

NARCOTICS ANONYMOUS

N.A. is a Fellowship of men and women who are recovering from the disease of addiction. These are people from all walks of life, people who have used a variety of drugs. The common denominator is that they realize the drugs were causing a major problem in their life, and they were seeking a different way of life. In one way or another, whether it be through a public information ad on T.V. news, through a friend, counselor, doctor or the judicial system, these people have found their way to a meeting of Narcotics Anonymous.

Narcotics Anonymous is based on spiritual principles. The Twelve Steps are the tools that each member uses for personal growth and recovery. The Twelve Traditions are the guidelines which unify the groups and assure that unity and an atmosphere of recovery is available for every addict who attends N.A. meetings.

The first Narcotics Anonymous group was started in 1953 in Southern California. At that time being a drug addict was not a socially acceptable thing and there were grave problems encountered. The first original members could not very often be honest or open with anyone outside the Fellowship about their addiction. There were times when the police felt they might find using addicts at Narcotics Anonymous meetings. Other times members of N.A. were asked to provide information about other addicts who may have been involved in criminal activities.

Most harmful was society's overall view of addiction, which in most cases was the feeling that addicts were hopeless criminals, and would never change. Of course we know now that that is not true. Although the disease of addiction can never be cured it most certainly can be arrested at some point, and then recovery is possible.

From that original group, others started and eventually members who moved from the vicinity to other towns started Narcotics Anonymous meetings wherever they went. By the early 1970's groups had started in almost all of the states in the United States and a few other countries. Along with that growth came a need for some form of services which were beyond the scope of the individual meetings.

Each group's primary purpose is simply to carry the message of N.A. recovery to other addicts. There are however many other services that are required to make the carrying of that message possible. Those services include the operation of phonelines that addicts can call and get information about where meetings are and what the Fellowship is about. N.A. Phonelines are operating in many cities throughout the United States and several other countries. The N.A. phoneline number for your locale can be obtained through directory assistance. Other services which N.A. committees provide include public information activities and special hospital and institutional activities whereby members take panels into various hospitals and institutions where residents are not able to go outside to attend regular N.A. meetings.

All of these services are coordinated through service committees which are established by and for the groups. These service committees operate within certain geographical boundaries and are commonly set up as either area, regional or world service committees. Decisions made at these service committee meetings are made through a process we call a group conscience. What that simply means is that there is no one governing body for the Fellowship of Narcotics Anonymous. Instead, each group or committee arrives at decisions based on its individual needs, as long as those decisions do not affect other groups or N.A. as a whole. Various items of literature are available which offer guidance and experience for groups and committees to use in making decisions that are in keeping with the Twelve Traditions. Every group is self-supporting through member contributions and does not accept any contributions or donations from outside the Fellowship.

Every group elects a representative who carries it's group conscience to the area level. In the same way, each area elects a representative to take it's group conscience to the region and every region elects a representative that takes it's group conscience to a world service conference meeting which occurs annually, in Southern California.

Two other world level bodies are the World Service Office and the World Service Board of Trustees. The WSB helps guide the Fellowship in the application of our Twelve Traditions, to promote unity within the Fellowship and assure that groups and meetings will always be available for other addicts looking for a way out of the misery of active addiction.

The WSO was established by the World Service Conference to act as the publication and distribution arm for the worldwide Fellowship of Narcotics Anonymous. The World Service Office is incorporated as a non-profit corporation and is supported through the sales of literature both within

the Fellowship and to non-member's, professionals, treatment centers, etc.

Because the World Service Office operates as a business , it is able to support itself through the sale of that literature. The World Service Office has along with its primary duty of publication and distribution of literature also taken on other responsibilities as the Fellowship has deemed necessary. At the time of this writing the office employs 31 full-time staff, five of whom are coordinators for the various world service conference committees. These coordinators work directly with the conference committees providing resource support and clerical functions. The committees with whom the coordinators work provide the following services: literature, public information, international communication, hospital and institution activities and group services. Because of the amount of information the office is able to process and record we are also responsible for the compilation of a world directory.

Every group is asked to complete and submit a group registration form, after the group has been functioning stably for six months. The information from those registration forms is put together into the World Directory, and from that we can get an overview of the dramatic rate of growth apparent in the Fellowship over the last several years. At the end of 1982 there were 2,200 registered meetings. As of August '86 the world directory lists 7,000 meetings in 37 different countries.

WORLD SERVICE OFFICE

The World Service Office was established by the Fellowship to serve as the publishing agency for N.A. and to assist in the general administration of N.A. The Office was incorporated in 1977 and has maintained an office since that time. In the first three years the office was in the home of the Office Manager. In 1980 the Office was moved to a commercial building. We have grown considerably since that time. The Office now occupies two building with a total of nine thousand square feet of space.

The Office is a special board within the scope of Tradition Nine and responsible to the World Service Conference. The WSO presents a yearly report on operations of the Office to the Conference along with a complete Financial Report. Between the yearly meetings of the Conference the WSO reports to the Fellowship at large through the publication of the NEWSLINE and the bi-monthly Fellowship Report. A provision in the By-laws of the WSO requires that the WSO adhere to and follow any instructions or actions of the World Service Conference.

BOARD OF DIRECTORS OF WSO

The board created by the Conference to manage the affairs of the Office is the Board of Directors of the Office. Three members of the board are directly elected by the Conference. The other Nine members of the Board are elected by the Conference to a pool of potential members from which they are drawn for membership on the Board when needed.

The Board meets 6 times a year. Each meeting is usually for one or two full days. Duties of the Board include:

1. Establishing policies and general procedures for the WSO.
2. Selects an Executive Director to supervise and manage the daily activities and responsibilities of the Office.
3. Oversees the general operation of the office and the Executive Directors management effectiveness.
4. Adopts a yearly budget, considers and then approves (if desirable) other expenditures not included in the budget.
5. Reviews reports submitted by the Executive Director which include specific proposals, and approve, revise or reject those proposals.

EXECUTIVE DIRECTOR OF THE WSO (ALSO KNOWN AS - OFFICE MANAGER)

The Executive Director is responsible for overall management of the World Service Office, including implementation of policies, adherence to established office procedures, personnel management, expenditure of funds within the budget adopted by the Board of Directors. The Executive Director reports to the full Board at meetings but between meetings communicates several times each week to the Chairperson of the Board on various matters that arise. Other responsibilities of the Executive Director include maintaining an accounting system which records all cash flow, and submitting monthly in-depth financial reports to the BOD. He also submits projections and proposals to the board for their consideration in setting policies and procedures for WSO operation.

THE WORLD SERVICE OFFICE OPERATION

The overall responsibilities of the WSO can be divided into two overall areas of work: Production/Distribution of materials for the Fellowship and Services to the Fellowship

Production and distribution of materials: The Office takes literature approved by the World Service Conference, has it typeset and prepared for printing, has outside printing companies print the material and then keeps the literature on hand for sale within and outside the Fellowship. Items in addition to recovery literature are also produced when appropriate. These items are sold and then shipped all over the world. The Office is financed through the sale of the literature and other items. All contributions received at the WSO are given directly to the World Service Conference. A few examples of the volume of sales activity might be interesting for you to know about:

1. **Approved Literature:**

Examples:

<u>The Basic Text</u>	
Apr. 83-Apr. 84	+36,000 sold
Apr. 84-Apr. 85	+72,000 sold
Apr. 85-Apr. 86	+144,000 sold
Apr. 86 to date	15,000 per month
<u>Information Pamphlets</u>	
Current sales rate	2.5 Million/yr
<u>Little White Booklets</u>	
Current sales rate	400,000/yr.

2. **The N.A. Way Magazine:** The magazine became the responsibility of the WSO after the World Service Conference in 1984. WSO began production with the June 1984 issue.

<u>Date</u>	<u>Subscribers</u>
Oct 1, 1984	300
May 1, 1985	1,200
Aug 15, 1985	2,000
August 1986	3,800

The Magazine employs a Managing Editor full time and one full time support staff.

3. The Office also has other inventory other items that are widely used in the Fellowship including: Speaker Tapes, Keytags, Metal Medallions, Poster Sets, Public Service Announcements for T.V. and radio.

Services to the Fellowship: Services that the WSO provides to the Fellowship are divided into programatic areas. They currently include:

1. Group Services has two full time personnel that:
 - a. Respond to Inquiries from Non-N.A. sources. Send pamphlets, order forms, letters etc.
 - b. Send Starter Kits to anyone on request.

- c. Records and maintains group registrations
 - d. Compile and maintain a World Directory of N.A. meetings
 - e. Respond to problems voiced by N.A. members, areas and groups.
2. Hospitals and Institutions Services are provided by two full time personnel who:
- a. Respond to inquiries from addicts in institutions (correctional, treatment or whatever).
 - b. Service the WSC H&I committee by coordinating their correspondence and supervising clerical support for them.
 - c. Edit the WSC Newsletter, Reaching Out, which is distributed to members and groups in institutions as well as H&I committees within the Fellowship.
 - d. Keep records of all active H&I committees at the area and regional levels.
 - e. Help isolated or new N.A. communities find the nearest H&I committee for support in developing an approach to H&I.
 - f. Communicate directly with Institutions, answering their questions and hooking them up with the nearest H&I committee.
3. Public Information Services: A full time P.I. Coordinator serves as a liaison to the WSC P.I. Committee, keeping records and administering clerical support similar to that described under H&I above. An important aspect of the WSO PI Coordinator responsibilities is working with WSC PI and national or international news media. The Fellowship is getting increased volume of media interest and the Coordinator assists in developing a coordinated response to inquiries.
4. Literature Development: A full time Literature Coordinator and three support personnel work closely with the WSC Literature Committee in every phase of the development of new literature for N.A. This WSO staff Coordinator administers clerical support to the committee, and serves as the WSO liaison in the literature development process. These staff members also oversee the translations of literature and the typesetting of literature prior to printing.
5. Other Conference needs: The Office provides assistance and services to other WSC activities and needs. These include the International and Policy Committees. The Office also provides administrative support for the World Convention.
6. Direct Services to the World Service Board of Trustees and World Service Conference as a whole.
- a. Handles all arrangements for the annual World Service Conference and quarterly workshops.
 - b. Provides meeting space for the WSB and WSC committees when needed.
 - c. Coordinates travel arrangements for WSB and WSC members when needed.
 - d. Provides all clerical services to the WSB and WSC.
 - e. Coordinates communications for WSB and WSC members.

SOME GROWTH STATISTICS

The growth of the WSO is representative of the growth of the entire Fellowship. For example:

Number of employees:

June of 1983

One full time, one part time staff

Current

**27 full time, 1 part time,
continued rapid growth rate today**

Growth of the Fellowship mirrors the growth in the WSO. The number of meetings, for example:

June of 1983

2,000 meetings

January of 1985 (18 Mos.)

4,000 meetings

July of 1986

7,084 meetings

The Fellowship is growing at a tremendous rate. The number of meetings is almost doubling about every 18 months. This growth is projected to level off in a few years.

Example of WSO's role in this growth rate:

During the past year we mailed an introductory packet to 2,000 facilities which specialize in the treatment of addiction. Within 6 months of the completion of that project, over 300 new groups were started that were directly traceable to that mailing.

WORLD DIRECTORY MEETING COUNT*

NON-UNITED STATES

(AUGUST 1, 1986)

	NEW	DEL	TOTAL		NEW	DEL	TOTAL
Austria			1	Germany			31
Australia			4	Guam	1		
N.S.W.	2		59	Holland			1
Queensland			6	Iceland			1
S. Australia			3	India			8
Victoria		1	11	Ireland			25
W. Australia			4	Israel			2
Bahamas			22	Italy			9
Bahrain			1	Japan			10
Bermuda			2	Korea			3
Brazil	1		2	New Zealand			9
Canada				Norway			1
Alberta			20	Panama			4
B.C.	1		70	Peru			2
Manitoba			10	Portugal			2
New Brunswick	1		8	Philippines			1
Nova Scotia			26	Puerto Rico			2
Ontario		2	48	Scotland			7
P.E.I.			2	South Africa			3
Quebec		1	51	Spain			5
Saskatchewan			15	Switzerland			1
Colombia			10	Virgin Islands			2
El Salvador			2	Wales			5
England	2		79	West Germany			2
France			4	West Indies			3

NEW NON-U.S. MEETINGS: 7
MEETING DELETIONS: 5
TOTAL NON-U.S. MEETINGS: 599

TOTAL NEW MEETINGS IN THE WORLD: 78
MEETING DELETIONS: 7
TOTAL MEETINGS IN THE WORLD: 6,672

*H&I MEETINGS NOT INCLUDED

WORLD DIRECTORY MEETING COUNT*

UNITED STATES

(AUGUST 1, 1986)

EASTERN STATES

WESTERN STATES

	NEW	DEL	TOTAL
Alabama			59
Connecticut.....	1		73
Delaware			19
Florida	1		373
Georgia	1		199
Illinois.....	1		201
Indiana.....			99
Kentucky			71
Maine			31
Maryland.....			217
Massachusetts.....			89
Michigan	1		177
Mississippi			56
New Hampshire			11
New Jersey.....	1		207
New York.....	4		322
North Carolina.....	1		105
Ohio.....	1		173
Pennsylvania			382
Rhode Island.....	1		13
South Carolina	4		60
Tennessee.....			79
Vermont.....			16
Virginia	2		139
Washington D.C.			55
West Virginia.....	5		45
Wisconsin		1	<u>131</u>
New Meetings.....	24		
Deletions		1	
TOTAL MEETINGS (EAST)..			3402

	NEW	DEL	TOTAL
Alaska			45
Arizona.....	1		74
Arkansas.....	1		29
California.....	12		720
Colorado.....			71
Hawaii.....	1		59
Idaho.....			39
Iowa			94
Kansas.....	4		115
Louisiana.....			88
Minnesota.....			73
Missouri.....			86
Montana.....			24
Nebraska			40
Nevada			42
New Mexico.....	3		43
North Dakota			25
Oklahoma	1		167
Oregon.....	13		200
South Dakota.....		1	27
Texas.....	7		330
Utah.....	1		31
Washington	2		208
Wyoming.....	1		<u>41</u>
New Meetings.....	47		
Deletions.....		1	
TOTAL MEETINGS (WEST)			2671

TOTAL NEW U.S. MEETINGS: 71
 MEETING DELETIONS: 2
 TOTAL MEETINGS IN THE UNITED STATES: 6,073

WORLD SERVICE OFFICE OF NARCOTICS ANONYMOUS ORDER FORM

P.O. BOX 9999, VAN NUYS, CA 91409

**** PLEASE TYPE OR PRINT PLAINLY ****

*Ship the following order to the address below. Enclose the full purchase price.
Many of these materials are available in other languages. Write for information.*

GROUP NAME _____ CONTACT _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ PHONE () _____

<u>QUANTITY</u>	<u>ITEM</u>	<u>PRICE</u>
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BASIC TEXT, POSTERS AND WHITE BOOKLETS

_____	N.A. Basic Text (\$8.00).....	_____
_____	World Directory (\$5.00 per set).....	_____
_____	(Volume I - Eastern U.S.) (\$2.00 if sold separately).....	_____
_____	(Volume II - Western U.S.) (\$2.00 if sold separately).....	_____
_____	(Volume III - Non U.S.) (\$1.00 if sold separately).....	_____
_____	N.A. Cards (pkg. approximately 500) (\$5.00 per pkg.).....	_____
_____	N.A. Posters:	
_____	The Twelve Steps (23" X 34") (\$2.00).....	_____
_____	The Twelve Traditions (23" X 34") (\$2.00).....	_____
_____	Serenity Prayer (11" X 17") (\$.65).....	_____
_____	My Gratitude Speaks Prayer (11" X 17") (\$.65).....	_____
_____	Complete Poster Set (\$4.50).....	_____
_____	I.P. #18 Group Starter Kit (\$40).....	_____
_____	N.A. White Book Newly Revised (1 to 99 copies \$.50; 100 or more \$.40)....	_____
_____	Group Readings "Who, What, How, Why & 12 Traditions" (Set of 5 \$1.00)..	_____

SUBTOTAL OF BASIC TEXT, POSTERS AND WHITE BOOKLETS _____

INFORMATION PAMPHLETS (1-99; \$.15 each, any combination of 100 or more, \$.13 each)

_____	#1 Who, What, How and Why	_____
_____	#2 The Group.....	_____
_____	#5 Another Look.....	_____
_____	#6 Recovery and Relapse	_____
_____	#7 Am I an Addict?.....	_____
_____	#8 Just for Today.....	_____
_____	#9 Living the Program.....	_____
_____	#11 Sponsorship	_____
_____	#12 Triangle of Self-Obsession.....	_____
_____	#13 Youth and Recovery	_____
_____	#14 One Addict's Experience with Acceptance.....	_____
_____	#16 For the Newcomer.....	_____
_____	#19 Self Acceptance	_____
_____	#20 Hospitals, Institutions and the N.A. Member	_____

SUBTOTAL OF I.P. ORDER _____

HANDBOOKS, GUIDES AND FORMS

_____	Temporary Working Guide to Our Service Structure (\$1.50)	_____
_____	Literature Committee Handbook (\$1.50).....	_____
_____	Hospitals and Institutions Guidelines (\$2.00).....	_____
_____	Convention Guidelines (\$2.00).....	_____
_____	A Guide to Public Information (\$3.00).....	_____
_____	A Guide to Phoneline Service (\$2.00).....	_____
_____	Handbook for N.A. Newsletters (\$1.50)	_____

____Treasurer's Handbook (\$1.50).....
____Group Treasurer's Record (13 sheets/pad) (\$.35 per pad).....
____ASC/RSC Check Register (13 sheets/pad) (\$.35 per pad).....
____Group/Area Contribution Form (13 sheets/pad) (\$.35 per pad).....

SUBTOTAL OF HANDBOOKS, GUIDES AND FORMS ORDER_____

MEDALLIONS - anniversary commemoration (\$1.85 each item)

____1 yr	____6 yrs	____11 yrs	____16 yrs	____21 yrs	____26 yrs	____31 yrs
____2 yrs	____7 yrs	____12 yrs	____17 yrs	____22 yrs	____27 yrs	____32 yrs
____3 yrs	____8 yrs	____13 yrs	____18 yrs	____23 yrs	____28 yrs	____33 yrs
____4 yrs	____9 yrs	____14 yrs	____19 yrs	____24 yrs	____29 yrs	____34 yrs
____5 yrs	____10 yrs	____15 yrs	____20 yrs	____25 yrs	____30 yrs	____35 yrs

SUBTOTAL OF MEDALLION ORDER_____

N.A. KEY TAGS with Logo	____Orange (30 days)	____Blue (6 months)
(each item \$.25)	____Green (60 days)	____Yellow (9 months)
____White (Welcome)	____Red (90 days)	____Moonglow (1 year)

SUBTOTAL OF KEY TAG ORDER_____

N.A. CHIPS with Logo	____Orange (30 days)	____Blue (6 months)
(each item \$.18)	____Green (60 days)	____Yellow (9 months)
____White (Welcome)	____Red (90 days)	____Moonglow (1 year)

SUBTOTAL OF CHIPS ORDER_____

SPEAKER TAPES	____#1000 Leah G.*	____#1020 Bob B.
(\$5.00 each tape)	____#1005 Dean G.	____#1025 Motorcycle Ed
	____#1010 Sydney R.	____#1030 Johnny H.
	____#1015 Jimmy K.	(*Contains strong language)

SUBTOTAL OF SPEAKER TAPES_____

SUBTOTAL OF BASIC TEXT, POSTERS AND WHITE BOOKLETS_____

SUBTOTAL OF I.P. ORDER_____

SUBTOTAL OF HANDBOOKS, GUIDES AND FORMS_____

SUBTOTAL OF MEDALLION ORDER_____

SUBTOTAL OF KEY TAG ORDER_____

SUBTOTAL OF CHIP ORDER_____

SUBTOTAL OF SPEAKER TAPES_____

SUBTOTAL OF PURCHASE_____

CALIFORNIA RESIDENTS MUST ADD SALES TAX (6.5%)_____

ADD 10% FOR SHIPPING AND HANDLING_____

SUBTOTAL_____

N.A. WAY SUBSCRIPTION: Please enter the above name and address for one subscription of the *N.A. Way* magazine: \$12.00 per subscription per year. (Attach a separate sheet for additional subscription addresses if necessary)

How many? _____ X \$12.00 ea.

N.A. WAY SUBSCRIPTION SUBTOTAL_____

Public Service Announcements, silver medallions for 1 through 15 yr's, 20 yr's and 25 yr's can be obtained upon request. Contact the World Service Office for further information. Special Order Forms with additional items are available for N.A. members.

All purchases from outside the U.S. must be made by cashiers check or money order drawn in U.S. currency.

ORDER TOTAL_____

CONTROL # _____ (for office use only) INTERIM ORDER FORM

7/86