



NARCOTICS ANONYMOUS

WORLD SERVICE OFFICE, INC. • P.O.Box 622. Sun Valley, California 91352

Dear Friend,

We welcome you into the Narcotics Anonymous Fellowship. Please accept the enclosed literature with our compliments. May we suggest that you read the material well before starting.

At your convenience, please send us the name of your secretary and the mailing address; also, the Day, Time and Place of your meeting. With this information we can inform other groups near you of your existence and list you in our World Directory.

We at the World Service Office would like to hear of your progress, so keep in touch with us; we are here to help in any way we can.

We have enclosed a price list of literature available at present. Please address all communications and orders to:

WORLD SERVICE OFFICE, Inc.
P. O. Box 622
Sun Valley, CA 91352

or call: 213 - 768 6203

With warmest regards,
Yours in fellowship.

World Service Office, Inc.

NARCOTICS ANONYMOUS

SUGGESTED FORMAT FOR LEADING A MEETING

Introduction:

"Welcome to the (designate day of week and name of Group) regular meeting of Narcotics Anonymous. (See Page 2 A., B., and C.).

Read:

- WHO IS AN ADDICT? (p. 1 of white book or I.P.#1);
- WHAT IS THE NARCOTICS ANONYMOUS PROGRAM?(p. 1 of white book or I.P.#1); and
- HOW IT WORKS (p. 3 of white book or I.P. #1)

(Leader may read above or have someone else read them.)

Meeting:

SPEAKER, DISCUSSION, QUESTION AND ANSWER OR OPEN FORUM (Leader's choice).

Announcements:

Other meetings - when and where held.

Announcements from Group Secretary.

Seventh Tradition:

"We have no dues or fees but are self supporting through our own contributions. We ask newcomers and visitors not to contribute, all others are privileged to do so."

Reading of the Twelve Traditions of N.A. (if time permits).

Closing:

SERENITY PRAYER, LORDS PRAYER OR LEADERS CHOICE.

2.

TO LEADER OF MEETING

YOU ARE IN COMPLETE CHARGE OF THIS MEETING. CONDUCT IT IN SUCH A WAY THAT YOU ARE IN CONTROL. LEADING A MEETING IS TWELFTH STEP WORK AND ONE OF THE BEST WAYS TO CARRY THE MESSAGE OF RECOVERY.

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PREFERABLY AT THE BEGINNING OF THE MEETING MAKE IT KNOWN THAT:

- A. It costs nothing to belong to this Fellowship. You are a member when you say you are. You become a member of THIS GROUP when you sign a card and give it to the secretary.
- B. A newcomer may come to their first meeting altho' still using, afterwards come clean.
- C. We do have one must that applies to everyone at our meetings; NO DRUGS OR OUTFITS on your person. This is for the protection of our Fellowship and our group.

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Based on our experience you may find the following suggestions helpful in forming your group.

1. Keep in touch with the World Service Office:

- P.O. Box 622

Sun Valley, CA 91352

We may be able to help you with some of your basic difficulties.

2. Always try to make a booklet available and free to all newcomers.

3. Contact your local law enforcement agency and tell them your plan to help addicts in your area. Give them a booklet to read so that they will be aware of our program and what it stands for (see page 2 of booklet, first paragraph). If they wish more information they may contact the World Service Office Inc., Box 622, Sun Valley, CA 91352, Phone: 213/~~764-3155~~

768-6203

4. Altho' you may start a meeting in a private residence, we have found it unwise to remain there long. Meetings in public places are much more successful. The following organizations may have a place suitable for meetings since most have facilities suited to our needs: churches (all denominations), Y.M.C.A., Salvation Army, V.F.W., etc. Check with your local Alcoholics Anonymous Central Office, they can be very helpful to you.

5. New members may be attracted in several ways:

- a. By a simple PUBLIC SERVICE AD (generally free) in your local newspaper, such as:

DO YOU HAVE A DRUG PROBLEM?

Narcotics Anonymous may help you.

Meeting Monday Night

8:30 P.M.

1650 Oak Street

Moon Ridge, Iowa

You may mention in the ad that it costs nothing to belong.

- b. You could seek referrals from probation depts., health clinics, schools and colleges, hospitals and A.A. Central Offices.

6. Meeting Tips (see format):

- a. Meetings are usually 1½ hours. Start and stop on time.
- b. Coffee may be served during or after a meeting. Cookies or donuts may encourage people to socialize and get to know each other in the Fellowship.
- c. Keep basic records and bank money (regardless of amount) in your group's name.
- d. As soon as you have a small number of regulars, elect or choose a chairperson and secretary and/or treasurer.
- e. In keeping with Tradition Seven, pay your way for places where you meet. In some places a percentage of your collections or a straight donation monthly is acceptable. Some organizations, especially small churches can be compensated by some service as typing/painting/etc.
- f. Always leave your meeting place in the same or better condition and order than you found it.
- g. If there are any other N.A. groups in your general area, contact them for mutual support and form an intergroup or local General Service Organization (see "THE N.A. SERVICE MANUAL"). Your voice in N.A. affairs will be strengthened and local problems will be more successfully dealt with.

h. See page 7 in White Book.

We keep what we have only with vigilance and just as
freedom for the individual comes from the Twelve Steps,
so freedom for the Group springs from our Traditions.

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PRACTICE THE TRADITIONS FOR THE WELFARE
OF YOUR GROJP AND N.A. AS A WHOLE.

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MY GRATITUDE SPEAKS.....

WHEN I CARE AND WHEN I SHARE
WITH OTHERS THE N.A. WAY.

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MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH \$ _____

Secretary _____

Representative _____

Phone Number _____

Phone Number _____

WEEKLY REPORTS

Date _____

Newcomers _____

Leader _____

Attendance (Total) _____

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

Date _____

Newcomers _____

Leader _____

Attendance (Total) _____

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

Date _____

Newcomers _____

Leader _____

Attendance (Total) _____

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

NARCOTICS ANONYMOUS GROUP OUTLINE

Narcotics Anonymous is a non-profit fellowship of men and women for whom drugs had become a major problem. We are recovered addicts who meet regularly to help each other stay "clean." Our program is a set of principles, written so simply that we can follow them in our daily lives. The most important thing about them is that "THEY WORK."

The only requirement for membership is a desire to stop using drugs. We have no dues, fees or assessments of any kind but are self-supporting through the contributions of our own members.

N.A. is not affiliated with any other organizations regardless of seeming similarities, nor are we connected with any political, religious or law enforcement agencies and are under no surveillance at any time. Anyone who has the one basic requirement; a desire to stop using, may join us regardless of age, race, color, creed, religion or lack of religion. N.A. does not engage in any outside controversy nor do we endorse or oppose any causes. Our primary goal is to stay "clean" and help others to achieve the same goal.

1. When two or more members meet regularly at a specified time and place and use the TWELVE STEPS and TWELVE TRADITIONS as their guides; they may call themselves an N.A. Group as long as they have no outside affiliations, are self supporting and for the sake of unity are registered with the WORLD SERVICE OFFICE, INC.
2. N.A. meetings are conducted by addicts for addicts. We use our present N.A. literature as our text. New literature is now being developed and made ready for publication. It takes time and money to enlarge and produce our own literature, therefore we suggest that no N.A. funds ought be used to purchase non N.A. literature from other sources. Buying, selling and using literature, other than our own, at any level of service, implies affiliation with other societies and sidesteps some of our basic policies as outlined in our Traditions, non-affiliation, non-endorsement and also unity by affecting N.A. as a whole. N.A. is a personal and spiritual program, therefore personal experiences, life stories and/or N.A. principles or N.A. general information ought to be the main topics at our meetings.
3. All N.A. Groups should keep the WORLD SERVICE OFFICE, INC. updated as to their location, kind and time of meeting, name of group secretary and mailing address; in this way contacts for TWELFTH STEP work and inclusion in the WORLD DIRECTORY can be maintained.
4. New groups should send for free STARTER KIT; it contains all the basic material to begin a new group. Registration forms should be returned as soon as possible to WORLD SERVICE OFFICE, INC., P.O. BOX 622, Sun Valley, California 91352.
5. Much needed contributions from groups, areas or regions should also be sent to the above address for the support of N.A. worldwide.

THE PURPOSE AND FUNCTION OF THE SERVICE UNITS OF
NARCOTICS ANONYMOUS

1. The primary purpose of an N.A. GROUP is to carry the message to the addict who still suffers by providing a setting for identification and recovery where an addict can come for help if he or she has a desire to stop using.
2. The purpose of an AREA SERVICE COMMITTEE is to be supportive to the N.A. Group and its primary purpose by associating the Group with other Groups locally and by helping the Group deal with its day-to-day problems and needs.
3. The purpose of a REGIONAL SERVICE COMMITTEE is to be supportive of its Areas and Groups and their primary purpose by linking together the Areas and Groups within the Region; by helping the Areas and Groups deal with their basic problems and needs; and by encouraging the growth of the Fellowship.
4. The purpose of the BOARD OF TRUSTEES is to insure the continuation and growth of N.A. by seeking new and better ways to carry the message to the addict who still suffers; by seeking to insure the maintenance of the Twelve Traditions; And by dealing with those things, both within and outside of the Fellowship, which affect the continuation and growth of the Fellowship.
5. The purpose of the WORLD SERVICE OFFICE is to serve as a center for communications and information for the Fellowship of N.A., its services, Groups, and members. The W.S.O. achieves this purpose by maintaining correspondence with N.A. Groups and Service Committees; By publishing and distributing N.A. literature; And by maintaining the archive and files of Narcotics Anonymous.
6. The purpose of the WORLD SERVICE CONFERENCE is to be supportive to the Fellowship as a whole, and to define and implement the policies of N.A. The W.S.C. does this by joining the members, Groups, Areas and Regions of N.A. into a united Fellowship; by dealing with the problems and the needs of the Fellowship; and by actively encouraging the primary purpose and growth of Narcotics Anonymous.

M I S C O N C E P T I O N S

THERE ARE MANY MISCONCEPTIONS ABOUT N.A.

SO WE WISH TO STATE WHAT N.A. DOES NOT DO.....

1. N.A. DOES NOT, operate detox units, recovery or half way houses and is not affiliated with such facilities; we do, however, cooperate with those who cooperate with us.
2. N.A. DOES NOT, crusade, solicit, advertise for members or try to persuade anyone to join us.
3. N.A. DOES NOT, engage in or sponsor research.
4. N.A. DOES NOT, keep membership records or case histories, nor follow-up on members or in any way try to control them.
5. N.A. DOES NOT, make medical or psychological diagnoses or prognoses nor provide marriage, family or vocational counselling.
6. N.A. DOES NOT, provide welfare or other social services.
7. N.A. DOES NOT, conduct spiritual or religious services of any kind.
8. N.A. DOES NOT, engage in education or propaganda about drugs.
9. N.A. DOES NOT, accept money for its services, is not funded by any public or private sources or agencies. Accepts no contributions from non-N.A. sources.

TO THE SECRETARY

You are the most important officer or servant of the group. You are the heart as well as the head: on you might well depend whether your group will survive or not. You can make your job either hard or easy, as you choose. Delegating to others what needs to be done is a sharing process and an act of faith and love. Other officers may look to you for guidance as well as newcomers. You may be the first to initiate the type of meeting that suits your group best. If your group has been in existence only a short time, the discussion or topic meeting may be most suitable for a small group. As the group grows other types may better suit your needs. When reaching out to outside areas to "CARRY THE MESSAGE OF RECOVERY" panel type meetings may suit you best.

Institutions vary in the kinds of cooperation necessary to do Twelfth Step work: some have requirements that must be met. Cooperation is most often worked out between the group officers or an institutional committee of some kind and the facility involved. Generally this type of meeting is qualified or in some sense limited, in that a set period of sobriety is required. Prisons, both maximum and minimum, jails and roadcamps of several kinds, require screening and/or previous notification concerning those invited to the meeting.

(See page 2)

Hospitals, detoxification units, hospitals and/or halfway houses or private drug abuse programs may also have special rules. We should try our utmost to cooperate at all levels.

We should be most careful to explain that the Steps of Recovery and the Twelve Traditions are not areas of negotiation. THEY OUGHT NEVER BE ALTERED IN ANY FORM TO SET A PRECEDENT OR FOR ANY SHORT TERM GAIN.

Very simply, Narcotics Anonymous meetings fall into seven categories.

1. Discussion
2. Participation
3. Speaker
4. Step or literature study
5. Beginners
6. Question and Answer
7. Various combinations of all of these.

All these may be either open with relatives or others attending, or closed for addicts only.

At present we are working on a more comprehensive piece of literature that will expand and update all phases of meetings.

