



 Capital Area of Narcotics
Anonymous Hospitals &
Institutions Sub-Committee
Policy Handbook

TWELVE STEPS OF NARCOTICS ANONYMOUS

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

[Twelve Steps reprinted for adaptation by permission of AA World Services, Inc.]

TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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

[Twelve Traditions reprinted for adaptation by permission of AA World Services, Inc.]

TWELVE CONCEPTS OF NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

[The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service, published by Alcoholics Anonymous World Services, Inc.]

TABLE OF CONTENTS

GENERAL INFORMATION

Introduction	7
Purpose Of H&I, Subcommittee, Meeting/Presentation.....	7
What An H&I Meeting Is/Is Not	8
Typical Agenda For Area H&I Subcommittee Meeting.....	9
Where And How To Start An H&I Meeting/Presentation.....	10
H&I/Public Relations Cooperation	10
Carrying The Na Message.....	13
Special Population Needs To Consider	14
Budgeting And Literature Distribution	17

FACILITIES

Introduction.....	18
Purpose.....	18
Our Relationship With Facilities.....	19
Meeting/Presentation Formats.....	24
Follow-Up.....	25
Treatment	
Types Of Treatment Facilities.....	26
Interaction With The Staff	28
Correctional	
Correctional Meeting Formats	29
Types Of Correctional Facilities.....	30
Psychiatric and Forensic	
Purpose.....	32
Psychiatric Hospitals	32
Forensic Units	33
Volunteer Experience & Clean Time Requirements	34

LEARNING DAYS AND WORKSHOPS

H&I Learning Days And Workshops	34
Preparation For Learning Days.....	36
Suggested Topics For Learning Days	36
Learning Day Agenda	37
Workshops.....	37
Workshop Agenda.....	38
Budgeting For Workshop/Learning Days.....	38

QUESTIONS AND ANSWERS ABOUT H&I	39
H&I FACILITY DO's and DON'T's.....	42

RESOURCE SECTION

APPENDIX A

CAPITAL AREA H&I SUBCOMMITTEE GUIDELINES/PROCEDURES .49

Statement of Purpose.....	49
Functions of the Subcommittee.....	49
Subcommittee Meetings.....	49
Membership & Voting.....	50
Elected Officers & Elections.....	51
Duties & Responsibilities of Officers.....	51
Clean Time Requirements.....	54
General Rules.....	54

H&I PANEL MEMBER ORIENTATION PACKAGE.....56

SAMPLE LETTERS.....59

General (Facility Introduction).....	59
Correctional (All's well).....	60
Correctional (H&I request to meet for discussion).....	61
Correctional (H&I cannot fulfill request for services).....	62
Correctional (facility literature request).....	63
Correctional (Meet to discuss status of ongoing meeting).....	64
Correctional (we are ending services).....	65
Correctional (NA meeting at facility is not H&I authorized).....	66
General (to NA member providing unauthorized H&I services).....	67

APPENDIX B

FORMS.....68

Checklist for Setting Up and H&I Meeting.....	68
H&I Meeting/Presentation Registration Form.....	70
H&I Subcommittee Panel Leader Facility Report Form.....	71
RSC H&I Report Form (Chair brings to Region).....	72
"Reaching Out" Subscription Order Form (for incarcerated addicts).....	73
H&I Subcommittee Literature Inventory.....	74
Sample H&I Meeting Format.....	75

GENERAL INFORMATION

INTRODUCTION

This handbook follows many of the guidelines and suggested formats of the H&I handbooks developed by the World Service Conference H&I Committee throughout our fellowship history. We have tapped that wealth of H&I experience to create a local handbook to serve our local area.

PURPOSE OF H&I, H&I SUBCOMMITTEE, and H&I MEETING/ PRESENTATION

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

Our H&I committee, like many worldwide, is a subcommittee of our area service committee (Capital Area Service Committee – or “CASC”). We are directly accountable to the CASC. Subcommittees are not autonomous; they are established by areas and regions to serve a specific need. Budgets and reports of the subcommittee’s work should be submitted for approval.

The area H&I subcommittee initiates, coordinates and conducts all local NA hospitals and institutions meetings and activities within the area. This subcommittee is the hub of H&I planning and organization. We meet regularly, and our chair reports to and is accountable in all matters to the CASC. The subcommittee is composed of an H&I chairperson, H&I vice chairperson, H&I secretary, and other elected officers, as well as any other members of the fellowship who wish to be involved. Our subcommittee:

1. Provides a monthly forum to pool experiences.
2. Prepares H&I policies and guidelines.
3. Serves as a communications link between local H&I meetings/ presentations and H&I subcommittees at the regional and world levels.
4. Serves as a distribution point for literature for H&I meetings and presentations with funds provided/budgeted by the CASC.
5. In cooperation with PR, makes all initial contact with facilities.
6. Conducts learning days, workshops, and orientations.
7. Is responsible for all H&I-oriented services within the area.

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

H&I operates with a “panel system”, rather than being sponsored or conducted by a particular NA home group. This allows H&I to maintain predictable structure within the subcommittee system our fellowship utilizes. The panel system also allows full-time consideration of H&I matters that our H&I subcommittee provides.

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

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

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

WHAT AN H&I MEETING IS and IS NOT

Under World Services of NA guidelines to NA and its service structure, and in order to form a clear understanding of an H&I meeting and/or presentation, it is important to know where it fits in our service structure. Rather than being an NA group, which may be represented at the area service committee by a GSR, an H&I meeting/presentation is a service provided by that area service committee through its H&I subcommittee.

- An H&I meeting/presentation is always held under the auspices of an H&I subcommittee. Any meeting not linked into the service structure in this way

is not an H&I meeting.

- H&I meetings/presentations are held in facilities where addicts do not have full access to regular Narcotics Anonymous meetings.
- Meetings which are held in a facility, but which are fully self-supporting and free of restrictions, are not H&I meetings.
- All H&I meetings/presentations are closed to outside participation. NA members from the outside should attend a facility H&I meeting only when invited by the panel leader. The only people to attend H&I meetings are the panel leader, panel chair, panel member, and speaker, or anyone approved by the H&I subcommittee to go into that H&I meeting.
- If there is any confusion over whether or not a meeting should be an H&I meeting or presentation or a regular meeting, please contact our H&I subcommittee for assistance.
- No individual NA member should agree to “sponsor” an H&I meeting on his/her own. A meeting that is held in a facility where there is no connection with an H&I service body is not an H&I meeting or presentation. Facilities often use the term “sponsor” for a member of NA who is considered the outside contact. We use the term “coordinator” to prevent any possible confusion with personal sponsorship.

TYPICAL AGENDA FOR AN AREA H&I SUBCOMMITTEE MEETING*

1. Moment of silence for the still-suffering addict plus Serenity Prayer
2. Read Twelve Traditions & Twelve Concepts of Narcotics Anonymous
3. Take attendance (pass around sheet)
4. Read and approve the minutes of the previous meeting
5. Report of budget expenditures, including literature disbursements
6. H&I chair’s report
7. H&I panel coordinators report
8. H&I panel leaders’ reports
9. Old business
10. Elect officers (if appropriate)
11. New business

12. Schedule next subcommittee meeting
13. Closing prayer

**NOTE: Panel member orientation of new/renewing members begins 30 minutes BEFORE the general meeting and is conducted by one of the elected Orientation Leaders. See "Panel Member Orientation Package" in RESOURCE SECTION.*

RESPONSIBILITIES OF AREA H&I OFFICERS [SEE "H&I SUBCOMMITTEE GUIDELINES & PROCEDURES" IN RESOURCE SECTION]

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

The initial approach to start any H&I meeting/presentation should be made ONLY through this H&I subcommittee—don't ever act alone. Often a facility will approach Narcotics Anonymous to request an H&I meeting or presentation. At other times an H&I subcommittee will approach the facility to propose a meeting/presentation. In both cases, the H&I subcommittee should work in conjunction with this area's Public Relations ("PR") subcommittee. This is to insure accurate and consistent presentation of our message and purpose.

H&I/PR COOPERATION

Remember - we all belong to the same fellowship and our primary purpose is the same no matter which subcommittee we belong to. *Communication* between subcommittees ahead of time (planning together on how to proceed) helps avoid problems and promotes unity. *Flexibility* allows the cooperation needed to respond to the needs of the facility while upholding our Traditions. *Cooperation* promotes unity, helps us work together, and helps us to not divert ourselves from the unity of purpose so vital to our efforts.

Historically, the most effective and productive presentation has been the result of a combined effort of representatives from H&I and PR. For example:

A hospital treatment center calls for a presentation to their doctors and nurses (PR) vs. A hospital treatment center calls for a presentation to their clients (H&I); or

A call comes in requesting information, a meeting, or a presentation. If our PR subcommittee is unavailable, the H&I subcommittee may take on the responsibility generally taken on by PR.

Generally, a PR activity is geared to people outside our fellowship and includes people who come in contact with addicts and can help addicts to find NA. PR

committees and subcommittees worldwide are working to develop materials for presentations to people in the helping professions.

When local members of groups see the need for an H&I presentation at a facility, the local H&I subcommittee should be contacted first. H&I panels are a function of the H&I subcommittee. *Individuals should not take it upon themselves to do H&I work.* At these presentations, outside participation is limited to the panel members who are invited in advance.

When appropriate, our subcommittee may send out letters to facilities and/or individuals introducing them to NA and offering to hold an H&I meeting/presentation in their facility. It is advisable that PR subcommittee representatives attend any introductory meeting between H&I and the facility. [Examples of various form letters can be found in Resource Section/Sample Letters.]

Before you approach any facility to suggest holding an H&I meeting/presentation there, the first step is to find out in advance who is the appropriate administrative person to contact. Then, advise the H&I subcommittee at the next general meeting and discuss/decide whether a meeting/presentation at that facility would be appropriate under our purpose and approved mission. If approved, the initial calls or letters of inquiry, or PR's, should be addressed to the administrative contact. If that initial contact is by mail, it should be followed up shortly with a phone call.

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

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

The use of Narcotics Anonymous conference-approved literature is an important part of an H&I meeting's effort to carry the message. These initial discussions provide a good setting to determine the proper methods for distributing literature inside the facility.

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

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

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

SUMMARY OF INITIAL CONTACT PROCEDURES

Do not act alone. A phone call should be made only by a person appointed by the H&I subcommittee to establish contact with the facility.

1. When writing a letter, follow the format of appropriate letter in RESOURCE SECTION/APPENDIX A – LETTERS in this handbook. Keep a copy for the area H&I subcommittee files.
2. Follow up letter with phone call. Contact initiated by the H&I subcommittee should only occur if you are prepared to support an H&I meeting/presentation. Once contact with the appropriate facility representative has been made, set up an appointment with designated contact person at facility.

3. Make the appointment and be there on time. Advise facility you may arrive with a member of our area's PR subcommittee. Contact the PR subcommittee chair and arrange, whenever possible, for an approved PR subcommittee member to go with you to the facility meeting. Provide the name of the PR member, if possible, to the facility before the meeting.
4. Dress appropriately and be courteous. Remember, you are seen as representing Narcotics Anonymous.
5. Bring pamphlets, literature, local meeting schedules with you and discuss our Twelve Steps and Twelve Traditions, this handbook, and your local guidelines.
6. Explain what an H&I meeting/presentation is and is not. What NA offers: we carry a message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his/her life, both inside the facility and after release from the facility. NA is not a benevolent society. We are not amateur social or welfare workers. We do not do any counseling or education of staff or residents. We do not provide jobs, housing, money, etc., or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction.
7. We must adhere to facility rules and regulations (i.e., dress code, their do's and don'ts, clean time requirements, if any, etc.). Get specifics about the facility's requirements in writing if possible (see form in Appendix B). If reference letters, "sunshine letters," are needed, they are available through the WSO H&I coordinator.

CARRYING THE NA MESSAGE INTO HOSPITALS & INSTITUTIONS

In our experience, it is best for members to have three months clean before attending an H&I meeting, and six months clean before speaking at one. We will allow members with 90 days clean to share in a limited way with residents how they stayed clean the first ninety days, but we do not generally invite members to "share their story" until they are six months clean. We do allow members with thirty days clean to attend subcommittee meetings and accompany panel leaders into certain facilities, but they will not be permitted to speak at a facility until they have achieved six months clean. At that point, it is not important whether or not

we have been in a similar facility ourselves. Anyone with a clear and consistent Narcotics Anonymous message who is willing to share is well suited for H&I work.

SPECIAL POPULATION NEEDS TO CONSIDER

There are portions of the population who are unable, because of a disability, to receive the message that was so freely given to us. In the spirit of our Fifth Tradition, dedicated to the proposition that “no addict anywhere need die without a chance to know a better way of life”, we suggest the following considerations for special populations in our society and fellowship that may benefit from H&I services.

- Find out what materials are available through the World Service Office to assist addicts with additional or special needs [for example, coordinating delivery of a braille or large print literature for a visually impaired member of our fellowship].
- Update your current stockpile of Narcotics Anonymous materials to include the items for addicts with additional needs.
- Investigate the availability of community resources for addicts with additional needs and look into services such as sign language interpreters. Some H&I subcommittees and areas may have members with additional needs. This subcommittee should make efforts to allow them to participate in H&I service work.

Adolescents

When adolescents are referred to in this handbook, we are referring to anyone under the legal age of majority (18 years of age) in North Carolina. We need to remember that adolescents are prospective members and should be treated with respect. When sharing in an H&I presentation with adolescents, be mindful that the stress experienced due to peer pressure, the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In NA, we learn to deal with our feelings and emotions and share with others how we have been able to work through them by utilizing the Twelve Steps of Narcotics Anonymous.

Due to the governmental statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our

interaction with these prospective members. For example, some facilities may require a staff member to be present during meetings. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I meeting voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the Narcotics Anonymous Fellowship.

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

Hearing Impaired

- Speak directly and face to face, speak slowly and distinctly.
- Use a sign language interpreter 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.
- When lip reading is necessary, hearing-impaired addicts will need to sit close to the speaker with an unobstructed view.
- Keep pencil and pad handy during all meetings with hearing-impaired persons. This is a simple and easy way to ensure that hearing and non-hearing addicts can communicate with each other. It is important to remember that dramatic facial expressions while speaking are very helpful to members who read lips.

Visually Impaired

A wide range of resource materials for the blind are now available through the WSO, such as tapes and publications in braille.

- Do not touch blind addicts without their permission—they cannot see you coming, and it can be a frightening experience for them.
- Before helping a blind person be sure to ask if they need help.
- Only a small percentage of the blind read braille.
- As a preparation for helping blind addicts, it might be helpful to sit through a meeting with your eyes closed to get a feel for their experience.

Physically Challenged

- Inform appropriate staff in facilities of the accessibility of Narcotics Anonymous to physically challenged addicts (ADA compliance).
- When carrying the message to the physically challenged, we need to consider accessibility, i.e., bathrooms, ramps, and other necessities.
- Most city codes list buildings with access for the physically challenged. Bathrooms, ramps, and other necessities are considerations when planning H&I meetings, including regularly scheduled monthly sub-committee meetings.

Miscellaneous

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

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

We do provide:

Literature: When the facilities themselves are unable to provide approved literature to their residents, the H&I subcommittee should do so. This is especially important in facilities where there is not a regular H&I presentation.

Tapes: Sometimes a panel may decide to play a tape during the presentation.

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

We do not provide

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

BUDGETING AND LITERATURE DISTRIBUTION

An annual H&I budget needs to be prepared and submitted to the ASC prior to the beginning of the next fiscal year. The H&I chair's report to the ASC should include a monthly statement detailing literature and administrative expenses. When the time comes to prepare your H&I budget, it is important to get input from members who are familiar with the needs of your subcommittee, i.e., the past H&I chairperson, and the area or regional treasurer. It is important to take an inventory of your past budget to assist in projecting your upcoming expenses. This will help determine what you will need for a budget.

While it is recommended that H&I subcommittees receive literature from the area rather than funds for literature, the Capital Area H&I subcommittee's elected Panel Coordinator purchases literature when needed and receives reimbursement from the ASC treasurer upon submission of the literature order receipt. Additional expenses, such as those anticipated for learning days, special presentations and events, etc. must be approved by the ASC *prior* to the expenditure.

Some basic aspects to consider when preparing a budget are:

- It is advisable to project a little above the monthly average to cover any unusual circumstances.
- Reevaluate the disbursement of literature to facilities that allow their clients to go to outside meetings. Also, we need to streamline the types of literature that we take into facilities. Make Basic Texts available to be placed in libraries of correctional institutions, one for every fifty residents, if possible.
- Sample Literature Disbursement & Tracking forms may be found in Appendix B; the Information Pamphlets noted on the forms are those suggested by the WSC H&I Committee as especially well suited for use in H&I meetings.
- Hospitals, treatment centers, and institutions should be urged to use their budgets and funds to purchase NA literature for use by their residents.
- Administrative costs may include copies of minutes, guidelines, policies; reports on projects from other levels of service, or other committees; postage; and rent for H&I subcommittee meetings if needed.

H&I IN 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 that have a goal of helping addicts to live clean and/or as responsible, productive members of society. These facilities will include short-term treatment, long-term treatment, therapeutic communities, rehabs, recovery houses, half and three-quarter houses, detoxification centers, and psychiatric wards.

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

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

PURPOSE

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

One of the most important tasks of an H&I subcommittee in clarifying its own purpose is to establish its priorities. Usually, the highest priority is given to facilities that house addicts who cannot attend any regular NA meetings. Some treatment facilities fall into this category. Treatment centers that allow some limited access to regular meetings are somewhat lower on the priority list. Decisions about priorities may not be 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. Sometimes we decline regular presentations into certain facilities because we lack the H&I panel members to accommodate every need. Whenever possible, it is important that these residents learn about NA from informed members of our fellowship. H&I meetings/presentations have the advantage of the question and answer period, which allows residents to address specific questions and concerns about Narcotics Anonymous with members of Narcotics Anonymous.

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

OUR RELATIONSHIPS WITH FACILITIES

We should make it clear from our earliest contact with the facility staff that we have no opinions on treatment methods or any issues other than recovery from addiction through the application of the program of Narcotics Anonymous. It is important that Narcotics Anonymous and our H&I service efforts remain clearly separate from any facility in which we provide services. Efforts must be made to be sure this is understood by the facility, the residents, and the H&I members. The principles of NA are often quite different from, or even in conflict with, the principles taught by the treatment centers or other fellowships the residents may be required to attend. This often causes confusion among the residents. Nowhere is this more apparent than in the language used in meetings. Perhaps an initial statement at the H&I meeting/presentation regarding our use of language consistent with our literature and explaining our literature, in terms of our First Step and Sixth Tradition, could be helpful.

Those who do H&I service work need to realize the limitations we place on ourselves in order to remain consistent with our traditions while providing H&I services. If a member who is doing H&I work does not clearly understand that NA does not approve or disapprove of any treatment methods, these issues must be addressed directly with that member. Attending learning days and H&I subcommittee meetings are good ways to inform members who are willing to be

of service in H&I. Encourage all those who do H&I work to become familiar with this handbook, local guidelines, and specific facility rules and policies.

If you are involved with an existing H&I meeting/presentation where there is not a clear understanding of our relationship to the facility, you may wish to take the following actions to improve understanding.

Make sure you are familiar with this handbook. Have the H&I Subcommittee Panel Coordinator do the following:

- 1.If the facility has not assigned a staff member to serve as your contact person, try to get one designated.

- 2.Make an appointment to see the contact person.

- 3.Ask if there are any issues the facility would like to discuss with, or communicate to, the H&I subcommittee. If you are asked questions that you aren't sure how to answer, don't hesitate to admit that you aren't prepared to answer right now. Explain that you will take the question to the subcommittee for discussion and report back.

- 4.Present issues or questions that the H&I members feel need to be clarified with the facility. Be open-minded. Often, what seems to be a problem is resolved by improved communication.

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

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

HOW TO START AN H&I MEETING/PRESENTATION

[SEE “GENERAL INFORMATION” and “H&I/PR COOPERATION”]

MEETING/PRESENTATION FORMATS

There are many different types of facilities with different rules and regulations. While a sample format may be found in Resource Section, all formats reflect our Fifth Tradition: “Each group has but one primary purpose, to carry the message to the addict who still suffers.” The format provides a structure that insures the NA message of recovery is carried. For this reason, open sharing types of meetings are not used in the H&I setting. They tend to lend themselves to an atmosphere inappropriate for an H&I meeting/presentation. The best formats are those in which outside members are delivering a message of recovery in Narcotics Anonymous. The best examples are speaker presentations, panel presentations, question-and-answer, literature discussions and topic discussions. Meetings/presentations should be limited to one hour.

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

- a. Introduce yourself and welcome everyone to the meeting.
- b. Have a moment of silence followed by the serenity prayer.
- c. Invite all attending the meeting/presentation to give their first names.
- d. Briefly explain that this is a hospitals and institutions presentation. Because residents’ access to regular NA meetings is limited, the area service H&I subcommittee is bringing this special meeting here.
- e. At this time have residents volunteer to read from conference-approved literature. Usually, “Who Is an Addict?” “What Is the NA Program?” “How It Works,” “Why Are We Here?,” or other selections are used.
- f. Introduce the speaker(s), panel participants, and/or topic.
- g. Advise: “There will be no cross-discussion while anyone is sharing. Please hold your questions until the end of the meeting.”
- h. Leave sufficient time for questions/discussion at the end of the presentation.

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

Specific Formats

Whichever format is chosen it is important that the H&I panel maintain control in the meeting/presentation. Many times the use of extremely liberal meeting formats will cause the meeting to be unruly and difficult to control.

Speaker Presentation (Long- and short-term facilities)

In speaker meetings, one or more NA members share their experience, strength, and hope. The goal is to introduce some basic symptoms and characteristics of the disease, and show how NA has brought about recovery. A war story accomplishes little, but a sharing of feelings, self-image, turning points, new awareness, etc., carries a powerful message of recovery and that our disease is progressive, incurable, and fatal.

Panel Presentation

This is similar to a speaker presentation. Rather than all sharing on the same topic, panel members usually take one aspect of recovery in NA each and share on that subject. Introduce panel members one at a time to make their presentation (discuss the length in advance so that the timing works out).

Topic Discussion (Appropriate only in long-term facilities)

This type of meeting/presentation allows for the participation of the residents. This format differs from open participation in that more structure is provided for the discussion. One or two members from the outside should share first to set the tone and direction of the meeting. It is a good idea to keep another experienced member in reserve to call on if the discussion gets away from recovery from addiction. The panel 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 relate to our personal recovery in NA. There are also many topics that have nothing to do with recovery. It is important to remember in H&I meetings/presentations that we are dealing with addicts who are relatively inexperienced with recovery. When we select the topic

for an H&I meeting, their needs should be considered first. The following list is not complete, but you will find a number of topics that are appropriate for most H&I meetings/ presentations. You are not restricted to this list by any means. It is only presented as a resource so that you may get some ideas.

Some Suggested Topics

1. Any Information Pamphlet (IP) or selection from the Basic Text
2. H.O.W. (honesty, open-mindedness, and willingness)
3. Surrender
4. Acceptance
5. The basics (Don't use, meetings, phone numbers, literature, sponsor, and the steps)
6. H.A.L.T.S. (Don't get too: hungry, angry, lonely, tired, or serious)
7. Responsible for our own recovery
8. Freedom from active addiction
9. Identify rather than compare
10. Spiritual, not religious, program
11. Going to any lengths
12. Transition to the fellowship from treatment
13. Tools of the fellowship
14. Letting go
15. Feelings
16. Learning to trust
17. Giving up old playmates, playgrounds, and playthings
18. Living just for today
19. The first three steps
20. Denial
21. Reservations
22. Sponsorship

Literature Discussion (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.

Questions and Answers

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

Step Study (Appropriate for long-term facilities)

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

General Hints about Conducting H&I Meetings/Presentations

A question and answer session can be included somewhere toward the end of the meeting/presentation regardless of the format you use. *When answering questions it is important to remember that NA has no opinion on outside issues.* Residents frequently want us to discuss issues that do not pertain to NA. Some examples are: "Do I need to stay in treatment? What about other fellowships or recovery programs? Should I stay on the medication the doctor gives me?" and many others. Do not be drawn into these discussions. Don't hesitate to say, "I'm sorry, I have no experience I can share with you on that subject." Even when you do have personal experience on such outside issues, it is important to remain consistent with the Tenth Tradition and not discuss it in this setting. Always remember to only share your experience, strength, and hope about your recovery in Narcotics Anonymous. Conveying a feeling of acceptance and interest in the person who asked may do more than the information contained in our answers. The duration of the average resident's stay should be considered when selecting a meeting/presentation format. You may wish to use a different format for each week of the month. This might be especially beneficial in a long-term facility.

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

If you cannot provide a weekly H&I meeting/presentation, perhaps a panel can be taken in once a month.

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

FOLLOW-UP

- A. Maintain correspondence with the staff contact person in the facility to keep communication lines open, and to be aware of any developing situations.
- B. Report and discuss progress and problems at the area H&I subcommittee meeting regularly.
- C. Once a meeting/presentation is well established as a healthy environment for recovery, encourage NA members within the facility to participate.
- D. Make sure meeting lists and helpline numbers are available to members upon release from the facility. **DO NOT GIVE OUT YOUR PERSONAL PHONE NUMBER TO RESIDENTS.**
- E. Be aware of any changes in contact person or administration, and make a repeat presentation if necessary.
- F. Keep copies of all relevant correspondence at the area subcommittee level
- G. Encourage NA members within facilities to write to Reaching Out, or The NA Way Magazine.
- H. Be sure current copies of Reaching Out are brought into the facility.

On occasion, it may become necessary to temporarily shut down an H&I meeting/presentation for a variety of reasons, such as changes in facility policies or lack of adequate manpower in the local H&I subcommittee. If such a situation

should arise, it is of paramount importance that the H&I subcommittee continue to supply the facility with meeting schedules as well as any literature as may be deemed appropriate.

In the event that an H&I meeting is shut down due to the negligence or misconduct of a member of the H&I subcommittee, it is important that several objective members of the H&I subcommittee take all steps necessary, within our guidelines, to reconcile the situation and resume the meeting/presentation. Above all, we must remember that our primary purpose is to carry the NA message of recovery to addicts who cannot get to us.

TYPES OF TREATMENT FACILITIES

SHORT-TERM FACILITIES

Detox Centers

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

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

Because of the physical and mental state of these addicts, topics for the meeting should be selected carefully. There is a need for panel members to talk about what it used to be like so that the addicts in the facility can identify. Be sure that the NA members you take are able to talk about their using without glorifying it. In addition to talking about what it used to be like, the panel will wish to discuss what happened when they were in the earliest stages of recovery. Some suggested topics include: "denial," "Step One," "just for today," "we do recover," or "my first NA meeting." It is a good idea for panel members to also speak about

what it's like now, but they should remember that these addicts will not be as likely to identify with what our lives are like after living clean for a while.

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

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

Twenty-Eight Day Facilities

These facilities may utilize various methods of detoxing residents. Once again we are reminded that Narcotics Anonymous has no opinion on methods of detoxification. In these facilities, as in detoxes, it is important to keep in mind that the addicts you are carrying the NA message to are in the earliest stage of recovery.

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

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

Outpatient Facilities

When H&I committees carry our message to addicts who otherwise have full access to regular Narcotics Anonymous meetings, an unnecessary drain is

placed on already limited H&I resources. Addicts in outpatient treatment settings generally have full access to regular NA meetings. Where this is the case, H&I meetings are not appropriate. H&I subcommittees may choose to make meeting schedules available to such facilities and provide them with order forms for our literature. Also, they may ask PR to do presentations.

LONG-TERM FACILITIES

Recovery Houses and Therapeutic Communities

Recovery houses and therapeutic communities that house residents for longer than twenty-eight days are considered long-term facilities.

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

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

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

INTERACTION WITH THE STAFF

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

be with the other staff.

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

At some H&I meetings/presentations, a staff person may be expected to attend. We should make it clear, not only at the initial stage of setting up the meeting, but also on an ongoing basis, that their role will be as observers only. This also applies if the staff member happens to be a member of NA. While this person is functioning as an employee of the facility, they wouldn't be able to share about NA without the residents becoming confused about NA's relationship with the facility. This is in keeping with our traditions concerning non-professionalism and non-affiliation (Tradition Eight and Six).

CORRECTIONAL FACILITIES

CORRECTIONAL MEETING FORMATS

The best formats are those in which outside members are delivering a message of recovery in NA. The best examples are: speaker meetings, panel presentations, question-and-answer, literature and topic discussions. Meetings/presentations should start and end at the pre-arranged time.

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

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

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

Follow-up with incarcerated members who are released can be tricky. Make sure meeting lists and helpline numbers are available to such members upon release from the facility, and that they understand clearly how to make proper contact

with NA after their release. **DO NOT GIVE OUT OR EXCHANGE PERSONAL CONTACT INFORMATION UNDER ANY CIRCUMSTANCES TO INCARCERATED MEMBERS.** Encourage them to make meetings once released. If you run into each other at one of those meetings, you can then exchange information if you mutually decide.

Be sure they have copies of Reaching Out, and where possible other publications such as The NA Way Magazine. Encourage them to write letters or articles for these publications.

Making a sincere commitment and following through rigorously once a commitment has been made is the most important aspect of H&I work in correctional facilities. We must not make promises that we cannot keep.

TYPES OF CORRECTIONAL FACILITIES

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

Short-Term Facilities

The term “short term” is used to refer to facilities in which inmates are held for less than one year. This will include some city and county jails, work farms, honor farms, and privately-owned prisons. In short-term facilities, formats may be suitable which allow for limited participation by incarcerated addicts. Because these addicts will be held for a period of some months, panel members may wish to share about their experiences in early recovery. We feel it is important to give practical information about the NA program of recovery. Inmates may tend to get involved in discussing what they are going to do about recovery when they get out. We need to clearly state that recovery need not depend on, nor require, a particular living situation. We learn in Narcotics Anonymous that we can stay clean no matter what and that the time to begin our recovery is now.

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

Be sure you are familiar with the rules of the short-term facility. You may be asked by inmates to meet them upon their release or for personal information so they may contact you. **AGAIN - DO NOT GIVE OUT TO, OR EXCHANGE CONTACT INFO WITH, INCARCERATED ADDICTS.**

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

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

Long-Term Facilities

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

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

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

are familiar with Narcotics Anonymous literature.

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

PSYCHIATRIC AND FORENSIC

PURPOSE

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

PSYCHIATRIC HOSPITALS

In psychiatric hospitals we often find addicts who at this time have emotional and mental problems besides addiction. Patients are frequently court-committed. It is important to keep it very simple, explaining the basics of the program. We ask for very little input from the patients when they attend meetings because they frequently have to be re-directed. Their thought processes are frequently erratic. Some of the patients are on medication. **It is crucial that we do not advise anyone to stop taking his/her medication as prescribed. We are not doctors!** Our approach is nonprofessional, and we have no opinion on outside issues. We must be very sure it is understood that we do not advocate going against a physician's advice, nor can we endorse the use of any drug. Because of these unique considerations, we should hold speaker, panel, literature, or step presentations. A question-and-answer session should be thoroughly discussed by the H&I committee, with consideration to strong control during this period to keep the presentation recovery-oriented. We should choose topics that deal with early stages of recovery. Extra care should be taken to fully

acquaint ourselves with the facility's policies and restrictions. You may wish to have a staff person present. This will provide H&I members with maximum protection when working with these facilities.

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

FORENSIC UNITS

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

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

During the initial planning meetings with these facilities, we must be very clear about what NA is and what our basic message is. Though NA is a program of complete abstinence from all drugs, we have no opinion on outside issues. However, our approach is nonprofessional, so we must be very sure that it is understood that we do not advocate going against a physician's advice. Neither do we endorse the use of any drug.

In facilities that provide medication, residents inevitably ask the question, "Am I clean if the doctor has me on medication?" Based on our Eighth and Tenth Traditions, we are not in a position to discuss this issue. We can only tell them to keep coming back, that they are welcome in meetings, and to read the Basic Text. **The members of the H&I committee should not tell residents to stop taking their medication. We are not doctors!**

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

VOLUNTEER EXPERIENCE AND CLEAN TIME REQUIREMENTS

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

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

Other suggestions:

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

H&I LEARNING DAYS & WORKSHOPS

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

It is the responsibility of area H&I subcommittees to conduct learning days to educate the members about H&I. By participating, members learn how to

properly carry the NA message in an H&I setting.

“What is our message? The message is, that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom. When all is said and done, our primary purpose can only be to carry the message to the addict who still suffers because that is all we have to give. 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.

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

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

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

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

When the need for a workshop and/or learning day is felt by an area or regional H&I subcommittee, **it is not to raise funds**. It is to look at local concerns of the H&I subcommittee, to educate, etc., or to perform a certain task such as reviewing literature, ongoing H&I projects, problems in H&I.

PREPARATION FOR LEARNING DAYS

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

- Choose a member of the H&I subcommittee to coordinate the activities involved in setting up the learning day.
- Choose a suitable location.
- Coordinate the event with all other subcommittees to avoid conflict with other functions.
- Communicate with Public Relations subcommittee. H&I learning days are often held in conjunction with PR subcommittees so that members of both will become better informed about the activities and functions of each.
- Prepare an appropriate budget.
- Inform the fellowship through announcements and the service structure. Subcommittee members should make every effort to attract support.
- Prepare an appropriate format.
- Assemble a list of volunteers for set-up and cleanup.
- Choose members to speak and/or lead discussions and question and answer sessions. Asking out-of-area/region members to participate has many benefits.
- Make available copies of the H&I Handbook, Reaching Out, Behind the Walls, and other appropriate H&I materials.

SUGGESTED TOPICS FOR LEARNING DAYS

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

- The function, purpose, and procedures of the area, regional, and world service H&I committees.
- The panel system for area H&I subcommittees.
- The purpose of an H&I subcommittee.
- How to start an H&I meeting/presentation (include the initial presentation to staff of a hospital or institution.)
- The application of the Twelve Traditions in H&I work.
- Generating support and participation among the fellowship.
- Sign-up sheets should be readily available.
- Discussion of personal H&I experience.
- Sample conducting of an H&I meeting/presentation.
- Do's and Don'ts of H&I work.

- The history of H&I in the region.
- Why is an H&I meeting needed?
- Choosing the format for an H&I meeting.
- Experiences in new H&I meetings.
- Our relationship with facilities.
- Working with adolescent H&I meetings.
- H&I services other than meetings.
- Giving away the message of NA.
- Questions about H&I work.
- Particular issues which affect our area and need to be addressed.

LEARNING DAY AGENDA

- Start the meeting with a moment of silence followed by the serenity prayer.
- Read the Twelve Traditions.
- Chairperson's opening remarks.
- Topics to be discussed.
- Local concerns of the H&I subcommittee.
- Introduce speakers.
- Question and answer session, or after each topic.
- Conduct an H&I ORIENTATION of new/prospective members.
- Closing prayer.
- Depending on the time allowed or the number of topics to be covered, you may wish to break the day into several sections.

WORKSHOPS

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

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

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

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

WORKSHOP AGENDA

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

BUDGETING FOR WORKSHOP/LEARNING DAYS

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

QUESTIONS AND ANSWERS ABOUT H&I

In this “question and answer” format we present World Service Committee H&I Committee responses to some commonly asked questions.

Q. In our area we have requests from a number of facilities to come in regularly. We can't keep up with all the requests. How should a subcommittee decide which facilities to bring the message into first?

A. One important factor is the degree to which the residents are restricted from outside meetings. Addicts who have full access to regular NA meetings usually do not require H&I services. After considering these and other factors, the decision is up to each H&I subcommittee. A subcommittee should not make a commitment to start an H&I meeting until it is capable of being responsible to that commitment.

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

A. Yes, these are appropriate facilities. During the initial planning meetings with the facility, we must be very clear about what NA is and what our basic message is. NA is a program of complete abstinence from all drugs. We have no opinions on outside issues and our approach is non-professional, so we must be very sure that it is understood that we do not advocate going against a physician's advice. Neither do we endorse the use of any drug. In facilities that provide medication, residents inevitably ask the question, “Am I clean if the doctor has me on medication?” When that question comes up, it is important not to judge. Based on our Eighth and Tenth Traditions, we are not in a position to discuss the issue. We can only tell them to keep coming back, they are welcome at meetings, and to read the Basic Text. The people on the H&I panels should not tell residents to stop taking their medication. We are not doctors!

Q. We have had problems with facilities that require that their residents attend our meetings. How should we deal with this?

A. In H&I service work, we carry the Narcotics Anonymous message of recovery into different types of facilities that have different objectives and methods. We do not try to decide which are proper and which are not. We do not, therefore, challenge this practice on principle.

Q. Should the H&I meetings be listed along with the regular Narcotics Anonymous meetings in our local meeting directory?

A. No. Participation in H&I meetings/presentations is coordinated through the H&I subcommittee. Your local meeting directory may include a statement referring

interested members to the H&I subcommittee.

Q. We have a situation where individuals take it upon themselves to start H&I meetings. The H&I subcommittee is concerned because in the past when there were problems and the meetings were canceled, the facilities wouldn't have any more involvement with Narcotics Anonymous at all.

A. A Narcotics Anonymous meeting held in a facility where there is no direct involvement by the local H&I subcommittee is not considered an H&I meeting/presentation. Such meetings fall under the responsibility of the area or regional service committee.

Q. Our H&I subcommittee was asked to prepare a sponsorship list for a facility so that they could match their residents up with a sponsor prior to release. Also, we have been asked to arrange for rides to meetings. Should we do this or not?

A. These are services that H&I subcommittees should not become involved in.

Q. What if a facility requires that a Narcotics Anonymous panel member report any violation of their regulations heard shared in a meeting?

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

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

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

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

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

Q. When taking an H&I meeting/presentation into facilities for minors, do we

need different procedures?

A. Just as our behavior in a facility must be respectful of that facility's policies, we must respect all laws and ordinances as well. Such restrictions are beyond the control of Narcotics Anonymous. Be sure you are aware of the rules and regulations of any facility before bringing in an H&I meeting/presentation. It is suggested that when dealing with an adolescent facility, a staff member be present. This is for the protection of the Narcotics Anonymous members.

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

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

Q. Should recovery keytags/chips be brought into facilities?

A. No. The regulations regarding the use of anything brought into a facility are often many, varied, and confusing - placing an undue burden on H&I subcommittee members. More importantly, it may compromise residents' anonymity due to a loss of continuous clean time.

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

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

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

A. Occasionally problems arise because facilities do not understand our Traditions or the nature and function of NA in general. Usually this can be avoided or handled successfully especially if the initial setup for meeting/presentation is pursued appropriately. Remember, facilities cannot "violate" traditions; they don't have traditions. The responsibility for upholding our traditions, or choosing to participate in situations which compromise them, is ours alone.

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

A. In a long-term facility, this H&I meeting may be the only NA recovery these addicts experience. Because of this, the addict should have the opportunity to participate in the full recovery experience and this includes service to fellow addicts. One thing we have to share with these addicts is the difference between

an H&I meeting and regular meetings, and that they can't have a Group Service Representative or participate in area service, that the meeting they are participating in is a function of an H&I subcommittee. The election of officers should be limited to the internal function of the meeting, such as secretary, chairperson, coffee maker, and literature person (someone who keeps track of the literature and lets the panel leader know the need for literature).

A Note About H&I Personal Commitments

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

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

DO'S AND DON'TS FOR H&I WORK IN FACILITIES

Adolescent DO's

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

Adolescent DON'Ts

- Don't glorify your past.
- Don't say, "I feel like I'm talking to my kids."
- Don't compare your bottom to theirs.
- Don't patronize adolescents.
- Don't use profanity.

TREATMENT

Treatment Facility Rules

Do attempt to get the treatment facility agreements in writing.

Do clarify the rules with whomever you bring into the facility

Do adhere to the security regulations at all times

Do arrive early to set up meeting

Do keep the staff informed of your whereabouts

Do obey the dress code, exercise common sense

Panel Leaders and Members

Do screen all panel members, speakers, and chairpersons

Do adhere to the clean time requirements of the treatment facility and the H&I committee

Do insure that a clear NA message of recovery is carried by all panel members

Literature

Do Make directories of outside meetings available to the residents

Do Use the literature recommended for H&I work

Do Stamp all literature with the local phonenumber

Do Provide facilities with literature order forms and encourage the facility to supply its own NA literature

Treatment Facility Meetings

Do Start and end on time

Do Explain briefly, during the meeting, what H&I is

Do Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships

Do Emphasize that NA recovery is available to all addicts, regardless of drug(s) used

Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA)

Residents Meeting Participation

Do Involve residents with the meeting, especially those in long-term treatment

facilities (readings, etc.)

Do Emphasize the importance of getting to an NA meeting the first day out of the treatment facility

Do Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release

Panel Leaders and Members *Don't Don't Don't Don't Don't ...*

Bring any contraband items or weapons into the treatment facility

Take messages and carry letters in or out of the facility

Show favoritism to any resident(s)

Bring an NA member who has friends and/or family in the treatment facility

Wear flashy jewelry and don't carry excessive cash

Use excessive profanity

Attend H&I facilities alone.

Facility Guidelines *Don't Don't Don't Don't Don't ...*

Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff

Discuss conditions within the treatment facility

Discuss treatment staff members with resident(s)

Discuss resident(s) with the treatment facility staff

Sponsor resident(s) in the treatment facility that you are attending as an H&I member

Accept money or gifts from, or give money or gifts to, any resident

Meeting Guidelines *Don't Don't Don't Don't Don't ...*

Give anyone within the facility your address or telephone number

Provide anyone with another NA member's address or telephone number

Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)

Break another person's anonymity

Emphasize 'using days' while sharing an NA message of recovery

DO'S AND DON'TS FOR H&I WORK IN PSYCHIATRIC HOSPITALS AND FORENSIC UNITS

Do.....

Do Attempt to get all agreements in writing

Do Clarify the rules with whomever you bring into the unit

Do Adhere to the security regulations at all times

Do Arrive early to satisfy security requirements

Do Keep staff informed of your whereabouts

Do Obey the dress code, exercise common sense

Panel Leaders and Members

Do Screen all panel members, speakers, and chairperson(s)

Do Always clear a member who is on parole/probation with the unit and parole/probation officer

Do Adhere to clean time requirements of the psychiatric/forensic unit and of the H&I committee

Do Ensure that a clear NA message of recovery is carried by all panel members

Do Choose panel members and speakers according to H&I guidelines

Literature

Do Provide NA literature for psychiatric/forensic unit meetings

Do Make directories of outside meetings available to the residents

Do Use NA literature recommended for H&I work and stamp all literature with the local phonenumber numbers

Do Provide facilities with literature order forms and encourage them to supply their own NA literature

Psychiatric/Forensic Unit Meetings

Do Start and end on time

Do Clearly state that Narcotics Anonymous is separate from the psychiatric/forensic unit and from other fellowships

Do Emphasize that NA recovery is available to all addicts regardless of drug(s) used

Resident Meeting Participation

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

Panel Leaders and Members Don't Don't Don't Don't Don't ...

Allow a member who has outstanding warrants to participate in a psychiatric/forensic unit meeting

Bring any contraband items or weapons into the unit

Take messages and carry letters in or out of the psychiatric/forensic unit

Show favoritism to any inmates

Bring an NA member who has friends and/or family in the psychiatric/forensic unit

Wear flashy jewelry and don't carry excessive cash Use excessive profanity Attend H&I facilities alone

Unit Guidelines Don't Don't Don't Don't Don't ...

Debate which drugs are acceptable; we have no opinion on outside issues

Debate any issues involving the psychiatric/forensic unit's rules, methods

Discuss conditions within the psychiatric/forensic unit

Discuss psychiatric/forensic unit staff members with residents

Discuss resident(s) with psychiatric/forensic unit staff members

Sponsor resident(s) in the psychiatric/forensic unit you attend H&I member

Accept money or gifts from, or give money or gifts to any inmate

Meeting Guidelines Don't Don't Don't Don't Don't ...

Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.

Give anyone within the psychiatric/forensic unit your address or telephone number

Provide anyone with another NA member's address or telephone number

Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)

Ask what type of crime a resident has been convicted of, or discuss guilt or innocence

RESOURCE SECTION

APPENDIX A

SAMPLE RESOURCE MATERIAL

CAPITAL AREA of NA H&I SUBCOMMITTEE
GUIDELINES & PROCEDURES

PANEL MEMBER ORIENTATION PACKAGE

SAMPLE LETTERS

CAPITAL AREA of NARCOTICS ANONYMOUS HOSPITALS AND INSTITUTIONS (H&I) SUBCOMMITTEE GUIDELINES & PROCEDURES

Statement Of Purpose

The H&I subcommittee of the Capital Area Service Committee is comprised of NA members whose commitment is 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. As a volunteer group of NA members, we are responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings. This may be done through meetings and/or presentations based on the needs of the addicts within the facility and facility protocols. As a subcommittee of the Capital Area Service Committee, we are directly responsible to the Capital Area Service Committee, and as such, we shall maintain effective liaison and complete accountability to that committee.

Functions of the Subcommittee

- Communication of what's happening at all facilities our H&I subcommittee serves through elected panel leaders.
- Distribution of Narcotics Anonymous literature to the panel leaders.
- To conduct monthly and mid-month business meetings.
- To insure that an H&I representative participates in the regional H&I subcommittee.
- To coordinate the attendance at any new H&I meetings/presentations that our local Public Relations subcommittee has established as a facility we are to service.
- The election of a panel coordinator who will communicate with the facilities and panel leaders regarding the ongoing status of H&I meetings/presentations.

Subcommittee Meetings

Regular subcommittee meetings will be held monthly on the same day(s) when the Capital Area Service Committee meets. Our meetings shall begin promptly at 12:30pm and adjourn no later than 1:45pm. Meetings are open to all NA members. Additionally, a mid-month meeting shall take place, for which the specific date, location, beginning time and duration shall be at the discretion of the voting H&I subcommittee members.

Orientations of new H&I members, as well as orientations of current members whose last H&I orientation was more than one year from the date of the scheduled monthly meeting they are attending, will take place *before* regularly scheduled monthly meetings beginning at 12:00pm (noon) for no longer than thirty (30) minutes. This will allow newer H&I subcommittee members to participate and enjoy the regularly scheduled meeting. Orientations may additionally take place at special H&I events, such as learning days and workshops. Orientation sessions will be conducted by a elected approved Orientation Leaders only, and shall be conducted according to approved H&I subcommittee orientation guidelines contained in the Orientation Package [See Resource Section/Panel Member Orientation Package]. A copy of “Capital Area H&I Do’s and Dont’s” should be distributed to every orientee. The Orientation Leader will record the name, clean date, email address, and current phone number of every person who is oriented, and shall submit that information to the H&I secretary at the conclusion of each orientation session.

Membership & Voting

- Any member of Narcotics Anonymous may become a member of H&I by attending a regularly scheduled H&I meeting and advising his/her intention to join; however, *all members are bound to comply with the clean time requirement of six months for H&I service eligibility*. “Clean time” for the purpose of this subcommittee shall be considered complete abstinence from all drugs and declared membership in Narcotics Anonymous.
- Anyone may address the subcommittee, but only when he/she has been recognized by the Chairperson.
- Voting members are panel leaders, panel coordinators, panel members, members of the executive body, and any member who has attended previous H&I subcommittee meetings within the past year and whose H&I orientation is current.
- Motions may be brought by any voting member who meets the membership requirements of the subcommittee; such motions must be seconded by another voting member, and shall pass only if a majority vote of voting members occurs.
- The H&I Chairperson shall vote only in the case of a tie.
- Any time a panel leader is going to be absent from a regular monthly subcommittee meeting or his/her committed meeting/presentation at a facility for any reason, he/she will be required to contact one of the following, in the following preferred order: the panel coordinator, subcommittee vice-chair, or subcommittee chair, to advise them of his/her intended absence. Such absent panel leaders shall submit their monthly reports to the Chair prior to the monthly meeting.

Elected Officers & Elections

Election of officers shall be held once a year in June, with new officers taking over in July. This subcommittee shall elect all officer positions except the chairperson, who shall be elected by the ASC and answer directly to the ASC. Elected Officers shall fill the following positions, *but may only be considered for such positions if they have fulfilled a minimum 1 year clean time requirement:*

1. Chairperson (by ASC)
2. Vice-Chair (also serves as Literature Distributor)
3. Secretary
4. Panel Coordinator
5. Panel Leader
6. Orientation Leader (up to 3 per year)

It is suggested that the Chair and Panel Coordinator have a minimum of six (6) months activity in H&I work. In all cases, the term of office for elected officers shall be one year; all candidates for elected office must meet the qualifications stated in these guidelines.

An elected officer may resign at any time. If an officer resigns or becomes otherwise unable to discharge the duties of the office, a successor shall be elected by the subcommittee membership, or in the case of the Chair, the ASC shall be immediately notified of such resignation or inability so they may elect a successor.

Officers may succeed themselves by re-election only one time, unless the position becomes open but unfilled, in which case the current officer may continue to serve until the position is filled.

From time to time, a position that fulfills a particular need may become necessary (i.e. secretary for a meeting so minutes may be taken, etc.). Individuals fulfilling that position may be appointed by the chairperson in agreement with the vice-chair.

Duties & Responsibilities of Officers

CHAIR:

- Prepares the monthly subcommittee meeting agenda and brings before the general meeting of the subcommittee matters that should be acted upon by the subcommittee
- Presides at all regular, special and general H&I subcommittee meetings
- Carry out policies and orders for the subcommittee
- Attend area service committee meetings
- Attend regional H&I subcommittee meetings

- Insure that the link of communication maintained between the subcommittee and the individual facilities is being done by the panel coordinator
- Handles all public relations contacts involving policy matters at the public level that pertain to H&I in direct cooperation with the PR subcommittee
- Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
- May visit any facility our subcommittee serves for a purpose beneficial to H&I, including offering assistance to panel participants

VICE-CHAIR:

- Assume the responsibilities of the Chair in the event of the Chair's absence
- Insure that all panel leaders have adequate literature for their meetings by acting as the literature distributor, and insuring that the literature orders do not exceed the budget set by the ASC for the H&I subcommittee's literature purpose
- Attend all H&I subcommittee meetings as well as ASC meetings. It is suggested that the vice-chair attend regional H&I subcommittee meetings whenever possible
- Coordinates new panels until a panel coordinator is assigned

SECRETARY:

- Record, copy and distribute accurate minutes of all regular, special and general H&I subcommittee meetings
- Minutes shall be distributed to all subcommittee members within two (2) weeks following the subcommittee meeting
- Keep updated records of all subcommittee members, including names, clean dates, email addresses, telephone numbers and H&I orientation dates
- Keep updated copies of all hospital and institution guidelines, rules and regulations
- Keep a file of all correspondence to and from the subcommittee
- Keep a file of the current H&I Subcommittee Policy, Guidelines & Procedures
- Keep an updated list of all eligible Panel Leaders for each facility the subcommittee currently services, including their current phone numbers
- Send notices or make telephone calls for special meetings and/or announcements
- Type and prepare any materials necessary for distribution to H&I members
- Attend all meetings of the H&I subcommittee

PANEL COORDINATOR:

- Attend all regular H&I subcommittee meetings
- Maintain a regular and ongoing link of communication with all of the facilities our H&I subcommittee takes meetings/presentations into
- Orients/instructs panel leaders in facilities requirements, regulations and general rules

covering H&I facility meetings/presentations

- Maintain regular contact with all panel leaders
- Make sure all supplies are available for the facilities, including literature, and that meetings/presentations are ongoing as scheduled
- Meet with facility administrators in the interest of harmony

PANEL LEADER:

- Attend all regular H&I subcommittee meetings
- Invite panel members to facility meetings/presentations and chair that meeting when possible
- Be familiar with facility rules
- Communicate regularly with the Panel Coordinator, especially if there are any problems and/or challenges that arise with the facility you visit
- Advise Panel Coordinator immediately if unable to attend a scheduled facility meeting
- Prepare and submit a report at all regularly scheduled monthly subcommittee meetings as to the status of the facility meeting; if absence from that meeting is anticipated, make sure to submit your report to Chair or Panel Coordinator prior to the regularly scheduled subcommittee meeting
- Obtain any supplies that are running low for the facility you visit
- Make sure the meeting begins/ends on time
- Refresh facility do's and don't's with panel members, especially new ones, and remind panel members of facility and subcommittee rules

ORIENTATION LEADER:

- Attend regularly scheduled H&I subcommittee meetings and special events where orientations will take place
- Circulate a list so new members and those requiring re-orientation may sign up for that meeting's orientation session
- Conduct the orientation according to the guidelines found in the Orientation Package
- Review the guidelines, especially the "Do's and Don'ts", during the Orientation
- Make sure the orientation does not take longer than thirty (30) minutes.
- Leave time for Questions and Answer; if someone needs extended time to understand the orientation, schedule an orientation separately
- Distribute a copy of "Facility General Do's and Dont's" to every orientee.
- Record the name, clean date, email address, and current phone number of every person who is oriented, and shall submit that information to the H&I secretary at the conclusion of each orientation session.
 - When possible, rotate Orientation Leaders from month to month so that all Orientation Leaders get the opportunity to lead the orientation sessions.

H&I CLEAN TIME REQUIREMENTS

- ❖ **Officer/Panel Leader: 1 year plus 6 months**
active H&I experience
- ❖ **Attend H&I Presentation: 30 days**
(invitation by panel leader)
- ❖ **Speak: 90 days (3 months)**
- ❖ **Share/Panel Member: Six (6) months**

GENERAL RULES

NOTE: Those who carry a message into a prison or jail are required to submit to a background check by that facility as a policy of North Carolina penal institutions. This is to assure proper clearance to enter that correctional facility. Some facilities, especially the women's correctional facilities, also require that all volunteers attend annual orientations as a condition of entry. Please do not take it personally. We are guests of the facilities we service and must comply with their wishes.

Additional general rules to keep in mind for the protection of yourselves and our ability to continuously and successfully carry the NA message into hospitals and institutions include:

- It is a felony to bring any drugs or weapons onto the grounds of any institution, and unacceptable to bring them onto the grounds of any facility we service.
- It is a violation of the law to give money to an inmate, and unacceptable to give money or take money from any facility resident.
- You are not to bring in money in exchange for articles made by inmates or residents.
- You are not to accept gifts from any inmate or facility resident.
- It is a violation of our guidelines and possibly State Law to pass to or to take from an inmate, patient, or resident any correspondence of any type **(including your phone number)**.
- Obscene or vulgar talk and filthy off-color jokes are deeply frowned upon. There have been instances where institutions have instructed that a speaker not return because of their language.
- The dress code is neat and modest.
- No Narcotics Anonymous panel regularly conducted under the auspices of

the Subcommittee shall be held in any institutions, except under the direct supervision of a regularly delegated panel leader or substitute specifically delegated by the panel leader or coordinator.

- No member will involve himself/herself with any other activity at any institution that this Subcommittee serves, to avoid possible conflict and resulting damage to: a) the inmate, resident or patient on the inside; and b) the working ability and the privilege of this Subcommittee to carry the message inside the institution.
- No member will interfere with or use any influence in any institutions, courts, or hospitals, nor with any judge, doctor, probation officer or parole officer. Nor will he/she make any comments or promises regarding employment, parole, sponsorship or medical problems. We carry only the message of Narcotics Anonymous—recovery through spiritual principles.
- NA case histories, life stories, and/or NA principles or NA general information are to be the main topics of NA panels conducted within all institutions served by this Subcommittee. All speakers and panel members must strictly comply with this regulation, confining their talks solely to the NA message of recovery.
- No Narcotics Anonymous meeting regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader.
- Any NA member involved with a given facility through professional or volunteer basis, or who is an employee of that facility, should not participate in the panels serving the addicts in that facility.
- All facility rules and regulations will be strictly adhered to.

Any member of the H&I subcommittee shall be automatically disqualified from further H&I activity upon relapse and/or willful disregard of these and any other rules set forth in these guidelines and procedures.

The H&I subcommittee exists to share the Narcotics Anonymous message – our experience, strength and hope. H&I speakers should try to get residents involved with the meeting/presentation through reading materials and direct sharing.

[H&I PANEL MEMBER ORIENTATION PACKAGE
begins on the next page]

H&I PANEL MEMBER ORIENTATION PACKAGE

H&I orientation allows NA members to become familiar with H&I work so they aren't rushed into it without preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons.

This packet has been compiled by the Capital Area H&I Subcommittee to give some of the specifics that will be important for you as a panel member.

Observing an initial H&I presentation will give you a chance to just listen at first and see how an H&I meeting/presentation really works. It may also help you feel more comfortable when/if you join the panel.

WE STRONGLY ENCOURAGE YOU TO READ THE ENTIRE CAPITAL AREA H&I SUBCOMMITTEE HANDBOOK TO FAMILIARIZE YOURSELF MORE THOROUGHLY WITH OUR PURPOSE, PROCEDURES & GUIDELINES.

The H&I Presentation Format

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them. The format of any particular H&I presentation may vary from meeting to meeting depending on the type of facility. In short-term facilities, the format will be more focused on the panel members carrying a message in to the residents, while at a long-term facility we may encourage more participation from the residents. Regardless of the format used, we generally get the residents involved with a question and answer session at some point in the presentation.

In H&I we are carrying the message into the facility. We are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I meeting is an introduction to our fellowship for addicts. The panel leader should be able to answer any questions you may have about a presentation before it begins. Also, you may be asked to stay after the presentation for a while, or even extend the presentation, to talk with the residents if that is allowed.

Personal Commitments

Please DO NOT volunteer for an H&I presentation commitment if you are not sure that you want to attend, or you are not sure you will be able to attend the meeting. Once you agree to commit, try to give the panel leader at least forty-eight hours notice if you cannot make it so that the panel leader can invite someone to fill your spot. DO NOT ask someone to take your place on your own, or even to come along with you to the meeting. The panel leader is the only one that is allowed to invite people to an H&I meeting/presentation. If there is someone you want to invite, contact the panel leader and he/she will contact the prospective volunteer to introduce H&I to that person and explain our policies and procedures.

Questions and Answers

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

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

- *Other recovery programs or fellowships.

- *The facility, i.e., “Do I need to stay in treatment?”

- *Many other issues that do not pertain to recovery from addiction in Narcotics Anonymous.

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

Working with Others:

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. Some facilities house adolescents (specifically, those under the legal age of majority – 18 years old – in North Carolina). We may be carrying our message to people unlike us. Please remember: It is not our job to question, explain, judge, or investigate the facility clients, their rules, or the environment. But, it is our opportunity to respect and encourage anyone who wishes to stay clean and recover and to carry a message of hope and the promise of freedom. Diversity is our strength! This carries to other panel members and members of our subcommittee. We all have value and strengths to appreciate and contribute.

All facility residents are prospective members and should be treated with respect. When sharing in an H&I meeting/presentation, we need to remember that the stress experienced due to peer pressure may be just as much a crisis to them as losing a job, marriage, or house may be to others. In NA, we learn to deal with our feelings and emotions, and share with others how we have been able to work through them by utilizing the Twelve Steps of Narcotics Anonymous.

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

While some people maintain that residents respond better to people who closely resemble their specific experience, the bulk of our experience suggests that the age of the person sharing, or any other personal similarity, is secondary to their ability to share a strong, clear message of recovery. The MESSAGE is more powerful than the MESSENGER.

All H&I meetings are highly structured and should be geared towards recovery through the Twelve Steps of Narcotics Anonymous.

PLEASE REFER WITH SPECIAL ATTENTION TO THE FOLLOWING GENERAL LIST OF “FACILITY DO’S & DON’Ts”.

FACILITY GENERAL DO'S AND DON'TS FOR H&I PARTICIPATION

Do's

- Be up to date with your H&I orientation (any facility orientation requirements as well as annual H&I subcommittee orientation)
- Do make directories of outside meetings available to residents.
- Do clarify the facility's rules with anyone you bring in.
- Do start and end on time!
- Do briefly explain what H&I is.
- Do make it clear that NA is separate and distinct from the facility as well as other fellowships.
- Do try to get residents involved, especially those in long-term facilities (i.e., literature person, coffee maker, readings, etc.)
- Do obey all dress codes. Exercise common sense and dress appropriately.
- Do keep staff aware of your whereabouts at all times.

Don'ts

- Don't bring ANYONE with you to a presentation; ONLY panel leaders may choose/approve who attends any H&I presentation
- Don't break another person's anonymity, or tell his or her story.
- Don't debate any issues involving facility rules or regulations.
- Don't get involved in discussions on outside issues; remember why we are there.
- Don't put too much focus on what it was like to use when sharing. They already know.
- Don't debate which drugs are acceptable. NA is a program of complete abstinence from all drugs (we have literature to address prescribed medication and times of illness).
- Don't discuss conditions within the facility, or opinions about staff members.
- Don't carry excessive cash, or wear expensive or flashy jewelry.
- Don't show favoritism to any resident(s).
- **Don't take messages in/out of the facility, or give out any address or phone number – including your own. NO EXCEPTIONS!**
- Don't carry in any contraband items, such as cigarettes (if applicable) or weapons.

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

SAMPLE LETTERS

SAMPLE: GENERAL FACILITY INTRODUCTION

Date:

John Doe PO Box 9999 Van Nuys, CA 91409

Dear Mr. Doe,

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

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

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

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

Sincerely,

Trusted Servant, Chair, Capital Area of NA H&I Subcommittee

SAMPLE: CORRECTIONAL FACILITY – ALL’S WELL

Date:

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

Dear Warden Williams,

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

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

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

Sincerely,

Trusted Servant, Secretary, Capital Area of NA H&I Subcommittee

SAMPLE: CORRECTIONAL FACILITY – H&I REQUEST TO MEET FOR DISCUSSION

Date:

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

Dear Warden Williams,

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

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

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

Sincerely,

Trusted Servant, Secretary, Capital Area of NA H&I Subcommittee

*SAMPLE: CORRECTIONAL FACILITY – H&I CANNOT FULFILL
FACILITY’S REQUEST FOR SERVICES*

Date:

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

Dear Warden Williams,

We recently received your letter dated _____, in which you requested the Capital Area of Narcotics Anonymous Hospitals and Institutions Subcommittee (state nature of request). Unfortunately, we are unable to fulfill this request.

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

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

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

Sincerely,

Trusted Servant, secretary _____ Area H&I Subcommittee

SAMPLE: CORRECTIONAL FACILITY LITERATURE REQUEST

Date:

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

Dear Warden Williams,

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

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

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

Sincerely,

Trusted Servant, secretary, Capital Area of Narcotics Anonymous Hospitals
& Institutions Subcommittee

SAMPLE: CORRECTIONAL FACILITY STATUS MEETING

Date:

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

Dear Warden Williams,

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

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

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

Sincerely,

Trusted Servant, secretary _____ Capital Area NA H&I Subcommittee

*SAMPLE: CORRECTIONAL FACILITY – NOTICE FROM H&I WE ARE
ENDING SERVICES*

Date:

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

Dear Warden Williams,

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

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

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

Sincerely,

Trusted Servant, secretary _____ Area H&I Subcommittee

SAMPLE: CORRECTIONAL FACILITY - NOTIFYING THAT THE FACILITY MEETING IS NOT AN AUTHORIZED H&I MEETING/PRESENTATION (TO BE WRITTEN ONLY BY H&I CHAIR)

Date:

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

Dear Warden Williams,

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

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

Very truly yours,

Trusted Servant, chairperson, Capital Area NA H&I Subcommittee

SAMPLE: TO NA MEMBER PROVIDING UNAUTHORIZED H&I SERVICES

Date:

NA Member 123 Main St. Van Nuys, CA 12345

Dear Joe,

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

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

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

Yours in fellowship,

Trusted Servant, Secretary, Capital Area NAH&I Subcommittee

APPENDIX B FORMS

CHECKLIST FOR SETTING UP AN H&I MEETING

Initial contact:

Facility contacts us:

Appointment set? _____ (Other arrangements-specify _____)

We contact facility:

Name of facility:

Date of contact:

Type of facility:

Name of staff person:

Name of member(s) contacted:

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

Date of response

Information About NA

H&I Rules and Policies Literature Taken (List)

WSC H&I Handbook Taken

Local H&I Guidelines Taken

Twelve Steps ,Twelve Traditions

Description of H&I Format To Be Used

Requirements for Panel Chair, Leaders and Members

Literature Policy Additional Information

Information About Facility

Rules and Policies

Available Policies

Available Dress Code

Clean Time Requirements

Clearance Needed

Searches

Language Restrictions Staff Member Present

Restrict Physical Contact (NA hugs, circle for closing)

Prayer OK

Will Facility Provide Literature or Coffee

INFORMATION TO BE EXCHANGED DURING PRESENTATION

Date of information exchange: _____

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

Name of contact for meeting/presentation: _____

H&I subcommittee member making presentation: _____

Meeting/presentation established: _____

If yes; list date, time and frequency: _____

Second appointment for additional discussion: _____

Additional information requested by facility: _____

Results of presentation reported to H&I subcommittee: _____

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

H&I MEETING/PRESENTATION REGISTRATION FORM

NAME OF FACILITY:

STREET ADDRESS:

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

FACILITY REPRESENTATIVE NAME:

PHONE NUMBER: () _____ - _____

MEETING/PRESENTATION INFORMATION

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

_____ Time: _____ am/pm

_____ Time: _____ am/pm

Panel Coordinator or Leader _____ Phone () _____ -
_____ Address

_____ City: _____ State: _____ Zip Code

Type of Facility (check the most appropriate) Correctional Treatment
Hospital Armed Services Clinic Detox

Specific Type of Facility

Area: _____

H&I Chairperson _____

Address _____

City: _____ State: _____ Zip Code _____

Phone Number: () _____ - _____

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

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

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

H&I SUBCOMMITTEE PANEL LEADER FACILITY REPORT FORM

DATE: _____

NAME OF FACILITY: _____

NUMBER OF RESIDENTS EACH TIME: _____

NUMBER OF PANEL MEMBERS EACH TIME: _____

PANEL LEADER: _____

CHANGE OF ADDRESS: _____

PHONE NUMBER: () _____ - _____

PANEL COORDINATOR'S NAME: _____

LIST TOPICS AND/OR SPEAKERS: _____

HOW MANY TIMES HAVE YOU BEEN TO THE MEETING? _____

PROBLEMS OR SITUATIONS: _____

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

OTHER IMPORTANT INFORMATION: _____

RSC H&I REPORT FORM

(AREA H&I TO REGIONAL H&I)

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

H&I CHAIRPERSON: _____
CHANGE OF ADDRESS: _____ PHONE
NUMBER: () _____

ELECTION OF
OFFICERS: _____

NEW MEETINGS/PRESENTATIONS:

CURRENT PROJECTS OR ACTIVITIES:

PROBLEMS OR SITUATIONS:

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

OTHER IMPORTANT INFORMATION:



SUBSCRIPTION ORDER FORM

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

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

Send subscription to: _____

Please send a gift subscription to: _____

From _____

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

Name _____ Ad
dress _____ City
_____ State/Province _____ Zip/Postal Code
_____ Country _____

Please enclose check or money order with your order

Mail to:

Reaching Out

PO Box 9999 Van Nuys, CA 91409

H&I SUBCOMMITTEE LITERATURE INVENTORY FORM

MEETING LISTS

BASIC TEXT (Soft Cvr.) Item # EN-1102

IT WORKS: HOW AND WHY Item # EN-1140

WHITE BOOK Item #EN-1500

AN INTRODUCTORY GUIDE TO NA Item #EN-1200

BEHIND THE WALLS Item #EN-1601

STAYING CLEAN ON THE OUTSIDE IP No. 23 Item #EN-3123

FOR THE NEWCOMER IP No. 16 Item #EN-3116

FOR THOSE IN TREATMENT IP No. 17 Item #EN-3117

YOUTH AND RECOVERY IP No. 13 Item #EN-3113

SPONSORSHIP IP No. 11 Item #EN-3111

JUST FOR TODAY IP No. 8 Item #EN-3108

AM I AN ADDICT? IP No. 7 Item #EN-3107

RECOVERY AND RELAPSE IP No. 6 Item #EN-3106

JUST FOR TODAY– Daily Meditations Item #EN-1112

IN TIMES OF ILLNESS Item #EN-1603

Month _____

Sample H&I Meeting Format

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

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

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

Hope

Fear

Powerlessness

Anger

Unmanageability

Honesty

Change

Willingness

Open-mindedness

Balance

Acceptance

Just for today

Importance of sharing

6. In closing: Remind everyone of anonymity and that Narcotics Anonymous should remain forever nonprofessional.

7. Close with prayer of your choice.