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VOLUME 2 WORLD SERVICE OFFICE, INC., (818) 780-3951
NUMBER 4 16155 WYANDOTTE STREET, VAN NUYS, CA., 91406

* * * * * MEDALLIONS * * * * *

Considerable progress has been made toward making medallions available through the WSO. The manufacturer who had been producing them made an effort to use the design on medallions they were going to sell to another organization. There was a series of letters and phone calls to resolve the issue. The manufacturer has subsequently acknowledged that N.A. does have ownership rights to the designs in question. We have therefore proceeded to obtain competitive bids for the production of the medallions.

Neither WSO nor K.Bea had any indication that the controversy over ownership of the design would happen. Therefore the 90 day estimate for a production availability of the medallions previously suggested will have to be adjusted to accommodate this delay. Barring any other unforeseen difficulties, we should have medallions available by about September 15th.

* * * * * PUBLIC SERVICE ANNOUNCEMENTS * * * * *

The WSO now has available the public service announcements for television use. Area or regional public information committees that desire to use them in their public information efforts may purchase them from the World Service Office at this time. However, even though we have copies of the tapes available, we are not encouraging committees to obtain them at this time. The WSC Public Information Committee and the WSO are preparing a complete Public Information Press Kit that should accompany the tapes when they are taken to the television station. Those Press Kits are not complete at this time. Our recommendation is that if your public information committee already has a close personal contact with the television station, and the Press Kit will not be necessary in order to get them placed on the stations public service list, then order the PSA's. But if the committee does not have a close contact with the station, we recommend that you wait until the Press Kit is complete.

We anticipate that the Press Kit will be available by August 15th. The Press Kit will include supporting information that most television stations require before they will decide to include PSA's for use on the air.

Also available are radio PSA's that were made from the audio portion of the PSA's that were made for TV. These announcements are 30 seconds long and can also be purchased at this time. See the Supplemental Order Form. A short form Press Kit will also be made for the radio spots, so unless you have an immediate need for the radio PSA's hold off ordering until these Press Kits are also complete about August 15th.

* * * * * WORLD DIRECTORY UPDATE * * * * *

The mid-year update to the World Directory is in the process of being completed. The update for the Western U.S. is at the printer, and the update for the Eastern U.S. will be going to the printer about July 20th. These updates will be sent to all those who purchased the Directories since January 1, 1985. The updates will be included in shipments for future orders of the Directories.

In the Western update, there is information on 524 new meetings. Although the meeting count for the Eastern update is not complete, it is anticipated that there will be more new meetings listed there than in the Western update.

* * * * * SPECIAL NOTICE ABOUT USING THE * * * * *
DRAFT OF IT WORKS: HOW AND WHY

There has been considerable confusion concerning the use of the draft of It Works: How and Why. Although the trustees have received several requests to review this issue in light of the pervasive use of it at meetings, the matter is relatively simple. It is not approved literature and should not be used at regular N.A. recovery meetings.

It is acknowledged that the Fellowship has felt a keen need for a book on Steps and Traditions that can be used in each member's personal life for guidance and study. It was expected that this book would accomplish that need. HOWEVER SINCE IT IS NOT APPROVED LITERATURE IT SHOULD NOT BE USED AS THOUGH IT WERE APPROVED LITERATURE. Until it is approved, it should only be used by members for their review as part of the Literature Review Process. Members are encouraged to study it and make notes concerning its strengths and weaknesses. These notes, ideas and suggestions should be sent to the World Literature Committee for their consideration and use. If several members want to work on developing input as an informal group, that can be encouraged, but this should not take place at an N.A. meeting.

Input is needed on this publication. Unfortunately relatively little has been received, although it is known that a great many people have studied this draft.

* * * * * BACK ISSUES OF THE N.A. WAY MAGAZINE * * * * *

In a previous Newsline, an offer was made for back issues of the N.A. Way magazine. Response to this offer has been strong enough that we are now preparing to go to print with these. We are reprinting Volumes One and Two of the magazine, dating back to the first issue ever printed, the September, 1982 issue. We will print about 100 extra sets, and sell them until the supply is depleted. If you are interested in this offer, send us a note with your name and address indicating your interest. Send no money now, but the price for these sets will be \$15.00 for Volume One (12 issues) and \$17.00 for Volume Two (15 issues). When the printing is complete, notice will be sent to all persons who indicated an interest, and when payment is received, the sets will be shipped.

* * * * * SUBSCRIPTION TO THE MAGAZINE * * * * *

The special offer for subscriptions to the N.A. Way magazine has been extended through the month of July. Word of the June offer did not circulate throughout the Fellowship in time for you to take full advantage of the offer, so we have agreed to extend it. Please remember that our goal is to have 3,000 subscriptions by the end of December of this year to make the magazine financially self-supporting. The July issue was mailed to just under 1600 subscribers. We are making progress toward our goal, but we need to do better in order to achieve it. This offer should be announced at all groups, and order forms made available at all meetings. The best way for groups to help is for all groups to have at least one subscription to the magazine to show to their members when making this announcement. If only one half of the N.A. groups currently in existence would subscribe, our goal would be exceeded. The magazine easily sells itself when N.A. members get a chance to see it and read it. The only way that members will see it, though, is with your help. If you want this magazine to continue to be a part of this Fellowship's effort to carry the message, please help out now and subscribe.

* * * * * A GUIDE TO SERVICE * * * * *

The first stage publication of a WORK IN PROGRESS on a new manual on service prepared by the Select Committee on Service Structure was distributed at the conference in April/May. Copies of this publication can be obtained from the World Service Office on the Supplemental Order Form. This document is a **work in progress**, and should not be confused with the approved document on our structure, the Temporary Working Guide to the Service Structure.

The committee work in progress should be reviewed and suggestions made in writing to the Select Committee, addressed to the WSO. The Fellowship needs a comprehensive service manual, and your participation is essential. Obtain a copy of this for your area committee and hold a workshop to develop recommendations.

* * * * * CONFERENCE MINUTES AND REPORTS * * * * *

Two packets of information generated by the conference when it met in April/May are currently available. They can be ordered on the Supplemental Order Form.

Package number one contains all of the reports given at the 1985 WSC by regional service representatives, officers of the conference and committee chairpersons. These reports represent actions taken in regions and by committees during the previous twelve months. These reports are generally informative, and for the most part do not include actions that were to be taken at the conference. This report should give the casual reader a general summary of activities within the Fellowship as of April 1985. There are 250 pages in this package.

Package number two contains the minutes of the 1985 meeting of the World Service Conference. Also included are the reports from the committees that were given on the last day of the conference and report plans of those committees for the coming year. There are 58 pages in this package. This package will give the reader a precise report of actions taken by the World Service Conference.

Copies of both packages have been distributed to all conference participants. Package one was distributed at the conference and package two was mailed in early June.

* * * * * POSTERS AVAILABLE * * * * *

The Twelve Steps and Twelve Traditions have been printed on a wall poster size paper, and are now available for purchase. The lettering is over one inch high and printed on a parchment type paper. The Serenity Prayer and My Gratitude Speaks have also been produced on identical paper in a size suitable for wall mounting. Many groups have had these mounted in frames and keep them in the meeting place to put on the wall when setting up for the meeting.

Although they can be purchased separately, there is a savings of \$.80 if all four are purchased as a set. The prices are: Traditions - \$2.00, Steps - \$2.00, My Gratitude Speaks - \$.65, Serenity Prayer - \$.65. The complete set costs \$4.50. As with all orders, please include ten percent for handling and shipping costs.

* * * * * REVISIONS TO EXISTING PUBLICATIONS * * * * *

The WSO is in the process of having printed each of the major service publications that were changed at the April/May meeting of the World Service Conference. Each of them had to be carefully retyped in the computer, printed, edited, proofread and then sent to the printers. These publications will all be available for purchase near the end of July. Orders for these items will be held until the revised printing is available: Temporary Working Guide to the Service Structure, Treasurers Handbook, Public Information Kit (enlarged

to include certain draft materials), Hospitals and Institutions Handbook, and the Convention Handbook. Prices for these items are reflected on the revised standard order form.

* * * * * GROUP TREASURERS RECORD * * * * *

When the conference approved the Treasurers Handbook two months ago, included in that approval was a form intended for group treasurers to use each week to record financial transactions. With diligent use of the form each week, a complete record will be developed for the group concerning income and expenditures. The form is included in the handbook, but WSO has also produced it in pad form. Pads containing 13 copies of the form can be obtained for 35 cents.

The Treasurers Handbook will be available for purchase after July 25th. Cost for this publication is \$1.50 This may now be ordered, and advance orders will be mailed when the handbook is received from the printer.

* * * * * INTERN PROGRAM ENDED * * * * *

Upon recommendation contained in a report from the WSO Office Manager, the WSO Board of Directors discontinued the intern program offered last year. The intern program was offered as one solution to assisting regional and/or area committees in the discussions, planning and decisions concerning opening an office for the Fellowship in the region or area. Although the intent was laudable, in practice the program proved to be ineffective and was only used by one region.

An alternative program was adopted by the WSO Board at the same time as action was taken to discontinue the intern program. The new program will hopefully be more useful to those parts of the Fellowship in desiring assistance from the WSO in the discussions, planning and decisions related to opening a service office.

The new program will provide for the WSO to develop a two day work session concerning all aspects of Fellowship office operation and planning. Regional or area committees that desire WSO assistance in this area of work will invite the WSO to come to the area or region and put on the work session. The region or area will be required to pay for half of the transportation expense of the individual staff member sent, and arrange for suitable workshop facilities.

The WSO has worked with the development of offices in different places in the Fellowship during the past year, and has accumulated a considerable amount of knowledge and tools that can be of assistance in the planning and organization of an office. During the next two months, the WSO will develop these tools into a two day work session. The two day work session will include development of guidelines, policies, procedures and draft bylaws (if corporations may be involved).

The regional or area committee responsible for studying or developing a Fellowship office will arrange for all members of the committee to attend the work session.

It is expected that by using this approach to WSO assistance in the development of offices, a greater number of individuals will benefit from the assistance, and that the assistance will be made available at an earlier time in the discussion and planning stage.

Area or regional committees interested in this assistance program should contact the WSO General Manager.

* * * * * TAPE INVENTORY * * * * *

The tape review process initiated last December has finally paid off. There were a considerable number of tapes submitted to the Tape Advisory Committee, from which only a few tapes were recommended for consideration by the Tape Review Committee. The Review Committee did evaluate those tapes and has recommended three tapes to be included into the inventory. Those tapes will be available on the new Order Form currently in preparation

The Advisory Committee, as selected by the WSC in April/May, now has fifteen members. They have been divided into three teams of five each. Each team will receive the same tapes and if three recommend approval, the tape will be sent on to the Review Committee.

The Review Committee has seven members and if five vote to recommend approval, the tape will be included in the inventory.

This enlarged review process will speed up the review and approval of tapes. We currently have over 100 tapes that have been recommended for consideration. The current schedule is that the Advisory Committees are each sent three tapes at 14 day intervals. If this process works reasonably well then over 200 tapes could be reviewed during the next 12 months. From these 200 tapes we should be able to find at least ten percent to add to the inventory.

As this process moves along, and more tapes are approved for inclusion in the inventory, you will be notified by reports in the Newsline.

If you have tapes you would like to recommend, send them along with a release form to the WSO. In making your decision to send tapes for review, please give consideration to the technical quality of the tape in addition to the N.A. message of the speaker.

* * * * * LITERATURE RACKS * * * * *

Despite our request for input on this subject, no input was received from within the Fellowship. We did receive information from three separate manufacturers offering their products for sale to us. We are evaluating these offers and will keep you informed if any actions are taken to include these racks in the inventory.

There seems to be an uncertainty at WSO as to the most desired or practical type of racks to have. They are either wall mounted or desk mounted. It seems that manufacturers don't make racks that can be used in either situation. The WSO is reluctant to move forward to purchase literature racks unless the Fellowship will find them usable in some quantity. It is not good practice to invest funds in an inventory item that the Fellowship would only seldom order. The WSO is therefore asking for input as to whether or not we should offer them at all, and if so, which type would be most practical.

* * * * * BASIC TEXT * * * * *

In response to the announcement in the last Newsline that WSO was looking (under instruction from WSC) to identify a person to contract with in the editing of the Basic Text, we have received fifteen responses. Many of the inquiries are from what seem to be appropriately qualified persons. All of the letters and information received will be sent to the WSC Literature Committee for their consideration and recommendation. Their recommendation will be considered by the WSO Board of Directors at a future meeting.

Because no decision has yet been reached, there is still time for those interested to send in their letters and copies of their work if there are more people interested in this work.

* * * * * APPLICANTS WANTED * * * * *

Several months ago a general statement was included in the Newsline concerning employment at the WSO. Included in that note was information that, for general clerical employees, the WSO expects to find sufficiently qualified and interested employees in the local Fellowship. We did not intend by that statement to dissuade others in the Fellowship from communicating their desire to be considered if they find the wage scale sufficient and are willing to relocate. In this connection we are looking for a high caliber secretary with shorthand skills and typing at or above 80 wpm.

Additionally, the WSO Board authorized at its last meeting the employment of an additional non-clerical staff member. A general description of the duties to be assigned to this new employee are contained in the next paragraph. Persons interested should contact the WSO Office Manager in writing. Those interested in applying should do so not later than August 15th and be able to relocate by September 15th.

There is an opening at the World Service Office for a Group Services Coordinator. Applicants should have no less than five years' clean time and have experience serving at the group, area and regional levels. Service at the world level is also desirable although not absolutely necessary. Applicants must also possess excellent verbal/writing skills and have earned at least a four-year college degree.

The Group Services Coordinator is responsible for ensuring that requests for starter kits and information receive timely responses. Group registrations are also received and processed for inclusion in the World Directory. The Group Services Coordinator is responsible for informing appropriate regions of new groups and for sending follow-up letters to newly registered groups. The Group Services Coordinator works with one assistant on the above-mentioned duties. In addition, the Group Services Coordinator responds personally to correspondence requiring specific information about a variety of topics. For this reason, the Group Services Coordinator must work closely with the other committee coordinators at the office, exchanging information on a frequent basis.

Interested applicants should send a brief resume of their qualifications and experience to the World Service Office, Attn: Robert Stone. Applicants must be willing to relocate, if necessary, to the Los Angeles area. Salary commensurate with experience.

* * * * * CLOSING COMMENTS * * * * *

You will quickly discover that a change has been made in the content and format of the Newsline. We have changed the format and returned to the content mix presented prior to last August. The business reports from the conference committees have been removed from the Newsline. These WSC reports have been included in a new and separate publication containing only the business of the conference. This new conference report will be prepared every other month and mailed principally to the participants of the conference. That means those interested in receiving this publication will have to get them from their RSR or ASR.

The WSO does not at this time intend to create a new and separate mail list for sending this new report to vast numbers of members of the Fellowship. As this new publication will be a formal publication of the conference, it seems appropriate to leave the responsibility for its distribution to the RSR's and ASR's as their responsibilities are fairly clearly defined. The WSO will send additional copies to the RSR's upon their request in order to expedite their delivery within their regions.

In response to our announcement last issue about the illness of Jimmy K., a considerable number of letters have been received. Jimmy wanted to pass on his appreciation, and he continues to extend an invitation to write to him at P.O. Box 1523, Sun Valley, CA 91353. He is still confined to a hospital but cannot have visitors.