



OUTREACH HANDBOOK "WORKING DRAFT"

WSC Outreach Ad Hoc Committee

April, 1995

**Work-In-Progress
Unapproved Service Material
For Review and Input**



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.

Outreach Handbook

OUTREACH HANDBOOK

WSC Outreach Committee, April 1995

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INTRODUCTION

Outreach efforts have and will always exist within N.A. As long as there are groups isolated by any means, there will be a need for Outreach. Within Outreach we speak of Outreach the "verb" and Outreach the "noun." Any action to overcome isolation and assist N.A. members to sustain and enhance recovery and fellowship is Outreach the "verb." When we work together as a committee, accountable and responsible to those we serve, this is Outreach the "noun." WSC Outreach has been the bringing together of multiple service efforts initiated in local communities to meet their needs.

The WSC Outreach Ad-Hoc Committee is grateful for the work and support of the WSC H&I Committee regarding institutional groups. The Outreach Committee is also grateful to the WSC Public Information Committee for their Rural P.I. efforts. This handbook is a compilation of recommended Outreach practices and available information. Outreach committees at all levels of our service structure have contributed to this work. As an ad-hoc committee, members and friends of WSC Outreach have developed the input and produced this Working Draft, Outreach Handbook.

With the completion of this Working Draft Outreach Handbook, it is ready to go to existing Area and Regional Outreach committees, WSC H&I, WSC P.I., the Board of Trustees and the WSO for final review and input. Upon completion of this review process, any warranted additions, deletions or changes will be made. We look forward to presenting an Approval Form Outreach Handbook in the not too distant future.

With roots in various local efforts happening all around our fellowship, one theme comes through clearly: Outreach is about **OVERCOMING ISOLATION**. Isolation comes in many forms: long distances, natural obstacles, cultural differences, prison walls and apathy. Public Information addresses those outside our fellowship and H&I brings our message to addicts seeking recovery on the "inside." Outreach work takes place within our NA Fellowship and we portray this by stating: Outreach works between the "T's" of P.I. and H&I. In overcoming isolation for those of us who seek recovery, Outreach work fosters communication, unity, participation and hope. Each Outreach Committee member feels strongly about Outreach as a resource and service within our Fellowship. We envision a World Outreach Committee serving as a resource and focal point within our Fellowship. The Outreach Committee is unanimous in our desire to see Outreach become a standing committee of the World Service Conference.

In Loving Service,

WSC Outreach

CHAPTER ONE

INTRODUCTION AND GENERAL INFORMATION

A. THE IDEA OF OUTREACH

The intent of outreach is simply to insure that any group, meeting, or addict who wishes can be linked to our service structure, receive services and participate in the NA service structure.

Some form of "outreach" exists in virtually every emerging NA community. Usually this takes the form of one or more members traveling long distances to provide support to an isolated group or institutional meeting. During the 1980's some of these spontaneous efforts pulled together and subcommittees were formed in some locations. Often, they received enthusiastic support to help improve communication, plan related activities for isolated group members, and provide direct support to isolated groups or institutional meetings. As new subcommittee members were trained, committee continuity and consistency resulted in more groups becoming involved and linked to the fellowship. Today's outreach committees draw much of their experience from these earlier efforts and continue to rely on the principle of one group of addicts helping another. It is one way our fellowship has been able to spread from city to city and country to country. The emergence of formalized outreach committees has made possible a more systematic approach to providing these services.

Currently, some Narcotics Anonymous outreach committees exist at every level of service. Although their activities vary widely, they seem to share a few common goals. First, outreach committees assist NA groups to solve problems that may impede the group's growth and may even threaten the group's survival. These committees also help groups to enhance their ability to carry a message of recovery through greater knowledge of and exposure to the NA service structure. Finally, outreach committees help NA groups to overcome the pitfalls of isolation by encouraging increased contact with the fellowship as a whole.

The focus of outreach is within NA. From long distance travel to correspondence to getting GSRs to show up at the ASC to registering groups--all this is within the realm of outreach. The purpose of outreach work is to Overcome Isolation.

B. WHAT IS OUTREACH IN N.A.

Most dictionary definitions of "outreach" describe it as: to reach beyond, to surpass. In

Narcotics Anonymous, we use the term to describe an array of services designed specifically to insure that any NA member, group, or meeting can participate in the NA service structure and receive services if they so desire. The goals of outreach service are to assist groups in solving problems that may impede their growth or threaten their survival and to help groups overcome many kinds of isolation by encouraging increased knowledge, contact, and exposure to NA as a whole and to the NA service structure. The fundamental approach in outreach efforts, often described as support services for groups and service committees, is helping groups and committees to help themselves. In many ways, this really is reaching beyond or surpassing our normal or routine service efforts.

Outreach service is meant to complement rather than duplicate the activities of any existing service committee, board, or the WSO. Many of our service committees, must prioritize the nature and schedule for delivery of their services due to the limits imposed by available human and financial resources. Sometimes this results in a lack of basic communication and support to NA members and groups. Outreach subcommittees appear around our fellowship because they provide a systematic approach for one group of addicts to help another by serving these basic needs.

The activities of existing outreach subcommittees vary widely, each one tailored to the needs of those it serves. There are, however, common themes and tasks shared by many who participate in outreach efforts. Describing what outreach subcommittees do may be the best way to define outreach. While none do all, most outreach subcommittees do perform some of the following functions:

- * Provide a direct line-of-communication to isolated members and groups, in and out of institutions
- * Present or take part in activities designed to bring isolated members and groups together with each other and the NA community
- * Conduct workshops on group level service, provide orientation sessions for GSRs, and develop GSR information packets
- * Conduct outreach workshops at learning events
- * Facilitate, encourage and improve GSR attendance at area meetings
- * Assist groups in need of support and group trusted servants
- * Help to register groups with service committees and the WSO
- * Compile or advise in the compilation of meeting schedules
- * Develop or maintain an informative map of service boundaries
- * Encourage members to be involved in NA service
- * Help members and groups to learn about ordering literature and receiving NA publications
- * Facilitate the development and availability of simplified service materials
- * Help groups to provide for members with additional needs

For discussion purposes, we can describe three general categories of outreach service;

extended, community, and institutional.

Extended Outreach

Extended outreach efforts focus on communication as a way to minimize the isolation created by geographic, language, and cultural barriers. The main objective is to bring isolated members or groups together with other parts of NA. These services can include; facilitating correspondence, coordination of long distance travels to support groups, maintaining contact information files, helping plan activities for those who could not otherwise come together, and collecting information for outreach newsletters. Compiling information about differing cultural practices and crossing national borders can also be very helpful to group members from dissimilar cultures.

Community Outreach

Whether in an emerging NA community or an established urban setting, fellowship development seems to follow a very similar process. Often, alternating spurts of growth followed by plateaus characterize this development process. In many cities or communities where NA already exists, some type of service structure has been developed to meet local needs. In these situations, it is fairly common to find NA members or outreach subcommittees providing support services to the existing NA communities in countryside, suburban, and/or metropolitan settings. The focus in this setting is on participation. Assisting groups in need of support, helping GSRs to attend area meetings, helping groups to become re-involved in the local service structure, and helping groups to register are the primary functions of community oriented outreach subcommittees.

Institutional Outreach

Institutional outreach efforts, designed to allow groups in institutions to participate in the service structure, can include personal contact, correspondence, newsletters, and literature mailings. These services are directed at NA meetings that are not H&I panels, yet have been started in institutions, long-term facilities, prisons, state hospitals, military bases, and nursing homes. These meetings and groups spring up from a variety of sources. Often, NA is not available at all until our Hospital and Institutions committees conduct a series of panel presentations. Sometime later, staff professionals, patients, or inmates start an NA meeting. Sometimes, meetings in an institutional setting result from one or more recovering addicts becoming incarcerated. Also, professionals who have learned about NA through our public information efforts start NA groups in various settings. Regardless of how they came to exist, these NA meetings can easily become isolated from other NA groups and service committees.

Sometimes, the only link to NA for a group in one of these facilities is contact with an outreach subcommittee or registration with the World Service Office.

Some NA communities have used outreach services for many years, and some are just now considering the idea. To the struggling group or the isolated member, it is often outreach services that rekindle the hope and spirit of "Together We Can" as a theme for recovery in Narcotics Anonymous.

Outreach subcommittees work to promote growth and unity by bringing a variety of groups or meetings into contact with the service structure, allowing new and existing elements of the fellowship to benefit from shared experience. Funding comes from the service committee to which they are responsible. In some places outreach efforts are a regional activity. Elsewhere, area subcommittees provide these services directly with a regional subcommittee serving as a forum or coordinating body. It is important to emphasize that the mission of outreach activities is to assist groups to become self-sustaining, and not to enforce a uniform understanding of traditions, foster dependency nor to simply start new groups. Successful outreach committees have learned to avoid creating an additional level of structural bureaucracy or barrier to the direct communication between new, emerging, or isolated groups and the rest of the fellowship and service structure.

C. BETWEEN THE "I"s

NA outreach service is designed to complement other services, not to duplicate them. Outreach subcommittees are formed because they fill a need. Outreach service efforts can assist a broad range of isolated and institutional groups and members that sometimes fall outside the scope of NA's H&I and PI service. For example, our Public Information committees work with those outside NA, helping them to know what we offer to addicts seeking recovery. Our Hospitals and Institutions committees conduct panels in facilities where NA is not available otherwise, helping addicts directly to find recovery. As a result of our PI and H&I efforts, professionals, facility staff, inmates, or patients often start an NA meeting in an institution, and it can easily become isolated from services and communication with NA as a whole. To these struggling groups and isolated members, it is often outreach that rekindles the hope that "together we can."

D. ISOLATION

Isolation comes in many forms: long distances, natural obstacles, cultural differences, prison walls and apathy. Outreach is about **OVERCOMING ISOLATION**. In overcoming isolation, outreach work fosters communication, unity, participation and hope. The three broad

categories of outreach efforts group together forms of isolation which are usually addressed with similar approaches. For example, NA groups may be isolated by geography due to long distances from established NA service bodies. In some cases, this isolation is relatively temporary; it is due to the newness of Narcotics Anonymous in that area and, as NA grows, the isolation will lessen. In other cases, this isolation is likely to continue because the area is not heavily populated. If there is nothing around but desert or mountains or ocean, a thriving area service structure is not going to develop quickly.

At times, this isolation may be due to prison walls. Although great strides have been made in the relationship between NA and correctional systems, it seems that some degree of isolation will always exist for incarcerated addicts.

Additionally, isolated groups may be located within an existing area. Groups of this type may be isolated because they do not know about the local structure, or because they do not understand that they can be involved and can benefit from involvement. At times, groups choose isolation as a result of a past bad experience with the local service structure, or because the local structure refuses to serve or admit them. Moreover, social, cultural, linguistic, and/or additional needs differences may contribute to their isolation.

Geographically isolated groups.

Such groups may be in a locale where NA is new and, therefore, isolated from our service structure. These groups are encouraged to write to the World Service Office. Any new group will be provided information about how to contact the area or regional service committee closest to them. The appropriate service committees are also notified that the group has made contact and are asked to follow up on the referral.

Area or regional outreach subcommittees are usually involved in providing communication, support, and some limited services to groups/meetings in this category. Some of the services provided by outreach subcommittees typically include information about meetings and services, information about how the group can order literature and, at times, some initial supplies of literature. These subcommittees are available to answer questions about NA and to share their experience, strength, and hope concerning early stages of formation. Many members are willing to travel in order to visit and support a new and/or isolated group. With help, these isolated groups may form the nucleus of a new area as NA grows in their vicinity.

Some groups/meetings are in locales that are thinly populated and, therefore, can anticipate little or no growth in terms of meetings starting up around them. This type of isolated group/meeting may also be served by an area or regional outreach subcommittee. Subcommittee members may visit such groups/meetings occasionally and correspond regularly. They can provide valuable information about conducting NA meetings, about various publications

available from their area or region as well as from the WSO. Such outreach subcommittees can be the link to our structure and to the services available. Many times, members from isolated groups may wish to travel to area or regional events if they are kept informed of them.

Institutional Groups.

Some groups are geographically isolated because they meet in an institution. These institutions may be either treatment or correctional in nature, although the line is becoming blurred as more and more correctional facilities begin to provide some type of drug treatment for their inmates. While some institutions have no contact with H&I subcommittees, a great number of them are served by local Hospitals and Institutions subcommittees. Some facilities have an H&I presentation on a weekly or monthly basis, and the addicts in the facility may start an additional group. NA H&I subcommittees have decided that providing services to groups that have no H&I participation is outside the scope of their duties. Their experience indicates that they risk the cancellation of their H&I presentations by being allied with or responsible for, in the eyes of the facility administration, a meeting with which they have no contact. In addition, local H&I subcommittees have neither the money, literature supplies nor membership to meet the needs of all these groups.

H&I subcommittees are not designed, as an area or regional service committee is, to answer members' questions about service in NA, the service structure, the Twelve Traditions, and so forth, that may arise from an institutional group. Outreach subcommittees may be designated to deal with such communications. If the facility has no contact with local H&I, because of a lack of available members to do H&I work, contact with an outreach subcommittee can be a vital link to obtain the H&I services that are available. While some facilities do not wish to have H&I presentations, this should not mean that NA is not available to the addicts inside those facilities. In all these situations, the local area or regional committee, through the outreach subcommittee if one exists, is in a position to provide services to the addicts concerned and is encouraged to do so.

In some cases, there is no area or regional structure reasonably close to the isolated group. These groups can be linked to the rest of NA through the World Service Office. The worldwide growth of Narcotics Anonymous has enabled groups that have started in this fashion to eventually be part of a local structure while maintaining that link.

Isolation Within Our Communities.

Some groups exist in the midst of a functioning area or region but are not linked to our

service structure. In reports received about such instances from local service committees, outreach subcommittees have reached out by striving to get every group they serve registered with the WSO Group Services department, or by making sure that the registration information is current. This allowed the isolated group to receive information about NA through a variety of publications. I - 7 They also worked to update local meeting schedule information. Outreach members have scheduled visits to each isolated group in an area in order to insure that the groups' needs were being met, to encourage them to elect a GSR and to become involved in the area service committee. They have also been able, in some cases, to heal past breaches with the service structure through communication.

E. SUMMARY OF OUTREACH EFFORTS

Area and regional outreach subcommittees have worked to bring a variety of NA groups into contact with the service structure. Their efforts are funded by their ASC or RSC. They have worked with groups that are distant from them geographically or take place in institutions, as well as those which are local but not involved. The services they provide include ongoing communications, visits, literature and information about how to order it, linkage to NA publications, experience about service issues, and assistance with registration. Some committees have temporarily assisted groups that were unable to elect a GSR at that time, provided orientation sessions for GSRs and developed GSR-information packets. In a few small areas, outreach subcommittees perform the functions usually covered by H&I and PI subcommittees.

F. WHAT OUTREACH IS NOT

It is important to remember that the focus of outreach activities is to assist groups to sustain themselves. Outreach is not intended to be a committee that starts new meetings. For outreach committee members to become tied down supporting one meeting every week would be unfair to the area and a disservice to the group. Committee members can assist the NA members who start meetings by temporarily attending, education, starter kits, announcements, and registration. Successful outreach committees have avoided creating a structure that fosters dependency or sets up an additional barrier to groups having direct contact with the rest of the fellowship's service structure.

It is important for outreach members not to "judge" groups in how they conduct their meetings. Outreach has sometimes, mistakenly, been perceived as an NA "police department" that presents groups with citations for traditions' violations, or a "swat team" that attends meetings for the purpose of telling a group what to do. Outreach committees need to remain clear that they are trying to help the group and their mission is not to promote or enforce uniform understandings of traditions, service concepts or proper NA language. Committee members so inclined should be encouraged to trust that isolated group members will develop

their own understanding of NA's principles through increased contact with NA as a whole.

Another pitfall to avoid is identifying with any political factions. Outreach is about group service and must avoid being perceived as taking sides in local controversies. It is important in outreach visits to respect each groups' autonomy. The integrity of the outreach subcommittee depends on its ability to provide unbiased, accurate information and then step aside and let the group decide. This is particularly true when an area grows to a point where dividing into more than one area is being considered. The role of outreach in this situation is simply to strengthen groups and develop ASC unity. Outreach should support whatever process the ASC chooses to guide its future and encourage the groups to make their own choices on issues.

For these reasons, outreach subcommittees usually spend significant time discussing how to introduce themselves and clarify their function so as to avoid leaving any group feeling threatened. Outreach may visit, offer suggestions, gather information and even make recommendations. It is the responsibility of the local NA members, groups, and the service committee to address issues.

G. COOPERATION WITH H&I AND P.I.

Specific examples of Outreach cooperation with H&I and P.I. abound. Often it is Outreach which provides assistance to new or struggling members and groups who were first contacted through H&I and P.I. efforts. For example, H&I carries NA meetings into certain institutions utilizing an H&I panel format. These are classified as H&I meetings. When patients or inmates choose to hold their own regularly scheduled NA meeting in addition to the H&I provided panel, this is an institutional group. Since it is not an H&I panel it is not serviced by H&I. Outreach provides information, guidance, literature and communication to these institutionally isolated groups.

Rural P.I. efforts often lead to the beginnings of regularly scheduled NA meetings in geographically isolated places. After P.I. has carried the NA message, the result is newly recovering addicts who choose to be members of N.A. Since P.I. work is mostly focused towards the public who are not or not yet members of our fellowship, it is often Outreach which provides ongoing assistance to NA members and groups in geographically isolated locations.

Cooperation with H&I and P.I. is imperative for any outreach effort to be beneficial to the service committee it serves and the addicts being assisted. Many of our service committees prioritize delivery of their services due to limits imposed by human and financial resources. Such constraints can result in a lack of basic communication and support to NA members and groups. Sometimes, the most meaningful work for outreach to do is to encourage members of NA to get involved in a local service subcommittee. All NA communities can benefit from increased participation.

H. COORDINATION WITH THE WSO

The World Service Office is our Fellowship's primary service center. Outreach committees mainly interact with two of the WSO's departments: Conference Services and Fellowship Services. The Conference Services department provides administrative services for all WSC committees. Responding to individual inquiries about outreach, maintaining various lists, correspondence, mailings and file maintenance are tasks performed by the WSO Conference Services department.

The WSO Fellowship Services department provides a range of services which either directly or indirectly relate to outreach work. These services include registering outreach subcommittees, providing group starter kits or referrals to nearby service committees, translations, publishing the "Loner Group", and maintaining a registry of NA groups worldwide. A key part of outreach work in many areas is assisting the WSO in registering and updating registration on all groups in the service territory.

WSC Outreach does work closely with the WSO to assist in the formation of new area and regional outreach subcommittees. The WSC Outreach committee makes available its bulletins, handbook and other materials to area and regional outreach subcommittees. Registered outreach subcommittees fellowship wide provide a network for outreach communication. The Outreach committee also helps newly developing NA committees with understanding the NA Service Structure. This is accomplished through their direct link with outreach subcommittees.

I. THE ROLE OF WSC OUTREACH

Outreach service is designed to compliment rather than duplicate the activities of any existing service committee, board or the W.S.O. World Outreach is striving to carry NA's message to those groups not currently in touch with the NA service structure. The goals of outreach services are to assist groups in solving numerous problems, the goal therefore of World Outreach is to help this assistance network to grow.

One of the principles intrinsic to World Service efforts is cooperation. The level of cooperation required for our fellowship's World Services to be successful is embodied in the following World Service Conference statement: "The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery, and so that our program of recovery can be made more available to addicts everywhere."

Outreach *Communication* includes reports, letters, phonecalls, bulletins, the Outreach Handbook and presentations. Providing lists of all registered Outreach subcommittees to all

registered Outreach subcommittees facilitates communication among trusted servants doing similar work in different places. This communication also leads to usable materials meeting the needs of Outreach subcommittees and groups.

Coordination includes responding to requests for assistance from other committees in service delivery. Registering Outreach subcommittee facilitates coordination of outreach efforts and experience. Coordinating events, learning days and workshops, and members efforts all can be accomplished more effectively when good communication has taken place.

Information is passed from Outreach to other service committees when we appraise them of our activities, materials and efforts. Outreach committees continue contact with isolated segments of our fellowship providing information and gaining feedback. Outreach serves as a vital link between our service structure and certain groups often not reached by other efforts.

WSC Outreach provides ***guidance*** to Outreach subcommittees on various topics relating to service. Outreach serves as a resource and designs simple versions of already approved service materials for all of Narcotics Anonymous. It is understood in Outreach that we work through channels, gather information and pass it on.

The role of WSC Outreach is to serve as a resource of outreach experience and materials. At the World level, actual "outreach" is performed by the WSO, our primary service center. Facilitating communication and providing coordination, information and guidance to outreach subcommittees are key functions of WSC Outreach. To the isolated member, the struggling group or the apathetic area, it is often outreach services that rekindle the hope and spirit of "Together We Can" as a theme for recovery in Narcotics Anonymous.

CHAPTER TWO**OUTREACH COMMITTEES****A. STRUCTURE OVERVIEW**

An Outreach Committee can help members and/or groups learn more about the NA service structure that serves them, especially as it relates to their primary purpose. The purpose of this subcommittee is to reach out to the groups and help spread the message of unity. This can begin at the local level through an Area Service Committee. The Area Outreach Subcommittees can work together at the Regional level to communicate with and gain support from one another. Area and Regional Outreach Committees can work together at the Zonal level to coordinate efforts covering great distances. The World Outreach Committee acts as a resource to the fellowship as a whole in Outreach efforts.

The goal of Outreach efforts is to overcome isolation resulting from distance, geography, culture, complacency and other barriers. Outreach service is also designed to assist NA groups in institutions that are not directly served by an H & I Subcommittee. The efforts are intended to assist NA communities and isolated or institutional NA groups to help themselves.

B. COMMUNICATION

The lines of communication, particularly in Narcotics Anonymous, are probably the most important key to how the service structure works. Just as we know the value of one addict helping another through open sharing, we know that communication within our service structure is invaluable to our primary purpose. If there is a break in the lines of communication, the message is not likely to reach as many addicts.

New and existing Groups can find increased success by becoming involved and communicating with an area service committee. On the other hand, groups that do not participate in the service structure either through lack of awareness or by choice, have had repeated struggles in maintaining their meetings. An outreach committee can help struggling groups by suggesting different ways to meet the individual group's needs.

Groups in geographic isolation can stay in touch by mail, telephone or in person. Area committee minutes help to keep a group informed about vital service efforts, needs, and events. Groups isolated by choice can have the opportunity to speak with outreach committee members about possible options to increase communication and participation. The focus should always remain on the most effective way for a group to carry the message, which is best done by

cooperating with and relying on the service structure. There is a mutual responsibility shared by the NA Fellowship and the individual members of an NA meeting, particularly if their meeting is geographically isolated. The initial responsibility falls on the Fellowship to reach out and offer assistance to the group. It is very important for this open, appropriate, and constructive flow to continue on an ongoing basis in order for the fellowship to continue to grow, by carrying out our primary purpose. When afforded the opportunity, the isolated member or group is encouraged to maintain contact by whatever means are practical. .

Outreach strives to connect all members of our fellowship in a structure that will continue to attract addicts everywhere seeking recovery. Communication is important throughout our service structure. Outreach bridges gaps to educate and assist members or groups and encourage participation. This communication also builds the trust and understanding that allows us to be more open, willing and honest. Communication is the most effective way to keep what we have by giving freely what was and is given to us.

C. IDENTIFYING NEEDS FOR OUTREACH

There always exists a meeting or group that could benefit from support from experienced NA members that can assist them in carrying the message of recovery. Outreach can be a valuable tool when the lines of communication break down. Sometimes it can be the only link between the group and the rest of NA. The essence of Outreach is to reach out to isolated and struggling groups and members, and it makes sense that Outreach subcommittees tend to be tailored to the terrain they serve. The needs of the groups and isolated members in the service territory are the determining factor when shaping the scope and mission of an Outreach subcommittee. Resources available, geography and demographics have much to do with how the tasks are carried-out, though they shouldn't determine the actual mission. Before beginning the Outreach work it is important to identify what needs Outreach is intended to meet. In short, what does the service committee want the Outreach subcommittee to do.

The best way we've found to stay focused and maintain service committee support is to develop consensus on what Outreach is to do. It is not unusual for Outreach members to be the only ones asking these questions. Narrowing and defining the scope of the Outreach effort is a key factor in dealing with future issues that may or may not be Outreach business. Do not accept blanket delegation as a mandate to define Outreach's role as the effort stumbles along.

We recommend budding Outreach efforts develop and present to their service committee a statement of Intent and Purpose to be voted on by that committee. A statement of Intent and Purpose provides a short term definition of the role and scope of the evolving Outreach effort and allows the service committee to reach a consensus on the work they expect Outreach to do for them. With an approved statement of Intent and Purpose, an Outreach member has a much easier time explaining why Outreach is neither a "swat" team nor the "NA police". At a later

time, as the Outreach effort develops support and experience they will be expected to develop guidelines if they become a standing subcommittee.

Statements of Intent and Purpose are based on the needs of the fellowship being served. Identifying these needs can take place in various settings: from group business meetings, service committee open forums, subcommittee workshops, recommendations from other subcommittees, members and the list goes on. Often, stated needs will be expressed as a desired result rather than what the need actually is. For instance, a recommendation may be to start an Outreach newsletter. The real need is to reach out to isolated members and groups. The Outreach subcommittee will have to figure-out how they can meet this need. Newsletters are often a subcommittee unto themselves and can rise and fall as members join and finish their terms. The point is to focus on WHAT Outreach can do and save the How-To for later discussion. Another factor to remember is that Outreach serves to help members and groups to help themselves -- Outreach can't fix what others won't support.

Following is a list of generic needs which Outreach subcommittees are often asked to address:

- ◆ Identify and assist isolated members and groups located some distance from the local NA community.
- ◆ Serve as a communication link and liason to institutional isolated groups.
- ◆ Provide guidance and NA literature to new or struggling NA meetings.
- ◆ Announce and make known the need for increased attendance at new or struggling groups.
- ◆ Encourage groups to participate in the NA service structure.
- ◆ Help overcome apathy, lack of participation or lack of knowledge of other NA service opportunities (H&I, P.I. ...).
- ◆ Educate group trusted servants - especially GSRs.
- ◆ Develop and coordinate assistance for those with additional needs.
- ◆ Assist and/or produce an accurate meeting list.
- ◆ Encourage groups to view themselves as part of the Area - they are not alone

Needs are then expressed as functions which are listed in the statement of Intent and Purpose. A sample is listed below.

Proposed Outreach Subcommittee

INTENT AND PURPOSE

1. Provide support to new groups and groups in need of the area's support.
2. Make announcements and flyers, and provide information about new meetings and meetings needing support to all established groups.
3. Network with various subcommittees in the area for the purpose of providing needed support.
4. Share about the Narcotics Anonymous service structure and its importance to the groups.
5. Help groups find meeting locations, keeping in mind members with additional needs.
6. Work with Area Service Representative in registering new groups.
7. Loan new groups a variety of Group Starter Kits (contents to be approved by the area).
8. Bring unity and a message to groups: You are not alone.

D. CREATING AN OUTREACH COMMITTEE

When we talk of bringing about a new service subcommittee there is often a mix of both hope and concern expressed. There may be fear of creating yet another subcommittee with a budget and in need of support. On the other hand, the hope for a workable new way to "carry the message" and help addicts generally brings unity and fulfillment. This bulletin is about creating an outreach subcommittee. Some of this information may apply to other efforts, though most of this material is specific to outreach.

We offer this process as a way to increase awareness and understanding of outreach, and help service committees in identifying outreach needs and in shaping a mechanism to meet those needs. Any productive service effort requires us to build consensus, develop support, and devote time and effort to many individual commitments. Experience shows that outreach is no different,

and the process for creating an outreach subcommittee should be as open and inclusive as possible. The following outline is general in nature and suggests the relevant topics discussed by others along the way.

The Process

1. Is there a need? Are there members or groups who are isolated in any way? Do group business meetings, service committee open forums, subcommittee meetings, phoneline workers, confusion at the ASC, suggest that some members and groups want to be more involved than they are able to be?
2. Gather Information about outreach:
 - A. Contact WSO Group Services, see outreach bulletin "What Is Outreach," visit nearby areas/regions with outreach
3. Would outreach address the concerns expressed? Are the volunteers and financial resources available? Is there another alternative? Does the ASC or RSC want to know more?
4. Plan and present an outreach workshop (see outreach bulletin "Outreach Workshop Presentation Guide")
5. Draft a statement of intent and purpose and propose an ad hoc outreach subcommittee to the ASC or RSC
6. If approved, form ad hoc outreach subcommittee. Set regular time and place for subcommittee meeting, contact WSO Group Services again, receive additional materials and samples, register your ad hoc outreach subcommittee.
 - A. Initial task will be to examine the statement of intent and purpose and refine it to include a plan for implementation. Gather more input from members and other subcommittees, work together to complete ad hoc outreach subcommittee guidelines. Present proposed guidelines to service committee.
 - B. Ad hoc outreach subcommittee begins outreach tasks to address needs.
 1. Ad hoc outreach committee reports on progress and problems at each regularly scheduled service committee meeting.
 2. Maintain communication with WSC Outreach Ad Hoc and send WSO a copy of approved guidelines and any other successful materials so others may borrow from your experience
7. Reassessment. Is it working? Shall we continue? Ad hoc or standing committee?

Notes:

The "Gather Information" stage is basically what would be happening anyway when an idea is presented. To do a good job though, we suggest digging a little deeper than local current wisdom. Contact the WSO Group Services Department and gain some new insights. Talk to members in other places that are doing outreach. Become a resource of information about outreach.

Presenting an outreach workshop is not as hard as it sounds. Follow our WSC outreach bulletin "Outreach Workshop Presentation Guide" and add to it as may be appropriate. The intent here is to introduce interested members and especially your service committee to this new idea called outreach. We recommend a panel style format and make sure to have time for questions and sharing. Attendance will be better if flyers are distributed announcing the workshop. Refreshments also help. The goals of the workshop are to provide information, generate interest and pull together a few interested members who wish to follow through with this process.

Drafting a statement of intent and purpose is easily accomplished with a few interested members working around a table. With this demonstration of commitment your service committee may be willing to appoint the work group as an ad hoc. The initial task of the ad hoc outreach subcommittee will be to refine the statement of intent and purpose for proposal to the service committee, including plans for implementation.

The rest of the process is fairly self explanatory. We can assure you there will be lots of questions. Sometimes the best answer is "I don't know, though I'll find out." We encourage you to call the WSO and to keep in touch with members doing outreach in other places. When it comes right down to it--people won't expect you to be a guru on outreach. What they will decide is if they've developed a measure of trust in your integrity and ability to follow through. The key to this process is: keep following through.

E. THE AREA OUTREACH SUBCOMMITTEE

The purpose of this subcommittee is to reach out to the groups and help spread the message of unity by:

1. Attending groups not represented at ASC and share the importance of group involvement in the Area,
2. Pass on information about the NA service structure,
3. Keep in contact with GSRs at ASC and at meetings,
4. Help addicts to start new meetings.
5. Serve as a communication link and liaison to institutional isolated groups.

(A sample guideline for an Area Outreach Committee is attached as Addendum A in the back of this book.)

F. THE REGIONAL OUTREACH SUBCOMMITTEE

The RSC Outreach Subcommittee serves the needs of all Areas within the Region by:

1. Coordinating Area Outreach subcommittees
2. Assisting in and coordinating activities that develop and strengthen outreach efforts within the region.
3. Acts as a liaison between the WSC, World Outreach, and the ASC's it serves.

(A sample guideline for a Regional Outreach Committee is attached as Addendum B in the back of this book.)

G. OUTREACH AT THE ZONAL LEVEL

In some instances, due to geographic location, isolation, or language barriers outreach efforts may not be efficiently served by an Area or Regional Outreach Committee. A Zonal Outreach Committee can provide a forum in which Regions, Areas and their representatives can gather to discuss common problems and solutions with regard to their Outreach efforts. These meetings can be general in nature or can be separated into focused subcommittee meetings. Zonal forums can be funded by the ASCs, and/or the RSCs they serve. (A sample guideline for a Zonal Outreach Committee is attached as Addendum C in the back of this book.)

H. WSC OUTREACH COMMITTEE GUIDELINES

I. Purpose of the Outreach Committee:

The purpose of the WSC Outreach Committee is to serve as a resource to the fellowship on "outreach" efforts.

II. Definition and Goals:

"Outreach" efforts are defined as those service activities designed to provide guidance for N.A. communities in their efforts to help develop and sustain N.A. Groups and to encourage their involvement in NA service. As a Committee, WSC Outreach does not directly do outreach to individuals, this is a function of the World Service Office and/or local Outreach subcommittees.

The goal of "outreach" efforts is to overcome isolation resulting from distance, geography, culture, and complacency. Outreach service is also designed to assist N.A. groups in institutions that are not directly served by an H&I subcommittee. Outreach efforts are

intended to assist N.A. communities and isolated or institutional N.A. groups to develop and help themselves.

III. Functions of the Outreach committee:

The WSC Outreach Committee will provide guidance and assistance to N.A. Outreach subcommittees by:

A. creating simple service resource material, including:

1. Outreach essays or service bulletins, approved by the Committee.
2. an Outreach Handbook to be approved by the WSC

B. facilitating the exchange of information and experience between N.A. Outreach Subcommittees.

C. working closely with WSO to facilitate and encourage registrations of N.A. groups and outreach subcommittees.

IV. Outreach Committee authority and responsibility:

The Outreach committee is directly responsible to those it serves through the World Service Conference. The committee reports to the WSC and follows such direction as the WSC may give.

V. Outreach Committee membership:

The voting membership shall consist of 9 members. The chair and vice-chair shall be elected by the WSC, each to serve one-year terms. Other voting members serve for a two year term and shall not serve more than two consecutive terms. Vacancies in voting membership will be filled by election from the pool, at the next Committee meeting. No more than two members from the same region shall serve as voting members of this committee at any one time. Members elected to fill vacant voting positions will serve two years plus the remainder of the conference year in which they are elected. A pool of Associate Members are appointed by the chair and vice chair from the list of Interested Members. Non-Voting Advisory Members may be appointed by the chair. This committee shall utilize the resources of special workers as appointed by the WSO Administrative Team.

VI. Internal Structure.

The following sections describe the structure of the WSC Outreach Committee. These sections are included in the Outreach Handbook, though are considered internal guidelines and may be modified with the approval of two-thirds of the WSC Outreach Committee and the concurrence of the Interim Committee. All changes approved by the WSC Outreach Committee and the Interim Committee will be mailed to conference participants within sixty days. The WSC may reverse any such change by a majority vote.

1. **Outreach Committee Composition:**

- a. **Officers** - There shall be three (3) officers: the chairperson, the vice chairperson, and the secretary. While these officers are voting members of the committee, the chairperson shall only vote in the event of a tie. The current Outreach Committee will make nominations for WSC Outreach Chairperson and Vice-Chairperson. The Chairperson and the Vice Chairperson shall be elected by the membership of World Service Conference, each to serve one year terms. A secretary shall be appointed from amongst the "other voting members" by the Chairperson to record minutes of meetings and to work with the special worker assigned to the committee in all secretarial duties. Each may serve a maximum of two consecutive one-year terms as an officer in each position.
- b. **Other Voting Members** - In addition to the Chairperson and the Vice Chairperson, there shall be no more than seven (7) voting members. These members will be elected by the committee's voting membership to serve two-year terms. These terms will be staggered to ensure continuity of projects and prevent total replacement of all members at one time. Voting members may not serve more than two terms. Vacancies in the voting membership will be filled by election at the next committee meeting. Members elected to fill vacant voting positions will serve two years plus the remainder of the conference year in which they were elected.
- c. **Pool members** - There shall be no more than twenty-four (24) pool members selected onto the Outreach Committee. These members do not have a "vote" during committee meetings, however may have a voice at the chairperson's discretion. These individuals must be nominated by their respective RSC's. They will be drawn by the committee's chairperson and vice chairperson to serve two-year terms in the pool. Pool members may not serve more than two terms. If vacancies occur in the voting membership, an equal number of additional pool members may be appointed to serve on the committee. Pool members do not have to be present, but must state willingness and give qualifications in writing.

- d. **Advisory members** - These members may be appointed by the chairperson for their experience in Outreach service and/or expertise in specific areas of interest relating to a particular Outreach project or activity. The WSC Administrative Committee and WSO board liaisons to Outreach and members of the WSB may also be included in as Advisory members. These members do not have a "vote" during committee meetings.
 - e. **WSO Outreach Coordinator** - As provided for in the Eighth Tradition, this committee shall utilize the resources of special workers as appointed by the WSO Administrative Team. This individual is a non-voting member of the committee.
 - f. **Quorum** - a quorum of two thirds of the voting participants must be present for any vote to be taken on the work that is being presented to the committee. A voting member may send an absentee vote to be cast when a quorum is met. Absentee votes must be in writing and the WSO Outreach Coordinator must be in receipt of the absentee vote.
2. **Requirements and Duties of Officers:**
- a. **Officers** - Shall be NA members with extensive experience in Outreach service work in NA, preferably a background including completion of a term as a chairperson of an Outreach Subcommittee and activities relating to Outreach. Experience as a members of the WSC Outreach Committee is particularly desirable prior to becoming an officer of the committee.
 - 1) **Chairperson** - The Chairperson of the WSC Outreach Committee is responsible for chairing committee meetings and coordinating the work of the committee in cooperation with the other officers and the WSO Outreach Coordinator. The Chairperson is also responsible for communicating with the Chairpersons of other WSC Committees and assisting the Vice Chairperson in coordinating the special task forces or workgroups that may be formed as necessary.

It is recommended that the Chairperson have at least two (2) year's experience on the WSC Outreach Committee and seven (7) year's clean time.
 - 2) **Vice Chairperson** - The Vice Chairperson is responsible for chairing meetings of the committee in the Chairperson's absence. The Vice Chairperson assists the Chairperson and the Coordinator in the general

ongoing work of the committee and is also responsible for coordinating the activities of special task forces or workgroups that may be formed as needed.

It is recommended that the Vice Chairperson have one (1) year's experience on the WSC Outreach Committee, completed a term of participation on an area or regional Outreach subcommittee, and six (6) year's clean time. The Vice Chairperson shall be able and willing to serve a four-year term - two years as Vice Chairperson and two years as Chairperson.

- 3) **Secretary** - The Secretary is responsible for recording the committee meeting's minutes and activities. This information is then forwarded to the WSO Coordinator for preparation and dissemination to the appropriate individuals. As this individual is appointed from amongst the "Other voting members" the length of service and clean time requirements are specified in item (4) herein.

- b. **Voting Members** - The voting members are responsible to serve the committee as a whole. Each member may be assigned a task or group of tasks to be performed at any given time with regard to Outreach efforts. These individuals shall be comprised of the most informed and experienced members who have demonstrated their ability in service to Outreach in their regions. These members will be chosen from a nominee pool of qualified individuals selected and nominated by their region. These members shall serve a two year commitment, in order to assure the continuity of the tasks assigned to the committee members.

It is recommended that these members:

- ☐ have previous Outreach experience, preferably two (2) years on an area or regional Outreach subcommittee and/or expertise of a specific nature relating to Outreach service work in NA.
- ☐ have an obvious practice and knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous as evidenced by previous service work, length of clean time and completion of previous service position commitments. Nominees for any WSC Outreach Committee position may be asked to supply verbal or written description of the above requirements.
- ☐ will actively participate as defined by attendance at meetings of the WSC Outreach Committee and consistent input and communication with committee officers. Shall have the time and ability to make the commitment to service on the committee.

- ☐ have a minimum of four (4) years of continuous clean time. This amount of clean time is deemed necessary to ensure the commitment made by each committee member to serve for a period of two (2) years.
 - ☐ will serve a two (2) year commitment of service to the committee. Voting participants to the committee can be selected to only one subsequent term (excluding BOT member assigned to the committee along with the chairperson and vice chairperson elected by the conference). This commitment is made in the effort to ensure continuity within the committee.
 - ☐ have willingness and ability to possibly travel to and attend regional workshops and learning days, presentations, etc.
- c. **Pool Members** - the requirements are the same as those requested of Voting Members. Pool members will be given tasks or assignments to complete as assigned by the Chairperson or Vice Chairperson of the committee.
- d. **WSO Coordinator** - Although not a voting participant, is described here because the responsibilities of the position have a direct effect on the activities of the committee. The WSC Outreach Coordinator is generally responsible for carrying out the plans and/or objectives of the committee including final compilation and mailing of minutes which the Secretary records. This requires close cooperation and communication with all the officers. The coordinator reports regularly to the officers of the committee, communicates with the Outreach chairpersons and committees throughout the Fellowship and with individual NA members regarding Outreach efforts. The coordinator is responsible for Outreach archives, organization and distribution of input from the Fellowship and oversees the production of Outreach materials in accordance with the direction of the committee.
- e. **Task Force or Workgroup Subcommittee Chairperson** - Appointed by the WSC Outreach Chairperson to perform a specific task. The individual selected will be a voting member of the committee, be willing to work with the committee as a whole, possess the ability to communicate, and be willing to actively participate or communicate with regional or area Outreach service.

Be responsible to assist members of the subcommittee in understanding the subcommittee purpose, objectives, requirements and direction. Assign tasks as necessary and communicate that progress to other subcommittee members, as well as the WSC Outreach Chairperson and the WSO Outreach Coordinator.

3. Resignation or Removal of Participants

The following shall be considered sufficient reason to automatically remove any participant from this committee:

- ☐ relapse
- ☐ Lack of response or input relating to committee assignments. After ninety (90) days of non-participation, the WSC Outreach vice chairperson shall inform the member, in writing, of intent to remove from the committee. Failure of the member to respond within thirty days of such notification will constitute resignation. Copies of correspondence will be provided to the WSC Outreach Coordinator.
- ☐ Failure to attend at least one meeting of the WSC Outreach Committee per year.
- ☐ Failure to work within the WSC Outreach Committee Guidelines. This will be determined by the WSC Outreach voting members by a two-thirds majority vote.
- ☐ Failure to maintain a positive working relationship with local service committees.

Should a member of the committee find it necessary to resign, such resignation should be submitted in writing to the Chairperson and the WSC Chairperson.

4. What Constitutes Input

- a. Input is the active participation in the completion of an assignment.
- b. Input between committee meetings, whether given orally or written is not considered input until received in writing by the WSO Outreach Coordinator.
- c. When in attendance at conference sessions, active participation in subcommittee working groups is considered input. Task Force or Workgroup Chairpersons will be responsible for tracking this input.

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CHAPTER THREE

COMMITTEE OUTREACH SERVICES

A. INTRODUCTION

This chapter contains information on tasks and services performed by many Outreach subcommittees, regardless of main focus. The terrain an Outreach subcommittee serves usually determines the type (External, Community or Institutional) of Outreach work receiving the majority of effort. Tasks and services which are unique to a particular "realm" of Outreach are included in the chapter describing that type of Outreach work.

B. WORKSHOPS, LEARNING DAYS AND ORIENTATIONS

Although we often hear the terms "workshop" and "learning day" used interchangeably, experience from around the Fellowship seems to prove that they do have separate uses and goals. A workshop, as the term implies, is an event at which information on a specific topic, activity, or issue is presented for discussion, and actually "worked on" by those who are attending. Learning Days are generally considered to be an informal sharing experience about a specific realm of service or recovery. Orientations are teaching sessions intended to educate members to perform a specific task. However, while their approaches may differ, all three do have the same primary purpose: To inform and aid the addict seeking recovery.

Workshops

A workshop is normally held as a means of examining a specific issue. As such, it has a specific topic of focus and a specific goal. Examples of workshop topics include developing committee guidelines, reviewing new literature, educating and training members about various aspects of service work, and our Twelve Traditions. A workshop can provide a forum for members to learn about such things from those with some experience. They also provide the fellowship with the opportunity to share new ideas and to problem solve. Members definitely benefit when they have a chance to ask questions directly to other members, rather than relying solely on handbooks or waiting for replies by mail or telephone.

It is important to listen to the requests of members asking for help through workshops. It is also important to remember that new groups or areas of N.A. members may not realize that workshops are available as a tool to them. Members that are involved in service work in

Narcotics Anonymous are honoured to share their experiences with other addicts. Those who have participated in outreach workshops at the grassroots level of service know the excitement and confusion that go along with helping a new member, group or area flourish.

Each workshop is tailored to the specific needs of the members it is designed to serve. For example, if a few groups have decided to form an area service committee, your outreach committee can send members involved in various aspects of ASC work to present their duties and responsibilities, as well as being available to answer members' questions about service work in general. Members who conduct workshops should have the necessary knowledge and background to be able to deal with all questions pertaining to the branch of service they are involved with.

Creativity is an asset in dealing with new groups and areas. What works for you in your home group may not work for all others, according to their situations. Workshops can be conducted in such a way as to allow for brain-storming to serve their needs. Solutions are guided by the Steps, Traditions, Twelve Concepts, hand books, and the Spiritual principles of Narcotics Anonymous. They should be practical and applicable. Sometimes situations may be presented that require more direction than can be provided during the workshop

Workshops do not constitute the final word on service issues. On the contrary, they are only a beginning --a time for addicts to learn what their questions are and to become more familiar with the rest of the N.A. service structure. Workshops can provide the basics needed for a solid foundation of growth in service, when members are encouraged to identify and use their own resources. As members become aware of the tools and the resources that they have access to, some obstacles and barriers that may have seemed too difficult to overcome will begin to dissolve. In much the same way that addicts learn the benefits of the Steps by sharing them and practising what they have learned, they can begin to understand the benefits of learning new information, and see how implementing it into their local fellowship can provide for more growth.

A workshop will generally last one to three hours, and usually focuses on a specific aspect of service such as: "What is a GSR?", "Forming an ASC", or "Setting up an H&I panel". Usually, those presenting the workshop share their experience about the topic and allow time for a question and answer session near the end of the workshop

Learning Days

A learning day is also an opportunity for sharing experience about different aspects of service and/or recovery. However, it is of longer duration than a single workshop. In fact, a learning day may even be made up of a series of workshops, each dealing with a different topic that cannot be covered in the short period of time offered in a single workshop.

Learning days work well when members must travel a long distance to attend. Scheduling

some fellowship time at the end of a learning day is of great benefit. A meal and/or recovery meeting gives addicts the chance to talk about questions they may not have previously had an opportunity to cover.

The two best structures for learning days seem to be a question and answer setting and the round table discussion. The question and answer setting is usually more formal than a round table discussion in that ideas are presented and then the floor is opened for questions or input with the speaker or panel. Discussion is done in an orderly fashion without breaking into smaller groups.

Round table discussions, which are simply people sharing informally in a group, may be broken up into small groups during a portion of the learning day, later reforming into the larger group and sharing individual information with the whole. Whether the format chosen includes small groups or not, only one topic should be assigned to a group. If the general theme is Outreach, for example, smaller groups may be assigned the related topics of a) planning road trips, b) GSR orientation, c) visiting groups and d) registering groups. The designated resource person (discussion leader, subject matter expert) lends experience to the discussion and clarifies any problem areas.

Orientations

Orientations are an important way for Outreach subcommittees to teach their members how to do Outreach work. Often these teaching sessions are intended to educate and train members how to represent themselves and Outreach in group visits. Outreach subcommittees usually spend significant time educating themselves how to approach groups in some form of isolation or how to deal with a known problem situation. The wisdom of a diplomat is a learned skill, and we need to teach each other in order to learn.

The most common orientation others identify with Outreach is training GSR prior to an Area Service Committee meeting. GSR orientations include material on how to be a GSR, what to expect in the business meeting, when and how to participate and information from the ASC guidelines. This fifteen to twenty minutes spent with new GSRs and GSR Alternates results in a much more reasonable and efficient Area business meeting.

C. REGISTERING GROUPS

One aspect of Outreach is facilitating groups with the process of registering with the World Service Office (W.S.O). Whether the group is new or needing to update its meeting location, the process can be confusing (i.e., which form to use, etc.) and time consuming. Remember, whereas they need is great, we as a committee can not enforce the groups to register, we can only encourage it and assist them.

All registered N.A. groups within the world are listed within the W.S.O. data bank. The information is vital to the growth of N.A. as a whole as well as a very important link in the communication process world-wide. Information on numbers of groups registered and locations is also important when informing the professional community and others about N.A. When a new group registers with W.S.O., the information is also forwarded to the Area Service Committee (A.S.C.) and the Regional Service Committee (R.S.C.) that is active within the locality of the group, thus creating a connection for the group. These are just a few positive examples of the Benefits to the group and our Fellowship from being registered with W.S.O.

Outreach committees should keep on stock a supply of *New Group Registration* forms and *Group Update* forms. The forms can be made available to groups as needed. Periodically, W.S.O. will forward a list of registered groups within an area and region. At this time, the outreach committee can supply the various groups that are not listed with a New Group Registration form and encourage them to register. The committee can also make available the Group Update forms for those groups whose information has changed. Once a group has registered with W.S.O., they will be assigned a code number. This number is very important in keeping track of the many groups around the world. An outreach committee can help the groups by keeping a list of the various groups and their registration numbers and providing this number when needed for updates. It is crucial that the correct form is used when wither registering or updating the group. If a group is updating and used a New Group Registration form, the chances of duplication will occur and they will be assigned another group code. It is also suggested that the group use the A.S.C./R.S.C. post office box for the mailing address. If the Group Service Representative's (G.S.R.) mailing address is used, there can be chances of lost mail due to turn-over of trusted servants.

D. GROUP STARTER KITS

Outreach Committees provide Group Starter Kits to newly formed or struggling groups for a number of reasons. Some are as follows:

- A. To inform them of other groups in their Area or Region.
- B. To welcome them to the Area and/or Region.
- C. To have conference approved literature available at their group.
- D. To foster N.A. unity by giving them information on activities and events in the Area and/or Region.
- E. To let the group members know that they are not alone in promoting our primary purpose in N.A.

Group Starter Kits vary from place to place, depending on your Area and/or Region's particular needs or ideals. A sample Kit may contain the following:

- | | |
|--|----|
| 1. Group Registration Forms | 1 |
| 2. The Group Booklet | 1 |
| 3. White Booklet | 2 |
| 4. W.S.O. Order Form | 1 |
| 5. Group Treasurer Booklet | 1 |
| 6. Assorted IP's | 30 |
| 7. Area/Regional Meeting List | 2 |
| 8. Area Guidelines | 1 |
| 8. Flyers on N.A. Events | 2 |
| 9. N.A. Way | 1 |
| 10. Phone Numbers for Area/Regional Committees | |

This list, is by no means inclusive of all the things a group may need to get started but can help offset the financial burden that most new groups experience at the beginning. The kit can also help new members be aware of services offered by Area or Region that are available to them. The W.S.O. sends Group Starter Kits to newly registered groups, but many times an Outreach committee can assist the group sooner.

The best message Outreach committees can give a new group by giving Group Starter Kits is that "together we can." This message is one that we all learn as we come to understand the spiritual principles of Narcotics Anonymous.

E. OUTREACH CORRESPONDENCE

Reaching out through correspondence to N.A. communities becomes a vital link that informs, establishes communication, and develops continued growth and support within the fellowship.

DISCUSSIONS: **Welcome Letter**
 Group Starter Kits
 Outreach Fliers
 Communication with Other Committees
 Correspondence with Institutions/Public

Welcome Letter:

From the first link, a simple letter, two-way communication can be the beginning of new hope for some groups or loners in recovery. Some Regions initiate a "Welcome to the Region" letter upon receiving Group registrations. It has been our experience that the first contact with the group initiates interest and reassures the group of continued support in their efforts. This letter may contain:

- . A statement on the purpose of the Outreach Committee and services available.
- . Name and Address of the nearest Area Service Committee.
- . Name and Phone Number of the Area Service Representative.
- . Regional Fliers of events and Service meetings.
- . Information regarding available speakers, if requested.

Group Starter Kits:

Initiating help to the group through the availability of a Group Starter Kit is a basic need of most groups. The growth of a new meeting generates hope and Outreach reassures for the new group that their efforts are valued in helping the addict who still suffers.

Outreach committees may choose to put together their own packets for distribution. The contents of a Group Starter Kit, if priced separately, exceeds the cost of the WSO Starter Kit itself. For the value and content, the Group Starter Kit is well worth its price. Along with the Starter Kit, including a World Order Form informs the group about materials that can be ordered from the World Service Office. Committees will determine what works within their communities. Do to cost considerations, smaller packets may be compiled. Samples of a few items, plus the World Order Form will direct the group in their efforts.

Outreach Fliers:

Fliers available at meetings inform the fellowship on Outreach Committee definition and purpose as well as solicit help. Too often announcements about participation in Outreach are few. By displaying flyers in meetings, the information is at hand.

- . **General Flyer:** Explains the general purpose of an Outreach Committee, its function, contact name and meeting's time/place.
- . **Specific Flyer:** Question and answer format. Answers most common questions asked about Outreach. A Committee may choose to compile a question and answer sheet for display.
- . **Volunteer Flyer:** A form displayed at meetings for volunteers to sign-up to be available to

travel to meetings, support workshops, or be available to speak at a group or function.

Communication with Other Committees:

As an "information" entity, Outreach can be regarded as a "source" or "direction" in helping the Fellowship through the many paths of service. Many times we find that Areas or Groups cannot find information they need and they contact an Outreach committee to help them establish contacts with the different levels of service throughout the Fellowship.

Outreach may direct individuals, as well as groups, how to order service materials, pamphlets, tapes, and, if the group is indigent, offer help through Area/Regional Services and Committees.

Often in remote areas, addicts seek information about how to start meetings, location of other meetings, or an institution may request information from Outreach. Some situations are merely directing person(s) to other committees which handle specific needs (i.e., Hospitals and Institutions, Public information, etc.). It is essential that an Outreach Committee work with other Service entities in harmony for the good of the Fellowship. Outreach, in its context and purpose, does not intend to duplicate efforts of other service committees. When working within a facility or with the public, an Outreach committee should be in contact with the Hospitals and Institutions Committee and Public Information. They may also invite H&I and PI to attend Outreach committee meetings to deal with specific needs.

Outreach, Public Information, and Hospitals and Institutions may choose to combine efforts and assemble statements to be included in their guidelines that refer to each committee's work and define how each committee's efforts are linked.

Communication with Institutions and the Public:

Outreach Committees may be approached by institutional facilities or the public. As a rule, the Public Information committee addressed contacts with the public at large. When the contact is from the administration of a facility a response is appropriate. It is important that request are reviewed and correspondence is mailed within a timely manner of the request. Whether the contact is a request for speakers, literature, or information needed for starting a group, our common purpose in our service to the fellowship is reflected in the committee's promptness and effective response to matters. How the committee presents itself in the public view reflects how we may be viewed as a fellowship as a whole. A form letter or memo with proper letterhead, (i.e., Committee name and address, phone number), for use in communicating with the institutions looks orderly and is received better than hand-written communique.

F. ADDITIONAL NEEDS

Additional needs can range from wheel-chair access availability of meeting facilities to various specialized literature. Sign language interpreting may be an additional need that is an extension of what is already supplied and defined as typical group needs. The basic needs of a group usually are a place and time to meet, members, and supplies. The extension of group needs benefits from subject matter knowledge and assistance.

It is important that all members are served equally and all have the same accessibility to attend meetings. Some groups may choose to add a handicap ramp to their meeting facility. If a meeting is attended by an addict requiring a Sign Language Interpreter, a group may arrange for someone to be present during meetings and functions. Special needs of handicapped members are an important element of unity in making the member feel a part of the fellowship by equal sharing in the recovery process.

The message of recovery can also be available to those confined because of illness, if members move to remote areas, or if a percentage of the members are bilingual.

Members confined because of illness find great comfort when home group members or volunteers bring a meeting into their home or hospital room.

Some members may have to move to remote areas where there may not be an NA meeting available. Volunteers may choose to visit the member's home at times or send literature and fliers announcing activities within the area. It has been beneficial when NA tapes are sent to the members sharing the message though Conference Approved tapes and/or other pertinent literature.

Language barriers, especially in borderline countries or multi-language speaking areas, can be assisted by the availability of NA literature published in French, Portuguese, Spanish, German, or Brazilian.

The fellowship as a whole can only be as strong as it's equal parts. Our care and concern, guided by a High Power, can make it possible for each member to recover and for the spirit of unity to prevail.

CHAPTER FOUR

OUTREACH GROUP SERVICE INFORMATION

A. INTRODUCTION

Outreach work regularly includes explaining to NA members how to perform Group related service tasks. As a rule, much of our approved service descriptions are generic and do not include specific "how-to" information. In the past, this has allowed for multiple styles and cultural norms to be allowed-for. This generic approach has also led to a multitude of more specific and simpler local service materials all around our Fellowship. Ironically, while some fear that more specific descriptions could seek to impose an "enforced" uniformity; others, in many communities, borrow each other's locally produced materials and request additional materials. Most of these requests indicate a desire for greater levels of detail and "how-to" information.

In response to requests from RSRs and local Outreach efforts, the WSC Outreach Committee identified a series of group service related topics to provide more detailed information on. The first of these topic papers was presented at WSC'94 as Outreach Bulletin #4, "How To Be A GSR". WSC Outreach was careful to not replicate existing Conference approved service material and the focus of Bulletin #4 is on "HOW TO", not "what". While the contents of this bulletin are considered good, there was concern expressed regarding this committee developing group service materials. With our focus on producing a complete Outreach Handbook, the Outreach Committee chose to include only the published Bulletin #4 in this chapter and await Fellowship input.

HOW TO BE A GSR

Why have a GSR?

Just as "an addict alone is in bad company," the NA group that does not participate in the service structure will most likely struggle without the spiritual support that the ASC has to offer. The participation of the Group Service Representative (GSR) and the GSR-Alternate at the Area Service Committee (ASC) meeting can make a big difference in the chances of a group's survival.

Shared experiences and services are key to helping the group carry the message. Your GSR is the bearer of that experience and service. As long as each group carries out its

responsibilities by being an active part of the local area, by choosing a GSR and supporting the service structure, the area will sustain itself and provide services to the addict that a group cannot provide on its own.

Some of the services offered by an ASC may include: operating a phoneline, providing literature distribution, speaking to the public about NA, reaching out to addicts in isolation and in institutions, printing a newsletter, and organizing functions such as workshops and unity activities. These services vary from area to area. Your GSR is your group's voice in how these services are delivered.

Some isolated groups may belong to areas that hold their ASC meetings a long distance away. If your group is in this situation, contact your ASC for possible solutions so that your representative can fully participate. Some suggestions include, but are not limited to, travel subsidization, proxy (mail in) votes on issues sent back to all groups, and hosting an ASC meeting closer to your home group location.

In some cases GSRs from groups isolated in institutions have a hard time participating in their ASC meetings. Some of the ways GSRs in institutions can participate are as follows:

- o Members from the outside may get clearance to attend a meeting in an institution, make that their home group, and carry the group's conscience to the ASC.
- o Member(s) from within the institution may get clearance to attend the ASC.
- o On occasion, the ASC may actually be held within the institution.
- o Conscience may be carried by proxy vote as mentioned above.

These examples are being utilized today, but your solution needs to fit your situation and facility.

Who should the GSR be?

Next to the individual member, our groups are the most important unit of the service structure. They have been established to fulfill our primary purpose by carrying the message through holding recovery meetings. The position of GSR is vital to the stability and unity of that service unit.

GSRs act as a resource to home group members by being well informed about most aspects of service in NA and by helping to guide members into the different branches of service available for all to participate in. There is always much service work to be accomplished in a local

area. A GSR who shares the group's enthusiasm and knowledge can help by getting other members involved in the type of service they will enjoy.

The informational pamphlet, *The Group*, suggests that a GSR have the following qualifications:

- o The willingness and desire to serve.
- o A history of recovery in NA (suggested minimum of one year clean time).
- o An understanding and working knowledge of the twelve steps and twelve traditions of NA.
- o Active participation in the group they are to serve.

A GSR-Alternate should have the same qualifications as a GSR except for the suggestion of six months continuous abstinence. The GSR and the GSR-Alt. is each elected at the home group business meeting for a one-year term. The position of GSR-Alt. provides the group with a member who is training to be a GSR. The GSR-Alt. is expected to stand for the position of GSR at the end of their term. In some groups, the suggested clean time is waived according to how new the group is and who is interested in serving. The group may also choose to elect a GSR-Alt. only and allow that person to grow into the position.

The GSR should be chosen carefully, because this person will become the group's link with the rest of NA's service structure. The group places its trust in this person to carry group conscience, and usually the group's donation, to the ASC and to return to the group business meeting with clear, concise, objective reports on ASC activity.

What do we do now?

Once a home group has chosen its GSR and GSR-Alt., it is responsible for providing these members with continued support and guidance so that these trusted servants can carry out their duties in the spirit and atmosphere of recovery. By responsibly choosing a GSR, the group is free to focus on its primary purpose — "to carry the message to the addict who still suffers."

As stated in the Narcotics Anonymous Temporary Working Guide to our Service Structure (TWGSS), GSRs are "the link that binds the groups together in the performance of our primary purpose." One of the duties of a GSR is to attend the local Area Service Committee (ASC) meetings. If you don't know which area your group belongs to, contact World Service Office, Inc., PO Box 9999, Van Nuys, CA, 91409-9999, USA.

The function of the ASC is to serve the groups that are part of it. In order to do this, the ASC usually meets monthly. The ASC is made up of GSRs and GSR-Alternates from the local groups, subcommittee chairpersons (Outreach, Hospitals and Institutions, Public Information, Literature, etc.), and an administrative committee consisting of a chairperson, vice-chairperson, treasurer, secretary, Area Service Representative (ASR), and ASR-Alt.

The GSRs of all the groups attending present group reports at the area meeting that may include the following information: group news and activities, group problems/strengths, location/time/format changes, donations to the ASC, group size, and subcommittee sign-up sheets. Many ASCs offer a forum for GSRs to discuss group problems and get feedback from other GSRs who may have faced similar challenges.

The GSR may order literature at the ASC meeting for the group from the area or regional literature stockpiles. Another important function is to verify that the group is listed on the area and regional meeting lists and is registered with the World Service Office (WSO).

In turn, the GSR reports matters dealt with at the ASC back to the group at the monthly business meeting. Such matters may include: other group news; elections/vacancies; subcommittee activities; ASC financial status; subcommittee sign-up sheets; area activities, workshops, conventions, campouts, retreats, etc.; regional and world level service information; business items referred to the group's monthly business meeting for group conscience; and shared solutions to group problems.

How to be an effective GSR

In order to fulfill their duties, it is suggested that the GSR share the responsibilities with the GSR-Alt. (who acts as the GSR in their absence). It is suggested that the GSR possess the necessary service materials, including handbooks, guidelines, and area policies. Some of these items can be purchased from the area or regional literature stockpiles, while others are made available to all area level trusted servants at no charge. GSRs are encouraged to ask questions of other ASC members, past and present, to gain shared experiences.

It is suggested that GSRs become involved in other aspects of area service by participating on a subcommittee. Information about these subcommittees can be accessed from the subcommittee chairperson or other subcommittee member, as well as from the handbooks and by attending subcommittee meetings and activities.

While attending the ASC meeting, the GSR should remember that he or she is representing the group. Attending the entire ASC meeting, listening, taking plenty of notes, and voting with the group's conscience in mind (not personal opinion) are of utmost importance. The GSR should remember that their group may have no other way to get the information that is

passed along at the ASC meeting. An ineffective GSR could keep a group in isolation; on the other hand, an attentive, objective GSR can help the group stay well-informed and thrive.

When reporting back to the home group, the GSR should cover all the information necessary in a brief, clear, and enthusiastic manner. Caution should be exercised not to offer an opinion unless asked to do so by the group. Some GSRs choose to make all information available in written format, only bringing up for discussion in the business meeting those issues that the ASC has asked be discussed in groups. However a GSR chooses to report, making sure that all group members have access to as much information as possible will go a long way toward promoting unity.

Available resources:

Narcotics Anonymous has the following publications available for further information about GSRs.

IP #2 -- The Group
The Group Booklet
Temporary Working Guide to our Service Structure
The Twelve Concepts of NA Service
NA Basic Text
It Works: How and Why
The Group Starter Kit

This essay is not conference-approved material. It is a final draft, developed by the WSC Outreach Ad Hoc Committee in 1994.

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CHAPTER FIVE

EXTENDED OUTREACH

A. INTRODUCTION.

Outreach efforts are meeting needs not currently being filled by any other service committee. The intent of Outreach is to insure that any group, meeting or addict who wishes can be linked to our service structure, receive services and participate in the NA service structure.

Area and regional outreach subcommittees have worked to bring a variety of groups/meetings into contact with the service structure. Their efforts are funded by their ASC or RSC. The services they provide include ongoing communications, visits, to isolated groups and areas, literature and information about how to order it, experience about service issues, and assistance with group and service committee registration. Some committees have temporarily assisted groups that were unable to elect any trusted servants for a period of time, provided orientation sessions for GSRs and developed GSR-information packets. In a few small areas, outreach subcommittees have even performed the functions usually covered by H&I and P.I. subcommittees.

What is generally referred to as "extended outreach" can be most simply described as service committee assistance to members, groups, or Areas that are geographically isolated from the nearest existing part of the N.A. service structure. Geographically isolated groups/meetings may be in a locale where NA is new and, therefore, isolated from our service structure. In such cases, this isolation is relatively temporary; it is due to the newness of Narcotics Anonymous in that area and, as NA grows, the isolation will lessen. In other cases, this isolation is likely to continue because the area is not heavily populated. If there is nothing around but desert, mountains, ocean, or woodlands, a thriving area service structure is not going to develop quickly. Moreover, social, cultural, linguistic, differences may also contribute to their isolation.

Sometimes an isolated groups/meetings will write to the World Service Office. When this occurs, the new group will be provided with information about how to contact the area or regional service committee closest to them. The appropriate service committees are also notified that the group/meeting has made contact and are asked to follow up on the referral.

Area or regional outreach subcommittees are usually involved in providing communication, support, and some limited services to these groups/meetings. Some of the services provided by outreach subcommittees typically include information about meetings and services, information about how the group can order literature and, at times, some initial supplies

of literature. These subcommittees are available to answer questions about NA and to share their experience, strength, and hope concerning early stages of formation. Many members are willing to travel in order to visit and support a new and/or isolated group/meeting. With help, these isolated groups/meetings may form the nucleus of a new area as NA grows in their vicinity.

Some groups/meetings are in locales that are thinly populated and, therefore, can anticipate little or no growth in terms of meetings starting up around them. This type of isolated group/meeting may also be served by an area or regional outreach subcommittee. Subcommittee members may visit such groups/meetings occasionally and correspond regularly. They can provide valuable information about conducting NA meetings, about various publications available from their ASC or RSC, as well as from the WSO. Such outreach subcommittees can be the link to our structure and to the services available. Many times, members from isolated groups/meetings may wish to travel to area or regional events if they are kept informed of them.

The focus of any extended outreach effort is to support these groups and Areas in their efforts to overcome any difficulties they may be experiencing due to geographical isolation, or their lack of information about the rest of our Fellowship. Assisting groups in need of support, coordinating workshops for isolated groups and Areas, and encouraging these groups and Areas to register with the WSO, are primary tasks carried out by an Outreach subcommittee doing extended outreach work.

Due to the geographical distances that need to be taken in to consideration, extended outreach efforts need to be done in an organized manner. This requires a fair amount of coordination that is generally best done through the effort of an Outreach subcommittee. This approach allows for good planning, successful implementation, and consistent follow up of the initial outreach effort. When carried out in this manner, extended outreach efforts will help to bring about more consistent communication, an increased awareness of our service structure, and more stable growth for the more isolated parts of the Fellowship.

B. HELPING STRUGGLING GROUPS/AREAS

Outreach efforts to isolated N.A. groups provide a beneficial and much needed service in many parts of our Fellowship. The group that is the recipient of these efforts is assured they are part of the fellowship, and that they have a place in the service structure of N.A. The very presence of such "outside support" can provide a means of verifying for the isolated group the fact that carrying the message is indeed the primary purpose of N.A.

An extended outreach effort strengthens the ties that bind addicts together, creating a sense of connectedness between geographically separated meetings. However, we need to be careful not to create an atmosphere of competition with such groups. The focus of all outreach efforts should be to communicate to isolated groups that they are an important part of the N.A.

Fellowship. If we are cautious about this in our approach, there is often an open sense of gratitude that emerges among the members of an isolated group, when they realize that addicts very similar to them are willing to go to any lengths to share their recovery and carry the message. Also, as a result of the contact made by addicts from elsewhere in the Fellowship, and due to the sharing of more information, members of the isolated group may become interested in finding a way to more actively participate in the service structure.

Visiting Isolated Groups

To the greatest extent possible, Outreach is done in teams. Two people visiting a struggling group can not only offer support during the meeting, they can also provide information and offer suggestions in conversation with group trusted servants and other steering committee members. It is important in Outreach visits to remain low key and respect each groups autonomy. Registering groups with the WSO is an excellent entree when visiting a group. Answering questions and explaining the purpose and functions of the area and it's subcommittees are also an important part of these visits.

At the Outreach subcommittee meeting (or by direction of the Area chair) groups are identified for Outreach visits. Groups known to be struggling and groups without representation at the ASC are choosen based upon ability to visit and best assessment of need. The Outreach subcommittee plans group visits for the month, identifying who will do the visit and primary reason. The planned visits are recorded and members report to the Outreach chair as each visit is accomplished.

Before visiting groups, and as a regular part of Outreach subcommittee training; review the section "What Outreach Is Not". The last thing Outreach needs is to get a reputation as a bunch of Traditions Troopers or NA "police". When a group is perceived to be "violating" certain Traditions, it is doubtfull the "error" is being done intentionally. More than likely, lack of knowledge or information regarding the issue is the culpret. As concerns or issues arise, it is not the function or purpose of Outreach to "tell" a group what to do or "threaten" the group with removal from the NA meeting list. Outreach can best function by providing groups with approved N.A. literature as a source of information, not by "judging" groups in how they conduct their meetings. Outreach subcommittee participants need to spend significant time in discussion of how to introduce themselves at groups, and how to best clarify their function so as to avoid unfortunate incidents.

Outreach subcommittees can also assist groups in many other ways. In addition to group visits, the outreach committee can encourage the members of an isolated group to attend any other meetings that are within driving distance for them , or by coordinating carloads of outreach members to attend the isolated group on a weekly or monthly basis. Maintaining some form of regular communication and being available to answer questions for group trusted servants are

additional ways that an outreach committee can provide the support that members of an isolated group need in order to grow and learn how to help themselves. Outreach subcommittees can also ensure that the group is listed on local meeting lists and registered with the World Service Office. Often, it is the local Outreach subcommittee that knows more about the N.A. groups in the area than any other part of the service structure. Outreach subcommittee members can also provide and/or verify information when it is time to update local meeting lists.

Providing "Starter Kits"

The idea of providing Group Starter Kits has been around longer than Outreach subcommittees. Some Areas choose to provide locally developed starter kits at the ASC. Sometimes the group itself sends a member to the ASC requesting assistance. The Outreach subcommittee will know of other groups needing a little extra help. Whether the Outreach subcommittee has a budget including specified starter kits or the ASC chooses to vote on each request, Outreach subcommittees are the preferred vehicle to coordinate the delivery of the starter kit and report back to the ASC. This practice affords the Outreach subcommittee the opportunity to offer additional assistance when they visit the group.

C. LONERS/THE LONER MEMBER

A "loner" is an addict who has found the program of Narcotics Anonymous and has embarked on the road of recovery in isolation. Their first contact may be with the WSO to request some literature or other information about the N.A. program. News of this contact is then passed on by the WSO to the nearest ASC or RSC for follow up. Many Area and Regional Outreach subcommittees have created services which are available for "loners", some of which provide them with the opportunity to have contact with other recovering addicts in Narcotics Anonymous. These services include having campouts near where loners are known to live, road trips, correspondence and materials packets.

There are also some Fellowship materials of interest to loners and those seeking to overcome the loners' isolation. The following publications are available:

IP# 21 - "The Loner -- Staying clean in Isolation"

The "Meeting By Mail" publication

The N.A. Way Magazine

D. LETTER WRITING TO LONERS and ISOLATED GROUPS

Isolated addicts may not be able to meet with other addicts due to a variety of different circumstances. For example, they may spend long periods of time away in a work camp, or live in a small rural community or in an aboriginal settlement, or they may simply have a job that requires long hours and extensive travel.

If an outreach committee decides to correspond with loners, that correspondence should be frequent and consistent. It is difficult for an addict to recover in isolation, so access to literature and shared experience is vital. The outreach committee can establish a volunteer list of addicts who are willing to communicate with loners. There are enough resources in the N.A. fellowship that loners can also recover with support. It can be the responsibility of an outreach committee to help direct those resources where they are needed.

The letter writing campaign can be an important part of an Outreach Committee. It is advisable to have a small working group, rather than trying to have the entire committee make decisions about letter writing. This smaller group can gather ideas, put together samples and present possibilities to the service committee for a group conscience, thus saving time for everyone. One approach to forming and implementing such a group is outlined below:

- I. The letter writing group
 - A. Form a small working group
 - B. Use reference material available from WSO, other Regions, and other Areas
 - C. Put together several samples to work from
- II. The letter writing
 - A. Target which isolated groups:
 - 1. Jails & Institutions
 - 2. Rural meetings
 - 3. Metropolitan meetings
 - 4. Inclusive
 - B. Write a cover letter
 - 1. Introduce your region, area or subcommittee
 - 2. Describe briefly your purpose
 - 3. Make your objectives clear
 - 4. Have a contact name, address and/or phone number (aside from your committee return address)
 - C. Use a questionnaire
 - 1. General info.
 - 2. Needs
 - 3. Contacts

4. Comments**III. The letter follow-up****A. Responding to responses**

1. Phone call
2. Additional letter
3. Mailouts (directories, forms, etc.)

As ideas are sorted through, the working group can start to put together drafts that work for the groups/meetings being targeted. A cover letter is important, but needs to be brief. Introductions are necessary, and (stating) our purpose is vital, for many people are not aware of what Outreach is, and fear "interference" in their meetings. Make your objective clear why you are interested in these members, what you want to do for these members, what you want these members to do for you. These things can be the key to whether or not you receive responses. Probably of equal importance is having contact people available. There may be questions/concerns that demand immediate responses, and a committee P.O. box may not fulfill that need. If your area or region has more than one area code, try to have more than one contact. Even though close in proximity, some groups/meetings may hesitate to make contact if they feel you are too far away to offer their group anything. Again, keep this cover letter brief. Too much information may inspire rejection rather than response.

A questionnaire is a helpful tool in a letter writing campaign. It shows you have an interest in other members, and want to know of their needs. The questionnaire doesn't have to be complicated - it's amazing what you can find out by asking 10 single questions that can be answered "yes" or "no", then leaving space for additional information, comments or requests not mentioned. The idea is to stir interest in the fellowship, and what we can do for each other as members of N.A. Something simple, like "Is your group registered with WSO?" can tell your committee a lot about an isolated group. Other questions, regarding access to literature, contact with members outside the group, whether or not a present service structure is in existence, can help in identifying needs. A request for specific needs is also helpful, for your committee can then focus on this, providing help governed by the Traditions of NA.

Make sure to request the group name (if available) and a group contact, so that follow-up can be accomplished. At most times, phone calls are the best follow-up. Either the committee secretary or members of the committee who are willing can do this. A phone call lets the isolated group know you received their response. Their comments or requests can be acknowledged, and wheels can be put into motion for actual Outreach work. Additional letters may become necessary if there is no contact person available for the group, or if phone calls are not financially feasible. A form letter acknowledging a group's response can be used, or individual letters directly answering each group's needs. Individual letters will require more Outreach volunteers, so this form of communication may not work for your committee. Mailouts can also be explored at

this time - region or area directories, flyers of upcoming events, WSO registration form, sample Newslines or individualized packets of information or individualized information. Whatever you chose as a follow-up will work, as long as it is an acknowledgement of a response.

A letter writing campaign of any kind requires time and effort. It can be a useful tool for Outreach - it can also be a nightmare if the process is not thought-out in advance. The main things to remember are (1) keep it simple and (2) stay within the bounds of the 12 Traditions. "My gratitude speaks when I care and when I share the NA Way."

E. NOMADIC ADDICTS

Nomadic Addicts, Addicts on Asphalt and Car-o-vanning are all names for an Outreach method used in some parts of the Fellowship to connect and support small and isolated groups and meetings. It can be implemented in a number of ways, tailored to the needs of the specific situation, and can be coordinated by an outreach subcommittee at the group, area, or regional level. At its simplest, nomadic addicts consists of N.A. members traveling to support meetings in need and can be quite informal. However, some situations call for more planning, particularly when it involves the allocation of resources and the necessity of frequent contact. Decisions regarding which meetings to support and who will be responsible for coordinating the effort can be made through the Outreach subcommittee. This will help to ensure continuity and avoid any duplication of effort by another service body.

Nomadic Addicts can also help to increase unity in sparsely populated areas and regions. Where no outreach committee exists, a meeting in need of assistance can be targeted during the monthly ASC meetings, then carloads of addicts from other groups in the area can make arrangements to attend the meeting in the upcoming months. An additional advantage to this type of service is the opportunity it provides for involving new people in service. The only requirement is a desire to stay clean, and the willingness to attend another meeting. Most newcomers will benefit from attending meetings outside of their own local community. They quickly realize that our recovery is based on helping one another, no matter what community we live in, and that N.A. is much bigger than just their own home group or area. In addition to this, they can also learn about the benefit of having a meeting while traveling in the car, one at the designated group, and another on the way home.

One means of bringing some continuity to a nomadic addicts effort is to have the outreach subcommittee maintain an updated list of addicts who have expressed their willingness to travel to isolated meetings. Once information has been obtained about new meetings, members that are geographically closest to the new meetings can be contacted and asked to attend the meeting.

F. WORKSHOPS/LEARNING DAYS

Although we often hear the terms "workshop" and "learning day" used interchangeably, experience from around the Fellowship seems to prove that they do have separate uses and goals. However, while their approaches may differ, they do have the same primary purpose: To inform and aid the addict seeking recovery.

A workshop, as the term implies, is an event at which information on a specific topic, activity, or issue is presented for discussion, and actually "worked on" by those who are attending. A workshop is normally held as a means of examining a specific issue. As such, it has a specific topic of focus and a specific goal. Examples of workshop topics include developing committee guidelines, reviewing new literature, educating and training members about various aspects of service work, and our Twelve Traditions.

A workshop can provide a forum for members to learn about such things from those with some experience. They also provide the fellowship with the opportunity to share new ideas and to problem solve. Members definitely benefit when they have a chance to ask questions directly to other members, rather than relying solely on handbooks or waiting for replies by mail or telephone.

It is important to listen to the requests of members asking for help through workshops. It is also important to remember that new groups or areas of N.A. members may not realize that workshops are available as a tool to them. Members that are involved in service work in Narcotics Anonymous are honoured to share their experiences with other addicts. Those who have participated in outreach workshops at the grassroots level of service know the excitement and confusion that go along with helping a new member, group or area flourish.

Each workshop is tailored to the specific needs of the members it is designed to serve. For example, if a few groups have decided to form an area service committee, your outreach committee can send members involved in various aspects of ASC work to present their duties and responsibilities, as well as being available to answer members' questions about service work in general. Members who conduct workshops should have the necessary knowledge and background to be able to deal with all questions pertaining to the branch of service they are involved with.

Creativity is an asset in dealing with new groups and areas. What works for you in your home group may not work for all others, according to their situations. Workshops can be conducted in such a way as to allow for brain-storming to serve their needs. Solutions are guided by the Steps, Traditions, Twelve Concepts, hand books, and the Spiritual principles of Narcotics Anonymous. They should be practical and applicable. Sometimes situations may be presented that require more direction than can be provided during the workshop.

Workshops do not constitute the final word on service issues. On the contrary, they are only a beginning --a time for addicts to learn what their questions are and to become more familiar with the rest of the N.A. service structure. Workshops can provide the basics needed for a solid foundation of growth in service, when members are encouraged to identify and use their own resources. As members become aware of the tools and the resources that they have access to, some obstacles and barriers that may have seemed too difficult to overcome will begin to dissolve. In much the same way that addicts learn the benefits of the Steps by sharing them and practising what they have learned, they can begin to understand the benefits of learning new information, and see how implementing it into their local fellowship can provide for more growth.

A workshop will generally last one to three hours, and usually focuses on a specific aspect of service such as: "What is a GSR?", "Forming an ASC", or "Setting up an H&I panel". Usually, those presenting the workshop share their experience about the topic and allow time for a question and answer session near the end of the workshop.

A learning day is also an opportunity for sharing experience about different aspects of service and/or recovery. However, it is of longer duration than a single workshop. In fact, a learning day may even be made up of a series of workshops, each dealing with a different topic that cannot be covered in the short period of time offered in a single workshop.

Learning days work well when members must travel a long distance to attend. Scheduling some fellowship time at the end of a learning day is of great benefit. A meal and/or recovery meeting gives addicts the chance to talk about questions they may not have previously had an opportunity to cover.

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CHAPTER SIX

COMMUNITY OUTREACH

A. INTRODUCTION.

In countryside, suburban and metropolitan settings we find Outreach Subcommittees performing support services to existing NA communities. These are cities and places that already have NA and have developed some form of service structure

Community Outreach is assistance to groups to help them become strong and involved in our Fellowship. Some form of community outreach exists in virtually every NA community. Usually this has been in the form of one or more members with the energy to start and assist groups. Often this is done through those they sponsor, always encouraging others to "get involved".

Whether in an emerging community or an established urban setting, Fellowship development follows a similar process. The goal of community outreach is to overcome isolation resulting from apathy and complacency. The focus in a community setting is on participation. Assisting groups in need of support, encouraging GSRs to attend area meetings, and registering groups with WSC are primary tasks of Outreach Subcommittees.

In each of its forms, Outreach represents addict-to-addict service. None of these tasks are unique or original. What Outreach does is share the burden between members working as a committee. The improved communication and consistency that Outreach subcommittees bring to group service is easily measured in area unity, service participation and stability.

B. SERVICE COMMITTEE COORDINATION.

Like most committee work, Outreach Subcommittees must carefully coordinate their efforts with the Area Service Committee and other subcommittees. Often in the community setting, Outreach service delivery is done at the area level. Outreach Subcommittees receive and coordinate information from other subcommittees such as P.I., phonedines and H&I as well as the area chairperson, vice-chair, secretary and other interested members. Information about struggling groups or groups with no representation at the ASC is often the beginning for outreach work. In some places, Outreach Subcommittees provide a "wake-up" call a couple of days prior to the ASC to members of groups that haven't attended in a while.

Since Outreach Subcommittees are in contact with our general NA membership, often it informs members about NA service opportunities on other subcommittees. Sometimes Outreach Subcommittees prepare "catalogs" with a paragraph or two describing other subcommittee functions, meeting time and place, and who to contact for more information. This often brings other subcommittees new participation from throughout the area. Providing the information and encouraging members to participate in service may be why some places name their Outreach Subcommittee the Unity Subcommittee.

C. GSR TRAINING.

A service often performed by area Outreach subcommittees is to provide orientations and training for new GSRs. These presentations are usually done in a quick seminar format 30 minutes prior to each ASC. A sample GSR orientation appears in the resource section of this handbook. These orientations tend to focus on the practical aspects of how to be a GSR. The topics generally include the following:

1. Very quick overview of our NA service structure.
2. Description of the Area Service Committee.
3. Recap of the Area's typical ASC agenda.
4. Overview of ASC guidelines.
5. How to give a GSR report at the ASC.
6. Explanation of GSR responsibilities at the ASC.
7. Taking notes and reporting ASC information to their group.

Materials included in these orientations may be locally developed though should not contradict any NA approved literature. The current NA service manual (TWGSS), the Group booklet, Area guidelines and rules of order, and the Outreach bulletin "How to be a GSR" are available from WSO and are often used as references. The resulting service committee meeting benefits from GSRs that know their job and how the service committee works.

D. VISITING GROUPS.

Outreach is done in teams. Two or more people visiting a struggling group can not only offer support during the meeting, they can also provide information and offer suggestions in conversation with trusted servants and other group members. It is important in Outreach visits to remain low key and respect the autonomy of each group.

Registering groups with WSO is an excellent beginning when visiting a group. Answering questions and explaining the purpose and functions of the area and subcommittees are also an important part of these visits.

The subcommittee identifies groups for visits. Groups known to be struggling and groups without representation at the ASC are chosen based upon assessment of need and the ability of outreach workers to visit. The subcommittee plans visits for the month, identifying who will do the visit and primary reason. The planned visits are recorded and members report to the subcommittee chair as each visit is accomplished.

Before visiting groups, and as a regular part of subcommittee training; review the section "What Outreach Is Not". The last thing any subcommittee needs to get is a reputation as a bunch of NA "police". When a group is perceived to be "violating" Traditions, it is doubtful the "violations", if any, are intentional.

Lack of knowledge or information regarding the Traditions is the likely culprit. As concerns arise, it is not the function or purpose of Outreach to tell a group what to do or threaten the group with removal from the NA meeting list. Outreach can best function by providing groups with approved NA literature as a source of information, not by judging groups in how they conduct their meetings. Outreach Subcommittee participants need to spend significant time in discussion of how to introduce themselves at groups, and how to best clarify their function so as to avoid unfortunate incidents.

E. COORDINATING STARTER KITS.

Many ASCs choose to provide locally developed starter kits. Whether the ASC votes on each request or plans starter kits in its budget; Outreach Subcommittees are the preferred vehicle to coordinate the delivery of the starter kit. Sometimes the group itself sends a member to the ASC requesting assistance. The Outreach Subcommittee will know of other groups needing a little extra help.

Contents of Group Starter Kits vary from place to place. Most Areas include a sampling of pamphlets, Little White Books and the Group Booklet. Some Areas have categories of group starter kits ranging from simple to expensive. The contents are decided locally and are usually based on cost and the recommendation of the Outreach Subcommittee. We encourage all starter kits to include our group oriented bulletins.

F. GROUP SUPPORT.

Outreach Subcommittees can assist groups in many other ways. In addition to group visits and starter kits, Outreach Subcommittees can help develop support for new and struggling meetings through announcements, flyers, lists of meetings needing support and coordinating carloads of members to attend the meeting. Outreach Subcommittees can also ensure that the group is listed on local meeting lists and registered with WSO. In Areas with a newsletter,

Outreach Subcommittees can request and provide the information for a regular "Meetings Needing Support" column. Being available to answer questions and train group trusted servants when requested are also examples of group support Outreach Subcommittees provide.

G. LOCAL MEETING LISTS.

This section is about one of our most common NA publications: locally produced meeting lists/schedules/directories. If your area has a local meeting list and if the producer of that local meeting list is willing and able to continue, then let them. This section is oriented towards a community setting and does not address matters related to "Outreach Meeting Lists" produced in some regions for extended outreach efforts.

Often, it is the local Outreach Subcommittee that knows more about the NA groups in the area than any other part of the service structure. Outreach Subcommittee members can provide information and verify information to update existing meeting lists. In some areas, Outreach produces the local meeting list. Please note that producing a meeting list on a regular, ongoing basis requires time and resources beyond the capabilities of some Outreach Subcommittees. Consider carefully before accepting this task.

For those providing meeting lists, we hope these guidelines will prove helpful. To this date, there is no conference-approved written description on how to put together a meeting list and what should be contained.

The simplest meeting list is a sheet of paper with local meetings arranged in "day-of-week" sequence. This is also the same basic pattern for large published meeting directories.

Regional meeting lists usually group the meetings according to areas. For each day of the week (Sunday through Saturday) the meetings are listed in sequence of starting time, from early morning to late night. Some places call their meeting list a schedule because this pattern is very similar to a bus schedule. Because schedules do change, it is important to state on the meeting list when it was printed or for what month or season the meeting list is meant to be current.

Putting the group names on meeting lists is recommended. Having the group names on the list helps members, newcomers and oldtimers, to identify with a home group. While not common in every NA community, encouraging home group affiliation is a strong inducement for addicts to keep coming back and belong. To some, including group names on our meeting lists may seem obvious. This has been an issue from time-to-time, mostly because of some of the names our groups choose. Harm can come to our Fellowship if we print obscenities, sexual or racial terms, drug-using terms or other offensive language on our meeting lists.

Groups are autonomous and free to choose any name they wish. However, meeting lists

are a Public Information tool given to a much wider audience than our membership. The language on meeting lists should reflect responsible standard practice for the community. The following criteria can be adopted for determining what names or types of names will not be printed:

1. No obscenities.
2. No ethnic or racial slurs.
3. No references to sexual activity.
4. No drug names.
5. No words referring to drug paraphernalia.
6. No Drug using terms.
7. No references to any other fellowships.
8. No references to places or organizations that can only be related to that organization.

Things get a little more complicated when we start describing the meetings with codes. In addition to basic meeting type (Open and Closed), letters and numbers are used to describe additional needs information, smoking or not, and meeting format information. The codes used in the WSO database are as follows:

!	ASL Interpreter Available	K	Speaker
#	No Smoking	L	Literature
*	Wheelchair Accessible	M	Men
@	Services for Sight Impaired	N	Newcomers/Beginners
B	Basic Text Study	O	Topic
C	Candlelight	Q	Question & Answer
D	Discussion/Participation	R	Restricted Access
E	Concepts	S	Step Study
G	Gay/Lesbian	T	Traditions
H	Child Care Available	V	Format Varies
I	It Works: How & Why Study	V	Format Varies
J	Just For Today Study	Y	Young People

Additional information such as a helpline number and service committee and subcommittee meeting day, time and place are not only helpful to our membership, this information also encourages participation in these services. Having this information available also makes it easier for members to make service announcements and provides a ready reference for any inquiries. It is also a good idea to state on the meeting list how to go about updating the listings and adding new meetings to the list.

Printing costs can become prohibitively expensive. For small areas we suggest putting two or four small meeting lists on a sheet of paper, copying, and then cutting the sheets in halves or fourths. Fancy printing and stapled booklets look nice, but these costs do take away from carrying the message in other forms. Areas that attempt to charge groups for area meeting lists usually receive a quick backlash. While some regions have so many meetings they must charge for regional meeting lists, at the area level the best practice is keep it simple, inexpensive and available.

H. CONCLUDING REMARKS.

While Outreach is perceived by many to be mostly focused on long distances or behind walls, our experience indicates that Community Outreach is a key to our fellowship's unity and strength. Instead of placing these services in an intergroup office outside the fellowship service structure, in NA all our services are within our service structure. Outreach Subcommittees appear around our fellowship because they provide a structured, systematic approach for one group of addicts to help another by serving basic needs.

Outreach Subcommittees work to promote growth and unity by bringing a variety of groups or meetings into contact with each other and our service structure, allowing new and existing elements of the fellowship to benefit from shared experience.

CHAPTER SEVEN**INSTITUTIONAL OUTREACH****A. INTRODUCTION.**

The following is a brief history of Institutional Outreach. Much of the information and inspiration to do this type of outreach stemmed from the 1989 Ad Hoc committee on Isolated meetings. This Ad Hoc was established as part of the WSC Administrative Committee by the World Service Conference, with much of the initial involvement and prodding coming from WSC H & I. Prior to the inception of the Ad Hoc questions were received by WSC H & I about "renegade" meetings. These were meetings primarily in long term institutions that were not or could not be supported by a local H & I Committee.

Their response was that if these meetings were not under the care of a H & I Committee then they did not fall under their jurisdiction and were not their responsibility. They concluded they were the responsibility of their area or the regions in which these "renegade" meeting were being held. The appeal's to address this situation however did not decrease, they kept coming. So in 1989, after a request was made to WSC Admin. from H & I on behalf of those groups. The Conference formed the Ad Hoc on Isolated Meetings. This Ad Hoc eventually encompassed not only meetings isolated by walls but geography, language and by choice.

After the 1989 WSC, the work on isolated meetings continued and in some ways grew strongly. The two reports and findings of that Ad Hoc such as the difference between a group and a meeting. (see Glossary). This Ad Hoc in some ways defined outreach issues and helped the few functioning outreach committees find direction. In 1991 motion No. #16 was presented to the WSC to make the isolated group Ad Hoc a standing committee called "outreach." The motion failed and no further action was taken. The need continued to exist and the topic stay alive within H & I circles. During the next year an Ad Hoc subcommittee of WSC H & I on Outreach was formed to address Institutional NA meetings. It was the hope that this group would once and for all actively address this issue and pass on the collective knowledge of the committee opinion on how to deal with these "renegade" meetings. The 1992 World Service Conference in Dallas, included an expanded International Development Forum with two main themes: networking and simple service materials development. During the Conference week, a workgroup was formed to explore an expanded scope of Outreach, including geographical, community and institutional concerns. The result was motion #129, creating the WSC Ad-Hoc Outreach Committee.

B. BACKGROUND

Through our use of drugs, many addicts have found themselves in some type of institutional setting. The physical isolation of these facilities separates those within from the rest of society. Our fifth tradition asks what is our message. It is "an addict, any addict can stop using drugs, lose the desire to use and find a new way to live." Our H & I panels are usually the first contact an institutionalized addict seeking recovery has with N.A.

Most NA members who have many years of experience with both recovery and service work still attend several meetings weekly. Most H & I meetings are held weekly. In many long term facilities, this is the only NA meeting available to our members. If our longer standing members on the "outside" feel the need to attend more than one meeting a week, it would probably benefit our institutionalized members to do the same, regardless of clean time. This section on institutional outreach not only hopes to clarify the past issues with these types of NA meetings, but to encourage those same NA meetings to participate in the NA service structure.

Our experience has shown that we find out about these meeting in various ways. Sometimes, a member may write an area region or world committee letting them know of their meeting. Other times we may be talking with a newcomer or a person new to our meeting and they will tell us that they have come from this hospital or that prison and they have a regular NA group functioning there. Friends and relatives of loved ones have also let us know of these meetings..

It is apparent at this time that most of the institutional meetings in question are regular NA meetings, that adhere to the Twelve Traditions of Narcotics Anonymous as best they can. The only thing that many of these N.A. meetings lack is being a part of and gaining support from the local NA service structure. It is the intention of this section of the Outreach Handbook to assist in the process of showing how these meetings can fully participate in the service structure of Narcotic Anonymous.

Outreach helps meetings in institutions which are not H & I panels to become groups. This can be done only if members of that meeting have the desire to be a group. A lot of institutional settings work best with a meeting being brought in one night a week by H & I, and a day or two later the group holding their own. The H & I meeting brings in outside speakers and shows support. Whenever we consider doing a presentation in an institution, we should contact PI or H & I first. We may find out of past efforts that can help. Co-operation is vitally important. It is of the utmost importance, that we remember **Outreach does not start groups... members do!**

C. ACTION PLAN

Our experience has shown that these NA groups prosper best in long term institutions. This includes but is not limited to prison, state hospitals, military bases and nursing homes. Sometimes initial contact has been made. Working with other local NA service committees or contacting NA World Services will be invaluable to find out of such contact. Close liason with the local H & I committee is essential in Institutional Outreach work. At the very least, a good working rapore will avoid any appearance of conflict and assure amicable division of resources. For instance, it is not unusual for an institutional group to sustain itself with literature from an H&I panel. Our primary purpose is to carry our message and it is important to work together to do so.

The initial contact may be by word of mouth, letter or phone call. Many Outreach members serve an H & I commitment and this is also where many initial contacts are made with an institutional group. Once communication is established, it is best to inquire what the institutional group's immediate needs may be and what restrictions may apply at the facility. Often, prisons and jails do not allow hardcover books or keytags. Our good intentions need to comply with the rules in force at the facilities where the groups reside.

With initial contact begins a process of education in both recovery and service. Outreach can bridge the service void and addicts recovering in institutions can be a part of the N.A. service structure with our help. This includes availability of literature and services and also participation with NA outside the walls.

After contacting these meetings, they will often have questions and want to know more about how to be an N.A. group. The *Institutional Group Guide* provides extensive information of value to the institutional group. As part of an Institutional Group Starter Kit with readings, literature and a local meeting list, the *Institutional Group Guide* is a valuable resource to the group's members in their understanding of how to maintain their group and about the N.A. Fellowship. If possible, arrange for a visit and conduct the Initial Presentation outlined later in this chapter.

If the Institutional Group Starter Kit is delivered or mailed, include a cover letter explaining who you are (Outreach), what your purpose is, and how they can contact you. It is important to remember that we are not able to intercede with the facility's administration on their behalf. Additional information about our Traditions is also helpful. If a presentation is allowed, plan on some questions regarding Traditions Two, Four, Six, Seven and Twelve. Also some discussion on service representation can serve a new group well. Service can be an integral part of our members recovery and encourage growth in a new group.

A second presentation would focus on service only, about 30-90 days later. Going over the topics from the first presentation helps. You may also consider these topics: How to get

literature; Importance of communicating with our service structure; The Concepts: Getting the ASC minutes: Group conscience; Voting on ASC, RSC, and CAR issues; Fellowship Services; How to get a GSR to an ASC; Can these ASC come to the group monthly or quarterly; Proxy vote at the ASC; registering a group. Both presentation would end with a question and answer and comment period.

The information in this chapter and the *Institutional Group Guide* can also be used to guide members in an institution to start a new group. Both H & I and Outreach Committee members are encouraged to be familiar with this material.

For information on the basics of an N.A. meeting, conducting a group business meeting, and other important information including see the Resource Section, Addendum B.

The *Institutional Group Guide* is included in this Outreach Handbook as Addendum G. The main audience for this Outreach Handbook is members of NA doing Outreach work. The intended audience for the *Institutional Group Guide* is any member of NA in an institution. The *Institutional Group Guide* may also be of value to treatment professionals and facility administrations.

For further information, input and feedback; contact the WSC Outreach Committee care of the WSO, PO Box 9999, Van Nuys, CA 91409.

D. INITIAL PRESENTATION TO A GROUP IN AN INSTITUTION.

- (1). If this presentation is being done by an Outreach committee, make sure to start and end on time. (Do this presentation in a committee meeting to find out how long it may take you). Take as much NA Conf. approved literature as possible, also local NA meeting lists and information.
- (2). In following our 7th Tradition to be fully self supporting, each group must make compensation for use of their meeting space. (For more information see the procedural handbook).

Introduction

This presentation today is about N.A. groups. "There are many ways of doing things in Narcotics Anonymous; And just as all of us have our own individual personalities, so will your group develop its own identity. . . That's the way it should be. In N.A., we encourage unity, not uniformity.

This presentation "does not...attempt to say everything that could be said about operating an NA group. What you'll find here are some brief answers to a few basic questions: What is an N.A. group? How does the work get done? What kinds of meetings can a group have? When problems arise, how are they solved?

We hope this presentation proves useful as your group seeks to fulfill its primary purpose: to carry the message to the addict who still suffers."

What is an N.A. Group?

- A. An N.A. Group is any meeting which meets regularly at a specific place and time, providing that it follows the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.

The primary purpose of an N.A. group is to carry the message of recovery to the addict who still suffers.
- B. The message of Narcotics Anonymous is that "an addict, can stop using drugs, lose the desire to use and find a new way to live." Our message is hope and the promise of freedom."
- C. The advantage of forming an N.A. group is that it provides an atmosphere of recovery at a regular place and time while providing a link to the Fellowship at large. A meeting that is

lacking experience, strength and hope about recovery from addiction may wish to form an N.A. group to draw on the experience of other recovering addicts.

Basics of an NA Meeting in an Institution

- A. Some ideas to keep in mind when requesting space to hold an N.A. meeting are:
 - 1. The meeting place should be accessible to the largest number of people possible.
 - 2. It is not recommended that N.A. group meetings to be held in a member's living quarters.
 - 3. Generally, N.A. meetings are held in the evening after meals; this allows time for more people to attend.
- B. It is up to each group to determine for itself what N.A. Conference approved literature is appropriate for use in its meetings.
 - 1. A group may obtain N.A. literature by mail through the area, region or World Service Office or through their area service committee.
- C. N.A. meetings usually last about an hour and it is important to start and end them on time.
 - 1. N.A. meetings follow a consistent opening format followed by open discussion on a recovery topic, speaker, literature discussion, 12 Step/12 Tradition study, question/answer or any combination of these.
 - 2. In keeping with an atmosphere of recovery, appropriate conduct is required.
 - 3. An N.A. meeting may be open or closed. An open meeting is for anyone who wants to attend. A closed meeting is for addicts or those who think they may have a drug problem.
- D. The group may elect trusted servants such as chairpersons for N.A. meetings, treasurer and secretary and GSR. These persons should be active group members who attend consistently and are willing to serve their N.A. group. These leaders are but trusted servants; they do not govern.
- E. Setting up chairs, putting out literature, making coffee and cleaning up after the meeting - these are simple things that N.A. groups do to host their meetings. By dividing the work, the group ensures that the group as a whole is self supporting and that the groups burdens don't settle unevenly on the shoulders of just one or two individuals.
- F. To facilitate communications and unity, to receive correspondence from the N.A.

fellowship and to better serve N.A. as a whole, groups should register with the World Service Office of Narcotics Anonymous. To become a part of the N.A. service structure, a group may mail a completed group registration form to the World Service Office.

G. The purpose of the group business meeting is fairly self-explanatory: to conduct the business of the group in such a way that the group remains effective in carrying the recovery message. Other items of business may include election of group trusted servants or concerns of group members such as: Are newcomers being made welcome?

1. What can we do to make meetings more accessible to more addicts?
2. Would a change in the format strengthen the recovery atmosphere?
3. Are the group's funds being used wisely?

Overview of Fellowship Principles:

I. The Twelve Steps

The Twelve Steps of N.A. are the basis of our recovery program. They are a set of written principles, spiritual in nature, which, when they are practiced, simplify our daily lives. The most important thing about them is that they work. This is our shared experience. (See Chapter Four of N.A.'s Basic Text).

II. The Twelve Traditions of Narcotics Anonymous

The Twelve Traditions of N.A. "are the guidelines that keep our fellowship alive and free . . . By following these guidelines in our dealings with others, we avoid many problems . . . Our Traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work." (See Chapter Six of N.A.'s Basic Text)

III. The Twelve Concepts for NA Service

The 12 Concepts for NA service are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts which are tailored to the specific needs of our fellowships service structure. The concepts encourage our groups to more readily achieve our Traditions ideals and our service structure to function effectively and responsibly. These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts.

This will end this part of the presentation. It is appropriate now to have a time for questions and answers and general comments.

E. FOLLOW-UP PRESENTATION TO AN INSTITUTIONAL GROUP.

**OUTLINE FOR FOLLOW UP PRESENTATION
--- SERVICE REPRESENTATION FOCUS ---**

Note: The follow up presentation needs to be done no longer than 30-90 days after the initial presentation. As in the first presentation, bring any Conference approved literature and local information you can, and start and end on time.

NA groups are the foundation of the NA service structure. Together, the NA groups are responsible for making service decisions that directly effect them and what they do in their meetings as well as those that fundamentally effect the identity of Narcotics Anonymous. For instance, new N.A. literature can be approved by World Service Conf. only after they receive direction from the groups they represent.

The groups maintain contact with the rest of Narcotics Anonymous through representatives selected to participate on the groups behalf in the NA service structure. But the benefits are not only for the group in service, for many, it is an integral part of the members recovery. We need to give encouragement and guidance from the beginning to our representative so we can be sure the needs of the group and individuals are being met.

We've very briefly outlined some of the who, what and whys of group service above. Now we need to discuss the following subjects on how to better serve in Narcotics Anonymous.

- A. The purpose and responsibility of an N.A. group.
- B. The importance of rotation of trusted servants.
- C. A group business meeting format.
- D. Speaker selection and appropriate topics can be emphasized.
- E. Where to turn for help when issues arise --- such as literature or other group issues --- when the collective experience of the fellowship can give input.
- F. The importance of staying in contact with our service structure for guidance.
- G. The group conscience would be addressed with mention and reference to our Sixth

Concept of Service. "Group Conscience is the spiritual means by which we invite a loving God to influence our decisions."

- H. Ask if the group is getting ASC minutes and if they have any questions about them. If they are not getting them, make addresses available to make contact.
- I. Being mindful of the facility's rules, review whatever way the group is able to participate in our fellowship service structure and answer questions on how its going. Be sure to cover group conscience votes at the ASC, CAR participation and subcommittee support.
- J. Also ask if they are pleased with services provided to them from our fellowship, especially literature shipments and receipts of reports (Conference Digest, Newslines, Reaching Out, etc).
- K. Review "The Group Booklet" especially the sections:
 - a. What officers does a group need?
 - b. What responsibilities does an N.A. group have?
 - c. How can our group support other N.A. services?
 - d. How can our group better serve the community?
 - e. How can our group solve its problems?

*Additional information can be obtained from the World Service Office and your local outreach committee.

This ends the second presentation. It is appropriate now to have a time for questions, answers and comments.

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CHAPTER EIGHT

OUTREACH OBSTACLES

A. INTRODUCTION

What are some of the obstacles we face in our efforts to do Outreach? How can we attempt to deal with them? Some of the most obvious obstacles are those having to do with geographical location and travel distance. Moreover, in some parts of the Fellowship, even the weather can be an obstacle, as can be the time and money required for trusted servants to travel. In addition, there can be some obstacles which are not so obvious, such as cultural and/or language barriers, legal restrictions and even lack of understanding and support from the Fellowship. All too often, the obstacles encountered are the reason for the isolation which the Outreach effort seeks to overcome.

B. GEOGRAPHICAL OBSTACLES

Geographical distance is probably the most common obstacle to all Outreach efforts. Dealing with this obstacle usually requires funding. Travelling to an isolated group or newly formed service committee, for instance, cannot be achieved without gas money. (This can even become an obstacle in itself, especially when vehicles and gas money are in short supply) In addition to actual travel expenses, there might also be some long distance telephone charges incurred in setting up an "outreach trip" to an isolated group or committee. Communicating with the group or committee ahead of time can help in preparing an agenda, finding a suitable location for workshops, and in arranging potential overnight accommodations for the members doing the Outreach.

Along with these obstacles, some parts of the Fellowship have to plan their outreach activities around the weather seasons. Planning outreach trips during the winter months, for instance, can lead to additional problems with having to cancel workshops due to snow storms or poor road conditions.

C. CULTURAL/SOCIAL BARRIERS.

What are cultural/social barriers? Sometimes the part of the Fellowship that the outreach is intended to assist will have been isolated for so long that many of their local members will have

an attitude of resistance to anything different and new. Perception of the outreach members as "outsiders" may exist even though the local members of the isolated group or committee do want help. It is important to not be perceived as the "experts" from *NA Central*. The fact that addicts seek recovery in spite of isolation is testimony to both the members willingness and the universality of our NA program. We all have an equal opportunity disease that makes no distinction of race, ethnic origins, religious background, sexual identity etcetera. While our program asks only for a desire to stop using, our fellowship makes no other distinctions. It is not easy visiting what may at first seem like an uncomfortable surroundings.

One of the most workable solutions to this situation may be to begin the outreach visit with an NA recovery meeting. This can go a long way toward making everyone feel more comfortable by reminding all of those involved that we are all addicts seeking recovery.

D. LANGUAGE ISSUES

If there is a language barrier then, it is wise to bring an outreach member (or two) that can speak the language fluently. While translations are an important part of carrying our message and explaining both our program and Fellowship, language need not be an issue affecting a friendly visit. Often a simple request for language assistance will find a volunteer in the group willing to translate or explain to the best of their ability. The important thing to remember is to **KEEP IT SIMPLE**. Do not expect to have long, extended conversations with big words. Choice of words is important and use of slang should be avoided. Slang terms are often very localized and may not have the same or any meaning in another community or culture. The best time to talk to members is after the meeting or during a break. Experience has shown that offering free advice often leaves a bad impression. It is more important to make a follow-up visit than to explain too much in any one visit.

E. LEGAL RESTRICTIONS

If the Outreach is being done for an isolated group inside an institution, then clearances, and other arrangements will also be done over the telephone ahead of time. Legal restrictions can be a major obstacle when crossing national borders. It is a good idea to talk to others who have made the trip, to gain important insights regarding laws, level of enforcement, and customs concerns.

F. OTHER "OBSTACLES"

Another obstacle that outreach committees may be faced with is resistance to "outreach" work as a form of service. This comes most often from members of the "home" ASC/RSC. After

all, not every NA member understands what outreach is. However, the solution to this obstacle can be found through a workshop put on by the Outreach committee for those members who don't understand. In this way, we can better educate our own members to the need for outreach services, and to what or services outreach committees can provide for our Fellowship. Members are more comfortable when we explain that Outreach is a service committee approach to do much of what has been done before. With an Outreach committee in place, this work gets done with less focus on individual personalities or politics. In Outreach, we work hard so that there is consistency, stability, increased participation and unity.

Simple service materials are an ongoing need in any local fellowship. It is not unusual to find homemade service and format materials buried in a group box or filed away at a members' home. While locally produced materials are often more detailed and explanatory than Conference approved descriptions, it is important for Outreach to only provide materials which do not contradict fellowship materials. Having said this, it is meaningful to leave behind some materials when visiting an isolated group. Maintaining communication with other Outreach committees, especially the WSC Outreach Committee is an important part in obtaining these useful materials.

G. FOLLOW-UP

Ongoing communication and follow-up visits are events worthy of sharing about to the isolated group or community. Letters and telephone calls can be a committee project or the result of a new friendship. Follow-up visits should include some of the same outreach members that were involved in the initial contact trip if possible. This can save a lot of repetition and "back-tracking" between the outreach members and the local fellowship receiving the outreach services. The important thing is to FOLLOW-UP. Having made the initial contact, do not leave them totally isolated again.

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Addendum A

Glossary Of Terms

Addiction - The obsession and compulsion to use drugs

Addicts On Asphalt - Organized road trips to visit isolated members and groups. Also see Nomadic Addicts and Car-o-van.

Area - An area is made up of groups within a designated border

ASC - An area service committee meets regularly for the express purpose of serving the specific needs of its member groups.

ASR - Area service representative

ASR Alt - ASR in training helps fulfill needs of the area in the absence of the ASR (alternate to the ASR)

B.O.D. - Board of Directors of the World Service Office

Book Study - A meeting format where the topic is a reading from an NA approved book. Usually this term refers to chapter by chapter reading from the Basic Text.

B.O.T. - Board of Trustees of Narcotics Anonymous

Car-o-van - Organized road trips to visit isolated members and groups.

Clean - Complete abstinence from all drugs

Closed Meeting - N.A. meeting for recovering addicts only; closed to non-addicts

Concepts - The Twelve Concepts of Narcotics Anonymous, guiding principles for the N.A. Service Structure

Conference - The World Service Conference of Narcotics Anonymous

(C.A.R.) - The World Service Conference Agenda Report

Conference Digest - Published four times a year; summarizes each issue of the Conference report; published by the World Service Office

Directory - A listing of local Narcotics Anonymous meetings

Disease of Addiction - A physical, mental, spiritual and progressive disease as a result of addiction to drugs

Fellowship - All the members of Narcotics Anonymous

Fifth & Tenth Step Format - A meeting format based upon personal inventory and reflection on working the spiritual principles of this program in ones life.

WSC Outreach Committee

For Review and Input

Group - The first line of communication between N.A. members and Narcotics Anonymous as a whole. Usually a group is a meeting that occurs at a regular time and place.

Group Business Meeting - Monthly or as needed, Groups have a business session to pay rent, decide on purchases (literature, coffee, ...), and discuss issues. It is recommended that Group Business Meetings not occur during the regular recovery meeting.

G.S.R. - Group service representative

G.S.R. Alt. - GSR in training; helps fill needs of the group in the absence of the GSR (alternate to GSR)

H & I - Hospitals and institutions

Home Group - A specific NA group the member has made a commitment to attend and participate in. There is one place called "home" and members generally have one Home Group.

I.P. - Information Pamphlet, conference approved pamphlets published by the World Service Office

Literature - World Service Conference approved publications and products.

Literature Study - A meeting format where the topic is a reading from NA approved literature.

Literature Studies usually include NA Information Pamphlets and booklets.

Meeting - Two or more addicts meeting together for the purpose of recovery from addiction to drugs and follow the spiritual principles of N.A.

Meeting List - See directory

Member - Anyone who has the desire to stop using drugs and says they are a member of N.A.

N.A. Way - A monthly magazine published by the World Service Office

N.A. News line - Newsletter published three times a year; published by the World Service Office

Nomadic Addicts - Organized road trips to visit isolated members and groups. Also see Addicts On Asphalt and Car-o-van.

Open Meeting - An N.A. meeting that is open to anyone who wishes to attend

Outreach - Overcoming isolation across distances, in institutions and communities.

P.I. - Public Information

Phone Line Directory - A list of all known N.A. help lines/hotline available from the World Service Office

Program - The Twelve Steps of Narcotics Anonymous

Reaching Out - A quarterly newsletter for N.A. members in hospitals and institutions and H & I committees; available through the World Service Office

WSC Outreach Committee

For Review and Input

Recovery - Complete and continuous abstinence from all drugs and applying the spiritual principles of N.A. in one's life

Region - Areas throughout a designated border that meet together to better serve the addicts within their member areas and groups

R.S.R. - Regional Service Representative

R.S.R. Alt. - R.S.R. in training; helps fulfill the needs of the region in the absence of the R.S.R. (alternate to the R.S.R.)

Relapse - A return to using drugs after a period of abstinence

Speaker Meeting - An N.A. meeting in which a member of Narcotics Anonymous shares his or her recovery experience, strength and hope

Sponsor - Another member of N.A. who helps guide us through the Twelve Steps of Narcotic Anonymous. Men sponsor men, and women sponsor women is recommended.

Step Study - Or step meeting; a format in which the topic of the meeting is one of the Twelve Steps of Narcotics Anonymous

Steps - The Twelve Steps of Narcotics Anonymous, spiritual program for personal recovery from addiction to drugs

Text Study - A meeting format where the topic is a reading from the Basic Text. Each meeting a chapter or section is read and discussed.

Traditions - The Twelve Traditions of Narcotics Anonymous, spiritual principles that help maintain unity

TWGSS - Temporary Working Guide to our Service Structure

W.S.C. - World Service Conference

W.S.O. - World Service Office, P.O. Box 9999, Van Nuys, CA 91409-9999

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Addendum B

Available Resources

Outreach subcommittees have many resources to draw upon and use in their efforts. Following is a short list of available resources.

- Local Service Committees
- Group Booklet
- The Group, Information Pamphlet (IP #2)
- The Loner: Staying Clean In Isolation, Information Pamphlet (IP #21)
- Group Treasurers Handbook
- The Basic Text of Narcotics Anonymous
- It Works: How And Why
- Hospitals & Institutions Handbook
- Outreach Handbook
- A Guide To Public Information
- Temporary Working Guide to the Service Structure (TWGSS)
- Twelve Concepts For NA Service
- Outreach Bulletins (list available from WSO)
- WSO Group Services Department
- WSC Outreach Committee

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Addendum C**OUTREACH WORKSHOP PRESENTATION GUIDE****NA Outreach Service Bulletin #2****Introduction**

This bulletin is offered as a guide for use by any member of NA to present an educational workshop on outreach. Feel free to use the material as presented here or improvise in whatever way suits the needs or circumstances in your location. We recommend using several different presenters, one for each subtopic. Some presentations of this material have questions and answers with each topic, and some wait until the sharing session of the workshops. The information in this bulletin is drawn from many sources and may be tailored to suit any audience.

Workshops of this type are an excellent way to introduce members to what outreach is, what it does, what it is not, and how outreach is accomplished. When conducting service workshops or learning days, efforts should be made to present an overview of NA services that is easily understood and not intimidating. The goal should be to show how members can participate and the benefits of doing so. Workshop presenters are encouraged to contact the WSO for additional information and assistance. Establishing this communication early will be of great benefit to anyone interested in the topic. Information contained in our bulletin, "What is Outreach," will also be extremely helpful in conducting an outreach workshop.

General Workshop Topics

- The Idea of Outreach
- Between the "I"s
- Three Types of Outreach
- Functions of Outreach
- Outreach to NA Groups
- What Outreach Is Not
- Available Resources
- Forum/Sharing Session

The Idea of Outreach

The intent of outreach is simply to insure that any group, meeting, or addict who wishes can be linked to our service structure, receive services and participate in the NA service structure.

Some form of "outreach" exists in virtually every emerging NA community. Usually this takes the form of one or a few members with the energy to get together and travel long distances to provide support to an isolated group or institutional meeting. During the 1980's some of these spontaneous efforts pulled together and subcommittees were formed in some locations. Often,

they received enthusiastic support to help improve communication, plan related activities for isolated group members, and provide direct support to isolated groups or institutional meetings. As new subcommittee members were trained, committee continuity and consistency resulted in more groups becoming involved and linked to the fellowship. Today's outreach committees draw much of their experience from these earlier efforts and continue to rely on the principle of one group of addicts helping another. It is one way our fellowship has been able to spread from city to city and country to country. The emergence of formalized outreach committees has made possible a more systematic approach to providing these services.

Currently, some Narcotics Anonymous outreach committees exist at every level of service. Although their activities vary widely, they seem to share a few common goals. First, outreach committees assist NA groups to solve problems that may impede the group's growth and may even threaten the group's survival. These committees also help groups to enhance their ability to carry a message of recovery through greater knowledge of and exposure to the NA service structure. Finally, outreach committees help NA groups to overcome the pitfalls of isolation by encouraging increased contact with the fellowship as a whole.

The focus of outreach is within NA. From long distance travel to correspondence to getting GSRs to show up at the ASC to registering groups--all this is within the realm of outreach.

Between the "I"s

NA outreach service is designed to complement other services, not to duplicate them. Outreach subcommittees are formed because they fill a need. Outreach service efforts can assist a broad range of isolated and institutional groups and members that sometimes fall outside the scope of NA's H&I and PI service. For example, our public information committees work with those outside NA, helping them to know what we offer to addicts seeking recovery. Our hospitals and institutions committees conduct panels in facilities where NA is not available otherwise, helping addicts directly to find recovery. As a result of our PI and H&I efforts, professionals, facility staff, inmates, or patients often start an NA meeting in an institution, and it can easily become isolated from services and communication with NA as a whole. To these struggling groups and isolated member, it is often outreach that rekindles the hope that "together we can."

Three Types of Outreach

For discussion purposes, we can describe three general categories of outreach service; extended, community, and institutional. Where geographical, language and cultural barriers are involved, we find extended outreach. In extended outreach the focus is on communication to help bring isolated members together or in touch with "the rest" of NA. Institutional outreach services often take the form of physical support, correspondence, newsletters, and literature mailings to NA members and groups in a facility where access is limited. Community outreach occurs in countryside, suburban and metropolitan settings where NA already exists and some form of service structure has been developed to serve local needs. The focus in a community setting is on participation; assisting groups in need of support, getting GSRs to area meetings, and registering groups.

Around our fellowship there are many examples of each of the three main types of outreach. Contact information and some resource material from many of these locations can be obtained from the World Service Office.

Functions of Outreach Subcommittees

In some places outreach services are conducted at the regional or national level. Elsewhere, area subcommittees do the actual work, with a regional subcommittee serving to coordinate, train, and provide a problem solving forum. Regardless of the structure, each outreach subcommittee appears to perform tasks directly related to the needs of their service territory and the resources available. Following is a list of some of the functions different outreach subcommittees are performing. Few committees provide all these services, but many of them are functions of most outreach subcommittees.

- * Provide a direct line-of-communication to isolated members and groups, in and out of institutions
- * Presents or take part in activities designed to bring isolated members and groups together with each other and the NA community
- * Conduct workshops on group level service, provide orientation sessions for GSRs, and develop GSR information packets
- * Conduct outreach workshops at learning events
- * Facilitating, encouraging and improving GSR attendance at area meetings
- * Assisting groups in need of support and group trusted servants
- * Helping to register groups with service committees and the WSO
- * Compiling or advising in the compilation of meeting schedules
- * Developing or maintaining an informative map of service boundaries
- * Encouraging members to be involved in NA service
- * Helping members and groups to learn about ordering literature and receiving NA publications
- * Facilitating the development and availability of simplified service materials
- * Help groups to provide for members with additional needs

Outreach to NA Groups

To the greatest extent possible, we work in teams, not alone. Two or more people visiting a struggling group can offer support during the meeting, provide information and offer suggestions in conversation with group trusted servants. Answering questions about the purpose and functions of the area and its subcommittees are often beneficial during these visits.

Assisting new groups to obtain starter materials and register with their service committees and the WSO helps them to establish communication with other NA groups in their area or region. In some places, outreach subcommittees provide a "wake-up" call a couple of days prior to the ASC to groups that haven't attended in a while. Another service often performed by area outreach subcommittee is to provide brief training and orientation sessions for new GSRs, often done in a quick seminar format 30 minutes before an ASC meeting. The improved participation and communication that results from GSRs that know their job and how their committee works

usually helps build area unity and stability.

What Outreach Is Not

It is important to remember that the focus of outreach activities is to assist groups to sustain themselves. Outreach is not intended to be a committee that starts new meetings. For outreach committee members to become tied down supporting one meeting every week would be unfair to the area and a disservice to the group. Committee members can assist the NA members who start meetings by temporarily attending, education, starter kits, announcements, and registration. Successful outreach committees have avoided creating a structure that fosters dependency or sets up an additional barrier to groups having direct contact with the rest of the fellowship's service structure.

It is important for outreach members not to "judge" groups in how they conduct their meetings. Outreach has sometimes, mistakenly, been perceived as an NA "police department" that presents groups with citations for traditions' violations, or a "swat team" that attends meetings for the purpose of telling a group what to do. Outreach committees need to remain clear that they are trying to help the group and their mission is not to promote or enforce uniform understandings of traditions, service concepts or proper NA language. Committee members so inclined should be encouraged to trust that isolated group members will develop their own understanding of NA's principles through increased contact with NA as a whole.

Another pitfall to avoid is identifying with any political factions. Outreach is about group service and must avoid being perceived as taking sides in local controversies. It is important in outreach visits to respect each groups' autonomy. The integrity of the outreach subcommittee depends on its ability to provide unbiased, accurate information and then step aside and let the group decide. This is particularly true when an area grows to a point where dividing into more than one area is being considered. The role of outreach in this situation is simply to strengthen groups and develop ASC unity. Outreach should support whatever process the ASC chooses to guide its future and encourage the groups to make their own choices on issues.

For these reasons, outreach subcommittees usually spend significant time discussing how to introduce themselves and clarify their function so as to avoid leaving any group feeling threatened. Outreach may visit, offer suggestions, gather information and even make recommendations. It is the responsibility of the local NA members, groups, and the service committee to address issues.

Available Resources

Outreach subcommittees have many resources to draw upon and use in their efforts. Following is a short list of available resources.

- Local service committees
- Group Booklet
- Group Information Pamphlet (IP #2)
- Group Treasurers Handbook
- Temporary Working Guide to the Service Structure (TWGSS)

WSC Outreach Handbook

For Review and Input

Outreach Bulletins (list available from WSO)

WSO Group Services Department

WSC Outreach Ad Hoc Committee

Open Forum/Sharing Session

The floor should be opened to answer any questions and encourage discussion about outreach. This is also a good time to elaborate on any topics of interest and encourage participants to share about the personal rewards of outreach service.

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Addendum D

Area Outreach Subcommittee Guideline (Sample)

I. Basic Purpose and Goals of the Committee

The purpose of this subcommittee is to reach out to the isolated or struggling groups within our area and to act as a communication link between that group and the Area Service Committee (ASC). The goal of these efforts are intended to provide support and assist groups to learn how to help themselves.

II. Function of the Committee

The function of this subcommittee can include many activities. Some of these activities can include:

- A. Attending groups not represented at ASC and share the importance of group involvement in the Area,
- B. Passing on information about the NA service structure,
- C. Provide GSR orientations,
- D. Helping addicts to start new meetings.
- E. Serving as a communication link and liaison to institutional isolated groups.
- F. Encouraging groups to make announcements and fliers, and provide information about new meetings and meetings needing support to more established groups.
- G. Networking with various subcommittees in the area for the purpose of providing and needing support.
- H. Loaning new groups a variety of Group Starter Kits, NA Literature, etc. (contents to be approved by the area).
- I. Helping groups provide for members with additional needs.
- J. Encouraging groups to register with the ASC, RSC, and WSO. Informing groups as to how they may become included in meeting lists.
- K. Conducting Learning Days and Workshops on group related topics.
- L. Performing any other activities that benefit the Outreach efforts in the Area.
- M. Bringing unity and a message to groups: You are not alone.

III. Subcommittee Membership

Any member of Narcotics Anonymous may attend the subcommittee meetings and become a member of this subcommittee. The Area Outreach subcommittee encourages member support. A subcommittee member travels to the groups as a representative of the Outreach Committee and/or the ASC. An acting "subcommittee representative" shall have six months suggested clean time. It is suggested that "subcommittee representatives" never work alone.

A. Chairperson

1. Is elected by the group conscience of the ASC as per its guidelines. Requirements for this position are:
 - a) One year continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have a working knowledge of the Twelve Traditions
2. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedures.
3. Prepares a report for each ASC meeting and makes all motions on behalf of and is the voice of the Outreach subcommittee at the ASC.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the area's Groups.
6. Attends or sends a representative to Regional Outreach subcommittee meeting once a month.
7. Prepares a budget with the subcommittee to be submitted for the approval of the ASC for each upcoming period as outlined in the ASC guidelines.
8. If necessary, may be removed by the ASC as outlined in its guidelines.

B. Vice Chairperson

1. Is elected by the Outreach subcommittee. Requirements for this position are:
 - a) Six months continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have a working knowledge of the Twelve Traditions
2. Must attend all meetings of the subcommittee. Attendance at the ASC is encouraged.
3. Works with the chairperson to ensure the smooth operation of the Outreach subcommittee.
4. Performs the duties of the chairperson in his/her absence.
5. If necessary, may be removed by two-thirds vote of the subcommittee.

C. Secretary

1. Is elected by the Outreach subcommittee. Requirements of this position are:
 - a) Sixty days continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have a working knowledge of the Twelve Traditions
2. Must keep an accurate set of minutes of all Outreach subcommittee meetings and learning sessions.
3. Coordinates and keeps records, files and archives of this subcommittee.
4. Keeps an updated list of all active members of the Outreach subcommittee.
5. Works with the chairperson to ensure the smooth operation of the Outreach subcommittee.
6. If necessary, may be removed by a two-thirds vote of the subcommittee.

D. Members (Subcommittee Representatives)

1. Have a working knowledge of the Twelve Traditions and carry the message of Narcotics Anonymous.
2. As with any service in our Fellowship, never work alone. The ideal situation is to have another subcommittee member with you.
3. Be positive and supportive of the Group. If there is a problem, take it back to the subcommittee and ask for suggestions.

E. Voting

1. Members must attend three (3) consecutive meetings of the area Outreach subcommittee to become a voting member. Absence of the three (3) consecutive meetings results in the loss of voting privileges.

We have found that regular participation at subcommittee meetings allows experienced members to make informed decisions. Each area can establish requirements for voting privileges.

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Addendum E

Regional Outreach Subcommittee Guideline

(Sample)

I. Basic Purpose and Goals of the Committee

The RSC Outreach subcommittee serves the needs of all Areas within the Region by coordinating Area Outreach Subcommittees and conducting activities that develop and strengthen outreach efforts within the region and the Fellowship.

II. Function of the Committee

The function of this subcommittee can include many activities. Some of these activities can include:

- A. Provides a forum or pooling place for Area Outreach subcommittees to share their experience, strength and hope.
- B. Conduct workshops to address and/or work on problems the member Areas are experiencing or to discuss new methods of Outreach work.
- C. Develop and maintain an Outreach Workbook and other Outreach resource materials necessary to better carry the message.
- D. Coordinate with other Regional subcommittees on matters related to outreach.
- E. Maintain communication with related WSC Committees. Communication flows both ways between the Area and World level through the Regional Subcommittee.
- F. Maintain communication with WSO Group Services Coordinator and WSO Data Entry section (Group registrations) as needed.
- G. Maintains Regional Map showing constituent Area boundaries.
- H. Performs any other activities that benefit the Outreach efforts in the Region.

III. Subcommittee Membership

Membership on the Regional Outreach Subcommittee shall consist of the Chairperson, Vice Chairperson, Secretary, and Chairpersons of Area Outreach Subcommittees or their designated representative as well as any member of the Fellowship who wishes to better carry the message through outreach.

A. Chairperson

1. Is elected by the group conscience of the RSC as per its guidelines. Requirements for this position are:
 - a) One year continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have a working knowledge of the Twelve Traditions
 - d) Must have at least one year experience in Outreach work
2. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedures.
3. Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice of the Outreach subcommittee at the RSC.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the Area Outreach Subcommittees, the RSC and the WSC. Maintains communication with all related committees.
6. Attends or sends a representative to Regional Committee meeting once a month.
7. Prepares a budget with the subcommittee to be submitted for the approval of the RSC for each upcoming period as outlined in the RSC guidelines.
8. If necessary, may be removed by the RSC as outlined in its guidelines.

B. Vice Chairperson

1. Is elected by the Outreach subcommittee. Requirements for this position are:
 - a) One year continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have a working knowledge of the Twelve Traditions
 - d) Must have at least six months experience in Outreach work
2. Must attend all meetings of the subcommittee. Attendance at the RSC is encouraged.
3. Works with the chairperson to ensure the smooth operation of the Outreach subcommittee.
4. Performs the duties of the chairperson in his/her absence.
5. If necessary, may be removed by two-thirds vote of the subcommittee.

C. Secretary

1. Is elected by the Outreach subcommittee. Requirements of this position are:
 - a) Six months continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have a working knowledge of the Twelve Traditions
 - d) Must possess a certain amount of clerical skills.
2. Must keep an accurate set of minutes of all Outreach subcommittee meetings and learning sessions.
3. Coordinates and keeps records, files and archives of this subcommittee.

4. Keeps an updated list of all active members of the Outreach subcommittee.
5. Works with the chairperson to ensure the smooth operation of the Outreach subcommittee.
6. If necessary, may be removed by a two-thirds vote of the subcommittee.

D. Other Subcommittee Members

1. Have a working knowledge of the Twelve Traditions and carry the message of Narcotics Anonymous.
2. As with any service in our Fellowship, never work alone. The ideal situation is to have another subcommittee member with you.
3. Be positive and supportive of the Areas. If there is a problem, take it back to the subcommittee and ask for suggestions.

E. Voting

1. Members must attend three (3) consecutive meetings of the area Outreach subcommittee to become a voting member. Absence of the three (3) consecutive meetings results in the loss of voting privileges.
2. Voting members of the Regional Outreach Subcommittee shall be the Area Outreach Subcommittee Chairperson or their designated representatives. The RSC Outreach Vice Chairperson and RSC Outreach Secretary each have one vote. The RSC Chairperson only has a vote in the event of tie. Other interested members of the Fellowship may be elected to voting membership after attending two consecutive Regional Outreach Subcommittee Members. Other interested members elected to voting membership may vote as long as they don't miss two meetings in a row.

We have found that regular participation at subcommittee meetings allows experienced members to make informed decisions. Each area can establish requirements for voting privileges.

F. Subcommittee Meetings

Subcommittee meetings will be held on a "regular" and "special" basis. Regular meetings will be held each month at a predetermined location. Special meetings may be called by any officer of the committee to address issues as they arise according to need. All voting members must be notified at least one week prior to any special meeting.

The vice chairperson of the RSC is a member of this subcommittee. All subcommittee members may bring motions to the floor. Motions must be seconded by a voting member. All members may speak to motions. Only voting members may vote on motions.

IV. Suggested Meeting Format (Agenda)

- A. Opening Prayer
- B. Read 12 Traditions
- C. Read basic purpose and functions of the RSC Outreach subcommittee
- D. Secretary Report (last meeting's minutes)
- E. Administrative Committee Report (activities since last meeting)
- F. Area Reports
- G. Task and Project Reports
- H. Open Forum
- I. Old Business
- J. Elections
- K. New Business
- L. Review of upcoming subcommittee activities and motions for the RSC.
- M. Learn/Sharing Session
- N. Announcements
- O. Closing Prayer

Addendum F

Zonal Outreach Guideline

(Sample)

I. Basic Purpose and Goals of the Committee

To promote growth in the Fellowship through helping isolated and emerging parts of the Fellowship benefit from the experience of each other and more developed parts of the Fellowship. Ultimately, the committee would become no longer necessary or useful.

II. Function of the Committee - include but not limited to:

- A. Act mainly as a referral source for Outreach activities in a large geographic area.
- B. Prepare and issue mailings to isolated groups and/or members.
- C. Compile lists of Outreach activities, committees, and policies, and make these available to the fellowship.
- D. Encourage the formation of Outreach Committees
- E. Provide financial support of specific Outreach activities when requested by member RSC or ASC's.

III. Committee Members and Responsibilities

- A. Chairperson - elected for a one year term by the full Zonal Committee. Is responsible to chair the Outreach Committee meetings. Coordinates committee work, delegate tasks to members, and ensures these duties are carried out.
- B. Vice chairperson - elected for a one year term by the full Zonal Committee with the intention to serve as Chairperson the following year. Chairs the Outreach committee meetings in the absence of the Chairperson. Performs duties as designated by the chairperson.
- C. RSC/ASC Representatives - at each Outreach meeting, a volunteer from each RSC/ASC will be delegated for this position. The volunteer will serve in this position until the next Outreach meeting. The volunteer is responsible for Zonal Outreach activities in their respective ASC/RSC and will perform tasks as delegated by the Chairperson.
- D. Committee Members - all current members of the Zonal Committee may join the committee. At the Chairperson's discretion, previous Zonal members and other interested NA members can join the committee. The duties will be delegated by the Chairperson.

IV. Activities

Outreach targets include but are not limited to isolated groups and members, as well as newly forming ASC's and RSC's. Isolated groups include those held in our outside institutions.

When acting to fulfil duties as per the committee's functions, the committee operates in the following manner:

A. Acts as a referral source

When the Committee receives requests for Outreach activities:

1. Contact the nearest member RSC/ASC to act on the request.
2. Check to ensure action has been taken on the request.
3. Fund the activity if requested by that member RSC/ASC.
4. Get reports from both parties on the success/failure of the activity for future reference.
5. Committee members should not become directly involved in acting on requests except as a last resort. All possible efforts should be made first to encourage the closest geographically contiguous RSC/ASC to do the work.

B. Mailings

1. Mailings are performed as directed during Outreach Committee meetings.
2. If replies to mailings require a response, the Chairperson of this committee will distribute these requests to other committee members. Those members are responsible to gather a small group of local NA members and respond to the requests. It is suggested these members report to this committee at the next meeting.

C. Requests for Financial Support

1. Can be made at Outreach meetings, or in writing in between meetings.
2. A breakdown of expenses is required
3. A proposal should be prepared to include the purpose of the function, its intended objective.
4. Approval of funds is determined by their availability, and if there is a majority vote of support for the effort from the committee.

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Addendum G

"INSTITUTIONAL GROUP GUIDE"

INTRODUCTION

This particular piece of the Outreach Handbook was initially developed by the WSC H&I Committee's ad-hoc subcommittee on Outreach, and presented to the WSC Outreach ad-hoc last year at the close of the '94 Conference. This piece was originated out of a need to identify and assist N.A. meetings in hospital and institutional settings that were not a part of, and had no association with an Area or Regional H&I Committee. Although this issue had been presenting itself since the initiation of the Isolated Groups ad-Hoc in 1989, and in fact was a primary reason for that initiation, it was never fully addressed. The outcome being there are still regular requests to WSC H&I about how to approach such meetings.

This is an addendum to the Outreach Handbook because Area and Regional Outreach Committees need to be aware of its existence. However, the true purpose of this guide is for it to be placed in the hands of addicts in institutions who are attempting to found an NA meeting, and become a fully participating group of Narcotics Anonymous. Hence the beginning of a solution to a problem that has been identified.

It is our hope that from this particular project, addicts in hospitals and institutions will be able to discuss and vote on world service issues in their Home Group, and that the Home Group will be a part of an established Area in a Region of Narcotics Anonymous. Therefore, we are requesting that this piece of service related literature be produced by the WSO as a packet of information to be sent out to those who request it, or who are deemed appropriate to receive such information.

We have chosen to call this piece the "*Institutional Group Guide*". The contents of the packet would include the list of materials located in the front and back pockets of this folder, as well as the *Institutional Group Guide* itself.

This *Institutional Group Guide* is ready at this time to go to existing Area and Regional Outreach committees as well as back to WSC H&I for final review and input. Upon completion of this review process, any warranted additions, deletions or changes will be made. The final draft will be submitted to the Interim Committee which will determine if the piece is to be referred back to its' originating committee and/or to other WSC committees and boards. If, however, the submitted work is recommended for WSC approval, it shall be distributed to all WSC participants at least ninety days prior to the annual WSC meeting with notification that it is pending WSC approval.

We are recommending that the above process (specified in TWGSS) be followed. This piece is capable of becoming approved, and is needed, as service related literature regardless of where the Outreach Handbook ends up or how long it takes for the Outreach Handbook to go through the same process. The greater majority of the *Institutional Group Guide* is already Conference approved. The quotes and references are included in the draft to indicate these passages and paragraphs are already parts of approved literature and not in need of any changing. In the event our service structure changes, than these passages can be changed to reflect changes made to the source material.

Thank you for your consideration and the honor to serve.

The WSC Outreach Committee

Written as an integral part of the Outreach Handbook, the *Institutional Group Guide* is also intended to become a separate pamphlet for use by addicts in institutions. Therefore, the pages of the *Institutional Group Guide* are numbered as a standalone piece.



INSTITUTIONAL GROUP GUIDE

WSC Outreach Committee

April, 1995

**Work-In-Progress
Unapproved Service Material
For Review and Input**



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.

INSTITUTIONAL GROUP GUIDE

WSC Outreach Committee, April, 1995

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INTRODUCTION

Thank you for your interest in Narcotics Anonymous. This booklet has been designed to introduce you to some of the aspects of the program and fellowship of Narcotics Anonymous as well as to provide an aid to beginning and maintaining a Narcotics Anonymous meeting in a long-term setting.

"Narcotics Anonymous is a worldwide fellowship of men and women for whom drugs have become a major problem"(Basic Text, pg. 9). "N.A. is a program of recovery for anyone who has the desire to stop using drugs"(Behind the Walls, pg. 6). We in N.A. know it did not matter what drugs we used or how much. What mattered is what happened when we used. "Narcotics Anonymous is a program of complete abstinence from all drugs"(Basic Text, pg. 9). By following the program of recovery offered in Narcotics Anonymous, we have found a new way of life and become responsible, productive members of the society in which we live.

The fellowship of Narcotics Anonymous is based on the Twelve Steps, the Twelve Traditions, and the Twelve Concepts. Spiritual in nature, "they are a set of principles written so simply that we can follow them in our daily lives"(Basic Text, pg. 9). Our Twelve Steps detail our program for personal recovery. Our Twelve Traditions relate experience that can help N.A. groups maintain their unity, and our Twelve Concepts are guiding principles for our service structure.

"Narcotics Anonymous is not related to any other organizations"(Basic Text, pg. 9), including other Twelve-Step fellowships, programs, treatment or correctional facilities. We employ no professional counselors or therapists. N.A. is a nonprofit fellowship and our membership is free. "The only requirement for membership is the desire to stop using"(Basic Text, pg. 10); you are a member when you say you are, and membership in Narcotics Anonymous is unconditional.

It is our hope that this booklet will prove to be a simple, easy guide to your efforts in establishing an N.A. meeting. Section I, *"The Basics of an N.A. Meeting"*, - describes membership in N.A., how to set up an N.A. meeting and other information about maintaining your meeting. Section II, *"The Group and Its Trusted Servants"*, - is designed for the N.A. meetings that

have become established groups. Section III, *'The N.A. Service Structure*, - gives an overview of Narcotics Anonymous lines of communications, and defines the various levels of the fellowship's service structure. Section IV, - *other Important Information and Resource Section*," covers other issues such as questions and suggestions, services N.A. does not provide and many other issues that might be helpful to you.

The appendix includes a glossary of N.A. terminology as well as a brief description of recovery and service-related literature.

We welcome you into Narcotics Anonymous, a worldwide fellowship. We are millions of recovering addicts who have found a vision of hope and a promise of freedom from active addiction. You are not alone. Just for today, you never have to use again.

JUST FOR TODAY

Tell yourself:

JUST FOR TODAY my thoughts will be on my recovery, living and enjoying life without the use of drugs.

JUST FOR TODAY I will have faith In someone In N.A. who believes in me and wants to help me In my recovery.

JUST FOR TODAY I will have a program. I will try to follow it to the best of my ability.

JUST FOR TODAY, through N.A., / will try to get a better perspective on my life.

JUST FOR TODAY / will be unafraid, my thoughts will be on my new associations, people who are not using and who have found a new Way of life. So long as / follow that way, / have nothing to fear

(From I.P. #8, Just for Today)

SECTION I THE BASICS OF AN N.A. MEETING

Membership in Narcotics Anonymous

Membership in Narcotics Anonymous is a personal decision reached by each individual. "The only requirement for membership is the desire to stop using drugs" (Basic Text, 10). "Anyone may join us regardless of age, race, sexual identity, creed, religion or lack of religion" (Basic Text, 9). You are a member of the fellowship when you say you are.

Narcotics Anonymous has "no initiation fees or dues" (Basic Text, 9). Each recovering addict has paid the price of membership through the pain of active addiction. "Our message is that any addict can stop using drugs, lose the desire to use, and find a new way to live" (Basic Text, 65). "Our message is one of hope and the promise of freedom" (Basic Text, 65) from active addiction.

Most of us had no idea what to expect living without the use of drugs. It is in N.A. meetings that many of us first heard the message of recovery, found acceptance and support from other members and learned practical information to help us stay clean.

What is an N.A. Meeting?

A Narcotics Anonymous meeting is any two or more recovering addicts who meet together for the purpose of recovery from the disease of addiction. All Narcotics Anonymous meetings are bound by the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts of N.A. Our meetings are conducted by addicts, for addicts. N.A. is a personal and spiritual program; therefore, our personal recovery experiences, N.A. principles, and N.A. general information are the topics of our meetings.

"The primary purpose of an N.A. meeting is to" provide experience, strength and hope for its members and "carry the message of recovery to the addict who still suffers" (TWGSS, 2). The meeting "provides each member with the opportunity to share and to hear the experience of other addicts who are learning to live a better way without the use of drugs" (The Group Booklet, 2). The meeting, in essence, is a vehicle by which our message is carried. It "provides a setting in which a newcomer can identify with recovering addicts and can find an atmosphere of recovery" (TWGSS, 2).

Guidelines When Requesting a Meeting Place/Time

Some ideas to keep in mind when requesting space to hold an N.A. meeting are:

- 1) The meeting place should be accessible to the largest number of people as possible. Keep in mind that providing an atmosphere of recovery is desired, such as room size and as few distractions as possible.
- 2) Ramps, wide doors, elevators and bathroom facilities may be required for some members who are physically challenged.
- 3) Generally, N.A. meetings are held in the evening after meals; this allows more people to attend.

NOTE: It is not recommended that N.A. group meetings be held in an individuals living quarters.

* See Resource Section for a sample letter requesting time and meeting space.

Setting Up Your First N.A. Meeting

Once the meeting space and time have been approved, early arrival will allow time to set up chairs in a circle or around a table and set out the N.A. literature. Cleaning up after the meeting is also an important responsibility. "Most of the things that an N.A. group does to host their meetings are pretty simple. But if one person had to do them all, these simple things would quickly become overwhelming"(The Group Booklet, 10). "By dividing the work, the group ensures that the group as a whole is self-supporting and that the group's burdens don't settle unevenly on the shoulders of just one or two individuals"(The Group Booklet, 10). The spiritual principle of one addict helping another to fulfill our primary purpose is evident in our service to others.

Format for An N.A. Meeting

Narcotics Anonymous meetings follow a consistent format and often center around a topic of recovery called open discussion meetings. Other N.A. meetings might include a literature discussion, speaker meeting, or the Twelve Steps/Twelve Traditions/Twelve Concepts studies. Only Narcotics Anonymous conference-approved literature and tapes are used in N.A. meetings. This is to ensure a clear, consistent and focused message of recovery. Meetings usually last an hour or an hour and a half, and it is important to start and end them on time.

Different Formats For N.A. Meetings

Speaker Meeting

"In a speaker meeting, one or more N.A. members share their experience, strength and hope. This tends to lay out some basic symptoms and characteristics of the disease, and to show how N.A. has brought about recovery. A narrative of events accomplishes little, but a sharing of feelings, self-image, turning points, new awareness, etc., carries a message of recovery" (Hospital & Institutions Handbook, page 33).

Open Discussion Meeting

"Topics should be chosen carefully with the Twelve Steps, Twelve Traditions and Twelve Concepts in mind. There are a multitude of topics that relate to our personal recovery in N.A." (Hospital & Institutions Handbook, pg. 34). It is important to remember that recovery from addiction is our purpose for attending meetings and to choose topics accordingly. The following list is only a beginning point. Many other recovery-based topics come to mind as the group develops and meets the needs of its members.

"Some Suggested Topics (From the Hospital & Institutions Handbook, 34&35)

1. Any I.P. or selection from the Basic Text
2. H.O.W. (honesty, open-mindedness and willingness)
3. Surrender
4. Acceptance
5. The Basics (Don't use, meetings, phone numbers, literature, sponsor and the Steps)
6. H.A.L.T.S. (Don't get too Hungry, Angry, Lonely, Tired, or Serious)
7. Responsible for our own recovery
8. Freedom from active addiction
9. Identify rather than compare
10. Spiritual not religious program
11. Going to any length to stay clean
12. Transition from the facility to the Fellowship (*if applicable*)
13. Tools of the Fellowship

14. Letting go
15. Feelings
16. Learning to trust
17. Giving up old playmates, playgrounds, and playthings
18. Living just for today
19. The first three steps
20. Denial
21. Reservations
22. Sponsorship

Literature Discussion

“For a literature discussion meeting, parts of the Basic Text or other conference-approved literature are read and discussed”(Hospitals & Institutions Handbook, 35). This format may include study of the Twelve Steps, Twelve Traditions and the Twelve Concepts. “Passing the literature around and allowing everyone a chance to read can be an easy way for everyone to get involved. If you do that, though, be sure to include a statement like "Feel free to pass the literature along if you'd rather not read." Not everyone is willing or able to read aloud”(Hospitals & Institutions Handbook, page 35).

Sample Meeting Format
(From The Group Booklet, 18, 19, & 20)

This sample meeting format is just that - a sample. It's designed so that, if your group chooses, you can use it exactly as it is. However, you're encouraged to change it and rearrange it according to the needs of your group. It may be a good idea to contact the local Area Service Committee to see how most of the groups in your area format their meetings.

Chairperson:

Welcome members to the meeting and Introduce yourself. Hello, my name is _____, and I am an addict. Welcome to this meeting of the _____ Group of Narcotics Anonymous. I'd like to open this meeting with a moment of silence (15 to 20 seconds) for the addict who still suffers, followed by the Serenity Prayer. We like to extend a special welcome to newcomers. Is there anyone attending their first N.A. meeting? Would you like to introduce yourself? Is there anyone attending this meeting for the first time? .

If this is a closed meeting: This is a "closed Narcotics Anonymous meeting. "Closed" N.A. meetings are only for drug addicts of those who think they might have a drug problem. Closed meetings provide an atmosphere in which addicts feel more certain that those attending will be able to identify with them. If there are any non-addicts visiting, we'd like to thank you for your interest in Narcotics Anonymous. Our local N.A. meeting list on the literature table will direct you to an N.A. meeting in our community that is open to non-addicts.

If this is an open meeting: This is an "open" Narcotics Anonymous meeting, which means that non-addict friends, relatives, and community members are welcome to attend. Other N.A. meetings may be closed to non-addicts. We'd like to welcome our visitors, and thank you for your interest in Narcotics Anonymous. We ask that you respect the primary purpose of this meeting, which is to provide a place where drug addicts can share their recovery with one another.

Chairperson: *You may want to read an anonymity statement at the beginning of an open meeting. A sample anonymity statement appears immediately following this sample meeting format.*

Continue: For the protection of our group as well as the meeting facility, we ask that no drugs, or drug paraphenalia be on your person at the meeting. It costs you nothing to belong to Narcotics Anonymous. You are a member when you say you are.

Chairperson:

Recognize those with various periods of clean time. Key tags, chips, or medallions may be given out. (See section IV, page 19 for an explanation)

Select people before the meeting to read one or more of the following short pieces. These Readings can be found In our Little White Booklet, The Basic Text, I.P. #1 or the group reading cards.

- a) Who Is An Addict?
- b) What Is The N.A. Program?
- c) Why Are We Here?
- d) How It Works
- e) The Twelve Traditions

Chairperson: *Ask for topic or step discussion, and call on people to share, or introduce the speaker.*

Chairperson:

About ten minutes before the meeting is scheduled to close, announce:
"that's all the time we have. I'd like to thank you for attending."

Chairperson: *Begin Passing the basket around (If applicable), announcing:*

The basket being passed around is one way of practicing our Seventh Tradition, which says, 'Every N.A. group ought to be fully self supporting, declining outside contributions.' The money we collect pays for rent, N.A. literature, and refreshments. Through contributions from this group to various N.A. service committees, it also helps carry the N.A. message of recovery in our area and around the world.

If this is an 'open' meeting: I'd like once again to thank our non-addict guests for the interest they've shown in Narcotics Anonymous. Because of N.A.'s tradition of self-support, this group asks that you not contribute any money when the basket passes your way.

Chairperson: Does the group service representative have any announcements?
(The GSR will make announcements of upcoming group activities and N.A. events in the area.)

After the basket has come back around: Again, thanks for coming tonight. Would all those who wish to, join in a circle to close? *(Various groups close in different ways: with prayers, brief reflections from N.A. literature, etc.).*

Keep coming back. It works.

Also: (From The Group Booklet , pages 18, 19, & 20)

N.A. group members share responsibilities such as cleaning up the room afterwards. We try to leave the room better than we found it. This helps protect the atmosphere of recovery and the reputation of Narcotics Anonymous.

****** There are other samples of meeting formats included in the Institutional Group Guide packet.

Sample Anonymity Statement

N.A.'s Eleventh Tradition reads, "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." We ask everyone attending to respect our members' anonymity by not using full-face photographs, last names, or personal details when describing this meeting to others.

Serial Publications

"Reaching Out" and "The N.A. Way" are not conference approved and should not be used during meetings, but may be displayed on the literature table. Writing to these publications is a wonderful way to share recovery experiences, strength and hopes with other members of the fellowship.

N.A. Literature and Tapes

Only Narcotics Anonymous conference-approved literature and tapes are used in N.A. meetings. This is to ensure a clear, consistent and focused message of recovery. Please do not copy or duplicate N.A. literature. A literature order form is provided in the Resource Section.

The Difference Between "OPEN" and "CLOSED" N.A. Meetings

"Closed" N.A. meetings are only for drug addicts or those who think they might have a drug problem. Closed meetings provide an atmosphere in which recovering addicts can feel more certain that those attending will be able to identify with them. The chairperson often reads a statement at the beginning of a closed meeting, explaining why the meeting is closed and offering to direct non-addicts who may be attending to an open meeting.

"Open" N.A. meetings are just that--open to anyone who wants to attend. Some groups have open meetings once a month to allow non-addict friends and relatives of N.A. members to celebrate recovery anniversaries/ birthdays with them. It should be made clear during the meeting that N.A. groups do not accept monetary contributions from non-addicts" (The Group Booklet, page 4).

Our Relationship With The Facility

Communications with the administration will be an important factor in maintaining a good relationship with the facility. It is important to exchange information with the facility at all stages of planning and on an ongoing basis. This is best done in writing. "Although the staff's designated contact person may be on the administrative level, week-to-week interaction will most likely be with the other staff" (Hospitals & Institutions Handbook, pg.27). A positive relationship with these staff members will make it much easier to deal with any difficulties that may come up. Often "a staff member may be expected to attend the meeting. It should be made clear, not only at the initial stage of setting up the meeting, but also on an ongoing basis, that their role will be as observers only. This also applies if the staff member is a member of N.A." (Hospitals & Institutions Handbook, pg. 27). This will help ensure that our relationship is one of cooperation and not affiliation.

Our Sixth Tradition states that "an N.A. group ought never endorse, finance or lend the N.A. name to any related facility or outside enterprise; lest problems of money, property or prestige divert us from our primary purpose." Our primary purpose is solely to carry the message of recovery to the addict who still suffers.

"The principles by which we recover become diluted when we do not uphold the Twelve Traditions" (Hospitals & Institutions Handbook, pg. 17). Narcotics Anonymous does not keep attendance records or case histories, nor do we "monitor

and report on residents' behavior." This is the responsibility of the staff" (Hospitals & Institutions Handbook, pg.17). N.A. does not engage in drug education or provide domestic counseling, or provide letters of referral or recommendations to parole boards, attorneys or court officials. Nor do our members participate on social councils or grievance committees under the name of Narcotics Anonymous. It has been our experience that adherence to the simple principles of Narcotics Anonymous has proved invaluable in avoiding controversy and misunderstanding and has enabled many people to find a simple recovery program that works in their lives.

SECTION II

THE GROUP AND ITS TRUSTED SERVANTS

"An N.A. group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps, the Twelve Traditions and the Twelve Concepts (has no outside affiliations and receives no outside financial support). To facilitate communications and unity, and to better serve N.A. as a whole, groups should register with the World Service Office of Narcotics Anonymous."

"The primary purpose of an N.A. group is to carry the message of recovery to the addict who still suffers. However, it also provides to all members the chance to express themselves and to hear the recovery experiences of other members who are learning how to live a better life"(TWGSS, pg. 2) drug free.

"Groups hold two basic types of meetings: those which are open to the general public and those closed to the public (for addicts only). Meetings vary widely in format from group to group. Some are participation meetings, some speaker, some question and answer, some topic discussion, and some have a combination of these formats."

Despite the type of format a group uses in its meetings, the function of a group is always the same: to provide a suitable and reliable environment for personal recovery and to promote such recovery.

"A group has proven to be the most successful vehicle for Twelfth Step work. After sharing one's personal recovery experience, strength and hope, the most valuable thing a member can do is to bring prospective new members (addicts) to a group meeting. In this way, a group meeting becomes a place where newcomers know they can come for help. Often the first thing that can open the doors of recovery for addicts is the recognition of themselves in others. A group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts, rather than just one or two share their N.A. recovery experience"(TWGSS, pg. 2).

The group is the level at which we first find some of the day-to-day business of N.A. being taken care of. There may be literature to buy and distribute, coffee to be provided, a meeting place to be kept clean, a time schedule to follow, announcements to be made and other things to be done for the maintenance of a group. A group should stay in contact with their ASC/RSC, if at all possible, so it may become informed about resources, get new literature, and find out what is going on throughout the fellowship.

"It is at a group level that the principle of the trusted servant comes into being: "Our leaders are but trusted servants, they do not govern." (TWGSS, pg. 2). The trusted servants of a group are elected by a majority vote of the group conscience. They are a) the secretary, b) the treasurer, and c) the group service representative and GSR-Alt. (See pages 18 and 19 for more information)

"There are a couple of things to consider when looking for a" trusted servant. One is maturity in recovery and working knowledge of the Twelve Steps. "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 well established in their personal recovery. They are also more likely than new members to be familiar with N.A.'s Twelve Traditions and Twelve Concepts as well as group procedures" (The Group Booklet, pg. 11).

"A second thing to consider is consistent participation in the group. Do they attend meetings regularly? Do they take an active part in the group's business meetings? Those who have demonstrated their commitment to the group by showing up every week will probably make better trusted servants than those who only attend sporadically" (The group Booklet, pg.11).

"When a vacancy occurs in a group position, the group holds a business meeting to consider how to fill it" (The Group Booklet, pg.11). In keeping with the principle of electing trusted servants through the group's conscience, "most N.A. groups use a simple nomination and election procedure in selecting new trusted servants" (The Group Booklet, pg. 11). Keep in mind that the group's trusted servants are directly responsible to the group.

Group Secretary

"A secretary is responsible for the day-to-day functions of a group. It is his or her responsibility to assure that the group meeting takes place when and where it is supposed to" (TWGSS, pg. 2) and ensures that the meeting begins and ends on time. The secretary may select a chairperson for each meeting "makes sure the coffee is ready, arranges for group business meetings, arranges for the celebration of N.A. anniversaries/birthdays, makes sure that the meeting hall is left in proper order, and answers all correspondence" (TWGSS, pg. 2). This job is important because the services performed by the secretary help provide an atmosphere of recovery.

Group Treasurer

"A treasurer of an N.A. group is responsible for the funds which come into a group from the collection, and for the handling and distribution of these funds. The money collected in our meetings should be carefully budgeted. There are numerous expenses necessary for running a group" (TWGSS, pg. 2). The treasurer distributes money to purchase literature, provide coffee, buy supplies, and cover the cost of any miscellaneous expenses a group may incur. He or she keeps an accurate record of all the groups' financial transactions. "In order to maintain our fellowship and freedom, monies which come from a group's collections and members' contributions must always be used to further our primary purpose. A group must first support itself."

"After paying its bills, any remaining funds should be placed in a group bank account, accumulating a reserve adequate to run a group for one month. After this "prudent reserve" has been established, excess funds should be directed to the area service committee. In cases where there is no access to an ASC, send this balance to your regional service committee (RSC). If no access to an RSC exists, send this balance to the WSC Treasurer, care of the World Service Office (see N.A. service structure). One of the biggest problems we have faced has been the misuse of a group's money" (TWGSS, pg. 3). Holding on to excess funds often causes' disunity within the group, and can be a negative distraction to the treasurer "This abuse severely limits what the N.A. Fellowship can offer to recovering addicts. A treasurer has an important responsibility, and much thought should be given to selecting a member to perform this function (also see *the Treasurer's Handbook*)" (TWGSS, pg. 3).

"As a general guide we have found that the treasurer and secretary are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness and desire to serve;
2. We suggest a minimum of one year continuous abstinence from all drugs;
3. Knowledge of the Twelve Steps and the Twelve Traditions;
4. Active participation in the group they are to serve" (TWGSS, pg. 3).

In certain settings it is not possible to collect money for group support, or the need to pay for rent. We can make compensation for use of the meeting space, coffee supplies, and literature in different ways. Some may make a newsletter for the whole community, while others may as a group pitch in together to do some maintenance or other tasks. Still, others may produce items with their artistic talents for trade.

Group Service Representative (GSR)

The group service representative is the vital link between the group and the rest of the fellowship. (See page 18 for more information)

Group Service Representative Alternate

Assists the GSR. (See page 18 & 19 for more information)

Chairperson for the N.A. Meetings

The chairperson should have recovery experience, strength and hope to share from regular attendance at Narcotics Anonymous meetings. This person is responsible for keeping the discussion moving smoothly and following the group format. The chairperson should remember that it is everybody's meeting and not comment after each person shares and discourage other members from doing so.

The person chairing the meeting is responsible for establishing an atmosphere of recovery. In N.A. it does not matter what drugs we used or how much; what matters is what happened to us when we used. Although sharing some problems is necessary for identification, sharing solutions is necessary for recovery. It should always be in the chairperson's mind that we are here for the specific purpose of staying clean and helping other addicts to find recovery from addiction.

Most groups rotate the chairperson every month. This allows other N.A. members of the group a chance to chair the meeting.

Generally, a minimum of three months continuous abstinence from all drugs is suggested for the chairperson.

In some facilities the staff may require that the person chairing the first few meetings be a counselor or social worker. It is recommended that N.A. meetings be chaired by N.A. members as soon as possible. Please see "Our Relationship with the Facility" on page 8 for further information.

Home Group

"In some N.A. communities, it has become customary for members of the fellowship to make a personal commitment to support one particular group - their "home group." The home group is one very specific way in which, by making a personal commitment to N.A. unity, group members can enhance their own recovery as well as insure that the same opportunity exists for others" (The Group Booklet, pg. 3). The home group is the place where the individual member of Narcotics Anonymous has an opportunity to express their personal conscience in the development of our primary purpose on all levels of service.

Rotation and Continuity of Trusted Servants

Rotation is the practice many groups have of electing new people to service positions at set intervals rather than having the same person serve in the same position time after time. Rotation offers very definite benefits for the groups who practice it. By providing diversity in leadership, it helps a group to stay fresh and energetic. It provides assurance that no one individual exercise so much influence that the group becomes a mere extension of his or her personality. The practice of rotation also reinforces the N.A. emphasis on service rather than the servant. Consistent with our belief in the value of spiritual anonymity-what's important is the job being done, not the particular person doing it.

Occasionally some groups allow their members to serve more than one term of a given position so that the group can take advantage of its trusted servants' experience. When group officers have completed their terms, rotation allows them to step aside for a time or accept responsibilities elsewhere in the N.A. service structure, giving other members the chance to serve the group.

The impact of rotation on the stability of the group is balanced by the continuing presence of its long-term group members. Those who have served in the past as group officers and continue to maintain an active role in the life of the group can provide experience, strength and hope to a growing group's discussions. They can also lend a hand to new officers and temporarily pitch in to relieve overloaded trusted servants.

Conducting A Group Business Meeting

"The purpose of the group business meeting is fairly self-explanatory: to conduct the business of the group in such a way that the group remains effective in carrying the recovery message." Group conscience meetings are usually held monthly. "Some of the questions a typical group business meeting addresses are:

- Is the group effective in carrying the N.A. message?
- Are newcomers being made welcome?
- Do solutions for problems at recent meetings need to be sought?
- Is the meeting format providing sufficient direction?
- Is attendance steady or growing?
- Are there good relations between the group and the facility in which the meeting is held?

- Are the group's funds being used wisely?
- Are literature and coffee supplies holding up?
- Is there a service vacancy in the group?
- Has the area, the region, or the World Service Conference asked the group for advice or support?" (The Group Booklet, pg. 9)
- Would a change in the format strengthen the recovery atmosphere?
- What can we do to make meetings more accessible to more addicts?
- Is our group following the Twelve Traditions and Twelve Concepts of Narcotics Anonymous?

Narcotics Anonymous is a spiritual program. A group's business meeting should be no less spiritual. We need to develop a group conscience during these meetings. "Group conscience is the means by which we collectively invite the ongoing guidance of a Higher Power in making decisions" (Twelve Concepts for NA Service, pg. 15). "When addicts whose individual conscience has been awakened in the course of working the steps come together to consider service-related questions, either in their N.A. group or in any service committee meeting, they are prepared to take a part in the development of a group conscience" (Twelve Concepts for NA Service, pg. 13)

We often use the vote as a rough tool for translating that spiritual guidance into clear decisive terms. Often after following thoughtful attentive discussion, no vote is needed, the group consensus becomes perfectly apparent. This is the spiritual premise of our Sixth Concept for N.A. service. We need to be ever attentive to it in making service related decisions.

Sample Group Business Meeting Agenda

Most N.A. groups' business meetings run much more smoothly when a meeting agenda has been planned out ahead of time. The following is a suggested sample.

No two groups are the same. Our experience shows that this format can work well for most. This will help the group do those other things it needs to do in an organized manner.

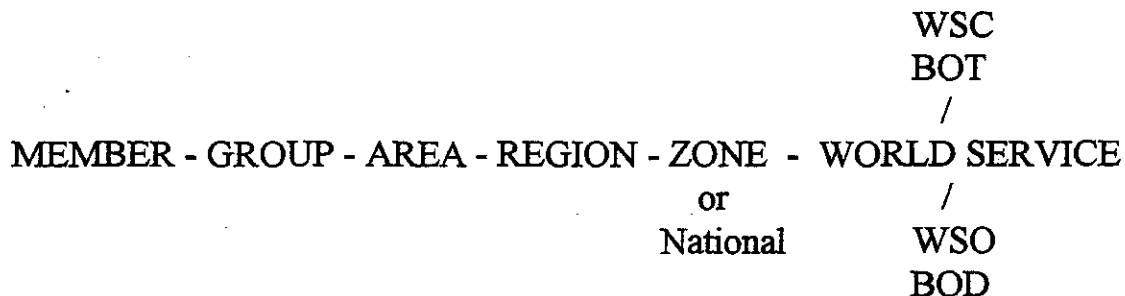
1. Opening prayer
2. Read the Twelve Traditions/Twelve Concepts
3. Minutes from last meeting read
4. Treasurers' report

5. Group Service Representative report
6. Old business
7. New business
8. Elections (if applicable)
9. Announcements
10. Closing prayer

(Agenda adapted from TWGSS, pg. 5)

SECTION III
THE N.A. SERVICE STRUCTURE
"Our Main Lines of Communication"

Once your group has been registered with the World Service Office (form and address on page 33), your group may wish to participate in mailings, questionnaires and the decision-making processes of Narcotics Anonymous. As we are a vast worldwide fellowship, our lines of communication are kept simple and basic with our common welfare as the main link that bonds us together. The following is a diagram that illustrates this process along with some brief descriptions of their various functions.



Member

"The front line, so to speak, of N.A. service is an individual N.A. member. Any addict may be a member--the only requirement is a desire to stop using. The services that each of us provides are the most important in N.A. It is a member who carries our message of recovery and works with others. Without an active membership there would be no need for the rest of this service structure. There would be no N.A.

"The benefits of membership are clear to us all: a drug-free life, the chance to grow, friendship, and freedom from active addiction. However, membership is not without its responsibilities. It is the responsibility of all members to maintain their personal recovery. Also, it is the responsibility of each of us to share freely our recovery experience, strength and hope with an addict who still suffers, and work to ensure that what was freely given to us remains available to the newcomer and older members alike.

“The gathering together of two or more recovering addicts for the purpose of learning how to live a drug-free life by practicing the principles of N.A. constitutes an N.A. meeting. When such a meeting is held regularly, it can become a group” (TWGSS, pg. 1).

Group

Please refer to the discussion on N.A. groups, Section II, page 10.

Group Service Representation

Group Service Representative (GSR) is responsible for the following:

- Serving as a liaison between the group and the area
- Sending reports to the area service committee (ASC) regularly (either in person or by mail)
- Sharing responsibilities with the GSR-Alternate
- Keeping the group accurately registered with the World Service Office
- Consistent participation in group
- Knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of N.A. Service

The most important facet of this position is to be the communicator for the group. The group service representative is the vital link between the group and the rest of the Fellowship. The GSR is the formal line of communication whose purpose it is to represent the group's conscience in matters affecting other groups or N.A. as a whole. This duty requires the representative to provide information to the group about developments in the worldwide N.A. Fellowship and to share with the area any activities, strengths or problems of the group. It is important that the GSR maintain the chain of N.A. communications.

Group Service Representative-Alternate (GSR-Alternate)

The position of GSR-Alternate parallels that of GSR except that it is a two-year commitment with the first year spent in training and the second year as GSR. The GSR-Alternate also acts as GSR in the absence of the GSR.

Group Service Representatives - Area Service Committee Participation

Group service representatives link their groups with the rest of the N.A. service structure. The actual connection may be accomplished in several ways. Some examples are:

1. Your elected GSR may be able to attend the ASC through various means according to facility rules.
2. If actual attendance is not always possible, communications can be accomplished through the mail. This can include group concerns, group activities, and group conscience votes, as well as the group's participation in other areas of the service structure.
3. If members from the outside N.A. Fellowship become regular participants of your meeting, one of these may become, if the group wishes, your GSR and attend the ASC as the group representative.
4. In some cases the ASC may ask to hold the meeting in your facility (if possible).

Brief Description of an N.A. Area

An area is a collection of groups joined together to further the primary purpose of the member groups and N.A. as a whole. This is done by all of the groups working together and taking action according to the conscience of those groups. Many groups are able to accomplish what a single group might find difficult to do on its own. "An area service committee (ASC) is a committee made up of representatives (GSR's) from groups within a designated area, which meets monthly for the express purpose of serving the specific needs of its member groups" (TWGSS, pg. 5).

Brief Description of an N.A. Region

"A regional service committee (RSC) is a committee made up of the ASRs (see glossary for description) from all the areas within a designated region. This service committee is designed to provide service to its member areas. An ASC and an RSC are similar in nature and purpose but their respective functions are slightly different. While an ASC serves the specific needs of the groups, an RSC serves the common needs of the areas" (TWGSS, pg. 7). The primary function of an RSC is to unify the areas within its region. Another function is to carry the N.A. message of recovery through an ever widening circle of resources, i.e., individual members make up a group, individual groups make up an area, individual areas make up a region--working together to fulfill our primary purpose of carrying the message of recovery to the addict who still suffers.

Zone or National Assembly

A Zonal Forum and/or a National Assembly is a gathering of regions meeting together. Examples include the European Conference, the Canadian Assembly and the Western States Forum. (see TWGSS, pg. 27).

World Service Conference (WSC)

"The World Service Conference is established by and is responsible to the Fellowship of Narcotics Anonymous. Its purpose is to be supportive of the fellowship as a whole, and to define and implement the policies of Narcotics Anonymous. The World Service Conference does this by joining the members, groups, areas, and regions into a unified fellowship, by dealing with the problems and the needs of the fellowship, and by actively encouraging the primary purpose and growth of Narcotics Anonymous" (TWGSS, pg. 14).

Each year the WSC addresses fellowship concerns in the World Service Conference Agenda Report. This gives individual members the opportunity to address specific issues pertaining to the fellowship of Narcotics Anonymous as a whole.

World Service Board of Trustees (BOT)

"The World Service Board of Trustees' purpose is to serve the fellowship. Frequently the board has been called upon to assist in the resolution of important issues facing the fellowship. The board assists the World Service Conference in defining the priorities and focus of conference committees" (TWGSS, pg.11).

World Service Office Board of Directors (BOD)

The directors of the World Service Office are responsible to the fellowship for the management of the World Service Office. The Directors on the Board are elected by the World Service Conference.

World Service Office (WSO)

"One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. ... Another major function of WSO is the publication and distribution of literature. ... Along with ... files and records, WSO keeps the archives of NA's history. ... The final WSO function we shall discuss is that of public relations. The World Service Office is our fellowship's main service center. To meet our needs as a growing fellowship, our services need to operate as efficiently and effectively as possible within the spiritual principles of the NA Program" (TWGSS, pg 10).

SECTION IV

OTHER IMPORTANT INFORMATION AND RESOURCE SECTION

This final section discusses other issues important to your group, such as N.A. anniversaries/birthdays, some questions and suggestions for your group, sample letters and a poster (designed to be photocopied) announcing meeting time and place. Also included here are suggestions for helping to carry the message of recovery to addicts with additional needs, a glossary of N.A. terms, as well as a list of service materials and a group registration form and many other issues.

Narcotics Anonymous Anniversaries/Birthdays

N.A. clean time anniversaries (some groups call birthdays) are a yearly celebration of a member's complete abstinence from all drugs. Whether it is called, a member's anniversary or birthday, it is a joyful marking of a member's personal recovery and a demonstration that the program of Narcotics Anonymous works. These occasions provide an opportunity for the expression of gratitude, strength and hope that are encouraging to newcomers as well as older members.

Some groups enjoy celebrating the anniversary of their first N.A. meeting. These anniversaries demonstrate the stability of the group, promote unity between members and enable all members to celebrate recovery. For this occasion, some groups choose to hold an open meeting with Narcotics Anonymous speakers and invite others to share in their new way of life drug free.

Chips and Key Tags or Records

Commemorative chips and key tags are not appropriate in some institutional meetings for a variety of reasons; more important, we do not compromise a member's anonymity due to a loss of continuous clean time. This also applies to groups keeping any records of N.A. members' names, clean-time dates or attendance at meetings. Chips and keytags are available (see literature order form) if the group decides and is able to make them available.

Sponsorship

A sponsor is a recovering addict in the program of Narcotics Anonymous; someone we can trust to share our life experiences with (both positive and negative); a person to whom we can go with our problems that may be too personal to share with the group.

It is suggested that a sponsor be someone who has practice in working the Twelve Steps and is involved in the program. Primarily, a sponsor is a guide through the Twelve Steps of Recovery"(Introductory Guide to NA, pg. 104). It is strongly recommended that a sponsor have at least one year clean.

"It is strongly suggested that we find a sponsor of the same sex. Experience has shown us that members of the same sex better understand certain issues such as sexuality, family or identity problems, relationship problems"(Introductory Guide to NA, 107), and helps keep the focus on recovery.

In some cases such as location or regulations of the facility, sponsorship is not possible. Regardless of sponsor availability, we continue to be responsible for our recovery by staying clean, working the steps to the best of our ability, attending meetings regularly, and reading N.A. literature. With the guidance of our Higher Power we seek to practice the spiritual principles of recovery in all aspects of our lives. We ask God *as we understand Him*, to enable us to live according to His will for us, just for today.

For more information on sponsorship see I.P. #11 Sponsorship as well as the booklet *Introduction to Narcotics Anonymous*.

For those anticipating release from the facility, please see "Staying Clean on the Outside" (IP # 23).

Questions And Suggestions That May Come Up In Your Group

- Q. What can we do when someone In the meeting wants to discuss their guilt or innocence or discuss the rules of the facility and the staff?*

Remind all in attendance that the purpose of an N.A. meeting is to provide an atmosphere for recovery from the disease of addiction and to carry the message of recovery to the addicts who still suffer.

- Q. What do we do If drugs, paraphernalia or weapons are displayed at the meeting? What Is a fight break out?*

Disband the meeting immediately. Narcotics Anonymous meetings must always be a safe place for members to experience recovery. Inform the staff that the meeting is over for today but that you will be back for the next meeting.

- Q. What can we do when a member of a different organization wants to speak at our meeting?*

Thank them for their interest in N.A. but explain that our primary purpose is recovery from drug addiction through the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous. This also applies to any other literature that is not conference approved N.A. literature.

- Q. What if a staff member is present during a meeting?*

The presence or absence of a staff member is up to the facility. However, if the meetings are continually disruptive, requesting a staff member to be present might be advisable.

- Q. What can we do if a facility's Policy is a violation of our Traditions?*

Occasionally problems arise because facilities do not understand our Traditions or the nature and function of N.A. in general. Usually this can be avoided or handled successfully. Facilities cannot "violate" Traditions; they do not have Traditions. The responsibility for upholding our Traditions, or unfortunately choosing to participate in situations which compromise them, is ours alone. The Twelve Traditions of NA are not negotiable. They are the guidelines that keep our fellowship alive and free.

Questions And Suggestions That May Come Up In Your Group Business Meeting

Q. How can a group solve its problems?

One of the best ways a group can solve the various problems that may arise is to remain focused on our primary purpose which is solely to carry the message of recovery to the addict who still suffers. Remaining mindful that practicing the spiritual principles contained in the Twelve Traditions and the Twelve Concepts solves most of any Groups' problems. In other cases the group may seek suggestions from other groups they may be in contact with or write concerns the group may have to their area service committee; seeking experience, strength and hope in solving difficult problems. It is important to note that other parts of our service structure are not responsible for settling a group's disputes except in matters that affect other NA groups or N.A. as a whole. Please see the Fourth Tradition for further explanations.

Q. Do we charge money for the pamphlets we put out on the literature table?

A group's primary purpose is to carry the message of recovery to the addict who still suffers. As such, the group's funds pay for the pamphlets and they are free. However, more expensive literature such as books may be sold by the group at cost. N.A. is a nonprofit fellowship.

Q. Since we are in a facility, how can our group participate in other areas of the fellowship?

Depending upon the rules and regulations of the facility, a group can look for ways to participate in carrying the message of recovery; one of the best ways to do this is to stay in close contact with the area and regional service committees. There may be ways in which your group can participate on area or regional projects, committees, reports, N.A. newsletters, etc. Asking "How may we help?" is the best way to get involved.

(Many of these questions and answers are directly out of the H&I Handbook)

* Services Narcotics Anonymous Does Not Provide

- * N.A. does not provide legal assistance, medical advice, professional counseling or group therapy. We are not related to any other Twelve Step Fellowships, treatment or correctional facilities, or any religious affiliates.

Tradition Six and Tradition Eight

- * N.A. does not endorse or lend the N.A. name, registered trademarks or logos to outside enterprises. N.A. literature is protected under international copyright laws. For more information on this issue please see the NA Intellectual Property Trust.

Tradition Six

- * N.A. does not keep attendance records or case histories.

Tradition Twelve

- * N.A. members do not participate on social councils or grievance committees on behalf of Narcotics Anonymous.

Tradition Six

- * N.A. does not provide drug detoxification or engage in drug education. N.A. does not provide certificates of graduation from drug programs.

Tradition Six

- * N.A. does not conduct or participate in medical research or behavioral experiments.

Tradition Ten

- * N.A. does not provide housing, food, clothing, money or other social services.

Tradition Five, Tradition Six and Tradition Eleven

- * N.A. does not provide vocational counseling or job placement.

Tradition Eight

- * N.A. does not provide letters or recommendations to parole boards, attorneys, court officials, physicians, therapists, employers or social service agencies on behalf of N.A. members.

Tradition Six, Tradition Eight and Tradition Eleven

- * N.A. does not sanction the public notoriety of a member's name, photograph, personal story or filmed depictions in relation to membership in Narcotics Anonymous.

Tradition Ten, Tradition Eleven and Tradition Twelve

Additional Needs For Disabled Members
(from Hospitals and Institutions Handbook)

General Preparation

Find out what materials are available through the World Service Office to assist addicts with additional needs. Update your current stockpile of Narcotics Anonymous materials to include the items for addicts with additional needs.

Hearing Impaired

1. Speak directly full face, speak slowly and distinctly
2. A sign interpreter must have clear eye contact between the speaker and the hearing impaired.
3. When lip reading is necessary, hearing impaired addicts will need to sit close to the speaker and not have their view obstructed by obstacles such as people, poles, etc.
4. Keep pencil and pad handy during all meetings with hearing impaired persons. This is a simple and easy way to ensure that hearing and non-hearing addicts can communicate with each other. It is important to remember that dramatic facial expressions while speaking are very helpful to members who read lips.

Visually Impaired

A wide range of resource materials for the blind are available through the WSO, such as tapes and publications in braille.

1. Do not touch blind addicts without their permission--they cannot see you coming, and it can be a frightening experience for them.
2. Before helping a blind person, be sure to ask if they need help.
3. Only about ten percent of the blind read braille.
4. As a preparation for helping blind addicts, it might be helpful to sit through a meeting with your eyes closed to get a feel for their experience.

Physically Challenged

1. Inform appropriate staff in facilities of the accessibility of Narcotics Anonymous to physically challenged addicts.
2. When carrying the message to the physically challenged, we need to consider accessibility, i.e., bathrooms, ramps, and other necessities. Bathrooms, ramps, and other necessities are considerations when planning meetings."

(Hospital & Institutions Handbook, pg. 6)

Residents on Medications

Narcotics Anonymous is a program of complete abstinence from all drugs. "We have no opinion on outside issues and our approach is nonprofessional, so we must be very sure that it is understood that we do not advocate going against a physician's advice. Neither do we endorse the use of any drug."

In facilities which provide medication, residents inevitably ask the question "Am I clean if the doctor has me on medication?" When the question comes up, it is important not to judge. Based on our Eighth and Tenth Traditions, we are not in a position to discuss the issue." As N.A. members, we should not tell residents to stop taking their medications; we are not doctors. "We can only tell them to keep coming back - they are welcome at meetings" (Hospitals & Institutions Handbook, pg. 27) - and to read N.A. literature. Our Third Tradition allows us to experience humility, compassion and tolerance for all who come to N.A. seeking recovery from addiction to drugs.

The N.A. booklet, **In Times of Illness**, addresses important issues on this subject .

Sample Letters

Sample Letter Requesting Time And Place For An N.A. Meeting

Date

Administrator

Name of Facility

P.O. Box 7890

Anywhere, State 23456

To Whom It May Concern:

We are writing to you to request permission to begin a Narcotics Anonymous meeting in our facility. Narcotics Anonymous is a worldwide fellowship for those whose use or desire to use drugs has become a major problem in their lives and they want to do something about it. N.A. is a Twelve-Step program of recovery based on spiritual principles. Anyone may join N.A. regardless of age, race, sexual identity, religion or lack of religion. There are no dues, fees or any other requirements other than to seek recovery from addiction to drugs. N.A. is a non-profit program of recovery that is not connected to any other Twelve-Step fellowship or treatment programs and has no religious affiliations.

We are also requesting that you or a member of the staff allocate a time and a room in which the meeting might be held. Generally, N.A. meetings are held at a time when the most number of addicts can attend.

We believe that by beginning an N.A. meeting in our facility and by following the spiritual program set forth in Narcotics Anonymous, many of us will be able to experience recovery on an ongoing basis. We are available to meet with you at your convenience to discuss these matters and hopefully provide any other information about Narcotics Anonymous you may request.

Thank you for your attention to this letter. We look forward to hearing from you.

Sincerely,
Names:

Sample Letters

Sample Letter To ASC From An N.A. Group Inside A Facility

Date

We Do Recover Group
Box 7890
Anywhere, State 23456

Dear Area Service Committee:

Greetings from the "We Do Recover" Narcotics Anonymous group at name of institution. We have a desire to become a part of your area to better enhance our recovery. The group follows the Twelve Steps, Twelve Traditions, and Twelve Concepts of N.A.

Please contact the undersigned with any assistance you can give us in that regard. We need your help to further help ourselves and look forward to hearing from you.

Sincerely,

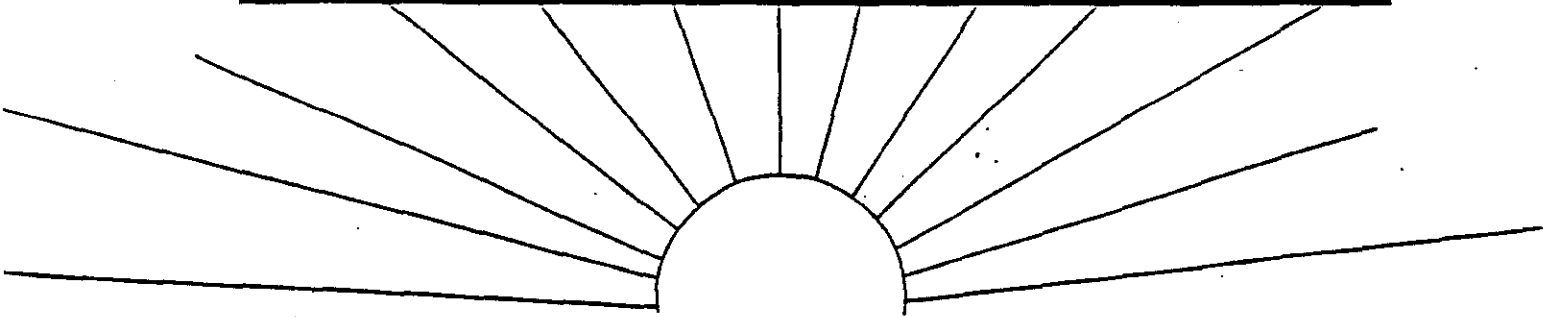
We Do Recover Group



DO YOU HAVE A DRUG PROBLEM?
LOOKING FOR SOME HELP?

**Give yourself a break and give
Narcotics Anonymous a try!**

**for more information come to
our meeting....**



**EXPERIENCE
A BETTER WAY OF LIFE
THE NA WAY!**

GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH: \$ _____

Secretary _____ Treasurer _____ G.S.R. _____
Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Sub Total	_____		Total Income	_____
Expenses	_____	Debits	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Sub Total	_____		Total Income	_____
Expenses	_____	Debits	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Sub Total	_____		Total Income	_____
Expenses	_____	Debits	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.
Additional forms available from WSO, Inc.

GTR

WEEKLY REPORTS

Date _____

Newcomers _____

Leader/Chairperson _____

Attendance (Total) _____

Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Sub Total	_____		Total Income	_____
Expenses	_____	Debits	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

Date _____

Newcomers _____

Leader/Chairperson _____

Attendance (Total) _____

Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Sub Total	_____		Total Income	_____
Expenses	_____	Debits	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR G.S.R. 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: \$ _____

This Package Includes a Group Treasurer Report. Also Available From W.S.O.

NARCOTICS ANONYMOUS

Group Registration Form - Inside a Facility

Today's Date _____
Name of Facility _____
Address _____ Town or City _____
County _____ State _____ Zip _____

- ☐ We're a new group; please refer us to an area or region in our state.
☐ We're a new group; we have already contacted our local fellowship.
☐ Please update your records with the following changes for our group:

Meeting Day _____ Time _____ A.M. P.M.
Type of Meeting _____ Open Closed
Date of Group's First Meeting _____
Name of Group _____
Mailing Address of Group _____
City _____ State _____ Zip _____
Average Number of People Attending the Meeting _____

Mailing Address of Name _____
Main Contact Person Address _____
City _____ State _____ Zip _____

Regular Members of Group for Contact Purposes:

Name _____ Address _____
Name _____ Address _____
Name _____ Address _____

*If your group has any specific needs , problems or questions
please use the back of this form to communicate them. Thank You.*

Please mail this form to:
WORLD SERVICE OFFICE
P.O. Box 9999
Van Nuys, CA 91409

GLOSSARY OF N.A. TERMS

Addiction - The obsession and compulsion to use drugs

Area - An area is made up of groups within a designated border

ASC - An area service committee meets regularly for the express purpose of serving the specific needs of its member groups.

ASR - Area service representative

ASR Alt - ASR in training helps fulfill needs of the area in the absence of the ASR (alternate to the ASR)

B.O.D. - Board of Directors of the World Service Office

B.O.T. - Board of Trustees of Narcotics Anonymous

Clean - Complete abstinence from all drugs

Closed Meeting - N.A. meeting for recovering addicts only; closed to non-addicts

Concepts - The Twelve Concepts of Narcotics Anonymous, guiding principles for the N.A. Service Structure

Conference - The World Service Conference of Narcotics Anonymous

(C.A.R.) - The World Service Conference Agenda Report

Conference Digest - Published four times a year; summarizes each issue of the Conference report; published by the World Service Office

Directory - A listing of local Narcotics Anonymous meetings

Disease of Addiction - A physical, mental, spiritual and progressive disease as a result of addiction to drugs

Fellowship - All the members of Narcotics Anonymous

Group - The first line of communication between N.A. members and Narcotics Anonymous as a whole

G.S.R. - Group service representative

G.S.R. Alt. - GSR in training; helps fill needs of the group in the absence of the GSR (alternate to GSR)

H & I - Hospitals and institutions

I.P. - Information Pamphlet, conference approved pamphlets published by the World Service Office

Literature - World Service Conference approved publications and products.

Meeting - Two or more addicts meeting together for the purpose of recovery from addiction to drugs and follow the spiritual principles of N.A.

Meeting List - See directory

Member - Anyone who has the desire to stop using drugs and says they are a member of N.A.

N.A. Way - A monthly magazine published by the World Service Office
N.A. News line - Newsletter published three times a year; published by the World Service Office
Open Meeting - An N.A. meeting that is open to anyone who wishes to attend
Outreach - Overcoming isolation across distances, in institutions and communities.
P.I. - Public Information
Phone Line Directory - A list of all known N.A. help lines/hotline available from the World Service Office
Program - The Twelve Steps Narcotics Anonymous
Reaching Out - A quarterly newsletter for N.A. members in hospitals and institutions and H & I committees; available through the World Service Office
Recovery - Complete and continuous abstinence from all drugs and applying the spiritual principles of N.A. in one's life
Region - Areas throughout a designated border that meet together to better serve the addicts within their member areas and groups
R.S.R. - Regional Service Representative
R.S.R. Alt. - R.S.R. in training; helps fulfill the needs of the region in the absence of the R.S.R. (alternate to the R.S.R.)
Relapse - A return to using drugs after a period of abstinence
Speaker Meeting - An N.A. meeting in which a member of Narcotics Anonymous shares his or her recovery experience, strength and hope
Sponsor - Another member of N.A. who helps guide us through the Twelve Steps of Narcotic Anonymous. Men sponsor men, and women sponsor women is recommended.
Step Study - Or step meeting; a format in which the topic of the meeting is one of the Twelve Steps of Narcotics Anonymous
Steps - The Twelve Steps of Narcotics Anonymous, spiritual program for personal recovery from addiction to drugs
Traditions - The Twelve Traditions of Narcotics Anonymous, spiritual principles that help maintain unity
TWGSS - Temporary Working Guide to our Service Structure
W.S.C. - World Service Conference
W.S.O. - World Service Office, P.O. Box 9999, Van Nuys, CA 91409-9999

SOME OTHER RECOVERY - ORIENTED PUBLICATIONS

BASIC TEXT, NARCOTICS ANONYMOUS - Originally published in 1983, this publication is commonly referred to as the Basic Text for recovery from addiction. In its pages, many addicts share their experience, strength and hope about the disease of addiction and their recovery through the N.A. program. It encompasses and expands on the chapters from the N.A. White Booklet and includes an additional chapter, "More Will Be Revealed." The personal stories of many recovering addicts are also included in order to assist new members in finding identification and hope for a better life.

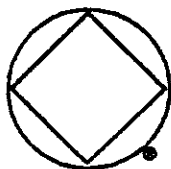
JUST FOR TODAY, Daily Meditations For Recovering Addicts - Offers a wide variety of daily readings to addicts in recovery. Composed of a reading for each day of a calendar year.

IT WORKS: HOW AND WHY - A compliment to the Basic Text, this publication gives in-depth narrative regarding our Twelve Steps and Twelve Traditions.

Reaching Out - *Reaching Out* is a newsletter that is published by the World Service Conference Hospitals and Institutions Committee of N.A. to meet the needs of institutionalized addicts, as well as H&I subcommittees throughout the fellowship. If you are interested in being placed on the mailing list for this publication or would like to write us about your experience in recovery through Narcotics Anonymous program, the address is *Reaching Out*, c/o World Service Office, P.O. Box 9999, Van Nuys, CA 91409, USA.

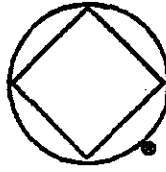
The *N.A. Way Magazine* - The *N.A. Way Magazine* is the fellowship's monthly international journal. Its main section, "Meeting in Print," contains articles about personal recovery written by N.A. members from around the world. In a monthly feature article, a current N.A. event or topic is discussed in detail. "Viewpoint" is an ongoing presentation of various opinions on issues of interested N.A. members, and the "Home group" cartoon series keeps us laughing at ourselves. To order a subscription, write the World Service Office.

Subscriptions to the *N.A. Way* and *Reaching Out* are available from the World Service Office.



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.



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.