Southern California Alateen Conference (SCAC) Procedures

Introduction
This document has been prepared as a guide for the SCAC Planning Committee. The intention is to provide guidance and support in planning a safe, loving, and accepting conference. The purpose is for Alateen members to share their Experience, Strength and Hope with each other, and to learn, grow and have fun!

The SCAC Procedures are a guide, not a rulebook. It can be updated to address needed changes.

The SCAC Procedures attempts to answer the following questions:
What needs to be done?
Who needs to do it?
When does it need to be done?
But not how to do it. (Take what you like and leave the rest.)

A further intention is that this document will lead to an event that is aligned with the Principles of Al-Anon and Alateen through the Steps, Traditions and Concepts. It will adhere to the policies in the Al-Anon/Alateen Service Manual, the SCWS Area Alateen Safety and Behavior Requirements, and the guidelines issued by the World Service Office.

Timeline
Please note that the Timeline will need to be updated and/or revised as the committee plans and schedules events and other changes. The committee may also decide to develop visual calendars if that would be helpful. Because of the importance of finances, financial responsibilities have been delineated.

July (SCAC Startup)
Southern California Alateen Conference should be held no later than mid-July of the following year.

- Alateen Chairperson will oversee the selection of Alateen committee members for the upcoming SCAC year.
- AMIAS Chairperson will oversee the selection of the AMIAS committee members for the upcoming SCAC year.
- Incoming Alateen Chairperson coordinates scheduling the August turnover meeting with the incoming AMIAS Chairperson as well as the previous Alateen Chairperson and AMIAS Chairperson.
- Financial:
    - Current and past SCAC AMIAS Treasurers update the permanent mailing address facility with the new AMIAS Treasurer's contact information.
    - The AMIAS Treasurer submits the June Financial Report to the SCWS Treasurer by the 3rd of the month.
    - Financial Report information and update are presented to the SCAC Committee as needed.

- The prior SCAC AMIAS Treasurer makes all final deposits and expenditures for SCAC and prepares monthly SCAC Financial Report to the SCWS Treasurer.
- The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.
- The AMIAS Treasurer works with the SCAC Finance Committee to prepare a Budget for the coming year.

August

- Alateen Secretary creates a contact list of all members of the committee and the Board of Directors. (Maintain consistent communication to all members)
- AMIAS Chairperson schedules September Executive Committee meeting to occur prior to the SCAC Committee meeting and schedules remaining meetings.
- The Alateen Chairperson schedules the Turnover Meeting including committee members from the current years and upcoming year's committees. Reports and materials are turned over, including the year-end financial report. The Turnover meeting must be held no later than August 31.
- At the SCAC Committee meeting:
  - Alateen Chairperson to read the SCAC Policies and Procedures to the committee.
  - Layout calendar year of committee meetings, events/fundraisers immediately following the turnover meeting – should be at least four events beginning in October until the month before SCAC (include due dates for Provisional & Final Event Plans). Refer to the Events/Fundraising section of this document.
- The Alateen Secretary updates committee meetings, events, and the steps listed in the Events/Fundraiser section of this document into the timeline/calendar.
- SCWS Committee meets on the 3rd Saturday. If the turnover meeting has taken place, then the Alateen Chairperson can present a written report.
- Financial:
  - At the scheduled Turnover Meeting, the prior and new SCAC AMIAS Treasurers meet to go over the Treasurer files, documents, and responsibilities to transfer materials.
  - The former AMIAS Treasurer and the new AMIAS Treasurer prepare and submit the July Financial report to the SCWS Treasurer by the 3rd of the month.
  - The July Financial Report is presented to the SCAC Committee.
  - Plan for money collection for scheduled fundraising events.
  - The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.
  - The AMIAS Treasurer will meet with the SCWS Treasurer to update the authorized signers for the SCAC bank accounts.
  - The SCAC Financial Report through July 31 and a next year Budget are presented at the Area World Service Committee Meeting.

September

- SCAC Committee Meeting.
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document and Chairperson coordinates with the SCWS Insurance Coordinator to obtain the certificate of insurance.
- Financial:
    - The AMIAS Treasurer submits the August Financial Report to the SCWS Treasurer by the 3rd of the month.
    - The SCAC Financial Report for last year's event is presented to the SCAC Committee. Other Financial Report is presented as needed.
    - The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.

October

- At SCAC Committee Meeting:
    - Creates a process to develop a SCAC Logo and Slogan.
    - Consider serving lunch at the SCWS Assembly as a fundraising event next month if assembly is held in person
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document and obtain certificate of insurance.
- Financial:
    - The Executive Committee meets to review the recommended budget before the October committee meeting.
    - The recommended budget will be presented at Committee Meeting.
    - The AMIAS Treasurer submits the September Financial Report to the SCWS Treasurer by the 3rd of the month.
    - Financial Report is presented to the SCAC Committee as needed.
    - The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly. *(see previous notes)*

November

- At the SCAC Committee Meeting:
    - Select SCAC Logo and Slogan.
- Plan program for the Round Robin.
- Select Committee Members and AMIAS Security Chairperson complete and submit Provisional Event Plan for January Round Robin.
- Committee and AMIAS Security Chairperson complete and submit the Provisional Event Plan for SCAC.
- AMIAS Ways and Means Coordinator orders merchandise, including Committee Shirts for Round Robin.
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document and obtain certificate of insurance.
- SCWS Assembly meets on the 3rd Saturday. The Alateen Chairperson or AMIAS Chairperson presents a verbal and written report.

- AMIAS Chairperson confirms/schedules December Executive Committee meeting.
- Financial:
    - The AMIAS Treasurer submits the October Financial Report to the SCWS Treasurer by the 3rd of the month.
    - Financial Report is presented to the SCAC Committee as needed.
    - The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.
    - The SCAC Financial Report through October 31 is presented to the SCWS Assembly. The SCAC budget is presented to the SCWS Assembly for approval.

December

- Security Chairperson coordinates AMIAS Chaperones for the Round Robin Event
- Select Committee Members and AMIAS Security Chairperson complete and submit Final Event Plan for January Round Robin.
- At SCAC Committee Meeting:
    - Start planning SCAC Program (Consider possible topics).
- Registration committee creates SCAC registration packets.
- Financial:
    - Executive Committee must meet before December 31 to review budget reports and any contracts.
    - The AMIAS Treasurer submits the November Financial Report to the SCWS Treasurer by the 3rd of the month.
    - Financial Report is presented to the SCAC Committee as needed.
    - Deposits and expenditures for the year should be completed by December 15.
    - Verify that all final documents needed for the Financial Review have been submitted.
    - The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.
    - Determine SCAC registration fee.

January

- SCAC Committee Meeting.
- Event - Round Robin (entire committee attends):
    - Release SCAC Logo and Slogan at Round Robin
    - Provides SCAC Registration packets
- Alateen Publicity Coordinators circulates Registration Forms throughout the Area:
    - Post on SCWS Website.
    - Electronically through various platforms.
    - Circulate completed forms to appropriate committee members:
        - Treasurer
        - Registration
        - Ways & Means

        - Other as needed
- SCAC Facility Contract
    - Reviewed by AMIAS Chairperson, AMIAS Chairperson Elect, AMIAS Security Chairperson, AMIAS Treasurer, SCWS Chairperson, and SCWS Treasurer.
    - SCWS Chairperson to sign, and AMIAS Chairperson to submit.
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document and obtain certificate of insurance.
- Financial:
    - AMIAS Treasurer and AMIAS Registration Chairpersons work with the SCWS Treasurer to create a system for receiving registration packets from membership, processing payments, and forwarding the packets to the Registration committee.
    - The AMIAS Treasurer submits the December Financial Report to the SCWS Treasurer by the 3rd of the month.
    - Financial Report is presented to the SCAC Committee as needed.
    - The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.
    - The SCWS Financial Review including SCAC will be completed.

February

- At SCAC Committee Meeting:
    - Continue planning SCAC Program (Begin scheduling Speakers, Leaders, and Readers, etc.).
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document and obtain certificate of insurance.
- SCWS Committee meeting (3rd Sat.) – SCAC Report by Alateen Chairperson or AMIAS Chairperson (verbal and written report needed).
- Financial:
    - The AMIAS Treasurer submits the January Financial Report to the SCWS Treasurer by the 3rd of the month.
    - Financial Report is presented to the SCAC Committee as needed.
    - The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.
    - The SCAC Financial Report through December 31 is presented to the Area World Service Committee.
    - Review the results and recommendation of the January Financial Review to implement recommendations as needed.

March

- SCAC Committee Meeting.
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document and obtain certificate of insurance.
- AMIAS Chairperson confirms/schedules April Executive Committee Meeting.
- Financial:

- AMIAS Treasurer and AMIAS Registration Chairs process Registration packets and payments.
- The AMIAS Treasurer submits the February Financial Report to the SCWS Treasurer by the 3rd of the month.
- Financial Report is presented to the SCAC Committee as needed.
- The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.

April

- SCAC Committee Meeting.
- If an event is planned for next month, follow the directions under the Event/Fundraising heading in this document and obtain certificate of insurance.
- AMIAS Chairperson:
  - Invites potential candidates to submit applications for Alateen Chairperson Elect and AMIAS Chairperson Elect. Applications to be posted on the SCWS/SCAC Website.
  - Starts weekly check-ins with Alateen Chairperson.
  - Provides Certificate of Liability to SCAC Event facility.
- Applications for Alateen Chairperson Elect and AMIAS Chairperson Elect due and submitted to the Screening Committee by May 1.
- AMIAS Security Chairperson completes and submits Provisional Event Plan for Last Chance Picnic
- Financial:
  - AMIAS Treasurer and AMIAS Registration Chairpersons process registration packets and payment.
  - The AMIAS Treasurer submits the March Financial Report to the SCWS Treasurer by the 3rd of the month.
  - Financial Report is presented to the SCAC Committee as needed.
  - The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.
  - Executive Committee must meet before April 30 to review budget reports and any contracts.

May

- At SCAC Committee Meeting:
  - Finalize SCAC Program, including meeting topics, speakers, and leaders.
- AMIAS Security Chairperson coordinates AMIAS Chaperones for Last Chance Picnic.
  - Final Event Plan due 30 days in advance of the Last Chance Picnic (AMIAS Security Chairperson).
- AMIAS Security Chairperson creates AMIAS Chaperone Schedule for SCAC from AMIAS registration list.
  - AMIAS Security Chairperson coordinates Nurses for SCAC.
  - Final Event Plan due 60 days in advance of SCAC.
  - AMIAS Security Chairperson to hire security guards for SCAC (Friday and Sat night) if needed.

    - AMIAS Ways & Means Coordinator orders committee gifts, and speaker gifts and ribbons for members, committee, and speakers.
- AMIAS Chairperson confirms and schedules June Executive Committee Meeting.
- SCWS Committee meeting (3rd Sat.) – SCAC Report by Alateen Chairperson or AMIAS Chairperson
    - Oral and written report needed for presentation.
    - Provide Registration information.
- Financial:
    - AMIAS Treasurer and AMIAS Registration Chairpersons process registration packets and payment.
    - The AMIAS Treasurer submits the April Financial Report to the SCWS Treasurer by the 3rd of the month.
    - Financial Report is presented to the SCAC Committee as needed.
    - The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.
    - The SCAC Financial Report through April 30 is presented at the SCWS Assembly Meeting.

June

- SCAC Committee Meeting.
- Event - Last Chance Picnic (Entire committee attends)
    - Must be held at least 30 days before conference
- Provide Training and Orientation for AMIAS Chaperones (Provided by SCAC AMIAS Security Chairperson & select Committee members)
- Registration team reviews Registrations Packets and confirms they are complete
- Prior to the facility deadline, the AMIAS Chairperson submits registration list and meal card orders.
- AMIAS Security Chairperson consults with Nurse to determine needed materials and supplies and purchase what is required.
- AMIAS and Alateen Program Chairperson
    - Finalize Program, including schedule, speakers & participants
    - Print programs
- The program committee informs guest speakers (AA/Al-Anon members not registered for SCAC) of their arrival and departure times.
- Financial:
    - AMIAS Treasurer and AMIAS Registration Chairs process Registration packets and payment.
    - The AMIAS Treasurer submits the May Financial Report to the SCWS Treasurer by the 3rd of the month.
    - Financial Report is presented to the SCAC Committee as needed.
    - The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.
    - Executive committee must meet before June 30 to review financial reports and any contracts

July (The Month of the Big Event)

Before

- Nurse and AMIAS Registration Chairpersons coordinate transfer of original Medical/Permission forms and registration spread sheet.
- Hospitality and Ways & Means make purchases for Friday and Saturday evenings (cups, paper products, bottled water, snacks, etc.).
    - AMIAS Chairperson confirms necessary items from the facility for use during meetings, workshops, and other activities (water containers, podiums, sound equipment, etc.).
- AMIAS Registration Chairs create a list of registered Group AMIAS and assign all Alateens to a Group AMIAS from the same district if possible.
- Registration:
    - Assign each attendee to a room and turn in the list to the facility no later than two weeks prior to conference.
- Registration committee creates Welcome Packets (include welcome letters from Alateen and AMIAS Chairs)
- The SCAC Committee arrives at facility the day before event starts
    - AMIAS and Alateen Chairs and Chairs Elect, and Security conduct a walk through with venue representatives.

During

- Participant Orientation for Alateens and AMIAS (Alateen and AMIAS Chairs w/ Security Chair)
- Registration check-in (Alateen and AMIAS Registration Chairs, Treasurer)
    - Continues through dinner.
    - Moves to Opening Meeting location after dinner.
- Hospitality Chairperson and Co-Chairperson to contact and welcome Newcomers and AMIAS during registration
- Transitions to and from dorms, meeting locations, activities and meals. (Security Chair)
    - Reinforce Safety and Security requirements and Program details
- Program Chair coordinates meeting and workshop participants, speakers, and materials
    - Provide ongoing instructions and orientation throughout the event
- Meals (AMIAS Chair and/or Chair Elect)
- Business meeting including elections (Alateen Chair & AMIAS Chair)
- Executive Committee Meeting at the end of each Day after everyone has been accounted for. Discuss what worked, what didn't, and what needs to be done for the remainder of the weekend. Meeting to be held at a pre-determined location.
- Alateen Checkout Process
    - Dorm (Keys, Meal Cards, etc.)
    - Travel (Drivers sign out)

End of Event (Don't leave yet)

- Committee to ensure that all facilities are clean and secured. This includes dorms, doors, windows, and turning in all keys. Report any issues to the Facility staff. (Security)
- AMIAS Chairperson consults with the facility coordinator to secure a calendar date for the next SCAC.
- Arrange for the disposition of Nurse supplies (AMIAS Chair)
- Arrange for the disposition of leftover merchandise (Alateen Chair and AMIAS Chair)
- Decide for storage of SCAC supplies & documents. (Treasurer)
- AMIAS & Alateen Chairs and Chairs Elect, Security, conduct a final walk through with venue representatives.

Financial:

- Verify process for money collection and supervision of process at SCAC.
- Confirm registrations and make sure all receipts are deposited and payments made.
- The AMIAS Treasurer submits the June Financial Report to the SCWS Treasurer by the 3rd of the month.
- Financial Report is presented to the SCAC Committee as needed.
- The SCAC AMIAS Chair and SCAC AMIAS Treasurer meet with the SCWS SCAC Finance Committee monthly.

SCAC Committee Meetings

The SCAC Alateen Chairperson is the Chair for all SCAC Committee meetings. The Chairperson and the AMIAS Chairperson will decide whether they are going to meet in person, or virtually, or a combination of the two. If in-person meetings are planned, the location(s) need to be determined.

Area World Service Committee Meetings (February & August)

- Alateen Chairperson or AMIAS Chairperson presents SCAC Report:
  - Update on planning committee progress.
  - Announce upcoming fundraiser/events.

SCWS Assemblies (May & November)

- Alateen Chairperson or AMIAS Chairperson presents SCAC Report:
  Update on planning committee progress.
  Announce upcoming fundraiser/events.

SCAC Tech

- Set up a permanent e-mail address for SCAC

Website

- Work with SCWS Website Coordinator to update SCAC Webpage.
- No Alateen names or contact information on the webpage.

- Use AMIAS as contact for the webpage.

Google Docs and SCWS email addresses and accounts will be used for online communications to establish a common ***private/secure*** communication tool for the committee.

- Google Docs
- Text App
- Conferencing software
- Etc.

Safety, Health and Security

Behavior Situations

Prevention

In order to effectively deal with situations as they arise, maintain open communication with members of the SCAC Committee, as well as AMIAS Chaperones.

Response

Talk with those involved and reason it out.
Keep it simple.

- If there is a behavioral situation, separate the Alateen or AMIAS attendee from the group and impose any consequences. *Inform the Area Alateen Sponsor Coordinator of all AMIAS behavioral issues and include them in any discussion of Alateen behavioral issues that could lead to an attendee being sent home.*
- If an attendee is sent home, follow the protocol stated in the SCAC Behavioral Guidelines.
- Document all behavioral issues and provide log in to the AMIAS Chairperson at the end of SCAC.

Nurse Procedures

- If there is a medical emergency, the nurse should assess the situation, contact paramedics, and provide them with the original Medical/Permission form. The same-gender AMIAS should remain with the Alateen member (including off-site transportation to a medical facility) until the parent, guardian, or emergency contact arrives.

- Collect and administer prescription medications during SCAC.

- Prescription handling procedure
  - Must be in the original Prescription container
  - Label to include Prescribing Physician, Name of medication, dosage, expiration date, description of the medication.

- The nurse confirms that the contents are as labeled.

- The nurse may appoint an assistant.
  - The assistant nurse must meet the same requirements as the nurse.
  - Assistant to act in the event the Nurse is occupied with a situation

- Alateen Permission & Medical Consent Form
  - Permission for the nurse to hold and administer Meds during SCAC
  - Primary Care Physician & contact information

AMIAS Security Chairperson

- Creates AMIAS Chaperone Schedule for SCAC and SCAC Fundraising Events
- Liaison with Security provided by the venue if needed or required (Friday and Sat night)
- Security provided by the venue or contractor approved by the facility.
- Maintain a list of security contacts for the facility.
  - Provide the list to SCAC AMIAS Chair and relevant committee members
- Adhere to the Emergency Plan provided by the SCAC facility.
  - Cooperate with Facilities Security staff in emergency situations.
- Provide the following phone numbers to all SCAC AMIAS chaperones for emergencies.
  - AMIAS Chairperson
  - Security Chairperson
  - Nurse

The **SCAC Executive Sub-Committee** for onsite emergencies will include the following positions:

- AMIAS Chairperson (Initial Contact Person)*
- SCAC AMIAS Chairperson Elect
- Alateen Chairperson
- AMIAS Security
- Nurse (For Medical Emergencies)

The AMIAS Chairperson will debrief the Alateen Chairperson Elect following the resolution of the situation.

On-Site Communications

The committee determines the most effective means of communication during the event. Possibilities include cell phones and/or portable radios.

Events/Fundraising

- Four or more Event/Fundraisers are required, any additional Events/Fundraisers are at the discretion of the SCAC committee

- Round Robin and Last Chance Picnic are included in the required events.
- The committee will assign volunteer members to plan each event and prepare draft event plans.
- Security AMIAS will have responsibility for the Event Plan(s) in cooperation with the Committee. Security AMIAS will sign up volunteer AMIAS Chaperones for each event.
- Event plans are submitted to the Area Alateen Events Coordinator by the AMIAS Security Chair.
- Provisional Event Plans should be completed as early as possible to allow for publicity.
- Final Event Plans are to be provided to the Area Alateen Event Coordinator prior to 30 days before the event. The Final Event must be approved for the event to take place.
- If an event other than the Round Robin and the Last Chance Picnic is planned, add the following to the timeline:
    - As soon as possible, submit the Provisional Alateen Event Plan
    - Once the Provisional Plan is approved, begin announcing the event
    - Coordinate the assignment of AMIAS Chaperones to the event before submitting the Final Event Plan.
    - Submit the Final Alateen Event Plan no less than 30 days prior to the event
- AMIAS Chairperson to provide Certificate of Liability to Event facilities
- SCWS Assembly and Committee meeting lunches are possible opportunities for fundraising. The Area Assembly is held on the third Saturdays of November and May. The Area World Service Committee Meeting is held on the third Saturday of February and August.
- If the committee plans to provide lunches to SCWS Committee Meetings and Assemblies, consider the following:
    - Alateen Chairperson contacts SCWS Area Chairperson regarding serving lunches at the Area Assemblies and Committee meetings. If approved, include the schedule in the timeline and begin event planning.
    - Complete & submit Provisional Event Plan as soon as possible
    - Submit a final Event Plan for at least 30 days in advance.
    - Plan food for the lunch as necessary.
- Ways and Means (Coordinates with Treasurer)

Financial Procedures

- Annual banking turnover in August
    - Signers on the account
        - AMIAS Treasurer
        - SCWS Treasurer
        - SCWS Chairperson

- Budget
    - Prepared in July by:
        - AMIAS Treasurer
        - SCWS Treasurer
        - SCWS/SCAC Finance Committee
    - SCAC Budget is presented at the AWSC in August and to the SCWS Assembly in November for approval.

- The Executive Committee reviews and presents the budget to the SCAC Committee in October.
- The Committee and each subcommittee will be responsible for staying within their budget.
- Any changes to budget must be approved by the SCWS/SCAC Finance Committee.

- Expenses
  - Payment Request forms with required documentation (receipts, invoice, rental agreements, mileage printouts) should be submitted to the AMIAS Treasurer to facilitate payments.
    .
- Direct Payments and Spending Limits
  - Can pay directly for payments up to $200 per budget.
  - Amounts exceeding budget allocations require additional approval from SCWS/SCAC Finance Committee.
  - Over $200, must have prior approvals by SCWS/SCAC Finance Committee.
  - Reimbursements for SCAC expenses
    - Documentation is required for all reimbursements. Requests for reimbursement must be made within 45 days.
    - Paid by AMIAS Treasurer.
    - Reimbursements over $200 or over budget must have approval by AMIAS Chairperson and then approved by the SCWS/SCAC Finance Committee.
  - Advances must be approved by AMIAS Treasurer and AMIAS Chair. Required receipts and documentation must be submitted as soon as payment is made.
  - A SCAC Treasurer cannot write a check to reimburse themselves without approval.
  - Reimbursement checks shall be sent out weekly.

- Income
  - Income is from events, fundraisers, registration, donations and contributions, Ways & Means.
  - All forms of income will be reported on an Income Receipt form, including cash, checks and electronic transactions.
  - Only signers on the bank account will process electronic transactions.
  - Cash and checks are counted by the AMIAS Treasurer and AMIAS Chairperson and recorded on the Income Receipt form.

- Deposits
  - Deposits should be made weekly.
  - Monthly bank deposits must be completed between the 25th and 30th of the month to make sure they hit the appropriate bank account for preparation of financial reports.
  - Money should not be held over beyond the month received and should be deposited as quickly as possible.

- AMIAS SCAC Treasurer Records

- Maintains Bank Checking and Savings account records with detailed information to be updated and sent to SCWS Treasurer Designee by the 3rd of each month.
- Maintain shared files with SCWS Treasurer Designee with documentation for deposits and payments.

Scholarships

- Districts and Alateen Groups designate funding and/or scholarships for Alateen and AMIAS participants.
- Contributions submitted to SCWS for SCAC and not designated by a District or Group may be used to support Alateen and AMIAS registration scholarships as needed. The SCAC Executive Committee is responsible for using those funds for scholarships for SCAC attendees who are in need and not supported by local Districts or Alateen Groups.
- Alateens must be have attended Alateen Meetings prior to attendance at SCAC.
- AMIAS must be certified through the SCWS Area process.
- Provide SCWS Treasurer with list of SCAC scholarships and who is funding them. (Districts, Individuals, SCAC Committee, etc.)
- Provide list of AMIAS that are having their registration fees paid for by SCAC.

Transportation

- The SCAC Committee is not responsible for transportation of SCAC attendees to or from the event.

SCAC Merchandise

- Respect Alateen/Al-Anon Principles.
- Planned by the Alateen Merchandise Coordinator with SCAC Committee.
- Can include sales of items such as T-shirts, hats, bottles, key chains, mugs.
- Start sales at January Round Robin.
- Maintain communication with SCAC AMIAS Treasurer.

Publicity

- Based on approval of the Provisional Event Plan.
- All contact information on flyers and websites must be AMIAS (no Alateen information is published).
- SCAC Publicity Coordinator(s) are responsible for communicating SCAC information with the Southern California Alateen/Al-Anon community.

SCAC Registration Procedures

- Communication and Event Registrations will be routed to the SCWS Alateen Groups through the Group AMIAS.
- AMIAS will provide the forms to their members and collect registrations to send to the SCAC AMIAS Treasurer.
- The Treasurer will process the fees then forward the Registration forms to the Registration Chairs.
- Scholarships will be added based on each District's procedure.
- Last Chance Picnic (Final deadline for registrations).

- At SCAC:
  - Distribution of registration packet
    - Welcome letters
    - Behavior Guidelines
    - Map with boundaries
  - Assign Alateens to Group AMIAS for check-in where possible.
  - If a specific Group AMIAS does not attend SCAC, one will be assigned.
- Out of Area Alateen Members must comply with the SCWS ASBRs.

Duties and Responsibilities:

Universal

- SCAC Alateen Chairperson
- SCAC Alateen Chairperson Elect
- SCAC Alateen Co-Treasurer
- SCAC Alateen Secretary
- SCAC Alateen Co-Secretary
- SCAC Alateen Registration Female Chairperson
- SCAC Alateen Registration Male Chairperson
- SCAC Alateen Hospitality Chairperson
- SCAC Alateen Co-Hospitality Chairperson
- SCAC Alateen Publicity Coordinator
- SCAC Alateen Co-Publicity Coordinator
- SCAC Alateen Merchandise Coordinator
- SCAC Alateen Co-Merchandise Coordinator
- SCAC Alateen Literature/Archives Coordinator
- SCAC Alateen Program Coordinator
- SCAC Alateen Co-Program Coordinator

- SCAC AMIAS Chairperson
- SCAC AMIAS Chairperson Elect
- SCAC AMIAS Security Chairperson
- SCAC AMIAS Treasurer
- SCAC AMIAS Female Registration Chairperson
- SCAC AMIAS Male Registration Chairperson
- SCAC AMIAS Chaperone
- SCAC Medical Care Providers (Nurse)

AMIAS Training and Orientation

Conducted online within 30 days prior to SCAC.

Leader: SCAC AMIAS Chairperson

Introduction

General SCAC information for all AMIAS

Chaperones

- Chaperone Resources and Instructions provided to Chaperones prior to SCAC

- AMIAS Chaperones Duties and Responsibilities
- SCAC Behavior Requirements
- Chaperone FAQ's

Specific Training for each group led by appropriate AMIAS committee members

- Role of Group AMIAS in the Event
  - Disability Transporter (1 or 2)
  - Security AMIAS (12)
  - Registration (6) (3 male/3 female)
  - Meals (All AMIAS)
  - Transitions (2) (male/female)
  - Chapel (All AMIAS)
- Night Shift AMIAS /3 per 2 hour shift in each dorm (12) (8 female/4 male)
- Backup AMIAS(4)
- Any out of AREA AMIAS must be certified through SCWS by May 31.

SCAC Orientation

- Under the supervision of the Area Alateen Sponsor Coordinator, the Alateen chairperson conducts the Alateen and AMIAS Orientation session on Friday with the AMIAS Chairperson.
- Alateen Chairperson:
  - Introduce the SCAC Committee
  - Reads the ASBRs and include the following:
    - Specify the boundaries - *location specified on handout or via projector.*
    - State the fee for lost keys and meal cards.
- AMIAS Chairperson:
  - Read the AMIAS Chaperone duties
  - Emergency Procedures
  - Nurse/Medications
- Questions and Announcements
    - AMIAS Chair answers all questions regarding safety, security, and AMIAS supervision duties.
    - Alateen Chairperson to address all other questions.
  - Make any additional announcements

SCAC Program

- The Alateen Program Chairperson along with the SCAC Committee plan the program. Remember our purpose is recovery from the effects of the disease. Consider balancing the Program of Recovery with Fun.
  - Meetings
    - Speaker meetings
    - Participation meetings
    - Workshops
  - Activities

Forms

Alateen Permission & Medical Consent Form
- Emergency contacts (2)
- Permission for the nurse to hold and administer Meds during SCAC
- Primary Care Physician & contact information
- Medical Conditions: Seizure Disorder, Diabetic, Allergies, etc.

Travel & Treatment Authorization Form
- Add: Emergency Contact & Medical Conditions
- Release Form for Minor Drivers

Registration Forms
- Male/Female
- Include Home Group and Alateen Group AMIAS
- Turned in no later than the Last Chance Picnic

Financial Forms
- Income Receipt form (Excel)
- Payment Request form
- Monthly Treasurer Report form

Merchandise Order Form
AMIAS Chaperone Commitment Form