

**Submitted by:**

\_\_\_\_\_  
Personal Signature: Alateen Event Chair    Date

\_\_\_\_\_  
Print Name: Alateen Event Chair

Email Event Plan to [alateen@scws-al-anon.org](mailto:alateen@scws-al-anon.org) for approval.

**Alateen Event Sponsors' Approval of Event Plan:**

**All Event Sponsors must review and approve this Event Plan prior to submitting to the Area Alateen Sponsor Coordinator.**

***I am currently certified as an AMIAS (AI-Anon Member Involved in Alateen Service) in Southern California and I agree to abide by and carry out (1) the SCWS Area Alateen Safety and Behavioral Requirements; (2) the additional Event-Specific Behavior Requirements, if documented and attached, (3) the Alateen Policy in the current Service Manual, and (4) all provisions of this Event Plan.***

***As a Sponsor for this Alateen Event, I agree to:***

***(1) collect **Permission and Medical Consent Forms** from each Alateen attending this event;***

***(2) only allow Alateens with the appropriate **Permission and Medical Consent Forms** to participate in this event;***

***(3) maintain a **Sign-In/Sign Out Log** with parent/guardian signatures to keep track of each Alateen attending this event, including if an Alateen leaves at any time during this event. **I will also send a copy of this completed log to the Area Alateen Sponsor Coordinator within five business day of the conclusion of this event.** The log will be filed with the final approved Event Plan.***

***(4) follow the **Event Agenda** as stated in this Event Plan;***

***(5) ensure that every Alateen is supervised at the appropriate supervision ratio (i.e., within AMIAS line of sight) by an AMIAS Event Sponsor, AMIAS Chaperone, and Alateen Security Team member at all times.***

\_\_\_\_\_  
Personal Signature: AMIAS Event Sponsor #1      Date \_\_\_\_\_      Print Name: AMIAS Event Sponsor #1

\_\_\_\_\_  
Personal Signature: AMIAS Event Sponsor #2      Date \_\_\_\_\_      Print Name: AMIAS Event Sponsor #2

\_\_\_\_\_  
Personal Signature: AMIAS Event Sponsor #3      Date \_\_\_\_\_      Print Name: AMIAS Event Sponsor #3

\_\_\_\_\_  
Personal Signature: AMIAS Event Sponsor #4      Date \_\_\_\_\_      Print Name: AMIAS Event Sponsor #4

## **Additional Instructions – Alateen Event Plan Form**

***“Failing to plan is planning to fail.”***

~ President Dwight Eisenhower

1. **Who is responsible for writing and submitting the Event Plan?** The accountability of completing an acceptable Event Plan is **a shared responsibility** of the Alateen Chair, the Alateen Committee, and the Event Sponsors.
2. You can open the PDF form of a blank Event Plan and type your responses directly onto the blank form. After opening the blank form you will see a box in the upper right-hand corner entitled “Fill-In & Sign”. Click on this box and the right-hand “Notes Column” will display several new boxes. The top box in the “Notes Column” is “Type Text”. Click on the “Type Text” box and move the cursor inside the first response box. Type your response. Continue moving the cursor to each response box and type your answer. Remember to save the document as you respond to each question. If you hit the “Save As” option, you can name the document and save to your computer or jump drive.
3. **Each AMIAS Chaperone listed on the Event Plan must have given a firm commitment to be available for specific times during the event.** The AMIAS Chaperone names cannot only be ones you hope will attend, but rather ones who have made a commitment to attend and assist at the event. As part of the approval process, each AMIAS Chaperone’s current certified status is verified, as is the commitment to attend and assist at the event.
4. **Ratio of Event Sponsors/AMIAS Chaperones per specific number of Alateens:** The **Area Alateen Resolution Committee** is in the process of establishing a minimum ratio of one AMIAS per specific number of Alateens for each type of Alateen event (i.e., convention, conference, fundraiser, et al.) This is an ongoing process. **Contact the Area Alateen Sponsor Coordinator to discuss the ratio to be applied to your event when you first begin planning the event.** It is a **shared responsibility** of the Alateen Chair, the Alateen Committee, and the Event Sponsors to contact the Area Alateen Sponsor Coordinator to have this discussion with the Area Alateen Sponsor Coordinator.

**Also plan to have back-up AMIAS Chaperones available on an “on call” basis should the number of Alateens attending this event exceed the estimated number in Question #2 on page 2 of this document. Document this plan and how you will implement.**

The **current ratios** established by the Area Alateen Resolution Committee are:

- **Conventions** require a **ratio of one Event Sponsor/AMIAS Chaperone and one Alateen Event Security Team member for every 10 Alateens attending the event.** The Alateen Event Security Team member is counted as one in the group of 10 Alateens.
5. Every event must use a **Sign In/Sign Out Log** so the Event Sponsors, AMIAS Chaperones and Alateen Security Team members can easily know which Alateens are in attendance at any given time. Each parent/guardian should sign his/her Alateen in and out of the event. Be sure

the **Permission and Medical Consent Form** includes a phone contact number where the parent/guardian can be reached during the event. **The Area Alateen Sponsor Coordinator will create this log and send to the Event Sponsors upon final approval of the Event Plan.** Upon completion of the event (**within 5 business days**), the Event Sponsors will send the completed **Sign In/Sign Out Log** to the Area Alateen Sponsor Coordinator to be filed with the approved Event Plan at [alateen@scws-al-anon.org](mailto:alateen@scws-al-anon.org).

6. The intent of Question #9 on **Medical Emergencies** is to have a system in place **before** the event with clearly defined responsibilities of who will do what. **Remember ... there must be an emergency kit to treat minor injuries immediately accessible** to the Event Sponsor/AMIAS Chaperone performing this function. With the plan and system in place, execution is all that is required during the event.
7. The **Event Agenda needs to be very detailed** so it is clear (1) where the Alateens will be at all times, (2) what they will be doing, and (3) who will be supervising each activity. Please account for all times during the event. **There should not be any unaccounted-for time in this Agenda.** In addition to time frames, be sure to describe all activities and the location for each activity. How will meals be handled? Will food be provided? What if an Alateen does not have funds to purchase meals? Remember to include any down time, recreational activities, and sleep time. **Please be sure to include a "lights out time" for overnight events.** After all time frames, activities, and activities locations are documented, list the full names of the Event Sponsors or AMIAS Chaperones and Alateen Security Team Member responsible for supervision of each time frame and/or activity listed.
8. There can be no "after hours" visits to local restaurants or other locations during the Alateen Event. The **Permission & Medical Consent Form** is only for the approved location of this event.
9. Once an Event Plan has received final approval, the Area Alateen Sponsor Coordinator will request that the Area's Web Master post the **Permission & Medical Consent Form** and **Event Flyer** (if available) to the **Alateen Events page of the Area's web site**. A copy will also be sent to the Event Sponsors.
10. A blank Event Plan format is posted on the "Alateen Sponsorship" page and the "Alateen" page of the SCWS Area web site. Please go to <http://scws-al-anon.org>. Click on the appropriate tab on the left-hand side of the home page and scroll down to locate the form. Sample Event Plans are also located on these pages.

**Please remember that the event cannot be publicized through announcements at meetings or the handing out of flyers (i.e., any Al-Anon or Alateen meeting or other gathering such as a district or Intergroup meeting) until the Event Plan has been approved.**