

**Coming  
Together  
the Voice  
of  
NA**



**Conference Agenda Report**

**WSC 2002**

**28 April thru 4 May 2002**

# NA World Services Vision Statement

All of the efforts of Narcotics Anonymous World Services are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- NA communities worldwide and NA world services work together in a spirit of unity and cooperation to carry our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

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**Conference Agenda Report**

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**2002 Conference Agenda Report  
World Service Conference of Narcotics Anonymous**




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# **WORLD BOARD REPORT**

## **The World Service Conference**

"Our common welfare should come first. Personal recovery depends on NA unity." Nowhere in our service structure is this tradition more evident than at the meeting of the World Service Conference. Guided by our Twelve Traditions and Concepts, it is the one point in our structure where the voice of NA as a whole is brought to view and expressed on issues and concerns affecting our worldwide fellowship. The World Service Conference is not just a collection of regions; its concerns are greater than just the sum of its parts. The conference is a vehicle for fellowship communication and unity: a forum where our common welfare is itself the business of the meeting.

Conference deliberations serve the needs of a diverse membership of different languages and cultures and address the challenge of how to provide effective services to NA groups around the world. The conference works for the good of all NA, taking into account both present and future needs.

Narcotics Anonymous is a life-saving program. Our founders envisioned a worldwide fellowship of addicts when there was only one group and one meeting in the world. Our founders established a world service structure to help to carry the message to addicts everywhere, at a time when Narcotics Anonymous existed in only one country unified by a single language and culture. With an unshakable faith and belief in Narcotics Anonymous, born out of personal experiences of recovery, the creation of the World Service Conference followed in 1976. Those members—dreaming of a better day for addicts everywhere—embarked on a mission to bring together those few NA groups, which existed at that time, into a unified fellowship. Knowing from personal experience that the old lie, "once an addict, always an addict," was dead, that *we do recover*, our predecessors labored to ensure the continuation and growth of NA everywhere.

That vision continues. In each biennial meeting of the World Service Conference, our fellowship comes together in one place at one time to share experience, strength, and hope with each other. The purpose remains to solve common problems among those already here and fortunate enough to have discovered this new way of life, and—more importantly—to redouble our efforts to carry the NA message to the addict who still suffers.

### **This New World Service Conference**

This vision for the World Service Conference, as stated above and adopted almost two years ago, is one that we aspire to reach. It speaks to the importance of the role of the conference in serving our members and groups, as well as those addicts everywhere who have not yet heard our message of hope. Now it is up to WSC 2002 to begin to have the discussions that will keep us working towards this goal.

While this new vision is our goal and inspiration, we also adopted many new practices and policies that we believe will help the conference to achieve its mission. This new conference funds all delegates to attend a biennial (every two year) meeting, has a new work cycle between conferences, a new process for the approval of service material, worldwide workshops, and a new stated purpose. Like all new ideas, making the decision to change is merely a beginning. We have agreed on the vision and some of the components



and are inspired about what the conference could become, but now the real challenge takes place. It was never the intent of the years of inventory that the conference undertook to recreate the same conference but only meeting every two years. So, how do we take an event that is so familiar and ruled by tradition and truly make it different?

This *Conference Agenda Report (CAR)* is the beginning of that change. To be truly effective, the *CAR* should give a clear preview of the agenda for the upcoming conference. In the vision that was approved for the biennial WSC, this would focus as much or more on the issues and ideas that will be discussed at the upcoming conference as on specific motions. We are just as conditioned to the old processes as anyone else and have not yet developed all of the ideas that need discussion at the 2002 conference. We are committed to continue to work on creating new ideas about ways that we can reach this new vision and having a major discussion at WSC 2002 about these and other ideas for the future. Only together can we ensure that every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life.

## **WSC 2002, t he 26<sup>th</sup> Wor l d Ser vice Confer ence**

The 26<sup>th</sup> World Service Conference will be held 28 April through 4 May 2002 in Woodland Hills, California, USA. We are distributing copies of this report, at no charge, to all World Service Conference participants and every regional service committee. This *CAR* is available in English, French, Spanish, German, Portuguese, and Swedish. The non-English versions of the *CAR* will be available at the end of December 2001.

Any NA member, group, service board or committee can purchase additional copies from the World Service Office, at a cost of \$7.00, or download the report directly from our website, [www.na.org](http://www.na.org), at no charge. We do this to ensure as wide a distribution of this material as we can and to provide our members with several ways to access the material.

The upcoming conference will have many of the sessions that have occurred in the past. These include both old and new business sessions, orientation with a review of the agenda for the week, adoption of procedures and the minutes from WSC 2000, introductions, proposals for the recognition of new conference participants, reports on the activities of the last two years and proposals for the next two years from the World Board and the Human Resource Panel, elections, the proposed budget and project plans for the next two years, reports from some zonal forums, discussions of the two issue topics; "How can we continue to provide services to our fellowship and at the same time decrease our reliance on funds generated from events and conventions?" and "How can we create a bridge that builds and maintains a connection to service for home group members", and recovery meetings whenever possible. Additionally, we schedule several World Board meetings and provide an opportunity for those zones that request it to meet. This begins to show part of our challenge; how to accomplish the business of the conference in a manner that allows maximum time for the discussions of those issues affecting NA.

The March issue of the *Conference Report* will contain annual reports from regional service committees. We would encourage all delegates to consider submitting a report that includes some of the facts about your region, as well as some of the things that are working locally, as well as your challenges. We believe that having this information out before the conference can be an important part of sharing experience, strength, and hope, It will also

give the board an idea of the issues that might need to be discussed. The deadline for submission to the March 2002 *Conference Report* is Friday, 15 February 2002.

We want to thank all of you who have picked up this report and expressed an interest and willingness to participate in this process. We know that some of the material may seem far removed from the interests of your home group or NA community. We have made a commitment to actively work to improve the relevance of the material contained in the *CAR*, but we will not be successful without your participation and input. We can all help to mold the future of our service efforts.

### **What is in the new *CAR* and what is not?**

Put very simply, those items that are intended primarily for use by our groups and members are included in the *CAR*. The *CAR* is now distributed at least one hundred and fifty days prior to the conference in English, and at least one hundred and twenty days for translated versions. Items intended primarily for use by service boards or committees are sent to conference participants at least ninety days prior to the conference. This practice, known as the Conference Approval Track, is new to us all as it was just adopted at the last conference.

These changes were offered and adopted to move the conference one step further in its stated goal of becoming more issue oriented and consensus-based. The *CAR* should now contain those items that are relevant and of interest to our members and groups. Throughout the inventory, beginning in 1993, and culminating with the Communications Task Force project, in 2000, we have heard that service issues in the *CAR* are too complicated and much of the information too removed from the interest and purpose of our groups. We hope this new version helps to address some of these identified problems. We also acknowledge that this is the first step in a process that we believe will improve with use.

In keeping with the purpose of what should be included in the *CAR*, we have included our proposals for recovery literature, as well as information about literature development in NA. We believe that this information is highly relevant to our members and groups but it does not require a motion or motions in the *CAR*. We believe that all of our members, regardless of service background or length of clean time, have experience relevant to discussions of what our recovery literature should say, what new recovery material we need, and what existing recovery literature should be revised. What it takes to develop literature for a growing and diverse worldwide fellowship may contain issues or information that is unknown to many of our members. We believe that this is an issue that the fellowship must begin to discuss to help us eventually create a vision for our future literature development. The priorities of world services for the next conference cycle (2002-2004), which includes our proposals for a book on Sponsorship and the next step in the Basic Text evaluation process, will be discussed at some length before conference participants consider each project plan and the world service budget.

Discussion of ideas and issues is, in many ways, more difficult to accomplish than simply seeking a yes or no reply to a motion. We would encourage conference participants to try some of the processes that we have been experimenting with at past conferences, worldwide workshops, and the World Service Meeting, which involve small group discussions. There are some helpful hints about facilitating these types of discussions in the two World Board News Flashes about the WSC Issue Topics. You can find copies of



these two flashes on our website, [www.na.org](http://www.na.org), then *Reports and Publications*, the *NAWS News*, and finally *News Flash-3 and 4* under *March 2001*.

The other item in this *CAR* that is impacted by our recent changes is the *Group Treasurer's Workbook*. This workbook is the foundation for the *Treasurer's Handbook*. We are including the *Group Treasurer's Workbook* in the *CAR* because, as its name implies, it is intended primarily for use by groups. If the delegates at the conference approve the revised *Group Treasurer's Workbook*, we will offer a revised version of the *Treasurer's Handbook* for adoption later in the conference.

Each motion also includes a financial impact statement that we have prepared. The financial impact statements attempt to factor in: staff time, production and storage costs, and trusted servant expenses, as appropriate. All figures are in US dollars. There are instances when we cannot estimate the associated costs but that is stated when applicable.

## **Conference Approval Track**

There are several items intended primarily for use by service boards or committees that we are presenting this year. Again, these items will be sent to conference participants at least ninety days prior to the conference, sometime in January 2002. These items include a variety of proposed changes to *A Temporary Working Guide to Our World Service Structure*, a short description of the service units of NA for inclusion in the *Guide to Local Services*, and a revised version of the *Treasurer's Handbook*,

*A Temporary Working Guide to Our World Service Structure (TWGWSS)*, seems to be changed every conference. Along with a great many other individual changes that we are proposing for this guide, we are proposing that the title be changed to *A Guide to World Services in Narcotics Anonymous* and that the conference cycle that the guide is applicable to be included on the cover. Many of the other individual changes being offered are either to clean up problems that have occurred since the major revisions to the system in 1998 or items that no longer reflect our current practices. We also plan to propose that since each *TWGWSS* only applies to one conference cycle, that items be included that are typically provided to conference participants but have not been available in one place before. These items include an updated version of the WSC Rules of Order and WSC Election procedures, the WSC Reimbursement Policy, a Project Idea Form, as well as a new introduction that contains deadlines for the conference cycle, plus a listing of other documents of interest for conference participants. The inclusion of the WSC Rules of Order in this guide came from a motion committed to us at WSC 2000. More details about the specific changes to *TWGWSS* are included in the August 2001 Conference Report, which is available on our website, and will be provided to conference participants in January 2002.

We are also proposing a new insert for the *Guide to Local Services* that is a summary description of the components of the NA service structure. The descriptions that we are offering are taken from existing material in either the *Guide to Local Services* or *TWGWSS*. This request came from a motion committed to us from the floor of WSC 2000. We believe that this description will also be a useful tool, by itself, for the fellowship, particularly in learning days and workshops.

The final item for this approval track is a revised version of the *Treasurer's Handbook*. As stated above, we will only ask the conference for approval if the delegates at the conference approve the revised *Group Treasurer's Workbook*, contained in this *CAR*.

This is not new material that we would like to be proposing but simply a heavy copy edit that incorporates the fund flow system approved in 1998, as well as current service terminology. It also adds copies of two existing Trustee Bulletins; Theft of Funds, and Fundraising. Although this is not what we hope to develop in the future, we believe it is drastically superior to what we currently have in inventory.

## **Group Treasurer's Workbook**

The *Group Treasurer's Workbook* is an excerpt of the first half of the existing *Treasurer's Handbook*. As we stated above, we inherited a draft revision of the *Treasurer's Handbook* that is a substantial improvement over the current material available now. It is not perfect. It is not everything we would like it to be. The dilemma we are faced with is releasing something that does not contain information that should be covered but is nonetheless much better than what we currently have available.

While this draft does not reflect the kind of changes that would be done in a full rewrite, it is significantly better than what is currently in inventory. The staff performed a heavy copy edit of the existing version to reflect the current fund flow system and world service structure in the text, forms, and diagram. We distribute more *Group Treasurer's Workbooks* free with the group starter kit than we sell. It does not seem responsible to distribute outdated or incorrect information in this way. Neither the *Group Treasurer's Workbook* nor the *Treasurer's Handbook* has been worked on for over 10 years. Because the information contained in the *Group Treasurer's Workbook* is so outdated, we believe that making the revised draft available will benefit the fellowship until a complete rewrite can be undertaken. Again, since the *Group Treasurer's Workbook* is the foundation for the *Treasurer's Handbook*, it will only be offered to the conference for approval, in new business, if the proposed *Group Treasurer's Workbook* is adopted.

**Motion 1: To replace the existing *Group Treasurer's Workbook* with the revised draft contained in Addendum A.**

*Intent:* To replace the existing workbook with a more current version.

*Financial Impact:* The financial impact would be a minimal cost to typeset the new version as well as to dispose of a small quantity of old copies. Less than \$200.00 total.

*Policy Affected:* This motion would replace the existing *Group Treasurer's Workbook* as seen in Addendum B.

## **Issue Discussion Motions**

In an attempt to further an *issue-based* conference, a motion was adopted at WSC 1997, "That the World Service Conference place issue discussion topics into the *Conference Agenda Report* and final two topics be selected by the fellowship. Topics are to be submitted by RSRs at the 1997 World Service Conference and placed in the 1998 *Conference Agenda Report*." From the beginning, this process was a problem. No topics were submitted at WSC 1997, so the deadline was extended, and all conference participants and members of the Transition Group were invited to submit topics. The motion in 1997 did not specify any action beyond 1998. In 1998, a motion was passed that said "That selection by the groups of issue discussion topics in the *Conference Agenda Report* become an ongoing procedure of the World Service Conference".

For the previous three *Conference Agenda Reports* (1998-2000) that contained a list of issue discussion topics, only 15 topics were submitted by 7 delegates. With a conference of almost one hundred delegates, there appears to be little to no support for this process. We have brought the problems with this process to the conference several times, and had two sessions about this at WSC 2000.

We are actively committed to finding ways to have more productive issue discussion at the World Service Conference and throughout the fellowship. However, we do not believe that the current process of selecting topics for fellowshipwide discussion has been embraced by the fellowship. This is evidenced this year by the sixteen issue discussion papers we received on these two topics after our first two-year cycle. After our discussions at WSC 2000, we made a serious attempt to make this process successful. We issued News Flashes on both topics that provided ideas on how to have discussions and tried to frame some of the questions that were contained in the issues adopted. These were widely distributed in five languages. Not only did this not result in greater participation in the development of issue discussion papers, until we appealed to delegates at the World Service Meeting in September 2001, we had only received one paper and one topic. The most common problem that we have heard is that the choices presented in the *CAR* are often not of interest, so our members are forced to choose the least objectionable topic. Other groups and members have told us that they did not want to select topics for others to discuss and did not want this to be chosen through the *CAR*.

We are asking that you no longer require us to include this process in the *CAR*. We make the commitment that we will actively work on ways to further issue based discussions and will work with delegates at the conference and members throughout the fellowship, to find ways to do this more effectively. It is this specific process, and not issue based discussions, that we are asking you to remove.

**Motion 2: To remove the selection of issue discussion topics from future Conference Agenda Reports.**

*Intent:* To change the current process of selection of Issue Discussion Topics.

Financial Impact: There is no direct financial impact as a result of this motion.

Policy Affected: This motion would directly amend the following WSC policies:

*A Temporary Working Guide to Our World Service Structure, May 2000 edition*

The following language would be deleted.

Page 12, paragraph 3, "The World Service Conference will place issue discussion topics into the *Conference Agenda Report* and the final two topics will be selected by the fellowship."

If you agree with Motion 2, the World Board will ask the conference to not act on Motion 3. We are offering this motion only because current policy requires that we do so.

**Motion 3: To select two issue-discussion topics from the following list for discussion at the 2004 World Service Conference:**

1. WSC Issue Discussion topics, procedures and who picks topics.
2. How do we learn to lead a meeting, service committee and how is leadership important in Narcotics Anonymous.

3. Can we provide basic information on how to do service to NA members that are consistent with our traditions and concepts.
4. How do we increase our awareness in how to do a 12th step call?
5. To fulfill our vision that “no addict seeking recovery ever need die” how do we handle the growth of our fellowship on the group level to ensure we can follow through with this vision?
6. What can I do as a trusted servant to not become apathetic when I don’t get the support from my area or region?
7. In a region that is small with few trusted servants how can we prevent burnout and still get the message to the addict in and out of our rooms?
8. Although it is true that the newcomer is the most important person in our meetings, how do we treat those who have relapsed, our oldtimers and trusted servants?
9. What is our understanding of an appropriate atmosphere of recovery, and how do we treat those members in our groups that, for different reasons, alter the appropriate atmosphere of recovery?

*Intent:* To allow the fellowship to choose the issue discussion topics for the 2002-2004 conference cycle.

Financial Impact: There is no direct financial impact as a result of this motion.

Policy Affected: This motion does not directly amend any WSC policies.

## LITERATURE PROPOSALS

### Over view

As we stated earlier, we are providing this report to inform you about the issues affecting recovery literature development that will be discussed at WSC 2002. They are:

- A. The issue of worldwide Narcotics Anonymous literature development for the future and some of the questions that remain to be addressed relevant to this issue, including their impact on current literature development issues;
- B. The progress we have made regarding the Basic Text evaluation project and our recommendations as to how we can move ahead with this project; and
- C. The Sponsorship literature project and our project plan for the completion of this project.

For a comprehensive and detailed report on the history of literature development and the issues that face world services and the fellowship, please refer to the material that was included in the 2000 *CAR* as Addendum A, which can be found at [www.na.org](http://www.na.org) or by requesting a copy from the WSO.

### Ongoing Dialogue

Literature development is probably the single-largest area of world service activity that our members feel truly passionate about and invested in. We know that our message can be a matter of life and death for addicts, and we are extremely concerned about how that message is communicated through our literature. Throughout NA history, literature development has been an area of great reward and good feeling, but also in our past, one of periodic contention and sometimes even division and disagreement among our members, including those involved in our service boards and committees. Almost ten years ago, the conference approved changes to some of our literature practices, which resulted in the approval of three books between 1992 and 1998: *It Works, Just for Today*, and *The NA Step Working Guides*. It seems that it is time to at least look at whether there are additional changes that will help us better carry our message of hope in written form.

As this report will show, recent past-conference actions regarding world services literature development efforts have left us (as a board) with a confusing and even contradictory set of responsibilities regarding these efforts. During this past conference cycle, our biggest challenge in this area has been to determine how to be responsive to the conference's actions and, at the same time, act *responsibly* in a leadership capacity to ensure that we are providing the conference and fellowship ideas that we believe can produce literature that will serve the fellowship today.

We are certain that future literature development efforts can only be successful with your support and input. We want to design future literature development processes and procedures in order to best serve our membership's increasingly diverse literature needs. Our goal with this report is simply to provide the current status of the work assigned to us by the WSC and to provide the necessary background for a productive discussion that will place Narcotics Anonymous literature development efforts upon a solid foundation for now and the future. For this discussion to occur, we all need to have some basic information about where we have been in order to discuss where we can go. This is an amazing amount of

information. We are trying to provide enough information for a fruitful discussion, without providing so much detail that we put you all to sleep.

## **WSC 2000**

The World Board offered four motions in the 2000 *CAR* in order to gain a better understanding of fellowship direction regarding literature development and the Basic Text/Little White Booklet, and sponsorship projects. This was the result of motions committed to us in 1998, which we have been reporting on in great length ever since.

The conference *unanimously* adopted Motion #3, "That the World Board encourage area and regional committees to develop source material about sponsorship, with the board starting a preliminary evaluation of the issues relating to the sponsorship material in 2001." This conference action provided a crystal clear answer to any questions about whether our members wanted a sponsorship project to be undertaken during the 2000-2002 conference cycle.

Also, the conference provided nearly unanimous support of the general direction of the literature development plan offered in Motion #4 (the vote was 86-1-0). The specifics of this plan and our progress on each item are contained in the following section.

Literature motion #1 at WSC 2000 stated: *Shall the fellowship proceed with a comprehensive evaluation of revisions and additions to the entire Basic Text and the Little White Booklet Yes or No?* While the conference did answer, "yes" to this question, the vote tally (58 yes-28 no-5 abstaining) broke the trend of overwhelming support that we have come to expect for literature motions over the past ten years. Further, when the conference was asked to name a year when the plan for these evaluations should be presented, 13 voters wanted to see the plan in 2002, 40 wanted it in 2004, and 40 wanted it in 2006. In a run-off between years 2004 and 2006, 49 said 2004 and 38 said 2006. The final vote for this motion, which offered 2004 as the only alternative, was still 68-16, far from the nearly unanimous consensus regarding the sponsorship project and the general direction the literature development plan offered.

Since the conference has taken active steps to discuss issues until there is at least strong support for the solution, the results of this vote were disturbing to us. While motion #1 received enough support for adoption, it would not be enough to adopt changes to our recovery literature. We devoted several hours of the last day of the conference to discussing what delegates heard in their regions about this issue. This discussion did not, however, provide clearer direction for the board. This issue was further complicated by the fact that, in the 1999 literature survey, which was admittedly troublesome, respondents ranked the priority for changing the Little White Booklet and the first ten chapters of the Basic Text *dead last* at twelfth and thirteenth, respectively. We had previously discounted the results of this survey, but many of the results were reflected in the votes at WSC 2000.

## **The Literature Development Plan from WSC 2000**

As we have reported previously, there was much about this plan that was not prioritized for this conference cycle. We have attempted however, to address those items that we believed most critical. Since we have heard nothing to the contrary since WSC 2000, we hope that you are in agreement with our decisions to prioritize the Basic Text evaluation and sponsorship projects, as well as, the beginning of the discussion on the

future of literature development. The following is a summary of our activities to date with the Literature Development Plan adopted at WSC 2000.

- A. Implement the Publications Committee. This includes developing evaluation tools to identify fellowship needs for the creation and revision of recovery literature and to achieve consensus about priorities.
- B. Prepare a detailed project plan to evaluate revisions and/or additions to the Basic Text and the Little White Booklet.

We have implemented five committees since WSC 2000, which has taken considerable time and attention from the board. If you would like additional information about this, please refer to issues of *NAWS News* since WSC 2000, which are available on the website. We have a proposal for the beginning of the development of evaluation tools and the development of a detailed project plan in the first phase of the Basic Text evaluation project described later in this report.

- C. Begin evaluation of new sponsorship material and report to WSC 2002.

We took the overwhelming support for this motion at WSC 2000, and the enthusiastic response to the request for fellowshipwide input material for this project, as a clear message to not only develop a report, but also to develop a plan to keep this effort moving along as a high priority project. There is a proposed plan to do this later in this report.

- D. Develop a bulletin on the Internet and the Eleventh Tradition.
- E. Develop a discussion paper re surveillance and the Little White Booklet.

We did not have the resources to address either of these items in any detail during this conference cycle. "Internet and the Eleventh Tradition" has been included with the list of issues involving our fellowship's use of the Internet and will be addressed when resources are available. We separated "surveillance and the Little White Booklet" into two issues: (1) the issue of "surveillance" as a philosophical issue, which has been added to the list of philosophical issues that the board needs to address, and (2) the issue of possible revisions to the Little White Booklet, which is part of the Basic Text evaluation project.

- F. Gather fellowship input on Future Discussion Issue #1, "Process of Reviewing Fellowship–Approved Literature for Revision" and give update to WSC 2002.

We see this as part of the much bigger issue regarding future literature development efforts in NA. This report intends to begin the necessary dialogue between the fellowship and world services regarding the *many* challenges that face us in this area, including the review and approval of literature.

- G. Gather fellowship input on Future Discussion Issue #2, "Recovery Literature Targeted for Specific Needs" and give update to WSC 2002.

We see many of the same challenges for this item as for item F above, and have addressed some of our concerns in this report. We also believe that the fellowship survey proposed in the Basic Text evaluation project can help us obtain further information regarding this issue.



- H. Gather fellowship input on Future Discussion Issue #3, and develop a discussion paper about translations.

Before we gather fellowship input about translations, the fellowship probably needs more information about how translations are actually being done at the present time. One set of documents that will be helpful to this effort will be the "Translations Basics," presently available from WSO.

- I. Prepare an updated five- to ten-year literature development plan for WSC 2002.

Upon further reflection and discussion about the many unanswered questions regarding future literature development efforts, the board's position is that such a long-range development plan is premature at this time, due to all the other necessary discussions mentioned in this report. All of the activity that we are proposing for the next conference will generate additional information and experience that can be factored into the development of this plan.

### **The "Big Picture" of Literature Development**

Framing the issue of literature development in Narcotics Anonymous historically, the literature needs of NA are certainly different today in the year 2001 than our needs were only 21 years ago in 1980. Back then, we had just five short information pamphlets and the Little White Booklet—no Basic Text, no other books or booklets. Every new piece of recovery literature was almost certain to fill a genuine unmet need, given the extremely limited expression of the NA message in written form. Today, for our English-speaking members, we have three major books, one workbook, six booklets, and twenty-two information pamphlets. Identifying what is truly needed is much more complex today than in past years, given the abundance of existing recovery literature in English. Our fellowship has a much larger and diverse face than in the 1980s and early '90s, largely due to our literature.

A literature development and approval process adapted toward better serving a linguistically and culturally diverse global membership is an area that needs consideration, discussion, and deliberation. The translations process, which is ongoing in local translations committees worldwide, can take years in its earliest stages even to produce a culturally acceptable glossary of terms and even longer to translate book-length volumes of recovery material. Because our message is not one that can be translated literally, addicts who speak and recover in that language do the actual translations. Local translations committees work to keep the material faithful to its original concepts and, at the same time, stated in a way that is understandable in their language and culture. This does not allow for translation of a review-and-input form of recovery literature.

This being the case, many, perhaps most, of our non-English reading members have been, for all intents and purposes, eliminated from our development, review, and approval process for new recovery literature. For much of this time, the majority of non-English speaking communities have said that they did not want to be diverted from their translation efforts. At some point, this will not apply to many languages because they have all existing material translated. More importantly, our system is based on providing the opportunity to participate, not the requirement to do so.

Statistically, there is probably a small percentage of English-speaking members who actually participate in the review and input or approval process. We believe it is our responsibility to create an accessible process that provides all voices to be heard. Is it

possible to create a new process that allows those missing voices to be heard? Can we engage our members in a way that truly impacts the material?

### **Lit er at ur e Tar get ed for Sp ecific Audi ence Needs**

English language needs in literature versus non-English needs and translations is not the only issue of diversity facing our fellowship. The issue of literature targeted for specific needs such as literature for outside professionals, age-related, health-related, sexual identity-related, and racial/cultural diversity-related recovery literature (to name only a few) are large issues we must grapple with in the creation of new recovery literature and our membership's increasingly diverse literature needs. Even in this realm of special-needs-related literature, there is controversy: some members believe that "special interest" literature may detract from our notion of anonymity and unity of purpose. These members feel that "special needs" literature may even be out of keeping with the spiritual principles of our program. Nonetheless, as the myriad requests for specialized literature that flood the WSO every year indicate, the diversity of our membership requires that we consider the needs of all addicts, which may encompass significant differences requiring different approaches in carrying our written message effectively.

The very nature of our development, review and input, and approval processes raise challenges to the possibility of creating literature targeted for specific, and most likely minority populations. For example, even if we were able to agree to provide such literature to targeted audiences, how could our literature development, review and input, and approval processes practically respond when two-thirds of WSC delegates are required to approve a new piece? If "special needs" literature is by definition targeted toward some limited set of addicts, how could we factor in specific review and input from the entire fellowship? And, if a two-thirds majority must support such an effort, how could such targeted literature expect to have any hope of adoption?

The board itself has not yet had time to discuss the underlying philosophical issues and is certain that fellowshipwide discussion and input will be necessary to move forward with specific literature proposals. In the largest sense, resolving the question about whether NA develops additional literature targeted to specific groups will involve considering the meaning and importance of all NA recovery literature, and must consider the following questions:

- What is the purpose and function of NA recovery literature?
- Who are the most important audiences for NA recovery literature today?
- What communities have the greatest need for recovery literature today?
- Perhaps most importantly, how can we best insure the continuation and growth of Narcotics Anonymous via literature and our literature development process?

### **Fel l owship Invol vement in t he Lit er at ur e Devel opment Pr ocess**

Another looming question concerns the issue of fellowship involvement in the literature development and approval process. Historically, it has often been the *process* of literature development that has been at issue among our members, even over and above concerns regarding the *content* of the literature being developed. From the beginning of the

World Service Conference in 1976 until the approval of the Basic Text in April 1982, there was only one real priority for the World Literature Committee—the Basic Text, a project whose much-touted development process seems at times in subsequent history to serve as a kind of legendary development process wherein scores of addicts from all over the United States worked together to write the Basic Text. While, certainly, many addicts did give their time and effort to producing the raw materials that went into the creation of our book, at some point, the drafts had of course to be collated and re-written, as drafts of the early materials indicate. Even if this literature development process actually occurred as a truly democratic process, it would not be a viable option in our fellowship today.

As we often say in NA, “if it isn’t practical, it isn’t spiritual.” To state it even more plainly, our fellowship no longer consists of less than 1,000 groups, as it did in 1982; our groups now number in the tens of thousands; and our members comprise a population from some 108 countries speaking some forty languages. We can no longer expect the same kind of member-intensive literature development process as was possible in 1981-2, because it would not prove practical, productive, or affordable to attempt to do so.

We believe that we must have a clear and genuine fellowshipwide consensus concerning a possible Sixth Edition of the Basic Text. Our history shows, through our struggles with previous editions that, if we don’t arrive at a decision that is overwhelming acceptable, we will surely have enormous difficulties.

## **Fel l owship Invol vement in t he Fut ure**

Fellowship involvement in the development and approval of our literature is of great importance to our members. Yet, given the nature of our growing membership, we will need to re-visit all of our old concepts about the nature of fellowshipwide involvement in the literature development process. One such issue that should see extensive discussion is the question of *when* and *where* fellowship involvement is best suited for each individual literature project.

It seems probable that a single, rigid review-and-input process for literature including hard and fast rules about fellowship involvement might be too restrictive for future development efforts. That is to say, in a system that wants to be more responsive, more reflective of a diverse fellowship, more inclusive, timely, and cost-effective in addressing the literature wants and needs of our membership, it may be more prudent to consider flexible guidelines for literature projects, with the fellowship’s involvement in those projects being more “tailor-made” to the nature of each project’s limitations and requirements.

We believe that many of the things that we tried and are proposing for the sponsorship project, may prove to assist us in better capturing the diverse voice of our fellowship. We asked for conceptual input to create the direction for the piece, rather than input to a draft later in the development process, as has become typical. This request was translated and widely distributed, which resulted in a significant response from the fellowship. We will also be proposing that this book better reflect the broad range of experience with sponsorship in our fellowship, rather than being a “how to.” In the past, for most literature projects we tried to find the common ground. But, because sponsorship is so personal, we do not think this is the best approach. How can you review and input personal experience that is not your experience? Finding a balance between the practical considerations of literature development and fellowship participation in that process, along

with producing high quality literature that represents the biggest possible cross-section of our members' recovery experience, may well prove to be our toughest challenge.

At the same time, the board has no confusion about the fundamental right of the fellowship to be involved in the literature development process. NA is justifiably proud of being able to say that our literature is "written by addicts for addicts," and that all of our literature is "fellowship-approved." However, as a fellowship, we must recognize that, with the growth and the increasing diversity of our membership, we will need to find new and creative methods of incorporating this all-important component of fellowship involvement in place within our literature development process, yet at the same time allow for the necessary flexibility to get projects finished in a timely and cost-efficient manner.

## **Basic Text /Little White Booklet Evaluation Project**

### **Hindsight**

Although, as we have previously noted, neither literature survey respondents, nor the 2000 conference were entirely clear about what changes, if any, the fellowship might want in the Basic Text or the Little White Booklet, or where to prioritize the Basic Text/Little White Booklet evaluation project. Because of conference action during the two previous years, the board felt compelled to offer the motion and did not talk about our individual and collective beliefs about this project until after WSC 2000, when the direction we received was not clear. We did not have discussions within the board about this, and upon reflection it is clear we should have. We did not endorse or not endorse this motion, we only presented it. However, the way we presented Motion 1 and the lack of a recommendation from the board left the impression that we endorsed what was presented in the *CAR*.

Because the WSC voted "yes" to a comprehensive evaluation process, the board has recognized its responsibility to the fellowship to carry the project forward. In doing so, we want to propose as sane as possible of a process while, at the same time, getting a true read on what the fellowship wants to revise, if anything.

### **Resources, Resources**

Perhaps one of the reasons for this ongoing concern is our clear understanding of what carrying out a truly comprehensive evaluation process for the Basic Text and the Little White Booklet would mean. If we were to truly seek fellowshipwide consensus on possible revisions to the entire Basic Text and Little White Booklet, such a process would most likely consume the resources of world services for years. It is impossible to predict just what the potential impact may be until we gather more information about what the fellowship really wants to evaluate.

From a world services standpoint, our most precious resource is neither human nor financial—it is time. We believe that any attempt to gather fellowshipwide input regarding potential changes to both the Basic Text and the Little White Booklet will involve, at the very least, educating our members around the globe about the history of past changes to these two pieces of NA literature, and the effects of those changes; surveying the fellowship, perhaps repeatedly, to find out not only what changes they want, but how they want them made; face-to-face interactions with local NA communities by world services; and lengthy

World Board discussions. What our proposal for the next conference cycle contains is an attempt to find out what the fellowship really wants, in order to help to focus our proposal for the evaluation project in the 2004 *Conference Agenda Report*.

### **The Present Phase: Planning to Plan**

What we have done this past cycle was to create a workgroup to discuss the future of literature development, in order to bring the preliminary results of those discussions into our plans for sponsorship and this evaluation. What we are proposing for the next conference cycle is a professionally designed survey that contains the questions and issues involved with the Basic Text and the Little White Booklet. We also plan to include questions in this survey that will allow us to obtain a sense of what literature the fellowship would like to see developed. As we see it, this survey will provide the board with a sense of what the fellowship currently would or would not like to see revised in the Basic Text and the Little White Booklet. This information will be used to assist the board in making recommendations about the scope and future of this project in the 2004 *CAR*. We do not expect that this survey will, however, provide the board or the conference with all of the answers. We anticipate that this survey will provide us with an indication of the fellowship's priorities for our literature development efforts.

### **Past Survey Difficulties Lead to Seeking Help**

We know that many members may feel some frustration at the mention of yet another survey from world services. Certainly, past world services surveys have yielded less than satisfactory results. The most recent example of this, of course, is the 1999 Literature Survey.

In order to avoid the past mistakes we have made with survey design, the World Board has contracted for a professional surveyor/statistician to assist us with designing the survey for this phase of the project. We also have resolved that questions on this survey regarding the Basic Text and the Little White Booklet should be as clear and simple as possible. We plan to work with the professional to eliminate or minimize answers that can be interpreted in a multitude of ways. The other problem that we have had was the lack of resources required to analyze the information we receive. Quite honestly, this was an issue of poor planning and preparation that we will address with this project.

### **Little White Booklet Potentially a Separate Issue**

It may also be possible to consider the Little White Booklet apart from the considerations of a Basic Text evaluation process. Certainly, just as the Basic Text has had its history regarding past changes and the effects of those changes upon our members, so too the Little White Booklet has had its own share of controversy. Regarding the Basic Text and the Little White Booklet process, it is possible that the conference may consider to evaluate and/or change one and not the other. The World Board neither endorses nor opposes such a division of this question, but we do include it here as another possibility for consideration in this process.

### **Plenty for the Conference to Consider**

For us, the bottom line is that a revision process of the Basic Text and the Little White Booklet is sure to be a huge undertaking, and would almost as surely require enormous human and financial resources to complete. Moreover, the Basic Text also remains as world

services single-largest source of revenue, which appears to be a testimony to the book's value as it presently exists. The World Board does not wish to undertake such an enormous project unless and until there is very clear fellowship support for such a project. Therefore, the "planning-to plan" process is one by which we intend to provide everyone concerned with a very clear sense of direction and purpose as to how we should best proceed with any future work in this area.

## **Sponsorship Project**

### ***News Flash - Moving Forward***

At WSC 2000, Motion #3 was adopted unanimously. In December 2000, the World Board sent out a *News Flash* requesting ideas and concepts about sponsorship in order to accomplish two things: (1) to move forward in a positive manner with the mandate from the unanimous adoption of Motion #3; and (2) to actually obtain fellowship input and material for this project. (That *News Flash* is still available at [www.na.org](http://www.na.org) or upon request.) The response from the fellowship was incredible: we received an enormous amount of input, both in terms of philosophical suggestions, as well as written experiences regarding sponsorship among our members. Significantly, this material included input from many international members. We're grateful to all the members, groups, and service committees who took the time to submit written input, and to the Sponsorship Evaluation Workgroup, who did a great job in keeping up with the input received.

### **The Sponsorship Project**

In evaluating the stacks of material we received from members, we realized that we had sufficient ideas and information for a book-length piece. Our proposal is to develop a book of about 100 pages in length and to create a new IP from the book's material that would replace the existing IP on sponsorship. In order to be responsive to the needs of the fellowship, the proposed plan will have a schedule allowing for adoption at WSC 2004. This book will **not** be a "how-to" work on sponsorship. Instead, we hope to produce a text that will be a sharing of many members' voices, talking about their experiences with various sponsorship concepts and practices. The input we received indicates that there are many concepts and practices in place among our membership. So, rather than arbitrarily choosing which might be "right" or "wrong" according to one group's opinion or experience, we believe that a text that shares many different perspectives and practices will allow our members to "take what they need and leave the rest" from the proposed NA sponsorship book.

### **The Sponsorship Development Process**

The fellowship's desire for sponsorship literature seems urgent. Therefore, our goal is to include an approval form of the Sponsorship project in the 2004 *Conference Agenda Report*. To accomplish this, our proposal includes continued solicitation of source material through 31 December 2001, along with an accelerated development process.

Our precedent is the accelerated development process used for *Just for Today*, yet we are modifying that development process and trying something new for this piece. In the *JFT* process, NA members and local literature committees (primarily throughout the United States) provided input to the World Literature Committee at the outset of the project, and then, after a staff team approach was used to actually write the drafts, those local

committees received some portion of the daily drafts for the book. At this point, they were then able to give either a “thumbs up” or a “thumbs-down” to the drafts prior to the World Service Conference. Ultimately, the book was produced relatively quickly, once the process had been agreed upon.

Similarly, what we have received to date is an unprecedented amount of raw source material. This source material contains your ideas and input for what you want, rather than reacting to a draft already developed. We believe this is an effective way for a global fellowship to truly impact the direction, scope, and content of a new piece of recovery literature. With the conference’s approval of the Sponsorship Project Plan at WSC 2002, we propose to use this source material and the standard development process: a workgroup with a staff-team for writing and support.

In addition, we have discussed having a very brief, voluntary review-and-input period on the first section of the book. The draft of the first section of the book would be sent to all members and committees who have expressed an interest in participating. This review for the first portion of the book would allow us to assess whether we are conceptually on the right track. Since we are proposing such a different book than anything we have previously developed, we have not settled on many of the details for this project. A comprehensive picture of the project will be available in the project plan presented to WSC 2002. In the past, line-by-line input has taken a tremendous amount of resources from the fellowship, the staff, and the board or committee without substantively impacting the draft. Additionally, if we are to try to draft something that reflects a range of experience, rather than representing one point of view, this type of review and input cannot be used effectively. Our history shows that our members will support the material that reflects their own personal experience and will suggest deleting or amending those sections that do not. Therefore, we believe it will not be feasible or productive to send out subsequent chapters for conceptual review and input.

The project plan concludes with the book being sent out for an approval period of, minimally, 150 days, which exceeds the 90-day period employed in past literature development projects. We believe that this process will ensure not only the rapid development of our newest book project, but will also offer us the opportunity to try something new that reflects what we see as the best practical method of ensuring the highest quality product utilizing the most efficient and effective method of serving the fellowship.

## **The Need for Priorities**

The reality of limited world service resources points out another reality we must consider for all future world service projects: that is, the need for our members to help in the prioritization of projects at the conference. Part of this reality also includes the need for all of us to be much clearer about our literature “wants” versus our literature “needs.”

In any case, for many members, the problem of prioritizing literature projects might appear to be a perception that, if world services had more time for each project, we would end up with higher quality products on our literature tables because an expanded process would allow for longer review-and-input periods, and so on. While this seems logical at first glance, the reality is that the real issue for literature development in our current reality is one of resources, including limited timeframes. We believe that four years is sufficient time



to develop and send out for approval one hundred pages of material that covers a subject about which our fellowship has a great deal of experience (as evidenced by the amount of input that we received). We also believe, that for the type of book we are proposing, extended review and input would not be productive. However, for a different project, we might propose something entirely different.

Taking more time with one project not only does *not* guarantee a superior project on the other end of the process, it also necessarily means that other projects will have to take a back seat to the project with the highest priority. Thus, while the board does not wish to presume to tell the fellowship what it should or should not want regarding this dilemma, we do hope to help members understand the practical reality of our limited resources and the implications of creating unwieldy or protracted project timelines for other prioritized projects.

### **To Be Successful , We Need Your Help**

In order for the Sponsorship Project Plan to be successful, we must form a partnership. We are asking RD's to inform the fellowship about our plan, encouraging them to register with the WSO to participate in the review process. Between now and the conference we will work out the details of the registration process, and will inform you of the details at the conference. We are looking forward to working together to create a piece about sponsorship that the fellowship will embrace.

### **Current Reality**

As we stated at the beginning of this report, the World Board is very clear about our duty to respond to and carry out the will of the World Service Conference. We believe that the above project proposals and reported information represent that responsiveness. At the same time, we have tried to exercise prudence in the design of these projects, especially with regard to three things:

- A. the limited availability of resources within our present system;
- B. the need to better reflect the diversity of a worldwide fellowship; and
- C. the need to be mindful about setting precedents for future literature development projects without having had the necessary fellowshipwide discussions about a long-term development plan.

This development plan itself, of course, will need to be developed from a comprehensive dialogue between world services and the fellowship about the processes necessary to create fellowship-approved literature.

Meanwhile, while these projects move along, additional resources will be used, where available, to proceed with the ongoing dialogue necessary to developing the groundwork for the "big issue" discussions detailed in this report. As we have repeated throughout, such discussions will be vital to the future success of our literature development efforts.

### **Challenges**

The challenges we face in the development of both present and future literature projects and procedures are formidable. Among those challenges are:

- A. our limited world service resources,

- B. the need to fulfill our members' wants and needs regarding recovery literature, and agree to a set of priorities,
- C. above all, the need to foster and maintain trust among our fellowship—trust that the World Board is being both responsive and responsible in the development of literature and literature development processes.

We intend to do our part in meeting these challenges now and in the future, but we certainly can't do it without significant assistance from the fellowship. We hope that this report will begin the necessary dialogue between world services and the fellowship so that, together, we can create literature development processes as well as literature that will serve our growing international membership in the years to come. Our hope is, truly, that one day "every addict in the world has a chance to experience our message in his or her own language and culture and find the opportunity for a new way of life."

## REGIONAL MOTIONS

As we stated in the introduction to this *Conference Agenda Report*, the past three conferences have created a new board, a new process for the discussion and consideration of projects, a new approval process for service material, and a new purpose for both the *Conference Agenda Report* and the new biennial World Service Conference. We all, as conference participants, have a lot to learn about this new system. We will spend considerable time at the upcoming WSC discussing what the policies mean that we have adopted and how these policies can help the world service system to better serve a worldwide fellowship.

Many of the motions offered here circumvent the policies, or the intent behind the policies, that the WSC has adopted after years of inventory. All of the work of the Resolution Group from 1995-1996 was based on the identification of five problems. Those problems were based on information gathered from the Composite Group's 1995 report, the consultant's 1995 Report, *TWGWSS*, and *A Guide to Service in Narcotics Anonymous*, and were finalized by 1995 World Service Conference participants. Those five problems are 1) Lack of vision for WSO, WCC, and WSC, 2) Lack of a strategic plan, 3) Right-sizing of committees and boards, 4) Integration of management techniques to world services, and 5) Bringing the message of hope to the suffering addict more effectively.

If we continue to direct world services through specific motions for new projects, rather than as a part of a WSC discussion of the priorities for the next two-year conference cycle, we will have done little to correct the problems of the lack of a strategic plan or the integration of management techniques to world services. Without discussions about the system we have created, we will also not address the lack of vision for the WSC. And the ultimate reason that all of this is important is the same reason that we spent over five years in an inventory process; to more effectively bring the message of hope to the still suffering addict.

We had a lengthy debate about how to present these motions. Only one of these motions was sent to us in a timeframe that would allow us to offer assistance to the delegate with the wording, policies affected, and approach. Three regional motions were withdrawn by the makers at the last minute for a variety of reasons. Two motions were actually withdrawn by us when the language and policies could not be worked out.

What we are all striving to accomplish is stated in the *Temporary Working Guide*: "The foundation of the conference work cycle is communication, in order to create an effective dialogue between world services components, including delegates, and the fellowship. Communications that encourage new ideas, open participation, and the opportunity for dialogue helps to build consensus and promote unity. To be successful, information must move smoothly and openly, back and forth. The responsibility for good communication falls on everyone."

Even with our belief that many of these motions should be presented and handled in a different manner under the current system, that was not our major difficulty. By forcing these items into motions, we had a wide range of problems with the specifics of the motions. Many regions were unable to identify the policies affected without major work by NAWS staff and the World Board. Most motions were not sent to us until the deadline.

Language in most of the motions and intents could not be offered as written. Keeping rationales to one hundred and fifty words was difficult for some. We have several motions where the motion, intent, and rationale do not agree. Many of these problems could have been minimized or eliminated in a variety of ways; prior communication with the board, submitting the idea as a project plan, a delegate using the *Conference Report* to present an idea, and/or having the discussion at the conference.

We offer this information here because of the discussions about these issues planned for WSC 2002. We found ourselves in a very familiar situation that we have presented repeatedly to the conference as one that does not work and consumes incredible amounts of human and financial resources. We are concerned that we have all worked so hard to develop something new, only to fall back on old habits. A major reason that the policies affected was mandated for inclusion with every motion in the *CAR* was because delegates would workshop motions in their regions and then come to the conference and receive new information about the effect of the proposed motion. We plan to have a discussion at WSC 2002 about the past struggles with specific motions and what we would like to see in the future. We offer this information to prepare delegates and all who participate in discussions about the *CAR*.

**Motion 4: That the World Board investigates and researches some possible ways to gather and publish service experience from the NA fellowship for the purpose of helping NA members learn more about the functions of GSRs. The World Board will report the results of its investigation to conference participants.**

*Intent:* For the World Board to consider possible ways to make information about the functions of GSRs available to the fellowship, and report to conference participants.

*Maker:* Colombia Region

*Financial Impact:* The impact of this motion is not possible to predict since the method of accomplishing the motion is unknown at this time.

*Policy Affected:* This motion would not directly amend any WSC policies.

**Rationale by Region:** Publishing information about the function of GSRs would be helpful to our members in many ways. It could help them to be trained and motivated by emphasizing the function of the GSR through the exchange and sharing of experience and written input. It will help our members to facilitate building "A bridge towards Service" for the regular members of our groups and will strengthen the members participation during the decision and discussion making process in regards to World Service matters. There are many possible ways to publish this kind of information: in *The NA Way*, in a publication sent to NA groups, in a handbook for GSRs, etc. We should investigate these possibilities.

**World Board Recommendation:** We do not see this as a higher priority than the items we are working on or have proposed. The conference has established priorities for the development of both recovery and service material that will take us many years to complete. We are supportive of the idea of gathering and providing to the fellowship a wide variety of group experience, including that of the GSR, but do not believe we are able to do so at this time. We also believe that the idea should be discussed at the conference rather than being dealt with in a motion.

**Motion 5: To direct the World Board and World Service Office to allow recognized NA groups, service boards and service committees to electronically provide additions and changes of their meeting information in the NAWS Database by supplying the latest, accurate, and whole meeting list. The list would have to include all data required by the technology of the NAWS Database software application typically known as "required fields".**

*Intent:* To enable NA groups, boards, and committees that already maintain a softcopy of their meeting list the ability to provide that copy to world services to update the NAWS Database in an automated fashion.

*Maker:* Southern California Region

*Financial Impact:* When we received the motion we made an inquiry with our software vendor but since our system is a customized version of their software to meet our specific needs, they had no simple way of giving us a cost estimate. They informed us that we would have to pay them, at \$110.00 per hour, to develop a software specification for this change. We did not think it responsible to incur the rather sizable expense for this additional work to be done, to provide a specific financial estimate here.

*Policy Affected:* This motion would not directly amend any WSC policies.

**Rationale by Region:** Creating an accurate meeting directory is a daunting task. Recently, NAWS has decided to publish meeting information on the web. As a result, we face a new challenge to maintain the accuracy of meeting information on the NAWS website. NAWS is attempting to address this challenge by creating a web based data entry solution to solve this problem. We believe it is essential to also provide a method for service boards to send their meeting data to NAWS *en masse*, using a standardized data interchange format. This will eliminate the need to key data into systems currently used by areas and regions, then re-key into the NAWS system, thereby conserving human resources, and eliminating the errors such re-keying will create. We believe the biggest disservice we can do in Public Information is to publish inaccurate meeting listings. We hope the creation of this new feature will minimize that possibility worldwide.

**World Board Recommendation:** The world services database was created to allow for contact and communication with trusted servants, groups, areas, and regions. The current version of *The NA Way Magazine* was our first attempt to routinely communicate directly with groups. In addition to subscriptions, this database records convention and conference registrations, donations, the hierarchy of our service structure, mailings, special projects and many other things that our old system could not track. When we decided to purchase a new database with web capabilities, we decided to publish the meeting information that we have on the web as a service to our members. We reported repeatedly that we knew that much of this information was inaccurate and that it would take a major effort by groups, areas, regions, and NAWS to get this information updated and to keep it that way. To that end, we are in the final stages of providing the ability for area and/or regionally selected web contacts to directly enter information into our system. Currently groups have the ability to email updated information directly from the on line meeting directory to the WSO.

To be accurate, we already do what this motion states but not what is stated in the intent. The intent asks that one list from an area or region automatically updates our database. We do not believe that it is realistic to expect that a single source of information can be

accurately imported into multiple tables with the type of information we keep. We do routinely provide electronic files of the information we have on file to areas or regions, upon request. This file is then updated and sent back to us. The final step requires a NAWS employee to manually enter the information into our database.

Although there are many factors that complicate this issue, the most basic is simple entry standards. The data entry standards would have to be consistent and understood by many different languages for this type of approach to be successful. We have gone to great expense to create this new database with web capabilities and have had many delays and difficulties. Our hope for the new system is that many areas and regions will choose to enter this information themselves but we will continue to enter information for those who choose not to do so. Rather than go into a long technical explanation that many of us may or may not understand, we ask for your patience in allowing us to finish the approach that we are just now finalizing after years of modifications and expense. We believe this is the best approach for a growing international fellowship.

**Motion 6: NA World Services shall organize, host, and facilitate the first meeting of a new Assembly of United States Regions in 2005. This assembly shall be a three day event conducted in the most cost efficient, centrally located city available in the United States so as to encourage as many regions within the United States as possible to attend and participate. This assembly shall be a one-time responsibility of NA World Services. Each region will be responsible for the cost of room nights and food for their respective participants as well as transportation to and from the assembly. Included in the agenda for the assembly shall be the following topics:**

1. Assembly Guidelines Discussion
2. Financial Responsibility for future assemblies
3. Mission/Vision discussion

*Intent:* To provide the United States Regions as a whole with a scheduled forum where they may come together in the spirit of unity to further our fellowship's primary purpose and deal with local issues that are not appropriate at the World Service Conference.

*Maker:* South Florida Region

*Financial Impact:* There is no practical way to estimate the specific costs for this motion.

*Policy Affected:* This motion would not directly amend any WSC policies.

**Rationale by Region:** While the zonal forums within the US fill a much-needed void in unifying our fellowship, there remains no forum for the US regions to come together to address US specific concerns. National forums have been evolving for many years. One group of geographically linked regions, which have not joined together to form a national forum, are the US regions.

"...a majority (about 70%, in fact) of the WSC participants want significant change some time in the future... the one thing that is clear is that, whatever is to occur regarding Resolution A and any changes to representation and participation at a new World Service Conference must arise from the regional delegates and their respective regions... if maintaining our global unity remains one of world services' priorities, then such a process will be essential to

the future effectiveness of the World Service Conference” Transition Group Report, Resolution A, March 1998

**World Board Recommendation:** Rather than even entering into the discussion of this issue and its history, our belief is that this should not be a responsibility of world services or a decision of the WSC. The purpose of the World Service Conference is clearly stated: “Conference deliberations serve the needs of a diverse membership of different languages and cultures and address the challenge of how to provide effective services to NA groups around the world. The conference works for the good of all NA, taking into account both present and future needs.”

Other forums are zonal assemblies, none of which was created by the WSC. If the US regions wish this to happen, they should make that decision and decide how best to achieve it. This motion refers to a US assembly, while the rationale refers to Resolution A and participation at the conference. Our recommendation only addresses the motion and does not address what is contained in the rationale.

**Motion 7: To have a six-year moratorium of seating new United States regions.**

*Intent:* To stop the seating of new United States regions until 2008.

*Maker:* Show Me Region

*Financial Impact:* As a result of freezing the number of US delegates, there would be no increase in funded travel expense for US delegates for six years.

**Policy Affected:** This motion would directly amend the following WSC policies:

*A Temporary Working Guide to Our World Service Structure (May 2000 edition)*

The following sections would be revised:

Page 24, Criteria for Recognition of New Conference Participants:

1. A new region is eligible to apply for recognition as a conference participant after having functioned as a service body for at least three years. For regions forming out of an already existing region, the newly formed region has to have functioned as a separate body for at least three years.
3. A region that meets these criteria may then initiate its request to be recognized as a conference participant by submitting a letter of intent to the World Board not less than one year before a World Service Conference.

**Rationale by Region:** When the resolutions were presented by the Resolution Group in response to problems identified by the Composite Group, it was pointed out that the resolutions to: form a world board, create a unified budget and move to a two-year conference cycle, should all be passed together. Their reasoning was that the resolutions that were proposed only worked when they all were part of the same world service structure. Yet the conference has not made any significant steps to move towards implementing Resolution A and we feel if we continue to ignore it, the changes we have made will not have any lasting effect. It is our belief that this motion addresses the primary objectives of Resolution A. By slowing the growth of the total number of representatives and providing for more equitable representation from all geographic entities, we hope to move closer to encourage a consensus-based decision making process.



**World Board Recommendation:** At WSC 2000, the conference adopted many policies to create the new biennial World Service Conference. One of these is the Criteria for Recognition of New Conference Participants. The criteria adopted were focused at controlling the growth of the conference, particularly focused at US regions, according to the language in the *CAR* that accompanied this policy. The conference will see answers to questions such as, Do you believe that your region adds a voice or a value to the conference that does not exist in the current conference body?, as well as other questions. As stated in the 2000 *CAR*, much of this language is directed to new US regions that wish to become conference participants. The conference will receive a report and recommendation from the World Board, working with the workgroup assigned to this process at WSC 2002. At that time, the conference will have a discussion about the process, as well as the specific regions involved. The conference has the ability to recognize or not recognize a region as a new conference participant after receiving a report and information. We strongly recommend that we try this new policy to see if it meets our needs before we start to change it.

**Motion 8: That the Narcotics Anonymous World Services Literature Sales Policy for the United States and Canada be amended to reflect an increase of seven percent to the discount policy for all customers that engage in annual contracts with the World Service Office.**

*Intent:* To change the discount structure in the NAWS Literature Sales Policy for the US and Canada.

*Maker:* Greater Philadelphia Region

**Financial Impact:** If you take the exact wording of the motion that refers to a uniform 7% rollback, then you would take the sales to this customer group from last year, \$2,949,835, and calculate an additional 7% in discounts which would be \$206,488 per year as the least possible reduction to NAWS income. Discount levels are based upon dollar level of purchase so we would have to roll back all discount levels to reflect the 7% rollback for all customers in this category by increasing their respective discount levels. The maximum effect of that change could be as much as adding 7% to the maximum discount allowed today which is 24%, totaling 31%. This would potentially mean that actually 10% of the \$2,949,835 or \$294,984 yearly income reduction is possible.

**Policy Affected:** This motion would not directly amend any WSC policies.

**Rationale by Region:** Slashing discounts to service offices 11-16% has dramatically affected the way NA communities deliver services. The seventh tradition has not increased while the cost of carrying the message has. The discount from the WSO is used to maintain not only the service offices but also contributes to the overall welfare of the local NA service structure, whether it be Helplines or H&I literature. It's unreasonable to keep asking the fellowship to accept price increases and also not fair that a newcomer can't afford the cost of a basic text. NA isn't made of people with deep pockets, but grateful people trying to find their way back to society. Literature sales are stagnant, while rent increases. The current sales policy has created an us vs. them atmosphere at both the world/local level. The WSO can no longer say tighten your belt and continue to eliminate the means in which we survive.

**World Board Recommendation:** The need to develop a business plan for the WSO was something that became the focus of the then WSO Board of Directors (BOD) in late 1994. However, during the period of plan creation and after experiencing the worst bottom-line

financial year in WSO history (1996), the WSO BOD implemented a 5-year business plan. By the time this plan was created, and then implemented in January 1998 the WSO had severely depleted its inventory, and had experienced the only lay offs in its history. The board at that time, and the conference, was faced with a decision to change the nature of the World Service Office and the services it provides or change some of its business practices. Part of that discussion identified that we need to look at how we fund our services, at a local level and at world services.

A component of the business plan addressed the literature sales policies, which included a re-structuring of the WSO discount policy. These changes were discussed at length with the conference and service offices. In an effort to allow WSO customers the best chance to adapt to a gradual reduction in their income, these changes were finalized in early 1997 and implemented in three gradual stages from January 1998 through January 2001. During all of these years, the WSO has tried to work with local service centers to assist them with adjusting to the changes in policy through the period of transition. That assistance continues for some, including the region presenting this motion, today. The overall discount level in 1997 was 25% or \$1,418,925. For the year July 2000 – June 2001, the overall discount level was 17% or \$936,419. Of that total discount amount, 85% or \$795,920 went to contract customers.

In 1997 the WSO had less than one operating days expenses in reserve. As of June 2001, NAWS has 39.8 operating days of reserve, primarily due to the consolidation of our financial system and the changes to the literature sales policies. The conference has repeatedly stated that pricing and sales policies are the purview of world services because of the complexity of the issues, although all ideas and proposed changes have had extensive discussion with the conference. The final results of the discussions in 1997 and 1998 resulted in a compromise that would allow the fellowships' primary service center to survive and place some of the responsibility for funding local services and local service centers back on the local communities who choose to create offices. There are currently only 13 contract customers, 11 of them local service offices. Because this motion seeks to undo one of the most significant changes that the WSO has made to help stabilize its financial operations, we do not support it.

**Motion 9: That Narcotics Anonymous World Services place those customers engaged in annual contracts under the Narcotics Anonymous World Services Literature Sales Policy for the United States and Canada on a net sixty day instead of a net thirty-day payment terms.**

*Intent:* To change the credit terms for NAWS contract customers.

*Maker:* Greater Philadelphia Region

*Financial Impact:* Motion would have some general impact on NAWS cash flow, but the specific amount is not possible to predict.

*Policy Affected:* This motion would not directly amend any WSC policies

**Rationale by Region:** None furnished.

**World Board Recommendation:** The US and Canada Sales Policy used to offer net sixty days terms to credit customers. In 1998, when the sales policies were amended, the credit of this policy was changed to allow net thirty (30) day terms. This was done because the WSO had to pay its bills and suppliers in thirty days or less and could not pay its bills with

customers who paid in sixty (60) days. The change reflected standard business practices in the US.

Actually, even with net thirty (30) day terms the average numbers of days to collect an invoice is closer to forty-five (45) days. This is because NAWS does not invoice a customer until several days after the order is processed. There are several customers that from time to time do not meet the current terms. NAWS has not stopped shipping literature when the current terms are not being met. Although we try to work with those customers who cannot meet the credit terms, this is by exception rather than the rule. Adoption of this motion would extend that average period to collect invoices by another thirty (30) days. We do not believe a motion in the *CAR* should be used to handle this issue or that these changes are practical.

**Motion 10: To allow the WB to delay the Basic Text evaluations project until 2006 so that we can spend more time on development and review within the Sponsorship project.**

*Intent:* To delay the Basic Text evaluation project and expand the Sponsorship project timeline by two years.

*Maker:* Mountaineer Region

Financial impact: No immediate direct financial impact.

Policy Affected: This motion would amend the following WSC policies:

***A Temporary Working Guide to Our World Service Structure (May 2000 edition)***

The following approved action would be revised:

Page 42, Date Carried 05/01/00: That the fellowship proceed with a comprehensive evaluation of revisions and additions to the entire Basic Text and The Little White Booklet with the World Board to offer a detailed project plan to begin this evaluation in 2004.

**Rationale by Region:** We believe that as new information comes to light it is important to be flexible. When we passed motion 2 (b) of the 2000 *CAR* we did not realize the time restraints that the decision would place on the Sponsorship project. We believe the Sponsorship project would benefit greatly from more time both in development and review; we further believe that by doing this we could produce the best possible material on Sponsorship. Since we lack the resources to do both projects concurrently we wish to give the World Board some flexibility in starting the Basic Text evaluation.

**World Board Recommendation:** Our reasons for proposing that the Sponsorship project be presented in the 2004 *CAR* are many. The specifics of what we are proposing for both the Basic Text evaluation and the Sponsorship projects are stated earlier in our report. Our proposal is not for a lengthy book, only approximately one hundred pages. We do not believe that standard review and input captures the voice of a worldwide fellowship effectively, and so we tried something new with a yearlong input gathering period to create the foundation. The typical review and input process also does not lend itself to the type of book we are proposing, a collection of the range of experiences with sponsorship throughout our fellowship. We do not believe that we need additional development time. To take six years to develop a book does not seem to be responsive to the long list of ideas for recovery literature that we have received nor reflect what we learned about literature development in the 1990's. In the interest of brevity, we will not go into our reasons for the Basic Text project here, but encourage you to read our report earlier in this *CAR*.

# WSC 2002 ABBREVIATED MOTIONS LIST

*For reference only*

## **World Board Motions**

Motion 1: To replace the existing *Group Treasurer's Workbook* with the revised draft contained in Addendum A. page 5

Motion 2: To remove the selection of issue discussion topics from future Conference Agenda Reports. page 6

Motion 3: To select two issue-discussion topics from the following list for discussion at the 2004 World Service Conference: page 6

## **Regional Motions**

Motion 4: That the World Board investigates and researches some possible ways to gather and publish service experience from the NA fellowship for the purpose of helping NA members learn more about the functions of GSRs. The World Board will report the results of its investigation to conference participants.

*Maker: Colombia Region page 22*

Motion 5: To direct the World Board and World Service Office to allow recognized NA groups, service boards and service committees to electronically provide additions and changes of their meeting information in the NAWS Database by supplying the latest, accurate, and whole meeting list. The list would have to include all data required by the technology of the NAWS Database software application typically known as "required fields".

*Maker: Southern California Region, page 23*

Motion 6: NA World Services shall organize, host, and facilitate the first meeting of a new Assembly of United States Regions in 2005. This assembly shall be a three day event conducted in the most cost efficient, centrally located city available in the United States so as to encourage as many regions within the United States as possible to attend and participate. This assembly shall be a one-time responsibility of NA World Services. Each region will be responsible for the cost of room nights and food for their respective participants as well as transportation to and from the assembly. Included in the agenda for the assembly shall be the following topics:

*Maker: South Florida Region, page 24*

Motion 7: To have a six-year moratorium of seating new United States regions.

*Maker: Show Me Region, page 25*

Motion 8: That the Narcotics Anonymous World Services Literature Sales Policy for the United States and Canada be amended to reflect an increase of seven percent to the discount policy for all customers that engage in annual contracts with the World Service Office.

*Maker: Greater Philadelphia Region, page 26*

Motion 9: That Narcotics Anonymous World Services place those customers engaged in annual contracts under the Narcotics Anonymous World Services Literature Sales Policy for the United States and Canada on a net sixty day instead of a net thirty-day payment terms.

*Maker: Greater Philadelphia Region, page 27*

Motion 10: To allow the WB to delay the Basic Text evaluations project until 2006 so that we can spend more time on development and review within the Sponsorship project.

*Maker: Mountaineer Region, page 28*

## **2002 ISSUE DISCUSSION PAPERS**

**How can we continue to provide services to  
our fellowship and at the same time  
decrease our reliance on funds  
[generated] from events and conventions?**

The following papers have been developed by regions for discussion at WSC 2002.

## **Al sask Region EDMONTON AREA**

**Are we having problems providing a stable and reliable flow of funds or other support for any crucial local services?**

- No.
- Our group has stable funding. The Area runs a loss made up by convention.
- Don't believe so.
- No, between donations and our annual conventions we have enough for our local services and some to pass down the line.
- No. At times we barely get by but the fellowship provides.

**Locally, have there been problems, controversy, or disunity over events or fundraising?**

- Yes.
- Activities lose money and misappropriation of funds.
- Some.
- There is some disunity due to admission charges. Some think it hard on the newcomer, but no one is ever turned away.
- 50/50 draws – ticket prices – people like to complain.

**Are local services here overly-dependent on funds raised from events?**

- Yes.
- Yes, we are dependent on funds from events.
- Not sure that they are overly-dependent, but they are dependent on them nonetheless.
- Very dependent because of our numbers; small city, small fellowship.
- I don't know if I'd call it overly-dependent, but without the convention income we would struggle.

**How do we know what is the right amount of money for events and conventions to make? Is there such a thing as having too much extra money?**

- We don't know due to rising costs. No.
- Yes, we can have too much money.
- I've never seen our Area have too much extra money. The right amount of money seems to be a balance between our area expenses and the supply and demand of members willing to pay price of an event and their contributions.
- What's really important is to make sure we cover the costs and any money to be made should be decided upon with those who struggle financially in mind.
- Yes, you can make too much. Enough to cover expenses, services, donations, travel to WSC.

**Is event income different than donation income? Why or why not?**

- Yes. Donation income is given to keep things running, event income is earned to continue doing events.
- Seems like free money.
- Theoretically they're different but in practice I know I and others have paid to attend events to support the fellowship at times.
- Yes, event income is just that. Donations are made almost solely from the Seventh Tradition; responsibility and giving back.
- Except for ledger reasons, it is all supporting NA.

**Does our principle of self-support apply differently to conventions versus other services?**

- Yes.
- No, because it is open to the public.
- Yes, to a degree it does as often family members who are non-addicts will attend too.
- Yes, because non-members pay to attend these events as well which conflicts with the Seventh Tradition.
- Yes, because conventions are open to non-addicts, but the ticket is buying something specific.

**Is anything wrong with relying on conventions and events for funding services?**

- Yes.
- We should try and contribute money or time in the spirit of the Seventh Tradition. When we rely on the extra money it hinders this.
- Not really unless people who need to be there aren't there because of the price or because of shame placed on them that they can't afford it.
- To a point, yes. I think it gives some members the notion that they can ignore learning the principle of responsibility towards the fellowship.
- No – not if the area or region financially needs to!

**From your experience, what can our fellowship do to increase direct contributions from NA groups?**

- Short of setting a door fee because we are addicts and our funds are limited.
- Have regular business meetings and arrange for area donations whenever possible. Maintain a warm welcoming atmosphere.
- When sharing to the newcomer we can share the principles behind the Seventh Tradition.
- Make groups aware of the fund flow. That most groups donate all above their needs or prudent. Educate about prudent reserves.

Share your observations about how NA members learn the spiritual principles of self-support.

- When I went back to work I thanked God I was able to support myself.
- By being a member and watching, learning, listening and practicing.
- The example of others and by hearing about it.
- Seventh basket, then getting involved in service, learn responsibility.

In your opinion, what can service committees do to help members better understand these issues?

- I really don't know.
- Share experience, strength and hope honestly whenever the time avails itself.
- Let members know their needs and ask for help.
- Share about it; workshops, sharing the profit and loss info. The positives about being involved.

## **Australian Region**

The Australian Region currently relies on conventions and events for approximately 30% of our income. This is obviously a substantial amount, which makes this topic highly relative for us. There has long been debate in our region, on whether conventions, described in our service guides as a celebration of recovery, ought to run at a profit at all. We have numerous cases of controversy after events, ranging from missing money, to, making too much. The general feedback within our fellowship is that events and conventions are here to stay and as long as the profit is only a by-product, and not the primary focus of the event, and that the money is passed on accordingly, they are a positive part of our fellowship.

Our feedback on what we can do to increase our direct contributions is, firstly, to encourage groups to read seventh tradition material before, and/or during the basket being passed. We have plenty of literature on fund flow, making it possible for a group to remind members of this tradition in varied ways week in week out. We believe that by reaffirming, each week, the principal of self-support, and reminding members that the meeting space, literature, etc. need to be paid for, can and does help. Providing workshops for groups and areas on the seventh tradition has proved to be a positive approach to this issue. Our region recently sent a trusted servant to an area, at their request, to address the issue of fund flow. The feedback was positive, as it tends to be with workshops. More of the same are planned for the future.

Some of the groups in our region follow the practice of passing the basket half way through the meeting and giving a financial report at the end in announcement time. This seems to be the best way to pass the basket and was pointed out in the feedback given on this issue as a main point. There are also some groups in our region, although very few, that will pass the basket a second time if the group did not receive enough to cover expenses, another item of feedback that came back.

Communication, as with our other topic, was identified as a strong tool to address this issue. The average member in our region, won't read the area or regional minutes. That fact would lead into a whole new issue. For the sake of this topic, it was suggested that



areas could make up separate financial reports that could incorporate regional, or even NAWS budgets and reports.

As with the issue topic 2, we believe that the most affective way to address this issue is by clean NA members, sharing on the importance to their recovery, of contributing to the fellowship.

## **Chicagol and Region**

If NA accepted outside contributions, or allied itself with some wealthy or powerful outside enterprise, funding for our services could greatly increase. Yet we have traditions that specifically guard against accepting such alliances or funding. Still, with more money we could give away more literature and fund bigger PI projects. The possibilities are endless. This is not new information to most NA members. We all know that some of our services cost money, that more money could increase these services, and that despite this we decline outside contributions.

This Issue Topic has prompted us to look more deeply at our need for funds and our tradition of self-support. Why do we decline outside contributions? One answer is that we do this because we've always done it. Another is that we do this because if we don't then we're by definition not NA. While both of these statements are true, neither of them provides an answer that explains why we're better off being self-supporting. A third answer is that we are self-supporting because there is some value in being self-supporting. It is true that self-support ensures that NA will not owe anybody, that no one can influence who or what we are. But there is also a value in paying our way that transcends the practical consequence of not being indebted.

Part of this transcendent value is the spiritual principle of poverty. One of the effects that our tradition of self-support has is that it tends to keep us relatively poor. Through maintaining our poverty, we can avoid the difficulties and controversies that money often brings. Events and conventions have proven to be very effective fundraisers, bringing some NA communities amounts of money far greater than member donations. This has often robbed us of the spiritual benefits brought by poverty; we have lost our contact with a Higher Power and become embroiled in controversial matters of money and prestige. Sometimes we have lost our focus on our primary purpose.

Events and conventions are not outside of NA, so we have had no problem accepting their funds thus far in our fellowship's development. But while event income is not an outside contribution, nonetheless the spiritual benefits of poverty are reduced when we accumulate these funds and rely on them to pay for our services. Some among us will disagree with the claim that poverty is a spiritual principle. Those of us whose awakened spirits believe in the spiritual value of poverty choose to act in accordance with it because of our conviction that it is the right thing to do, and because it strengthens our relationship with a Higher Power. This is why many of us attempt to apply the principle of self-support throughout our lives and not simply restrict it to our actions as members of NA. Many NA members share the belief that there is great spiritual value in poverty, and the wisdom of many spiritual voices across many cultures has echoed this throughout human history.

This Issue Topic poses a difficult question. After much thought and discussion, I have decided to leave it to those more clever than myself to find methods which will decrease reliance on event income while maintaining all services. I hope others will be able to provide

## *2002 Conference Agenda Report*

workable solutions. It is prudent, however, to propose a path should those solutions prove ineffective or impossible to implement for a given local NA community. The balance of this paper will devote itself to this task.

The following process can be taken by a local NA community. It will create change, is reasonable, and is centered in faith in the power of spiritual principles:

- A. A community or service body can ask itself whether its collective conscience is that reliance on event income conflicts with the spiritual principle of poverty, or is harmful for any other reason.
- B. The community or service body can ask itself whether or not it has faith that the spiritual gains of poverty will more than offset the good currently being done through the use of income from events and conventions.
- C. To reduce reliance on event and convention income, the community can:
  - a) Forward all event income to another service body, and/or
  - b) Not generate the funds in the first place. Sell everything at or near its cost and no money will be made. This may also have effect of making events and conventions (and anything at them that costs money) more accessible to greater numbers of the fellowship.

Fear and lack of faith will be considerable obstacles. Those who are skeptical can imagine the fear that no doubt opposed the adoption of some of the Twelve Traditions, and find faith in the enduring value of those principles. Certainly services will suffer if the funds that had supported them disappear. H&I may no longer be able to provide literature for those in institutions; PI may not be able to purchase advertising space on billboards or public transit. These reductions will be temporary, and members should recall that NA grew for years without such vast money-dependent services. The short-term reduction in services will yield greater service in the long run, as the local NA community remains focused on our primary purpose and experiences a collective awakening of spirit. Local members will still want services to occur, and donations will increase in time as members realize that event income is not acceptable to the conscience of the local NA community.

The community will grow spiritually, secure in the knowledge that it is acting according to the dictates of its collective conscience. As newer members today come to learn that NA does not accept outside contributions, so will they come to learn that the local NA community refuses to rely on event income to fund its services. Fundraising suggestions will reappear. A sustained explanation of why the NA community believes event funds to be ultimately harmful will be necessary. In time donations will increase and services will be well supported. Patience, trust, and faith will be essential during the period of transition between old and new ways of funding.

Eventually, the value and importance of donations will become more evident to all NA members in the community. As members see that services are wholly dependent upon their donations, they will give more. As members give more while remaining conscious of the good their support accomplishes, the benefits of selflessness to their personal recovery will increase. This will cause a ripple effect of goodwill, and may even help people to stay clean. Those who doubt that such change on a large scale is possible need only reflect on the miracle that has been NA so far.

## **Colombia region**

Can we consider that funds generated from literature sales are a form of self-support? Generally, the money that we collect in each group with the Seventh Tradition is used to pay rent, buy coffee and supplies, sporadic location improvements, buy literature, and contribute to other parts of the service structure. 90% of literature sales are sold by the Colombian RSO to groups or areas (on behalf of the groups).

A few members buy literature directly from the RSO or during events where stands are set up to sell literature (conventions, assemblies etc.). However, it is important to mention that many groups and areas in Colombia, and around the world, have efficient Literature Committees that are able to keep the funds generated by the sale of literature separate from the funds generated by the collection of the Seventh Tradition. There are even groups and areas in Colombia and in many other countries, who sell literature at a higher price than the price at which it was bought from the Regional Office, and likewise the RSO may have sold it at a higher price than the price it was charged by the WSO.

This inflationary phenomenon continues to worry us, as it is common within the whole fellowship. It is a result of our permanent need to obtain enough funds to maintain costs related to our offices and service centers, as well as to the resources we need to offer services in general to the fellowship.

The annual accounting reports from the WSO as well as from the majority of offices and regional and area service committees, show that on average, 90% of the money is generated from the sale and distribution of literature, 5% from events, and 5% from Seventh Tradition contributions. So, if the money the groups use to buy literature is generated by Seventh Tradition contributions, and these contributions, generally speaking just cover operating and maintenance costs, we are faced with a unique paradox, which has forced us to look for ways and means to obtain funds from other sources. That is the why we are wondering with concern how we can reduce our dependency on funds from events and conventions. In Colombia (and I believe in the rest of the world) it has become an increasingly overall custom that each time a group, area, or service committee need money, the first thing they do is to have a raffle, a dance, a field day or reproduce a product to be sold such as T-shirts, caps, pins, key chains, etc. The funds needed are collected almost every time and consequently this custom has become more common in all levels of the structure. Some members have even learned to do their own raffles and events to finance trips to conventions or other events. Is it possible that the contributions to the seventh tradition by each member are not enough to allow us to be self-supporting? Is it possible that our costs will always be higher than our income, no matter how much money we collect? Is it possible that, as the base becomes larger, while we grow in unity, in numbers and in a spirit of comradeship, the sides of the pyramid will become bigger and the point of freedom will become higher, as illustrated by our symbol? Will we have to wait until our message reaches millions of people who today suffer from the deadly disease of addiction, so that we can all contribute and collect the funds necessary to subsist in a dignified way? Is it possible that in the depths of our spiritual essence a spirit of poverty and shortage must prevail "lest problems of money, property or prestige diverts us from our primary purpose"?

Tomorrow 30 June 2001, the XI Colombian Regional Convention of Narcotics Anonymous starts, and we are expecting about 200 members to attend. For a few years I have wondered why the cost of each convention exceeds by 400% the income generated by these events. Of course, the purpose of a convention is purely spiritual, providing recovery

and unity. It is our biggest recovery meeting and it would be similar to evaluating our home meetings, based on contributions collected from the Seventh Tradition. But I am concerned that each year, the hotel or facility where we hold the event earns 30 million pesos (15,000 US dollars) and we only keep 3 or 4 million pesos (1,500 to 2,000 US dollars) for the fellowship. Could 200 to 250 members get together in an outdoor camping setting, and thus reduce lodging and meal expenses to a minimum, and instead contribute those same 30 million pesos as resources for our fellowship? It is worth mentioning that 30 million pesos would be sufficient to deliver services for NA in Colombia for a two-year period. Again I wonder: are we self-supporting?

## **Hawaii r egion**

The Hawaii Region has grown a lot in the past year. Our group membership consistently increases.

Is it possible to decrease our reliance on funds and is it something we would want to do? Based on our NA growth, can we really decrease our reliance on events and conventions? We seem to have become dependent on them. We have always relied on our regional convention to supplement funding on the regional level. We rely on our gatherings (which are like a mini convention on each island) to generate funds for the area.

Several members feel in order to decrease reliance on funds from events and conventions we need to increase awareness of the seventh tradition. We try to raise awareness in reference to putting two dollars in the basket instead of one dollar. In this small way we increase our group's financial autonomy. We also thought workshops during events and conventions with the seventh tradition, as the topic would increase awareness. We need more of the grass-root kind of discussions about money in NA and our seventh tradition. Members may not be aware of what "fully self-supporting" even means. Members are not aware of what happens to the money after we put it in the basket.

We were all in agreement that in order to decrease funds from events and conventions we would need to increase funds from other sources. Some of the ideas that came out of our discussion were to create and IP about the seventh tradition and how to utilize this tradition to keep us "self-supporting." Promote literature sales beginning at the group level. Reach out and use the members we have available to us in our areas rather than spend money-bringing members from other areas or islands to speak and do workshops.

We look forward to reading what other regions discussed in response to the above issue.

## **Lone star Region**

The group that discussed Topic #1 consisted of 10-15 members at varying times. As a guide we used the questions asked on the World Board Newsflash. We have decided, on this first topic, to report the results in three ways: First, a tally of positive/negative responses to the questions, second by offering personal comments, and finally a synopsis of what the spirit of the discussion revealed. The last three questions will contain no tallies, as it was felt that these were of a more subjective nature.

**Are we having problems providing a stable and reliable flow of funds or other support for any crucial local services?**

- YES – 6; NO – 3
- “maybe it’s not really a problem”
- “Members to initiate the flow”

The group felt, in general, that in our local NA community fund flow could be better, but that we need to be vigilant in how we disperse these funds.

**Locally, have there been problems, controversy, or disunity over events or fundraising?**

- YES – 6; NO – 4
- “Groups are concerned with disunity”
- “People chose to do what they want”
- “MFD - Multiple Fund/Function Disorder”
- “Individuals have the problem – not groups”
- “Create an event calendar to avoid conflict”

The group offered a number of ideas indicating that while there are problems with fundraising, with the main issue centering on individuals making decisions without consulting others about these decisions.

**Are local services here overly dependent on funds raised from events?”**

- YES – 5; NO – 8
- “Groups are more dependent than Areas.”

The group felt that, for the most part, the groups do not need to hold fundraisers to pay their bills.

**How do we know what is the right amount of money for events and conventions to make? Is there such a thing as having too much extra money?**

- “We don’t trust in God.”
- “Groups are holding too much in Prudent Reserve”
- “seventh Tradition handles that”
- “Guidelines direct us so too much is not a problem”
- “Project Fundraising should be self supporting”
- “Yes, if it is not being spent on the primary purpose”

The group answered in a decidedly diverse manner to this question. Some felt that if the funds were truly being used to further the Primary Purpose, then there could not be enough money. Several were concerned about some Groups keeping an excessive Prudent Reserve. Others felt that fundraising should be for a directed purpose i.e. Subcommittee projects, literature for prisons, H&I travel, etc.

**Is event income different from donation income? Why or why not?**

- YES – 7; NO – 4
- “Services rendered”
- “All dollars are donations except literature”
- “Different, but can be used as the same”
- “Dollars still doing the same thing”
- “Value of the dollar lost”

This question brought a decidedly different spirit out of the group. While there were a few that felt there was no difference, the majority were quite adamant that there was indeed a difference.

**Does our principle of self-support apply differently to conventions versus other services?**

- YES – 10; NO – 3

The group offered little by way of personal comments. The overwhelming response is that conventions should pay for themselves, and not create a financial burden on the fellowship.

**Is anything wrong with relying on conventions and events for funding services?**

- YES – 12; NO – 0

The group was completely unified in answering this question, as the tally reflects.

**From your experience, what can our fellowship do to increase direct contributions from NA groups?**

- “No idea – all are giving what they can”
- “Groups dealing with outsiders to provide merchandise disrupt the flow”
- “Dollars further the literature cause thru education. Use funds responsibly”
- “60% - Area, 30% - Region, 10% - World”
- “Individual members lead by example”
- “Awareness and example”
- “Give what we can and as it funnels down we hope people make correct decisions with the money”
- “Attend Group Conscience and explain what to do with funds”
- “Collective idea becomes a vision of HOPE!”

The group was again diverse on this issue. Generally, the spirit of the discussion revealed that this was something we, as a fellowship, needed to carefully consider as an important issue.

Share your observations about how NA members learn the spiritual principles of self-support?

- "Group Unity Sponsorship"
- "Sponsorship through service"
- "Education"
- "Getting involved"
- "Book study – teach others – How and Why"
- "Mentoring – Sponsorship – Education"
- "Selfless service"
- "Traveling Traditions Workshop"

In your opinion, what can service committees do to help members better understand these issues?

- "Information"
- "Be responsible"
- "Awareness"
- "Ask for help"
- "Attend Group Conscience"
- "Keep doing what we are doing"

The overwhelming sentiment on these last two issues/questions is that we must educate each other. The "therapeutic value of one addict helping another" was the answer for nearly all the members of this discussion group.

## **New Jersey Region**

Someone in our group started out by saying, "We can't." While no one was especially happy to hear it, "we can't" goes a long way in a Region that donated \$16,200 to World in 2000 and \$23,800 to World so far in 2001. Most of that money comes directly from successful conventions. Without those conventions, we would be hard pressed to raise that kind of capital.

There was a time in New Jersey when the money raised by the Regional convention was almost entirely spent on the helpline. That was a time, before we were able to rely on computerization, when helpline costs were high and convention income was itself just able to meet these needs.

There was a time in New Jersey when the Area obligation to contribute to Region was almost entirely met through money collected during the seventh tradition at meetings. This money, donated to Area Service by home groups in committed furtherance of fund flow principles, was passed on by Areas, after extracting what was necessary to meet local needs. This money was used by Region to finance its service structure needs. Now, three of the eleven Areas have a history of successful conventions that allow them to make major

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contributions to the Region. Soon, a fourth Area will hold its first convention. It, too, is likely to produce excess funds that will pass through the Region on the way to World.

Is there something wrong with that process?

For the most part we think not. But, there are problems.

The most frequently mentioned problem was the concern that conventions raise money by charging for registration. Paying for registration excludes some people from the event. Excluding people from a recovery event makes some of us uncomfortable. There is a lot of rationalization around this question. But, for some, the discomfort remains as much a fact of our community as the fact that accumulating sizable amounts of money depends on conventions rather than individual donations.

Another concern is that once the division between conventions as a source of funds and seventh tradition as a source of funds gets planted in our minds, we begin to associate the money with the source. For example, in one local community a bookkeeping error resulted in sending on to Region seed money for a convention sponsored event. Groups were asked to chip in to provide substitute financing for the planned event. This community's convention committee was upset because 'their' money had been misappropriated. In another local community, the Area treasury was depleted through the misconduct of the treasurer. That treasury held funds raised as seed money by the convention committee. That committee considered holding the Area financially responsible for 'paying back' the amount of the missing funds.

Relying on conventions as a means of meeting our financial obligations is seen by some as distracting attention from the deeper importance of the seventh tradition's "self-support" principle and from the spiritual benefits of gratefully and generous giving. We would have to dig deeper if we didn't have these successful conventions raising money for us, people said. And, digging deeper is what we should be thinking about because giving money is part of "you can only keep what you have by giving it away."

Both these points were emphasized independently from the problems associated with relying on convention or event raised money. Self-support is an important aspect of living a life in recovery for addicts. Many of us, while using, denied our responsibility for taking care of ourselves. We often felt used and complained about the unfairness of it all. In recovery we need to face up to financial reality and assume the responsibilities we previously dodged or denied. The example set by the group, the Area, the Region, the World, as these elements in the service structure meet their obligations, provides the guidance we need to order our personal affairs. Also, generosity may come hard to us. We are insecure or fearful, full of distrust or just plain self centered and selfish. We don't give away what we have without a struggle. We use our resources to get the clothes or cars or jewelry we want or think we have to have. Throwing an extra dollar or two or three in the basket is less appealing than buying a new CD or having money for the diner.

Emphasizing the goodness of giving was the solution offered. For some that would mean being more generous with their money. One dollar is not the top limit for what can be put in the basket. Two dollars is not the top limit for what can be put in the basket. A member does not violate the traditions by contributing more than his neighbor. For others, our seventh tradition and giving may not take the form of money. Our meetings and groups need help in many forms. Setting up meetings is a way of giving service, coming especially early and staying especially late is a way of giving fellowship, making coffee is a sharing of



hospitality, cleaning up after a meeting gives back to the group and to the facility that hosts the meeting. What is important here, people said, was that we learn to give in whatever form we could to express our gratitude for the opportunity to recover NA gives us.

Finally, it is good to remember that we are a diverse fellowship. There are a lot of contrasts, financially and environmentally, at our meetings, in our communities. We come from different backgrounds, we experienced different privileges, we have different levels of education, different earning capacities, different economic obligations. We have different tastes, different needs. Early recovery is not the same as multiple years clean. For some life was harsh. For others it still is. We shouldn't let money issues drive us apart. While we are practicing generosity, we might try practicing some toward those who conduct their lives differently than we conduct our own.

## **Puer t o Rico Region**

The discussion topics for the 2002 World Service Conference did not generate as much interest in our region as we had initially expected, considering the controversy created by the view points in regards to the best way to carry the message to the addict who still suffers, in accordance with our Fifth Tradition.

However, it generated a profound level of reflection considering the importance of applying the principles contained in the 11th service concept.

In reference to the discussion topics chosen for the 2000 WSC these are the comments that we gathered in our region:

- A. To reinforce autonomy by conditioning group donations so they help to generate clear and precise reports on how funds collected by areas and regions are being spent.
- B. To motivate group participation by:
  - 1. Improving communication among groups and among area and regional offices.
  - 2. Planning activities to collect funds such as: raffles, parties, bingos, etc.
  - 3. Setting up suggestion boxes.
- C. To hold groups responsible for self-supporting their areas and/or regions.
- D. To simplify the service structure.
- E. To temper NA literature to the realities of service.
- F. To condition the support given to groups to their monthly attendance to GSR meetings, therefore motivating them to contribute to their respective areas and regions.
- G. To motivate more voluntary money donations from the fellowship's individual members to the groups and in the form of food and refreshments for fellowship activities.

## **Western New York Region**

The Western New York Region held a lively discussion on this topic at—of all places—our regional convention. The irony is multi-layered. The convention is currently our largest funding stream, outstripping all other sources of funding by several thousand dollars. Yet the philosophical issues posed by this question are complex and challenging.

Emerging discussion points were varied and enlivening. A central theme resonated. NA has grown exponentially and is currently experiencing the “dynamic forces of conversion.” We have created a culture where the NA population wants to attend events. Indeed, we’ve created a market for conventions and other gatherings/celebrations of recovery. This can be seen as a classic supply and demand scenario. Addicts travel thousands of miles to attend events, and most often, have a wonderful experience. Is this wrong? Or is there, in fact, a demand? It certainly appears that there is. Witness the geographic countdowns at any convention to see the lengths people travel attend these events. We clap loudly to hear these great distances! Should we be trying to move away from a cycle that is self-perpetuating?

Of course, there is an inherent danger in relying on one specific event as a funding mechanism. Yet, in many regions and areas this is precisely what we do. The soundest strategy to employ is to educate our local fellowships about fund-flow issues. Regions and areas have a duty to show the local fellowship where our financial resources come from and where they are going. Pie charts are easy-to-understand visual techniques that simply and straightforwardly detail financial issues.

As one attendee of our workshop stated, fund flow begins at the Home Group level. That said, frequent communication and education about the nature of our funding is critical to creating a greater understanding of our fellowship’s financial situation. As far as decreasing our reliance on funds from events, it appears improbable and unlikely that this will happen on a fellowshipwide basis.

**How can we create a bridge that builds and maintains a connection to service for home group members?**

The following papers have been developed by regions for discussion at WSC 2002.

## **Al sask Region EDMONTON AREA**

**What is your experience with the “bridge”, or the connection, between recovery and service?**

- We have to give it away to stay clean.
- Recovery is about principles and service is one of them.
- I understand that service is a vital part of my recovery program. It's a place where I acquire self-esteem, learn how to coexist with others and experience selflessness.
- Personal experience – sharing it. My experience – a service position was as important as going to a meeting. That message is lost; self, service, society, God – the balance.

**What can individuals do to help other members get involved in service?**

- Sponsors get sponsees to go.
- By enjoying what you do and maintaining an inclusive atmosphere through choice of words, body language and tone of voice.
- As sponsors we can encourage sponsees to get involved. As members we can share with others the value of service work.
- Share the joy and benefits and the importance to personal recovery and growth.

**How does your home group contribute to the unity with other groups and your area?**

- Attend A.S.C.
- Announcements, conventions, events, home group business meetings, other meetings.
- My home group has only four members. Two of us are very much involved with service committees and the other two are greatly devoted to home group service.
- Send GSR to Area – donations. Support meetings – announce events.

**What is your favorite type of NA service? Why does it attract you?**

- Institutions, because I was in one.
- Talking/sharing, listening, setting up meetings. Serving on various committees, simple little tasks that most often go unnoticed but are very rewarding and important.
- I serve in many areas. I have two favorites: H&I work attracts me because of the feeling I get when I see the light come on in somebody's eyes (Hope!) and Area/Regional table because I like to help by informing members about what happens in the bigger picture and, quite frankly, I have always enjoyed politics.
- H&I – helping others. Conventions – celebrating recovery. Regional Service – part of the bigger picture/unity.

**If you could change anything about NA service, what would it be?**

- Go to Global Forums. See more new people get involved in service. More financial support – we put a \$1 in the basket 15 years ago; times have changed.
- Attitudes and an inclusive atmosphere at meetings, smoke breaks and social gatherings. Practice of healthy boundaries and balance (ie member/committees recognizing their limits, being aware of all their responsibilities in their lives and from that base contributing while knowing that their effort is valuable). By each of us remembering “we are a bit of the whole, not the whole bit.”
- I would like to teach the fellowship more about the important of the 12 concepts of service. Let people know that although service carries responsibility we really can relax a bit and enjoy it.

**From your experience, what can groups and committees do to help members get involved in service?**

- Ask people one on one and explain the benefits of service.
- Keep it simple; keep it relevant with a warm atmosphere at the meetings (all types of NA meetings, business and otherwise).
- Groups can bring back the idea of having subcommittee reps. And we can focus on the positive aspects of service.
- Sponsors!! Expect your sponsees to be involved. Groups can elect subcommittee reps. Subcommittees attend and support region, area, whatever.

**What are your ideas for “creating a bridge” and helping NA members to understand the importance of the connection between service and recovery?**

- By first understanding and practicing service as a principle. The amount of service and type of service is unique to each individual.
- Sharing!! Service is a vital part of recovery!! Share what I have learned and how. Share about that self-centered part of my being that tries to interfere.
- As above!! Communication!!

**In your opinion, what can groups do to help members understand these issues better?**

- Talk about the 12<sup>th</sup> step regularly.
- By remembering the foundation of who formed NA, who it is and who it will be. Avoiding the martyr syndrome. By attraction. By honesty. By open mindedness. By willingness. By trying to do the right thing for the right reason. By encouraging members to join committees. By having regular business meetings.
- Make it clear that service is a part of the recovery process; the back of our medallions say: God, Self, SERVICE, and Society.
- As above!

## **Australian Region**

The Australian Region's feedback on this topic had a common thread, which was communication. We believe that informing members, at announcement time at the end of meetings, is the best way to address this issue. Through out our Region, announcement time occurs in most meetings. Announcements incorporate all aspects of our service structure, from encouraging members to help with venue clean up, to informing members of upcoming events and meetings. Some groups in our Region have a G.S.R. report at the end of each meeting, which incorporates the treasurer's report, and invites members to make the announcements they need to make.

One of our Area's, after discussing this topic, agreed to dedicate one meeting per month to a service related topic. Most of the groups in that area are currently following this practice.

Another fact that was noted in the feedback from our area, was that our literature and service guides already contain an abundance of ideas and information on this issue. That leads to the very simple idea of having service guides, Bulletins, committee reports, publications like the N.A. way or our Regions own N.A. today, etc... sitting along side the groups literature and meetings lists. We believe this could both encourage home group members to become involved, and or bring members back who were involved. This could also be beneficial on the level of helping both groups and committee's to use these publications. It is not uncommon in our Region for members of groups or committee's at area level, to be all relatively new to the fellowship. This leads into another item that was raised. Service meetings being long and boring. By using the guides available, groups and committee meetings have a better chance of running smoothly, thus serving our fellowship in a more efficient manner, as well as being more interesting and user friendly to the group member.

Workshops have always been a popular way, in our Region, of building the elusive bridge between the group member and the service structure. Apart from the obvious point of "preaching to the converted", they have a proven track record of both attracting members to service and giving valuable information to those already in service.

Last but not least, the most powerful way to build the bridge, we believe, is clean members of N.A., sharing at recovery meetings, how service has been an important part of their recovery on all levels, and how much fun it can be.

## **Colombia region**

I would like to submit some ideas that could be useful as "tools to build a bridge" between the habitual members of our groups and service in general, and of course including the structure that we have built for that purpose:

1. It is common in almost every group in the world to have a bulletin board to post bulletins and reports that we receive from all service levels at local, regional, and world. In these bulletin boards we can find group treasurers' reports, minutes from area meetings, photographs from area service events, convention flyers from different regions, the latest copy of *NAWS News* and even photocopies of some *NA Way* articles.

We can really use these bulletin boards to spread information and to motivate our habitual members in relation to service matters. It is important to always have different

types of information available and well placed on the bulletin board. This information should be updated every week or every two weeks by a persevering communications team from the group or by a talented and diligent GSR. The members of the group will slowly get used to reading the information posted on the board, and this could be another tool that we can utilize to create and maintain a bridge to service.

Let's remember our eight Concept of Service: "Our service structure depends on the integrity and effectiveness of our communications."

2. Another fundamental aspect to build a bridge to service can be provided by local service offices and centers. The huge service potential that can be developed from an N.A. office is unlimited. All the information received and forwarded by those offices from and to the groups that it serves, including the groups that have been recently formed and also all the information and mail that arrives from other regions and from World Services, could be photocopied and mailed to those groups. This includes service manuals, *NAWS News*, *The Conference Agenda Report (CAR)*, *The NAWS Annual Report*, and emails that have been transmitted, etc.

On the other hand, the HISTORICAL ARCHIVES of the local and world Fellowship: minutes of regional and area service conferences, Zonal Forum reports, World Conference reports, essays written by different service committees, contacts, local and international correspondence, projects and events reports, etc.

A lot of this information remains on the shelves of those offices for many years, without anyone realizing that it exists. The lack of "feeling that we belong" causes a lot of this information (which flows at different levels) to be archived on the shelves of offices, and prevents it from reaching its final destination: the group members. Many times, we argue that we do not need an office or that we only need limited space to store literature or that we only need one telephone line to receive orders. The communication role that the office plays is irreplaceable.

3. The fundamental task of the Group Service Representative is to be the core of communication that connects a group with other groups in the service structure. It should be the life that flows through each branch of the great "NA Tree." That life is mainly composed of words, ideas, concepts and principles transmitted from one generation to another and from one member to another, in each meeting and in every place where our spirit is. The task of the GSR is to build a bridge to service. We must learn to listen to and give importance to the work of our GSRs. If we do not do this, the life that flows through the branches of the Great Tree will dry up, the tree will weaken and eventually it will die. If you are the habitual member of a group, listen to and support your GSR. If you are the GSR of your group, feed new life into our Tree.

Let's make our tree luxuriant.

## **Hawaii region**

The idea of creating a committee that would travel to Areas and Groups providing support and assistance was discussed in reference to the above question. Support meaning assistance in setting up groups, subcommittees, workshops, service structure and providing hands-on-help. The members of this committee would be made up of prior trusted servants coming from different levels of service. It was felt this could be one way of utilizing old-timers and their experience.

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Members expressed unanimously that information sharing is one of our greatest assets in bridging the gap between service and the home group.

Ideas were brought forward in the form of creating literature IP's focused on service and the individual member. Two IP Topics that would be helpful for us were "Getting into Service" and "The Group Members in Service."

Another way of maintaining a connection or communication is by focusing on the GSR level of service at events and conventions. Sometimes it seems that we focus on Regional and World Services but forget to focus on the individual member or the GSR. The GSR is the link between the groups, areas and regions. The GSR's carry information and communicate back to the groups. What they communicate and how they communicate will add continuity and strengthen the group. In order to bridge a gap we must begin at the same place or at the very least have the same understanding.

The last idea or discussion we had was to increase the understanding of how to do a 12<sup>th</sup> step call. Carrying the 12<sup>th</sup> step is one of our greatest responsibilities in service to each other. The 12<sup>th</sup> step is an integral part of how NA manifests itself in and outside of the group. Our group's positive interpretation of the 12<sup>th</sup> step call will attract members to do service. However, before members can do service they have to know how. We need to be consistent and on the same page doing the same things when participating in 12<sup>th</sup> step calls. We carry a 12<sup>th</sup> step message in a number of ways and an IP or booklet on what a 12<sup>th</sup> step is and how to apply the 12<sup>th</sup> step would create a more unified and direct message. We understand what the nature of the 12<sup>th</sup> step is but to put the 12<sup>th</sup> step into unified action becomes a challenge.

These discussion topics were helpful in bringing our member's closer together in the communication process. We feel it is necessary to increase awareness by being part of the solution. Every voice is important in NA and the dialogue from one addict to another addict definitely accentuates the feeling of bridging the gap.

## **Lone Star Region**

The group that discussed Topic #2 also consisted of 10-15 members at varying times. This group chose to report only the personal comments of the group, with no format as to question or bullet item. We will share these comments in this report with no synopsis at the end.

- "Bring about Spiritually (bring back)"
- "Watching service change people – continuity"
- "Express a need for spiritually based progress"
- "Cannot force it on people – lead by example"
- "Focus on progress, not the negativity"
- "Communication of resources available to the recovering addict"
- "I got 'committed' when started doing area service"
- "Carry back the message of 'all of us' and not 'us and them'"
- "Getting involved gives me information, so I know how to continue"



- "Getting out of self and helping others"
- "Learn different perspectives of recovery"
- "Start with helping as a 'group greeter'"
- "Sharing about accomplishments, not arguments"
- "The written word is powerful in sharing what actually happened"
- "Watching the change that occurs in finding a solution"
- "Your ideas ideals change to where more things are relevant and acceptable"
- "Learning to just show up and growing through exposure to a broader and broader perspective"
- "Opening the channels of communication by starting a 'Unity Rock' where we set up something that can be passed around , signed, and passed along."
- "We can be examples of recovery by carrying ourselves with dignity."
- "Show people they have the power to effect positive change"

## **New Jersey Region**

When asked what could be changed about NA service to make it more attractive to members who don't participate, someone said, "Nothing! Don't change anything. NA Service is fine just the way it is." Another said, "Service works. What we want is more people to participate." Another said, "Service junkies have the most fun." Finally, someone said, "We make service more attractive by working our own recovery programs."

In our region, we believe that sponsorship is the key to service. We are taught how to recover by our sponsors. They teach us how to work the program of Narcotics Anonymous. When our sponsors teach us to honor our responsibility to serve the fellowship as part of our recovery, we serve the fellowship. Often we serve the fellowship exactly as our sponsors did. If our sponsors served in home groups, but avoided area service, we serve in home groups. If our sponsors brought us to area, we get involved in area. If our sponsors encouraged H&I work, we do H&I work. If our sponsors encouraged us to attend a regional meeting, we went to region. Our sponsors are the bridge we use. Where they take us, we go.

In our region, we believe the home group is our family and our family sets the standards for community. If our home group encourages a sense of connectedness with other home groups through Area service or through subcommittee work, we tend to follow that model. If, on the other hand, our home group is oriented more toward its local neighborhood, we tend to see that as our field of action. Our home groups are a bridge taking us where we want to go.

In our region, we believe that our first steps out of the isolation and alienation of addiction are made at meetings. We take these steps with the help of our sponsors. We take these steps at a home group level. As we are taught, so we grow. For those of us lucky enough to have been encouraged to grow toward increasing openness, area service was often the first place we went after our early days. When area service welcomed and nurtured us, we began to experience a unity with others. We got to know recovering addicts we hadn't met at meetings, who we didn't know through nightly sharing. It may have been

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hard at first for us, but we learned to love them, our brothers and sisters in service the way we were coming to care for the people in our recovery groups. We learned about local needs and the delivery of local services. We learned to cooperate by showing support for each other's activities. We learned to work with and respect others. We learned that our personal needs and desires were not always the priority of others. At the same time, we learned that we needn't feel threatened or hurt by this fact. The idea of giving back what had been so freely given often took new forms. We could identify needs and work together to fill them. We learned accomplishment and achievement area service and subcommittee work helped us move into a wider world.

In our region, we believe that our personal survival and the survival of the fellowship depend on our reaching out and growing. We believe we hurt ourselves by staying locked down, isolated within ourselves. And, we believe that we deny ourselves opportunities to grow when we stay locked down and isolated within the groups of people we know and in the activities where we feel safe. Stepping out, taking a risk, doing service, these help us to grow. Sometimes the very stress and pain, confusion and disturbances of working with others to produce service work, are the very things that we need to move forward in our personal recovery. We know that we need others to help us grow and that this need we have for others is best served when we give back what was so freely given.

In our region, we believe in getting out of ourselves and out of the self-pity that often consumes us. We believe in getting out of ourselves and into service. Believing that NA saved our lives helps motivate us to continue to serve the fellowship. Becoming part of the NA community and doing responsible service within the NA community helps us take steps toward becoming part of our larger communities. We often move from area service to regional service. Some of us continue this outward movement to do service in our zone or at the world level. Likewise, we expand our understanding of ourselves as we see ourselves as members of our biological or marital families, as participants in job-related activities, as citizens in local, state, national, and international communities.

In our region, at least some of us have come to recognize that the very best thing we can do for ourselves is to serve the fellowship.

### **Puer t o Rico Region**

- A. To reinforce the home group concept, by helping members with service and public information workshops, where the advantages of service will be discussed as a tool of recovery for new and old members.
- B. Home group members set an example of service by practicing the Twelfth Tradition.
- C. To suggest or motivate home group members to gain interest in a specific area or regional subcommittee. (H&I, PI, etc.)
- D. Suggesting that the WSO publish public information literature, explaining its function, and making it available to individuals and groups to strengthen bonds that will become bridges to connect home group members to service.

These topics will continue to be discussed in our region, and I am committed to taking the conscious opinions of the groups to the 2002 WSC, manifested by a loving God as he may express himself in our group conscience in accordance with our second tradition.

## **ADDENDUM A**

# **Group Treasurer's Workbook**

**Proposed**

**THIS IS AN EXCERPT OF THE TREASURER'S HANDBOOK (REVISED) AS ADOPTED BY THE WORLD SERVICE CONFERENCE IN 2002. IT CONTAINS THOSE PARTS SPECIFICALLY INTENDED FOR USE BY GROUP TREASURERS. THE COMPLETE HANDBOOK CAN BE OBTAINED FROM NA WORLD SERVICES AT THE ADDRESS BELOW.**

Narcotics Anonymous World Services, Inc.  
PO Box 9999  
Van Nuys, CA 91409 USA

## INTRODUCTION

The *Treasurer's Handbook* is meant to help us use NA's money responsibly, at all levels of service. We know that local communities around the world face different circumstances, so we encourage you to adapt these guidelines, using common sense, to meet your local needs.

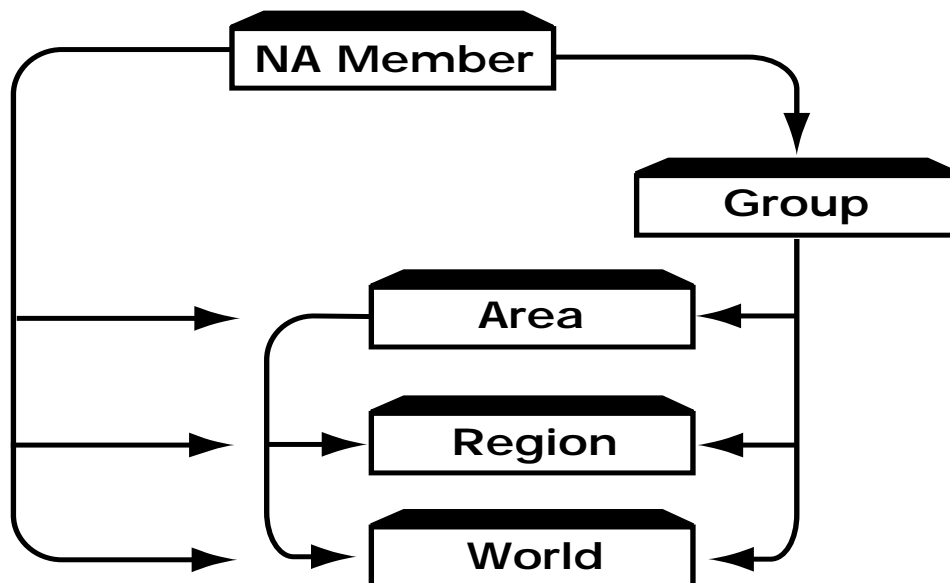
Our Eleventh Concept tells us that "NA funds are to be used to further our primary purpose, and must be managed responsibly." The Eleventh Concept essay from the Twelve Concepts for NA Service booklet tells us a little more:

***Narcotics Anonymous funds should always be used to further our primary purpose. Money is used to pay the expenses involved in running NA recovery meetings, to inform the public about NA, and to reach addicts who can't get to meetings. It is used to develop, produce, translate, and distribute our message in written form, and to bring our members together in a service community committed to the vision of spreading our message around the world to those in need. All of this is done in support of NA's spiritual aim: to carry the message to the addict who still suffers.***

## SELF-SUPPORT: OUR COMMON RESPONSIBILITY

In today's world, it is impossible to carry the message of Narcotics Anonymous without the availability of sufficient funds. It costs money to print literature and distribute it, to have phonedlines and other services that connect the newcomer to us, and to staff service centers.

The moment the member's hard-earned money is dropped in the basket at a meeting, our responsibility for that money as trusted servants begins. It is incumbent upon us to do everything possible to see that the money is used wisely and cared for judiciously, and this includes providing not only for the individual group's needs but for the needs of NA services as well. *A Guide to Local Services in Narcotics Anonymous* suggests direct group and area donations to all levels of service: "Narcotics Anonymous groups directly support area, regional, and world services from money left over after covering their own expenses. Area committees ... are encouraged to do the same with their surplus funds, sending them on to other levels of the service structure." Here is a chart that demonstrates how funds can flow through our service structure:



## GUIDELINES FOR THE MEMBER

As a member of Narcotics Anonymous, there are two things you can do to help make sure your group’s money is handled right:

1. You can ask your group treasurer to bring his or her records to every group business meeting, and
2. You can ask that the group hold business meetings at least once a month.

## GUIDELINES FOR THE GROUP TREASURER

1. A *Guide to Local Services in Narcotics Anonymous* says that clean time counts when we choose group officers:

***There are a couple things to think about when looking for a group officer. One is maturity in recovery. When those new in recovery are elected to a position, they may find themselves deprived of time and energy they need for their early recovery. Group members with a year or two clean are probably already established in their personal recovery. They are also more likely than new members to be familiar with NA’s traditions and service concepts as well as group procedures.***

Of course, clean time “standards” will vary from one NA community to another. As the *Guide* says, it is important to “establish *realistic* terms of service and clean-time requirements” that work in your community.

2. It is a good idea to have two people count the Seventh Tradition collection, not just the group treasurer or someone else.
3. Do not “borrow” the group’s money. Our experience tells us that treasurers and others who make this a practice tend to not return to the fellowship, nor do they return the funds.
4. Do not spend the group’s money without asking the group first at a business meeting.
5. If it is practical, open a bank account for your group, and have more than one signature on the account. This will protect your group’s money and make it easier to keep track of it.

It is important to remember our Fifth Tradition: “Each group has but one primary purpose—to carry the message to the addict who still suffers.” When your group has more money than it needs, make sure you pass the extra money along to the area, region, and world levels of NA service. Extra money hoarded in your group treasury will not help NA carry its recovery message.

7. There should be only one person handling the funds in your group, preferably the treasurer.
8. It is very important that every treasurer hand over his or her records to the next treasurer. Doing this will help the group figure out in the future what has been done with its money in the past.

## Procedures for accurate group record keeping

When practical, each group should have its own checking account. Groups that choose not to have a checking account can do two things to help keep track of their money:

1. Make receipts every time cash comes into or goes out of the group treasury, and
2. Use money orders, not cash, for paying bills and making donations to area or regional committees.

Every time a check is written or a deposit is made, a record should be made in the group's check register. (The same applies if a group uses cash and money orders. Such groups can just call the form a "cash record" instead of a check register.) If this isn't done, it can take a long time to straighten out the group's money records and match them up with bank statements for the group's account.

The figures in the check register and the bank statement for the account should be matched up every month. If good, easy-to-read records are kept, this will only take a few minutes each month.

### Filling in the Group Check Register Form

The following procedure for preparing a check register should be repeated each month.

- A. *Beginning balance (Line 1):* This will be the beginning balance for the first day of the month. Enter the date, then go over to the "balance" column and enter the amount of the beginning balance. The ending balance for one month becomes the beginning balance for the following month.
- B. *Procedure for entering checks:* When entering the check, enter the date of the check in the "date" column, the payee and the purpose of the check in the "description and purpose" column, and the check number and the amount of the check and the "amount" column. Subtract the amount of the check from the previous balance to arrive at the current balance.
- C. *Procedure for entering deposits:* Enter the date of the deposit in the "date" column, state where the money came from under the "description and purpose" column, and enter the amount of the deposit under the "deposit" column. Add the amount of the deposit to the previous balance, and enter the total under "balance."

### Procedure for reconciling the Group Check Register Form to the bank statement

*This must be done each month.* When the treasurer receives the bank statement, he or she should "reconcile" it with the check register (in other words, match up the entries in the group's check register with the figures shown on the bank statement) as soon as possible. Doing this each month will make sure that the group's records are right and that any math errors in them are found. The attached Bank Statement Reconciliation Form provides simple, step-by-step instructions.

## **Record keeping without a checking account**

Groups that choose not to use checking accounts can use the same record system and form included in this handbook. Such groups can use money orders instead of checks to pay bills and make donations to the area, region and/or world levels of service.

## **Group financial reporting**

The group treasurer should make a financial report every month. This responsibility is too often overlooked. A written report based upon the Group Financial Report Form included in these guidelines is recommended. Information contained in this report should be taken from the Group Check Register Form.

*Proposed*

## BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending \_\_\_\_\_

A. **Bank statement balance** ..... \$ \_\_\_\_\_  
(ending balance on your current bank statement)

B. **Deposits "in transit"** ..... \$ \_\_\_\_\_  
(Total of all deposits made which have *not* yet cleared the bank—that is, deposits made by the treasurer that do *not* show up in the bank statement. A checkmark should be made on the Check Register Form next to deposits that *have* cleared the bank to aid in locating these each month.)

C. **Add the answers to steps A and B above** ..... \$ \_\_\_\_\_

D. **Checks "outstanding"** ..... \$ \_\_\_\_\_  
(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month, as in step B above.)

E. **Ending balance** ..... \$ \_\_\_\_\_  
(Subtract D from C above. This should equal the balance in your Register as of the date listed above.)

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register Form.
2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.
3. A mathematical error in steps A through E above.
4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form.



## GROUP CHECK REGISTER FORM

NAME OF GROUP \_\_\_\_\_ CHECK REGISTER DATES COVERED \_\_\_\_\_ TO \_\_\_\_\_

DATE:	DESCRIPTION AND PURPOSE	CHECK NO.	AMOUNT	DEPOSIT	BALANCE
1	BEGINNING BALANCE				
2					
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Proposed

# GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: \_\_\_\_\_

BALANCE FROM LAST MONTH: \$ \_\_\_\_\_

Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_ GSR \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

## WEEKLY REPORTS

**Proposed**

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old balance \$ _____	Income	Collection \$ _____
Plus total income _____		Plus other income _____
Subtotal _____		Total Income _____
Minus total expenses _____	Expenses	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____
<hr/>		
Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old balance \$ _____	Income	Collection \$ _____
Plus total income _____		Plus other income _____
Subtotal _____		Total Income _____
Minus total expenses _____	Expenses	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____
<hr/>		
Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old balance \$ _____	Income	Collection \$ _____
Plus total income _____		Plus other income _____
Subtotal _____		Total Income _____
Minus total expenses _____	Expenses	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____

**Addendum A – Proposed Group Treasurer’s Workbook**

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old balance \$ _____	<b>Income</b>	Collection \$ _____
Plus total income _____		Plus other income _____
Subtotal _____		Total Income _____
Minus total expenses _____	<b>Expenses</b>	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old balance \$ _____	<b>Income</b>	Collection \$ _____
Plus total income _____		Plus other income _____
Subtotal _____		Total Income _____
Minus total expenses _____	<b>Expenses</b>	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____

**PROPOSED**

**MONTHLY REPORT**

*THIS INFORMATION SHOULD BE INCLUDED WITH YOUR GSR REPORT TO THE AREA*

**BEGINNING BALANCE** (Ending Balance from last month): \$ \_\_\_\_\_

**INCOME:**

COLLECTION: \$ \_\_\_\_\_

LITERATURE: \_\_\_\_\_

OTHER: \_\_\_\_\_

**TOTAL INCOME:** + \$ \_\_\_\_\_

**EXPENSES:**

RENT: \$ \_\_\_\_\_

SUPPLIES: \_\_\_\_\_

ASC DONATION: \_\_\_\_\_

RSC DONATIONS \_\_\_\_\_

NA WORLD SERVICES DONATION \_\_\_\_\_

LITERATURE: \_\_\_\_\_

OTHER: \_\_\_\_\_

**TOTAL EXPENSES:** – \_\_\_\_\_

**ENDING BALANCE:** = \$ \_\_\_\_\_

**There are multiple copies of all forms included in the final draft.**

**ADDENDUM B**

**current  
version  
Group  
Treasurer's  
Workbook**

This is an excerpt of the Treasurer's Handbook as adopted by the World Service Conference in 1985. It contains those parts specifically intended for use by group treasurers. The complete handbook can be obtained from the World Service Office at the addresses below.

current  
version

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Website: [www.na.org](http://www.na.org)

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WSO Catalog Item No. 2110

## Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

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## GROUP TREASURER'S WORKBOOK

### INTRODUCTION

In today's world, it is impossible to carry the message of Narcotics Anonymous without the availability of sufficient funds. It costs money to print literature and distribute it, to have hotlines and other services which connect the newcomer to us, and to staff service centers.

The moment the member's hard-earned money is dropped in the basket at a meeting, our responsibility as trusted servants begins. It is incumbent upon us to do everything possible to see that the money is used wisely, cared for judiciously, and that a prudent reserve is kept for the following month's expenses. When that has been accomplished, we suggest that the group forward the balance to the next level of service. In the case of a group, this would mean transferring funds to the area service committee. In the case of an area service committee, this would mean transferring funds to regional service committee, and in the case of a regional service committee, it would mean transferring funds to the World Service Conference. If you are not part of an area service committee or a regional service committee at this time, it is suggested that you apply the same principle and forward your funds directly to the WSC.

**GUIDELINES FOR THE GROUP AND ITS TREASURER**

We suggest that your group treasurer have a minimum of six (6) months continuous abstinence from all drugs. If this is not possible, then we would suggest that your group try to pick a person who is best qualified, through his/her experience, to be responsible for the funds of your group. When this is done, try not to abandon the treasurer, remember he/she cannot do it alone.

It is a good idea for the group's treasurer, or whoever empties the basket, to have another member count the collection and initial and date a receipt so that there is a check against error.

Do not borrow funds from the group. Our experience tells us that those treasurers who make this a practice tend not to return the funds and many of them leave the fellowship.

It is not a good idea to spend the group's funds for anything, without first consulting the group through the regular business meeting.

We suggest that you open a bank account and we strongly recommend that you have more than one signature on your bank account. This is to protect your funds and to help your treasurer be accountable to the fellowship he/she serves. If it is not feasible to have a bank account, we suggest that the treasurer account regularly to another officer (GSR preferably) in order to be accountable to the group members. It is further suggested that your funds be incorporated with your ASC's funds, thus protecting them while still making them available for your use.

Your group should keep a "prudent reserve." This is an amount approximately equal to one month's group expenses for such things as rent, literature, and coffee. Remember our Fifth Tradition, "Each group has but one primary purpose—to carry the message to the addict who still suffers." Let your funds flow to the next level of service. Do not divert us from our primary purpose by hoarding funds.

There should be only one person handling the funds in your group, preferably the treasurer.

It is vital that every treasurer hand over his/her records to his/her successor, in order to preserve much needed continuity and history.



## PROCEDURES FOR ACCURATE GROUP RECORD KEEPING

Each group with sufficient funds should have its own checking account. If the group chooses not to have a checking account, receipts should be used each time cash is received or paid out. Groups without checking accounts should use money orders for their expenses and donations.

A Check Register, which may also be used for cash and money orders, should be kept up-to-date at all times. Otherwise, it will become very time consuming. The Check Register should be reconciled with the bank statement monthly so that a correct balance can be maintained. If the Check Register is not neat and kept up-to-date, straightening it out will be a very difficult job. When it is kept up-to-date and written neatly, maintaining it will only take a few minutes each month.

I. Filling in the Group Register Form: The following procedure for preparing a Check Register should be repeated each month.

A. Beginning balance (Line 1): This will be the beginning balance for the first day of the month. Enter the date and go over to the "balance" column and enter the amount of the beginning balance. The ending balance for one month becomes the beginning balance for the following month.

B. Procedure for entering checks: When entering the check, enter the date of the check in the "date" column, the payee and the purpose of the check in the "description and purpose" column, the check number and the amount of the check in the "check number" and "amount" columns. Subtract the amount of the check from the previous balance to arrive at the current balance.

C. Procedure for entering deposits: Enter the date of the deposit in the "date" column, state where the money came from under the "description and purpose" column, and enter the amount of the deposit under the "deposit" column. Add the amount of the deposit to the previous balance and enter the total under "balance."

II. Procedure for reconciling the Group Check Register Form to the bank statement:

**This must be done monthly.** When the treasurer receives the bank statement, he/she should reconcile it with the check register as soon as possible. Doing this each month will ensure a correct balance for the account and any mathematical errors will be found. The attached Bank Statement Reconciliation Form provides simple, step-by-step instructions.

III. Record keeping without a checking account.

Group that choose not to use checking accounts may use the same record system and form included in this handbook. The use of money orders for group expenses and donations may be helpful.

IV. Group financial reporting.

The group should receive a financial report at least monthly. This responsibility is too often overlooked. A written report based upon the Group Financial Report Form included in these guidelines is recommended. Some of the information contained in this report can be taken from the Group Check Register Form

## GROUP CHECK REGISTER FORM

NAME OF GROUP \_\_\_\_\_ CHECK REGISTER DATES COVERED \_\_\_\_\_ TO \_\_\_\_\_

DATE:	DESCRIPTION AND PURPOSE	CHECK NO.	AMOUNT	DEPOSIT	BALANCE
1	BEGINNING BALANCE				
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# GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: \_\_\_\_\_

BALANCE FROM LAST MONTH: \$ \_\_\_\_\_

Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_ GSR \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

## WEEKLY REPORTS

Date \_\_\_\_\_ Newcomers \_\_\_\_\_  
 Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_  
 Old balance \$ \_\_\_\_\_ Financial Credits \_\_\_\_\_ Collection \$ \_\_\_\_\_  
 Income \_\_\_\_\_ Other Income \_\_\_\_\_  
 Subtotal \_\_\_\_\_ Total Income \_\_\_\_\_  
 Expenses \_\_\_\_\_ Debts \_\_\_\_\_ Rent \_\_\_\_\_  
 New Balance \_\_\_\_\_ Literature \_\_\_\_\_ Refreshments \_\_\_\_\_  
 Total Expenses \_\_\_\_\_

Date \_\_\_\_\_ Newcomers \_\_\_\_\_  
 Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_  
 Old balance \$ \_\_\_\_\_ Financial Credits \_\_\_\_\_ Collection \$ \_\_\_\_\_  
 Income \_\_\_\_\_ Other Income \_\_\_\_\_  
 Subtotal \_\_\_\_\_ Total Income \_\_\_\_\_  
 Expenses \_\_\_\_\_ Debts \_\_\_\_\_ Rent \_\_\_\_\_  
 New Balance \_\_\_\_\_ Literature \_\_\_\_\_ Refreshments \_\_\_\_\_  
 Total Expenses \_\_\_\_\_

Date \_\_\_\_\_ Newcomers \_\_\_\_\_  
 Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_  
 Old balance \$ \_\_\_\_\_ Financial Credits \_\_\_\_\_ Collection \$ \_\_\_\_\_  
 Income \_\_\_\_\_ Other Income \_\_\_\_\_  
 Subtotal \_\_\_\_\_ Total Income \_\_\_\_\_  
 Expenses \_\_\_\_\_ Debts \_\_\_\_\_ Rent \_\_\_\_\_  
 New Balance \_\_\_\_\_ Literature \_\_\_\_\_ Refreshments \_\_\_\_\_  
 Total Expenses \_\_\_\_\_

THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.

**Addendum B- Current Group Treasurer's Workbook**

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

**MONTHLY REPORT**

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR GSR REPORT TO THE AREA

**BEGINNING BALANCE (Ending Balance from last month):** \$ \_\_\_\_\_

**INCOME:**

COLLECTION: \$ \_\_\_\_\_  
 LITERATURE: \$ \_\_\_\_\_  
 OTHER: \$ \_\_\_\_\_

**TOTAL INCOME:** +\$ \_\_\_\_\_

**EXPENSES:**

RENT: \$ \_\_\_\_\_  
 SUPPLIES: \$ \_\_\_\_\_  
 ASC DONATION: \$ \_\_\_\_\_  
 LITERATURE: \$ \_\_\_\_\_  
 OTHER: \$ \_\_\_\_\_

**TOTAL EXPENSES:** -\$ \_\_\_\_\_

**ENDING BALANCE:** \$ \_\_\_\_\_

# BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending

A. .... Bank statement balance \_\_\_\_\_ \$  
.....  
(ending balance on your current bank statement)

B. .... Deposits "in transit" \_\_\_\_\_ \$  
.....  
(Total of all deposits made which have **not** yet cleared the bank. Those that were **not** included in the bank statement. A checkmark should be made on the Check Register Form by deposits that **have** cleared the bank to aid in locating these each month.)

C. .... Add the answers to steps A and B above  
..... \$ \_\_\_\_\_

D. .... Checks "outstanding" \_\_\_\_\_ \$  
.....  
(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)

E. .... Ending balance \_\_\_\_\_ \$  
.....  
Subtract D from C above. This should equal the balance in your Register as of the date listed above.)

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register Form.
2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.
3. A mathematical error in steps A through E above.
4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form.

**NOTE: THESE FORMS ARE DUPLICATED 11 MORE TIMES SO THAT THERE ARE ENOUGH FOR A 12-MONTH PERIOD**

## **Twelve Traditions of Narcotics Anonymous**

- 1. Our common welfare should come first; personal recovery depends on NA unity.**
- 2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.**
- 3. The only requirement for membership is a desire to stop using.**
- 4. Each group should be autonomous except in matters affecting other groups or NA as a whole.**
- 5. Each group has but one primary purpose—to carry the message to the addict who still suffers.**
- 6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.**
- 7. Every NA group ought to be fully self-supporting, declining outside contributions.**
- 8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.**
- 9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.**
- 10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.**
- 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.**
- 12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.**

Twelve Traditions reprinted for adaptation by permission of AA World Services, Inc.

*2002 Conference Agenda Report*

NOTE: This booklet contains the financial records of a non-profit group. If this has been found, please mail it to the address below. Thank you.

GROUP NAME \_\_\_\_\_ DAY AND TIME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**NOTICE TO TREASURERS:** This handbook contains financial records. It is important to complete the forms with ink and not tear pages out of the booklet. It may be necessary to refer to this information at any time during the next several years. This record should be retained in the possession of the current treasurer, so pass this on to your successors.

Beginning date of information contained in this booklet: \_\_\_\_\_

If the treasurer accepted responsibility at another date, enter the date the treasurer took charge: \_\_\_\_\_

If another treasurer took charge before the end of the fiscal year, enter the date of the change: \_\_\_\_\_

If another treasurer took charge before the end of the fiscal year, enter the date of the change: \_\_\_\_\_

Closing date of information contained in this booklet: \_\_\_\_\_

Amount of money carried forward to the next fiscal year handbook: \$ \_\_\_\_\_

## Nomination Information

Dear NA Member,

Before you complete your service resume form, we would like to let you know a little more about service at the world level.

The position for which you may be nominated will require that you make a commitment of at least two years, with the possibility that your commitment could last for up to six years. This means that you may be asked to make a considerable investment of your time. You may be asked to travel and spend time away from your family, your job, and your home. This can mean as much as one weekend every month away from home, and also the week of the conference. You may also be required to spend some of your personal funds in order to fulfill your responsibilities. Certainly you will have work to do at home in your spare time, such as reading or writing reports and discussing the plans and objectives of your work with other members. In addition, you may be asked to participate in conference telephone calls that may last several hours.

In order to provide our fellowship with the very best level of service possible, we ask that you carefully consider the responsibilities that go with the elected position for which you may be nominated. You may wish to consult your employer, your family, and/or your sponsor. Talking with members who have served at the world level may give you additional insights into the commitment involved. Service on this level has many rewards and may have a profound effect on your life and personal recovery. However, it does not come without hard work, long hours, dedication, and personal sacrifice.

The World Pool Resume Form is for all nominations. The positions that are available at WSC 2002 for nomination and election are: two positions on the Human Resource Panel, two positions for the WSC Co-Facilitator, and eleven positions for the World Board. More information about these positions and the process to be used this year will be available prior to the conference. The HRP will submit nominations for World Board members, the Human Resource Panel, and WSC Co-Facilitators.

For regional nominations, resumes are reproduced and distributed to all conference participants prior to elections. In order to facilitate this process, please ensure that you use the form provided and do not substitute another format. This is the only format that will be included in the package that is distributed to conference participants. The World Pool Resume Form is in the *Conference Agenda Report*, posted on world services website, [www.na.org](http://www.na.org), or available upon request from the WSO.



# NOMINATION FORM

NOMINEE: (print) \_\_\_\_\_

NOMINATED FOR (position): \_\_\_\_\_

NOMINATED BY: (print) \_\_\_\_\_

SECONDED BY: (print) \_\_\_\_\_

SIGNATURE OF MAKER: \_\_\_\_\_

SIGNATURE OF SECOND: \_\_\_\_\_

SIGNATURE OF NOMINEE: \_\_\_\_\_

(SIGNATURE OF NOMINEE SIGNALS ACCEPTANCE OF THE NOMINATION)

# WORLD POOL RESUMÉ

Please type or print legibly and return to:  
*Human Resource Panel, NA World Services, Inc.,*  
*PO Box 9999, Van Nuys, CA 91409*

## Personal

Please check what you are interested in: WB\_\_\_\_\_ HRP\_\_\_\_\_ Co-F\_\_\_\_\_ Projects\_\_\_\_\_

Name \_\_\_\_\_ New Resume\_\_\_\_\_ Updated Resume\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country\_\_\_\_\_

Home Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Clean Date \_\_\_\_\_ Your Region \_\_\_\_\_

## Professional and/or Community Organization Memberships

## Activities/Hobbies

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## Education

### High School/College Attended

### Degree Awarded

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### Seminars/Technical Training

### Professional Licenses or Certificates

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**Experience**

**Most Recent Fellowship Service Experience**

Dates	Length of Service	Position	Group/Area/ Region/World Service

**List three (3) references of people you have served with**

Name	Address	Telephone	Email Address

**Work Experience**

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**What do you like to do the most in your job, in service and throughout your life in general?**

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**What do you like to do the least in your job, in service and throughout your life in general?**

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**What accomplishment(s) in your job, in service, and/or throughout your life are you most proud of?**

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**What do you believe you can bring to World Services?**

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**Why is service fun?**

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## Languages

Native Language: \_\_\_\_\_

Other Languages:

\_\_\_\_\_  Speak    Read    Write    Translate  
\_\_\_\_\_  Speak    Read    Write    Translate  
\_\_\_\_\_  Speak    Read    Write    Translate

## Please check your skills:

### Communications

- Facilitator
- Journalism
- Public Speaking
- Writing
  
- Editing
- Parliamentarian
- Public Relations
  
- Teaching
- Arts & Graphics

### Legal Skills

- Arbitration
- Government Liaison
- Contract Writing
- Law

### Computers

- Networking
- Web Master
- Information Management
- System Analysis
  
- Web Design

### Business Management

- Management
- Human Resources/Personnel
- Math/statistics/Probability
  
- Administration
- Events Planning
- Marketing
- Strategic Planning

### Financial Management

- Economics & Forecasting
- Budgets

### NA Service

- Helpline
- Literature
- Policy
  
- Translations
- Convention
- Hospitals & Inst.
  
- Human Resources
- Public Information
- Outreach
- Administration
- World Board

## Additional Comments

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Please limit your answers to the space provided.

# GLOSSARY

**Biennial**

Every two years.

**CAR**

See Conference Agenda Report.

**Composite Group**

The working body created to facilitate the two-year world services inventory project being conducted from WSC'93 through WSC'95. The Composite Group coordinated work being done during the world services inventory, including fellowship surveys, world service board and committee self-assessment tools, and inventory sessions at WSC'94. It had twelve voting members—six WSC committee liaisons, three former RSRs, two trustees, and one WSO director—and one nonvoting member, a WSO senior staffer.

**Conference Agenda Report (CAR)**

A publication of business and issues to be considered during the biennial WSC meeting. Released a minimum of one hundred and fifty (150) days prior to the opening of the conference, with translated versions released a minimum of one hundred and twenty (120) days prior.

**Conference Report**

The full report of all world-service activities sent to WSC participants; RSCs may also have reports published. Typically issued two times a year. Mailed to conference participants and subscribers. March issue customarily contains board and HRP reports, and regional reports. Called the *Fellowship Report* until 1991.

**Fellowship Development Plan**

A long-term strategy for world services to plan and provide services and support, which facilitate the continuation and growth of Narcotics Anonymous worldwide.

**Fellowship Intellectual Property Trust (FIPT)**

A document describing how NA's literature and logos are managed and protected for the greatest benefit of the fellowship as a whole. Contains its own glossary of terms. Approved by the fellowship in April 1993.

**FIPT**

See Fellowship Intellectual Property Trust.

**GLS**

See A Guide to Local Services in Narcotics Anonymous.

**GSR**

See Group service representative.

**Guide to Local Services in Narcotics Anonymous, A (GLS)**

A service handbook, approved in 1997, as a resource for NA Groups, Areas, Regions and their subcommittees in establishing and providing local services.

**HRP**

See Human Resource Panel.

## *2002 Conference Agenda Report*

### **Human Resource Panel (HRP)**

Provides the World Service Conference with a list of qualified candidates for election to the World Board, Human Resource Panel and the Co-Facilitator positions. Consist of four individuals elected by the World Service Conference.

### **NA Way Magazine, The**

Published quarterly, *The NA Way Magazine* currently offers articles about service, recovery-oriented stories, and entertainment as well as a calendar of international NA events. Available by request in English, French, Spanish, Portuguese, and German.

### **Narcotics Anonymous World Services (NAWS)**

Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board. (See World Board description.)

### **NAWS**

See Narcotics Anonymous World Services.

### **NAWS News**

A newsletter sent out by the world board after each board meeting reporting on their current activities. Published in English, French, German, Portuguese, and Spanish. Sent to all conference participants, registered areas and regions.

### **RD**

See Regional Delegate.

### **Regional Assembly**

A gathering of GSRs and RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the biennial WSC meeting. The regional delegate is sometimes elected at the assembly.

### **Regional Delegate (RD)**

Voting delegate from an NA region (or equivalent service body) to the WSC. Responsible to help communicate between region and world services throughout the year.

### **Regional Service Committee (RSC)**

A body that draws together the combined service experience of a number of adjoining areas for those areas' mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.

### **Resolution Group (RG)**

A working body created for conference year 1995-96 to formulate resolutions for the priority problems identified after the two-year world services inventory project. Had six members ratified by the conference.

### **RSC**

See Regional service committee.

### **Temporary Working Guide to Our World Service Structure, A (TWGWSS)**

A compilation of policy decisions approved by the World Service Conference, including WSC guidelines. First published in 1983 as the temporary successor to the *NA Service Manual*, a.k.a. *The NA Tree*, which in turn was first published in 1976.

### **Transition Group**

A working body created for conference years 1996-98 to develop and present for conference approval a structural model based on resolutions approved by WSC'96. Had nine members and two alternates ratified by the conference.

**Twelve Concepts for NA Service**

Fundamental NA principles guiding our groups, boards, and committees in their service affairs. WSC-approved 1992; published with essays as a self-titled booklet.

**TWGWSS**

See *A Temporary Working Guide to Our World Service Structure*.

**Unified Budget**

The consolidated financial plan for all of NA World Services.

**WB**

See World Board.

**Workgroups**

Small working bodies of the World Board created for a specific purpose.

**World Board**

The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction; and oversees the activities of NA world services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which includes literature, logos, trademarks, and copyrights) in accordance with the will of the WSC.

**World Pool**

A pool of members' service resumes demonstrating a variety of recovery- and service-related experience as well as any skills necessary for the successful completion of world level assignments.

**World Service Conference (WSC)**

Primary world-level service body. Meets biennially to conduct business. Voting members: RDs, World Board members: WSO executive director has microphone privileges; others may be granted microphone privileges at conference's discretion. Official working language is English.

**World Service Office (WSO)**

NA's primary worldwide service center headquarters (Los Angeles) and branch facilities (Canada, Europe). Prints, stocks, sells NA conference-approved literature, service handbooks, other materials. Provides support for new NA groups and developing NA communities. Serves as clearinghouse for information about NA.

**World services inventory**

A two-year project begun at the 1993 World Service Conference. Guided by a detailed plan approved at WSC'93 and revised at WSC'94. New plan approved for the resolution phase at WSC'95 and a two-year transition plan approved at WSC'97.

**World Service Meeting**

An informal meeting held between conferences for the purpose of communication, discussion, and input.

**WSC Co-Facilitator(s)**

Presides over the business meeting of the World Service Conference. Consists of two individuals elected by the World Service Conference.



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**WSC**

See World Service Conference.

**WSM**

See World Service Meeting.

**WSO**

See World Service Office.

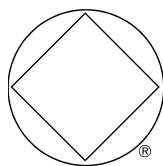
**Zonal forums**

Locally organized, service-oriented sharing sessions that provide means by which NA communities can communicate, cooperate, and grow with one another. Involves participants from neighboring regions.



## **The Twelve Steps of Narcotics Anonymous**

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.



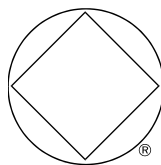
## **The Twelve Traditions of Narcotics Anonymous**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority--a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose--to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

# World Service Conference Mission Statement

The World Service Conference brings all elements of NA world services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives that further the NA world services vision;
- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- NA groups have a mechanism to guide and direct the activities of NA world services;
- Participants ensure that the various elements of NA world services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service, and the knowledge that our efforts make a difference.



## **Twelve Concepts for NA Service**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.