May 2020

Information regarding electronic format For Alateen meetings...

From Southern California World Service

March 16, 2020

Dear Al-Anon/Alateen Members:



Below are suggestions regarding holding Alateen meetings during this time of dealing with COVID-19 constraints. This was created in consultation with WSO staff members and reflects our current situation, as of today's date.

Should you find that you have questions or concerns that are not addressed below, you may use any of the following email addresses to contact the SCWS Officers and Board members:

groupandmemberconcerns@scws-al-anon.org alateen-amiasconcerns@scws-al-anon.org preguntasdemiembroshispanos@scws-al-anon.org

Alateen Meetings During COVID-19 State of Emergency

- 1. Follow all directives from Government and Health Care Agencies, including "social distancing" and sanitation guidelines.
- 2. Alateen Group Sponsors are responsible for the safety and well-being of their Group and its members.
- 3. Within the first two parameters, Groups have the autonomy to meet in person.
- 4. If local Groups choose to meet online using teleconferencing software, or by conference call, they may do so. The Group's Sponsor is responsible for:
 - 1. communicating any meeting changes to the Group's members,
 - 2. setting up the conferencing software for their Group's members, and
 - 3. establishing any parameters to the format of the meeting that ensures the anonymity and confidentiality of the Group's members.
- 3. Remember that all Alateen meetings are "Closed" meetings; that is, only Alateen Members and certified AMIAS may attend.
- 4. WSO and local Al-Anon Information Service (AIS) Offices will not alter their directories, due to the volume and labor necessary to make and monitor these temporary changes. They will also not post changes on websites.
- 5. On request (to the extent possible), WSO will provide contact phone numbers for the one or two members at meetings who have registered as the "phone contacts" in the WSO database. Information will *not* be given out for those members who are listed as the Current Mailing Address (CMA).
- 6. Take all precautions to protect the anonymity and confidentiality of members during electronic meetings.
- 7. Please refer to the following *Guidelines* for more information, which can be downloaded for free from: https://al-anon.org/for-members/members-resources/manuals-and-quidelines/
 - G-39, Electronic Meeting Guideline
 - S-60, Fact Sheet for Electronic Meetings

Please note: This is a temporary process to be used only during this time of emergency. Love in Service.

Donna E. Marcia M. Bear W.

Chairperson Delegate Area Alateen Sponsor Coordinator

From Al-Anon Family Group Headquarters Inc.

March 19, 2020

Dear Trusted Servants,

On behalf of the World Service Office (WSO) we want to thank you for the loving interchange taking place on this community with the practice of Al-Anon principles during this challenging time. We recognize that Alateen meetings are subject to the same meeting suspensions but that our Alateens do not have the same access to the electronic meetings as Al-Anon members do. Alateens are encouraged to participate in the Alateen Chat meetings that are available. Registration is required. Click this link for details to share with them: al-anon.org/newcomers/teen-corner-alateen/.... Please inform the Alateens that these meetings are only accessible from a computer; not a mobile device, tablet or iPad.

If certified AMIAS members choose to temporarily set up electronic Alateen meetings please use this as a guideline:

- The electronic meeting is to be set up at the **same time and day** as the face-to-face Alateen meeting
- Once it has been determined to meet electronically, update the Alateen group information in the Online Group Records application by adding a note with the electronic meeting information; you do not need to inactivate the group. Share this information with your local Al-Anon Information Service or wherever your Alateen meeting information is displayed locally online. This way, newcomers will continue to be able to find meetings within their "community." Many local websites have created lists of meetings that have temporarily closed and are posting the electronic information to replace the meeting, if it has been set up.
- If possible, encourage a member from the Alateen group to place a sign at the physical meeting location directing newcomers how to access the meeting electronically.

Remember that this is a temporary status. Once groups are able to meet again, please remind members to close the various conference call lines and online platforms. We hope this information is helpful.

Please stay safe and stay connected!

Love in service, Sue Perez Associate Director - Group Service



Ensuring confidentiality during teleconferencing meetings:

Some groups have added a paragraph such as this to their meeting format:

Please remember that this is an anonymous fellowship. If there are others in your home, please protect the anonymity of other members by using headphones and being mindful of who can see your screen, or go to another location in your home where the meeting cannot be overheard or een by others.

NOTE: If you have a password for entry, please provide your group's email address (in lieu of password) to protect passwords being made public. Per our Service Manual, a "group email address" can be created to receive electronic mailings (p. 34). For example, a member (GR, secretary, host, etc.) could create serenityonsunday@gmail... to use only for that purpose. The log-in information for that email address might be shared among group leaders, who can access that email address and contact prospective members who have used it to ask for your meeting's password.