

**PROPOSED
HANDBOOK
FOR
NARCOTICS ANONYMOUS
NEWSLETTERS**



**WORLD SERVICE CONFERENCE
LITERATURE COMMITTEE 1984**

(This is not Conference Approved Literature)

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PURPOSE OF THE NEWSLETTER HANDBOOK

The purpose of a newsletter handbook is to provide the NA fellowship with suggested guidelines that work. Our guidelines are meant to be suggested only and are a result of the experience of our group conscience. We realize that God as we understand Him will constantly disclose more to us as we grow together to help carry the NA message.

WHAT IS A NEWSLETTER

A newsletter is a meeting in print, and an effective vehicle to carry the message of recovery. We need always remember our Fifth Tradition that we have but one primary purpose and that is to carry the message to the addict who still suffers.

Tied in with our primary purpose a newsletter is a most important tool to build N.A. unity through communication. We communicate to share our experience, strength and hope with our groups, areas, and regions. On a local level we keep our groups informed of important activities by printing events, meetings, sub-committee reports, area, regional and world news. The better our communication, the more strength and support N.A. activities and events will get and the stronger our unity will be.

Simply put, N.A. newsletters communicate in two areas: the printing of N.A. news and personal stories of recovery.

HOW TO FORM A NEWSLETTER COMMITTEE

A newsletter committee should be formed once an area has decided it wants a newsletter. In order to meet production deadlines it has been found that regular monthly meeting dates and times should be established. Some newsletter committees meet weekly and others only once a month; this should be determined by the newsletter committee.

Getting talented and interested members on the committee will be an ongoing process. The first members will be few, but as the committee grows so will the newsletter.

Officers should be elected by group conscience at the first committee meeting. The officers should consist of a Chairman, Secretary or Typist, and Distribution Manager. All other work on the newsletter should be performed through group conscience of the committee members.

The committee should choose a name for the newsletter. There are many ways to do this with Group Conscience being the best. The name should be recovery-oriented, one that the recovering addict can relate to. Taking a look at the names of existing newsletters can help.

Next the committee should get a permanent P.O. Box number and let the World Literature Committee and other newsletters know you are in business. One of the ways you can keep your newsletter fresh and continuously growing is to exchange with those throughout the world. You'll never run out of ideas on how to grow and improve your newsletter as other newsletters pour in.

The P.O. Box number will be where your readers send in written material. You can never ask too much for their written input; it is their newsletter and your source of future material.

SUGGESTED TOPICS FOR NEWSLETTERS

The following are suggested topics found in current N.A. newsletters.

Anniversaries	Meetings Needing Support
Announcements	New meetings
Sub-committee Reports	Conventions
Group News	Fellowship Activities
Area News	Workshops
Regional News	Personal Recovery Stories
World News	Slogans and Cliches
Inside Out (Members in institutions)	Poems
Letters	Cartoons
Material from text (Material from other N.A. newsletters and publications)	

These are just a few topics. When you use material from another source (e.g. other N.A. newsletters and publications) make sure you note the source of your material. By encouraging your readers to send in their stories and thoughts on recovery, you will increase the bulk of your written material and your readers involvement. Newsletters are for everyone!

