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GENERAL INFORMATION

Introduction

This handbook was developed by the World Service Conference H&I Committee and approved by the Fellowship through a worldwide group conscience. Every attempt was made to tap the wealth of H&I experience that exists in our Fellowship, and to use it here to provide the most up-to-date policies, concepts and procedures for providing H&I services. Whether your H&I work is being done at the area, regional or world level, we strongly recommend that you follow the suggestions in this handbook carefully. You may save yourself a lot of time and anguish.

I. WHY IS AN H&I MEETING NEEDED?

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

II. WHAT CONSTITUTES AN H&I MEETING?

- Presentation*
- A. In order to form a clear understanding of an H&I meeting, it is important to know where it fits in our service structure. Rather than being an N.A. group, represented at the area service committee by a GSR, an H&I meeting 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 N.A. service.
 - B. An H&I meeting is always held under the auspices of an H&I committee. Any meeting not linked into the service structure in this way is not an H&I meeting. *Where there is no existing H&I committee, groups conducting H&I service can be accountable by following the WSC H&I Guidelines and reporting to an ASC or RSC.*
 - C. H&I meetings are held in facilities where addicts do not have full access to regular Narcotics Anonymous meetings.
 - D. Meetings which are held in a facility, but which are fully self-supporting and free of restrictions, are not H&I meetings.
 - E. All H&I meetings are closed to outside participation. N.A. members from the outside should attend the H&I meeting only when invited by the panel chairperson. (Language adopted by the WSC in 1987.) *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 committee to go into that H&I meeting.*

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

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III. WHERE AND HOW TO START AN H&I MEETING.

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

H&I/P.I. COOPERATION

(Taken from *A Guide To Public Information*)

Rules of thumb for cooperation between H&I and P.I.:

1. Remember, we all belong to the same Fellowship and our primary purpose is the same no matter which committee we belong to.
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** (something most of us addicts don't have much practice at) will allow for **cooperative** efforts that respond to the needs of the facility while staying within 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 P.I. This, of course, is a perfect **application** of our Twelve Steps and Twelve Traditions--working together to carry the message of N.A. recovery to the still-suffering addict.

Examples:

A hospital **treatment** center calls for a presentation to their doctors and nurses--P.I.

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 P.I.

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

Generally, a P.I. activity is geared to people outside our Fellowship and includes people who come in contact with addicts and can help addicts

1 to find N.A. The approach with non-addicts differs from the more personal
2 sharing appropriate to talks given to addicts.
3

4 Conclusion

5
6 At the world, regional and area levels, P.I. committees and
7 subcommittees are working to develop materials to use in presentations to
8 people in the helping professions.

9 The purpose of an H&I committee is to carry the N.A. message of
10 recovery to addicts in hospitals or other institutions who do not have full
11 access to regular Narcotics Anonymous meetings. H&I panels, except for
12 those in longer term facilities, are intended to simply introduce those
13 attending to some of the basics of the N.A. Program.

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

21 If your committee plans to send out letters to facilities introducing
22 them to N.A. and offering to hold an H&I meeting in their facility, it is
23 advisable to have letterhead stationary printed. All your letters should be
24 on that stationary and should be typewritten, formal letters with examples
25 of N.A. literature enclosed. Keep copies on file of all letters you send.
26 Examples of form letters can be found in Appendix A.

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

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

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

49 The use of Narcotics Anonymous Conference-approved literature is an
50 important part of an H&I meeting's effort to carry the message. These
51 initial discussions provide a good setting to determine the proper methods
52 for distributing literature inside the facility. Many facilities will agree to
53 buy Narcotics Anonymous literature on their own. We encourage that. If
54 the facility is unable to do so, the local H&I Committee may be able to

1 assist. For information on the budgeting necessary for this, see page 7 of
2 this manual.

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

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

15
16 **WHO IS BEST SUITED TO CARRY THE NARCOTICS ANONYMOUS MESSAGE**
17 **IN A HOSPITAL & INSTITUTION MEETING?**
18

19 In our experience, it is best for members to have three months clean
20 before attending an H&I meeting, and six months clean before speaking at
21 one. It is not important whether or not we have been in a similar facility
22 ourselves. Anyone with a clear and consistent Narcotics Anonymous
23 message who is willing to share is well suited for H&I work.
24

25
26 **IV. THINGS TO CONSIDER.**
27

28 **ADOLESCENTS**
29

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

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

48 *While some people maintain that adolescents respond better to people*
49 *closer to their own age, the bulk of our experience suggests that the age of*
50 *the person sharing at an adolescent H&I meeting is secondary to their*
51 *ability to share a strong, clear message of recovery. Adolescents seem to*
52 *respond more to the message than to the messenger. All H&I meetings are*
53 *highly structured and should be geared towards recovery through the*
54 *Twelve Steps of Narcotics Anonymous. Our experience has shown that we*

General Information: page 6

1 do not need to use a special format when carrying the message to
2 adolescents.

3 In addition to the do's and don'ts found on pages 27 and 37 we feel
4 that the following should be included.
5

6 DO'S

7 Do: Remember that this is a "we" program. No addict should feel
8 that he/she is being preached to.

9 Do: Remember that an addict is an addict, regardless of age.

10 Do: Tell them that there is fun in recovery, i.e., social events,
11 fellowship, etc.

12 Do: Acknowledge and validate their feelings and emotions.
13

14 DON'TS

15 Don't: Glorify your past

16 Don't: Say, "I feel like I'm talking to my kids"

17 Don't: Compare your bottom to theirs

18 Don't: Patronize adolescents

19 Don't: Use profanity
20
21

22 ADDITIONAL NEEDS FOR ADDICTS IN HOSPITALS AND INSTITUTIONS 23

24 We in this Fellowship have become keenly aware of a large portion of
25 the population who are unable, because of a disability, to receive the
26 message that was so freely given to us. In the following section, we suggest
27 ways to better carry the message to those addicts with such additional needs
28 who are served by H&I. We write this in the spirit of our Fifth Tradition,
29 dedicated to the proposition "that no addict anywhere need die without a
30 chance to know a better way of life."
31

32 *General preparation:* 33

- 34 1. Find out what materials are available through the World Service
35 Office to assist addicts with additional needs. Update your current
36 stockpile of Narcotics Anonymous materials to include the items for
37 disabled addicts.
- 38 2. Investigate the availability of community resources for disabled
39 addicts, and look into services such as sign language interpreters.
- 40 3. Every effort should be made to contact the state drug and alcohol
41 commission, department of corrections, treatment centers, etc., to
42 inform them of additional needs and of Narcotics Anonymous
43 materials that are available.
- 44 4. Some H&I committees and areas may have members with additional
45 needs. Your committee should make efforts to allow them to
46 participate in H&I service work.
47

48 The H&I committee may provide braille literature, large-print White
49 Books and tapes in addition to other services outlined in this handbook.
50 While the H&I committee may pay for the literature and other items
51 purchased from our World Service Office, the facility is responsible to
52 provide for other additional needs.
53

Hearing impaired

1. Speak directly full face, speak slowly and distinctly.
2. In the use of sign we encourage members to learn sign as a general aid to our roll.
3. 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.
4. 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.
5. Keeping 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 disabled:

1. Inform appropriate staff in hospitals, of the accessibility of Narcotics Anonymous to physically disabled addicts.
2. *When carrying the message to the physically disabled, we need to consider accessibility, i.e. bathrooms, ramps, and other necessities.* Most city codes list buildings with access for the physically handicapped. 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.

1 V. SERVICES OTHER THAN MEETINGS.
2

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

12 Many of the services requested will call for cooperation and
13 **coordination** between the H&I and P.I. committees, since much of this work
14 could reasonably fall into the domain of either committee.
15

16 **We do provide:**
17

18 *Literature:* When the facilities themselves are unable to provide approved
19 literature to their residents H&I committees should do so. This is
20 especially important in facilities where there is not a regular H&I
21 meeting. If there is a request for N.A. literature then this request
22 should be forwarded to the ASC for action.

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

26 *Serial Publications:* The *Reaching Out*, may be taken into facilities for the
27 residents' use, but since they are not Conference-approved, they
28 should not be used during meetings.

29 *Coordinator:* Coordinators of meetings in facilities should be connected to a
30 H&I service committee where there is no panel system in place. No
31 individual N.A. member should agree to "**sponsor**" an H&I meeting
32 on his/her own. A meeting that is held in a facility, where there is no
33 connection with an H&I service body is not an H&I meeting.
34 (*Facilities often use the term "sponsor" for a member of N.A. who is*
35 *considered the outside contact. We have used the term coordinator to*
36 *prevent any possible confusion with personal sponsorship.*)
37

38 **We do not provide:**
39

40 *Transportation:* Providing rides could create a **liability** for the H&I
41 committee and the Fellowship, i.e. accidents, escapes, and false
42 **accusations**. H&I committees do not provide transportation for
43 residents to outside N.A. meetings.
44

45 *Pen Pal/Jail Mail:* This is not a function of the H&I committee.
46
47

48 VI. BUDGETING AND LITERATURE DISTRIBUTION
49

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

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

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

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

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

- 24
25 1. Literature (see literature disbursement and tracking forms in
26 Appendix B). You should be able to evaluate your monthly
27 literature needs based on past experience. It is advisable to
28 project a little above the monthly average to cover any unusual
29 circumstances.
- 30 2. Reevaluate the disbursement of literature to facilities which
31 allow their clients to go to outside meetings. Also, we need to
32 streamline the types of literature that we take into facilities.
33 Make Basic Texts available to be placed in libraries of
34 correctional institutions, one for every two hundred residents.
- 35 3. Hospitals, treatment centers, and institutions should be urged
36 to use their budgets and funds to purchase N.A. literature for
37 use by their clients.
- 38 4. Administrative costs might include copies of minutes, guidelines
39 or policies, reports on projects from other levels of service or
40 other committees, postage, and rent for H&I committee
41 meetings if needed.

42
43 You will, of course, find expenses not included on this list and you
44 may also see some here that don't apply to your H&I committee.
45 Remember, sound planning and common sense are the best guides when
46 planning your budget.

47 After it has been approved by your H&I subcommittee, the budget
48 must be presented to the area or region for adoption. We should be
49 cooperative in order to allow other subcommittees to have workable budgets
50 also. Remember our unity of purpose. We are not in competition with
51 other subcommittees, but rather each committee has its own way of
52 reaching the same goal, to make recovery more available to the addict who
53 still suffers.
54

1 The forms located in Appendix B may be used to keep track of the
2 literature taken into all H&I commitments to avoid oversupplying literature
3 to any facility and to effectively plan a budget. The I.P.'s noted on the
4 forms are those suggested by the WSC H&I Committee as being especially
5 well suited for use in H&I meetings. (Language previously adopted by WSC
6 '87. Forms located in Appendix B.)
7
8

9 VII. INTERNATIONAL CONCERNS.

10
11 This Handbook was put together with care and the understanding
12 that it was to be a comprehensive work. There are 50 states in the United
13 States each one different in its laws and regulations governing hospitals and
14 institutions. This becomes a major problem when making decisions on a
15 world level. The problem is further complicated when we address H&I
16 service work in other countries as a worldwide fellowship.

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

22 The language used in this handbook was carefully considered. Our
23 hope is that by not using colloquial & slang terms this work can be more
24 easily translated into other languages, and used in countries outside the
25 United States.
26
27

28 VIII. QUESTIONS AND ANSWERS ABOUT H&I.

29
30 The WSC H&I Committee receives many questions about H&I work
31 from individuals, areas and regions. In this "question and answer" format
32 we will present the committee's responses to some of the more commonly
33 asked questions.
34

35 Question One: Some facilities want their residents to be allowed to
36 continue to attend the H&I meeting at the facility after they are released.
37 How does the H&I committee deal with this when those newly released
38 residents do not meet our requirements for our outside members to come in?

39 Answer: In most cases this is not a problem, the H&I panel carries
40 the message to addicts who are residents/clients of that facility. Regardless
41 of whether their status is in-patient or out-patient, we carry the same
42 message. Like any member of the Fellowship, these members should not
43 be asked to participate on the H&I panel until they are able to meet the
44 requirements established by the H&I committee. If a member of the
45 Fellowship goes on a panel to the facility from which they were released, it
46 is a good idea to make it clear to that member that our role is to carry a
47 Narcotics Anonymous message of recovery, not to make comments about the
48 facility or its program.
49

1 **Question Two:** In our area we have requests from a number of
2 facilities to come in regularly. We can't keep up with all the requests. How
3 should a committee decide which facilities to bring the message into first?

4 **Answer:** One important factor is the degree to which the residents
5 are restricted from outside meetings. Addicts who have full access to
6 regular N.A. meetings usually do not require H&I services. If they are
7 completely restricted from outside meeting attendance, they should be high
8 on the priority list. Another factor is the length of time that a facility has
9 been waiting for your committee to bring in an H&I meeting. After
10 considering these and other factors, the decision is up to each H&I
11 committee. A committee should not make a commitment to start an H&I
12 meeting until the committee is capable of being responsible to that
13 commitment.
14

15 **Question Three:** We have H&I meetings in our area where some or
16 all of the residents are on some type of medication. Are these appropriate
17 facilities in which to carry the Narcotics Anonymous message? If so, can
18 the residents share at meetings before they are clean?

19 **Answer:** Yes, these are appropriate facilities. As to whether these
20 residents can share, a more comprehensive discussion of this and related
21 issues is provided on page 24 of this handbook.
22

23 **Question Four:** We have had problems with facilities that require
24 that their residents attend our meetings. How should we deal with this?

25 **Answer:** In H&I service work, we carry the Narcotics Anonymous
26 message of recovery into many different types of facilities that have many
27 different objectives and methods. We do not try to decide which ones are
28 proper and which ones are not. We do not, therefore, challenge this practice
29 on principle. If, on the other hand, there is a specific problem that has
30 developed in the meeting because some who attend are consistently
31 disruptive, it may be appropriate to approach the facility about this. When
32 such a disruption happens during a meeting, it can be handled in an
33 understanding yet firm manner, asking for order in the meeting and talking
34 to the individuals after the meeting. In this way we can usually defuse
35 situations before they escalate. But if it continues to happen regularly, it
36 should be addressed with the staff.
37

38 **Question Five:** Should the H&I meetings be listed along with the
39 regular Narcotics Anonymous meetings in our local meeting directory?

40 **Answer:** No. Participation in H&I meetings is coordinated through
41 the H&I committee. Your local meeting directory may include a statement
42 referring interested members to their H&I committee.
43

44 **Question Six:** We have a situation where individuals take it upon
45 themselves to start H&I meetings. The H&I committee is concerned
46 because in the past when there were problems and the meetings were
47 canceled, the facilities wouldn't have any more involvement with Narcotics
48 Anonymous at all.

49 **Answer:** A Narcotics Anonymous meeting held in a facility where
50 there is no direct involvement by the local H&I committee is not considered
51 an H&I meeting. Such meetings fall under the responsibility of the area or
52 regional service committee. This may be a sensitive issue, however, for
53 those involved in the new meeting. Such situations should be handled with
54 care and with respect for those involved.

1
2 **Question Seven:** Our H&I committee was asked to prepare a
3 sponsorship list for a facility so that they could match their residents up
4 with a sponsor prior to release. Also, we have been asked to arrange for
5 rides to meetings. Should we do this or not?

6 **Answer:** According to the response from the Fellowship on several
7 occasions, these are services that H&I committees should not become
8 involved in. Sponsorship is an aspect of personal recovery, and it is up to
9 the individual member to select someone that they feel would be a good
10 sponsor.

11
12 **Question Eight:** How should we deal with the situation when a
13 facility requires that a Narcotics Anonymous panel member report any
14 violation of their regulations heard shared in a meeting?

15 **Answer:** Occasionally facilities want us to become involved with
16 them in ways which are not consistent with our primary purpose. If a
17 facility makes requests of this nature to us we have the following options.

- 18
19 1. Work with the administration and staff to achieve an understanding
20 of our principles so that we are not required to make such
21 **agreements.**
22 2. If that is not possible, make it clear that we cannot accept such
23 responsibilities, and that a staff person must be provided at the
24 meeting to meet the facility's needs.
25 3. If these issues cannot be resolved, we will not be able to provide a
26 meeting in the facility.
27

28 **Question Nine:** What if drugs are passed at H&I meetings?

29 **Answer:** Read in the opening statements that "No drugs or
30 **paraphernalia** be on any person at this meeting. If you don't respect this
31 request the meeting may be discontinued." If drugs are passed, pack up
32 and leave the meeting immediately. Let the staff know simply that the
33 meeting is over for today and that we will be back again next week. (*See*
34 *question eight above for dealing with facilities that require reporting this, or*
35 *other activities.*)
36

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

42 **Answer:** The format of an H&I meeting is up to the H&I
43 committee, not the facilities or the residents of the facilities. We are
44 bringing in a presentation of Narcotics Anonymous, and it is imperative
45 that we carry a clear message of Narcotics Anonymous. If the facility
46 insists, see options one and three of question eight.
47

48 **Question Eleven:** When taking an H&I meeting into facilities for
49 minors, do we need different procedures?

50 **Answer:** Just as our behavior in a facility must be respectful of that
51 facility's policies, we must respect all laws and ordinances as well. Such
52 restrictions are beyond the control of Narcotics Anonymous. Be sure you
53 are aware of the rules and regulations of any facility before bringing in an
54 H&I meeting. It is suggested that when dealing with an adolescent facility,

1 a staff member be present. This is for the protection of the Narcotics
2 Anonymous members. It is not our responsibility to see that the residents
3 follow the rules of the facility. We are there to carry a message of recovery
4 within the framework of our Traditions.
5

6 **Question Twelve:** Do staff members need to be present during an
7 H&I meeting?

8 **Answer:** In some cases, we may request that the facility not have
9 staff members present during the H&I meeting; in others we may request
10 that a staff member be provided. Each case is different, but the presence or
11 absence of staff members is ultimately up to the facility.
12

13 **Question Thirteen:** Should recovery keychains/chips be brought into
14 correctional facilities?

15 **Answer:** No. Due to facility regulations it may compromise a
16 member's anonymity.
17

18 **Question Fourteen:** Can a meeting in a correctional facility be
19 'sponsored' by a member who is incarcerated there?

20 **Answer:** No. This is never appropriate, whether in a hospital or a
21 jail. Coordinators must be able to attend outside committee meetings.
22 (Long term prisons in which it is not possible for an H&I committee to bring
23 in weekly H&I meetings may have an outside liaison help them. Remember
24 only meetings where H&I members are present are H&I meetings.)
25

26 **Question Fifteen:** What can we do if a facility's policy is a violation
27 of our Traditions.

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

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...the results of the present study. It is clear that the subjects who were given the treatment showed a significant improvement in their performance compared to the control group. This suggests that the treatment is effective in enhancing the subjects' ability to perform the task.

The results of the present study are consistent with those of previous research. For example, Smith and Jones (1980) found that a similar treatment led to a significant improvement in performance. This suggests that the treatment is a generalizable method for enhancing performance.

It is important to note that the treatment was not applied to all subjects. Only those subjects who were in the experimental group received the treatment. This suggests that the treatment is not a general method for enhancing performance.

The results of the present study are consistent with those of previous research. For example, Smith and Jones (1980) found that a similar treatment led to a significant improvement in performance. This suggests that the treatment is a generalizable method for enhancing performance.

Treatment

The treatment consisted of a series of practice trials followed by a test trial. The subjects were given a total of 10 trials, with the first 5 trials being practice trials and the last 5 trials being test trials.

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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. 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.

I. PURPOSE:

The purpose of an H&I meeting 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, 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 committee 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 N.A. 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 N.A. from informed members of our Fellowship. H&I meetings 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. Our decisions about priorities must be made more objectively than that.

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

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2
3 **II. OUR RELATIONSHIPS WITH FACILITIES**
4

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

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

20 Those who do H&I service work need to realize the **limitations** we
21 place on ourselves in order to remain consistent with our Traditions while
22 providing H&I services. If a member who is doing H&I work does not
23 clearly understand that N.A. does not approve or disapprove of any
24 treatment methods, these issues must be addressed directly with that
25 member. Attending learning days (see section beginning on page 49) and
26 H&I committee meetings are good ways to inform members who are willing
27 to be of service to H&I. Encourage all those who do H&I work to become
28 familiar with this Handbook, local guidelines and specific facility rules and
29 policies.

30 If you are involved with an existing H&I meeting where there is not a
31 clear understanding of our relationship to the facility, you may wish to take
32 the following actions to improve understanding (be sure you have read the
33 General Information section of these guidelines thoroughly).
34

- 35 1. Make sure you are familiar with this handbook.
- 36 2. If the facility has not assigned a staff member to serve as your
37 contact person, try to get one designated.
- 38 3. Make an appointment to see the contact person.
- 39 4. *Seek committee guidance.*
- 40 5. Ask if there are any issues the facility would like to discuss
41 with, or communicate to, the H&I committee. If you are asked
42 questions that you aren't sure how to answer, don't hesitate to
43 admit that you aren't prepared to answer that right now.
44 Explain that you will take the question back to the committee
45 for discussion and report back.
- 46 6. Present issues or questions that the H&I workers feel need to
47 be clarified with the facility. Be open-minded. Often, what
48 seems to be a problem is resolved by improved communication.
- 49 7. Our relationship with the facility may need to be reestablished
50 each time there is a change in staff contact person,
51 administration, or H&I *panel coordinator*.
52

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

15 16 17 III. HOW TO START AN H&I MEETING.

18
19 The initial approach to start an H&I meeting should be done by an
20 area H&I committee, coordinating efforts with P.I. where applicable. (See
21 the General Information section page 1 of this handbook for additional
22 information.)

23 Sometimes a facility will approach the H&I committee and ask to
24 have an H&I meeting brought in. Once we are contacted, we set up an
25 appointment. If we are not able to handle the responsibility of a meeting,
26 we explain at the appointment that we can not service their request at this
27 time and will get back to them when we can. We also *may* provide them
28 with the WSO Catalog and make them aware of the *Reaching Out*,
29 approved tapes, and the availability of N.A. literature.

30 Sometimes the H&I committee will approach the facility to propose a
31 meeting. This can be done with a phone call or through a form letter. In
32 any case, be sure that this is a team H&I effort. Do not act alone. *Seek*
33 *committee guidance.*

- 34
35 a. A phone call should be made only by a person appointed by the
36 H&I committee to establish contact with the facility.
37 b. When writing a letter, place on letterhead stationary and type
38 in business form. Keep a copy for the area H&I committee
39 files.
40 c. Follow up letters with phone calls.

41
42 Contact *initiated* by the H&I committee should only occur if you are
43 prepared to support the facility with an H&I meeting. Once contact with
44 the appropriate facility representative has been made, set up an
45 appointment for presentation. Whether or not a meeting is established, try
46 to get a "contact person" at the facility.

47 Make the appointment and be there on time. This may be a joint
48 response from the P.I. and H&I committee members. Dress conservatively
49 and neatly and be courteous. Remember, you are representing Narcotics
50 Anonymous. Bring pamphlets and literature with you and discuss our
51 Twelve Steps and Twelve Traditions, our handbook, and your local
52 guidelines.

and Woodbridge Schickels
approp.

1 Explain what an H&I meeting is. What N.A. offers: we carry a
2 message of recovery from the disease of addiction through the Twelve Steps
3 and Twelve Traditions of Narcotics Anonymous, offering an opportunity to
4 each individual to improve the quality of their life, both inside the facility
5 and after release from the facility. N.A. is not a benevolent society. We are
6 not amateur social or welfare workers. We do not do any counseling or
7 education of staff or residents. We do not provide jobs, housing, money, etc.,
8 or letters of reference to judicial systems. The only thing that we have to
9 offer is a message of recovery from active addiction. What the facility
10 requires from Narcotics Anonymous: We must adhere to their rules and
11 regulations (i.e., dress code, their do's and don'ts, clean time requirements, if
12 any, etc.). Get specifics about the facility's requirements in writing if
13 possible. (See form in Appendix B.) If reference letters "sunshine letters"
14 are needed, they are available through the WSO H&I Coordinator.
15

16 17 IV. MEETING FORMATS.

18
19 There are many different types of facilities with different rules and
20 regulations. We will offer here some general guidelines for choosing a
21 format for the meeting, and general outline around which to develop your
22 own format. One thing which is common to all H&I meetings is that they
23 are closed.

24 As always, when choosing a format for any N.A. meeting, the first
25 thing to consider is the Fifth Tradition, "Each group has but one primary
26 purpose--to carry the message to the addict who still suffers." The format
27 should provide a structure which ensures that the N.A. message of recovery
28 is carried. For this reason, open sharing types of meetings are not used in
29 the H&I setting. They tend to lend themselves to an atmosphere which is
30 inappropriate for an H&I meeting. The best formats are those in which
31 outside members are delivering the message. The best examples are
32 speaker meetings, panel discussions, question-and-answer, literature
33 discussions and topic discussions. Meetings should be limited to one hour.
34 *Delete* Seek committee guidance.

35 The following is a general format for an N.A. H&I meeting. It may
36 be modified according to local needs or customs. It is presented here for
37 those seeking some direction.
38

- 39 *Delete* a. (Seek committee guidance.) Introduce yourself and welcome
40 everyone to the meeting.
41 b. Have a moment of silence followed by the Serenity Prayer.
42 c. Invite all attending the meeting to give their first name.
43 d. Briefly explain that this is a hospitals and institutions meeting.
44 Because residents' access to regular N.A. meetings is limited,
45 the area service committee is bringing this special meeting
46 here.
47 e. At this time have residents volunteer to read from Conference-
48 approved literature. Usually, "Who Is an Addict," "What Is
49 the N.A. Program," "How It Works," "Why Are We Here," or
50 other selections are used. *Delete* Seek committee guidance.
51 f. Depending on the format selected, proceed as follows: "After
52 the speakers have finished there will be time for any questions.
53 There will be no cross-discussion while anyone is sharing.
54 Please hold your questions until the end of the meeting."

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General Comments

If you cannot provide a weekly N.A. meeting, 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 N.A. literature for its residents.

Make sure the facility is aware of the *Reaching Out*, any local newsletters and speaker tapes approved for sale through the WSO.

Try to avoid a return to old attitudes when you walk into a facility. *Select Select* Many of us found we had a tendency to put on a "tough guy" act at hospital meetings. We need to remember that ours is a program of attraction, and our attraction lies in the ways we have changed.

SPECIFIC FORMATS;

There are many different meeting formats that may be used; however, whatever 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 MEETING:

(APPROPRIATE FOR BOTH LONG AND SHORT TERM FACILITIES)

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

- a. Introduce the speaker(s).
- b. Leave sufficient time for questions and discussion.
- c. Make any announcements that are pertinent (i.e. meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- d. Close with the prayer of your choice.

PANEL PRESENTATION:

(APPROPRIATE FOR BOTH LONG AND SHORT TERM FACILITIES)

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

- a. 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).
- b. Introduce the panel members one at a time to make their presentation (you should have discussed the length in advance so that the timing works out.)

- 1 c. Make any announcements that are pertinent (i.e. meeting
- 2 directories or literature being available, panel members are
- 3 available to talk after the meeting, etc.).
- 4 d. Close with the prayer of your choice.
- 5

6 **TOPIC DISCUSSION:**

7 (APPROPRIATE ONLY IN LONG TERM FACILITIES)

8

9 This type of meeting allows for the participation of the residents.

10 This format differs from open participation in that more structure is

11 provided for the discussion. One or two members from the outside should

12 share first to set the tone and direction of the meeting. It is a good idea to

13 keep another experienced member in reserve to call on if the discussion gets

14 away from recovery from addiction. The meeting leader, or chairperson;

15 should call on speakers one at a time rather than letting the discussion go

16 **spontaneously.** This will allow for more control in keeping the meeting

17 recovery oriented.

18 Topics should be chosen carefully, with the Twelve Steps and Twelve

19 Traditions in mind. There are a **multitude** of topics that are pertinent to

20 our personal recovery in N.A. By the same token there are many topics

21 that have nothing to do with recovery. It is important to remember in H&I

22 meetings that we are dealing with addicts who are relatively inexperienced

23 with recovery. When we select the topic for an H&I meeting, their needs

24 should be considered first. The following list is surely not complete, but you

25 will find a number of topics that are appropriate for most H&I meetings.

26 You are not restricted to this list by any means. It is only presented as a

27 resource so that you may get some ideas.

- 28
- 29 a. Introduce the topic and share first to set a recovery **orientated**
- 30 tone.
- 31 b. Call on several residents and then a panel member repeating
- 32 this process.
- 33 c. Make any announcements that are pertinent (i.e. meeting
- 34 directories or literature being available, panel members are
- 35 available to talk after the meeting, etc.).
- 36 d. Close with the prayer of your choice.
- 37

38 **SOME SUGGESTED TOPICS ARE:**

- 39
- 40 1. Any I.P. or selection from the Basic Text
- 41 2. H.O.W. (honesty, open-mindedness and willingness)
- 42 3. **Surrender**
- 43 4. Acceptance
- 44 5. The basics (Don't use, meetings, phone numbers, literature,
- 45 sponsor and the Steps.)
- 46 6. H.A.L.T.S. (Don't get too: hungry, angry, lonely, tired, or
- 47 serious.)
- 48 7. Responsible for your own recovery
- 49 8. Freedom from active addiction
- 50 9. Identify rather than compare
- 51 10. **Spiritual** not religious program
- 52 11. Going to any lengths
- 53 12. **Transition** to the Fellowship from Treatment
- 54 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.

- a. Explain how the format works (will read through the selected literature stopping periodically to share.)
- b. Introduce the panel members.
- c. 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.
- d. Make any announcements that are pertinent (i.e. meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- e. Close with the prayer of your choice.

Questions and Answers

The questions and answers format allows the residents to ask questions and hear topics they might feel scared or embarrassed to ask out loud. This format seems to be especially well received at adolescent facilities. The panel leader would ask 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 would be pulled one at a time and one or two of the panel members would respond to it. 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 before it is read out loud. If not, just move on to the next one.

- a. 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).
- b. Introduce the panel members.
- c. 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.

- d. Make any announcements that are pertinent (i.e. meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- e. 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*, is usually used to read the step and then discuss the material. It is important to have members on the panel who have practiced the particular step being studied. This type of meeting 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 in the meeting.

- a. Explain how the format works (will read through the selected step stopping periodically to share).
- b. Introduce the panel members.
- c. 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.
- d. Make any announcements that are pertinent (i.e. meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- e. Close with the prayer of your choice.

General hints about conducting H&I meetings:

A question and answer session can be included somewhere toward the end of the meeting regardless of the format you use. When answering questions it is important to remember that N.A. has no opinion on outside issues. Frequently the residents want us to discuss issues that do not pertain to N.A. 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 you can 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 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 meeting.

1 Another factor to consider is whether or not the residents are
2 medicated. Our experience has shown the medicated residents cannot
3 effectively participate in meetings; therefore, speakers or panel formats are
4 better suited for meetings in facilities which medicate their residents. (See
5 page 24 for additional information.)

6 See Appendix A for a general format for a Narcotics Anonymous H&I
7 meeting. It may be modified according to local needs or customs. It is
8 presented here for those seeking some direction. Remember, it is our
9 responsibility to maintain an atmosphere of recovery.

10 11 12 V. FOLLOW-UP

- 13
14 A. Maintain correspondence with the ^{staff} ~~contact~~ person in the facility
15 to keep communication lines open, and be aware of any
16 developing situations.
17 B. Regularly report and discuss progress and problems at the area
18 H&I subcommittee meeting.
19 C. Once a meeting is well established as a healthy environment
20 for recovery, encourage N.A. members within the facility to
21 participate.
22 D. Make sure meeting lists and helpline numbers are available to
23 members upon release from the facility.
24 E. Be aware of any changes in contact person or administration,
25 and make a repeat presentation if necessary.
26 F. Keep copies of all relevant correspondence at the area
27 subcommittee level.
28 G. Encourage N.A. members within facilities to write to *Reaching*
29 *Out*, ~~the local newsletter~~, or the *N.A. Way* magazine.
30 H. Be sure current copies of *Reaching Out* are brought into the
31 facility.
32

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

39 In the event that an H&I meeting is shut down due to the negligence
40 or misconduct of a member of the H&I committee, it is important that ^{an} ~~an~~
41 objective member (preferably the committee chair) take all steps necessary,
42 within our guidelines, to reconcile the situation and resume the meeting.

43 Above all, we must remember that our primary purpose is to carry
44 the N.A. message of recovery to addicts who cannot get to us.
45

46 47 VI. TYPES OF TREATMENT FACILITIES

48 49 SHORT TERM FACILITIES

50 51 Detox Centers

52
53 When doing H&I work in detoxification centers, it is important to
54 keep in mind that the addicts you are working with are in the earliest stage

1 of recovery. Your committee should also be aware of the type of detox
2 center with which you are working. Some serve as interim care for addicts
3 who are waiting to go to a treatment unit and may therefore remain in the
4 detox for two or three weeks. Others are short-term only with a maximum
5 stay of three to seven days.

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

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

22
23 Your committee will have clean time requirements, and the facility
24 may have some requirements too. Try to include at least one panel member
25 with the minimum amount of clean time required. Often newcomers will
26 identify more readily with a relative newcomer than with a member with
27 long term clean time.

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

35 36 Twenty-Eight Day Facilities

37
38 These facilities may utilize various methods of detoxing residents,
39 once again we are reminded that Narcotics Anonymous has no opinion on
40 methods of detoxification. In these facilities, as in detoxes, it is important
41 to keep in mind that the addicts you are carrying the N.A. message to are
42 in the earliest stage of recovery. It is therefore important that the H&I
43 committee refer to the previous section (Detox) for additional information.

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

50 Some Facilities encourage residents to attend regular N.A. meetings
51 during the latter part of their treatment. The H&I panel may inform
52 residents about regular meetings, covering such topics as N.A. language,
53 meeting formats, etc. You may also provide them with meeting lists.
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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 N.A. meetings. Where that is the case, H&I meetings are not appropriate. H&I committees may choose to make meeting schedules available to such facilities and provide them with order forms for our literature. Also, they may ask P.I. 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 in long term facilities usually use the panel system. Since N.A. meetings are not therapy groups, and residents in these facilities often easily fall into their familiar therapy group behavior in an N.A. meeting, panels often work well to avoid that problem and maintain an atmosphere appropriate to an N.A. meeting.

The panel system may consist of speaker meetings, panel discussions, topic discussions, step meetings or literature discussion meetings. 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 know they will be leaving and eventually be back in society is of importance to the panel chairperson. With this knowledge the panel chairperson can coordinate meeting 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 N.A. language to better acclimate the residents to the Narcotics Anonymous Program. Meeting lists may be given to the residents upon their completion of these long-term programs. Above all else, the most important thing an H&I committee 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 don't. We have found that panels, question-and-answer or topic discussion are the best types of meeting formats for these facilities. Because the residents usually have a lot of access to outside meetings, these types of facilities should not be considered high priority places for H&I work. Meetings 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.

Psychiatric Hospitals

1
2
3 In psychiatric hospitals we often find addicts who at this time have
4 emotional and mental problems besides addiction. Many residents are
5 probably on some sort of medication. As committee members we do not
6 debate or discuss these other problems. Because of these unique
7 considerations, we should hold speaker or panel meetings, with a possible
8 question and answer session after the meetings. We should choose topics
9 that deal with early stages of recovery. Extra care must be taken to fully
10 acquaint ourselves with the facility's policies and restrictions. You may
11 wish to ask that a staff person be present in the meeting. This will provide
12 H&I members with the maximum protection when working with these types
13 of facilities.

14
15 OUR ROLE WITH FACILITIES THAT PROVIDE MEDICATION TO THEIR
16 CLIENTS/RESIDENTS
17

18 During the initial planning meetings with the facility we must be
19 very clear about what N.A. is and what our basic message is. N.A. is a
20 program of complete abstinence from all drugs. We have no opinions on
21 outside issues, however, and our approach is non-professional, so we must be
22 very sure that it is understood that we do not advocate going against a
23 physician's advice. Neither do we endorse the use of any drug.

24 In facilities which provide medication, residents inevitably ask the
25 question, "Am I clean if the doctor has me on medication?" When that
26 question comes up, it is important not to judge. Based on our Eighth and
27 Tenth Traditions, we are not in a position to discuss the issue. We can only
28 tell them to keep coming back--they are welcome at N.A. meetings--and to
29 read the Basic Text. The people on the H&I committee should not tell
30 people to stop taking their medication. We are not doctors!

31
32 If you are making a presentation without P.I. involvement, you may wish to
33 use the following information.
34

35
36 VII. SPECIAL CONSIDERATIONS
37

38 INTERACTION WITH THE STAFF
39

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

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

49 At some H&I meetings, the staff might be expected to attend the
50 meeting. We should make it clear not only at the initiation stage of setting
51 the meeting up but also on an ongoing basis that their role will be as
52 observers only. This also applies if the staff member happens to be a
53 member of N.A. While this person is functioning as an employee of the
54 facility, they wouldn't be able to share about N.A. without the residents

1 becoming confused about N.A.'s relationship with the facility. This is in
2 keeping with our traditions concerning non-professionalism and non-
3 affiliation (Tradition Eight and Six).
4

5 **INPUT ON OTHER AREAS OF SPECIAL CONSIDERATIONS WILL**
6 **BE PLACED HERE WHEN RECEIVED.**
7

8
9 **VIII. DO'S AND DON'TS**

10
11 **DO**

- 12
13 Do: make directories of outside meetings available to residents.
14 Do: clarify the facility's rules with anyone you bring in.
15 Do: start and end on time!
16 Do: briefly explain what H&I is.
17 Do: make it clear that N.A. is separate and distinct from the facility as
18 well as other fellowships.
19 Do: try to get residents involved, especially those in long-term facilities
20 (literature person, readings, coffee, etc.)
21 *Subtle* Do: obey all dress codes. Exercise common sense and respect for the
22 facility in what you wear.
23 Do: keep staff aware of your whereabouts at all times.
24 Do: stamp all literature you bring into a facility with the local helpline
25 number.
26 Do: screen all panel members carefully, especially regarding the clean
27 time or other requirements.
28 Do: explain the language that we use ("addict", "clean", "recovery") and
29 why we use it (the First Step of N.A.)
30 Do: emphasize that in N.A., recovery is available to any addict, regardless
31 of "type" of drug(s) used.
32 Do: emphasize the importance of getting to an N.A. meeting the first day
33 out.
34 Do: emphasize the importance of getting a sponsor and a home group, and
35 the ongoing nature of recovery, the importance of attending meetings
36 (suggest ninety meetings in ninety days).
37 Do: use the literature recommended for H&I work, if we are supplying
38 the literature. Encourage the treatment centers to supply N.A.
39 literature on their own if at all possible.
40 Do: be selective about who you choose to take into H&I meetings. Clean
41 time requirements are very important. People who sit on N.A. panels
42 should be able to share a message of recovery in Narcotics
43 Anonymous.
44

45 **DON'T**

- 46
47 Don't break another person's anonymity or tell his or her story.
48 Don't debate any issues involving the facilities rules or regulations.
49 Don't discuss conditions within facility, or opinions about staff member.
50 Don't debate the merits of the treatment center's program or other
51 fellowships. Remember, we have no opinion. The best approach is to
52 focus on the positive and unique qualities of our program. Keep your
53 Basic Text handy, and read from it. It carries a lot of weight.

- 1 Don't comment on the methods used by the treatment facility. Not all
- 2 facilities are Twelve Step based nor do their understandings of the
- 3 Steps necessarily coincide with the understanding gained in Narcotics
- 4 Anonymous. We share our experience without reference to the
- 5 facility's methods or to residents' comments.
- 6 Don't, while sharing, put too much focus on what it was like. They already
- 7 know.
- 8 Don't debate which drugs are acceptable. N.A. is a program of complete
- 9 abstinence from all drugs.
- 10 Don't carry excessive cash or wear expensive or flashy jewelry.
- 11 Don't show favoritism to any resident(s)
- 12 Don't take messages in or out of the facility.
- 13 Don't give out any other person's address or phone number.
- 14 Don't carry in any contraband items, such as cigarettes (if applicable) or
- 15 weapons.
- 16 Don't rely on flooding a treatment center with literature to carry our
- 17 message. The most powerful tool for carrying our message is the
- 18 N.A. member.
- 19 Don't read too many literature selections at the beginning of the meeting.
- 20 Keep it short and simple to keep their attention.
- 21 Don't let the meeting run too long. Most treatment center residents spend
- 22 much of their day in meetings of one sort or another, often in the
- 23 same room.
- 24 Don't pass ~~the basket.~~ *collect any money*

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Correctional

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3 **H&I IN CORRECTIONAL FACILITIES AND JAILS**
4

5 **I. PURPOSE:**
6

7 The purpose of an H&I meeting is to carry the N.A. message of
8 recovery to addicts *in hospitals and institutions* who do not have full access
9 to regular Narcotics Anonymous meetings. H&I meetings, except for those
10 in longer term facilities, are intended to simply introduce those attending to
11 some of the basics of the N.A. Program.
12

13 **II. HOW TO START AN H&I CORRECTIONAL MEETING:**
14

15 The initial approach to start an H&I meeting should be done by an
16 area H&I committee, coordinating efforts with P.I. where applicable. (See
17 the General Information section page 1 of this handbook for additional
18 information.)

19 Sometimes a facility will approach the H&I committee and ask to
20 have a H&I meeting brought in. Once we are contacted, we set up an
21 appointment. If we are not able to *support a meeting at this time*, we
22 explain at the appointment that we can not service their request at this
23 time and will get back to them when we can. We also may provide them
24 N.A. literature and make them aware of the *N.A. Way, Reaching Out*,
25 approved tapes and the ability to order N.A. literature.

26 Sometimes the H&I committee will approach the facility to propose a
27 meeting. This can be done with a phone call or through a form letter. In
28 any case, be sure that this is a team H&I effort. Do not act alone.
29

- 30 a. A phone call should be made only by a person appointed by the
31 H&I committee to establish contact with the facility.
32 b. When writing a letter, *use stationary with N.A. letterhead and*
33 *type in business format.* Keep a copy for the area H&I
34 committee files.
35 c. Follow up letters with phone calls.
36

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

42 Make the appointment and be there on time. This may be a joint
43 response from the P.I. and H&I committee members. Dress conservatively,
44 *neatly and* be courteous. Remember, you are representing Narcotics
45 Anonymous. Bring pamphlets and literature with you and discuss our
46 Twelve Steps and Twelve Traditions, our Handbook, and our local
47 guidelines.

48 Explain what an H&I meeting is. What N.A. offers: we carry a
49 message of recovery from the disease of addiction through the Twelve Steps
50 and Twelve Traditions of Narcotics Anonymous, offering an opportunity to
51 each individual to improve the quality of their life, both inside the facility
52 and after release from the facility.

1 N.A. is not a benevolent society. We are not amateur social or
2 welfare workers. We do not *counsel or educate staff or residents*. We do not
3 provide jobs, housing, money, etc. or letters of reference to judicial systems.
4 The only thing that we have to offer is a message of recovery from active
5 addiction. What the facility requires from Narcotics Anonymous: we must
6 adhere to their rules and regulations (i.e., dress code, their do's and don'ts,
7 clean time requirements, if any, etc.) Get specifics about the facility's
8 requirements in writing if possible. (See form in Appendix B.) If reference
9 letters, "sunshine letters", are needed, they are available through the WSO
10 H&I Coordinator.
11

12 III. CORRECTIONAL MEETING FORMATS 13

14 There are many different types of facilities with different rules and
15 regulations. We will offer here some general guidelines for choosing a
16 format for the meeting, and general outline around which to develop your
17 own format. One thing which is common to all H&I meetings is that they
18 are closed *unless by invitation*. *The invitation being given to the individual*
19 *by the panel leader or H&I committee*.

20 As always, when choosing a format for any N.A. meeting, the first
21 thing to consider is the Fifth Tradition, "Each group has but one primary
22 purpose to carry the message to the addict who still suffers." The format
23 should provide a structure which ensures that the N.A. message of recovery
24 is carried. For this reason, open sharing types of meetings are not used in
25 the H&I setting. They tend to lend themselves to an atmosphere which is
26 inappropriate for an H&I meeting. The best formats are those in which
27 outside members are delivering the message. The best examples are:
28 speaker meetings, panel discussions, question-and-answer, literature
29 discussions and topic discussions. *Meetings should start and end at the pre-*
30 *arranged time*.

31 The following is a general format for an N.A. H&I meeting. It may
32 be modified according to local needs or customs. It is presented here for
33 those seeking some direction.
34

- 35 a. Introduce yourself and welcome everyone to the meeting.
- 36 b. Have a moment of silence followed by the Serenity Prayer.
- 37 c. Invite all attending *the* meeting to give their first name (*when*
38 *appropriate*).
- 39 d. Briefly explain that this is a hospital and institutions (H&I)
40 meeting. Because these residents' access to regular N.A.
41 meetings is limited, the *area service H&I sub-committee* is
42 bringing this special meeting here.
- 43 e. *Within long-term facilities the reading "What Can I Do?" and*
44 *the Twelve Traditions can be used*. At this time have residents
45 volunteer to read from Conference-approved literature.
46 Usually, "Who Is an Addict," "What Is the N.A. Program,"
47 "How It Works," "Why Are We Here," or other selections are
48 used.
- 49 f. Depending on the format selected, proceed as follows: "After
50 the speakers have finished there will be time for any questions.
51 There will be no cross-discussion while anyone is sharing.
52 Please hold your questions until the end of the meeting."
53

General Comments

If you cannot provide a weekly N.A. meeting, 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 N.A. literature for its residents.

Make sure the facility is aware of the *N.A. Way, Reaching Out*, any local newsletters 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.

SPECIFIC FORMATS

There are many different meeting formats that may be used; however, whatever 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 MEETING:

(APPROPRIATE FOR BOTH LONG AND SHORT TERM FACILITIES)

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

- a. Introduce the speaker(s).
- b. Leave about ten minutes for questions or discussion.
- c. Make any announcements that are pertinent (i.e. meeting directories or literature being available, panel members are available to talk after the meeting, etc).
- d. Close with the prayer of your choice.

PANEL PRESENTATION:

(APPROPRIATE FOR BOTH LONG AND SHORT TERM FACILITIES)

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

- a. 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).
- b. Introduce the panel members one at a time to make their presentation (you should have discussed the length in advance so that the timing works out).
- c. Leave about ten minutes for questions or discussion.
- d. Make any announcements that are pertinent (i.e. meeting directories or literature being available, panel members are available to talk after the meeting, etc).
- e. Close with the prayer of your choice.

TOPIC DISCUSSION:

(APPROPRIATE ONLY IN LONG TERM FACILITIES)

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 meeting 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.

Topics should be chosen carefully, with the Twelve Steps and Twelve Traditions in mind. There are a multitude of topics that are pertinent to our personal recovery in N.A. By the same token there are many topics that have nothing to do with recovery. It is important to remember in H&I meetings 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 surely not complete, but you will find a number of topics that are appropriate for most H&I meetings. You are not restricted to this list by any means. It is only presented as a resource so that you may get some ideas.

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

SOME SUGGESTED TOPICS ARE:

1. Any I.P. or selection from the Basic Text
2. H.O.W. (honesty, open-mindedness and willingness)
3. Surrender
4. Acceptance
5. The Basics (Don't use, meetings, phone numbers, literature, sponsor and the Steps.)
6. H.A.L.T.S. (don't get too: hungry, angry, lonely, tired, or serious)
7. Responsible for your 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~~ *rehabilitation* "
13. Tools of the Fellowship
14. Letting go
15. Feelings
16. Learning to trust

- 1 17. Giving up old playmates, playgrounds and playthings
- 2 18. Living just for today
- 3 19. The first three steps
- 4 20. Denial
- 5 21. Reservations
- 6 22. Sponsorship

7
8
9 **LITERATURE DISCUSSION:**

10 (APPROPRIATE FOR BOTH LONG AND SHORT TERM FACILITIES)

11
12 For a Literature Discussion meeting, parts of the Basic Text or other
13 Conference-approved literature are read and discussed. Passing the
14 literature around and allowing everyone a chance to read can be an easy
15 way to get the residents involved. If you do that, though, be sure to include
16 in the format a statement like, "Feel free to pass the literature along if
17 you'd rather not read." Not everyone is willing or able to read out loud.

- 18
- 19 a. Explain how the format works (will read through the selected
- 20 literature stopping periodically to share).
- 21 b. Introduce the panel members.
- 22 c. Begin the reading of the selected piece of Conference-approved
- 23 literature. Residents can be involved with the sharing but if it
- 24 gets out of hand be sure to have a panel member prepared to
- 25 shift the tone back to recovery.
- 26 e. Make any announcements that are pertinent i.e. meeting
- 27 directories or literature being available, panel members are
- 28 available to talk after the meeting etc.
- 29 f. Close with the prayer of your choice.
- 30

31
32 **Questions and Answers**

33
34 The questions and answers format allows the residents to ask
35 questions and hear topics they might feel scared or embarrassed to ask out
36 loud. This format seems to be especially well received at adolescent
37 facilities. The panel leader would ask the residents to write topics or
38 questions that are of concern to them and place them in a basket. After
39 introducing the format the questions would be pulled one at a time and one
40 or two of the panel member would respond to it. If the question has already
41 been adequately addressed the next question would be drawn and so on.
42 The panel leader must judge whether a topic or question is appropriate to
43 the meeting before it is read out loud. If not, just move on to the next one.

- 44
- 45 a. Explain how the format works (residents write topics or
- 46 questions they would like discussed and place them in a
- 47 basket or residents simply ask questions they would like
- 48 to have discussed).
- 49 b. Introduce the panel members.
- 50 c. The topics are drawn out of the basket and fielded by the
- 51 panel one at a time. Inappropriate topics shouldn't be
- 52 read out loud.

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

STEP STUDY

A step study meeting may be held in a H&I setting. The Basic Text, *Narcotics Anonymous* is usually used to read the step and then discuss the material. It is important to have members on the panel who have practiced the particular step being studied. This type of meeting 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 in the meeting.

- a. Explain how the format works (will read through the selected step stopping periodically to share.)
- b. Introduce the Panel Members.
- c. 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.
- d. Make any announcements that are pertinent i.e.. meeting directories or literature being available, panel members are available to talk after the meeting etc.
- e. Close with the prayer of your choice.

General hints about conducting the meeting:

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 N.A. Fellowship.

See Appendix A for a general format for a Narcotics Anonymous H&I meeting. 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.

IV. CORRECTIONAL FOLLOW UP

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

1 important also to be aware of any changes in the facility's contact person or
2 administration, and be ready to make a repeat presentation if necessary.
3 Regular reports and discussions of your meeting should be held with the
4 area H&I subcommittee.

5 Once a meeting is well established as a healthy environment for
6 recovery, encourage N.A. members within the facility to participate in the
7 meeting (i.e., by naming their meeting, selecting someone to make coffee or
8 set up chairs, etc.).

9 Another kind of follow-up to be aware of is follow-up with members
10 who are released. Make sure meeting lists and helpline numbers are
11 available to such members upon release from the facility, and that they
12 understand clearly how to make proper contact with N.A. after their
13 release.

14 Encourage N.A. members within facilities to make the best use of
15 N.A. serial publications. Be sure they have copies of *Reaching Out*, and
16 where possible other publications such as local newsletters and the *N.A.*
17 *Way* magazine. Encourage them to write letters or articles for these
18 publications.

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

26 27 V. TYPES OF CORRECTIONAL MEETINGS

28 **Forensic**, minimum, maximum, city, county, work camps, profit
29 prisons, *forensic* *short term, long term, adole*

30 To be followed by:

- 31 1. Working a program while inside
- 32 2. Transition to outside N.A. group
- 33 3. HOW
- 34 4. Turning it over
- 35 5. Going to any lengths
- 36 6. Just for today
- 37 7. HALTS
- 38 8. Spiritual not religious program
- 39 9. Responsibility for our own recovery
- 40 10. We have a choice
- 41 11. Any of the steps
- 42 12. Sponsorship

43 44 45 46 VI. DO'S AND DON'TS FOR H&I WORK IN CORRECTIONAL 47 FACILITIES

48
49 The World Service Conference H&I Committee has compiled this list
50 based upon the experiences of committees around the world that have sent
51 input on H&I service matters. They provide some very helpful guidelines,
52 and should help you avoid some of the common pitfalls.
53

DO'S

- 1 Do: *Get agreements in writing* make directories of outside meetings available to residents. *"inmates"*
- 2
- 3 Do: clarify the facility's rules with anyone you bring in.
- 4 Do: start and end on time!
- 5 Do: try to get residents involved especially those in long-term facilities
- 6 (i.e. literature, coffee, readings, etc).
- 7 Do: obey all dress codes. Exercise common sense and respect for the
- 8 facility in what you wear.
- 9 Do: keep the staff aware of your whereabouts at all times.
- 10 Do: follow all security regulations at all times.
- 11 Do: stamp all literature you bring into an facility with the local hotline
- 12 number and regional/area address.
- 13 Do: screen all speakers and chairpeople carefully, especially regarding
- 14 the clean time requirements of the facility and the H&I
- 15 committee.
- 16 Do: contact the facility contact person and let them know they can
- 17 purchase literature from the RSO and WSO. (Most jails and
- 18 facility have funds available for this.)
- 19 Do: inform the contact person that we have literature order forms
- 20 available for their use.
- 21 Do: make sure all speakers carry a clear N.A. message of recovery.
- 22 Do: follow the guidelines in the WSC H&I Handbook.
- 23
- 24

DON'TS

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- 26
- 27 Don't: break another person's anonymity or tell his or her story.
- 28 Don't: get involved in discussion about an inmate's guilt or innocence.
- 29 Don't: debate which drugs are acceptable. N.A. is a program of complete
- 30 abstinence from all drugs.
- 31 Don't: discuss conditions within the facilities or opinions about staff
- 32 members.
- 33 Don't: give or accept gifts.
- 34 Don't: carry excessive cash or expensive or flashy jewelry.
- 35 Don't: show favoritism to any inmate(s).
- 36 Don't: carry letters in or out of the facility.
- 37 Don't: carry in any contraband items.
- 38 Don't: give out another person's address or phone number.
- 39 Don't: give the residents money.
- 40 Don't: take a person into a *correctional* meeting who is on parole or
- 41 probation unless they specifically get permission from the
- 42 parole/probation officer and the facility.
- 43 Don't: take a person with outstanding warrants.
- 44 Don't: give anyone your personal address or phone number.
- 45 Don't: take a member who has friends or family in the facility.

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The structure of the committee is designed to ensure that all members have an opportunity to contribute to the work of the committee. The committee is composed of members from various departments and is chaired by the Director of the Department of Health and Human Services. The committee will meet on a regular basis to discuss and recommend actions on matters of importance to the Department. The committee's work will be reported to the Department and the Secretary of Health and Human Services.

Committee Structure & Function

The committee is composed of members from various departments and is chaired by the Director of the Department of Health and Human Services. The committee will meet on a regular basis to discuss and recommend actions on matters of importance to the Department. The committee's work will be reported to the Department and the Secretary of Health and Human Services.

1
2

COMMITTEE STRUCTURE & FUNCTION

3
4

Introduction

5 The ultimate goal of H&I work is to get our message of recovery to
6 any addict whose attendance at regular N.A. meetings is restricted. A
7 strong and stable H&I committee, with lots of support and willingness from
8 the local N.A. community, is critical if we are to do this.

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

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

22 After many years of experience with various types of H&I meetings,
23 we recommend the "panel system" as the most effective. The "open access"
24 style meeting, where the facility attempts to conduct an N.A. meeting and
25 invites the N.A. community to participate, is not recognized by Narcotics
26 Anonymous as a valid N.A. meeting. The H&I meeting sponsored or
27 conducted by a particular N.A. group does not allow for the H&I committee
28 to have enough influence over the meeting and defeats the subcommittee
29 system our fellowship utilizes. We then lose the benefit of the full-time
30 consideration of H&I matters that an H&I committee provides. This often
31 gives rise to problems in communication and consistency. Some groups wish
32 to begin H&I meetings before an ASC has been formed. We have provided
33 guidance for this type of situation in this section, but this should be entered
34 into only where no ASC exist, and any commitments you have should be
35 turned over to the H&I committee when it is formed.

36 There is occasionally some confusion with the terms "panel system"
37 and "panel format." The panel system refers to the general approach to
38 structuring your H&I effort which uses panel presentations. The "panel
39 format" refers to the specific way in which a given panel structures its
40 presentation. A committee using the panel system has a "panel
41 coordinator" who oversees several different H&I commitments to assure
42 everything is all right. Each H&I meeting has a "panel leader," who makes
43 all the necessary arrangements to put on the meeting itself. "Panel
44 members" are those who attend the meeting to share their recovery. A
45 variety of formats that can be used within such a panel system.

46 H&I committees at the regional level exist primarily to lend
47 assistance to area H&I committees. The regional H&I committee should
48 never find itself in a position of dictating or trying to control the actions of
49 the area H&I committee. Many times, areas will come to the regional H&I
50 committee with questions about H&I work or situations they are not sure
51 how to deal with. This is where the benefits of the regional committee
52 acting as a "pooling place for area H&I committees to share their
53 experiences" pays off.

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

4 As is always the case in committee work it is important to work
5 together as a team. From the experience of many members of the
6 fellowship the unity of purpose and the committee members ability to work
7 together will be vital to the success of our service efforts.
8

9 I. PURPOSE OF AN AREA H&I COMMITTEE:

10 The area H&I committee plays a central role in the overall H&I
11 picture. It initiates, coordinates and conducts all local N.A. hospitals and
12 institutions meetings and activities within the area. This committee is the
13 central hub of H&I planning and organization.

14 The area H&I committee is a subcommittee of the area service
15 committee (ASC). It meets regularly, and its chair reports to and is
16 accountable in all matters to the ASC. The committee is composed of an
17 H&I chairperson, H&I vice-chairperson, H&I secretary, other elected
18 officers, as well as any other members of the Fellowship who wish to be
19 involved. Here is what the committee does:
20

- 21 1. Provides a monthly forum to pool experiences. "I can't--we
22 can".
- 23 2. Prepares H&I policies and guidelines for the H&I committee's
24 and the ASC's approval.
- 25 3. Serves as a communications link between local H&I meetings
26 and H&I committees at the regional and world levels.
- 27 4. Elects the people who are to conduct the H&I meetings.
- 28 5. Serves as a distribution point for literature for the meetings
29 and reports these transactions to the ASC.
- 30 6. In cooperation with P.I. makes all initial contact with the
31 facilities.
- 32 7. Conducts workshops and orientations on relevant topics.
- 33 8. Is responsible for all H&I orientated services within the area.
34
35
36

37 II. FORMING AN AREA H&I COMMITTEE

38 When an area decides that the time has come to form an H&I
39 committee, it should set a date for an initial meeting. All persons interested
40 in H&I work are invited through an announcement made at local meetings.
41 The ASC meanwhile takes nominations and then elects a chairperson for
42 the committee.
43

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

48 It is important for the committee to develop a set of internal working
49 guidelines. Experience shows that this will make each person's
50 responsibilities much clearer, and will make for a much more stable
51 committee. Several samples of guidelines are included as examples. Also
52 guidelines from neighboring areas may provide some useful information.
53 Your regional H&I committee, and WSO H&I Coordinator probably has
54 some copies of these available for this purpose.

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

7 It is a good idea to start out slow and not to start a large number of
8 H&I meetings at the beginning until the committee starts to take shape and
9 you are able to see just how many members are actually going to follow
10 through and do the H&I work. This number is usually smaller than those
11 who initially indicate a willingness but hopefully over time the number will
12 grow.

13
14 **A typical agenda for an area H&I meeting:**

- 15
16 1. Moment of silence for the still-suffering addict
17 2. Opening prayer (of choice)
18 3. Read traditions
19 4. Take attendance
20 5. Read and approve the minutes of the previous meeting
21 6. Report of budget expenditures including literature disbursements
22 7. H&I panel coordinators report
23 8. H&I panel leaders report
24 9. Old business
25 10. Elect officers (if appropriate)
26 11. New business
27 12. Schedule next committee meeting
28 13. Close meeting with a prayer (of choice)

29 Closing prayer
30
31 **III. RESPONSIBILITIES OF AREA H&I OFFICERS**

32
33 The responsibilities of the committee officers are shown below, but
34 the list is only a summary. Officers will often do a lot more than this
35 outline describes. The success of committees depends upon the dedication
36 and leadership of good officers.

37
38 **A. CHAIRPERSON:**

- 39
40 1. Minimum clean time requirement is two years.
41 2. Keeps order in the meeting.
42 3. Keeps discussion on the topic.
43 4. Prepares an agenda for each committee meeting.
44 5. Ensures that the traditions are upheld in all matters.
45 6. Maintains a link of communication between the H&I
46 committee and the area service committee, including
47 giving a monthly report to the ASC.
48 7. Attends each meeting of the regional H&I subcommittee
49 and brings a report of its activities back to the area H&I
50 committee.
51 8. Works with the panel coordinator(s) to draft all
52 correspondence to facilities served by the committee.
53 9. Maintains access to meeting referral information for the
54 rest of the Fellowship so that panel leaders can refer

Committee Structure & Function: page 42

- 1 those leaving the H&I setting for another area to a
2 meeting or helpline number.
3 10. May have other responsibilities, depending on the local
4 H&I guidelines
5

6 **B. VICE CHAIRPERSON:**

- 7
8 1. Minimum clean time requirement is one year.
9 2. Helps chairperson keep proceedings orderly.
10 3. Acts as chairperson in the case of chairperson's absence
11 until confirmed by the ASC.
12 4. May have other responsibilities depending on the local
13 H&I guidelines.
14

15 **C. SECRETARY:**

- 16
17 1. Minimum clean time requirement is one year.
18 2. Takes an accurate set of minutes at each monthly
19 meeting, and distributes them to committee members
20 prior to the next meeting.
21 3. Keeps an updated volunteer list of members who would
22 like to go to H&I meetings.
23 4. Maintains an ongoing file of all correspondence and
24 minutes.
25 5. May have other responsibilities depending on the local
26 H&I guidelines.
27

28 There are other responsibilities of the H&I committee that could fall
29 under the job descriptions of the above officers, or could become positions of
30 their own. (See A & B below.) How many different positions you have will
31 depend on the number of members you have available to your committee
32 who can serve, and how the committee decides to structure itself.
33 Flowcharts illustrating the basic structures an area may choose are
34 attached.
35

36 **D. LITERATURE COORDINATOR--one year clean time required, and one**
37 **year term.**

38
39 It is the responsibility of the literature coordinator to distribute
40 N.A. Conference-approved literature and any other items the
41 committee uses in carrying the message, such as copies of
42 *Reaching Out*, the *N.A. Way*, to the panel leaders. To assure
43 accountability, a complete record of all transactions must be
44 kept, and a report given at the regular committee meetings.
45 This person should always be aware of the amount of literature
46 being distributed so the panel leaders' literature request remain
47 prudent and the committee can fairly distribute the literature
48 without exceeding its budget. Regular audits should be done to
49 ensure that the literature outlays are reasonable and accounted
50 for.
51

1 E. PANEL COORDINATOR--one year clean time required, and one year
2 term.
3

4 It is the panel coordinator's responsibility to see that the
5 meetings are conducted in accordance with the policies of the
6 H&I committee and the rules of the facility. This person acts
7 as the liaison between the H&I subcommittee and a given
8 facility. A panel coordinator's may be responsible for only one
9 facility, several, or all the facilities that the committee is
10 working with. This will depend on the needs and conscience of
11 the H&I committee. In some areas the responsibilities the
12 panel coordinator falls under the job description of one of the
13 other officers, such as chairperson or vice-chairperson. This
14 would work in a smaller area but as the number of facilities
15 you are dealing with grows you may want to elect one or more
16 panel coordinator's to handle the job. Panel leaders should be
17 elected by the H&I Subcommittee at it's regular subcommittee
18 meetings. The term should be six (6) months. The panel
19 leader can decide what type of meeting to have by using one of
20 the meeting formats.

P. Panel
Leaders

21 It is the panel leader's job to select a chairperson (**moderator**)
22 to run the meeting each week (can be him/herself). This can be
23 a monthly or weekly appointment, whichever works best. Even
24 if the panel leader picks someone else to be the chairperson he
25 should attend the meeting very regularly and stay aware of
26 what is happening there. The panel leader selects members of
27 the Fellowship to be panel members usually from the panel
28 member list. The panel leader is responsible to insure that the
29 meeting starts and ends on time. Any problems should be
30 reported to the panel coordinator and then included in the
31 regular report to the H&I committee.
32

33 **F.** PANEL MEMBER -- six months clean time, and a willingness to
34 share their experience, strength and hope.
35

36 This is the essential element of H&I work, the member who
37 goes to share his or her experience, strength, and hope at the
38 H&I meeting. Without these people, our H&I work would be
39 completely impersonal at best.

40 Areas should develop some basic requirements for members
41 who are to carry the message in H&I. A good understanding of
42 the fellowship and the policies **relevant** to this H&I meeting is
43 essential. A packet may be developed that will outline what is
44 expected of panel members (see sample). Orientation of
45 inexperienced members is a good idea. Have a new panel
46 member attend the meeting to just listen and observe the panel
47 the first time or two. This will make them more aware of what
48 their role on the panel will be like.

49 A clean time requirement is important to ensure it is truly a
50 message of recovery we are carrying and not just the disease.
51 Although some areas will have to be more flexible with clean
52 time, six months continuous abstinence is a good minimum
53 requirement. Some facilities will not have any clean time
54 requirements, but we should still place this standard upon

1 ourselves to ensure consistency of the recovery message. Some
2 facilities will require more clean time than six months, and we
3 should try to work with them too, if the area has a sufficient
4 number of members with the clean time who are willing to
5 make the commitment.
6

7
8 **IV. H&I IN NEWER OR SMALLER AREAS**

9
10 *Flow*
11 H&I Meetings where no Area Service Committee
12 or H&I Subcommittee Exists
13
*of where no area H&I
committees
exist*

(FLOWCHART EXAMPLE A)

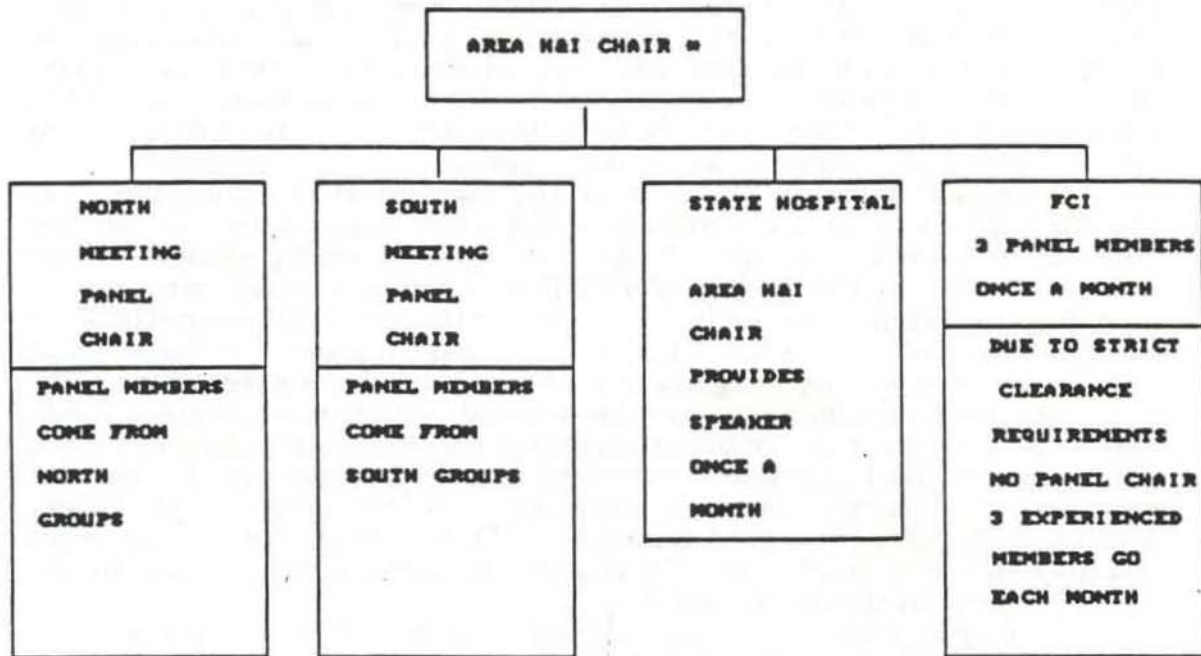
14 As Narcotics Anonymous grows, meetings are starting up more and
15 more frequently in smaller communities and rural areas. Often because of
16 their geographical location, or because of the limited development of N.A.
17 service structure in an area or region (such as in many places outside the
18 United States), formation of and participation in an ASC and its H&I
19 subcommittee is not yet possible or practical. Yet once an N.A. meeting is
20 started, the news seems to spread very quickly. Facilities may seek out
21 local members and request that an N.A. meeting be brought into their
22 facility. Usually, these original members in an area are very committed and
23 try to say yes to all requests, so H&I meetings are started. We have
24 included a flowchart that illustrates structure in these types of situations.
25 (See flowchart example A.)
26

27 A word to the wise. These commitments are many times taken on by
28 one or a few dedicated members who mean well, but usually discover that
29 the demands of supporting one or more H&I meetings, week in and week
30 out, can quickly lead to burn-out. It is possible to do H&I work in such
31 circumstances, but be sure to use some common sense. Here are some tips:
32

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

EXAMPLE A
NEWER OR SMALLER AREAS



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.

V. THE REGIONAL H&I COMMITTEE

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

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

6 The clerical services mentioned include keeping a list of all
7 appropriate hospitals and institutions in the region and keeping track of
8 which ones are served by which area H&I committee. Also the RSC H&I
9 committee should keep on hand support materials that area H&I
10 committees may utilize in their H&I efforts. Also some Regional H&I
11 committees may choose to produce a regional H&I newsletter to
12 strengthen the unity and increase the awareness of H&I within the
13 region. The regional H&I committee may, in cooperation with P.I.,
14 communicate directly with their facilities to inform them about N.A. and to
15 provide them N.A. literature and/or order forms.

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

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

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

35 Many regions help shape H&I in the Fellowship by providing input on
36 the items the World H&I committee is working on and sometimes they even
37 sponsor individual projects and hold workshops to do it. World H&I can be
38 informed of developments or experiences at the area level for publication in
39 the H&I newsletter or other Fellowship publications, or for input in the
40 continued development of guidelines such as these.

41 Minutes of your subcommittee meetings and your guidelines should be
42 sent to the WSO attn. H&I. This helps us be aware of what is happening
43 with H&I throughout the Fellowship. The WSC H&I Committee serves as
44 a resource and an information and communication link among regional H&I
45 committees worldwide. At this level we make decisions, generate new
46 material for use in H&I work, budget for distribution of the newsletter
47 *Reaching Out*, and send literature to H&I committees in need based on the
48 information we have about H&I endeavors throughout the Fellowship.
49 Participation in regularly sending H&I regional reports (see attached form)
50 will ensure your region inclusion in this process and allow us to be more
51 aware of the needs and concerns regarding H&I in Narcotics Anonymous.

52 Communication flows both ways between the area and world levels
53 through the regional committee.
54

1 The typical agenda for a regional H&I committee meeting is as
2 follows:

- 3
- 4 1. Moment of silence for the still-suffering addict.
- 5 2. Opening prayer.
- 6 3. Read Traditions.
- 7 4. Take attendance.
- 8 5. Read and approve the minutes of the previous meeting.
- 9 6. Report of budget expenditures including literature
10 disbursements.
- 11 7. Area H&I committees report.
- 12 8. Old business.
- 13 9. Elect officers (if appropriate).
- 14 10. New business.
- 15 11. Learning session.
- 16 12. Schedule next committee meeting.
- 17 13. Announcements.
- 18 14. ~~Close meeting with prayer.~~

19 *Closing Prayer*

20 VI. THE WSC H&I COMMITTEE

21
22
23 The World Service Conference H&I Committee links H&I efforts
24 worldwide and clarifies Fellowship-wide H&I policies. Reports and
25 publications are developed at the world level and workshops are held in
26 various locations to accomplish annual goals, and reports of these are
27 distributed throughout the Fellowship. WSC H&I works closely with the
28 World Service Office to assist in the formation of new H&I committees and
29 to help areas and regions overcome isolation by communicating directly with
30 regions and areas, and providing a forum for sharing experience among
31 regions and area via an H&I newsletter.

32
33 Members to the world H&I committee are drawn from the most
34 experienced H&I trusted servants in the Fellowship. Each region is asked
35 to nominate members to the pool of the committee. The WSC H&I
36 Committee requirements are at least four years abstinence from all drugs,
37 three years previous H&I experience, the willingness and ability to
38 regularly attend committee meetings, and the time and resources to actively
39 participate on the projects of the committee. A region may nominate any
40 member it deems appropriate to the pool at any time. **A nominee may**
41 **hold other service positions within the Fellowship and this will not**
42 **be a conflict with being an H&I member or nominee unless it**
43 **prevents them from participating with the committee.** Although a
44 region may have a number of nominees at any particular time only two
45 members from one region may serve on the committee simultaneously. The
46 guidelines for the committee are included in this section. Also in this section
47 you will find a nomination form. All nominations must be approved by a
48 regional service committee.
49
50

1 VI. THE WSC H&I WORKING GUIDELINES

2
3 I. BASIC PURPOSE OF THE COMMITTEE

4
5
6 The basic purpose of this committee is to collect, clarify, define and
7 state the decisions of the Fellowship within the scope of H&I work
8 and to initiate and coordinate actions based on these decisions. Just
9 as the WSC as a whole does not make policy, this committee does not
10 govern. We are, instead, the servants of the Fellowship performing
11 necessary tasks.

12
13 The WSC H&I Committee acts as a resource to regions, areas, groups
14 and individual members in their efforts to carry the message into
15 institutions such as jails, hospitals, detoxification centers and recovery
16 houses. Its goal is to help avoid Tradition violations while carrying
17 our message to those who cannot come to us. The committee will also
18 serve as a resource for H&I related matters with individuals,
19 organizations or associations outside the Fellowship.

20
21 II. FUNCTION OF THE COMMITTEE

22
23 The WSC H&I Committee links H&I efforts world wide and clarifies
24 Fellowship-wide policies. Reports and publications are developed at
25 the world level that are distributed throughout the Fellowship.
26 Workshops are held in various locations to accomplish annual goals
27 and reports, these are distributed throughout the Fellowship. The
28 World H&I Committee works to assist in the formation of new H&I
29 committees and to help areas and regions overcome isolation by
30 communicating directly with regions and areas, and by providing a
31 forum for sharing experience among regions and areas via an H&I
32 newsletter. The committee is assisted with this work by the World
33 Service Office through the efforts of the H&I Project Coordinator.

34
35 III. THE VOTING MEMBERSHIP

36
37 The voting membership of the WSC H&I Committee shall consist of
38 21 registered members. To encourage that Fellowship wide
39 participation in the WSC H&I Committee is maintained, no more
40 than 2 members from any one region may serve on the committee
41 simultaneously, regardless in which the manner they are selected. If
42 the future need arises, then more can be added as needed. The voting
43 membership is as follows:

- 44
45 A. WSC H&I Chair-person
46
47 B. WSC H&I Vice-Chairperson
48
49 C. WSB Trustee(s) assigned to WSC H&I Committee
50
51 D. RSR's or Alt RSR's who have selected to serve on the WSC
52 H&I committee (number to be determined at a later date,
53 approximately 8 or 9)
54

1 E. Balance of Committee will be comprised of the most informed
2 and experienced members who have shown and demonstrated
3 their ability in service to H&I in their regions. These members
4 will be chosen from a pool of qualified individuals who have
5 been selected as representatives from their regions and whose
6 names are brought by the RSR's from that region. These
7 members shall serve a two year commitment to the WSC H&I
8 Committee to assure that continuity of the tasks assigned to
9 the committee members is maintained.

10
11 F. *Define* There will be one non-voting member of the committee from
12 the WSO BOD. This person will function as a informational
13 conduit between the committee and the WSO. This person will
14 serve a term to be determined by the Chairperson of the WSO
15 board.

16
17 G. A quorum of one third of the voting participants must be
18 present for any vote to be taken on the work that is being
19 presented to the committee. A voting member can send a
20 proxy vote to be cast when a quorum is met.

21
22
23 IV. QUALIFICATIONS

24
25 A. Members should be among the most well informed, active,
26 *experienc* educated H&I service workers in the Fellowship.
27 *pool* B. *minimum* Minimum clean time for a member of the wsc H&I Committee
28 shall be no less than four years. This amount of clean time is
29 necessary to ensure the commitment made by each committee
30 member to serve for a period of two years.

31
32
33 C. The member should have at least three years H&I experience
34 on the area or regional H&I committee level.

35
36 *Define* D. There is a two year commitment of service to the wsc H&I
37 Committee made by each voting member. Each of the voting
38 participants to the committee can be selected to only one
39 succeeding term (excluding the BOT member assigned to the
40 committee along with the chair and vice-chair elected by the
41 Conference). This commitment is made in the effort to ensure
42 continuity in the committee.

43
44 E. Shall be active in the committee either in person, by mail, or
45 by phone.

46
47 F. Chairperson Should be nominated from the current committee.

48
49 G. Vice-Chair should be nominated from the current committee

50
51 H. Shall have demonstrated a working knowledge of the N.A.
52 Twelve Steps and Twelve Traditions, service structure, and the
53 H&I Guidelines.
54

Committee Structure & Function: page 50

1 I. Shall have the time and ability to make the commitment to
2 serve on the WSC H&I Committee.
3

4 J. Removal from the committee is necessary when any of the
5 following situations arise:
6

- 7 1. Relapse
- 8 2. Failure to notify committee of absence, prior to any
9 scheduled meeting.
- 10 3. Failure to carry out tasks and responsibilities delegated
11 to each of the committee members.
- 12 4. Misappropriation of Fellowship funds.
13

14
15 **V. OFFICERS QUALIFICATIONS AND RESPONSIBILITIES**
16

17 **A. Chairperson**
18

- 19 1. Should be nominated from the current committee.
- 20 2. Minimum clean time of five (5) years.
- 21 3. Minimum four (4) years experiences in active H&I work
22 on area, regional, and world levels.
- 23 4. To chair in an orderly manner, all meetings of the
24 committee with a general understanding of Robert's
25 Rules of Orders, and to prepare reports to the wsc for
26 regular inclusion in the Fellowship Reports.
- 27 5. To ensure proper and speedy communications of all work
28 being done by the committee and to stay in regular
29 contact with committee members (i.e., minutes sent out
30 within three weeks, input for the tasks being performed
31 by other members, etc.)
- 32 6. To prepare a budget with the vice-chair and the BOT
33 member, along with the committee to be submitted for
34 approval by the WSC each business year.
- 35 7. To prepare an agenda of business with vice-chair for each
36 committee meeting.
37

38 **B. Vice Chairperson**
39

- 40 1. Minimum clean time will be four (4) years.
- 41 2. Should be nominated from the current committee.
- 42 3. Minimum of three (3 years experience i active H&I work
43 on area, regional and world levels).
- 44 4. Works closely with the chairperson and coordinates
45 activities of those responsible to the committee, seeing
46 that all members submit regular reports of their
47 activities.
- 48 5. Presides over committee meetings when the chairperson
49 is unavailable.
- 50 6. Assists chair and BOT member in preparing a budget to
51 be submitted for approval by the body of the WSC
52
53

1 VI. WSC H&I PROJECT COORDINATOR
2

3 Although the Project Coordinator is not a voting member of this
4 committee, he/she is a very integral part in the workings of this committee.
5 The Project Coordinator will be able to contribute an extensive pool of H&I
6 knowledge and experience to this committee.

7 The Project coordinator has the day-today responsibility of handling
8 the administrative needs generated by this committee. He/She will be able
9 to provide the overall assistance needed in matters which concern the
10 central H&I information files maintained at the World Service Office. Their
11 knowledge and experience in working with the WSC H&I committees past
12 and present provides the kind of continuity essential for H&I activities,
13 especially for transitions during the annual reorganization fo the committee.
14

15
16 VII. MEMBERSHIP TERM

17
18 The term of membership will be two years beginning at the meeting
19 that a person becomes a member, and continuing for two years. Members
20 may seek **reaffirmation** for another two year term at the completion of the
21 existing term.
22

23
24 VIII. POOL MEMBERSHIP

- 25
26 A. Anyone nominated by their region may be a member of the
27 WSC H&I Committee Pool.
28
29 B. Eligible pool members will be placed on the committee by
30 random drawing when openings occur.
31
32 C. To be eligible to be drawn for committee membership, pool
33 members must meet the requirements specified for voting
34 members, have been in the pool for one year, and have
35 completed committee assignments.
36
37 D. Pool members do not have a vote in committee sessions and
38 have a voice at the chair's discretion.
39
40 E. Members will be removed from the pool for the following
41 reasons:
42
43 1. Relapse
44 2. Failure to carry out committee assignments.
45 3. Misappropriation of Fellowship's funds.

THE LEARNING DAYS AND WORKSHOPS

With the rapid changes in the world, it is essential that we have a program that will help us to keep up with the changes. The program will be a series of workshops and seminars that will help us to learn about the latest developments in our field. The program will be held in the evenings and will be open to all members of the organization. The program will be held in the evenings and will be open to all members of the organization. The program will be held in the evenings and will be open to all members of the organization.

Learning Days & Workshops

- A. A series of workshops will be held in the evenings and will be open to all members of the organization.
- B. A series of seminars will be held in the evenings and will be open to all members of the organization.
- C. A series of conferences will be held in the evenings and will be open to all members of the organization.
- D. A series of roundtables will be held in the evenings and will be open to all members of the organization.
- E. A series of panel discussions will be held in the evenings and will be open to all members of the organization.

Learning Days and Workshops are a series of programs that will help us to learn about the latest developments in our field. The program will be held in the evenings and will be open to all members of the organization. The program will be held in the evenings and will be open to all members of the organization.

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H&I LEARNING DAYS AND WORKSHOPS

I. 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 N.A. member to carry the message into a hospital or institution. We have learning days so that we may benefit from the collective experience of other N.A. 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 N.A. member participates in H&I work through their area H&I sub-committee, as described in detail elsewhere in this handbook. 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 N.A. message into a hospital or institution. 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.

Preparation for Learning Days

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

- A. Choose a willing member of the H&I sub-committee to coordinate the activities involved in setting up the learning day.
- B. Choose a suitable location.
- C. Coordinate the event with all other Sub-Committees to avoid conflict with other functions.
- D. Communicate with local public information sub-committees. H&I learning days should be held in conjunction with P.I. sub-committees so that members of both will become better informed about the activities and functions of each.
- E. Inform the Fellowship through announcements at local meetings and through the service structure. Fliers are often beneficial. Committee members should make every effort to attract support.
- F. Prepare an appropriate format. (*See attached*).
- G. Assemble a list of volunteers for set-up and clean-up.
- H. Choose *qualified* members to speak and/or to lead discussions and question & answer sessions.

Suggested Topics for Learning Days

A panel discussion is often utilized to insure that the most qualified members of N.A. are available to share their experience and knowledge.

1 The following are some suggested topics:

- 2 A. The function, purpose, and procedures of the area, regional,
3 and world service H&I committees. (See sections in handbook.)
4 B. The panel system for area H&I sub-committees.
5 (insert copy of text on panel system)
6 C. The purpose for an H&I committee.
7 D. How to start an H&I meeting, including the presentation to a
8 hospital or institution.
9 E. The application of the Twelve Traditions in H&I work.
10 F. Generating support and participation among the Fellowship.
11 1. Sign-up sheets for each on-going commitment should be
12 readily available.
13 2. Discussion of *personal H&I experience*.
14 G. The presentation of an N.A. meeting in a treatment center.
15 H. The presentation of an N.A. meeting in a correctional facility.
16 I. Do's and Don'ts of H&I work.
17

18 In addition to the above, the committee may want to discuss any
19 section of the revised H&I handbook as necessary. Also, individual areas
20 may have particular issues that are affecting their area that need to be
21 looked into. This is particularly true of smaller or newer areas. For
22 information on these, refer to the General Information Section of this
23 handbook.

24 *Learning day Agenda*

25
26 **II. WORKSHOPS**

27
28 Although the terms "Workshop" and "Learning Day" are often used
29 interchangeably, experience from around the Fellowship shows that they do
30 have separate uses and goals.

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

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

40 When a Workshop is scheduled as a specific event, it may be
41 successfully used to review suggested changes in policy, needs of a specific
42 commitment, problems in an on-going commitment, or the need to present
43 items to the World Service Conference Agenda.

44 *Workshops*
45 **Sample Topics**

46 *Guidelines for Workshops*
47 **Sample Formats**

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Resource Section

SAMPLE 1 AREA H&I SUBCOMMITTEE GUIDELINES
(Flowchart Example B)

1. DEFINITIONS 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. So 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.

2. FUNCTIONS OF THE H&I COMMITTEE:

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

3. OFFICERS:

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

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

In the case of resignation, the vice-chairperson shall automatically assume the position of chairperson until 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.

4. QUALIFICATIONS AND DUTIES OF OFFICERS:

- A. It is suggested that the chairperson have one year clean time, plus a minimum of six 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. Bringing before the general meeting of the committee matters that should be acted upon by the committee.
- 2. Carrying out policies and orders for the committee.
- 3. Attending area service committee meetings.
- 4. Attending regional service committee meetings.

1 Vice-chairperson should have at least one year clean time and six
2 months experience in H&I work. Responsibilities include:
3

- 4 1. Assumes the responsibilities of the chairperson in the
5 event of the chair's absence.
- 6 2. Helps coordinate H&I meetings by acting as panel
7 coordinator.
- 8 3. Insures that all panel leaders have adequate literature
9 for their meetings by acting as literature distributor.

10
11 C. Secretary should have at least one year clean time.
12 Responsibilities include:
13

- 14 1. To record minutes of all meetings.
- 15 2. To copy and distribute those minutes.
- 16 3. To keep records of all committee members, including
17 addresses and telephone numbers.
- 18 4. To keep copies of all hospital, institutional and recovery
19 house guidelines, rules and regulations.

20
21 D. H&I panel leader should have at least one (1) year clean time
22 and six (6) months activity in H&I work. Responsibilities
23 include:
24

- 25 1. To invite panel members to the H&I meeting and in
26 general do all the things necessary to conduct the
27 meeting.
- 28 2. Communicates regularly with the panel coordinator
29 (vice-chairperson) informing him/her of any problems
30 with the meeting.
- 31 3. Makes a report on the H&I meeting to the H&I
32 committee at each committee meeting.
- 33 4. Obtains any supplies that are running low for the
34 meeting. (i.e. literature, copies of *Reaching Out*, chips
35 etc.)

36
37 E. H&I panel members should have at least six months clean time
38 and a willingness to serve. He or she shall be qualified and
39 assigned by the H&I committee, and be cleared by the facilities
40 whenever necessary. H&I panel members are required to:
41

- 42 1. Be familiar with the H&I meeting format.
- 43 2. Be familiar with committee and facilities rules.
- 44 3. Be able to share a message of recovery in Narcotics
45 Anonymous.

46
47 IN ORDER TO QUALIFY FOR ANY OF THE ABOVE OFFICES, H&I
48 MEMBERS SHALL COME TO THE H&I MEETING AND INFORM THE
49 COMMITTEE OF THEIR DESIRE TO SERVE.
50

51 5. GENERAL INFORMATION

52
53 A. Any member of the H&I committee is automatically
54 disqualified from further H&I activity upon relapse, but may

1 again become eligible when he or she can conform to the
2 requirements in these guidelines. Being clean for the purposes
3 of this H&I committee shall be defined as *complete abstinence*
4 *from all drugs.*

5
6 B. Any member not conforming to these requirements or any
7 other which might be later added, or who refuse to abide by the
8 rules and regulations of the facility being served, shall
9 automatically be relieved of any H&I committee assignments.

10
11 C. No Narcotics Anonymous meeting regularly conducted under
12 the auspices of the H&I committee shall be held in any facility
13 except when directly supervised by the H&I committee or its
14 delegated leader. This appointment must be acceptable to the
15 facility being served.

16
17 D. No H&I member will get involved with any other activity at
18 the facility that this committee serves. This is intended to
19 avoid possible conflict and the resulting damage to: (a) the
20 inmate or patient inside, or (b) the working ability and
21 privilege of the committee to carry the message inside the
22 facility. For these same reasons, no H&I member will interfere
23 with or use influence in any facility, court, or hospital, nor with
24 any judge, doctor, probation or parole officer. Further, H&I
25 members will not make any comments or promises regarding
26 employment, parole, probation or medical problems. We carry
27 only the message of Narcotics Anonymous: recovery from
28 addiction *through our spiritual program.*

29
30 E. Length of time clean required by each facility is to be rigidly
31 upheld by all H&I panel leaders.

32
33 F. Excessive use of profanity, or the use of vulgar stories in your
34 sharing, is strictly prohibited by the **authorities** of all facilities,
35 and strongly discouraged by the H&I committee.

36
37 G. Any member of the H&I committee on parole will only be
38 allowed to participate in or attend an H&I meeting in any
39 facility being served by the committee with the express
40 clearance of the authorities of the facility and possibly the
41 approval of their judicial officer if applicable.

42
43 H. H&I panel members shall be responsible for their conduct in
44 any facility, and they shall take responsibility to become
45 informed in advance regarding the regulations of the facilities
46 being served.

47
48 I. Printed instructions, which will include the foregoing and which
49 shall be compiled and edited to fit the specific requirements of
50 each separate facility, shall be furnished by this committee to
51 all panel members so that they will have full knowledge of
52 their responsibilities in connection with their individual
53 commitments.
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- J. Failure to comply with the foregoing regulations shall be sufficient grounds to be dropped from H&I committee membership.
- K. You are reminded that the H&I committee exists to share the Narcotics Anonymous message--our experience, strength and hope. H&I speakers should try to get residents involved with the N.A. meeting 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)**

I. 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 N.A. meetings. A Hospitals and Institutions meeting 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 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.

II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS

A. CHAIRPERSON:

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.

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 committee and should attend all of its meetings. He acts as a link of communication between the subcommittee, the ASC and the regional H&I committee.

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.

The chairperson is responsible to give 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) area.

B. VICE CHAIRPERSON:

The H&I vice-chairperson is elected by the area H&I subcommittee. Requirements are one year clean minimum of six months experience doing H&I work and a strong N.A. 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.*

The H&I vice-chair is responsible for providing literature to the panel leader 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

1 order. When the panel leader presents the signed form to the
2 literature disbursement person of the ASC, it can then draw
3 from the area's funds that were budgeted for the H&I
4 subcommittee.

5 The vice-chair works with the chairperson to maintain the
6 smooth operation of this subcommittee.

7 The vice-chair must attend all H&I subcommittee meetings as
8 well as the ASC meetings. It is suggested that the vice chair
9 attend regional H&I committee meetings if possible.

10
11 **C. SECRETARY:**
12

13 The H&I subcommittee elects its own secretary. The secretary
14 must have one year continuous abstinence from all drugs. The
15 position's responsibilities include keeping an accurate set of
16 minutes of all subcommittee meetings. These minutes are to be
17 properly typed, approved by the chairperson, and distributed to
18 all subcommittee members within two weeks following the
19 subcommittee meeting. The secretary is also responsible to
20 keep these records:

- 21
22 1. A file of all correspondence to and from the committee.
23 2. An ongoing file of all committee minutes and the policies
24 of the various facilities the committee works with.
25 3. An updated list of all committee members.
26 4. An updated list of all members willing and eligible to be
27 panel members.
28

29 **D. PANEL COORDINATOR:**
30

31 The coordinator is elected as needed by the H&I subcommittee.
32 The requirements are one year abstinence from all drugs, a
33 strong N.A. message of recovery and six months previous
34 involvement in area H&I subcommittee. The coordinator must
35 attend all regular H&I committee meetings, and is responsible
36 to maintain a regular and ongoing link of communication with
37 all of the facilities we take H&I meetings into.
38

39 **E. PANEL LEADER:**
40

41 Panel leaders are elected as needed by the H&I subcommittee.
42 There is a required one year abstinence from all drugs, a strong
43 N.A. message of recovery and six months previous involvement
44 in area H&I. He or she must attend all regular H&I
45 subcommittee meetings.

46 The panel leaders are responsible for all aspects of the meeting
47 such as keeping supplies (chips, literature, etc.) and making
48 sure the meeting begins and ends on time.

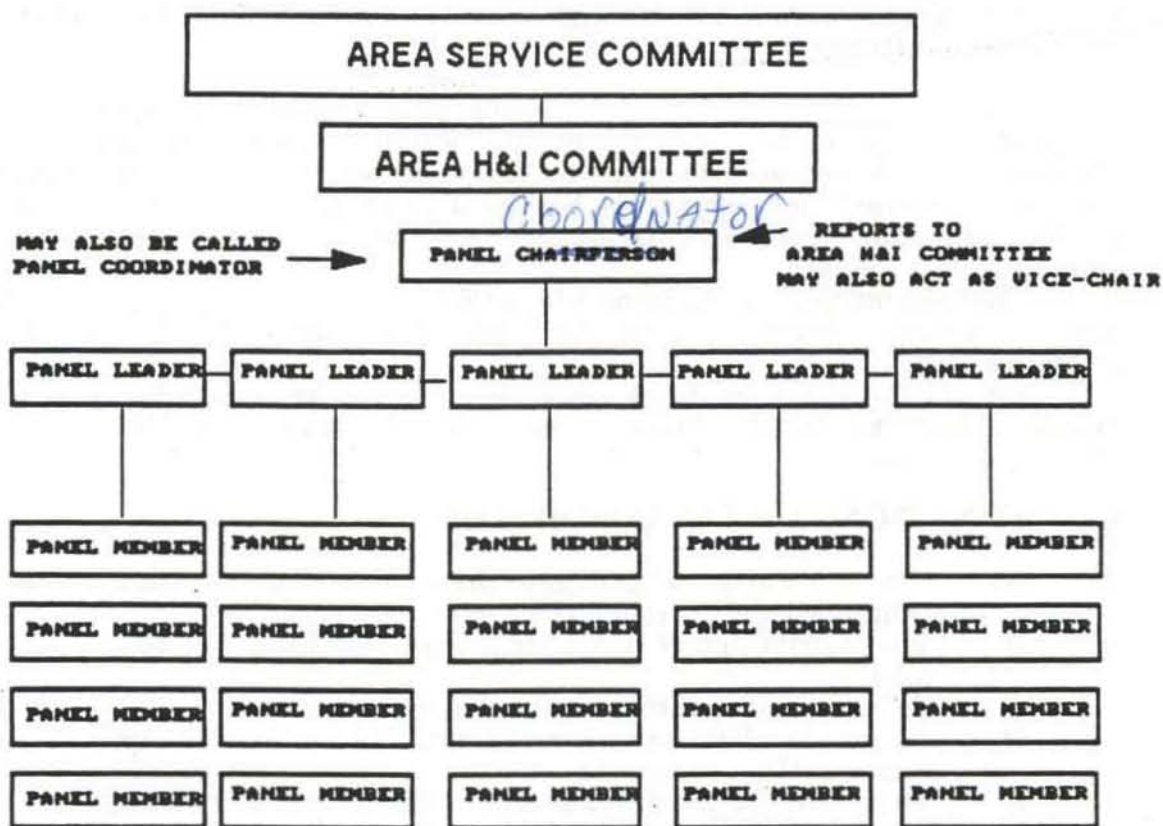
49 They are to maintain a link of communication, keeping the
50 H&I chairperson aware of any problems that affect the
51 meeting. Panel leaders should have regular communication
52 with the panel coordinator to ensure that all is as it should be.
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F. THE PANEL:

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 have 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 committee. 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.

You will also 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)**

I. DEFINITION AND PURPOSE OF THE COMMITTEE FOR H&I GUIDELINES:

The _____ area H&I committee is a volunteer group of members of Narcotics Anonymous which exists for the purpose of carrying the N.A. 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 we serve 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 committee).

II. FUNCTIONS OF THE COMMITTEE:

- 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 H&I service representative for participation in the regional H&I committee.
- E. To coordinate the development of any new H&I meetings.
- F. The election of panel coordinators to communicate with the facilities and panel leaders to conduct the H&I meetings.

III. ELECTED OFFICERS:

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

Eligible voters on the H&I committee include: officers, panel coordinators, panel leaders, panel members and special committee members who have been in attendance at three consecutive committee 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 committee officer, except for the chairperson, may be removed from office by a majority vote of the H&I committee.

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.

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IV. QUALIFICATIONS AND DUTIES OF OFFICERS:

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

1. Prepare the monthly committee agenda: bring before the general meeting of the committee matters they should act upon.
2. Carry out policies and orders for the committee.
3. Appoint special committee members when required.
4. Represent the H&I committee at the area level.
5. Attend the regional H&I committee meetings.

VICE-CHAIRMAN: Requires a minimum of one year uninterrupted clean time, and six months involvement with the area H&I committee. The vice-chairman assumes the responsibilities of the chairperson in the event of their absence, and coordinates new panels until a panel coordinator is assigned.

SECRETARY: The requirement of this position includes at least one year uninterrupted clean time.

1. Take minutes of all meetings.
2. Copy and distribute those minutes.
3. Keep record of all committee members, including addresses and telephone numbers.
4. Keep records of all hospital, institutional and recovery house guidelines, rules and regulations.
5. Maintain updated lists of all panel members.

PANEL COORDINATOR: Requires one year uninterrupted clean time plus at least six months involvement in the area H&I committee.

1. Instruct panel leader(s) in facilities requirements, regulations and general rules covering H&I meetings.
2. Maintain regular contact with the panel leader(s).
3. Keep an open line of communication with the facility.
4. Call upon the officers and general committee membership for any necessary assistance.

PANEL LEADER: Requires at least six months uninterrupted clean time, experience as a panel member, and a willingness to be of service. Elected by the H&I committee at one of its regular meetings, after being cleared by the facility when necessary.

1. Attend the regular H&I committee meetings.
2. Be familiar with the committee and facility rules.
3. Remind the panel members of both the facility's and the committee's rules.
4. Make sure the supplies are available (literature, chips, etc.) and that the meeting goes as it is scheduled.

General Information:

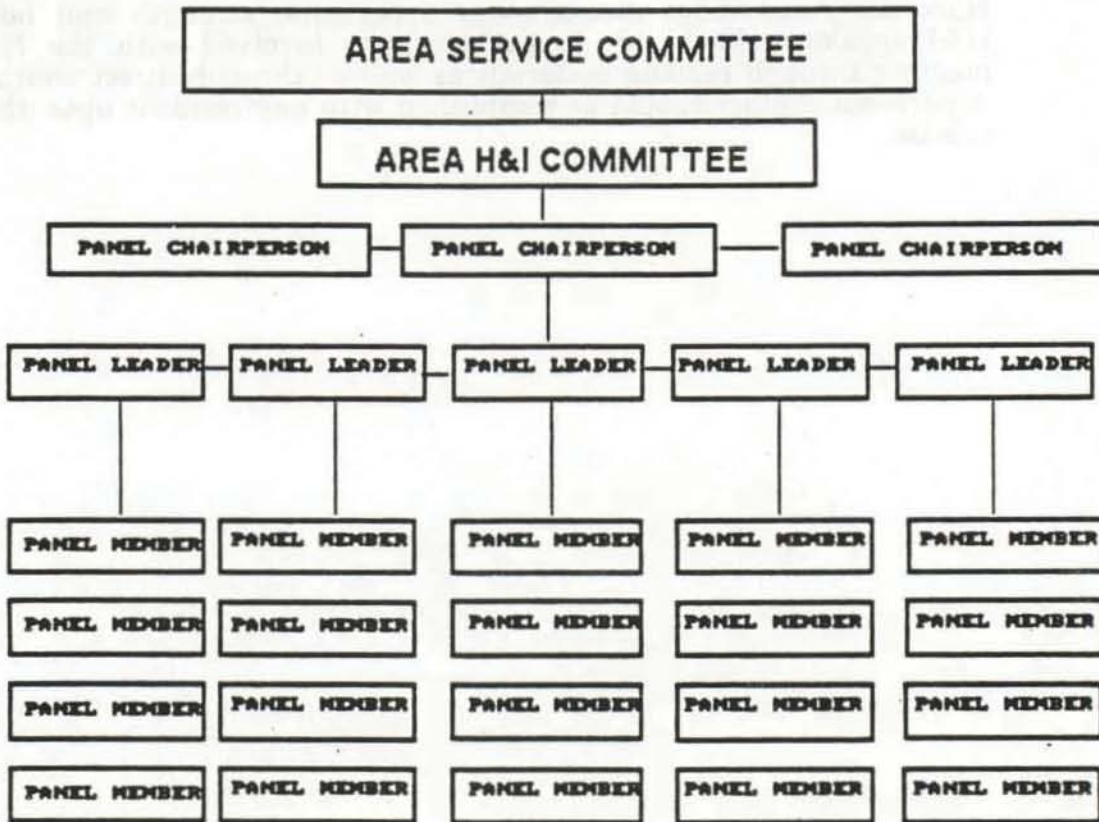
1. Any member of the H&I committee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I committee shall be defined as *complete abstinence from all drugs*.
2. Any member not conforming to these requirements or any other which might be later added, or who refuse to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I committee assignments.
3. No Narcotics Anonymous meeting regularly conducted under the auspices of the H&I committee shall be held in any facility except when directly supervised by the H&I committee or its delegated leader. This appointment must be acceptable to the facility being served.
4. No H&I member will get involved with any other activity at the facility that this committee serves. 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 committee 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.
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 committee.
7. Any member of the H&I committee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the committee 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 committee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments.
10. Failure to comply with the foregoing regulations shall be sufficient

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grounds to be dropped from H&I committee membership.

11. You are reminded that the H&I committee exists to share the Narcotics Anonymous message--our experience, strength and hope. H&I speakers should try to get residents involved with the N.A. meeting 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 committee that has several panel chairpersons. This would probably be found in an area that is well organized and has numerous commitments. The responsibility for the panel chairpersons is divided based on the panels that each is responsible for. In this example there may not be a literature coordinator. The vice-chairperson may handle this responsibility.

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**NARCOTICS ANONYMOUS
SAMPLE 4 AREA H&I SUBCOMMITTEE
GUIDELINES AND PROCEDURES
(Flowchart Example D)**

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DEFINITION:

The _____ Hospitals and Institutions Committee (H&I) of Narcotics Anonymous, is a standing subcommittee of the _____ Area Service Committee (ASC). It is made up of volunteer members from Narcotics Anonymous groups in the area.

PURPOSE:

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

HOSPITALS AND INSTITUTIONS:

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. 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 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, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. Program.

LITERATURE:

Only Narcotics Anonymous approved literature, WSO approved tapes, *Reaching Out*, and *NA Way* magazines may be taken into an facility served by H&I. Literature or any of these other items will be distributed by the literature coordinator as set forth under that job description. Also local N.A. newsletters and meeting schedules may be taken into some facilities. However, only Conference-approved literature should be used in meetings.

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

1 more than one-and-one-half hours, except by vote to extend this time limit
2 by the members present.
3

4 MEMBERSHIP:

5
6 Any member of Narcotics Anonymous may become a member of H&I by
7 filling out an information sheet and filing this with the H&I vice-
8 chairperson or secretary.
9

10 All members are bound to comply with the clean time requirements of six
11 months for H&I service eligibility. Clean time for the purpose of this
12 committee shall be construed as *complete abstinence from all drugs*.
13

14 VOTING:

15
16 Any member having attended previous business meetings within the past
17 year is eligible to vote at business meetings.
18

19 ELECTIONS:

20
21 Election of officers shall be held once each year in (name of month, e.g.
22 June) with the officers elected taking over in (name of following month, e.g.
23 July). This committee elects all positions except chairperson who is elected
24 by the ASC.
25

26 ELECTED OFFICERS:

27
28 Members of H&I committee shall be elected each year to fill the following
29 positions:
30 (1) Chairperson (by ASC), (2) Vice-chairperson, (3) Secretary, (4) Literature
31 distributor (5) Panel coordinator.
32

33 In all cases, the term of office is one year. All candidates for elected office
34 must meet the qualifications stipulated in these guidelines. An officer may
35 resign at any time. When an elected officer becomes unable to discharge the
36 duties of that office, a successor shall be named by the chairperson and
37 approved by the H&I committee at the next business meeting.
38

39 Officers may succeed themselves by re-election only one time.
40

41 APPOINTED POSITIONS:

42
43 As necessary, individuals may be appointed by the chairperson in agreement
44 with the vice-chairperson to positions that fulfill a particular need.
45

46 STEERING COMMITTEE/ADMINISTRATIVE COMMITTEE:

47
48 The steering committee consists of all elected officers, the immediate past
49 chairperson and all members serving in appointed positions. It is the
50 responsibility of this committee to oversee the operation of H&I. This
51 committee as a whole serves within the spirit of Tradition Two.
52

53 This committee shall meet as may be necessary. The timing and place shall
54 be at the discretion of the chairperson. However, any member of H&I may

1 request that the chairperson call a special meeting of the committee.
2

3 **H&I PANELS:**
4

5 The primary purpose of Narcotics Anonymous H&I--carrying the message to
6 addicts--is accomplished through the operation of panels which visit facilities
7 on a regular basis. These panels are usually made up of: (1) a panel leader,
8 and (2) one to three panel members.
9

10 **RECOVERY REQUIREMENTS:**
11

12 Any member of Narcotics Anonymous who is registered with H&I, and who
13 wishes to participate in a meeting in an institution, must have sufficient
14 clean time to qualify under the requirements of the committee and the
15 facility in which the meeting is conducted. Relapse is grounds for automatic
16 removal from the committee.
17

18 The following recovery requirements are strongly recommended:
19

20	Elected officer of H&I	1 year
21	Appointed position	1 year
22	Literature coordinator	1 year
23	Panel coordinator	1 year
24	Panel leader	1 year
25	Panel member	6 months

26

27 All elected officers, those serving in appointed positions, and panel leader
28 shall attend the regular monthly business meetings of Narcotics Anonymous
29 H&I.
30

31 For a panel leader, three meetings missed in succession shall result in
32 removal from the duty of leading that panel. Any member dropped from
33 assignment may be reinstated by vote of the H&I committee.
34

35 In the instance of elected officers and those serving in appointed positions,
36 three consecutive months absence will be considered resignation.
37

38 **RESPONSIBILITIES AND DUTIES:**
39

40 The responsibilities of each active member Narcotics Anonymous H&I are
41 set forth below:
42

43 **CHAIRPERSON:**
44

- 45 a. Coordinates all N.A. H&I activities.
- 46 b. Presides at all regular, special and general meetings.
- 47 c. Handles all public relations contacts involving policy matters
48 and/or interpretations at the public level, that pertain to H&I.
49 This will be done with the direct cooperation of the P.I.
50 subcommittee.
- 51 d. Is responsible for interchange of correspondence at the public
52 level, as well as all correspondence within N.A.H&I which
53 involves policy matters.
- 54 e. Make regular reports to the H&I committee on the status of all

- 1 current or completed projects.
2 f. May at any time visit any meeting at any facility served by
3 H&I for a purpose **beneficial** to H&I, including offering
4 assistance to panel participants.
5 g. Shall represent Narcotics Anonymous H&I at the regular
6 meetings of the ASC committee.
7 h. Shall attend the regional H&I meetings.
8

9 **VICE-CHAIRPERSON:**

- 10
11 a. In the absence of the chairperson, or in the event of the
12 inability of the chairperson to perform, or upon the resignation
13 of the chairperson, assume all those responsibilities normally
14 carried out by the chairperson until the ASC has an election for
15 that position.
16 b. Works closely with the chairperson.
17 c. May at any time visit any meeting at any facility served by
18 H&I for any purpose beneficial to H&I, including offering
19 assistance to panels.
20 d. Attends the regular meetings of the hospitals and institutions
21 committee.
22 e. Works with the panel leaders to assure that volunteers are
23 placed as panel members.
24

25 **SECRETARY:**

- 26
27 a. Keeps a complete record in the form of minutes of every
28 regular, special and general meeting.
29 b. Keeps a complete and up-dated panel member list with the
30 names, addresses, recovery dates and telephone numbers of all
31 current H&I members.
32 c. Shall keep a continuing roster of monthly attendance at the
33 business meetings.
34 d. Sends notices, or make telephone calls, for special meetings.
35 e. Maintains all necessary stationary supplies and prepares
36 correspondence as needed.
37 f. Keep a file of all such correspondence.
38 g. Shall type and prepare any materials necessary for distribution
39 to members of H&I.
40 h. -Shall attend, the regular meetings of the hospital and
41 institution committee.
42

43 **LITERATURE COORDINATOR:**

- 44
45 -Shall fill literature orders from the panel leaders.
46 -Shall keep a continuing record of literature distributed to panel
47 leaders.
48 -Shall make a report at the regular H&I committee meetings on
49 literature distributed.
50 -Shall work with the chairperson to ensure that necessary literature
51 is obtained from the ASC as per the H&I committee budget.
52 -Shall audit distribution records to an ongoing basis to ensure that
53 request for literature from panel leaders is prudent and does not put
54 the committee over budget.

1
2
3 **PANEL COORDINATOR:**
4

- 5 -Shall keep in close contact and work with H&I elected officers and
6 the panel leaders for the meetings for which he/she is the coordinator.
7 -Shall meet with administrators of facilities in the interests of
8 **harmony.**
9 -Shall make sure that panels are filled for scheduled meetings for
10 which he/she is the coordinator.
11 -Shall keep all panel leaders informed of the rules of the facility being
12 served and any rule changes.
13

14 **PANEL LEADER:**
15

- 16 -Shall conduct Narcotics Anonymous meetings in the facility being
17 served according to acceptable procedures.
18 -Shall inform the panel coordinator, well in advance, when unable to
19 conduct a regularly scheduled meeting.
20 -Shall invite all panel members to the H&I meeting and inform them
21 of all the rules of the facility and the procedures for conducting the
22 meeting.
23 -Shall be responsible for panel members in the meeting.
24 -May resign by giving notice to the H&I subcommittee.
25 -May be removed from panel assignment because of absence without
26 proper notice and/or not making adequate arrangements for a
27 replacement to conduct the meeting.
28
29

30 **PANEL MEMBER:**
31

- 32 -Shall be at least six (6) months clean.
33 -Shall serve for one meeting at a time.
34 -Shall take an active role in a meeting as a speaker or in whatever
35 other acceptable capacity as may be requested by the panel leader.
36 -Shall adhere to the rules of the facility wherein he/she is, in fact, a
37 guest.
38 -Shall always keep in mind that he may be viewed as a
39 representative of Narcotics Anonymous and should conduct
40 himself/herself responsibly.
41 -May resign as a panel member by giving notice to the panel leader.
42

43 **OTHER REQUIREMENTS:**
44

45 Ex-residents of a correctional institution must have the proper clearance
46 from the proper authorities and meet the clean time requirements set by the
47 facility and H&I, to enter a county correctional facility.
48

49 It shall be the responsibility of the panel leader to insure that all people
50 attending any H&I institutional meeting fulfill the necessary requirements
51 and that all are familiar with these GUIDELINES and PROCEDURES.
52

53 All H&I members carrying the N.A. message through H&I must keep in
54 mind at all times the following general rules which cover ALL meetings in

1 ALL facilities:
2

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

17
18 Always remember we are GUESTS of the facility and therefore MUST
19 comply with their wishes.
20

21 These GUIDELINES and PROCEDURES are submitted for the
22 guidance of the H&I membership and guests so that a smooth and
23 consistent program can be maintained for the benefit of addicts being served
24 in institutions and hospitals. Any unusual situations that might arise
25 should be discussed with the elected officers of H&I who, in turn, will take
26 steps to get clarification from the facility authorities. Individual members of
27 H&I should not attempt to discuss any problems encountered in a meeting
28 with the personnel of the facility in question. This is the responsibility and
29 duty of the panel coordinator. Adherence to these guidelines will minimize
30 confusion and misunderstanding within the H&I membership itself, and
31 with the facilities we serve.
32

33 Failure to comply with any facility's regulations could result in the
34 cancellation of the N.A. meeting scheduled in that facility. Most regulations
35 covering facilities are clearly defined by statutes. Violations of regulations
36 could bring legal action against violators and put N.A. in a bad light.
37 Remember...your actions reflect not only on yourself, but on N.A. as a
38 whole. More importantly, adverse performance could well deprive an addict
39 of the help they are seeking from you and other members of N.A. H&I.
40

41 **ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY**
42 **GUEST BEING TAKEN TO ANY H&I MEETING..**

EXAMPLE D



This structure would probably only be found in larger more established area H&I committees. 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**

I. BASIC PURPOSE:

The RSC-H&I subcommittee serve the need of all the areas within the (region) Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the region and the Fellowship.

II. FUNCTIONS 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 committees 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 committee.
- 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 it's activities. Communication flows both ways between the area and world level through the regional committee.
- G. Performs any other activities that benefit the H&I efforts in the (region) Region.

III. SUBCOMMITTEE MEMBERSHIP:

Membership on the regional H&I subcommittee shall consist of the chairperson, vice-chairperson, secretary, 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.

IV. AGENDA:

- 1. Opening Prayer
- 2. Read 12 Traditions
- 3. Read basic purpose and functions of the RSC H&I subcommittee
- 4. Secretary report (last meetings 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 committee activities and motions for the RSC
12. Announcements
13. Closing prayer

V. 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 Alt. 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.

VII. QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS.

A. CHAIRPERSON:

1. Is elected by the group conscience of the RSC as per it's 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 it's 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 12 Steps and 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 12 Steps and 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 14 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.

VIII. ADDITIONAL GUIDELINES:

1. Request 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 committee decides to include now or at a later date may be formatted in this place.

**SAMPLE 2 REGIONAL SERVICE
H&I SUBCOMMITTEE GUIDELINES**

I. GENERAL PURPOSE:

Many of us now recovering in N.A. 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 committee of the Regional Service Conference.

II. MEMBERSHIP:

The committee shall consist of administrative officers (chairperson, vice-chairperson and secretary), all area level H&I chairpersons and/or their vic-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 by elected in committee and 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 committee. All committee members may bring motion to the floor. All members may speak to motions. All members may vote on motions.

III. MEETINGS:

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 "reporting" will be held 90 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.

IV. BUDGET:

The budget for the operational costs of the RSC/H&I committee 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 7th Tradition at regular H&I committee 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 committee, but all net funds raised must be give directly and unconditionally to the regional treasury.

V. REMOVAL OF OFFICERS:

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

History and Statistics

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3 Narcotics Anonymous, as we know it today, originated in Southern
4 California in 1953. Gradually, the Fellowship spread to other areas of the
5 United States and into other countries. N.A. continues to grow rapidly and
6 is busy translating our literature into more languages.

7 Since the mid 1970's, Narcotics Anonymous has grown dramatically.
8 Group registrations received by the World Service Office through the
9 Autumn of 1987, numbered over 10,000 in 40 countries. In addition, over
10 2,000 hospitals and institutions meetings of N.A. are held in various
11 facilities for addicts with restricted access to regular N.A. meetings in their
12 community.
13

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Appendix A -- Sample Resource Material

1
2 Sample Panel Member Orientation Package
3 (area)
4 H&I committee
5

6 **I. ORIENTATION:**
7

8 H&I Orientation is a period that allows N.A. members to become
9 familiar with H&I work so they aren't thrust in without any preparation for
10 this service. Many people are quite apprehensive about getting into H&I
11 for a variety of reasons.* Don't be put off everyone has something to offer.

12 This packet has been compiled by the (area) area H&I committee to
13 give a brief outline of some of the specifics that will be important for you as
14 a panel member. The H&I Handbook gives a much more in depth look at
15 H&I work in Narcotics Anonymous if you decide you want to learn more
16 about this rewarding type of service.

17 Many area's as a part of orientation bring those that are new to H&I
18 to their first meeting or two as an observer. This will give you a chance to
19 just listen at first and see how an H&I Meeting really works. Also this
20 helps many feel more comfortable when they come in on the panel.
21

22 **II. THE MEETING FORMAT:**
23

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

27 The format of any particular H&I meeting may vary from meeting to
28 meeting depending on the type of facility that we are servicing. In short
29 term facilities the format will be more focused on the panel members
30 carrying a message into the residents while at a long term facility we may
31 encourage more participation from the residents. The point is that in H&I
32 we are carrying the message into the facility. At an H&I meeting we are
33 not there to dump our problems but rather to help these addicts become
34 aware of what N.A. is and how it works in our lives. In effect an H&I
35 meeting is an introduction to our fellowship for the addict.

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

40 Whatever format is chosen we normally get the residents involved
41 with a question and answer session at some point in the meeting. Also you
42 may be asked to stay after the meeting for a while to talk with the
43 residents if that is allowed.
44

45 **III. PERSONAL COMMITMENTS:**
46

47 Please **DO NOT** volunteer for an H&I meeting if;

- 48
49 1.) You are not sure that you want to attend or.
50 2.) You are not sure you will be able to attend the meeting. If something
51 comes up and you will be unable to make it try to give the panel
52 leader at least 48 hours notice so that he/she can invite someone to

*See I.P. No. 20.

1 fill your spot. **DO NOT** ask someone to take your place or even to
2 come along with you to the meeting. The panel leader is the only one
3 that is allowed to invite people to the meeting.
4

5 **IV. QUESTIONS AND ANSWERS:**

6
7 It is a good idea to encourage questions concerning what was
8 presented at the meeting or other general questions about N.A. but there
9 are a few things you should keep in mind.

10 Please remember that N.A. has no opinion on outside issues.
11 Occasionally during the question and answer period or when talking after
12 the meeting the residents will ask us to give an opinion on outside issues
13 like:

- 14 1.) Other recovery programs or fellowships.
- 15 2.) The facility, i.e., "Do I need to stay in treatment?"
- 16 3.) Many other issues that do not pertain to recovery from addiction in
17 the Narcotics Anonymous Fellowship.

18 It is very important that we are not drawn into these type of
19 discussions! Always remember to only share your experience, strength and
20 hope about YOUR recovery in Narcotics Anonymous.
21

22 **V. WORKING WITH OTHERS:**

23 **A. WORKING WITH OTHERS: MEN WITH MEN, WOMEN WITH WOMEN**

24
25 Some facilities house only men or only women. Other facilities house
26 both men and women, but keep them separate. In these facilities, where
27 your meetings will consist of only men or only women, we feel strongly that
28 only same-sex Narcotics Anonymous members should participate.
29 Remember: our primary purpose is to carry the message of recovery, not to
30 make our meetings more popular with the addicts we are trying to help.
31 Problems that arise in this area have the potential to seriously damage the
32 credibility of Narcotics Anonymous. Experience has taught us that we can
33 avoid these problems if we follow this simple guideline.
34
35

36 **B. ADOLESCENTS:**

37
38 *When adolescents are referred to in this handbook, we are referring to*
39 *anyone under the legal age of majority in your state or country. We need to*
40 *remember that adolescents are prospective members, and should be treated*
41 *with respect. When sharing in an H&I meeting, we need to remember that*
42 *to an adolescent, the stress experienced due to peer pressure, or the*
43 *relationship with their parents and/or teacher is just as much a crisis to*
44 *them as losing a job, marriage, or house may be to us. In N.A., we learn to*
45 *deal with our feelings and emotions and share with others how we have*
46 *been able to work through them by utilizing the Twelve Steps of Narcotics*
47 *Anonymous.*

48 *Due to the governmental statutes regarding adolescents, we need to be*
49 *especially aware of facilities' rules and regulations as they relate to our*
50 *interaction with these prospective members. For example some facilities*
51 *may require a staff member to be present during meetings. One suggestion*
52 *we may make to administrators of facilities for adolescents is that they make*
53 *attendance at the H&I meeting*

1 voluntary. We have found this reduces distraction, increasing the
2 opportunity for recovery in the Narcotics Anonymous Fellowship.

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

12 In addition to the do's and don'ts found on pages 27 and 37 we feel
13 that the following should be included.

14
15 **DO'S**

16
17 *Do: Remember that this is a "we" program. No addict should feel
18 that he/she is being preached to.*

19 *Do: Remember that an addict is an addict, regardless of age.*

20 *Do: Tell them that there is fun in recovery, i.e. social events,
21 fellowship, etc.*

22 *Do: Acknowledge and validate their feelings and emotions.*

23
24 **DON'Ts**

25
26 *Don't: Glorify your past.*

27 *Don't: Say, "I feel like I'm talking to my kids".*

28 *Don't: Compare your bottom to theirs.*

29 *Don't: Patronize adolescents.*

30 *Don't: Use profanity.*

31
32
33 **VI. H&I REQUIREMENTS:**

34
35 You have been invited to carry the message of recovery through H&I
36 meetings because:

- 37 1.) You have at least 6 months abstinence from all drugs.
- 38 2.) You have a strong N.A. message of recovery from addiction.
- 39 3.) You seem willing to comply with all of the H&I committee's and the
40 facility's requirements.
- 41 4.) You are willing to carry the message in a responsible way.

42
43 **VII. DO'S AND DON'TS FOR H&I PARTICIPATION:**

44
45 **DO'S:**

46
47 **DO** make directories of outside meetings available to residents.

48
49 **DO** clarify the facility's rules with anyone you bring in.

50
51 **DO** start and end on time!

52
53 **DO** briefly explain what H&I is.

54

1 **DO** make it clear that N.A. is separate and distinct from the facility as well
2 as other fellowships.
3

4 **DO** try to get residents involved, especially those in long-term facilities (i.e.
5 literature person, coffee, readings, etc.).
6

7 **DO** obey all dress codes. Exercise common sense and respect for the facility
8 in what you wear.
9

10 **DO** keep staff aware of you whereabouts at all times.
11

12 **DO** stamp all literature you bring into an facility with the local helpline
13 number.
14

15 **DO** screen all panel members carefully, especially regarding the clean time
16 or other requirements.
17

18
19 **DON'T:**

20
21 **DON'T** break another person's anonymity or tell his or her story.
22

23 **DON'T** debate any issues involving facility rules or regulations.
24

25 **DON'T** get involved in discussions on outside issues, remember why we are
26 there.
27

28 **DON'T**, while sharing, put too much focus on what it was like. They
29 already know.
30

31 **DON'T** debate which drugs are acceptable. N.A. is a program of complete
32 abstinence from all drugs.
33

34 **DON'T** discuss conditions within the facility, or opinions about staff
35 members.
36

37 **DON'T** carry excessive cash or wear expensive or flashy jewelry.
38

39 **DON'T** show favoritism to any patient(s).
40

41 **DON'T** take messages in or out of the facility.
42

43 **DON'T** give out any other person's address or phone number.
44

45 **DON'T** carry in any contraband items, such as cigarettes (if applicable) or
46 weapons.
47

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

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Appendix B -- Forms

CHECKLIST FOR SETTING UP AN H&I MEETING:

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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 response (letter, phone, etc.):

Date of response:

Appointment set? _____ Date and
time: _____

Other arrangements:

Information to be Exchanged During Presentation:

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	Y	N		Y	N
Information About N.A.	<input type="checkbox"/>	<input type="checkbox"/>	Information About Facility	<input type="checkbox"/>	<input type="checkbox"/>
H&I Rules and Policies	<input type="checkbox"/>	<input type="checkbox"/>	Written Rules and		
Literature Taken (List)	<input type="checkbox"/>	<input type="checkbox"/>	Policies Available?	<input type="checkbox"/>	<input type="checkbox"/>
WSC H&I			Dress Code?	<input type="checkbox"/>	<input type="checkbox"/>
Guidelines Taken?	<input type="checkbox"/>	<input type="checkbox"/>	Clean Time Requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Local H&I			Clearances needed?	<input type="checkbox"/>	<input type="checkbox"/>
Guidelines Taken?	<input type="checkbox"/>	<input type="checkbox"/>	Searches?	<input type="checkbox"/>	<input type="checkbox"/>
12 Steps?	<input type="checkbox"/>	<input type="checkbox"/>	Language Restrictions?	<input type="checkbox"/>	<input type="checkbox"/>
12 Traditions?	<input type="checkbox"/>	<input type="checkbox"/>	Staff member present?	<input type="checkbox"/>	<input type="checkbox"/>
Description of an H&I	<input type="checkbox"/>	<input type="checkbox"/>	Prayer ok?	<input type="checkbox"/>	<input type="checkbox"/>
Format to be used?	<input type="checkbox"/>	<input type="checkbox"/>	Restrict physical contact?	<input type="checkbox"/>	<input type="checkbox"/>
Requirements for Panel			(N.A. hugs, circle for closing)		
chair, leaders			Will facility provide		
and members?	<input type="checkbox"/>	<input type="checkbox"/>	literature? Coffee?	<input type="checkbox"/>	<input type="checkbox"/>
Literature Policy?	<input type="checkbox"/>	<input type="checkbox"/>	Additional Discussion?	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information?	<input type="checkbox"/>	<input type="checkbox"/>			

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

Name of contact for meeting:

H&I Committee Members making Presentation:

Meeting 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 Committee?

Registered New Meeting with H&I Coordinator at World Service Office:

H&I MEETING REGISTRATION FORM

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NAME OF FACILITY: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

FACILITY REPRESENTATIVE NAME: _____

PHONE NUMBER: (____) _____ - _____

CITY: _____ STATE: _____ ZIP CODE: _____

MEETING INFORMATION:

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

_____ Time: _____ am/pm

_____ Time: _____ am/pm

Panel 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 committee uses.

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

WORLD SERVICE OFFICE (ATTN. H&I) P.O. Box 9999 Van Nuys, CA 91409

ASC H&I REPORT FORMS (PANEL LEADER TO AREA H&I)

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NAME OF H&I MEETING: _____

NUMBER OF RESIDENTS EACH TIME: _____

NUMBER OF PANEL MEMBERS EACH TIME: _____

PANEL LEADER: _____

CHANGE OF ADDRESS: _____

PHONE: _____

PANEL COORDINATORS 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 FORMS (AREA H&I TO REGIONAL H&I)

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NAME OF AREA: _____ **NUMBER OF H&I MEETINGS:** _____

H&I CHAIRPERSON _____

CHANGE OF ADDRESS: _____

PHONE _____

BOUNDARY CHANGES: _____

ELECTION OF OFFICERS: _____

NEW MEETINGS: _____

CURRENT PROJECTS OR ACTIVITIES: _____

PROBLEMS OR SITUATIONS: _____

WHAT CAN ASC 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.

1 (RSC H&I TO WSC H&I) **REGIONAL H&I REPORT FORM** Date _____
2 (Please make report *quarterly*)
3

4 Name of region _____ Date of last report _____
5

6 Name of H&I chair _____ Phone number() _____ - _____
7

8 Mailing address for committee _____
9

10 _____
11
12 Number of area's participating? _____
13

14 How many treatment meetings? _____ How many correctional meetings? _____
15

16 Number of area's in region? _____ Number at last report? _____
17 **Please attach a mailing list for all of your area H&I committees.**
18

19 What is your budget? _____ How much is actually spent? _____
20

21 Other types of services H&I is performing? _____
22

23 _____
24 _____
25 _____ (Use additional sheets if necessary.)
26

27 Any Problems your committee has addressed? _____
28

29 _____
30 _____
31 _____ (Use additional sheets if necessary.)
32

33 Special successes since the last report? _____
34

35 _____
36 _____
37 _____ (Use additional sheets if necessary.)
38

39 Any services or information WSC H&I can provide to your efforts? _____
40

41 _____
42 _____
43 _____

44 _____ (Use additional sheets if necessary.)
45

46 Other comments? _____
47

48 _____
49 _____
50 _____
51 _____ (Use additional sheets if necessary.)
52

