

**HOSPITALS AND
INSTITUTIONS
HANDBOOK**

THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. *We admitted that we were powerless over our addiction, that our lives had become unmanageable.*
2. *We came to believe that a Power greater than ourselves could restore us to sanity.*
3. *We made a decision to turn our will and our lives over to the care of God as we understood him.*
4. *We made a searching and fearless moral inventory of ourselves.*
5. *We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.*
6. *We were entirely ready to have God remove all these defects of character.*
7. *We humbly asked Him to remove our shortcomings.*
8. *We made a list of all persons we had harmed, and became willing to make amends to them all.*
9. *We made direct amends to such people wherever possible, except when to do so would injure them or others.*
10. *We continued to take personal inventory and when we were wrong promptly admitted it.*
11. *We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us, and the power to carry that out.*
12. *Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.*

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INSTITUTIONS
HANDBOOK**

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GLOSSARY OF ABBREVIATIONS

ASC:	Area Service Committee
GSR:	Group Service Representative
H&I:	Hospitals and Institutions
N.A.:	Narcotics Anonymous
P.I.:	Public Information
RSC:	Regional Service Committee
WSC:	World Service Conference
WSO:	World Service Office

INTRODUCTION

The "behind the scenes" H&I work is done by H&I committees. These are subcommittees of the area and regional service committees and the World Service Conference. They support the "front lines" H&I effort--the H&I meeting--by coordinating and sponsoring the overall H&I effort within the Fellowship. Guidelines for these committees as well as for H&I meetings are included in this booklet.

There is a section in the booklet for working with adolescents in an H&I setting, and there is a brief discussion about options for newer or smaller N.A. communities in which an area service committee has not yet been formed. We hope these sections will be helpful, but as with all of the material included here, we cannot possibly cover every type of situation that may arise in your local community. Communication among various N.A. groups and committees will still provide the greatest wealth of information for conducting H&I meetings.

Since H&I work is one of those areas within Narcotics Anonymous that deals extensively with newcomers and with the public as well, it must never be taken lightly. Members who involve themselves in this work should be those who are applying the Twelve Steps in their daily lives, and who have a working knowledge of the Twelve Traditions. They should bring to their service work an enthusiasm for the lifestyle of recovery.

WHY IS AN H&I MEETING NEEDED?

We know that for many of us our disease eventually led us to "jails, institutions and death." While we unfortunately cannot help the addict who has died, we can certainly offer hope and recovery to addicts in jails and institutions. To shirk our responsibility in that area would seem to fly in the face of our primary purpose. Because very few N.A. members disagree with that, the N.A. message has been brought into hospitals and institutions worldwide.

To fulfill this responsibility, we have developed a special type of meeting called the H&I meeting. A special type of meeting is necessary because the rules and regulations of many facilities often make it impossible to conduct a regular N.A. meeting within the facility. In a spirit of "cooperation, not affiliation," the H&I meeting effectively brings the badly

needed message of recovery to institutionalized addicts without violating N.A. traditions or the institution's rules.

In order to form a clear understanding of H&I meetings, it is important to know that an H&I meeting is not a group. Here is a breakdown of some characteristics of each, to clarify the differences.

The group:

A group is an autonomous entity within N.A. which holds regular meetings at a specified time and place, open to anyone with a desire to stop using.

A group is represented by a GSR at the area service committee.

An N.A. group is self-supporting through its own contributions.

The H&I meeting:

An H&I meeting is a presentation of N.A. recovery made within an institutional setting, where the facility's restrictions make it impossible for a regular group to operate freely.

An H&I meeting is one of the services provided by an area service committee through its H&I subcommittee.

H&I meetings are financially supported by the area service committee.

Many facilities have policies which restrict certain people from attending the H&I meeting. These restrictions may affect inmates/patients as well as outside members of the Fellowship. Such restrictions are beyond the control of Narcotics Anonymous, because the policies of institutions are not governed by our traditions. We carry the message freely to all who attend our meetings. In this way, we respect the special needs of the institution, yet adhere to our Third Tradition.

WHERE AND HOW TO START AN H&I MEETING

H&I meetings can be held in prisons or jails, treatment centers, detoxification units, recovery houses, rehabilitation programs and mental hospitals. An H&I meeting is held in any of these places when a regular N.A. meeting cannot be held. If the facility in which you want to hold an H&I meeting is not listed here, contact your area, regional or world H&I chairperson.

The initial approach to start an H&I meeting should be

done in cooperation with an area H&I committee. Once you have thoroughly read the section of these guidelines entitled "The H&I Committee..." and are clear on how your H&I efforts fit within N.A. as a whole, you are ready to work with the facility in starting an H&I meeting.

Sometimes a facility will approach N.A. and ask to have an H&I meeting brought in, and sometimes an area H&I committee will approach the facility to propose a meeting. In either case, be sure that any H&I meeting you begin is a team effort among N.A. members. Don't ever act alone. Also, be careful not to overextend your H&I committee. You only have so many available members and other resources. Recognize your limitations.

If you approach the hospital or institution to establish an H&I meeting, be sure to identify and approach the appropriate administrative person. Once the proper channels of communication are open, there should be an exchange of information flowing both ways about both organizations. Give them pamphlets that describe N.A., and familiarize yourself with their policies governing this type of activity. These discussions should occur before the first meeting is held. If any difficulties arise, be cooperative and moderate.

These initial discussions provide a good setting to discuss the distribution of N.A. literature inside the facility. Many facilities will agree to buy their own literature. They can order directly from the WSO with order blanks you provided by your area or regional service committee. Or they can buy literature through you, whichever best fits your local circumstances. If they cannot buy literature, your local membership can supply it. In any case, literature is an important part of your effort to carry the N.A. message.

Once these arrangements are made, including the time and place of the meeting, you are ready to begin. Good luck! Keep in touch with other H&I committees, these guidelines, each other and our Ultimate Authority. You are in for an adventure.

CHOOSING AN H&I MEETING FORMAT

There are many different types of facilities with different rules and regulations, and there are many types of N.A. meeting formats, so there is no set way to run an H&I meeting. We will offer here some general guidelines for choosing the format, and a very general format around which to develop your own.

As always, when choosing a format for any N.A. meeting, the first thing to consider is the Fifth Tradition. The format provides a structure which ensures that the N.A. message of recovery is carried. For this reason, participation or open sharing types of meetings are not recommended in an H&I setting. They tend to lend themselves to a group therapy type of atmosphere, which is inappropriate for an H&I meeting. The appropriate formats are those in which outside members are delivering the message to the inmates or patients. Common examples are speaker meetings, panel discussions and topic discussions. Whichever format is chosen it is important to remember that 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. (This is outlined in "Rotation of Trusted Servants.") The panel should be a limited number of members because the panel chairperson must ensure that everyone is respecting the institution's rules and the Fellowship's Traditions and policies.

In a speaker meeting, one or more N.A. members share their experience, strength and hope, usually on the topic, "what it was like, what happened, and what it is like now." That topic 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 awarenesses, etc., carries a message of recovery.

A panel discussion is very similar to a speaker meeting. Rather than all sharing on one 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.

The topic discussion meeting allows for the participation of the inmates/patients. This format differs from open participation in that more structure is provided for the discussion. Topics should be chosen carefully, with the Fifth Tradition in mind, and 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.

A question and answer session can be included somewhere toward the end of the meeting, regardless of the format you use. In this way the presenters can fan any sparks of hope or interest that may have ignited during the meeting. 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 following is a general format for an N.A. H&I meeting. It may be modified according to local needs or customs. It is presented here for those seeking some direction.

"Hello, everyone, and welcome to the _____ institutional meeting of Narcotics Anonymous. My name is _____, and I'm an addict. Would you join me in opening the meeting with a moment of silence followed by the Serenity Prayer" (moment of silence-Serenity Prayer).

Next you will read from Conference-approved N.A. literature according to local norms, usually the *Who, What, How and Why* informational pamphlet. Ask for volunteers among the inmates/patients to do the reading.

Depending upon the type of meeting you have chosen, proceed as follows:

1. Speaker Meeting:
 - a. Introduce speaker(s)
 - b. After speaker(s) have finished, give out chips or medallions (This is usually most appropriate in long-term facilities, i.e. a year or longer.)
 - c. Open the floor for questions or discussion
 - d. Close with a prayer of your choice

2. Panel presentation:
 - a. Explain how the panel works
 - b. Introduce panel members one at a time to make their presentations
 - c. Presentation of chips if appropriate
 - d. Questions or discussion
 - e. Close with a prayer of your choice

3. Topic discussion:
 - a. Introduce the topic and share first to set a recovery oriented tone

- b. Call on anyone present to share. You may or may not have them raise hands. Often the quiet ones who won't raise a hand will have something valuable to say.
- c. Present chips if appropriate
- d. Questions/answers
- e. Close with a prayer of your choice

If you choose a topic discussion format, choose your topic carefully. Remember the Fifth Tradition. The topic should lend itself to an atmosphere of recovery. Some examples are: (a) Any step; (b) HOW (Honesty, Open-mindedness and Willingness); (c) Freedom (draw a distinction between inner freedom and the external freedom they have lost); (f) Any other recovery oriented topic of your choice.

THE H&I COMMITTEE: ITS PURPOSE, HOW IT IS FORMED, HOW IT WORKS

Up to this point, we have been discussing the front lines H&I effort--the H&I meeting. In this section, we will concentrate on the behind the scenes H&I effort--the committee work. See the Service Manual of Narcotics Anonymous for a more complete discussion of the various levels of service, such as area, regional and world services. We will focus on these here only as they pertain to H&I work.

The Purpose of the Area H&I Committee

The area H&I committee plays a central role in the overall H&I picture. It coordinates all local N.A. hospitals and institutions activities. Sometimes a group will sponsor the meeting in a particular facility and coordinate those efforts through the area committee. Sometimes the area committee itself will sponsor the H&I meeting. In any case, the first step back from the front lines, the central hub of H&I planning and organization, is the area committee.

The area H&I committee is a subcommittee of the area service committee (ASC). It meets monthly, its Chair reports monthly and is accountable in all matters to the ASC. It is composed of a chairperson, a vice-chairperson, a secretary, and any GSR's or other members who wish to be involved.

Here is what the committee does:

1. Provides a monthly forum to pool experiences, "I can't--we can"
2. Serves as a communications link between local H&I meetings and H&I committees at the regional and world levels
3. Serves as a distribution point for literature to the facilities and their clients and reports these in full to the ASC
4. Conducts workshops and orientations on relevant topics

Forming an Area H&I Committee

When an area decides that the time has come to form an H&I committee, it should set a date for an initial meeting. All persons interested in H&I work are invited through an announcement made at local meetings. The ASC meanwhile takes nominations for the committee chair. The ASC can also hold the election, or the election of one of the nominees can be held at the initial organizational meeting.

The first order of business at the organizational meeting will be to elect the H&I chair, if that was not done by the ASC. The ASC Vice-Chair, whose function is to coordinate the various subcommittees, can preside over this election. Once that is done, the new chair then presides over the remainder of the meeting. A few more organizational meetings may be necessary to more fully form and define the committee.

The typical agenda for an area H&I meeting is as follows:

1. Moment of silence for the still-suffering addict
2. Serenity Prayer
3. Read Traditions
4. Take attendance
5. Elect officers (if appropriate)
6. Read and approve the minutes of the previous meeting
7. Report of budget expenditures including literature disbursements
8. H&I representatives' report
9. Old business
10. New Business
11. Schedule next committee meeting
12. Close meeting with prayer of choice

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

1. Chairperson:

- a. Clean time requirement is three years
- b. Keeps order in the meeting
- c. Keeps discussion on the topic and brief
- d. Brings a prepared agenda to each committee meeting
- e. Ensures that the Traditions are upheld
- f. Maintains a link of communication between the H&I committee and the area service committee, including giving a monthly report to the ASC which includes a budget report
- g. Drafts all correspondence to institutions served by the committee

2. Vice-Chairperson:

- a. Clean time requirement is two years
- b. Helps Chairperson keep proceedings orderly
- c. Acts as Chairperson in case of Chairperson's absence

3. Secretary:

- a. Clean time requirement is two years
- b. Takes an accurate set of minutes at each monthly meeting, and distributes them to committee members prior to the next meeting
- c. Keeps an updated volunteer list of willing people who would like to serve
- d. Maintains an ongoing file of all correspondence and minutes

Newer or Smaller Areas

In areas where no ASC exists, all H&I work is usually done at the group level. Such isolated N.A. groups can benefit from opening up lines of communication between themselves and either a nearby area or regional committee, the World H&I

Committee, or any combination of those. Information about these may be obtained through the World Service Office.

Sometimes an H&I meeting is the first N.A. meeting in a given area. In that case, the need is particularly great to reach out and build a working familiarity with the N.A. Fellowship. Such meetings are encouraged to also form a regular meeting on the outside, which then becomes the sponsor group, and a new N.A. community develops.

The Regional H&I Committee

H&I work at the regional level may be less involved. The committee at this level provides some clerical service, serves as a pooling place for area experience, and provides a communications link between the world and area levels. This committee is a subcommittee of the regional service committee (RSC).

The clerical services mentioned above include keeping a list of all appropriate hospitals and institutions in the region and keeping track of which ones are serviced by which area committee and which are not serviced at all. The regional committee may communicate directly with facilities that are not being serviced by area committees. The regional committee may communicate directly with their facilities to inform them about N.A. and to provide them with N.A. literature.

A second important function of the regional H&I committee is to provide a forum for area committees to share experience with one another. This may be done in a variety of ways. A regular workshop may be held in conjunction with the RSC meeting, or perhaps extensive reports including question and answer sessions may be given during the RSC meeting; a committee may come up with its own method and schedule for such an information pool. The important point is that the regional committee helps area committees overcome isolation and learn from each other's experiences.

A third function of the regional committee is to serve as a communications link. Communications from the world level that were not sent directly to areas can be duplicated and shared. Agendas for regional workshops can be developed in part from information obtained from the World H&I Committee. World H&I can be informed of developments or experiences at the area level for publication in the H&I newsletter or other Fellowship publications, or for input in the continued development of guidelines such as these.

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

The World H&I Committee

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

Budgeting and Literature Distribution

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

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

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

New areas should proceed very slowly in preparing a budget on the amounts of literature needed to effectively carry the message. Small monthly allotments in literature may well suffice. As the area H&I committee expands to the point where more H&I meetings consistently have active panels and

more literature is needed, then the area can vote to accept a budget increase. It seems more prudent to go slowly and continue to fill whatever literature needs there are, rather than having an abundance of literature left over from unsound planning practices.

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

1. Literature (see literature disbursement and tracking forms). You should be able to evaluate your monthly literature needs based on past experience. It is advisable to project a little above the monthly average to cover any unusual circumstance.
2. Re-evaluate the disbursement of literature to institutions which allow their clients to go to outside meetings. Also, we need to streamline the types of literature that we take into facilities. We suggest the White Booklet, and I.P. Nos. 6, 7, 8, 11, 13 and 16 for adolescent facilities. Also, make Basic Texts available to be placed in libraries of correctional institutions, one for every two hundred inmates.
3. Hospitals, treatment centers, and institutions should be urged to use their budgets and funds to purchase N.A. literature for use by their clients.
4. Administrative costs might include copies of minutes, guidelines or policies, reports on projects from other levels of service or other committees, postage and rent for H&I committee meetings if needed.

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

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

The following forms may be used to keep track of the literature taken into all H&I commitments to avoid over supplying literature to any facility and to effectively plan a

budget. The I.P.'s noted on the forms are those suggested by the WSC H&I Committee as being especially well suited for use in H&I meetings.

GUIDELINES, CAUTIONS, PERSONAL EXPERIENCE

There is such a wealth of H&I experience within N.A. that there is no way we can cover everything here. Perhaps your best sources of this type of information will be your area and regional H&I workshops and meetings. Some of the more common issues that arise have been compiled here, however, in an effort to help you avoid problems others have experienced.

Rotation of Trusted Servants

Many areas and regions have used a system of rotating trusted servants called the "panel system." The word "panel" here is not to be confused with the meeting format discussed earlier. Any of those meeting formats can be used within this system. Here is a list of the trusted servants involved, and the responsibilities and terms of each:

1. Panel Chairperson--one year clean time required, one year term. Responsibilities: The panel chairperson serves as the primary liaison between the institution and N.A. He or she oversees the H&I approach to that facility by attending the meetings, selecting the panel leaders, keeping track of literature made available inside, and generally seeing to it that the meeting is alive and well at all times.
2. Panel Leaders--six months clean time required. Responsibilities: The panel leader leads, or chairs, the meeting each week. He or she is responsible for starting and ending the meeting on time, and conducting the meeting according to the chosen format.
3. Panel Members--three months clean time; they serve for only one meeting at a time. These are the people who come in from the outside each week to carry the message. They should have a positive, hopeful attitude about recovery, and a willingness to serve. They can be chosen each week either by the panel leader or the panel chairperson.

H&I Services Other than Meetings

Sometimes, for a variety of reasons, it is not feasible for us to bring an H&I meeting into a facility. Maybe the facility is strictly outpatient, maybe a facility will not allow us to hold a meeting but still wants its client to have exposure to N.A., or perhaps some other reason exists that prevents us from

holding an inside meeting. Are there any other services that an H&I committee can provide? The answer, according to the experience of several N.A. communities, is yes.

1. **Meeting Directories:** Most area service committees compile a current list of all meetings in the area. The H&I committee can see to it that all facilities in the area have a current one whether or not they host an H&I meeting.

2. **Literature Distribution:** This, as well as number one above, is an area that may be better handled by the public information subcommittee, but deserves mention here. Some facilities and agencies which do not have inside N.A. meetings still have a need for N.A. literature. Cooperate with your P.I. committee on this to see whether any of these would be better served by the H&I committee.

Working with Others: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house men and women separately. Whenever this is the case, only same-sex N.A. members should chair H&I panels in those facilities or work closely with the inmates/patients, though this does not exclude members of the opposite sex from participating in meetings. Experience has taught us that we can avoid many possible problems if we follow this simple guideline. Problems that can arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Even though we may be innocent, just the appearance of problems of this nature can do irreparable harm. Please use sound judgment in this area.

Adolescents

Many N.A. members who have worked with adolescents in an H&I setting have noted that there are some special concerns that should be taken into account in guidelines such as these. We enter into this discussion guardedly, though, because we do not wish to create the impression that some addicts are "different." The issues here represent the stated experience of members who have carried the message to adolescents in institutions. In no way are these points presented as dogma that will apply in every case. They are instead presented as points for your consideration, to be used in whatever way makes the most sense.

Four major issues come to the fore in any discussion of

working with adolescents in an H&I setting. One, the adolescent seems to respond strongly to role modeling; two, the adolescent is very peer group oriented; three, significant adults in the young person's life must be respected and taken into account; and four, adolescents respond particularly well to an approach which includes positive rewards, such as keytags, chips, etc. Let's take a look at each of these in a bit more detail.

Since young people tend to look up to and model themselves after significant adults around them, particular attention should be paid to the selection of members to hold H&I meetings for adolescents, or to be on the list to sponsor adolescents. The optimum age group seems to be from about twenty to twenty-five, since these people are old enough to model a mature environment of recovery, yet young enough for the adolescent to feel he or she can relate. Common sense should also be exercised in the area of appearance and dress. If we do not carry ourselves as "acceptable, responsible and productive members of ... society," we do an injustice to the image of our Fellowship, and we may negatively influence the attitudes of the young people we are trying to help.

Young people have a great need to be recognized as significant, and to be a part of a group. Panel or speaker presentations must be approached with sensitivity to this. Be careful not to talk down to them. Include plenty of time for questions or discussions so they have an opportunity to participate. If you use a topic discussion format, be sure to keep a firm enough structure on it to keep the meeting recovery oriented. Once the members who are sponsoring the meeting set the tone of recovery by sharing first on the topic, the floor may be opened to allow the people to participate. In this way, we may use "peer pressure" in a positive way. For this same reason, it is desirable to get adolescents to outside meetings as often as possible, especially if the institution is in the community in which they will be going to meetings after they are released. In this way they become established in an alternative peer group before their release.

Since adolescents are still in the care and custody of adults, those adults should be respected when we deal with the young people in their charge. For example, we should take the time to talk to the administrators and/or other staff members about our basic approach in the meeting, and to allow them to see that we are sensitive to the issues mentioned here. They will feel more trust and respect for us, which will free us up to do a better job in carrying the message. Parents sometimes also

want to meet and talk to us. Positive contact with them may make all the difference in whether they allow the adolescent to attend enough outside meetings upon release. One caution, though, is that parents or staff may sometimes want us to violate the confidence of our young members. They must be told tactfully but firmly that we will not break confidentiality.

Finally, adolescents seem to respond particularly well to an approach which includes positive rewards, such as the keytags, chips, etc. These may be used more extensively than we normally would use them in an institutional setting. For example, we may use the welcome and thirty day tokens even in a short-term facility. Also, plenty of verbal positive messages are important. Anything which gives the message, "You're worthwhile, you're doing a good job" really helps.

Large H&I committees may want to elect an H&I youth facility coordinator. In that way, many of these issues can be monitored more closely. This area of H&I work can be quite rewarding if proper attention is given to the special needs of these young N.A. members.

Do's and Don'ts for H&I Work

The World H&I Committee has compiled this list based upon the experiences of committees around the world who sent input on the matter. They provide some very helpful guidelines, and should help you avoid pitfalls others have fallen into.

DO'S

DO make directories of outside meetings available to residents.

DO clarify the institution's rules with anyone you bring in.

DO start and end on time!

DO try to get residents involved, especially those in long-term facilities (ie. group secretary, literature person, etc.)

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

DO keep staff aware of your whereabouts at all times.

DO follow all security regulations at all times.

DO stamp all literature you bring into an institution with the local hotline number.

DO screen all panel members carefully, especially regarding the clean time requirements of the facility.

DON'TS

DON'T break another person's anonymity or tell his or her story.

DON'T get involved in discussions about an inmate's guilt or innocence.

DON'T debate any issues involving institution rules or regulations.

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

DON'T discuss conditions within the institution, or opinions about staff members.

DON'T give or accept gifts.

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

DON'T show favoritism to any inmate(s)/patient(s).

DON'T mail letters in or out of the institution.

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

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

Remember at all times that you have a responsibility to the institution, to the inmates/patients and to N.A. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold your responsibilities to all three.

1. The following information is being furnished to you:

2. The information is being furnished to you for your information only and is not to be used for any other purpose.

3. The information is being furnished to you for your information only and is not to be used for any other purpose.

EXHIBIT

1. The following information is being furnished to you:

2. The information is being furnished to you for your information only and is not to be used for any other purpose.

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4. The information is being furnished to you for your information only and is not to be used for any other purpose.

5. The information is being furnished to you for your information only and is not to be used for any other purpose.

6. The information is being furnished to you for your information only and is not to be used for any other purpose.

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THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. *Our common welfare should come first; personal recovery depends on N.A. unity.*
2. *For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.*
3. *The only requirement for membership is a desire to stop using.*
4. *Each group should be autonomous except in matters affecting other groups or N.A. as a whole.*
5. *Each group has but one primary purpose—to carry the message to the addict who still suffers.*
6. *An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.*
7. *Every N.A. group ought to be fully self-supporting, declining outside contributions.*
8. *Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.*
9. *N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.*
10. *Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.*
11. *Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.*
12. *Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.*

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