



**Narcotics Anonymous<sup>®</sup>**

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# Hospitals & Institutions Handbook

# 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.

# Hospitals & Institutions Handbook

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# WSC H&I HANDBOOK

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# GENERAL INFORMATION



## INTRODUCTION

This handbook was developed by the World Service Conference H&I Committee based on extensive input from H&I subcommittees throughout the fellowship. Every attempt was made to tap the wealth of H&I experience that exists in our fellowship and use it here to provide the most up-to-date policies, concepts, and procedures for providing H&I services.

The information in this handbook was developed over a long period of time, and only through trial and error have we found what works best. A lot of the material and suggestions will work well in most H&I settings. However, individual countries will need to follow the laws and regulations that govern them.

Utilization of zonal, national, or networking forums provide invaluable resources as they are sharing and support oriented. They are geographically and culturally more compatible to solutions in that area of the world.

The language used in this handbook was carefully considered. Our hope is that by not using colloquial and slang terms, this work can be more easily translated into languages other than English.

Be it resolved, as Narcotics Anonymous is a worldwide fellowship whose primary purpose transcends national boundaries, cultural barriers, and linguistic differences: 1) For both the general purposes of NA world services, and the specific purposes of the World Service Conference of Narcotics Anonymous; there are neither "foreign languages" nor "foreign countries." 2) That the WSC has elected to use English as the working language of its plenary and committee meetings, records, and primary reports. <sup>1</sup>

## WHY IS AN H&I MEETING/PRESENTATION NEEDED?

The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

## WHAT CONSTITUTES AN H&I MEETING/PRESENTATION?

1. In order to form a clear understanding of an H&I meeting/presentation, it is important to know where it fits in our service structure. Rather than being an NA group, which may be represented at the area service committee by a GSR, an H&I meeting/presentation is a service provided by that area service committee through its H&I subcommittee. See the *Temporary Working Guide to Our Service Structure* for more information on the differences between the group and area levels of NA service.

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<sup>1</sup> Resolved at WSC '92

2. An H&I meeting/presentation is always held under the auspices of an H&I subcommittee. Any meeting not linked into the service structure in this way is not an H&I meeting. Where there is no existing H&I subcommittee, groups conducting H&I service can be accountable by following the WSC H&I Guidelines and reporting to an ASC or RSC.
3. H&I meetings/presentations are held in facilities where addicts do not have full access to regular Narcotics Anonymous meetings.
4. Meetings which are held in a facility, but which are fully self-supporting and free of restrictions, are not H&I meetings.
5. All H&I meetings/presentations are closed to outside participation. NA members from the outside should attend the H&I meeting only when invited by the panel leader. The only people to attend H&I meetings are the panel leader, panel chair, panel member, and speaker, or anyone approved by the H&I subcommittee to go into that H&I meeting.

If there is any confusion over whether or not a meeting should be an H&I meeting/presentation or a regular meeting, please contact your H&I subcommittee for assistance.

## **WHERE AND HOW TO START AN H&I MEETING/PRESENTATION**

The initial approach to start a H&I meeting/presentation should be made through an H&I subcommittee—don't ever act alone. Often a facility will approach Narcotics Anonymous and ask to have an H&I meeting. At other times an H&I subcommittee will approach the facility to propose a meeting/presentation. In either case, the H&I subcommittee should work in conjunction with the PI subcommittee

## **H&I/PI COOPERATION**

### **Rules of Thumb for Cooperation between H&I and PI**

1. *Remember, we all belong to the same fellowship and our primary purpose is the same no matter to which subcommittee we belong.*
2. *Communication between the two subcommittees ahead of time (that means planning together on how to proceed) will help avoid problems and promote unity.*
3. *Flexibility will allow for cooperation that responds to the needs of the facility while upholding our traditions.*
4. *"I can't, but we can" applies to subcommittee members and subcommittees.*

5. *Work together. When we don't, we divert ourselves from our primary purpose.*

*There may be instances where the most effective and productive presentation can only be accomplished by a combined effort of representatives from H&I and PI. This, of course, is a perfect application of our Twelve Steps and Twelve Traditions working together to carry the message of NA recovery to the still-suffering addict.*

*Examples:*

- A hospital treatment center calls for a presentation to their doctors and nurses - PI.
- A hospital treatment center calls for a presentation to their clients - H&I.
- A call comes requesting information, maybe a meeting, doesn't know - H&I and PI.

*If a PI subcommittee doesn't exist in an area or region, H&I subcommittees may take on many of the responsibilities generally taken on by PI subcommittees. Ask your ASC/RSC for support and information.*

*Generally, a PI activity is geared to people outside our fellowship and includes people who come in contact with addicts and can help addicts to find NA. The approach with non-addicts differs from the more personal sharing appropriate to talks given to addicts.*

*At the world, regional, and area levels; PI committees and subcommittees are working to develop materials to use in presentations to people in the helping professions.*

*Cooperation and flexibility are the keys that will allow H&I subcommittees and PI subcommittees at all levels to keep informed on what is being done by other subcommittees in their area or region. If we work together, we can accomplish any task. Unity of purpose is vital to our efforts.*

*Note: The above text in italics is taken from A Guide To Public Information, Revised 4/88.*

The purpose of an H&I subcommittee is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I panels, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

When local members of groups see the need for an H&I presentation at a facility, the local H&I subcommittee should be contacted. H&I panels are a function of the H&I subcommittee. Individuals should not take it upon themselves to do H&I work and groups should only do it in places where an area H&I subcommittee has not been formed, with guidance from their regional H&I subcommittee. At these presentations, outside participation should be limited to the panel members who are invited in advance.

If your subcommittee plans to send out letters to facilities introducing them to NA and offering to hold an H&I meeting/presentation in their facility, it is advisable to have letterhead stationery printed. All your letters should be on that sta-

tionery and should be typewritten, formal letters with examples of NA literature enclosed. Keep copies on file of all letters you send. Examples of form letters can be found in Appendix A.

Before you approach the facility to suggest holding an H&I meeting/presentation there, the first step is to find out in advance who is the appropriate administrative person to contact. Your initial calls or letters of inquiry should be addressed to that person. If that initial contact is by mail, it should be followed up shortly with a phone call.

If the facility is interested in an H&I meeting/presentation, you should schedule an initial interview to make the arrangements. Before the first H&I meeting/presentation is held in the facility, thorough discussions should take place between the representatives of Narcotics Anonymous and the representatives of the facility. The final agreements about proper procedures and expectations should be put in writing. See Appendix B, page 111, for a sample form to use during the initial interview. The completed form will serve as a written agreement between your subcommittee and the facility.

Remember when you show up for that initial interview that you are seen as a representative of Narcotics Anonymous. The fellowship as a whole may be judged by how you conduct yourself, so common courtesy is essential. For example, show up on time for the appointment. Be neat in your appearance and be courteous. Be prepared to make your presentation: bring Narcotics Anonymous literature, think through in advance what points you need to cover, have your checklist in front of you so your presentation is clear. When your material is covered and your contact person wants to finish the interview, do so promptly and politely.

The use of Narcotics Anonymous conference-approved literature is an important part of an H&I meeting's effort to carry the message. These initial discussions provide a good setting to determine the proper methods for distributing literature inside the facility. Many facilities will agree to buy Narcotics Anonymous literature on their own. We encourage that. If the facility is unable to do so, the local H&I subcommittee may be able to assist. For information on the budgeting necessary for this, see page 9 of this manual.

Once these steps have been taken, and the H&I meeting/presentation is being held regularly in the facility, it is important to keep channels of communication open. Anyone involved in H&I should be familiar with and respect the facility's policies that affect us. We should also be familiar with our own policies, as outlined throughout this handbook. Orientation sessions for new H&I workers should be used to accomplish this.

An H&I meeting provides the first exposure to recovery in Narcotics Anonymous for many addicts, so it is imperative that we carry a clear and consistent message of Narcotics Anonymous recovery, and project a positive image of our fellowship. This also applies to how we handle the facility administration. In order to keep any difficulties to a minimum, take care to maintain consistent contact between the facility and the subcommittee.

## **WHO IS BEST SUITED TO CARRY THE NARCOTICS ANONYMOUS MESSAGE IN A HOSPITAL & INSTITUTION MEETING?**

In our experience, it is best for members to have three months clean before attending an H&I meeting, and six months clean before speaking at one. It is not important whether or not we have been in a similar facility ourselves. Anyone with a clear and consistent Narcotics Anonymous message who is willing to share is well suited for H&I work.

### **THINGS TO CONSIDER**

#### **Adolescents**

When adolescents are referred to in this handbook, we are referring to anyone under the legal age of majority in your state or country. We need to remember that adolescents are prospective members, and should be treated with respect. When sharing in an H&I meeting/presentation, we need to remember that to an adolescent, the stress experienced due to peer pressure, or the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In NA, we learn to deal with our feelings and emotions and share with others how we have been able to work through them by utilizing the Twelve Steps of Narcotics Anonymous.

Due to the governmental statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our interaction with these prospective members. For example, some facilities may require a staff member to be present during meetings. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I meeting voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the Narcotics Anonymous Fellowship.

While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggests that the age of the person sharing at an adolescent H&I meeting is secondary to their ability to share a strong, clear message of recovery. Adolescents seem to respond more to the message than to the messenger. All H&I meetings/presentations are highly structured and should be geared towards recovery through the Twelve Steps of Narcotics Anonymous. Our experience has shown that we do not need to use a special format when carrying the message to adolescents.

In addition to the do's and don'ts found on pages 28 and 40-41 we feel that the following should be included.

## DO'S

- Do** Remember that this is a “we” program. No addict should feel that he/she is being preached to.
- Do** Remember that an addict is an addict, regardless of age.
- Do** Tell them that there is fun in recovery, i.e., social events, fellowship, etc.
- Do** Acknowledge and validate their feelings and emotions.
- Do** Acknowledge and validate their clean time.

## DON'TS

- Don't** Glorify your past.
- Don't** Say, “I feel like I'm talking to my kids.”
- Don't** Compare your bottom to theirs.
- Don't** Patronize adolescents.
- Don't** Use profanity.

## Additional Needs for Addicts in Hospitals and Institutions

We in this fellowship have become keenly aware of a large portion of the population who are unable, because of a disability, to receive the message that was so freely given to us. In the following section, we suggest ways to better carry the message to those addicts with such additional needs who are served by H&I. We write this in the spirit of our Fifth Tradition, dedicated to the proposition “*that no addict anywhere need die without a chance to know a better way of life.*”

## General Preparation

1. 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.
2. Investigate the availability of community resources for addicts with additional needs and look into services such as sign language interpreters.
3. Every effort should be made to contact the state drug and alcohol commission, department of corrections, treatment centers, etc., to inform them of additional needs and of Narcotics Anonymous materials that are available.
4. Some H&I subcommittees and areas may have members with additional needs. Your subcommittee should make efforts to allow them to participate in H&I service work.

The H&I subcommittee may provide braille literature, large-print White Booklets, and tapes in addition to other services outlined in this handbook. While the H&I subcommittee may pay for the literature and other items purchased from our World Service Office, the facility is responsible to provide for other additional needs.

## Hearing Impaired

1. Speak directly full face, speak slowly and distinctly.
2. A sign language interpreter should be used whenever possible during a panel discussion meeting, at the expense of the facility. The 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 such obstacles 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. Most city codes list buildings with access for the physically challenged. Bathrooms, ramps, and other necessities are considerations when planning H&I meetings.

## Working with Others: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your meetings will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow this simple guideline.

## SERVICES OTHER THAN MEETINGS

Often H&I subcommittees are requested to provide services other than H&I meetings/presentations. In responding to such requests it is essential that we are clear about what kinds of services are appropriate for an H&I subcommittee to provide. Treatment facilities and correctional institutions cannot be expected to completely understand the scope and function of an H&I subcommittee. They may make requests which we are either unable or unwilling to meet. It is the responsibility of the H&I subcommittee to establish limits to their services based on the Twelve Traditions, the H&I structure, and current resources.

Many of the services requested will call for cooperation and coordination between the H&I and PI subcommittees, since much of this work could reasonably fall into the domain of either subcommittee.

### We do provide

**Literature:** When the facilities themselves are unable to provide approved literature to their residents H&I subcommittees should do so. This is especially important in facilities where there is not a regular H&I meeting/presentation. If there is a request for NA literature, then this request should be forwarded to the ASC for action.

**Tapes:** Only tapes that have been approved for sale by the WSO should be used at H&I meetings/presentations. The most current WSO order form lists tapes that have passed through the review and approval process.

**Serial Publications:** *Reaching Out* and *The NA Way* may be taken into facilities for the residents' use, but since they are not conference-approved, they should not to be used during meetings/presentations.

**Coordinator:** Coordinators of meetings in facilities should be connected to an H&I service subcommittee where there is no panel system in place. No individual NA member should agree to "sponsor" an H&I meeting on his/her own. A meeting that is held in a facility where there is no connection with an H&I service body is not an H&I meeting/presentation. Facilities often use the term "sponsor" for a member of NA who is considered the outside contact. We have used the term coordinator to prevent any possible confusion with personal sponsorship.

### We do not provide

**Transportation:** H&I subcommittees do not provide transportation for residents to outside NA meetings. Providing rides could create a liability for the H&I subcommittee and the fellowship, i.e., accidents, escapes, and false accusations.

**Pen Pal/Jail Mail:** This is not a function of an H&I subcommittee.



## BUDGETING AND LITERATURE DISTRIBUTION

A budget needs to be prepared and submitted to the area service committee. Budgets may be prepared yearly, quarterly, or monthly according to your local needs. The H&I chair's report to the ASC should include a monthly statement detailing literature and administrative expenses.

When the time comes to prepare your H&I budget, it is important to get input from members who are familiar with the needs of your subcommittee, i.e., the past H&I chairperson, and the area or regional treasurer. It is important to take an inventory of your past budget to assist in projecting your upcoming expenses. This will help determine what you will need for a budget.

**The H&I subcommittee should receive literature from the area rather than funds for literature.** Administrative expenses may be advanced to the subcommittee for budgeted items, with receipts presented later, or the H&I subcommittee may present receipts and be reimbursed for budgeted expenses. Budgets are not perfect, and occasional expenses beyond the budgeted amount may be necessary. Such expenses should be approved by the ASC.

New areas should proceed very slowly in preparing a budget for the amounts of literature needed to effectively carry the message. Small monthly allotments in literature may well suffice. As the area H&I subcommittee expands to the point where more H&I meetings consistently have active panels and more literature is needed, then the area can vote to accept a budget increase. It seems more prudent to go slowly and continue to fill whatever literature needs there are, rather than to have an abundance of literature left over from unsound planning practices.

Some basic aspects that you may wish to consider when preparing a budget are:

1. Literature. (See literature disbursement and tracking forms in Appendix B, pages 127 and 128.) You should be able to evaluate your monthly literature needs based on past experience. It is advisable to project a little above the monthly average to cover any unusual circumstances.
2. Reevaluate the disbursement of literature to facilities which allow their clients to go to outside meetings. Also, we need to streamline the types of literature that we take into facilities. Make Basic Texts available to be placed in libraries of correctional institutions, one for every fifty residents, if possible.
3. Hospitals, treatment centers, and institutions should be urged to use their budgets and funds to purchase NA literature for use by their residents.
4. Administrative costs might include copies of minutes, guidelines, or policies; reports on projects from other levels of service, or other committees; postage; and rent for H&I subcommittee meetings if needed.

You will, of course, find expenses not included on this list, and you may also see some here that don't apply to your H&I subcommittee. Remember, sound planning and common sense are the best guides when planning your budget.

After it has been approved by your H&I subcommittee, the budget must be presented to the ASC or RSC for adoption. We should be cooperative in order to allow other subcommittees to have workable budgets also. Remember our unity of purpose. We are not in competition with other subcommittees, but rather, each subcommittee has its own way of reaching the same goal of making recovery more available to the addict who still suffers.

The forms located in Appendix B, may be used to keep track of the literature taken into all H&I commitments to avoid over-supplying literature to any facility and to effectively plan a budget. The IP's noted on the forms are those suggested by the WSC H&I Committee as being especially well suited for use in H&I meetings.

## QUESTIONS AND ANSWERS ABOUT H&I

The WSC H&I Committee receives many questions about H&I work from individuals, areas, and regions. In this "question and answer" format we will present the committee's responses to some of the more commonly asked questions.

- Q. Some facilities want their residents to be allowed to continue to attend the H&I meeting at the facility after they are released. How does the H&I subcommittee deal with this when those newly released residents do not meet our requirements for our outside members to come in?*
- A. In most cases this is not a problem, the H&I panel carries the message to addicts who are residents/clients of that facility. Like any member of the fellowship, these members should not be asked to participate on the H&I panel until they are able to meet the requirements established by the H&I subcommittee. If a member of the fellowship goes on a panel to the facility from which they were released, it is a good idea to make it clear to that member that our role is to carry a Narcotics Anonymous message of recovery, not to make comments about the facility or its program.
- Q. In our area we have requests from a number of facilities to come in regularly. We can't keep up with all the requests. How should a subcommittee decide which facilities to bring the message into first?*
- A. One important factor is the degree to which the residents are restricted from outside meetings. Addicts who have full access to regular NA meetings usually do not require H&I services. If they are completely restricted from outside meeting attendance, they should be high on the priority list. Another factor is the length of time that a facility has been waiting for your subcommittee to bring in an H&I meeting/presentation. After considering these and other factors, the decision is up to each H&I subcommittee. A subcommittee should not make a commitment to start an H&I meeting until it is capable of being responsible to that commitment.
- Q. We have H&I meetings in our area where some or all of the residents are on some type of medication. Are these appropriate facilities in which to carry the Narcotics Anonymous message? If so, can the residents share at meetings before they are clean?*

- A. Yes, these are appropriate facilities. As to whether these residents can share, a more comprehensive discussion of this and other related issues is provided on page 27 of this handbook.
- Q. *We have had problems with facilities that require that their residents attend our meetings. How should we deal with this?*
- A. In H&I service work, we carry the Narcotics Anonymous message of recovery into different types of facilities that have different objectives and methods. We do not try to decide which are proper and which are not. We do not, therefore, challenge this practice on principle. If, on the other hand, there is a specific problem that has developed in the meeting/presentation because some who attend are consistently disruptive, it may be appropriate to approach the facility about this. When such a disruption happens during a meeting, it can be handled in an understanding yet firm manner, asking for order in the meeting and talking to the individuals after the meeting/presentation. In this way, we can usually defuse situations before they escalate. But if it continues to happen regularly, it should be addressed with the staff.
- Q. *Should the H&I meetings be listed along with the regular Narcotics Anonymous meetings in our local meeting directory?*
- A. No. Participation in H&I meetings/presentations is coordinated through the H&I subcommittee. Your local meeting directory may include a statement referring interested members to the H&I subcommittee.
- Q. *We have a situation where individuals take it upon themselves to start H&I meetings. The H&I subcommittee is concerned because in the past when there were problems and the meetings were canceled, the facilities wouldn't have any more involvement with Narcotics Anonymous at all.*
- A. A Narcotics Anonymous meeting held in a facility where there is no direct involvement by the local H&I subcommittee is not considered an H&I meeting/presentation. Such meetings fall under the responsibility of the area or regional service committee. This may be a sensitive issue, however, for those involved in the new meeting. Such situations should be handled with care and with respect for those involved.
- Q. *Our H&I subcommittee was asked to prepare a sponsorship list for a facility so that they could match their residents up with a sponsor prior to release. Also, we have been asked to arrange for rides to meetings. Should we do this or not?*
- A. These are services that H&I subcommittees should not become involved in. Sponsorship is an aspect of personal recovery, and it is up to the individual member to select someone that they feel would be a good sponsor.
- Q. *How should we deal with the situation when a facility requires that a Narcotics Anonymous panel member report any violation of their regulations heard shared in a meeting?*

- A. Occasionally facilities want us to become involved with them in ways which are not consistent with our primary purpose. If a facility makes requests of this nature to us, we have the following options:
1. Work with the administration and staff to achieve an understanding of our principles so that we are not required to make such agreements.
  2. If that is not possible, make it clear that we cannot accept such responsibilities, and that a staff person must be provided at the meeting/presentation to meet the facility's needs.
  3. If these issues cannot be resolved, we will not be able to provide a meeting/presentation in the facility.

*Q. What if drugs are passed at H&I meetings?*

- A. Read in the opening statements that "No drugs or paraphernalia be on any person at this meeting. If you don't respect this request the meeting may be discontinued." If drugs are passed, pack up and leave the meeting/presentation immediately. Let the staff know simply that the meeting is over for today and that we will be back again next week. (See question above for dealing with facilities that require reporting this or other activities.)

*Q. A facility has asked us to change the format of our H&I meeting/ presentation. In this particular case, the residents want us to dispense with some of our usual readings in the beginning of the meeting and to read a statement at the end that does not pertain to Narcotics Anonymous. How does H&I stand on this issue?*

- A. The format of an H&I meeting is up to the H&I subcommittee, not the facilities or the residents of the facilities. We are bringing in a presentation of Narcotics Anonymous, and it is imperative that we carry a clear message of Narcotics Anonymous. If the facility insists, see options one and three above.

*Q. When taking an H&I meeting/presentation into facilities for minors, do we need different procedures ?*

- A. Just as our behavior in a facility must be respectful of that facility's policies, we must respect all laws and ordinances as well. Such restrictions are beyond the control of Narcotics Anonymous. Be sure you are aware of the rules and regulations of any facility before bringing in an H&I meeting/presentation. It is suggested that when dealing with an adolescent facility, a staff member be present. This is for the protection of the Narcotics Anonymous members. It is not our responsibility to see that the residents follow the rules of the facility. We are there to carry a message of recovery within the framework of our traditions.

*Q. Do staff members need to be present during an H&I meeting/presentation?*

- A. In some cases, we may request that the facility not have staff members present during the H&I meeting; in others, we may request that a staff member be provided. Each case is different, but the presence or absence of staff members is ultimately up to the facility.

*Q. Should recovery keychains/chips be brought into facilities?*

A. No. The regulations regarding the use of anything brought into a facility, at the federal, state, or local levels, are often many, varied, and confusing; placing an undue burden on H&I subcommittee members. More importantly, the possibility of compromising the residents' anonymity, due to a loss of continuous clean time, are too great.

*Q. Can a meeting in a correctional facility be "sponsored" by a member who is incarcerated there?*

A. No. This is never appropriate, whether in a hospital or a jail. Coordinators must be able to attend outside subcommittee meetings. (Long-term prisons in which it is not possible for an H&I subcommittee to bring in weekly H&I meetings may have an outside liaison help them. Remember, only meetings/presentations where H&I members are present are H&I meetings.)

*Q. What can we do if a facility's policy is a violation of our traditions?*

A. Occasionally problems arise because facilities do not understand our traditions or the nature and function of NA in general. Usually this can be avoided or handled successfully. See sections throughout this handbook on initial contacts, relationship with facilities and follow-up. Remember, facilities cannot "violate" traditions; they don't have traditions. The responsibility for upholding our traditions, or choosing to participate in situations which compromise them, is ours alone.

*Q. We have an H&I meeting in a long-term correctional facility. The inmates who attend want to elect officers, including a GSR. How should we respond?*

A. In a long-term facility, this H&I meeting may be the only NA recovery these addicts experience. Because of this, the addict should have the opportunity to participate in the full recovery experience and this includes service to fellow addicts. One thing we have to share with these addicts is the difference between an H&I meeting and regular meetings, and that they can't have a Group Service Representative or participate in area service, that the meeting they are participating in is a function of an H&I subcommittee. The election of officers should be limited to the internal function of the meeting, such as secretary, chairperson, coffee maker, and literature person (someone who keeps track of the literature and lets the panel leader know the need for literature).

# TREATMENT

## H&I IN TREATMENT FACILITIES

### INTRODUCTION

Before reading this section, be sure you have read the section entitled, “General Information.” That section covers most of the important basics of H&I work. This section expands on those basics as they apply specifically to H&I in a treatment setting.

We have used the word “treatment” to include all facilities which have a goal of helping addicts to live clean and/or as responsible, productive members of society. These facilities will include short-term treatment, long-term treatment, therapeutic communities, rehabs, recovery houses, half and three-quarter houses, detoxification centers, and psychiatric wards.

The information included covers our purpose and relationship with facilities, making initial contacts and presentations to facilities, and setting up H&I meetings/presentations. The section on setting up H&I meetings encompasses selection of a format, a sample format and special considerations for specific types of facilities. There is also a list of Do’s and Don’ts.

Even though you may only be directly concerned with one particular type of facility, it is important that you read the entire treatment section to gain as much help as possible in your H&I service efforts.

### PURPOSE

The purpose of an H&I meeting/presentation is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous.

One of the most important tasks of an H&I subcommittee in clarifying its own purpose is to establish its priorities. Usually, the highest priority is given to facilities which house addicts who cannot attend any regular NA meetings. Some treatment facilities fall into this category. Treatment centers which allow some limited access to regular meetings are somewhat lower on the priority list.

These decisions about priorities are not clear cut, particularly when residents are allowed limited access to outside meetings. If we are not making an effort to inform these addicts about Narcotics Anonymous, then we are leaving it up to the facilities to inform them about us, or we are leaving them uninformed. It is important that these residents learn about NA from informed members of our fellowship. H&I meetings/presentations have the advantage of the question and answer period, which allows residents to address specific questions and concerns about Narcotics Anonymous with members of Narcotics Anonymous.

Decisions about priorities may become quite difficult. For example, recent graduates of particular facilities may have a strong desire to see “their” facility served. Decisions about priorities must be made more objectively than that.

Our resources are limited, and no subcommittee can effectively meet every possible need. The quality of meetings is more important than their quantity. Our primary purpose is not best served when we allow ourselves to become over-committed.

## **OUR RELATIONSHIPS WITH FACILITIES**

We should make it clear from our earliest contact with the facility staff that we have no opinions on treatment methods or any issues other than recovery from addiction through the application of the program of Narcotics Anonymous.

It is important that Narcotics Anonymous and our H&I service efforts remain clearly separate from any facility in which we provide services. Efforts must be made to be sure this is understood by the facility, the residents, and the H&I workers. The principles of NA are often quite different from, or even in conflict with, the principles taught by the treatment centers or other fellowships the residents may be required to attend. This often causes confusion among the residents. Nowhere is this more apparent than in the language used in meetings. Perhaps an initial statement at the H&I meeting/presentation regarding our use of language consistent with our literature and explaining our literature, in terms of our First Step and Sixth Tradition, could be helpful.

Those who do H&I service work need to realize the limitations we place on ourselves in order to remain consistent with our traditions while providing H&I services. If a member who is doing H&I work does not clearly understand that NA does not approve or disapprove of any treatment methods, these issues must be addressed directly with that member. Attending learning days (see section beginning on page 67) and H&I subcommittee meetings are good ways to inform members who are willing to be of service in H&I. Encourage all those who do H&I work to become familiar with this handbook, local guidelines, and specific facility rules and policies.

If you are involved with an existing H&I meeting/presentation where there is not a clear understanding of our relationship to the facility, you may wish to take the following actions to improve understanding (be sure you have read the “General Information” section of this handbook thoroughly).

1. Make sure you are familiar with this handbook.
2. If the facility has not assigned a staff member to serve as your contact person, try to get one designated.
3. Make an appointment to see the contact person.
4. Ask if there are any issues the facility would like to discuss with, or communicate to, the H&I subcommittee. If you are asked questions that you aren't sure how to answer, don't hesitate to admit that you aren't prepared to answer right now. Explain that you will take the question to the subcommittee for discussion and report back.
5. Present issues or questions that the H&I workers feel need to be clarified with the facility. Be open-minded. Often, what seems to be a problem is resolved by improved communication.



6. Our relationship with the facility may need to be reestablished each time there is a change in staff contact person, administration, or H&I panel coordinator.

Occasionally, facilities want us to become involved in ways which are outside our primary purpose. We may become aware of this during an initial presentation or as a result of changes in existing policies. In spite of our desire to carry the message of NA recovery to the residents, we cannot negotiate our traditions. The principles by which we recover become diluted when we do not uphold our traditions. For example, we do not participate in staff training, nor make presentations to residents about medical aspects of addiction or the effects of various substances. We do not monitor and report on residents' behavior. That is the responsibility of the staff. If issues like these cannot be resolved, we cannot hold a meeting/presentation at the facility. Even in these cases, we try to keep communications open in case the situation changes. The keys to a satisfactory relationship with a facility are a thorough knowledge of the application of our Twelve Steps and Twelve Traditions to H&I work and good communications.

## HOW TO START AN H&I MEETING/PRESENTATION

The initial approach to start an H&I meeting/presentation should be done by an area H&I subcommittee, coordinating efforts with PI where applicable. (See the "General Information" section, page 2, of this handbook, for additional information.)

Sometimes a facility will approach the H&I subcommittee and ask to have an H&I meeting/presentation brought in. Once we are contacted, we set up an appointment. If we are not able to support a meeting, we explain at the appointment that we cannot service their request at this time, and will maintain communication with them. We also may provide them with the WSO Product Catalog and make them aware of *Reaching Out, The NA Way*, tapes approved for sale by the WSO, and the availability of NA literature.

Sometimes the H&I subcommittee will approach the facility to propose a meeting/presentation. This can be done with a phone call or through a form letter. In any case, be sure that this is a team H&I effort. Do not act alone.

1. A phone call should be made only by a person appointed by the H&I subcommittee to establish contact with the facility.
2. When writing a letter, place on letterhead stationery and type in business format. Keep a copy for the area H&I subcommittee files.
3. Follow up letters with phone calls.

Contact initiated by the H&I subcommittee should only occur if you are prepared to support an H&I meeting/presentation. Once contact with the appropriate facility representative has been made, set up an appointment. Whether or not a meeting/presentation is established, try to get a contact person at the facility.

Make the appointment and be there on time. This may be a joint response from the PI and H&I subcommittee members. Dress appropriately and be courteous. Remember, you are seen as representing Narcotics Anonymous. Bring pamphlets, literature, local meeting schedules with you and discuss our Twelve Steps and Twelve Traditions, this handbook, and your local guidelines.

Explain what an H&I meeting/presentation is and is not. What NA offers: we carry a message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his/her life, both inside the facility and after release from the facility. NA is not a benevolent society. We are not amateur social or welfare workers. We do not do any counseling or education of staff or residents. We do not provide jobs, housing, money, etc., or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction.

What the facility requires from Narcotics Anonymous: We must adhere to their rules and regulations (i.e., dress code, their do's and don'ts, clean time requirements, if any, etc.). Get specifics about the facility's requirements in writing if possible (see form in Appendix B, page 120). If reference letters, "sunshine letters," are needed, they are available through the WSO H&I coordinator.

## MEETING/PRESENTATION FORMATS

There are many different types of facilities with different rules and regulations. We offer some general guidelines for choosing a format for the meeting/presentation and a general outline around which to develop your own format. One thing which is common to all H&I meetings is that they are closed unless by invitation of the panel leader or the H&I subcommittee.

When choosing a format, the first thing to consider is the Fifth Tradition, "Each group has but one primary purpose, to carry the message to the addict who still suffers." The format should provide a structure which ensures that the NA message of recovery is carried. For this reason, open sharing types of meetings are not used in the H&I setting. They tend to lend themselves to an atmosphere which is inappropriate for an H&I meeting/presentation. The best formats are those in which outside members are delivering a message of recovery in Narcotics Anonymous. The best examples are speaker presentations, panel presentations, question-and-answer, literature discussions and topic discussions. Meetings/presentations should be limited to one hour.

The following is a general format for an NA H&I meeting/presentation. It may be modified according to local needs or customs. It is presented here for those seeking some direction. Remember, it is our responsibility to maintain an atmosphere of recovery.

- a. Introduce yourself and welcome everyone to the meeting.
- b. Have a moment of silence followed by the serenity prayer.
- c. Invite all attending the meeting/presentation to give their first names.

- d. Briefly explain that this is a hospitals and institutions meeting/presentation. Because residents' access to regular NA meetings is limited, the area service H&I subcommittee is bringing this special meeting here.
- e. At this time have residents volunteer to read from conference-approved literature. Usually, "Who Is an Addict?," "What Is the NA Program?," "How It Works," "Why Are We Here?," or other selections are used.
- f. Depending on the format selected, proceed as follows: "After the speakers have finished there will be time for any questions. There will be no cross-discussion while anyone is sharing. Please hold your questions until the end of the meeting."

### **Specific Formats**

There are many different meeting formats that may be used; however, whichever format is chosen it is important that the H&I panel maintain control in the meeting/presentation. Many times the use of extremely liberal meeting formats will cause the meeting to be unruly and difficult to control.

### **Speaker Presentation**

*(Appropriate for both long- and short-term facilities)*

In a speaker meeting, one or more NA members share their experience, strength, and hope. That tends to lay out some basic symptoms and characteristics of the disease, and shows how NA has brought about recovery. A narrative of events accomplishes little, but a sharing of feelings, self-image, turning points, new awareness, etc., carries a powerful message of recovery and the fact that our disease is progressive, incurable, and fatal.

*(Note: This follows a-f on page 18, 19)*

- g. Introduce the speaker(s).
- h. Leave sufficient time for questions and discussion at the end of the presentation.
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, speakers available to talk after the presentation, etc.).
- j. Close with the prayer of your choice.

### **Panel Presentation**

*(Appropriate for both long- and short-term facilities)*

This is similar to a speaker presentation. Rather than all sharing on the same topic, panel members usually take one aspect of recovery in NA each and share on that subject. This way topics that supply a variety of relevant information and experience on different subjects can be selected in advance.

*(Note: This follows a-f on page 18, 19)*

- g. Explain how the format works (each member of the panel shares on one topic or on separate topics and then there will be time for questions and discussion).
- h. Introduce the panel members one at a time to make their presentation (you should discuss the length in advance so that the timing works out).
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the presentation, etc.).
- j. Leave sufficient time for questions and discussion at end of meeting.
- k. Close with the prayer of your choice.

### **Topic Discussion**

*(Appropriate only in long-term facilities)*

This type of meeting/presentation allows for the participation of the residents. This format differs from open participation in that more structure is provided for the discussion. One or two members from the outside should share first to set the tone and direction of the meeting. It is a good idea to keep another experienced member in reserve to call on if the discussion gets away from recovery from addiction. The leader, or chairperson, should call on speakers one at a time rather than letting the discussion go spontaneously. This will allow for more control in keeping the meeting recovery-oriented.

*(Note: This follows a-f on page 18, 19)*

- g. Introduce the topic and share first to set a recovery-oriented tone.
- h. Call on several residents and then a panel member repeating this process.
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- j. Close with the prayer of your choice.

Topics should be chosen carefully, with the Twelve Steps and Twelve Traditions in mind. There are a multitude of topics that relate to our personal recovery in NA. There are also many topics that have nothing to do with recovery. It is important to remember in H&I meetings/presentations that we are dealing with addicts who are relatively inexperienced with recovery. When we select the topic for an H&I meeting, their needs should be considered first. The following list is not complete, but you will find a number of topics that are appropriate for most H&I meetings/presentations. You are not restricted to this list by any means. It is only presented as a resource so that you may get some ideas.

## Some Suggested Topics

1. Any IP 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 lengths
12. Transition to the fellowship from treatment
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

*(Appropriate for both long- and short-term facilities)*

For a literature discussion meeting, parts of the Basic Text or other conference-approved literature are read and discussed. Passing the literature around and allowing everyone a chance to read can be an easy way to get the residents involved. If you do that, though, be sure to include in the format a statement like, "Feel free to pass the literature along if you'd rather not read." Not everyone is willing or able to read out loud.

*(Note: This follows a-f on page 18, 19)*

- g. Explain how the format works (will read through the selected literature, stopping periodically to share; or read through entire piece of literature before sharing).

- h. Introduce the panel members.
- i. Begin the reading of the selected piece of conference-approved literature. Residents can be involved with the sharing, but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

## Questions and Answers

The question and answer format allows residents to write or state questions and topics they might feel frightened or embarrassed about. This format seems to be especially well received at adolescent facilities. The panel leader asks the residents to write topics or questions that are of concern to them and place them in a basket. After introducing the format, the questions are pulled one at a time and one or two of the panel members respond. If the question has already been adequately addressed the next question would be drawn and so on. The panel leader must judge whether a topic or question is appropriate to the meeting/presentation before it is read out loud. If not, just move on to the next question.

*(Note: This follows a-f on page 18, 19)*

- g. Explain how the format works (residents write topics or questions they would like discussed and place them in a basket, or residents simply ask questions they would like to have discussed).
- h. Introduce the panel members.
- i. The topics are drawn out of the basket and addressed by the panel one at a time. Inappropriate topics should not be read out loud.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

## Step Study

*(Appropriate for long-term facilities)*

A step study meeting may be held in an H&I setting. The Basic Text, *Narcotics Anonymous*, or other conference-approved literature is used to read the step and then the material is discussed. It is important to have members on the panel who have practiced the particular step being studied. This type of meeting/presentation usually works well in longer-term facilities where the residents have had some previous exposure to the Narcotics Anonymous program of recovery. This format allows the residents of the facility to have more participation.

*(Note: This follows a-f on page 18, 19)*

- g. Explain how the format works (will read through the selected step, stopping periodically to share; or read through entire piece of literature before sharing).
- h. Introduce the panel members.
- i. Begin the reading of the selected step from conference-approved literature. Residents can be involved with the sharing, but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

### **General Hints about Conducting H&I Meetings/Presentations**

A question and answer session can be included somewhere toward the end of the meeting/presentation regardless of the format you use. When answering questions it is important to remember that NA has no opinion on outside issues. Frequently the residents want us to discuss issues that do not pertain to NA. Some examples are: “Do I need to stay in treatment? What about other fellowships or recovery programs? Should I stay on the medication the doctor gives me?” and many others. Do not be drawn into these discussions. Don’t hesitate to say, “I’m sorry, I have no experience I can share with you on that subject.” Even when you do have personal experience on such outside issues, it is important to remain consistent with the Tenth Tradition and not discuss it in this setting. Always remember to only share your experience, strength, and hope about your recovery in Narcotics Anonymous.

We may not have all the answers to their questions, but we can always convey a feeling of acceptance and interest in the person who asked. That may do more than the information contained in our answers.

The duration of the average resident’s stay should be considered when selecting a meeting/presentation format. You may wish to use a different format for each week of the month. This might be especially beneficial in a long-term facility. For example: week one, speaker; week two, panel; week three, panel with time for discussion; week four, step.

Another factor to consider is whether or not the residents are medicated. Our experience has shown that medicated residents cannot effectively participate in meetings; therefore, speakers or panel formats are better suited for presentations in facilities which medicate their residents (see page 27 for additional information).

If you cannot provide a weekly H&I meeting/presentation, perhaps a panel can be taken in once a month. Literature and meeting schedules may be supplied, or the facility can be encouraged to buy NA literature for its residents.

Make sure the facility is aware of *Reaching Out*, *The NA Way*, and speaker tapes approved for sale through the WSO.

Try to avoid a return to old attitudes when you walk into a facility. We need to remember that ours is a program of attraction, and our attraction lies in the ways we have changed.

## FOLLOW-UP

- A. Maintain correspondence with the staff contact person in the facility to keep communication lines open, and to be aware of any developing situations.
- B. Report and discuss progress and problems at the area H&I subcommittee meeting regularly.
- C. Once a meeting/presentation is well established as a healthy environment for recovery, encourage NA members within the facility to participate.
- D. Make sure meeting lists and helpline numbers are available to members upon release from the facility.
- E. Be aware of any changes in contact person or administration, and make a repeat presentation if necessary.
- F. Keep copies of all relevant correspondence at the area subcommittee level.
- G. Encourage NA members within facilities to write to *Reaching Out*, or *The NA Way Magazine*.
- H. Be sure current copies of *Reaching Out* are brought into the facility.

It may become necessary to temporarily shut down an H&I meeting/presentation for a variety of reasons, such as changes in facility policies or lack of adequate manpower in the local H&I subcommittee. If such a situation should arise, it is of paramount importance that the H&I subcommittee continue to supply the facility with meeting schedules as well as any literature as may be deemed appropriate.

In the event that an H&I meeting is shut down due to the negligence or misconduct of a member of the H&I subcommittee, it is important that several objective members of the H&I subcommittee take all steps necessary, within our guidelines, to reconcile the situation and resume the meeting/presentation.

Above all, we must remember that our primary purpose is to carry the NA message of recovery to addicts who cannot get to us.



## TYPES OF TREATMENT FACILITIES

### SHORT-TERM FACILITIES

#### Detox Centers

When doing H&I work in detoxification centers, keep in mind that the addicts you are working with are in the earliest stage of recovery. Your subcommittee should also be aware of the type of detox center with which you are working. Some serve as interim care for addicts who are waiting to go to a treatment unit and may therefore remain in the detox for two or three weeks. Others are short-term only with a maximum stay of three to seven days.

The panel format is suggested for meetings/presentations held in detoxification centers. You may wish to allow time for a brief discussion and/or questions about NA. Do not plan a meeting/presentation which lasts more than one hour. These addicts will often be in withdrawal, with scattered thinking and short attention spans.

Because of the physical and mental state of these addicts, topics for the meeting should be selected carefully. There is a need for panel members to talk about what it used to be like so that the addicts in the facility can identify. Be sure that the NA members you take are able to talk about their using without glorifying it. In addition to talking about what it used to be like, the panel will wish to discuss what happened when they were in the earliest stages of recovery. Some suggested topics include: “denial,” “Step One,” “just for today,” “we do recover,” or “my first NA meeting.” It is a good idea for panel members to also speak about what it’s like now, but they should remember that these addicts will not be as likely to identify with what our lives are like after living clean for a while.

Your subcommittee will have clean time requirements, and the facility may have some requirements too. Try to include at least one panel member with the minimum amount of clean time required. Often newcomers will identify more readily with a relative newcomer than with a member with long-term clean time.

There are a variety of methods used to detoxify addicts. Some methods include the use of medication. Narcotics Anonymous has no opinion on methods of detoxification. While a member doing H&I work may wish to simply state that NA is a program of complete abstinence from all drugs, no member should ever advise someone in a detox to refuse the method of detoxification used by the center. We do not deal with the rules or procedures of any facility in which we do H&I work.

#### Twenty-eight Day Facilities

These facilities may utilize various methods of detoxing residents. Once again we are reminded that Narcotics Anonymous has no opinion on methods of detoxification. In these facilities, as in detoxes, it is important to keep in mind that the addicts you are carrying the NA message to are in the earliest stage of recovery. It is therefore important that the H&I subcommittee refer to the previous section (“Detox Centers”) for additional information.

It may be appropriate to change the meeting format weekly, so that the residents are exposed to four different formats during their twenty-eight day stay. Formats recommended include: speaker meetings, topic discussion, questions and answers, and literature/Basic Text discussion. Some topics might include: “the basics,” “the first three steps,” “sponsorship,” “we do recover,” “just for today,” etc.

Some facilities encourage residents to attend regular NA meetings during their treatment. The H&I panel may inform residents about regular meetings, covering such topics as the language used in NA meetings, meeting formats, etc. You may also provide them with meeting lists.

## **Outpatient Facilities**

When H&I committees carry our message to addicts who otherwise have full access to regular Narcotics Anonymous meetings, an unnecessary drain is placed on already limited H&I resources. Addicts in outpatient treatment settings generally have full access to regular NA meetings. Where this is the case, H&I meetings are not appropriate. H&I subcommittees may choose to make meeting schedules available to such facilities and provide them with order forms for our literature. Also, they may ask PI to do presentations.

# **LONG-TERM FACILITIES**

## **Recovery Houses and Therapeutic Communities**

Recovery houses and therapeutic communities which house residents for longer than twenty-eight days are considered long-term facilities. The H&I services which are provided by the area or region are performed in a variety of ways.

Successful H&I meetings/presentations in long-term facilities usually use the panel system. Since NA meetings are not “therapy groups,” and residents in these facilities often easily fall into their familiar therapy group behavior in an NA meeting, panels often work well to avoid that problem and maintain an atmosphere appropriate to an H&I meeting/presentation.

The panel system format may consist of speaker presentations, panel presentations, topic discussions, step study, or literature discussions. These formats will give the residents an idea of recovery from the disease of addiction by hearing the panel members share their experience, strength, and hope. The fact that these residents will be leaving and eventually be back in society is of importance to the panel coordinator. With this knowledge the panel coordinator can coordinate meeting/presentation formats to give the residents the best opportunity for experiencing recovery in the Narcotics Anonymous program when they leave the facility.

The H&I panel may inform the residents of the terminology used in NA meetings to better acquaint them with the Narcotics Anonymous program. Meeting lists may be given to the residents upon their release. The most important thing an H&I subcommittee can give the residents is hope that there is recovery in Narcotics Anonymous.

## **Halfway Houses or 3/4 Houses**

These types of facilities are usually for addicts who are newly released from jails, hospitals, or treatment facilities. Some of these places have a structured program and some do not. We have found that panel presentations, question-and-answer, or topic discussion are the best types of meeting/presentation formats for these facilities. Because the residents usually have free access to outside meetings, these types of facilities should not be considered as having high priority for H&I. Meetings/presentations in these settings should be structured to avoid having the meeting become a therapy group. Within that structured meeting, you may wish to encourage more participation from the residents and suggest that they attend outside meetings where possible.

## **Our Role with Facilities that Provide Medication to Their Clients/Residents**

During the initial planning meetings with the facility, we must be very clear about what NA is and what our basic message is. NA is a program of complete abstinence from all drugs. We have no opinions on outside issues and our approach is non-professional, 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 that 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. We can only tell them to keep coming back, they are welcome at meetings, and to read the Basic Text. The people on the H&I panels should not tell residents to stop taking their medication. We are not doctors!

## **INTERACTION WITH THE STAFF**

Our relationship with the staff of the facility is important for the continued success of the H&I meeting/presentation. Although the staff's designated contact person may be on the administrative level, our week-to-week interaction will most likely be with the other staff.

It is important that we establish a rapport with these staff members that will make it much easier to deal with any difficulties that may come up. This positive relationship will facilitate everything from making sure that there is a table to put the literature on to handling a resident who has a seizure during the meeting/presentation.

At some H&I meetings/presentations, a staff person may be expected to attend. We should make it 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 happens to be a member of NA. While this person is functioning as an employee of the facility, they wouldn't be able to share about NA without the residents becoming confused about NA's relationship with the facility. This is in keeping with our traditions concerning non-professionalism and non-affiliation (Tradition Eight and Six).

## **Working with Adolescents**

There are some issues that should be taken into consideration when working with adolescents. Please refer to the discussion on this on page 5 in the “General Information” section.

## **Do’s and Don’ts for H&I Work in Treatment Facilities**

**Do follow the guidance found in the WSC *H&I Handbook***

### **Treatment Facility Rules**

- Do Attempt to get the treatment facility agreements in writing
- Do Clarify the rules with whomever you bring into the facility
- Do Adhere to the security regulations at all times
- Do Arrive early to set up meeting
- Do Keep the staff informed of your whereabouts
- Do Obey the dress code, exercise common sense

### **Panel Leaders and Members**

- Do Screen all panel members, speakers, and chairpersons
- Do Adhere to the clean time requirements of the treatment facility and the H&I committee
- Do Ensure that a clear NA message of recovery is carried by all panel members

### **Literature**

- Do Make directories of outside meetings available to the residents
- Do Use the literature recommended for H&I work
- Do Stamp all literature with the local phonenumber number
- Do Provide facilities with literature order forms and encourage the facility to supply its own NA literature

### **Treatment Facility Meetings**

- Do Start and end on time
- Do Explain briefly, during the meeting, what H&I is
- Do Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships
- Do Emphasize that NA recovery is available to all addicts, regardless of drug(s) used
- Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA)

## **Residents Meeting Participation**

- Do Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)
- Do Emphasize the importance of getting to an NA meeting the first day out of the treatment facility
- Do Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release

## **Panel Leaders and Members**

- Don't Bring any contraband items or weapons into the treatment facility
- Don't Take messages and carry letters in or out of the facility
- Don't Show favoritism to any resident(s)
- Don't Bring an NA member who has friends and/or family in the treatment facility
- Don't Wear flashy jewelry and don't carry excessive cash
- Don't Use excessive profanity
- Don't Attend H&I facilities alone.

## **Facility Guidelines**

- Don't Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff
- Don't Discuss conditions within the treatment facility
- Don't Discuss treatment staff members with resident(s)
- Don't Discuss resident(s) with the treatment facility staff
- Don't Sponsor resident(s) in the treatment facility that you are attending as an H&I member
- Don't Accept money or gifts from, or give money or gifts to, any resident

## **Meeting Guidelines**

- Don't Give anyone within the facility your address or telephone number
- Don't Provide anyone with another NA member's address or telephone number
- Don't Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)
- Don't Break another person's anonymity
- Don't Emphasize 'using days' while sharing an NA message of recovery

**CORRECTIONAL**

## H&I IN CORRECTIONAL FACILITIES AND JAILS

### PURPOSE

The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA Program.

### HOW TO START AN H&I CORRECTIONAL MEETING/PRESENTATION

The initial approach to start an H&I meeting/presentation should be done by an area H&I subcommittee, coordinating efforts with PI where applicable. (See the “General Information” section, page 2, of this handbook, for additional information.)

Sometimes a facility will approach the H&I subcommittee and ask to have an H&I meeting/presentation brought in. Once we are contacted, we set up an appointment. If we are not able to support a meeting/presentation at this time, we explain at the appointment that we cannot service their request, and will maintain communication with them. We also may provide NA literature and make them aware of *The NA Way*, *Reaching Out*, WSO Product Catalog, Phoneline Directories, tapes approved for sale by the WSO, and the ability to order NA literature.

Sometimes the H&I subcommittee will approach the facility to propose a meeting/presentation. This can be done with a phone call or through a form letter. In any case, be sure that this is a team H&I effort. Do not act alone.

1. A phone call should be made only by a person appointed by the H&I subcommittee to establish contact with the facility.
2. When writing a letter, use stationery with NA letterhead and type in business format. Keep a copy for the area H&I subcommittee files.
3. Follow up letters with phone calls.

Contact by the H&I subcommittee should only occur if you are prepared to support an H&I meeting/presentation. Once contact with the appropriate facility representative has been made, set up an appointment for presentation. Whether or not a meeting is established, try to get a contact person at the facility.

Make the appointment and be there on time. This may be a joint response from the PI and H&I subcommittee members. Dress appropriately and be courteous. Remember, you are seen as representing Narcotics Anonymous. Bring pamphlets and literature and local meeting schedules with you and discuss our Twelve Steps and Twelve Traditions, our handbook, and your local guidelines.

Explain what an H&I meeting is and is not. What NA offers: we carry a message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his/her life, both inside the facility and after release from the facility. NA is not a benevolent society. We are not amateur social or welfare workers. We do not counsel or educate staff or residents. We do not provide jobs, housing, money, etc., or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction.

What the facility requires from Narcotics Anonymous: we must adhere to their rules and regulations (i.e., dress code, their do's and don'ts, clean time requirements, if any, etc.). Get specifics about the facility's requirements in writing if possible (see form in Appendix B, pg. 120). If reference letters, "sunshine letters," are needed, they are available through the WSO H&I coordinator.

## **CORRECTIONAL MEETING FORMATS**

There are many different types of facilities with different rules and regulations. We offer some general guidelines for choosing a format for the meeting/presentation, and a general outline around which to develop your own format. One thing which is common to all H&I meetings is that they are closed, unless by invitation of the panel leader or the H&I subcommittee. When choosing a format, the first thing to consider is the Fifth Tradition, "Each group has but one primary purpose, to carry the message to the addict who still suffers." The format should provide a structure which ensures that the NA message of recovery is carried. For this reason, open sharing types of meetings are not used in the H&I setting. They tend to lend themselves to an atmosphere which is inappropriate for an H&I meeting/presentation. The best formats are those in which outside members are delivering a message of recovery in NA. The best examples are: speaker meetings, panel presentations, question-and-answer, literature and topic discussions. Meetings/presentations should start and end at the pre-arranged time.

The following is a general format for an NA H&I meeting/presentation. It may be modified according to local needs or customs. It is presented here for those seeking some direction. Remember, it is our responsibility to maintain an atmosphere of recovery.

- a. Introduce yourself and welcome everyone to the meeting.
- b. Have a moment of silence followed by the serenity prayer.
- c. Invite all attending the meeting to give their first name (when appropriate).
- d. Briefly explain that this is a hospitals and institutions (H&I) meeting. Because these residents' access to regular NA meetings is limited, the area service H&I subcommittee is bringing this special meeting/presentation here.
- e. At this time have residents volunteer to read from conference-approved literature. Usually, "Who Is an Addict?," "What Is the NA Program?," "How It Works," "Why Are We Here?," or other selections are



used. Within long-term facilities the reading “What Can I Do?” and the Twelve Traditions can be used.

- f. Depending on the format selected, proceed as follows: “After the speakers have finished there will be time for any questions. There will be no cross-discussion while anyone is sharing. Please hold your questions until the end of the meeting.”

## Specific Formats

There are many different meeting/presentation formats that may be used; however, whichever format is chosen it is important that the H&I panel maintain control in the meeting. Many times the use of extremely liberal meeting formats will cause the meeting to be unruly and difficult to control.

## Speaker Presentation

In a speaker meeting, one or more NA members share their experience, strength, and hope. This tends to lay out some basic symptoms and characteristics of the disease, and to show how NA 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.

*(Note: This follows a-f on page 32 & 33)*

- g. Introduce the speaker(s).
- h. Leave sufficient time for questions and discussion at end of presentation.
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, speakers are available to talk after the presentation, etc.).
- j. Close with the prayer of your choice.

## Panel Presentation

This is similar to a speaker presentation. Rather than all sharing on the same topic, panel members usually take one aspect of recovery in NA each and share on that subject. In this way, topics can be selected in advance that give information and experience on a variety of relevant subjects.

*(Note: This follows a-f on page 32 & 33)*

- g. Explain how the format works (each member of the panel shares on one topic or on separate topics and then there will be time for questions and discussion).
- h. Introduce the panel members one at a time to make their presentation (you should discuss the length in advance so that the timing works out).
- i. Leave sufficient time for questions and discussion at end of presentation.

- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

## Topic Discussion

This type of meeting allows for the participation of the residents. This format differs from open participation in that more structure is provided for the discussion. One or two members from the outside should share first to set the tone and direction of the meeting. It is a good idea to keep another experienced member in reserve to call on if the discussion gets away from recovery from addiction. The leader, or chairperson, should call on speakers one at a time rather than letting the discussion go spontaneously. This will allow for more control in keeping the meeting recovery-oriented.

*(Note: This follows a-f on page 32 & 33)*

- g. Introduce the topic and share first to set a recovery-oriented tone.
- h. Call on several residents and then a panel member repeating this process until it is time to end the meeting.
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- j. Close with the prayer of your choice.

Topics should be chosen carefully, with the Twelve Steps and Twelve Traditions in mind. There are a multitude of topics that relate to our personal recovery in NA. There are many topics that have nothing to do with recovery. It is important to remember in most H&I meetings we are dealing with addicts who are relatively inexperienced with recovery. When we select the topic for an H&I meeting, their needs should be considered first. The following list is not complete, but you will find a number of topics that are appropriate for most H&I meetings/presentations. You are not restricted to this list by any means. It is only presented as a resource so that you may get some ideas.

## Some Suggested Topics

1. Any IP 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 lengths
12. Transition from correctional facilities to the fellowship
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. Passing the literature around and allowing everyone a chance to read can be an easy way to get the residents involved. If you do that, though, be sure to include in the format a statement like, "Feel free to pass the literature along if you'd rather not read." Not everyone is willing or able to read out loud.

*(Note: This follows a-f on page 32 & 33)*

- g. Explain how the format works (will read through the selected literature, stopping periodically to share, or read through entire piece before sharing).
- h. Introduce the panel members.
- i. Begin the reading of the selected piece of conference-approved literature. Residents can be involved with the sharing, but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

## Questions and Answers

The question and answer format allows residents to write or state questions and topics they might feel frightened or embarrassed about. This format seems to be especially well received at adolescent facilities. The panel leader asks the residents to write topics or questions that are of concern to them and place them in a basket. After introducing the format, the questions are pulled one at a time and one or two of the panel members respond. If the question has already been adequately addressed the next question would be drawn and so on. The panel leader must judge whether a topic or question is appropriate to the meeting/presentation before it is read out loud. If not, just move on to the next question.

*(Note: This follows a-f on page 32 & 33)*

- g. Explain how the format works (residents write topics or questions they would like discussed and place them in a basket, or residents simply ask questions they would like to have discussed.)
- h. Introduce the panel members.
- i. The topics are drawn out of the basket and fielded by the panel one at a time. Inappropriate topics shouldn't be read out loud.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

## Step Study

A step study meeting may be held in an H&I setting. The Basic Text, *Narcotics Anonymous*, or other conference-approved literature is used to read the step and then the material is discussed. It is important to have members on the panel who have practiced the particular step being studied. This type of meeting/presentation usually works well in longer-term facilities where the residents have had some previous exposure to the Narcotics Anonymous program of recovery. This format allows the residents of the facility to have more participation.

*(Note: This follows a-f on page 32 & 33)*

- g. Explain how the format works (will read through the selected step stopping periodically to share; or read through entire piece of literature before sharing).
- h. Introduce the panel members.
- i. Begin the reading of the selected step from conference-approved literature. Residents can be involved with the sharing, but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

## General Hints About Conducting H&I Meetings/Presentations

Regardless of the format you use, a question and answer session can be included somewhere toward the end of the meeting. In this way, the speakers can fan any sparks of hope or interest that may have ignited during the meeting. We may not have all the answers to the residents' questions, but we can always convey our interest in the person who asked. That may do more than the information contained in our answers.

In a facility where residents are incarcerated for long periods of time, step meetings have been very beneficial to the incarcerated addicts. They give a sense of belonging, and of being part of the NA Fellowship.

If you cannot provide a weekly H&I meeting/presentation, perhaps a panel can be taken in once a month. Literature and meeting schedules may be supplied, or the facility can be encouraged to buy NA literature for its residents.

Make sure the facility is aware of *The NA Way*, *Reaching Out*, and the speaker tapes approved for sale through the WSO.

Try to avoid a return to old attitudes when you walk into a facility. We need to remember that ours is a program of attraction, and our attraction lies in the ways we have changed.

## CORRECTIONAL FOLLOW-UP

If you have followed the proper procedures for establishing your H&I meeting/presentation, there is now a clearly established contact person from your subcommittee, and one from the facility. It is important to keep the channels of communication open between the two.

- a. Maintain ongoing contact, and be aware of any developing situations. Any problems that may arise should be handled early, before they grow into larger problems.
- b. Keep copies of all written correspondence between the subcommittee and the facility.
- c. It is important also to be aware of any changes in the facility's staff contact person or administration, and be ready to make a repeat presentation if necessary.
- d. Regular reports and discussions of your meeting should be held with the area H&I subcommittee.
- e. Once a meeting is well established as a healthy environment for recovery, encourage NA members within the facility to participate in the meeting (i.e., selecting someone to make coffee or set up chairs, etc.).
- f. Another kind of follow-up to be aware of is follow-up with members who are released. Make sure meeting lists and helpline numbers are available to such members upon release from the facility, and that they understand clearly how to make proper contact with NA after their release.

- g. Encourage NA members within facilities to make the best use of NA serial publications. Be sure they have copies of *Reaching Out*, and where possible other publications such as *The NA Way Magazine*. Encourage them to write letters or articles for these publications.

Making a sincere commitment and following through rigorously once a commitment has been made is the most important aspect of H&I work in correctional facilities. We must not make promises that we cannot keep. Irresponsible or inconsistent behavior with regard to commitments affects NA as a whole. A decision to give up a commitment is a serious matter. If such a decision must be made, the H&I subcommittee should be informed immediately.

## **TYPES OF CORRECTIONAL FACILITIES**

H&I meetings in correctional facilities will vary in format from one facility to another. It is important to exchange information with the facility at all stages of planning and on an ongoing basis. Facilities will have different policies that we must take into consideration when planning a format or bringing panel members to the H&I meeting. It is important not to make broad assumptions about one facility based on your experiences with another. Communications with the administration will be an important factor in maintaining a good relationship with the facility.

Due to classifications, location of the residents within the facility, or other policies at the institution, a single H&I meeting may not be accessible to all of the residents. If your subcommittee has enough members involved with H&I, one option may be to have several meetings at the institution to reach different segments of the population. This is an example of how we may work within the rules of the facility and still carry the NA message to the suffering addict.

In the following descriptions, we have tried to lay out some of the basic characteristics of different facilities and suggestions for formats that seem to work best. Experience and common sense will guide you in working with facilities in your area. The needs and situations of the residents will determine the type of H&I meeting that you plan.

While we realize that we cannot hope to describe every type of correctional facility, we believe that our experience in carrying the message of recovery in a variety of settings may be of benefit.

### **Short-Term Facilities**

The term “short term” is used to refer to facilities in which inmates are held for less than one year. This will include some city and county jails, work farms, honor farms, and privately-owned prisons. In short-term facilities, formats may be suitable which allow for limited participation by incarcerated addicts. Because these addicts will be held for a period of some months, panel members may wish to share about their experiences in early recovery. We feel it is important to give practical information about the NA program of recovery. Inmates may tend to get involved in discussing what they are going to do about recovery when they get out. We need to clearly state that recovery need not depend on, nor require, a

particular living situation. We learn in Narcotics Anonymous that we can stay clean no matter what and that the time to begin our recovery is now.

If you choose a format that allows for inmate participation, you may want to alternate sharing by outside members and inmates. This will help keep the discussion on recovery in NA.

Be sure you are familiar with the rules of the short-term facility. You may be asked by inmates to meet them upon their release or for personal information so they may contact you. Some members choose, as individuals, to arrange to meet inmates upon release. This is not a service provided by an H&I subcommittee (see “General Information,” page 8). Our do’s and don’ts, and most facility rules, discourage giving out phone numbers. While we may be clear about this difference, it is not reasonable to expect the inmate or facility to understand it, especially since we made the contact with the inmate while participating on an H&I panel. In general, all our actions involving a facility or its inmates will be seen as reflections of Narcotics Anonymous.

In short-term facilities, some inmates may choose to attend the NA meeting for the novelty, to see other inmates, to look good to the parole board, to get out of their usual surroundings, or for a variety of other reasons not related to recovery. We trust that no one gets to Narcotics Anonymous by mistake. However, these inmates may be distracting or disruptive in the meeting. Do not hesitate to ask for respect, attention, and quiet from those in the meeting.

The facility may have a staff member in attendance at the meeting, or we may request that a staff member be present (see “General Information,” bottom of page, page 12). If we maintain communications with administrators and staff, they may become willing to remove the staff person from the meeting after a period of time.

Work release, halfway houses, honor camps and prison farms are known by a wide variety of names but basically they are facilities which house inmates after their release from jail or prison and before they are allowed to fully re-enter society. Some of these are privately owned and operated, but residents are still considered to be in custody and risk being returned to prison for infractions of the rules. If residents’ schedules allow for limited attendance at regular NA meetings, such facilities will probably have a low priority for your subcommittee. If the residents do not have full access to regular NA meetings, your subcommittee will probably give the facility a high priority.

## **Long-Term Facilities**

We consider facilities to which addicts are sentenced for more than one year to be long-term facilities. In these facilities you are more likely to be dealing with addicts who are maintaining their recovery while incarcerated. There may be inmates attending the meeting who are newcomers or who are there for reasons other than recovery (see “Short-Term Facilities,” above).

Increased participation and sharing by residents should be encouraged. That participation may range from having inside members reading from NA literature, to opening up the meeting. In a long-term facility, this H&I meeting may be the only NA recovery these addicts will experience for years. By allowing them to be more directly involved forms a common bond for them to work the program within and throughout their stay.

You may wish to use a topic discussion format in these facilities. Literature and step study formats may also be appropriate. The panel members will want to be sure to share about staying clean today, practical specifics of working the NA program, and freedom from active addiction. It is important that panel members are familiar with Narcotics Anonymous literature.

Addicts incarcerated in long-term facilities may have started a meeting on their own, separate from the presentation of the H&I subcommittee. If there is no involvement and participation by H&I subcommittee members, it is not an H&I meeting. These meetings are not within the scope of the H&I subcommittee. The responsibility for supplying them with literature or other services falls on the local ASC. It is important that efforts are made to clarify this with the facility administration. This may avoid H&I being held responsible.

## **Adolescents**

There are some issues that should be taken into consideration when working with adolescents. Please refer to the discussion of this on page 5 in the “General Information” section.

## **DO’S AND DON’TS FOR H&I WORK IN CORRECTIONAL FACILITIES**

### **Do follow the guidance found in the WSC H&I Handbook**

The World Service Conference H&I Committee has compiled this list based upon the experiences of subcommittees around the world that have sent input on H&I service matters. They provide some very helpful guidelines, and should help you avoid some of the common pitfalls.

### **Correctional Facility Rules**

- Do Attempt to get all agreements in writing
- Do Clarify the rules with whomever you bring into the facility
- Do Adhere to the security regulations at all times
- Do Arrive early to satisfy security requirements
- Do Keep staff informed of your whereabouts
- Do Obey the dress code, exercise common sense

### **Panel Leaders and Members**

- Do Screen all panel members, speakers, and chairperson(s)
- Do Always clear a member who is on parole/probation with the facility and parole/probation officer
- Do Adhere to clean time requirements of the correctional facility and of the H&I committee
- Do Ensure that a clear NA message of recovery is carried by all panel members
- Do Choose panel members and speakers according to H&I guidelines



## **Literature**

- Do Provide NA literature for correctional facility meetings
- Do Make directories of outside meetings available to the inmates
- Do Use NA literature recommended for H&I work and stamp all literature with the local phonenumber number
- Do Provide facilities with literature order forms and encourage them to supply their own NA literature

## **Correctional Facility Meetings**

- Do Start and end on time
- Do Explain briefly in the meeting format what H&I is
- Do Clearly state that Narcotics Anonymous is separate from the correctional facility and from other fellowships
- Do Emphasize that NA recovery is available to all addicts regardless of drug(s) used
- Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA, and the Sixth Tradition of NA)

## **Inmates Meeting Participation**

- Do Involve inmates with the meeting, especially those in long-term facilities (readings, etc.)
- Do Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the facility

## **Panel Leaders and Members**

- Don't Allow a member who has outstanding warrants to participate in a correctional facility meeting
- Don't Bring any contraband items or weapons into the facility
- Don't Take messages or carry letters in or out of the correctional facility
- Don't Show favoritism to any inmates
- Don't Bring an NA member who has friends and/or family in the correctional facility
- Don't Wear flashy jewelry and don't carry excessive cash
- Don't Use excessive profanity
- Don't Attend H&I facilities alone

## **Facility Guidelines**

- Don't Debate any issues involving the correctional facility's rules, regulations, programs, and other fellowships with inmates and staff
- Don't Discuss conditions within the correctional facility
- Don't Discuss correctional facility staff members with inmate(s)

- Don't Discuss inmate(s) with correctional facility staff members
- Don't Sponsor inmate(s) in the correctional facility that you are attending as an H&I member
- Don't Accept money or gifts from, or give money or gifts to any inmate

### **Meeting Guidelines**

- Don't Give anyone within the correctional facility your address or telephone number
- Don't Provide anyone with another NA member's address or telephone number
- Don't Bring in anyone who is not supposed to be there (newcomers, friends, guests)
- Don't Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence
- Don't Break another person's anonymity
- Don't Emphasize 'using days' while sharing an NA message of recovery

PSYCHIATRIC  
AND FORENSIC

## **H&I IN PSYCHIATRIC HOSPITALS AND FORENSIC UNITS**

### **PURPOSE**

The purpose of an H&I presentation in a psychiatric/forensic unit is to carry the NA message of recovery to addicts who are either dual-diagnosed, have emotional and mental problems besides addiction, or have been classified as criminally insane. These addicts that do not have regular access to Narcotics Anonymous meetings need to be given a very basic introduction to NA, due to the possibility of a short attention span and the possibility that many patients may be on medication.

### **PSYCHIATRIC HOSPITALS**

In psychiatric hospitals we often find addicts who at this time have emotional and mental problems besides addiction. Patients are frequently court-committed and can be schizo-affective or bipolar (manic depressive) patients. They may also be diagnosed with major depression or schizophrenia. It is important to keep it very simple, explaining the basics of the program. We ask for very little input from the patients when they attend meetings because they frequently have to be re-directed. Their thought processes are frequently erratic. Some of the patients are on medication. It is crucial that we do not advise anyone to stop taking their medication as prescribed. We are not doctors! Our approach is nonprofessional, and we have no opinion on outside issues. We must be very sure it is understood that we do not advocate going against a physician's advice, nor can we endorse the use of any drug.

Because of these unique considerations, we should hold speaker, panel, literature, or step presentations. A question-and-answer session should be thoroughly discussed by the H&I committee, with consideration to strong control during this period to keep the presentation recovery-oriented. We should choose topics that deal with early stages of recovery. Extra care should be taken to fully acquaint ourselves with the facility's policies and restrictions. You may wish to have a staff person present. This will provide H&I members with maximum protection when working with these facilities.

Psychiatric patients/addicts in these facilities often seem to be relieved to know that addiction is a disease rather than a moral issue. They all need to hear hope, because many of them are at the end of the road with no hope in sight.

Facility regulations may vary from state to state and country to country. Check with each facility individually.

## FORENSIC UNITS

A forensic unit is a court-ordered, maximum-security correctional facility for those classified as mentally unstable, incompetent, needing psychiatric evaluation, or classified as criminally insane.

In forensic units, we often find addicts who, at this time, have emotional and mental problems besides addiction. Many residents are on some sort of medication. As committee members we do not debate or discuss these other problems. Because of these unique considerations it is clearly indicated that a highly structured H&I format is needed, for this is basically a long-term population. Good examples are panel, speaker, literature, or step presentations. A possible question-and-answer period should be thoroughly discussed by the H&I committee, with consideration to maintaining strong control in order to keep this session recovery-oriented. In a lock-down facility, such as a forensic unit, the opportunity to attend NA meetings is something these members look forward to as relief from their routine.

During the initial planning meetings with these facilities, we must be very clear about what NA is and what our basic message is. Though NA is a program of complete abstinence from all drugs, we have no opinion on outside issues. However, 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?" Based on our Eighth and Tenth Traditions, we are not in a position to discuss this issue. We can only tell them to keep coming back, that they are welcome in meetings, and to read the Basic Text. The members of the H&I committee should not tell residents to stop taking their medication. We are not doctors!

By carrying the message in this way, it is our hope that addicts in these facilities will carry on these discussions on their own, and begin to understand the need for recovery in their lives.

## HOW TO START A PSYCHIATRIC/FORENSIC UNIT PRESENTATION

The initial approach to start a H&I psychiatric/forensic presentation should be done by an area H&I subcommittee, coordinating efforts with the public information committee whenever applicable. (See the "General Information" section, page 2 of this handbook for additional information.)

Sometimes the facility will approach the H&I subcommittee and ask to have an H&I presentation brought in. Once we are contacted, we set up an appointment. If we are not able to support a meeting, we explain at the appointment that we cannot service their request at this time, and will maintain communication with them. We also may provide them with the WSO Product Catalog and make them aware of *Reaching Out*, *The NA Way*, and the availability of NA literature.

Sometimes the H&I committee will approach the facility to propose a presentation. This can be done with a phone call or by mail. In any case, be sure that this is a team H&I effort. Do not act alone.

- 1) A phone call should be made only by a person appointed by the H&I subcommittee to establish contact with the facility.
- 2) When writing a letter, place on letterhead stationery and type in business format. Keep a copy for the H&I committee files.
- 3) Follow up the letters with phone calls.

Contact initiated by the H&I committee should only occur if you are prepared to support an H&I presentation. Once contact with the appropriate facility representative has been made, set up an appointment. Whether or not a presentation is established, try to get a contact person at the facility.

Make the appointment and be there on time. This may be a joint response from the PI and H&I committee members. Dress appropriately and be courteous. Remember, you are seen as representing Narcotics Anonymous. Bring pamphlets, literature, local meeting schedules with you and discuss our Twelve Steps and Twelve Traditions, this handbook, and your local guidelines.

Explain what an H&I presentation is and what it is not. What NA offers: we carry the message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his/her life, both inside the facility and after release from the facility. NA is not a benevolent society. We are not amateur social or welfare workers. We do not do any counseling or education of staff or residents. We do not provide jobs, housing, money, or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction.

What the facility requires from Narcotics Anonymous: we must adhere to their rules and regulations (i.e., dress code, their do's and don'ts, any clean time requirements, etc.). Get specifics about the facility's requirements in writing if possible (see form in Appendix B, page 120.) If reference letters ("sunshine letters") are needed, they are available through the WSO H&I coordinator.

## **PRESENTATION FORMATS**

There are many different types of facilities with different rules and regulations. We offer some general guidelines for choosing the type of presentation. (A sample format is included on page 50.)

When choosing the type of presentation, the first thing to consider is the Fifth Tradition: "Each group has but one primary purpose, to carry the message to the addict who still suffers." The format and presentation should provide a structure that ensures that the NA message of recovery is carried. For this reason, open sharing or discussion types of meetings are not used in the psychiatric/forensic H&I setting. The best format is one in which those outside members are delivering a message of recovery in Narcotics Anonymous. The best examples are speaker presentations, panel presentations, literature presentations, and step presentations. In any case, be sure that this is a team H&I effort. Do not act alone.

Presentations should be limited to one hour. As mentioned earlier, the attention span of these patients may be limited, and special consideration must be given that many times patients will be on medication. Whichever presentation is chosen, it is important that H&I members maintain control in the presentation.

### **Speaker presentation**

*(appropriate for both long- and short-term facilities)*

In a speaker meeting, one or more NA members share their experience, strength, and hope. That tends to lay out some basic symptoms and characteristics of the disease, and shows how NA has brought about recovery. A narrative of events accomplishes little, but a sharing of feelings, self-image, turning points, new awareness, etc., carries a profound message of recovery and the fact that our disease is progressive, incurable, and fatal.

### **Panel presentations**

*(appropriate for both long- and short-term facilities)*

This is similar to a speaker presentation. Rather than all sharing on the same topic, panel members usually take one aspect of recovery in NA each and share on that subject. This way topics that supply a variety of relevant information and experience on different subjects can be selected in advance.

### **Literature presentations**

*(appropriate for both long- and short-term facilities)*

For a literature presentation, parts of the Basic Text, *Narcotics Anonymous; It Works: How and Why*; or other fellowship-approved literature are read out loud and discussed by the panel members. Passing the literature around and allowing everyone a chance to read along with you can be an easy way to allow minimal involvement by the patients.

### **Step presentations**

*(appropriate for long-term facilities)*

A step presentation meeting may be held in a psychiatric or forensic facility. The Basic Text, *Narcotics Anonymous; It Works: How and Why*; or other fellowship-approved literature is used for reading the essay on the step. Then the material is discussed by the panel members. It is important to have members on the panel who have practiced the particular step being presented. This type of presentation usually works well in longer term facilities where the patients have had some previous exposure to Narcotics Anonymous.

## **VOLUNTEER EXPERIENCE AND CLEAN TIME REQUIREMENTS**

Carrying the message in these facilities is an *especially sensitive type of service*. Only the most experienced H&I members should be selected to participate. These facilities usually have extensive requirements regarding participation from the outside. Extra care must be taken to fully acquaint ourselves with the facility's policies and restrictions. You may wish to provide H&I members with the maximum amount of protection the facility staff can provide when working in these types of facilities.

The suggested clean time requirement for panel leaders in psychiatric/forensic facilities is three years, and two years for any other panel members. The reason for this amount of clean time is that it takes a person with an open mind and the full understanding of the NA Twelve Steps and Twelve Traditions because we are dealing with a sensitive situation.

### **Other suggestions:**

1. An understanding of the rules of the facilities.
2. Ability to handle different situations and proceed through the appropriate channels.
3. To cooperate with staff.
4. No one person represents NA; however, when you go into a facility you are viewed as being representative of NA, so dress and act appropriately.

### **Do's and Don'ts for H&I Work in Psychiatric Hospitals and Forensic Units** Do follow the guidance found in the *WSC H&I Handbook*

#### **Psychiatric & Forensic Unit Rules**

- Do Attempt to get all agreements in writing
- Do Clarify the rules with whomever you bring into the unit
- Do Adhere to the security regulations at all times
- Do Arrive early to satisfy security requirements
- Do Keep staff informed of your whereabouts
- Do Obey the dress code, exercise common sense

#### **Panel Leaders and Members**

- Do Screen all panel members, speakers, and chairperson(s)
- Do Always clear a member who is on parole/probation with the unit and parole/probation officer



- Do Adhere to clean time requirements of the psychiatric/forensic unit and of the H&I committee
- Do Ensure that a clear NA message of recovery is carried by all panel members
- Do Choose panel members and speakers according to H&I guidelines

### **Literature**

- Do Provide NA literature for psychiatric/forensic unit meetings
- Do Make directories of outside meetings available to the residents
- Do Use NA literature recommended for H&I work and stamp all literature with the local phonenumber numbers
- Do Provide facilities with literature order forms and encourage them to supply their own NA literature

### **Psychiatric/Forensic Unit Meetings**

- Do Start and end on time
- Do Clearly state that Narcotics Anonymous is separate from the psychiatric/forensic unit and from other fellowships
- Do Emphasize that NA recovery is available to all addicts regardless of drug(s) used

### **Resident Meeting Participation**

- Do Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the unit

### **Panel Leaders and Members**

- Don't Allow a member who has outstanding warrants to participate in a psychiatric/forensic unit meeting
- Don't Bring any contraband items or weapons into the unit
- Don't Take messages and carry letters in or out of the psychiatric/forensic unit
- Don't Show favoritism to any inmates
- Don't Bring an NA member who has friends and/or family in the psychiatric/forensic unit
- Don't Wear flashy jewelry and don't carry excessive cash
- Don't Use excessive profanity
- Don't Attend H&I facilities alone

### **Unit Guidelines**

- Don't Debate which drugs are acceptable; remember we have no opinion on outside issues
- Don't Debate any issues involving the psychiatric/forensic unit's rules, regulations, methods, or other fellowships with residents and staff

- Don't Discuss conditions within the psychiatric/forensic unit
- Don't Discuss psychiatric/forensic unit staff members with residents
- Don't Discuss resident(s) with psychiatric/forensic unit staff members
- Don't Sponsor resident(s) in the psychiatric/forensic unit that you are attending as an H&I member
- Don't Accept money or gifts from, or give money or gifts to any inmate

### **Meeting Guidelines**

- Don't Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.
- Don't Give anyone within the psychiatric/forensic unit your address or telephone number
- Don't Provide anyone with another NA member's address or telephone number
- Don't Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)
- Don't Ask what type of crime a resident has been convicted of, or discuss guilt or innocence
- Don't Break another person's anonymity
- Don't Emphasize 'using days' while sharing an NA message of recovery

## Sample Format

Hi, I'm \_\_\_\_\_ and I'm an addict. Welcome to the Narcotics Anonymous H&I meeting at \_\_\_\_\_.

Would you please join me in a moment of silent meditation to reflect on why we are here, and on the addict who still suffers, followed by the Serenity prayer.

1. Would someone please read: "Who Is An Addict?"
2. (OPTIONAL) Would someone please read: "Why Are We Here?"
3. Would someone please read: The Twelve Steps
4. Is this anyone's first NA meeting ever? Welcome.
5. Introduce speaker/panel members

These are the suggested topics:

*Hope*

*Fear*

*Powerlessness*

*Anger*

*Unmanageability*

*Honesty*

*Change*

*Willingness*

*Open-mindedness*

*Balance*

*Acceptance*

*Just for today*

*Importance of sharing*

6. In closing: Remind everyone of anonymity and that Narcotics Anonymous should remain forever nonprofessional.
7. Close with prayer of your choice.

**COMMITTEE  
STRUCTURE & FUNCTION**

## **Twelve Concepts of 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.

## INTRODUCTION

The ultimate goal of H&I work is to get our message of recovery to any addict whose attendance at regular NA meetings is restricted. A strong and stable H&I subcommittee, with support and willingness from the local NA community, is crucial if we are to do this.

H&I committees are subcommittees of the area or regional service committee, and as such they are directly accountable to that committee in all matters. Subcommittees are not autonomous; they are established by areas and regions to serve a specific need. Budgets, new guidelines, and reports of the subcommittee's work should be submitted for approval to the appropriate service committee.

Much of the emphasis of this section is on the area H&I subcommittee, since the direct coordination and effort for H&I work is performed at this level. We present several different ways of structuring an area H&I subcommittee. Each should be studied carefully to see which best suits local needs. In an effort to present each model clearly, we have provided a flowchart for each. If you have any questions about them, your regional H&I subcommittee or the WSC H&I Committee should be able to help you.

After many years of experience with various types of H&I meetings/presentations, we recommend the "panel system" as the most effective. The H&I meeting sponsored or conducted by a particular NA group does not allow for the H&I subcommittee to have enough influence over the meeting and defeats the subcommittee system our fellowship utilizes. We then lose the benefit of the full-time consideration of H&I matters that an H&I subcommittee provides. This often gives rise to problems in communication and consistency. Some groups wish to begin H&I meetings/presentations before an ASC has been formed. We have provided guidance for this type of situation in this section, but this should be entered into only where no ASC exists, and any commitments should be turned over to the H&I subcommittee when it is formed.

There is occasionally some confusion with the terms "panel system" and "panel format." The panel system refers to the general approach to structuring your H&I effort which uses panel presentations. The "panel format" refers to the specific way in which a given panel structures its presentation.

A subcommittee using the panel system has a "panel coordinator" who oversees several different H&I commitments to assure that communications between the facility and the H&I subcommittee are going well. Each H&I meeting has a panel leader/panel chair, who makes all the necessary arrangements to put on the meeting itself. "Panel members" are those who attend the meeting to share their recovery. A variety of formats can be used within such a panel system.

H&I subcommittees at the regional level exist primarily to lend assistance to area H&I subcommittees. The regional H&I subcommittee should never find itself in a position of dictating or trying to control the actions of the area H&I subcommittee. Many times, areas will come to the regional H&I subcommittee with questions about H&I work or situations they are not sure how to deal with. This is where the benefit of the regional subcommittee acting as a pooling place for area H&I subcommittees to share their experiences pays off.

Also included in this section is material on the WSC H&I Committee. If you are interested in finding out more about this committee, this should be a valuable resource for you.

As is always the case in committee work, it is important to work together as a team. The experience of many members of the fellowship shows that the unity of purpose and the subcommittee members' ability to work together will be vital to the success of our service efforts.

## **PURPOSE OF AN AREA H&I SUBCOMMITTEE**

The area H&I subcommittee plays a central role in the overall H&I service effort. It initiates, coordinates and conducts all local NA hospitals and institutions meetings and activities within the area. This subcommittee is the hub of H&I planning and organization.

The area H&I committee is a subcommittee of the area service committee (ASC.) It meets regularly, and its chair reports to and is accountable in all matters to the ASC. The subcommittee is composed of an H&I chairperson, H&I vice chairperson, H&I secretary, and other elected officers, as well as any other members of the fellowship who wish to be involved. Here is what the subcommittee does:

1. Provides a monthly forum to pool experiences. "I can't - we can."
2. Prepares H&I policies and guidelines for the H&I subcommittee's and the ASC's approval.
3. Serves as a communications link between local H&I meetings/presentations and H&I subcommittees at the regional and world levels.
4. Selects the members who are to conduct the H&I meetings.
5. Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
6. In cooperation with PI, makes all initial contact with facilities.
7. Conducts learning days, workshops, and orientations on relevant topics.
8. Is responsible for all H&I-oriented services within the area.

## **FORMING AN AREA H&I SUBCOMMITTEE**

When an area decides that the time has come to form an H&I subcommittee, it should set a date for an initial subcommittee meeting. All persons interested in H&I work are invited through an announcement made at local meetings. The ASC, meanwhile, takes nominations and then elects a chairperson for the subcommittee.

The first order of business at the organizational meeting is to set a direction for the subcommittee. If the ASC has not already selected a chairperson, the area vice chair, who is responsible to coordinate the activities of the subcommittees, should preside over the meeting.

It is important for the subcommittee to develop a set of internal working guidelines. Experience shows that this will make each person's responsibilities much clearer, and will make for a much more stable subcommittee. Several samples of guidelines are included as examples (see "Resource" section.) Also guidelines from neighboring areas may provide some useful information. Your regional H&I subcommittee or the WSO H&I coordinator has copies of these available for this purpose.

After you have done this initial set-up work, you will be ready to set your priorities for H&I meetings/presentations and start to carry a message of recovery in NA. Members of the area may have been doing H&I work before an H&I subcommittee was established, and hopefully you have included them in the subcommittee already. If not, then it would be a good idea to contact them and get them involved.

It is a good idea to start out slowly and not to start a large number of H&I meetings/presentations until the subcommittee starts to take shape and you are able to see just how many members are actually going to follow through and do the H&I work. This number is usually smaller than those who initially indicate a willingness, but hopefully over time the number will grow.

## **TYPICAL AGENDA FOR AN AREA H&I MEETING**

1. Moment of silence for the still-suffering addict
2. Opening prayer
3. Read traditions
4. Take attendance
5. Read and approve the minutes of the previous meeting
6. Report of budget expenditures, including literature disbursements
7. H&I panel coordinators report
8. H&I panel leaders report
9. Old business
10. Elect officers (if appropriate)
11. New business
12. Schedule next subcommittee meeting
13. Closing prayer



## RESPONSIBILITIES OF AREA H&I OFFICERS

The responsibilities of the subcommittee officers are shown below, but the list is only a summary. Officers will often do a lot more than this outline describes. The success of subcommittees depends upon the dedication and leadership of good officers.

### A. Chairperson

1. Minimum clean time requirement is two (2) years.
2. Keeps order in the meeting.
3. Keeps discussion on the topic.
4. Prepares an agenda for each subcommittee meeting.
5. Ensures that the traditions are upheld in all matters.
6. Maintains a link of communication between the H&I subcommittee and the area service committee, including giving a monthly report to the ASC.
7. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I subcommittee.
8. Works with the panel coordinator(s) to draft all correspondence to facilities served by the subcommittee.
9. Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or helpline number.
10. May have other responsibilities, depending on the local H&I guidelines.

### B. Vice Chairperson

1. Minimum clean time requirement is one (1) year.
2. Helps chairperson keep proceedings orderly.
3. Acts as chairperson in the case of chairperson's absence.
4. If the office of chairperson becomes vacant, serves as the chair until confirmed by the ASC or until a new chair is elected.
5. May have other responsibilities depending on the local H&I guidelines.

### C. Secretary

1. Minimum clean time requirement is one (1) year.
2. Takes an accurate set of minutes at each monthly meeting, and distributes them to subcommittee members prior to the next meeting.
3. Keeps an updated volunteer list of members who would like to go to H&I meetings.
4. Maintains an ongoing file of all correspondence and minutes.
5. May have other responsibilities depending on the local H&I guidelines.

There are other responsibilities of the H&I subcommittee that could fall under the job descriptions of the above officers, or could become positions of their own. How many different positions you have will depend on the number of members you have available to your subcommittee who can serve, and how the subcommittee decides to structure itself. Flowcharts illustrating the basic structures an area may choose are included in the “Resource” section.

#### **D. Literature Coordinator**

1. One year clean time required. Term is one (1) year.
2. It is the responsibility of the literature coordinator to distribute NA conference-approved literature and any other items the subcommittee uses in carrying the message, such as copies of *Reaching Out* and *The NA Way*, to the panel leaders. To assure accountability, a complete record of all transactions must be kept, and a report given at the regular subcommittee meetings. This person should always be aware of the amount of literature being distributed so the panel leaders' literature requests remain prudent and the subcommittee can fairly distribute the literature without exceeding its budget. Regular audits should be done to ensure that the literature outlays are reasonable and accounted for.

### **The Panel**

Gathering all the people needed to conduct the H&I meeting is the responsibility of the panel leader who puts together several members (a panel) to go and put on an H&I meeting/presentation at the facility. Here is a description of these positions:

#### **A. Panel Coordinator**

1. One (1) year clean time required. Term is one (1) year.
2. It is the panel coordinator's responsibility to see that the meetings/presentations are conducted in accordance with the policies of the H&I subcommittee and the rules of the facility. This person acts as the liaison between the H&I subcommittee and a given facility. A panel coordinator may be responsible for only one facility, several, or all the facilities that the subcommittee is working with. This will depend on the needs and conscience of the H&I subcommittee. In some areas the responsibilities the panel coordinator falls under the job description of one of the other officers, such as chairperson or vice chairperson. This would work in a smaller area but as the number of facilities you are dealing with grows, you may want to elect one or more panel coordinators to handle the job.

**B. Panel Leader**

1. One (1) year clean time required. Term is six (6) months.
2. Panel leaders should be selected by the H&I subcommittee at its regular subcommittee meetings. The term should be six (6) months. The panel leader can decide what type of meeting to have by using one of the meeting formats.
3. The panel leader selects members of the fellowship to be panel members usually from the panel member list. The panel leader is responsible to insure that the meeting starts and ends on time. Any problems should be reported to the panel coordinator and then included in the regular report to the H&I subcommittee.

**C. Panel Member**

1. Six (6) months clean time, and a willingness to share their experience, strength and hope.
2. This is the essential element of H&I work—the member who goes to share his or her experience, strength and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.
3. Areas should develop some basic requirements for members who are to carry the message in H&I. A good understanding of the fellowship and the policies relevant to this H&I meeting is essential. A packet may be developed that will outline what is expected of panel members (see sample in Appendix A, page 101.) Orientation of inexperienced members is a good idea. Have a new panel member attend the meeting to listen and observe the panel the first time or two. This will make them more aware of what their role on the panel will be.
4. A clean time requirement is important to ensure it is truly a message of recovery we are carrying and not just the disease. Although some areas will have to be more flexible with clean time, six (6) months continuous abstinence is a good minimum requirement. Some facilities will not have any clean time requirements, but we should still place this standard upon ourselves to ensure consistency of the recovery message. Some facilities will require more clean time than six (6) months, and we should try to work with them too, if the area has a sufficient number of members with the clean time who are willing to make the commitment.

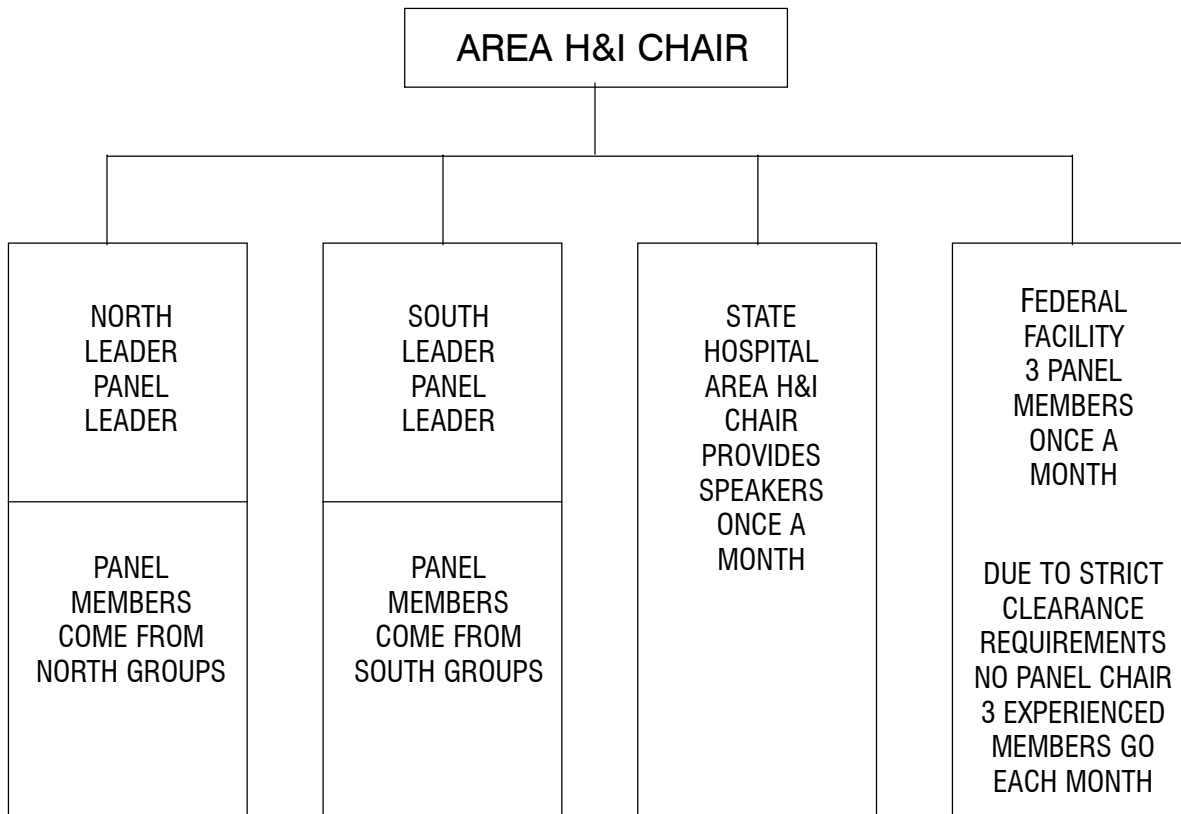
## **H&I MEETINGS/PRESENTATIONS WHERE NO AREA SERVICE COMMITTEE OR H&I SUBCOMMITTEE EXISTS**

As Narcotics Anonymous grows, meetings are starting up more and more frequently in smaller communities and rural areas. Often because of their geographical location, or because of the limited development of NA service structure in an area or region, formation of and participation in an ASC and its H&I subcommittee is not yet possible or practical. Yet once an H&I meeting/presentation is started, the news seems to spread very quickly. Facilities may seek out local members and request an NA meeting. Usually, these original members in an area are very committed and try to say yes to all requests, so H&I meetings are started. We have included a flowchart that illustrates structure in newer or smaller areas (See flowchart example A, page 58).

These commitments are many times taken on by one or a few dedicated members who mean well, but usually discover that the demands of supporting one or more H&I meetings, week in and week out, can quickly lead to burn-out. It is possible to do H&I work in such circumstances, but be sure to use some common sense. Here are some tips:

1. Never take on an H&I commitment alone. In the absence of an area H&I subcommittee, any H&I work has to be the effort of one or more groups. Remember, "I can't - we can." The H&I member working alone may end up doing more harm than good in the long-run.
2. Make sure the group is ready for the responsibility. Don't be afraid to say "No, we're just not able to support a meeting in your facility at this time." Don't take on additional commitments until you are ready.
3. Get other groups involved whenever possible, perhaps alternating weeks or months. Reach out. There is the possibility that some member from neighboring areas or the region would be able to come and help occasionally.
4. Use these guidelines. You will find much material in here that will be helpful in your efforts.
5. If you find that you have over-committed yourselves, go to the facility and let them know that you need to discontinue the meeting for a while. They will respect you more for letting them know face to face than if you just stop showing up.
6. Always keep an awareness that H&I work is done best by area H&I subcommittees using the panel system. As soon as it is possible to form an ASC or join an existing one, do so.

## EXAMPLE A



Here are some variations.

1. The chairperson is responsible to keep a line of communication open with the facilities, possibly even working with panel leaders on this. The vice chair is in charge of literature distribution. Any other responsibilities are divided among these two and the secretary.
2. The vice chair is the panel coordinator, while the secretary is in charge of literature distribution.

## THE REGIONAL H&I SUBCOMMITTEE

A strong and stable regional H&I subcommittee can provide the guidance and direction that area H&I subcommittees need when facing unfamiliar or problematic situations. To be able to do this, it is essential to get the area H&I subcommittees involved with the regional H&I subcommittee. Together we can do what alone we can not.

The subcommittee at this level provides some clerical services, serves as a pooling place for area experience, provides a communications link between the world and area levels and may perform certain support and outreach services. This committee is a subcommittee of the regional service committee (RSC).

The clerical services mentioned include keeping a list of hospitals and institutions in the region, keeping track of which ones are served by which area H&I subcommittee. Also the RSC H&I Subcommittee should keep on hand support materials that area H&I subcommittees may utilize in their H&I efforts. Some regional H&I subcommittees may choose to produce a regional H&I newsletter to strengthen the unity and increase the awareness of H&I within the region. The regional H&I subcommittee may, in cooperation with PI, communicate directly with facilities to inform them about NA and to provide NA literature and/or order forms.

A second important function of the regional H&I subcommittee is to provide a forum for area subcommittees to share experience with one another. This may be done in a variety of ways. A regular learning session may be held just before or after the regular RSC meeting, or at some prearranged time and place that is mutually acceptable for the area H&I subcommittees. It is important to remember that the regional subcommittee helps area subcommittees overcome isolation and learn from each other's experiences.

The regional subcommittee may be involved in various outreach projects that help carry the message to the addict within the region. Some examples are: a mobile H&I panel that travels to various facilities over a weekend, or sending subcommittee members to isolated areas to help them develop or stabilize their H&I subcommittee. There are of course other ways you may choose to reach out. The point is that the regional subcommittee provides whatever services the areas need.

A fourth function of the regional subcommittee is to serve as a communications link. Communications from the world level that were not sent directly to areas can be duplicated and shared. Agendas for regional workshops and learning days can be developed in part from information obtained from the WSC H&I Committee.

Many regions help shape H&I in the fellowship by providing input on the items the WSC H&I Committee is working on and sometimes they even sponsor individual projects and hold workshops to do it. WSC H&I can be informed of developments or experiences at the area level for publication in the H&I newsletter or other fellowship publications, or for input in the continued development of a handbook such as this.

Minutes of your subcommittee meetings and your guidelines should be sent to the WSO (attn: H&I.) This increases awareness of what is happening with H&I throughout the fellowship. The WSC H&I Committee serves as a resource and an information and communication link among regional H&I subcommittees

worldwide. At this level we make decisions, generate new material for use in H&I work, budget for distribution of the newsletter *Reaching Out*, and send literature to H&I subcommittees in need based on the information we have about H&I endeavors throughout the fellowship. Participation in regularly sending H&I regional reports (see form in Appendix B, page 124) will ensure your region's inclusion in this process and allow us to be more aware of the needs and concerns regarding H&I in Narcotics Anonymous.

Communication flows both ways between the area and world levels through the regional subcommittee.

The typical agenda for a regional H&I subcommittee meeting is as follows:

1. Moment of silence for the still-suffering addict
2. Opening prayer
3. Read traditions
4. Take attendance
5. Read and approve the minutes of the previous meeting
6. Report of budget expenditures, including literature disbursements
7. Area H&I subcommittees report
8. Old business
9. Elect officers (if appropriate)
10. New business
11. Learning session
12. Schedule next subcommittee meeting
13. Announcements
14. Closing prayer

## THE WSC H&I COMMITTEE

The World Service Conference H&I Committee links H&I efforts worldwide and clarifies fellowshipwide H&I policies. Reports and publications are developed at the world level, workshops are held in various locations to accomplish annual goals, and reports of these are distributed throughout the fellowship. WSC H&I works closely with the World Service Office to assist in the formation of new H&I subcommittees and to help areas and regions overcome isolation by communicating directly with regions and areas, and providing a forum for sharing experience among regions and areas via an H&I newsletter.

Members to the WSC H&I Committee are drawn from the most experienced H&I trusted servants in the fellowship. Each region is asked to nominate members to the nominee pool of the committee. The WSC H&I Committee requirements are at least four years abstinence from all drugs, three years previous H&I experience, the willingness and ability to regularly attend committee meetings,

and the time and resources to actively participate on the projects of the committee. A region may nominate any member it deems appropriate to the nominee pool at any time, but no more than one nominee from any one region may be in the pool simultaneously. A nominee may hold other service positions within the fellowship and this will not conflict with being an H&I member or nominee unless it prevents them from participating with the committee. The guidelines for the committee are included in this section. Also, in Appendix B, page 125, you will find a nomination form. All nominations must be approved by a regional service committee.

## **WSC H&I COMMITTEE 1995-1996 INTERNAL GUIDELINES**

### **I. BASIC PURPOSE OF THE COMMITTEE**

The basic purpose of this committee is to collect, clarify, define and state the decisions of the World Service Conference within the scope of H&I work and to initiate and coordinate actions based on these decisions. This committee does not govern. We are, instead, the servants of the fellowship performing necessary tasks.

The WSC H&I Committee acts as a resource to regions, areas, groups and individual members in their efforts to carry the message into treatment and correctional facilities such as jails, hospitals, detoxification centers and recovery houses. Its goal is to help uphold the Twelve Traditions of NA, while carrying our message to those who have restricted access to regular meetings of Narcotics Anonymous. The committee will also serve as a resource for H&I-related matters with individuals, organizations or associations outside the fellowship.

### **II. FUNCTION OF THE COMMITTEE**

The WSC H&I Committee (referred to as the committee for the purpose of the guidelines) links H&I efforts worldwide and clarifies fellowshipwide H&I policies. The committee, in order to accomplish its annual goals, holds workshops in various locations and develops reports and publications that are distributed through appropriate fellowship publications. *The WSC H&I Committee may assist in learning days and workshops at the request of the fellowship.* The committee endeavors to aid in the formation of new H&I subcommittees, and assist area and regional H&I subcommittees overcome isolation through direct communication. Additionally, the committee provides a forum for sharing experience among regions and areas via the H&I newsletter, *Reaching Out*. The committee is assisted with this work by the World Service Office, through the efforts of the H&I project coordinator.



### III. THE VOTING MEMBERSHIP

The voting membership of the WSC H&I Committee shall consist of ten (10) members. To encourage fellowshipwide participation in the WSC H&I Committee, no more than one (1) nominee from any one region may serve in the nominee pool of the committee simultaneously. The voting membership is as follows:

- A. WSC H&I chairperson: Votes only in the case of a tie.
- B. WSC H&I vice chairperson: May vote, except when acting in the capacity of chairperson. This includes all business: elections, nominations, etc.
- C. WSB trustee(s) assigned to WSC H&I Committee: If assigned, will be a non-voting member.
- D. The committee will be comprised of the most informed and experienced members who have demonstrated their ability in service to H&I in their regions. These members will be chosen from a nominee pool of qualified individuals selected and nominated by their region through their RSR. These members shall serve a two-year commitment, in order to assure the continuity of the tasks assigned to the committee members.
- E. There will be one non-voting member of the committee from the WSO BOD. This person will function as a informational conduit between the committee and the WSO. This person will serve a term to be determined by the chairperson of the WSO Board of Directors.
- F. A quorum of one third 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. The procedure for absentee voting is as follows: May not be used in nominations or elections. Other absentee votes must be in writing and the WSO project coordinator must be in receipt of the absentee vote one week prior to the scheduled meeting.

### IV. QUALIFICATIONS OF VOTING MEMBERS

- A. Members should be among the most well informed, active and experienced H&I service workers in the fellowship; and shall attend a minimum of one WSC H&I Committee meeting per year.
- B. Minimum clean time for a member of the WSC H&I Committee shall be no less than five (5) years. 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.
- C. The member should have at least three (3) years H&I experience on the area or regional H&I subcommittee level.
- D. There is a two (2) year commitment of service to the committee made by each voting member. Voting participants to the committee can be selected to only one subsequent term (excluding the 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.

- E. Shall be active in the committee either in person, by mail, or by phone.
- F. Shall have demonstrated a working knowledge of the Twelve Steps and Twelve Traditions of NA, the Twelve Concepts, the service structure, and the *Hospitals & Institutions Handbook*.
- G. Shall have the time and ability to make the commitment to serve on the committee.
- H. Removal<sup>1</sup> from the committee is necessary when any of the following situations arise:
  - 1. Relapse
  - 2. Failure to notify committee of absence prior to any scheduled meeting.
  - 3. Failure to carry out tasks and responsibilities delegated to each of the committee members.
  - 4. Misappropriation of fellowship funds.

## V. OFFICERS' QUALIFICATIONS AND RESPONSIBILITIES

### A. Chairperson

- 1. Should be nominated from the current committee.
- 2. Minimum clean time of five (5) years.
- 3. Minimum four (4) years experience in H&I work on area, regional and world levels.
- 4. To chair, in an orderly manner, all meetings of the committee with a general understanding of *Robert's Rules of Order* and to prepare reports to the fellowship for regular inclusion in the *Conference Reports* and the *Conference Agenda Report*.
- 5. To ensure proper and speedy communications of all work being done by the committee and to stay in regular contact with committee members (i.e., committee minutes sent out, input for the tasks being performed by other members, etc.).
- 6. To prepare a budget with the vice chairperson and the BOT member, along with the committee, to be submitted for approval by the WSC each conference year.
- 7. To prepare an agenda of business with vice chairperson for each committee meeting.

### B. Vice Chairperson

- 1. Minimum clean time will be five (5) years.
- 2. Should be nominated from the current committee.

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<sup>1</sup> Though no changes were made to the internal guidelines at WSC '95, members generally agreed that all members of the committee also needed to adhere to guidelines set forth in the *H&I Handbook*.

3. Minimum of three (3) years experience in H&I work on area, regional and world levels.
  4. Works closely with the chairperson and coordinates activities of ad hoc committees, seeing that all ad hoc committee chairpersons submit regular reports regarding the activities of their committee.
  5. Presides over committee meetings when the chairperson is unavailable.
  6. Assists the chairperson and the BOT member in preparing a budget to be submitted for approval by the WSC.
- C. Recording Secretary
1. Appointed by chairperson from pool members present at each WSC H&I Committee meeting.
  2. No voting member should be appointed as recording secretary, unless there are no pool members present.
  3. If no pool members are present, the WSC H&I vice chairperson shall assume the duties of recording secretary.
  4. Responsibilities: Take accurate minutes at each meeting, to be turned into WSO H&I project coordinator.

## **VI. PROCEDURES FOR NOMINATION OF THE CHAIRPERSON AND VICE CHAIRPERSON**

- A. Those being nominated must leave the room while the vote is taking place, and do not have a vote.
- B. Nominees for the WSC H&I chairperson and vice chairperson are selected by receiving a clear majority of the vote from the remaining voting members. Votes are taken by a show of hands.
- C. In a case where more than two persons are nominated, the person with the least amount of votes will be dropped from the procedure until one person receives a clear majority. Nominees not selected may return to the room to vote.

## **VII. MEMBERSHIP TERM**

- A. The term of membership will be two (2) years, beginning with the meeting when a person becomes a member.
- B. After serving a term as chair and/or vice chair, a member may not return to the WSC H&I Committee as a voting member.

## **VIII. POOL NOMINEE**

- A. Each region may nominate one member.
- B. Eligible nominees will be placed in membership pool by committee leadership.
- C. Nominee term is limited to four (4) years.

**IX. POOL MEMBERSHIP**

- A. Pool membership is limited to ten (10) non-voting members.
- B. Member's term is limited to three (3) years.
- C. Eligible pool members will be placed on the committee by direct election when openings occur. The chairperson or vice chairperson will contact prospective pool member to be sure they will accept nomination. Pool members do not have to be present, but must state willingness and give qualifications in writing.
- D. To be elected, pool members must meet the requirements specified for voting members and have served in the pool for, at least, one year. Consideration should be given to the length of time in the pool, ad hoc subcommittee chair's recommendation, and input recorded on tracking forms.
- E. The voting member election procedure will be defined as follows:  
All nominees will qualify, entertain questions from the committee, then leave the room. Each voting member may vote for as many nominees as there are openings on the committee. When a majority vote is present, the nominee(s) receiving that vote are elected and may return to the meeting. If any opening(s) are remaining, the same process may be repeated, once. Any remaining opening(s) may be filled at the next scheduled meeting of the committee.
- F. Pool members do not have a vote in committee sessions, but may have a voice at the chairperson's discretion.
- G. Each member shall attend a minimum of one WSC H&I Committee meeting per year.
- H. Members will be removed, by committee leadership, from the pool for the following reasons:
  - 1. Relapse
  - 2. Failure to carry out committee assignments
  - 3. Misappropriation of fellowship funds.
- I. Pool members to be elected annually at the WSC to fill in the voting membership. Election to voting member does not mean a region may automatically have a nominee member moved to pool membership.

**X. RECENTLY ACTIVE MEMBERS (RAMS)**

In adherence to the suggestion of continuity; when a member has served their time on the WSC H&I Committee, but still wishes to receive minutes of committee meetings and participate on an ad hoc subcommittee, they may be placed on the Recently Active Member list. At our annual meeting held during WSC, this list will be revised. If a member has contributed in the past year, they may stay on the list. Being listed, (name, address, and phone number) will be the choice of the member who qualifies. Recently active members do not have a vote during committee sessions, but may have a voice at the discretion of the chairperson.

## **XI. AD HOC SUBCOMMITTEE CHAIRPERSON**

- A. Appointed by WSC H&I chairperson
  - 1. Voting member.
  - 2. Willingness to work with the committee as a whole.
  - 3. Ability to communicate.
  - 4. Willingness to actively participate or communicate with regional or area H&I service.
- B. Responsible to assist members of the subcommittee in understanding subcommittee purpose, objectives, requirements and direction. Assign tasks as necessary and communicate that progress to other subcommittee members, as well as the WSC H&I chairperson and WSO H&I project coordinator.

## **XII. WHAT CONSTITUTES INPUT**

- A. Input is the active participation in the completion of an ad hoc assignment.
- B. Input between committee meetings, whether given orally or written is not considered input until received in writing by the WSO H&I project coordinator.
- C. When in attendance at conference sessions, active participation in ad hoc subcommittee working groups is considered input. Ad hoc chairs will be responsible for tracking this input.

## **XIII. WSO H&I PROJECT COORDINATOR**

Although the WSO H&I project coordinator is not a voting member of the committee, he/she is an integral part in the functioning of the committee. The WSO H&I project coordinator will be able to contribute an extensive pool of H&I knowledge and experience to the committee.

The WSO H&I project coordinator has the day-to-day responsibility of handling the administrative needs generated by this committee. He/she will be able to provide the overall assistance needed in matters which concern the central H&I archival and informational files maintained at the World Service Office. His/her knowledge and experience in working with the WSC H&I Committees, past and present, provides the kind of continuity essential for H&I activities, especially for transitions during the annual reorganization of the committee.

LEARNING DAYS  
& WORKSHOPS

## H&I LEARNING DAYS AND WORKSHOPS

### LEARNING DAYS

The purpose of an H&I learning day is to educate the members of the fellowship about hospitals and institutions work. Learning days are one way to prepare the NA member to carry the message to addicts who do not have full access to regular NA meetings. We have learning days so that we may benefit from the collective experience of other NA members.

Our greatest single source of reference is the *Hospitals and Institutions Handbook*. It is suggested that each member who does H&I work obtain the handbook and study it. It is an important tool for learning about H&I, and forms the basis for our learning days.

In most areas, the individual NA member participates in H&I work through the area H&I subcommittee, as described in the section, “Committee Structure and Function,” on pages 52-53. So, it is the responsibility of area H&I subcommittees to conduct learning days to educate the members about H&I. By participating, members learn how to properly carry the NA message in an H&I setting.

“What is our message? The message is, that an addict, any 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. When all is said and done, our primary purpose can only be to carry the message to the addict who still suffers because that is all we have to give”.<sup>1</sup> Since there are constantly new issues arising concerning H&I work, learning days should take place on a regular basis, and it is suggested that all panel members attend. It is also suggested that regional and multi-regional learning days be held annually.

One of the benefits of a learning day is to better educate NA members who will gain a better understanding of H&I procedures. A learning day is also a forum to keep H&I members informed of updated H&I materials, projects, and to generate interest in H&I work other than panel presentations.

When members become involved in putting on learning days as ad hoc chairs or panel presenters, they develop a clearer understanding of the many facets of H&I, and become more confident and positive in carrying a clear and consistent NA message.

It becomes easier for a learning day ad hoc chair to conduct a learning day when they are held frequently. Regular learning days make setting the format easier. Other members’ experiences can be drawn upon to provide needed support. Working together on a learning day facilitates a clear understanding of the Twelve Traditions, since we must abide by the Twelve Traditions. This helps H&I members to fulfill their responsibilities to the NA Fellowship, as well as the addict who still suffers.

H&I learning days can also have a positive impact on a participant’s personal recovery. At these events one usually hears shared experience with spiritual principles in H&I work—the principles of honesty, open-mindedness, and willingness

<sup>1</sup> This is an excerpt from the last paragraph on the Fifth Tradition contained in the Basic Text (Fifth Edition), p. 65.

that we endeavor to use in all of our affairs apply to H&I work as well. This type of event provides our new members the opportunity to understand H&I work as a vital and positive part of their recovery. H&I is where many members found hope and usefulness in the fellowship. At these types of events, we have the opportunity to pass that hope on to others.

## PREPARATION FOR LEARNING DAYS

The following suggestions have proven to be beneficial in preparing for learning days:

1. Choose a willing member of the H&I subcommittee to coordinate the activities involved in setting up the learning day and to cooperate with other subcommittees when appropriate.
2. Choose a suitable location.
3. Coordinate the event with all other subcommittees to avoid conflict with other functions. Check your area/regional calendar of upcoming events.
4. Communicate with local Public Information subcommittees. H&I learning days should be held in conjunction with PI subcommittees so that members of both will become better informed about the activities and functions of each.
5. Prepare an appropriate budget. (See page 9).
6. Inform the fellowship through announcements at local meetings and through the service structure. The use of flyers is beneficial. Subcommittee members should make every effort to attract support.
7. Prepare an appropriate format. (See page 19, 32, 45).
8. Assemble a list of volunteers for set-up and clean-up.
9. Choose qualified members to speak and/or to lead discussions and question and answer sessions. Asking out-of-area/region members, such as WSC H&I Committee members, to participate has many benefits. For more information, contact the H&I project coordinator at the WSO.
10. Make available copies of the *H&I Handbook*, *Reaching Out*, *Behind the Walls*, and other appropriate H&I materials.

## SUGGESTED TOPICS FOR LEARNING DAYS

A panel discussion is often utilized to insure that the most qualified members of NA are available to share their experience and knowledge. The following are some suggested topics:

1. The function, purpose, and procedures of the area, regional, and world service H&I committees. (See sections in the *H&I Handbook*.)
2. The panel system for area H&I subcommittees.



3. The purpose of an H&I subcommittee.
4. How to start an H&I meeting/presentation, including the initial presentation to staff of a hospital or institution.
5. The application of the Twelve Traditions in H&I work.
6. Generating support and participation among the fellowship.
  - a. Sign-up sheets should be readily available.
  - b. Discussion of personal H&I experience.
7. The conducting of an H&I meeting/presentation in a treatment center.
8. The conducting of an H&I meeting/presentation in a correctional facility.
9. Do's and Don'ts of H&I work.
10. The history of H&I in the region.
11. Why is an H&I meeting needed?
12. Choosing the format for an H&I meeting.
13. Experiences in new H&I meetings.
14. Our relationship with facilities.
15. Working with adolescent H&I meetings.
16. H&I services other than meetings.
17. Giving away the message of NA.
18. Questions about H&I work.

In addition to the above, the subcommittee may want to discuss any section of the revised *H&I Handbook* as necessary. Also, individual areas may have particular issues which affect their area and need to be addressed. This is particularly true of smaller or newer areas. For information on these, refer to the "Committee Structure and Function" section of this handbook.

The following are general formats for an NA learning day. It may be modified to local needs or customs. It is presented here for those seeking some direction.

## **LEARNING DAY AGENDA**

1. Start the meeting with a moment of silence followed by the serenity prayer.
2. Read the Twelve Traditions.
3. Chairperson's opening remarks.
  - a. Topics to be discussed.
  - b. Local concerns of the H&I subcommittee.
  - c. Introduce speakers.
4. Question and answer session, or after each topic.
5. Closing prayer.

Depending on the time allowed or the number of topics to be covered, you may wish to break the day into several sections.

## WORKSHOPS

Although the terms “workshop” and “learning day” are often used interchangeably, experience from around the fellowship shows that they do have separate uses and goals.

The format of a workshop is different from that of a learning day. Actual workshops, as the term implies, are those events during which specific topics or projects are worked on. Workshops are often held after issues arise at a subcommittee meeting, which require an expanded format to be resolved.

Workshops held as part of a regularly scheduled service conference or learning day normally have a specific topic and specific goal, and the format can be highly structured. Time allotments are usually made for the topic or work in progress. The structure may even utilize a chairperson, vice chairperson, and secretary.

When a workshop is scheduled as a specific event, it may be successfully used to review suggested changes in policy, needs of a specific commitment, problems in an ongoing commitment, or the need to present items to the World Service Conference.

## WORKSHOP AGENDA

1. Opening prayer
2. Reading of the Twelve Traditions
3. Chairperson introduces material and explains procedures and format
4. Actual work is done
5. Closing prayer

## GUIDELINES FOR WORKSHOPS & LEARNING DAYS

1. Area or regional H&I subcommittee determines the need for a workshop and/or learning day on local concerns of the fellowship.
2. The area/regional H&I subcommittee formulates an ad hoc committee to perform the duties of the following:
  - a. Secure a location.
  - b. Choose a day, date, time.
  - c. Prepare a budget for the cost of workshop and/or learning day.
3. The ad hoc committee takes this information back to the area/regional H&I subcommittee for its approval.
4. The area/regional H&I subcommittee then takes this information to the ASC/RSC for its approval.
  - a. If area/regional service committee decides not to approve the workshop, the H&I subcommittee must start over.
5. If area/regional committee approves the proposal, the H&I subcommittee can then move to perform the tasks of putting the workshop together.

## **THINGS TO CONSIDER**

1. When the need for a workshop and/or learning day is felt by an area or regional H&I subcommittee, it is not to raise funds. It is to look at local concerns of the H&I subcommittee, to educate, etc., or to perform a certain task such as reviewing literature, ongoing H&I projects, problems in H&I.
2. When scheduling a workshop, and/or learning day be sure that the function is not scheduled at the same time as other local events, so that as many members of the local fellowship as possible can take part.
3. Try to involve other local area/regional H&I subcommittees in your workshop and/or learning day.

## **BUDGETING FOR WORKSHOP OR LEARNING DAYS TO PRESENT TO ASC/RSC**

1. Flyers to inform the local fellowship and other H&I subcommittees outside of the area/region.
2. Rent of location.
3. Cost of providing refreshments.
4. Possible travel or lodging reimbursement for speaker from outside the area/region.

## RESOURCE SECTION

The subcommittee guidelines provided in this section have been taken from local H&I guidelines that are in use around the fellowship. Your committee may wish to modify them according to local needs and customs. They are presented for those committees which are seeking some direction.

# SAMPLE 1

## AREA H&I SUBCOMMITTEE GUIDELINES

(Flowchart Example B)

### Definition and Purpose

The H&I subcommittee of the \_\_\_\_\_ Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept: "TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES."

This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there.

This committee is a subcommittee of the \_\_\_\_\_ Area Service Committee and is directly responsible to that committee.

### Functions of the H&I subcommittee

- A. To carry the message and to disburse literature to all facilities through our H&I panels.
- B. To conduct a monthly business meeting.

### Officers

A service board of officers shall consist of a chairperson, a vice chairperson, and secretary.

Any subcommittee officer or member who relapses will automatically be removed from the subcommittee. Any subcommittee officer is removed after missing two monthly H&I subcommittee meetings.

In the case of resignation, the vice chairperson shall automatically assume the position of chairperson until the ASC elects a chairperson.

If the vice chairperson cannot or will not assume the position, the area vice chairperson will act as H&I chairperson until the ASC fills the position. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.

### Qualifications and Duties of Officers

- A. It is suggested that the chairperson have one (1) year clean time, plus a minimum of six (6) months activity in H&I work. The chairperson will be elected by the ASC at its annual meeting in (month) for a term of one year in accordance with their guidelines. Responsibilities include:

1. Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
  2. Carry out policies and orders for the subcommittee.
  3. Attend area service committee meetings.
  4. Attend regional H&I subcommittee meetings.
- B. Vice chairperson should have at least one (1) year clean time and six (6) months experience in H&I work. Responsibilities include:
1. Assume the responsibilities of the chairperson in the event of the chair's absence.
  2. Help coordinate H&I meetings/presentations by acting as panel coordinator.
  3. Insure that all panel leaders have adequate literature for their meetings by acting as literature distributor.
- C. Secretary should have at least one (1) year clean time. Responsibilities include:
1. Record minutes of all subcommittee meetings.
  2. Copy and distributes those minutes.
  3. Keep records of all subcommittee members, including addresses and telephone numbers.
  4. Keep copies of all hospital; institutional; and recovery-house guidelines, rules, and regulations.
- D. H&I panel leader should have at least one (1) year clean time and six (6) months activity in H&I work. Responsibilities include:
1. Invite panel members to the H&I meeting/presentation and, in general, do all the things necessary to conduct the meeting.
  2. Communicate regularly with the panel coordinator (vice chairperson) informing him/her of any problems with the meeting/presentation.
  3. Make a report on the H&I meeting to the H&I subcommittee at each subcommittee meeting.
  4. Obtain any supplies that are running low for the meeting/presentation (i.e., literature, copies of *Reaching Out*, etc.).
- E. H&I panel members should have at least six (6) months clean time and a willingness to serve. He or she shall be qualified and assigned by the H&I subcommittee, and be cleared by the facilities whenever necessary. H&I panel members are required to:
1. Be familiar with the H&I meeting/presentation format.
  2. Be familiar with subcommittee and facility rules.
  3. Be able to share a message of recovery in Narcotics Anonymous.

IN ORDER TO QUALIFY FOR ANY OF THE ABOVE OFFICES, H&I MEMBERS SHALL COME TO THE H&I MEETING AND INFORM THE SUBCOMMITTEE OF THEIR DESIRE TO SERVE.

## General Information

- A. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- B. Any member not conforming to these requirements or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.
- C. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility, except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
- D. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.
- E. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
- F. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
- G. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.
- H. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
- I. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will have full knowledge of their responsibilities in connection with their individual commitments.

- J. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message—our experience, strength, and hope. H&I speakers should try to get residents involved with the meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.

## **SAMPLE 2**

### **AREA H&I SUBCOMMITTEE GUIDELINES**

*(Flowchart Example B)*

#### **Purpose**

The \_\_\_\_\_ Area Hospitals and Institutions Subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings. A hospitals and institutions meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility.

The Hospitals and Institutions subcommittee initiates, coordinates, and conducts all H&I meetings/presentations in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

#### **Subcommittee Trusted Servant Positions**

##### **A. Chairperson**

1. The H&I chairperson is elected by the area service committee as outlined in (your area's initials) ASCNA Guidelines. The H&I subcommittee is directly responsible to the ASC through the H&I chairperson.
2. The H&I chairperson must attend all H&I subcommittee meetings and ASC meetings. The H&I chairperson is a voting member of the regional H&I subcommittee and should attend all of its meetings. He/she acts as a link of communication between the subcommittee, the ASC and the regional H&I subcommittee.
3. He/she also makes sure that a link of communication is maintained between the subcommittee and the individual facilities. This communication is done by the panel coordinator, but the chair should ensure that it is taking place. The H&I chairperson is responsible to ensure that all panel leaders and panel members comply with the H&I subcommittee and ASC policies, as well as the rules of the individual facilities.
4. The chairperson is responsible for giving a monthly report of all budget expenditures except literature disbursements, which the vice chair reports.

The chairperson should be aware of all matters that affect H&I in the \_\_\_\_\_ area.



**B. Vice Chairperson**

1. The H&I vice chairperson is elected by the area H&I subcommittee. Requirements are one (1) year clean, a minimum of six (6) months experience doing H&I work and a strong NA message of recovery. The vice chair assumes the duties of the chairperson if the chairperson is unable to serve, or until a new chair is elected.
2. The H&I vice chair is responsible for providing literature to the panel leaders in the following manner: panel leaders are to fill out a literature order form and present it to the H&I vice chair. The vice chairperson may approve the request by signing the order. When the panel leader presents the signed form to the literature disbursement person of the ASC, it can then be drawn from the area's funds that were budgeted for the H&I subcommittee.
3. The vice chair works with the chairperson to maintain the smooth operation of this subcommittee.
4. The vice chair must attend all H&I subcommittee meetings as well as the ASC meetings. It is suggested that the vice chair attend regional H&I subcommittee meetings if possible.

**C. Secretary**

1. The H&I subcommittee elects its own secretary. The secretary must have one (1) year continuous abstinence from all drugs. The position's responsibilities include keeping an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed, approved by the chairperson, and distributed to all subcommittee members within two weeks following the subcommittee meeting. The secretary is also responsible to keep these records:
  - a. A file of all correspondence to and from the subcommittee.
  - b. An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee works with.
  - c. An updated list of all subcommittee members.
  - d. An updated list of all members willing and eligible to be panel members.

**D. Panel Coordinator**

1. The coordinator is elected as needed by the H&I subcommittee. The requirements are one year abstinence from all drugs, a strong NA message of recovery, and six months previous involvement in the area H&I subcommittee. The coordinator must attend all regular H&I subcommittee meetings, and is responsible to maintain a regular and ongoing link of communication with all of the facilities we take H&I meetings into.

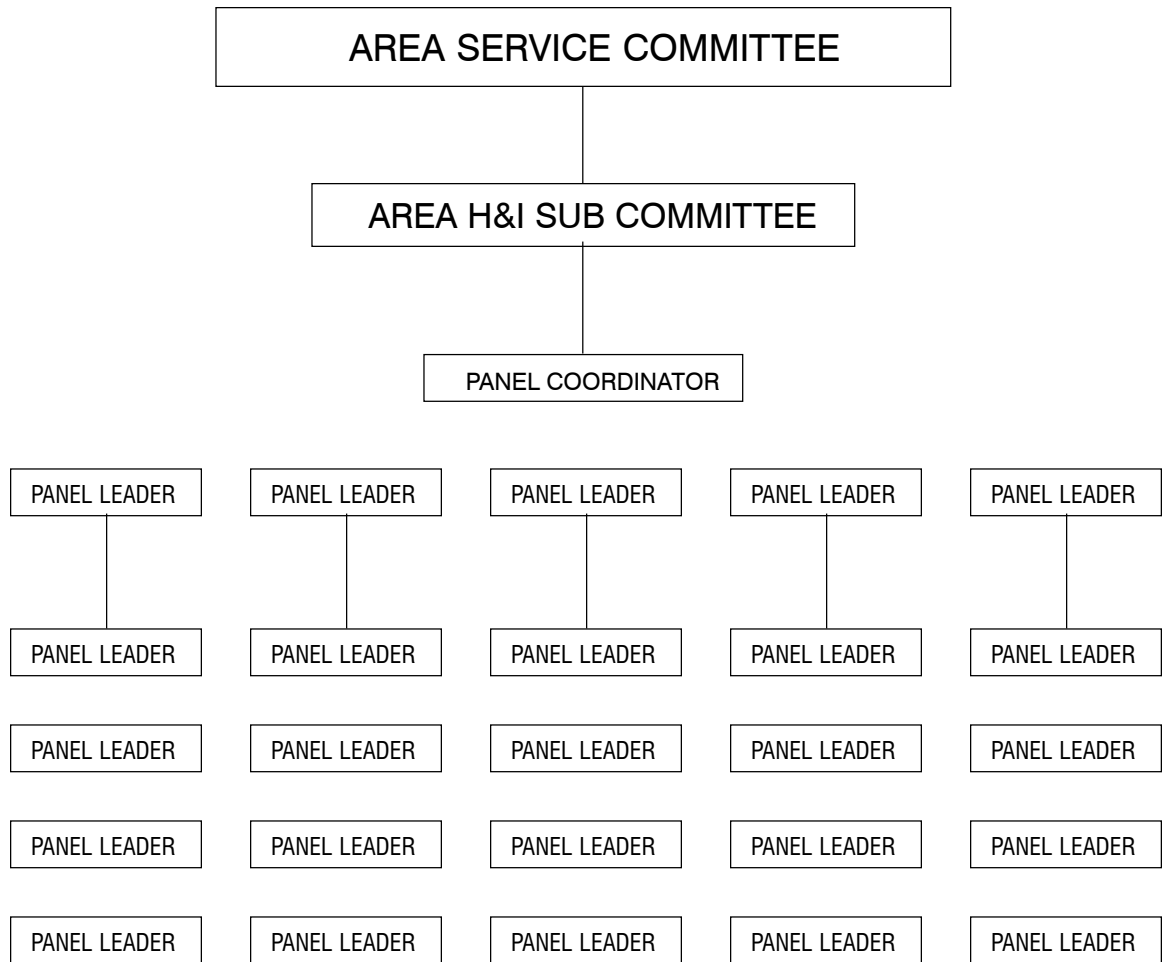
**E. Panel Leader**

1. Panel leaders are elected as needed by the H&I subcommittee. There is a required one year abstinence from all drugs, a strong NA message of recovery, and six months previous involvement in area H&I. He or she must attend all regular H&I subcommittee meetings.
2. The panel leaders are responsible for all aspects of the meeting/presentation such as keeping supplies (literature, serial publications, etc.), and making sure the meeting begins and ends on time.
3. They are to maintain a link of communication, keeping the H&I chairperson aware of any problems that affect the meeting/presentation. Panel leaders should have regular communication with the panel coordinator to ensure that all is as it should be.

**F. The Panel**

1. The panel leader selects a panel from the current H&I volunteer list. The panel also includes a member who is currently in the H&I panel orientation process (this member is there to observe and learn only). No panel member is to have less than six months continuous abstinence from all drugs. The panel should never consist of less than two, nor more than five members. These panel members should be made aware of all their responsibilities by the panel leader during the orientation stage.

## EXAMPLE B



This example is probably characteristic of a medium-sized area H&I subcommittee. In this example, there is one panel coordinator who will be responsible to regularly communicate with all the facilities, and also with the panel leaders. When the number of facilities you serve increases, it is probably time to elect a second panel coordinator.

At that time, you will need to decide whether it will be the responsibility of the secretary or the chairperson to be literature coordinator.

## **SAMPLE 3**

### **AREA H&I SUBCOMMITTEE GUIDELINES**

*(Flowchart Example C)*

#### **Definition and Purpose of the H&I Subcommittee**

The \_\_\_\_\_ Area H&I Subcommittee is a volunteer group of members of Narcotics Anonymous which exists for the purpose of carrying the NA recovery message to addicts in hospitals, recovery houses, prisons, and related facilities. To be helpful to the residents, we are governed by the individual rules of the facility and further impose certain standards on ourselves.

This committee is a subcommittee of the \_\_\_\_\_ ASC. We shall maintain effective liaison and complete accountability to that committee.

Regular business meetings are to be held on the second Sunday (for example) of every month. These meetings will be held at (location chosen by the subcommittee).

#### **Functions of the Subcommittee**

- a. Communication and disbursement of all information to and from all panels through their panel leader.
- b. The distribution of Narcotics Anonymous literature to the panel leaders.
- c. To conduct a monthly business meeting.
- d. To provide an H&I service representative for participation in the regional H&I subcommittee.
- e. To coordinate the development of any new H&I meetings/presentations.
- f. The election of panel coordinators to communicate with the facilities and panel leaders to conduct the H&I meetings/presentations.

#### **Elected Officers**

The H&I subcommittee's officers shall consist of a chairperson, a vice chairperson, and secretary. All officers are to be elected by a majority vote of the subcommittee at large, except for the chairperson, who is elected by the area service committee.

Eligible voters on the H&I subcommittee include: officers, panel coordinators, panel leaders, panel members, and special subcommittee members who have been in attendance at three consecutive subcommittee meetings.

During elections, in the case of more than two nominations for any office, a second run-off ballot shall be taken of the two top names. All officers are elected for a term of one year and will be eligible for reelection for a second term of one year, followed by two years of ineligibility.

Any subcommittee officer, except for the chairperson, may be removed from office by a majority vote of the H&I subcommittee.

In the case of resignation, the vice chairperson shall automatically assume the position of chairperson until the ASC is able to elect a new chairperson. The vice chairperson may decline, however, in which case the area vice chairperson will assume the duties of chairperson until the area is able to elect a new chairperson. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.

## **Qualifications and Duties of Officers**

### **A. Chairperson**

Requires (check your ASC guidelines) years of continuous clean time, plus a minimum of six (6) months involvement in H&I work.

1. Prepares the monthly subcommittee agenda; brings before the general meeting of the subcommittee matters they should act upon.
2. Carries out policies and orders for the subcommittee.
3. Appoints special subcommittee members when required.
4. Represents the H&I subcommittee at the area level.
5. Attends the regional H&I subcommittee meetings.

### **B. Vice Chairperson**

Requires a minimum of one (1) year continuous clean time and six (6) months involvement with the area H&I subcommittee.

1. The vice chairperson assumes the responsibilities of the chairperson in the event of his/her absence.
2. Coordinates new panels until a panel coordinator is assigned.

### **C. Secretary**

The requirement for this position includes at least one (1) year continuous clean time.

1. Takes minutes of all subcommittee meetings.
2. Copies and distributes those minutes.
3. Keeps record of all subcommittee members, including addresses and telephone numbers.
4. Keeps records of all hospital; institutional; and recovery-house guidelines, rules, and regulations.
5. Maintains updated lists of all panel members.

### **D. Panel Coordinator**

Requires one (1) year continuous clean time, plus at least six (6) months involvement in the area H&I subcommittee.

1. Instructs panel leader(s) in facilities requirements, regulations, and general rules covering H&I meetings/presentations.
2. Maintains regular contact with the panel leader(s).

3. Keeps an open line of communication with the facility.
4. Calls upon the officers and general subcommittee membership for any necessary assistance.

### **E. Panel Leader**

Requires at least six (6) months continuous clean time, experience as a panel member, and a willingness to be of service. Elected by the H&I subcommittee at one of its regular meetings, after being cleared by the facility when necessary.

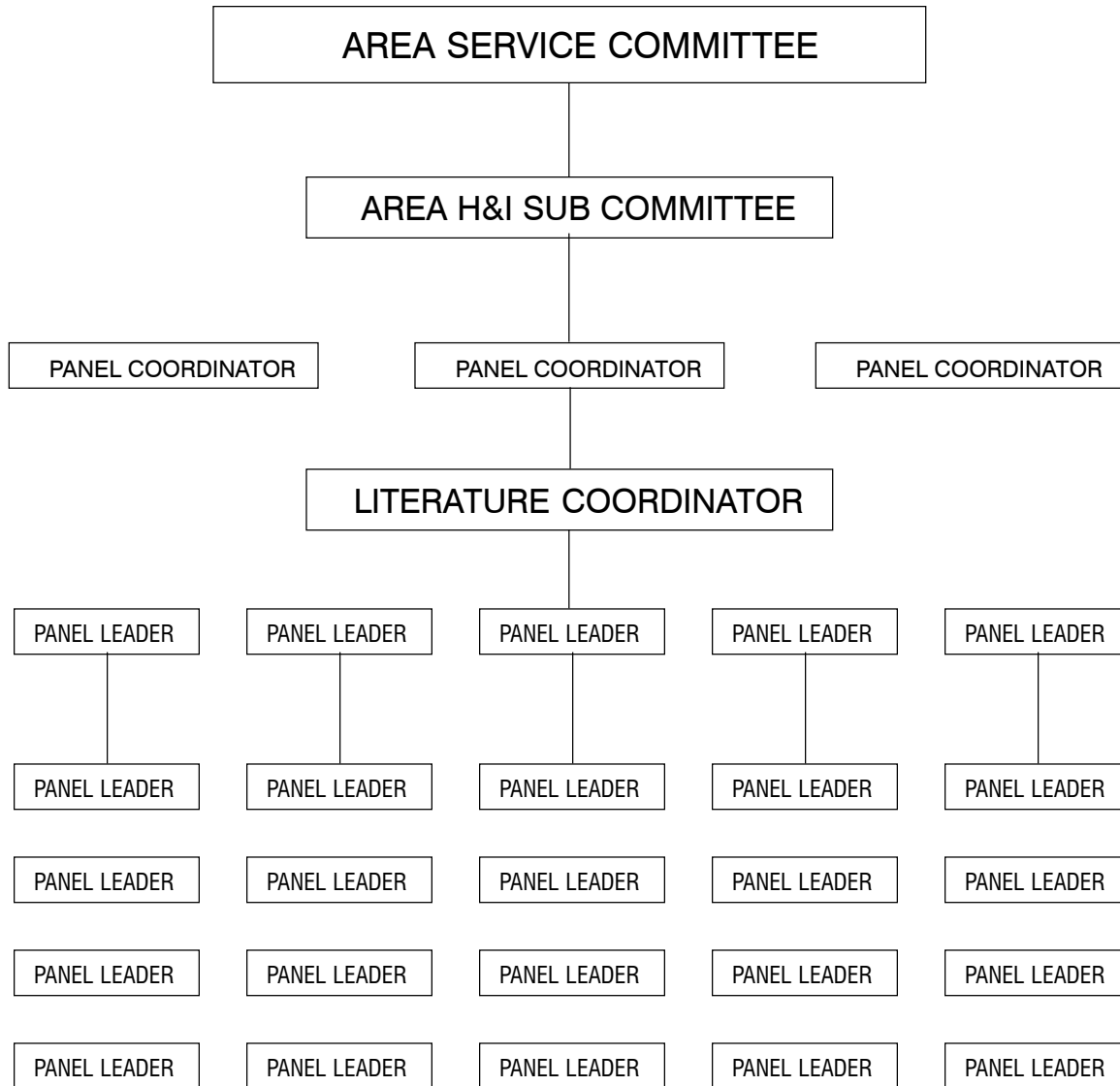
1. Attends the regular H&I subcommittee meetings.
2. Should be familiar with the subcommittee and facility rules.
3. Reminds the panel members of both the facility's and the subcommittee's rules.
4. Makes sure the supplies are available (literature, etc.) and that the meeting/presentation goes as it is scheduled.

### **General Information**

1. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
2. Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I subcommittee assignments.
3. No Narcotics Anonymous meeting regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
4. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.
5. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.

6. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
7. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility, if applicable.
8. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
9. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments.
10. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message—our experience, strength, and hope. H&I speakers should try to get residents involved with the H&I meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.

### EXAMPLE C



This example shows an H&I subcommittee that has several panel coordinators. This would probably be found in an area that is well-organized and has numerous commitments. The responsibility for the panel leaders is divided based on the panels for which each is responsible. In this example, there may not be a literature coordinator. The vice chairperson may handle this responsibility.



## SAMPLE 4

### AREA H&I SUBCOMMITTEE GUIDELINES AND PROCEDURES

*(Flowchart Example D)*

#### **Definition**

The \_\_\_\_\_ Area Service Committee (ASC.) It is made up of volunteer members from Narcotics Anonymous groups in the area.

#### **Purpose**

The Hospitals and Institutions subcommittee exists to carry the NA message of recovery from addiction to residents of facilities who are restricted from full access to regular NA meetings.

#### **Hospitals and Institutions**

These are defined as facilities which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society.

H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee.

#### **Purpose**

The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended simply to introduce those attending to some of the basics of the NA program.

#### **Literature**

Only Narcotics Anonymous-approved literature, tapes approved for sale by the WSO, *Reaching Out*, and *The NA Way Magazine* may be taken into a facility by H&I. Literature or any of these other items will be distributed by the literature coordinator as set forth under that job description. Meeting schedules may be taken into some facilities. However, only conference-approved literature should be used in meetings/presentations.

#### **Business Meetings**

Business meetings shall be held not less than once monthly at a time and place designated by the membership. No business meeting shall last for more than one-and-one-half hours, except by vote to extend this time limit by the members present.

## Membership

Any member of Narcotics Anonymous may become a member of H&I by filling out an information sheet and filing this with the H&I vice chairperson or secretary.

All members are bound to comply with the clean time requirements of six months for H&I service eligibility. Clean time for the purpose of this subcommittee shall be construed as complete abstinence from all drugs.

## Voting

Any member having attended previous business meetings within the past year is eligible to vote at business meetings.

## Elections

Election of officers shall be held once each year in (name of month, e.g., June) with the officers elected taking over in (name of following month, e.g., July). This subcommittee elects all positions except chairperson, who is elected by the ASC.

## Elected Officers

Members of H&I subcommittee shall be elected each year to fill the following positions:

1. Chairperson (by ASC)
2. Vice chairperson
3. Secretary
4. Literature distributor
5. Panel coordinator

In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H&I subcommittee at the next business meeting.

Officers may succeed themselves by reelection only one time.

## Appointed Positions

As necessary, individuals may be appointed by the chairperson in agreement with the vice chairperson to positions that fulfill a particular need.

## Steering Committee/Administration Committee

The steering committee consists of all elected officers, the immediate past chairperson and all members serving in appointed positions. It is the responsibility of this committee to oversee the operation of H&I. This committee as a whole serves within the spirit of Tradition Two.

This committee shall meet as may be necessary. The time and place shall be at the discretion of the chairperson. However, any member of H&I may request that the chairperson call a special meeting of the committee.

## H&I Panels

The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels which visit facilities on a regular basis. These panels are usually made up of (1) a panel leader, and (2) one to three panel members.

## Recovery Requirements

Any member of Narcotics Anonymous who is registered with H&I, and who wishes to participate in a meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the subcommittee.

The following recovery requirements are strongly recommended:

Elected officer of H&I	1 year
Appointed position	1 year
Literature coordinator	1 year
Panel coordinator	1 year
Panel leader	1 year
Panel member	6 months

All elected officers, those serving in appointed positions, and panel leader shall attend the regular monthly business meetings of Narcotics Anonymous H&I.

For a panel leader, three meetings missed in succession shall result in removal from the duty of leading that panel. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee.

In the instance of elected officers, and those serving in appointed positions, three consecutive months absence will be considered resignation.

## Responsibilities and Duties

The responsibilities of each active member of Narcotics Anonymous H&I are set forth below:

### Chairperson

- a. Coordinates all NA H&I activities.
- b. Presides at all regular, special, and general subcommittee meetings.
- c. Handles all public relations contacts involving policy matters and/or interpretations at the public level, that pertain to H&I. This will be done with the direct cooperation of the PI subcommittee.

- d. Is responsible for interchange of correspondence at the public level as well as all correspondence within NA H&I which involves policy matters.
- e. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
- f. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.
- g. Shall represent Narcotics Anonymous H&I at the regular meetings of the ASC.
- h. Shall attend the regional H&I subcommittee meetings.

### **Vice Chairperson**

- a. In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- b. Works closely with the chairperson.
- c. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
- d. Attends the regular meetings of the Hospitals and Institutions subcommittee.
- e. Works with the panel leaders to assure that volunteers are placed as panel members.

### **Secretary**

- a. Keeps a complete record in the form of minutes of every regular, special, and general subcommittee meeting.
- b. Keeps a complete and updated panel member list with the names, addresses, recovery dates, and telephone numbers of all current H&I members.
- c. Shall keep a continuing roster of monthly attendance at the business meetings.
- d. Sends notices or makes telephone calls for special meetings.
- e. Maintains all necessary stationary supplies and prepares correspondence as needed.
- f. Keeps a file of all such correspondence.
- g. Shall type and prepare any materials necessary for distribution to members of H&I.
- h. Shall attend the regular meetings of the Hospitals and Institutions subcommittee.

**Literature Coordinator**

- a. Shall fill literature orders from the panel leaders.
- b. Shall keep a continuing record of literature distributed to panel leaders.
- c. Shall make a report at the regular H&I subcommittee meetings on literature distributed.
- d. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
- e. Shall audit distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent and do not put the subcommittee over budget.

**Panel Coordinator**

- a. Shall keep in close contact and work with H&I elected officers and the panel leaders for the meetings/presentations for which he/she is the coordinator.
- b. Shall meet with administrators of facilities in the interests of harmony.
- c. Shall make sure that panels are filled for scheduled meetings for which he/she is the coordinator.
- d. Shall keep all panel leaders informed of the rules of the facility and any rule changes.

**Panel Leader**

- a. Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures.
- b. Shall inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
- c. Shall invite all panel members to the H&I meeting and inform them of all the rules of the facility and the procedures for conducting the meeting.
- d. Shall be responsible for panel members in the meeting.
- e. May resign by giving notice to the H&I subcommittee.
- f. May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

**Panel Member**

- a. Shall be at least six (6) months clean.
- b. Shall serve for one meeting at a time.
- c. Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
- d. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
- e. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
- f. May resign as a panel member by giving notice to the panel leader.

## Other Requirements

Ex-residents of a correctional institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I, to enter a county correctional facility.

It shall be the responsibility of the panel leader to insure that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES.

All H&I members carrying the message through H&I must keep in mind at all times the following general rules which cover ALL meetings in ALL facilities:

1. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
2. It is unacceptable to give money to or take money from a resident.
3. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. You are not to accept articles made by residents to be sold on the outside.
4. It is unacceptable to give to or to take from a resident any correspondence of any type while visiting the facility.
5. Guests and visitors should be cautioned against discussing employment, lodging, etc. (either the promise of, "looking for" or the securing of.)
6. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.

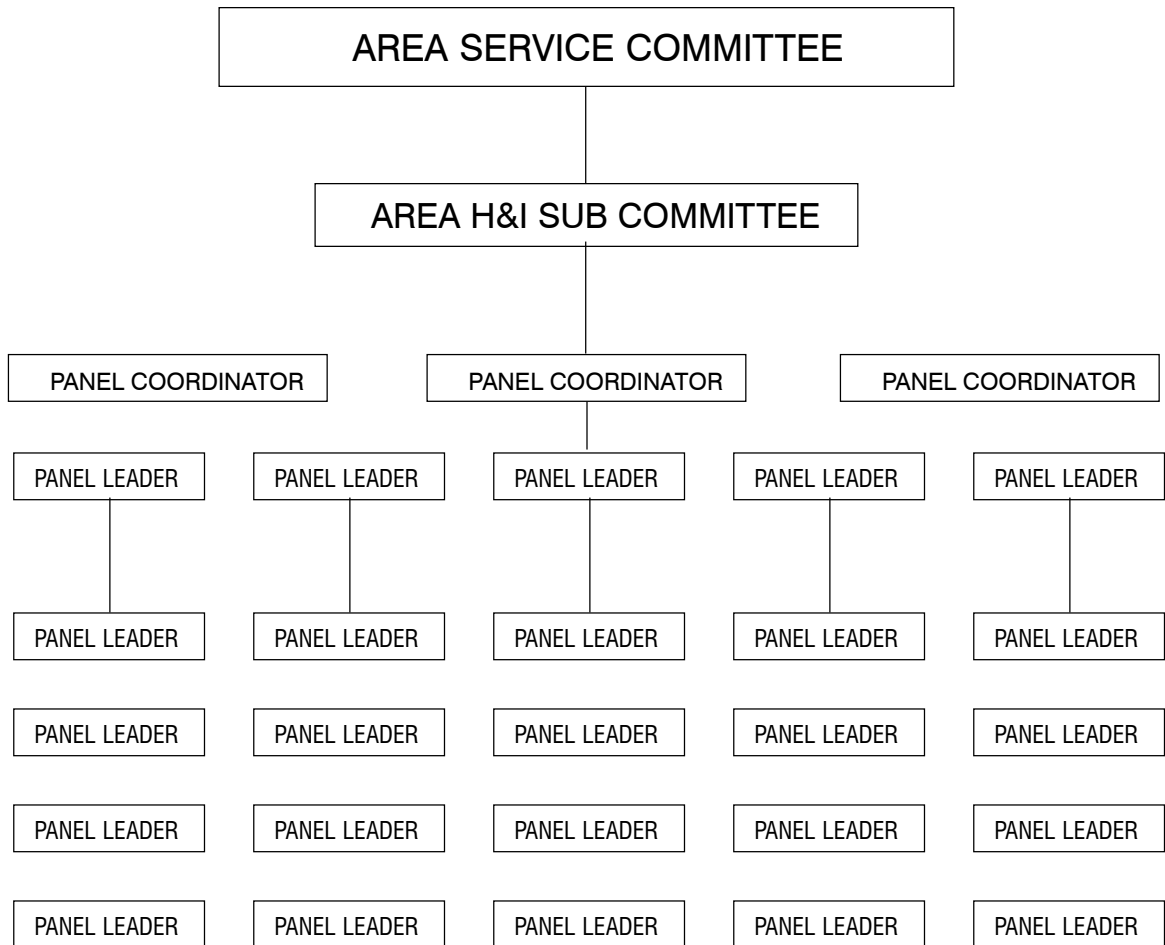
Always remember we are GUESTS of the facility and, therefore, MUST comply with their wishes.

These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself, and with the facilities we serve.

Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA H&I.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING/PRESENTATION.

### EXAMPLE D



This structure would probably only be found in larger, more-established area H&I subcommittees. The job responsibilities are broken down more specifically, which is necessary in some areas where the volume of work to do each is so high. Some areas may have other elected positions based on need and consistent support in terms of manpower.

## SAMPLE 1

### REGIONAL SERVICE H&I SUBCOMMITTEE GUIDELINES

#### Basic Purpose

The RSC H&I Subcommittee serves the needs of all the areas within the \_\_\_\_\_ Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the region and the fellowship.

#### Function of the Subcommittee

- A. Is a resource for members, groups, and areas in their H&I efforts by providing supplies, literature, information, and other materials necessary to better carry the message.
- B. Provides a forum or pooling place for area H&I subcommittees to share their experience, strength, and hope.
- C. Maintains an updated listing of all appropriate facilities within the region and records which ones are served by which area subcommittees and the type of services that are being performed.
- D. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee.
- E. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.
- F. Maintains communication with the WSC H&I Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level through the regional subcommittee.
- G. Performs any other activities that benefit the H&I efforts in the \_\_\_\_\_ Region.

#### Subcommittee Membership

Membership on the regional H&I subcommittee shall consist of the chairperson, vice chairperson, secretary, and chairpersons of area H&I subcommittees or their designated representative as well as any member of the fellowship who wishes to better carry the message to hospitals and institutions.

#### Agenda

- 1. Opening prayer.
- 2. Read Twelve Traditions.
- 3. Read basic purpose and functions of the RSC H&I Subcommittee.
- 4. Secretary report (last meeting's minutes).



5. Administrative committee report (activities since last meeting).
6. Budget expenditures (including literature disbursements).
7. Area reports.
8. Old business.
9. Elections.
10. New business.
11. Review of upcoming subcommittee activities and motions for the RSC.
12. Announcements.
13. Closing prayer.

## **Voting**

Voting members of the regional H&I subcommittee shall be the area H&I subcommittee chairperson or the designated representative such as the area H&I vice chairperson, the ASR or Alternate ASR, the area vice chairperson or chairperson, or an appointed member of the area H&I subcommittee. The RSC H&I vice chairperson and RSC H&I secretary each have one vote. The RSC H&I chairperson only has a vote in the case of a tie.

## **Qualifications and Responsibilities of Officers**

### **A. Chairperson**

1. Is elected by the group conscience of the RSC, as per its guidelines.
2. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedure.
3. Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice of the H&I subcommittee.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the area H&I subcommittees.
6. Maintains communication with the WSC H&I Committee.
7. Prepares a budget with the subcommittee to be submitted for the approval of the RSC for the upcoming year.
8. If necessary, may be removed by the RSC, as outlined in its guidelines.

### **B. Vice Chairperson**

1. Is elected by the H&I subcommittee.
2. Must have abstained from all drugs for at least two years.
3. Must have at least one year experience in regional H&I work and a working knowledge of the Twelve Steps and Twelve Traditions through application.
4. Must attend all meetings of the subcommittee as well as the RSC.

5. Works with the chairperson to ensure the smooth operation of the H&I subcommittee.
6. Performs the duties of the chairperson in his absence.
7. If necessary may be removed by a 2/3 vote of the subcommittee.

### **C. Secretary**

1. Is elected by the H&I subcommittee.
2. Must have abstained from all drugs for at least one year.
3. Must have at least six months experience in regional H&I work and a working knowledge of the Twelve Steps and Twelve Traditions through application.
4. Must have a certain amount of clerical skills.
5. Must keep an accurate set of minutes of all H&I subcommittee meetings and learning sessions (topics discussed). They should be ready for the approval of the chairperson within fourteen days for distribution to all subcommittee members.
6. Works with the chairperson to ensure the smooth operation of the H&I subcommittee.
7. If necessary may be removed by a 2/3 vote of the subcommittee.

### **Additional Guidelines**

1. Requests for donated literature are received by the H&I chairperson who will place an order with the literature disbursement person. The requests will be prioritized based on need by the H&I chairperson.
2. *Any other items your subcommittee decides to include now or at a later date may be formatted in this place.*

## SAMPLE 2

### REGIONAL SERVICE H&I SUBCOMMITTEE GUIDELINES

#### General Purpose

Many of us now recovering in NA first heard the message of recovery while in a hospital or institution of some kind. We of this service body acknowledge the vital importance of carrying the message in this manner. We recognize our responsibility to support and facilitate the growth of the H&I effort in the \_\_\_\_\_ Region. It is for this purpose that we have created the H&I subcommittee of the Regional Service Committee.

#### Membership

The subcommittee shall consist of administrative officers (chairperson, vice chairperson, and secretary), all area level H&I chairpersons and/or their vice chairs, and all involved members interested in H&I work. The only officer elected by the general session of the region will be the chairperson. The vice chairperson will be elected in subcommittee and will assume the position of chairperson by election of the general session of the region at the appropriate time. The vice chairperson of the RSC is a member of this subcommittee. All subcommittee members may bring motions to the floor. All members may speak to motions. All members may vote on motions.

#### Subcommittee Meetings

Subcommittee meetings will be held on a “regular” and “ad hoc” basis. Regular “working” meetings will be held every month at a central location and regular “report” will be given ninety minutes prior to each RSC meeting at the same location as the RSC. “Ad hoc” meetings may be called by any administrative committee member to address issues as they arise according to need.

#### Budget

The budget for the operational costs of the RSC H&I Subcommittee will come from the following:

1. Budget requests submitted in general session of the RSC at the first of the year, approved by the ASR's, and disbursed through the regional treasury. The development of an “Annual Project Agenda” is important in the establishment of the budget.
2. Contributions obtained through the Seventh Tradition at regular H&I subcommittee meetings may be used for the immediate costs of that meeting (coffee, rent, etc.).
3. Fund raisers with H&I themes may be conducted by the subcommittee, but all net funds raised must be given directly and unconditionally to the regional treasury.

## **Removal of Officers**

The chairperson may be removed for any reason deemed appropriate by action of the RSC in general session. The subcommittee may remove officers for any reason it deems appropriate by a 2/3 vote, for positions elected within the subcommittee.

**APPENDIX A**  
**SAMPLE RESOURCE MATERIAL**

# SAMPLE PANEL MEMBER ORIENTATION PACKAGE

(area)

## H&I SUBCOMMITTEE

### Orientation

H&I orientation is a period that allows NA members to become familiar with H&I work so they aren't rushed into it without any preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons. Don't be put off, everyone has something to offer.

This packet has been compiled by the \_\_\_\_\_ Area H&I Subcommittee to give a brief outline of some of the specifics that will be important for you as a panel member. The *H&I Handbook* gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service.

Many areas as a part of orientation bring those that are new to H&I to their first H&I meeting/presentation or two as an observer. This will give you a chance to just listen at first and see how an H&I meeting/presentation really works. Also this helps many feel more comfortable when they come join the panel.

### The Meeting/Presentation Format

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them.

The format of any particular H&I meeting/presentation may vary from meeting to meeting depending on the type of facility. In short-term facilities, the format will be more focused on the panel members carrying a message in to the residents, while at a long-term facility we may encourage more participation from the residents. In H&I we are carrying the message into the facility. At an H&I meeting we are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I meeting is an introduction to our fellowship for addicts.

The panel leader should let you know what the format is before the meeting/presentation and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the *H&I Handbook*.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the meeting/presentation. Also, you may be asked to stay after the meeting for a while to talk with the residents if that is allowed.

## Personal Commitments

Please **DO NOT** volunteer for an H&I meeting/presentation if:

1. You are not sure that you want to attend, or
2. You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make it, try to give the panel leader at least forty-eight hours notice so that he/she can invite someone to fill your spot. **DO NOT** ask someone to take your place or even to come along with you to the meeting. The panel leader is the only one that is allowed to invite people to the meeting.

## Questions and Answers

This a good idea to encourage questions concerning what was presented at the meeting or other general questions about NA, but there are a few things you should keep in mind.

Please remember that NA has no opinion on outside issues. Occasionally during the question and answer period or when talking after the meeting/presentation, the residents will ask us to give an opinion on outside issues such as:

1. Other recovery programs or fellowships.
2. The facility, i.e., “Do I need to stay in treatment?”
3. Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship.

It is very important that we are not drawn into these types of discussions! Always remember to only your share experience, strength, and hope about YOUR recovery in Narcotics Anonymous.

## Working with Others: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your meetings/presentations will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow this simple guideline.

## Adolescents

When adolescents are referred to in this handbook, we are referring to anyone under the legal age of majority in your state or country. We need to remember that adolescents are prospective members and should be treated with respect. When sharing in an H&I meeting/presentation, we need to remember that to an adolescent, the stress experienced due to peer pressure or the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job,

marriage, or house may be to others. In NA, we learn to deal with our feelings and emotions, and share with others how we have been able to work through them by utilizing the Twelve Steps of Narcotics Anonymous.

Due to the governmental statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our interaction with these prospective members. For example, some facilities may require a staff member to be present during meetings/presentations. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I meeting voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the Narcotics Anonymous Fellowship.

While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggests that the age of the person sharing at an adolescent H&I meeting is secondary to their ability to share a strong, clear message of recovery. Adolescents seem to respond more to the message than to the messenger. All H&I meetings are highly structured and should be geared towards recovery through the Twelve Steps of Narcotics Anonymous. Our experience has shown that we do not need to use a special format when carrying the message to adolescents.

In addition to the do's and don'ts found at the end of this package, we feel that the following should be included.

### **Do's**

- Do** Remember that this is a "we" program. No addict should feel that he/she is being preached to.
- Do** Remember that an addict is an addict, regardless of age.
- Do** Tell them that there is fun in recovery, i.e., social events, fellowship, etc.
- Do** Acknowledge and validate their feelings and emotions.

### **Don'ts**

- Don't** Glorify your past.
- Don't** Say, "I feel like I'm talking to my kids."
- Don't** Compare your bottom to theirs.
- Don't** Patronize adolescents.
- Don't** Use profanity.

### **H&I Requirements**

You have been invited to carry the message of recovery through H&I meetings/presentations because:

1. You have at least six months abstinence from all drugs.
2. You have a strong NA message of recovery from addiction.
3. You seem willing to comply with all of the H&I subcommittee's and the facility's requirements.
4. You are willing to carry the message in a responsible way.



## Do's and Don'ts for H&I Participation

### Do's

- Do** Make directories of outside meetings available to residents.
- Do** Clarify the facility's rules with anyone you bring in.
- Do** Start and end on time!
- Do** Briefly explain what H&I is.
- Do** Make it clear that NA is separate and distinct from the facility as well as other fellowships.
- Do** Try to get residents involved, especially those in long-term facilities (i.e., literature person, coffee maker, readings, etc.)
- Do** Obey all dress codes. Exercise common sense and dress appropriately.
- Do** Keep staff aware of your whereabouts at all times.
- Do** Stamp all literature you bring into a facility with the local helpline number.
- Do** Screen all panel members carefully, especially regarding the clean time or other requirements.

### Don'ts

- Don't** Break another person's anonymity, or tell his or her story.
- Don't** Debate any issues involving facility rules or regulations.
- Don't** Get involved in discussions on outside issues; remember why we are there.
- Don't** While sharing, put too much focus on what it was like. They already know.
- Don't** Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- Don't** Discuss conditions within the facility, or opinions about staff members.
- Don't** Carry excessive cash, or wear expensive or flashy jewelry.
- Don't** Show favoritism to any resident(s).
- Don't** Take messages in or out of the facility.
- Don't** Give out any other person's address or phone number.
- Don't** Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Remember at all times that you have a responsibility to the facility, to the residents, and to NA. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold your responsibilities to all three.

## SAMPLE LETTERS

### Sample #1 \*

Date:

John Doe  
PO Box 9999  
Van Nuys, CA 91409

Dear Mr. Doe,

This letter is to introduce you to the fellowship of Narcotics Anonymous and one of the services we feel might be of benefit to addicts in your facility.

Narcotics Anonymous is a fellowship of men and women for whom drugs had become a major problem. By following the program of recovery offered in Narcotics Anonymous, our members have found a way to live clean as responsible, productive members of society. Narcotics Anonymous is an international fellowship, with meetings in countless countries as well as this community. There are no dues or fees in Narcotics Anonymous.

The primary purpose of all Narcotics Anonymous groups is to help addicts stay drug free. One of the ways we do this is through Hospitals and Institutions subcommittees. H&I subcommittees bring presentations of Narcotics Anonymous recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.

The \_\_\_\_ Area H&I Subcommittee would like to discuss with you the possibility of providing regular H&I services to the inmates/residents in your facility. Please let us know when you will have time to meet with us so we can more fully explain what we have to offer.

Sincerely,

Trusted Servant, Chairman

\_\_\_\_\_ Area H&I Subcommittee

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\* Sample #1, offer of services to a facility, *H&I Handbook*, page 3, paragraph 8; page 17, paragraph 4; page 31, paragraph 4. Please use only if there's no local PI committee. Also if there's no local PI committee, contact the PI committee at the next level of service. See pages 48 & 49, *A Guide to Public Information*.

**Sample #2A \***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

We are writing to you as part of our ongoing effort to maintain open communications with the facilities currently receiving services through the \_\_\_\_\_ Area Hospitals and Institutions Subcommittee of Narcotics Anonymous.

Our information from \_\_\_\_\_, the panel coordinator for your institution, indicates that there are no problems at this time. We just wanted to take this opportunity to assure you of our continuing interest and willingness to meet with you if there is anything you wish to discuss.

We appreciate your willingness in allowing our fellowship to carry the message of recovery to the addicts in your facility. Please feel free to contact us at any time.

Sincerely,

Trusted Servant, Secretary  
\_\_\_\_\_ Area H&I Subcommittee

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\* Sample #2, interim contact letter, *H&I Handbook*, page 4, paragraph 5.

**Sample #2B\***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

We are writing to you as part of our ongoing effort to maintain open communications with the facilities currently receiving services through the \_\_\_\_\_ Area Hospitals and Institutions Subcommittee of Narcotics Anonymous.

There are some areas we would like to discuss with you more fully in order to help us improve the services we provide to the addicts in your facility. Hopefully, we will be able to arrange a time to meet with you in the near future.

We appreciate your willingness in allowing our fellowship to carry the message of recovery to the addicts in your facility. Please feel free to contact us at any time.

Sincerely,

Trusted Servant, Secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #2, interim contact letter, *H&I Handbook*, page 4, paragraph 5.

**Sample #3A \***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

We recently received your letter of May 25th, in which you requested the Hospitals and Institutions Subcommittee (state nature of request). Unfortunately, we are unable to fulfill this request.

Hospitals and Institutions subcommittees of Narcotics Anonymous provide presentations to addicts of the Narcotics Anonymous program of recovery. We may also provide directories of local Narcotics Anonymous meetings and, in special circumstances, NA literature.

The Fellowship of Narcotics Anonymous has no opinion on any issue except for recovery from active addiction through our program. We cannot participate in any activity which might involve other issues.

We would be happy to arrange to meet with you and discuss possible services we could provide. We appreciate your interest in Narcotics Anonymous. Please feel free to contact us at any time.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #3, refusal of requested services, *H&I Handbook*, page 18, paragraph 2.

**Sample #3B\***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

We recently received your letter of May 25th, in which you requested the Hospitals and Institutions Subcommittee (state nature of request). Unfortunately, we are unable to fulfill this request.

Hospitals and Institutions committees of Narcotics Anonymous provide presentations to addicts of the Narcotics Anonymous program of recovery. We may also provide directories of local Narcotics Anonymous meetings and, in special circumstances, NA literature.

We are an anonymous fellowship, so that addicts who seek recovery here may be confident that their anonymity will be protected. Our traditions preclude any member breaching his or her anonymity in a way which might involve press, radio or film exposure.

We would be happy to arrange to meet with you and discuss possible services we could provide. We appreciate your interest in Narcotics Anonymous. Please feel free to contact us at any time.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #3, refusal of requested services, *H&I Handbook*, page 18, paragraph 2.

**Sample #3C \***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

We recently received your letter of May 25th, in which you requested the Hospitals and Institutions Subcommittee (state nature of request). Unfortunately, we are unable to fulfill this request.

Hospitals and Institutions subcommittees of Narcotics Anonymous provide presentations to addicts of the Narcotics Anonymous program of recovery. We may also provide directories of local Narcotics Anonymous meetings and, in special circumstances, NA literature.

Our Public Information Committee does deal with presentations to non-addicts. We have forwarded your request to them and feel sure they will contact you.

We would be happy to arrange to meet with you and discuss possible services we could provide. We appreciate your interest in Narcotics Anonymous. Please feel free to contact us at any time.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #3, refusal of requested services, *H&I Handbook*, page 18, paragraph 2.

**Sample #3D\***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

We recently received your letter of May 25th in which you requested the Hospitals and Institutions Subcommittee (state nature of request). Unfortunately, we are unable to fulfill this request.

Hospitals and Institutions subcommittees of Narcotics Anonymous provide presentations to addicts of the Narcotics Anonymous program of recovery. We may also provide directories of local Narcotics Anonymous meetings and, in special circumstances, NA literature.

We believe that our message, which is based on recovery from the disease of addiction rather than any particular drug or drugs, is unique. In order to avoid confusion and to help us provide a clear message, we do not participate in joint presentations. This is in keeping with our Sixth Tradition which states that we do not affiliate in any way with any enterprise outside of Narcotics Anonymous, no matter how worthy.

We would be happy to arrange to meet with you and discuss possible services we could provide. We appreciate your interest in Narcotics Anonymous. Please feel free to contact us at anytime.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #3, refusal of requested services, *H&I Handbook*, page 4, paragraph 5; page 18, paragraph 2; page 32, paragraph 1.



**Sample #4A \***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

Thank you for your letter of May 25th requesting a regular presentation of Narcotics Anonymous by the Hospitals and Institutions Subcommittee. Unfortunately, we are unable to make a commitment to a regular presentation at this time.

We would, however, be able to provide a speaker presentation once a month. We would like to arrange a time to meet with you to more fully discuss this possibility (specify whatever services you are able to provide).

We appreciate the interest you have expressed in the Narcotics Anonymous program of recovery. Please feel free to contact us at anytime.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #4, unable to provide regular presentation, *H&I Handbook*, page 4, paragraph 2; page 17, paragraph 3; page 31, paragraph 3; page 37, paragraph 3.

**Sample #4B\***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

Thank you for your letter of May 25th requesting a regular presentation of Narcotics Anonymous by the Hospitals and Institutions Subcommittee. Unfortunately, we are unable to make a commitment to a regular presentation at this time.

We maintain a list of facilities who are waiting for meetings. We have entered your facility on the list and hope to be able to fulfill your request at a future date. Presently, we would like to supply you with directories of local Narcotics Anonymous meetings. We are also enclosing an order form so you may order Narcotics Anonymous literature. Our subcommittee is always willing to meet with administrative or staff persons in order to establish and maintain communications.

We appreciate the interest you have expressed in the Narcotics Anonymous program of recovery. Please feel free to contact us at anytime.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_Area H&I Subcommittee

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\* Sample #4, unable to provide regular presentation, *H&I Handbook*, page 4, paragraph 2; page 17, paragraph 3; page 31, paragraph 3; page 37, paragraph 3.

**Sample #5 \***

Date:

NA Member  
123 Main St.  
Van Nuys, CA 12345

Dear Joe,

The purpose of this letter is to make sure you are aware of the services and information available to you through the \_\_\_\_\_ Area Hospitals and Institutions Subcommittee of Narcotics Anonymous.

The subcommittee has the responsibility for presentations of Narcotics Anonymous meetings. We have many resources to help us with this work. Our subcommittee meetings provide a forum for exchanging information about what has and has not worked to best carry the message of recovery. In addition, we receive ideas and information from other areas and regions around the world. This link enables local H&I workers to share their experience, strength and hope with other areas and regions as well.

Through subcommittee support, no individual need bear the burden of providing services alone. There are other members to help in case of illness or scheduling conflicts. The participation of additional members also insures the presentation of the message of recovery in a variety of ways so the chances of suffering addicts identifying or hearing the message may be increased. We would welcome your participation in our subcommittee. Our meetings are (time, date, and place) or contact (trusted servant) at (555) 555-5555. We look forward to your involvement and appreciate your devotion to carrying the message to the addict who still suffers.

Yours in fellowship,

Trusted Servant, secretary  
\_\_\_\_\_ Area H&I Subcommittee

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\* Sample #5, invite participation by a member acting alone, *H&I Handbook*, page 2, paragraph 2.

**Sample #6\***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

Thank you for your letter of May 25th requesting a Narcotics Anonymous meeting for your facility. We will be able to provide a meeting to the residents in your facility through the Hospitals and Institutions Subcommittee. We would like to arrange a time at which we could more fully discuss this with you. (Please call to set up an appointment/Please let us know who we should contact to set up an appointment/We will be contacting you shortly to set up an appointment). Thank you for your interest in the Narcotics Anonymous program.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #6, response to request for a meeting, *H&I Handbook*, page 4, paragraph 1; page 17, paragraph 3; page 31, paragraph 3.

**Sample #7\***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

Enclosed please find a form for use in ordering Narcotics Anonymous literature. You may order our literature from the Regional Service Office or World Service Office address on the form. We feel that our literature has value for addicts seeking recovery.

When our Hospitals and Institutions Subcommittee provided literature to the addicts in your facility, it was well received by them. We have found that beginning early to read Narcotics Anonymous literature is an important part of a personal program of recovery. Unfortunately, we are unable to continue to provide literature.

We hope you will wish to continue to have Narcotics Anonymous literature available for the residents in your facility. Please feel free to contact us if you would like more information.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #7, inviting facilities to purchase literature, *H&I Handbook*, page 4, paragraph 4; page 20, paragraph 3.

**Sample #8\***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

It has been some time since our subcommittee members sat down with any of your facility's staff to discuss the Narcotics Anonymous Hospitals and Institutions meeting we bring to the residents in your facility.

We find it helpful to meet from time to time with the administrators and/or staff of facilities we work with. We like to make sure we have a clear understanding of facility rules, regulations and requirements. In addition, such meetings provide an opportunity to clarify the services of our Hospitals and Institutions Subcommittee and the nature of the Narcotics Anonymous program.

We will be contacting you soon and would like to set up an appointment. We appreciate your continuing interest in our program.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #8, interim contact letter, *H&I Handbook*, page 4, paragraph 5, page 4, paragraph 2; page 17, paragraph 1.

**Sample #9\***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

This letter is to inform you of the unfortunate necessity of shutting down the (day) Narcotics Anonymous Hospitals and Institutions meeting in your facility. This was not an easy decision for us but we are not able to sustain this commitment with the level of content and quality required to best serve the residents in your facility.

From time to time there is a decrease in the number of NA members available to support the meetings. At these times we have no alternative to cutting back on services. (We will be able to provide a speaker meeting once a month and to continue to supply meeting directories. List service you are able to continue, if any).

We intend to maintain our contact with you, and look forward to being able to reestablish our services to the addicts in your facility.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #9, shutting down meeting, *H&I Handbook*, page 24, paragraph 3; page 17, paragraph 2.

**Sample #10\***

Date:

Joe Johnson  
PO Box 9999  
Van Nuys, CA 91409

Dear Joe,

We received your (call/letter) requesting information and NA material.

Enclosed you will find a package of literature which includes Narcotics Anonymous information pamphlets and a White Booklet. We have enclosed a copy of our Basic Text, *Narcotics Anonymous*, to provide you with an in-depth look at our recovery program. If you would like to purchase your own literature at a future date, we are enclosing a current catalog.

We would like to thank you in advance for your continued support. If we can be of any further assistance, please don't hesitate to call or write at your convenience.

Sincerely,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

Enc: H&I IPs and any other pertinent IPs in mailing

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\* Sample #10, facility institutions literature purchases, *H&I Handbook*, page 4, paragraph 4; page 17, paragraph 4.



**Sample #11 \***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

First, we would like to take this opportunity to express our gratitude for your support of our efforts to carry the message of recovery, found in Narcotics Anonymous. We have been receiving a considerable number of requests for information about Narcotics Anonymous meetings from various institutions. Part of the information requested includes information about facilities where meetings already exist. We would appreciate a letter stating your experience with our program. The letter may include answers to the following questions: How long has an NA meeting been occurring in your facility, and do you perceive any results or effects? Such a letter would be of great assistance in helping local NA groups and service committees carry the message of recovery to addicts still suffering from the disease of addiction.

Occasionally we use letters to circulate to other facilities where we wish to provide H&I services. Please let me know if you do not wish your letter to be used in this manner.

Thanking you for your understanding, support and consideration, I remain,

Respectfully yours,

Trusted Servant, secretary  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #11, referral letter request, *H&I Handbook*, page 18, paragraph 3; page 32, paragraph 2.

**Sample #12 \***

Date:

Warden John Williams  
House of Corrections  
PO Box 7890  
Anywhere, USA 23456

Dear Warden Williams,

As the Hospitals and Institutions chairperson of Narcotics Anonymous in the (area), I am writing to inform you that the Narcotics Anonymous meeting currently held in your facility is not under the auspices of the Hospitals and Institutions Subcommittee. The function of this subcommittee is to carry the Narcotics Anonymous message of recovery to residents in facilities who do not have full access to regular meetings of Narcotics Anonymous. As this meeting is not part of our subcommittee, we have no knowledge of how it is being conducted and we cannot ensure that the principles of our program are being upheld. Therefore, Narcotics Anonymous cannot be held responsible for any improprieties that may occur.

For more information, or if we can help in any way, please don't hesitate to contact me.

Very truly yours,

Trusted Servant, chairperson  
\_\_\_\_ Area H&I Subcommittee

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\* Sample #12, disclaimer, *H&I Handbook*, page 2, paragraph 1.

# APPENDIX B

## FORMS

## CHECKLIST FOR SETTING UP AN H&I MEETING

Initial contact:

**Facility contacts us:**

Name of facility: \_\_\_\_\_

Date of contact: \_\_\_\_\_

Type of facility: \_\_\_\_\_

Name of staff person: \_\_\_\_\_

Name of member(s) contacted: \_\_\_\_\_

Type of contact (letter, phone, etc.): \_\_\_\_\_

Date of response \_\_\_\_\_

Appointment set? \_\_\_\_\_

Date and time: \_\_\_\_\_

Other arrangements

**We contact facility:**

Name of facility: \_\_\_\_\_

Date of contact: \_\_\_\_\_

Type of facility: \_\_\_\_\_

Name of staff person: \_\_\_\_\_

Name of member(s) contacted: \_\_\_\_\_

Type of contact (letter, phone, etc.): \_\_\_\_\_

Date of response \_\_\_\_\_

Appointment set? \_\_\_\_\_

Date and time: \_\_\_\_\_

Other arrangements

## INFORMATION TO BE EXCHANGED DURING PRESENTATION

<b>Information About NA</b>	<b>Y</b>	<b>N</b>	<b>Information About Facility</b>	<b>Y</b>	<b>N</b>
H&I Rules and Policies	<input type="checkbox"/>	<input type="checkbox"/>	Rules and Policies Available	<input type="checkbox"/>	<input type="checkbox"/>
Literature Taken (List)	<input type="checkbox"/>	<input type="checkbox"/>	Policies Available	<input type="checkbox"/>	<input type="checkbox"/>
WSC H&I Handbook Taken	<input type="checkbox"/>	<input type="checkbox"/>	Dress Code	<input type="checkbox"/>	<input type="checkbox"/>
Local H&I Guidelines Taken	<input type="checkbox"/>	<input type="checkbox"/>	Clean Time Requirements	<input type="checkbox"/>	<input type="checkbox"/>
Twelve Steps	<input type="checkbox"/>	<input type="checkbox"/>	Clearance Needed	<input type="checkbox"/>	<input type="checkbox"/>
Twelve Traditions	<input type="checkbox"/>	<input type="checkbox"/>	Searches	<input type="checkbox"/>	<input type="checkbox"/>
Description of H&I	<input type="checkbox"/>	<input type="checkbox"/>	Language Restrictions	<input type="checkbox"/>	<input type="checkbox"/>
Format To Be Used	<input type="checkbox"/>	<input type="checkbox"/>	Staff Member Present	<input type="checkbox"/>	<input type="checkbox"/>
Requirements for Panel Chair, Leaders and Members	<input type="checkbox"/>	<input type="checkbox"/>	Restrict Physical Contact (NA hugs, circle for closing)	<input type="checkbox"/>	<input type="checkbox"/>
Literature Policy	<input type="checkbox"/>	<input type="checkbox"/>	Prayer OK	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information	<input type="checkbox"/>	<input type="checkbox"/>	Will Facility Provide Literature or Coffee	<input type="checkbox"/>	<input type="checkbox"/>
			Additional Discussion	<input type="checkbox"/>	<input type="checkbox"/>

Date of information exchange: \_\_\_\_\_

Name and position of staff person(s) at presentation: \_\_\_\_\_

Name of contact for meeting/presentation: \_\_\_\_\_

H&I subcommittee member making presentation: \_\_\_\_\_

Meeting/presentation established: \_\_\_\_\_

If yes; list date, time and frequency: \_\_\_\_\_

Second appointment for additional discussion: \_\_\_\_\_

Additional information requested by facility: \_\_\_\_\_

Results of presentation reported to H&I subcommittee: \_\_\_\_\_

Registered new meeting/presentation with  
H&I coordinator at World Service Office: \_\_\_\_\_

## H&I MEETING/PRESENTATION REGISTRATION FORM

NAME OF FACILITY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

FACILITY REPRESENTATIVE NAME: \_\_\_\_\_

PHONE NUMBER: (      ) \_\_\_\_\_ - \_\_\_\_\_

### MEETING/PRESENTATION INFORMATION

Day(s) of the week: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

\_\_\_\_\_ Time: \_\_\_\_\_ am/pm

\_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Panel Coordinator or Leader \_\_\_\_\_ Phone (      ) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of Facility (check the most appropriate)

Correctional  Treatment  Hospital

Armed Services  Clinic  Detox

Specific Type of Facility

Area: \_\_\_\_\_

H&I Chairperson \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: (      ) \_\_\_\_\_ - \_\_\_\_\_

Please list all additional information necessary on the back of this form or on another sheet of paper. Please include: rules, regulations, conditions, procedures and restrictions that apply. Also we would appreciate any guidelines or policies your H&I subcommittee uses.

Please complete and send one copy to each of the following: your area service committee, your regional H&I subcommittee and the:

**NA World Services, Inc. (Attn: H&I), PO Box 9999, Van Nuys, CA 91409 USA**

# ASC H&I REPORT FORM

*(PANEL LEADER TO AREA H&I)*

DATE: \_\_\_\_\_

NAME OF FACILITY: \_\_\_\_\_

NUMBER OF RESIDENTS EACH TIME: \_\_\_\_\_

NUMBER OF PANEL MEMBERS EACH TIME: \_\_\_\_\_

PANEL LEADER: \_\_\_\_\_

CHANGE OF ADDRESS: \_\_\_\_\_

PHONE NUMBER: (        ) \_\_\_\_\_ - \_\_\_\_\_

PANEL COORDINATOR'S NAME: \_\_\_\_\_

LIST TOPICS AND/OR SPEAKERS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW MANY TIMES HAVE YOU BEEN TO THE MEETING? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROBLEMS OR SITUATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT CAN ASC H&I DO TO BETTER SERVE YOU? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **RSC H&I REPORT FORM** *(AREA H&I TO REGIONAL H&I)*

DATE: \_\_\_\_\_

NAME OF AREA: \_\_\_\_\_

NUMBER OF H&I MEETINGS: \_\_\_\_\_

H&I CHAIRPERSON: \_\_\_\_\_

CHANGE OF ADDRESS: \_\_\_\_\_

PHONE NUMBER: (        ) \_\_\_\_\_ - \_\_\_\_\_

BOUNDARY CHANGES: \_\_\_\_\_

ELECTION OF OFFICERS: \_\_\_\_\_

NEW MEETINGS/PRESENTATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CURRENT PROJECTS OR ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROBLEMS OR SITUATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHAT CAN RSC H&I DO TO BETTER SERVE YOU? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please be sure to forward your subcommittee minutes and  
any new guidelines to the regional H&I subcommittee.**



# REGIONAL H&I REPORT FORM

*(RSC H&I TO WSC H&I)*

*(Please make report quarterly)*

DATE: \_\_\_\_\_

NAME OF REGION \_\_\_\_\_ DATE OF LAST REPORT \_\_\_\_\_

NAME OF H&I CHAIR \_\_\_\_\_ PHONE NUMBER: (    ) \_\_\_\_\_ - \_\_\_\_\_

MAILING ADDRESS FOR SUBCOMMITTEE \_\_\_\_\_

\_\_\_\_\_

HOW MANY TREATMENT MEETINGS? \_\_\_\_\_

HOW MANY CORRECTIONAL MEETINGS? \_\_\_\_\_

NUMBER OF AREAS IN REGION \_\_\_\_\_

NUMBER AT LAST REPORT \_\_\_\_\_

NUMBER OF AREAS PARTICIPATING \_\_\_\_\_

**PLEASE ATTACH A MAILING LIST FOR ALL OF YOUR AREA H&I SUBCOMMITTEES.**

WHAT IS YOUR BUDGET? \_\_\_\_\_

HOW MUCH IS ACTUALLY SPENT? \_\_\_\_\_

OTHER TYPES OF SERVICES H&I IS PERFORMING: \_\_\_\_\_

\_\_\_\_\_

ANY PROBLEMS YOUR SUBCOMMITTEE HAS ADDRESSED? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (USE ADDITIONAL SHEETS IF NECESSARY)

SPECIAL SUCCESSES SINCE THE LAST REPORT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (USE ADDITIONAL SHEETS IF NECESSARY)

ANY SERVICE OR INFORMATION WSC H&I CAN PROVIDE TO YOUR EFFORTS?

\_\_\_\_\_

\_\_\_\_\_ (USE ADDITIONAL SHEETS IF NECESSARY)

OTHER COMMENTS? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (USE ADDITIONAL SHEETS IF NECESSARY)

## WSC H&I POOL NOMINEE INFORMATION SHEET

We as members of the \_\_\_\_\_ Region would like to nominate \_\_\_\_\_ as a WSC H&I Committee H&I Pool Nominee. We believe he/she would be a valuable participant in the efforts of this committee. We agree to assist, if possible, in the financing of his/her travel to one or more committee meetings held outside of our region once elected as a voting member, so that our worldwide fellowship might benefit from his or her knowledge or experience.

Nominees do not have to be an RSR or RSR-Alternate. The most important requirements are, H&I experience and time to do the work. Only one (1) member per region may be in the nominee pool at a time. Members will be removed from the nominee pool for the following reasons:

- Relapse
- Misappropriation of fellowship funds

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (        ) \_\_\_\_\_ - \_\_\_\_\_

Clean Date: \_\_\_\_\_

RSC Name: \_\_\_\_\_

Current NA service positions: \_\_\_\_\_

Previous NA service positions completed: \_\_\_\_\_

Previous NA service positions not completed: \_\_\_\_\_

Additional H&I service related experience: \_\_\_\_\_

Life experience which may help you with this committee: \_\_\_\_\_

Is regional H&I subcommittee able and willing to support specific assigned tasks with input to WSC H&I? \_\_\_\_\_



## SUBSCRIPTION ORDER FORM

*Reaching Out* is a quarterly recovery-oriented newsletter made available *free of charge to incarcerated addicts* through the World Board of Narcotics Anonymous. It contains letters written by Narcotics Anonymous members who are in hospitals, institutions or involved in H&I service. This newsletter is available by subscription to NA members, correctional facilities, service committees, or anyone else who is interested. For the yearly price of \$31.00, the subscriber will receive 20 copies of the *Reaching Out* newsletter mailed quarterly.

Please send me \_\_\_\_\_ subscriptions @ \$31.00 each Total \$ \_\_\_\_\_

Send subscription to: \_\_\_\_\_

Please send a gift subscription to: \_\_\_\_\_

**From** \_\_\_\_\_

(A letter will announce your gift) (please type or print clearly)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Please enclose check or money order with your order

Mail to:  
*Reaching Out*  
 PO Box 9999  
 Van Nuys, CA 91409





# PANEL COORDINATOR INFORMATION SHEET

Area Name: \_\_\_\_\_

Area H&I Chairperson: \_\_\_\_\_

Panel Coordinator: \_\_\_\_\_

Facility Name/Address	Phone Number	Facility Contact Person	Date of Last Contact	Type of Contact			Changes/Problems/Remarks
				P	L	I	

**P**=Phone **L**=Letter **I**=Person

**WSC H&I COMMITTEE  
LEARNING DAY/WORKSHOP REPORT FORM  
(FROM THE ATTENDING COMMITTEE MEMBER)**

WSC H&I Committee Member Attending \_\_\_\_\_

Area/Region/Zone Hosting Event \_\_\_\_\_

Were You Funded to Event? \_\_\_\_\_

If so, by Whom? \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Distance Traveled to Event \_\_\_\_\_

Topics Covered at Event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Committee Member's Responsibilities (topics shared on, position held, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person's Name, Address, and Phone Number \_\_\_\_\_

\_\_\_\_\_

Approximate Number of People Attending \_\_\_\_\_

Comments on the Event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WSC H&I LEARNING DAY/WORKSHOP REPORT FORM

(TO BE FILLED OUT BY HOST)

WSC H&I is constantly on the look out for ways to provide more effective services to your area and regional H&I subcommittees. You can help us do that by filling out this form and returning it to your WSC H&I workshop participant, or mail it to the WSO at the address listed below. This is a tool we can use to evaluate the WSC H&I Committee members participation at your event. Simply answer the questions to the best of your ability. Thank you for your participation and assistance.

Name, Address, and Phone Number of Person Completing This Report

---

---

What is Your Involvement With This Event? \_\_\_\_\_

Name of WSC H&I Members Attending \_\_\_\_\_

Area/Region/Zone Hosting Event \_\_\_\_\_

What Were the Topics Covered at the Event (attach program or agenda if possible)?

---

---

Was This A Multi-Regional Event? \_\_\_\_\_

Number of People Attending? \_\_\_\_\_

What were the responsibilities of the WSC H&I participant, i.e. Topics Shared on, Position Held at the Event \_\_\_\_\_

---

---

Comments on the WSC H&I Committee Member's Participation in the Event

---

---

Would You Ask For WSC H&I Participation Again? If Not, Please Explain

---

---

Mail to: WSC H&I, c/o WSO, PO Box 9999, Van Nuys, CA, 91409



# GLOSSARY

## GLOSSARY

**Alt.** — Alternate — See the *Temporary Working Guide to our Service Structure* for definitions of various alternate positions in service.

**ASC** — Area Service Committee.

**BOD** — Board of Directors of the World Service Office.

**H&I** — Hospitals and Institutions.

**IP** — Informational Pamphlet — a group of conference-approved pamphlets published by the World Service Office.

**PI** — Public Information — a standing committee of the conference and a subcommittee of ASCs and RSCs — see *the Temporary Working Guide to our Service Structure*.

**RSC** — Regional Service Committee.

**TWGSS** — *Temporary Working Guide to the Service Structure*, available from the WSO.

**WSB** — World Service Board of Trustees.

**WSC** — World Service Conference.

**WSO** — World Service Office.

**Administrative** — The upper level of personnel at treatment and correctional facilities, such as wardens, directors, medical directors, administrators. Often the arrangements needed to establish and H&I meeting/presentation will be made with administrative personnel.

**Conference** — World Service Conference.

**Coordinator** — Panel coordinator, see “Committee Structure and Function,” “WSO H&I coordinator.”

**Correctional Institutions** — Also referred to as correctional facilities. All facilities within a city, county, state, or Federal Department of Corrections.

**Directory** — A listing of local Narcotics Anonymous meetings.

**Facilities** — Used to include all places where H&I meetings/presentations are held or might be held, both treatment and correctional.

**Forensic** — A court-ordered maximum security correctional facility for those classified as mentally unstable, incompetent, needing psychiatric evaluation or classified as criminally insane.

**H&I Meeting/Presentation** — A service provided by an area service committee through its H&I subcommittee to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.

**H&I Presentation** — See H&I Meeting/Presentation.

**In-Service** — Training sessions held by facilities for their staff. H&I does not participate in In-Service.

**Literature** — conference-approved NA literature.

**Meeting List** — See Directory.

**The NA Way Magazine** — A monthly magazine published by the WSO.

**Panel** — A group of NA members who participate in a given H&I meeting/presentation.

**Panel Chair** — See Panel Leader.

**Panel Leader** — Member who is responsible for a given H&I meeting/presentation. Selects panel members and reports to panel coordinator. See “Committee Structure & Function.”

**Panel Member** — Also called panel participant. NA members who attend an H&I meeting/presentation to share their experience, strength and hope. Selected by a panel leader or panel coordinator. See “Committee Structure & Function.”

**Phoneline Directory** — A list of all known NA helplines/hotlines. Available from the WSO.

**Presentation** — See Meeting/H&I Presentation. Also used to refer to the initial appointment with facility administrators held to establish an H&I meeting/presentation.

**Reaching Out** — The quarterly newsletter of the WSC H&I Committee. Available through the H&I project coordinator at the WSO.

**Residents** — Used to refer to addicts in facilities who are served, or could be served, by an H&I subcommittee. Includes inmates, clients, patients, etc.

**Schedule** — See Directory.

**Speaker** — An NA member who attends an H&I meeting/presentation to share his/her personal story of recovery in Narcotics Anonymous. Sharing may be limited to specific aspects of recovery at request of the panel Leader.

**Staff** — Facility personnel involved in day-to-day operations, usually in direct contact with addict residents. Often H&I workers will have most of their contact with staff persons once the meeting/presentation has been established.

**Staff Presentation** — The presentation of the nature of our program and H&I meetings made to the administration and/or staff of a facility as the first step towards establishing and H&I meeting/presentation. See “How to Start an H&I Meeting/Presentation” in the “General Information,” “Treatment and Correctional” sections.

**Staff Training** — See In-Service.

**Step Study** — Also called step meeting. A format in which the topic of the discussion is one of the Twelve Steps of NA. See specific formats readings of “Treatment” and “Correctional” sections.

**Treatment Facilities** — Facilities which have the goal of helping addicts to live clean as responsible productive members of society.

**WSO Product Catalog** — A descriptive list of all items for sale through the WSO. Available from the WSO.

**WSO H&I coordinator** — A WSO staff member whose position includes corresponding and informing the fellowship about H&I and H&I committees. The project coordinator also responds to requests from individual members and facilitates the WSC H&I Committee. All correspondence, questions, information, input, etc., for WSC H&I should be directed through the WSO H&I project coordinator.

## CONCLUSION

It is our hope that the collective experience of this handbook will be an aid to all of you in your efforts to carry the NA message of recovery to those who cannot attend regular NA meetings.

Through our literature, *Reaching Out*, and maintaining communication within various committees, our efforts will be successful.

Let this be our promise: freedom from active addiction.

Our ultimate goal is that no resident of any hospital or institution who has a need of our message of recovery be denied the opportunity to receive it.

Through our collective efforts we develop the resources, willingness and energy to effectively carry that message. The message is that freedom of recovery today can be theirs also. And that is how we keep it, by caring and sharing the spirit of recovery the NA Way.

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# 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.