

WORLD SERVICE CONFERENCE 85/86



CONFERENCE AGENDA REPORT

MATERIALS FOR CONFERENCE APPROVAL

JANUARY 28, 1986

WORLD SERVICE CONFERENCE AGENDA REPORT
WSC 1985-86
JANUARY 28, 1986

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INTRODUCTION

This Conference Agenda Report contains the work to be considered at the World Service Conference meeting in April 1986. It includes three complete proposed handbooks, several pamphlets, a considerable number of separate motions and informative reports of work in progress. This represents thousands of hours of effort by trusted servants of the Fellowship in their collective efforts to provide the Fellowship with the tools and policies that will make the Fellowship more effective in carrying the message of recovery to the still suffering addict.

WSC Committees have continued to improve during this year in their ability to accomplish administrative tasks and produce quality tools for Fellowship consideration. The work presented here is, however, just one more step in the growth of Narcotics Anonymous. Next year, and those to follow, the Committees of the Conference will produce more books, handbooks, pamphlets, and motions for consideration and approval by the Fellowship.

Copies of this report have been mailed directly to all Conference participants and Regional Service Committees for their use and study. They may elect to make copies for their area committees and groups or copies can be obtained directly from the World Service Office an order form is enclosed.

Centered at the bottom of each page of this Conference Agenda Report is the page number as reflected on the Table of Contents. The items in this report which are complete works (A Guide to Public Information, for example) have separate page numbers which are shown as the number at the top of the page.

Throughout the report you will find portions with some language printed in **bold** type. The language printed in **bold** is the exact language that is being proposed for adoption. This has been done in an effort to make the readers job more understandable. If there is any question pertaining to this, please call the WSO or the appropriate Committee Chairperson.

At the end of the Agenda Report is an Addendum which includes a nomination form to be used by regions for suggesting members of their regions for service on World Service Conference Committees.

TO: The Fellowship

FROM: George Hollahan, Chairperson
World Service Conference

This report contains the items of business for Fellowship action. These items for consideration are the culmination of experience, hard work, and dedication of trusted servants from around the world. Each committee has spent many long hours of debate and discussion on the benefits and/or liabilities of each item before presenting them here. The responsibility now rests firmly in the hands of our membership to determine the course of our future and how effectively we further our primary purpose.

As you read through this report you will note some subtle differences from past years. Some committees don't have any items to present for approval this year. This does not mean the workload has gotten any lighter or committees have taken their work for granted. It simply means Conference committees will not burden the Conference with work that is not thoroughly and satisfactorily ready for presentation. Most committees have projects that need more time to reach fruition than a single year allows, or perhaps need more clear direction from the Conference which can only be ascertained at the annual meeting.

Following the reports of the Conference committees, at the end of this document, is a separate report regarding the guidelines of the H & I Committee and a nomination form for use in recommending members of the Fellowship for participation in WSC Committees and world level trusted servant positions. The guidelines enclosed for the H & I Committee have been approved for use by the committee until such time as the Select Committee on Service Structure has completed it's task and presented their work to the Fellowship for approval.

The Administrative Committee found during this year that two matters, one pertaining to procedure, the other to policy should be changed in order to improve the overall effectiveness of the WSC Administrative Committee. Both motions are presented for Conference consideration. These motions were adopted unanimously at the January meeting of the WSC Administrative Committee and the Conference Standing Committee Chairpersons.

1. "That we continue to utilize the quarterly meeting concept as stated in the Temporary Working Guide to the Service Structure, with the following amendment: pp. 46,47 after the word "by", insert; "the WSC Administrative Committee and presented to the participants at the annual meeting."

This motion if approved would allow the WSC Administrative Committee the latitude to actually select the site for each meeting during the year and to change such site if for any reason, the site chosen does not meet reasonable expectations for such a meeting, i.e. financial, scheduling, etc. This would also keep the Conference from entering into a lengthy bidding process.

2. "That matters of the Conference budget, budget policy and its development, review, and reporting, be the responsibility of a committee composed of the WSC Chairperson, Vice-Chairperson, and Treasurer, as well as the Chairperson of each Conference Standing Committee. This committee will be known as the Joint Administrative Committee and this Committee will be chaired by the WSC Treasurer when sessioned to discuss financial affairs."

Coupled with the motion to dissolve the WSC Finance Committee, this motion would transfer the responsibilities of the WSC Finance Committee to specifically named trusted servants of the Conference who are most involved and experienced with the financial business of the Conference. This has effectively

been in practice for the past two years and by passing this motion would affirm this practice as part of our structure.

3. "That the offices of Secretary and Assistant Secretary of the World Service Conference be deleted as elective positions as officers in all appropriate places in the Temporary Working Guide to the Service Structure and that the duties of secretary of the World Service Conference be the responsibility of the World Service Office staff".

Recent years have proven that the work required of the Secretary for the World Service Conference has in reality become a full time job. The World Service Office staff have been performing the duties that are normally expected from the elected Secretary of the Conference. This should not cast any unfavorable reflection on the current Secretary or Assistant Secretary. Both persons are willing and interested in serving the Fellowship. The volume of work has however simply grown beyond the level that a volunteer member of the Fellowship can be expected to provide. As long as these positions remain as elective posts and as long as the Secretary remains as a voting member of the Conference we have a responsibility to provide funds for their attendance at the Conference. By deleting these positions from the list of officers we will be deleting what have become honorary positions.

The following motions were received by the WSC Administrative Committee from Regional Committees to be presented in this report and brought to the floor of the Conference during the annual meeting.

3. "That the World Convention of Narcotics Anonymous be held every two years."

The region recommending this motion felt that the Fellowship will be better served if less emphasis on the world convention was made and that by having it every other year was one way to accomplish that. It will also make the planning and implementation of the world convention a more manageable task for those trusted servants responsible for it.

4. "That the N.A. Way be acceptable for use in open and closed meetings, provided that the disclaimer in the front of the publication is read before it is used.

This suggestion arose because so many of the groups in some regions are already using stories from the magazine in their meetings. Many groups whose meeting format allows for specific topics to be discussed have found the variety and depth of issues in the magazine to be stimulating to the recovery of their members. To allow the magazine to be used in this way as a matter of policy for the Fellowship underscores the importance of the editorial review process discussed in the WSO report.

There will be two additional reports mailed before the Conference starts in April that will provide further information to Conference participants. This will include a proposed 1986/87 budget, proposed standing rules for the Conference and a specific agenda for the five day meeting.

TO: The Fellowship

FROM: Leah Goodrich, Vice Chairperson
World Service Conference

In the recent January 1986 Fellowship Report I reported that much of the work our Conference Committees complete takes more than one year of labor and study. This is particularly true for new committees and committees whose primary tasks have substantially changed. This year both the Policy Committee and the International Committee efforts reflect this happening.

The Policy Committee was given new assignments at the 1985 Conference meeting and they have not had enough time to complete the important work they were assigned. They did have two meetings this year, at the quarterly meetings, but more time is needed for their work. Accordingly there is no Policy Committee Report included with agenda items for the Conference to vote on. With additional work this year, the Committee may have matters to propose next year.

The International Committee similarly does not have agenda items for the Conference to vote on this year. The International Committee has made great strides in communicating within the Committee and with the world wide Fellowship. They have begun to more fully understand what should be the makeup of the Committee and how the Committee should function. The Committee worked on some complex and controversial matters that affect N.A. through the translation process and participation at the Conference by the non-U.S. Fellowship. The Committee expects to have work completed for Conference consideration next year.

At the end of the Agenda Report is an Addendum which includes a nomination form to be used by regions for suggesting members of their regions for service on World Service Conference Committees. The evolution of the Fellowship to the point that we recognize that our RSR's cannot do all the work we have previously expected them to do is an important milestone. Developing a system for WSC Committee participation that involves members from regions who have lots of experience in special areas of service is another important milestone. The guidelines of the Conference Committees should be consulted to determine which members from the regional fellowship will meet the criteria in order to be nominated.

Also enclosed near the end of this report is an ACTION ITEM LIST, which lists the motions which are included in the various reports. This has been done in order to assist you in the review of actions that will be considered by the Conference.

TO: The Fellowship

FROM: Susan Chess, Treasurer
World Service Conference

Attached is a report of financial activity of the World Service Conference up to December 31, 1985. Study of the report reveals several startling facts. An inordinately large percentage of WSC funds have come from conventions or similar activities. Over \$22,500 of the total of \$50,858 received from the Fellowship since June 15, 1985 came from conventions or other such events.

While the funds were appreciated and well used, the WSC's continued dependence on funds from this source rather than from Seventh Tradition funds originating at the group level is not comforting. In recent years there have been a few conventions which, together have provided at least 30% of all WSC funds. If our dependence on these activities was to continue and if one or more has a financial loss or even lowered profits, the activities of the Conference will be directly curtailed. It is not good planning for the Conference to be dependent on these events. The Conference activities have generally continued to live within the income received by the WSC, but it has not been easy. Some of the work that Conference committees might have produced has been delayed because of the uncertainty of funding. The third "quarterly" meeting was not held, in part, because funds were not available.

The WSO has been of great help in two respects during this year. They have begun to handle the receipt and deposit into the WSC account of all funds received from the Fellowship and also the preparation of financial reports. Because the job of Treasurer is becoming more demanding and complex, their assistance is appreciated and vital. I will of course keep the check book, continue to issue checks when warranted, if funds are available, and supervise the WSO assistance to assure accuracy. Additionally, the WSO has assisted by handling a great deal of the direct payments for expenses. They have used their funds to meet many expenses and then presented me with a consolidated billing. This has allowed many routine expenditures to be made more efficiently and with minimal, if any inconvenience that is caused by the physical distance between myself, others who sign on the account or the person or company who is to receive the check. This has produced a side benefit of allowing for some expenditures to be made and billed to the WSC treasury later when there were sufficient funds to cover the expense.

The approximate cost for hosting the World Service Conference meeting is \$10,000.00 and we have to keep a minimum balance of that amount because the Conference is the first priority for all funds received by WSC. We have been able to accomplish this but only because of the financial assistance provided by the WSO.

At the recent WSC Administrative Committee meeting discussions were held on the development of the 1986/87 Conference budget. The committees had all submitted proposed budgets in advance so it was possible to have a thorough review for the meeting. The WSC Finance Chairperson, Lee Manchester, did an extensive analysis that will be helpful in the development of a final budget. We hope to have a proposed budget in the mail to the conference participants before March.

Among the matters discussed at the administrative meeting was alternative sources of funds for World Services. It is possible that an alternative system to the present fund flow may be able to meet the needs of the Conference. The Finance

Committee reported in the recent Fellowship Report on a proposal to adopt a pamphlet that includes a formula fund flow system. Please study the matter fully.

The other matter pertaining to WSC finances was a proposal to dissolve the Finance Committee as it is currently structured and substitute a new one that is managed by the WSC Treasurer. In this Committee proposal the Administrative committee would sit as a Finance Committee when there is a need for the Finance Committee to meet. The proposal would improve the management of the World Service Conference funds.

WORLD SERVICE CONFERENCE
OF
NARCOTICS ANONYMOUS

TREASURER'S REPORT

JUNE 15, 1985 to DECEMBER 31st, 1985

REVENUE:

	<u>Oct 15</u> <u>Dec 31</u>	<u>Jun 15</u> <u>Dec 31</u>
W.S.C. 1984-1985	\$ 0.01	\$ 15,412.93
Interest	\$431.72	\$ 778.54
Donations:		
<u>ALBERTA, CANADA</u>	\$ 4.00	\$ 4.00
Love, Joy Group of Calgary	4.00	
<u>ARIZONA</u>	\$163.16	\$1,863.16
Regional Service Committee	163.16	1,700.00
<u>NORTHERN CALIFORNIA</u>	\$<1,061.55>	\$2,131.10
Regional Service Committee	268.00	2,191.70
RSC - Reversin entry - sent in error	<1,595.86>	
East Bay Area	200.00	500.00
Lodi Chapter		5.00
Narcotics Anonymous Group		18.00
Sonoma County		477.95
ASC Sacramento	66.31	
<u>7th NORTHERN CALIFORNIA CONVENTION</u>		\$ 8,000.00
<u>CALIFORNIA, SAN DIEGO/IMPERIAL</u>	\$ 1,500.00	\$ 2,300.00
Regional Service Committee	\$1500.00	800.00
<u>CALIFORNIA, SOUTHERN</u>	\$ 663.69	\$3,767.97
Regional Service Committee	663.69	\$2,604.28
A.S.F.V.A.S		500.00
<u>CHESAPEAKE/POTOMAC</u>	\$ 8,003.60	\$ 9,003.60
Regional Service Committee	1,000.00	1,000.00
6th E.C.C. Baltimore	7,000.00	
Search for Serenity, Baltimore	3.60	

<u>FLORIDA</u>	<u>\$ 1,578.98</u>	<u>\$ 3,799.58</u>
Regional Service Committee	\$1,468.98	1,446.20
Dade County A.S.C.		534.00
Tampa Funcoast A.S.C.		50.00
High on Life Group		40.40
Hope Without Drugs Group		50.00
Miracles Happen Group		60.00
Trailblazers Group		40.00
Friday Night Alternative	10.00	
Trailblazers	100.00	
<u>HAWAII</u>	<u>\$ nil</u>	<u>\$ 10.00</u>
Friday Night at the Castle		10.00
<u>IOWA</u>	<u>\$ 180.00</u>	<u>\$ 356.16</u>
Regional Service Committee	75.00	52.68
Friday Nite for Freedom		2.00
New Serenity Club		100.00
Progressionist for Freedom		1.48
Sunday Nite Fellowship		10.00
Thursday Nite Group		10.00
Freedom and Growth	100.00	
Dubuque (Tator)	5.00	
JIMMY K. "IN MEMORY":	<u>\$ nil</u>	<u>\$ 35.15</u>
<u>LOUISIANA</u>	<u>\$ 50.00</u>	<u>\$ 170.00</u>
Regional Service Committee		100.00
North Shore Group		20.00
Northshore A.S.C.	50.00	
MEMBERS:	<u>\$ 179.35</u>	<u>\$ 1,330.55</u>
<u>MICHIGAN</u>	<u>\$ nil</u>	<u>\$ 75.00</u>
Regional Service Committee		50.00
Gensis Group		25.00
<u>MID-AMERICA</u>	<u>\$ 15.00</u>	<u>\$ 215.00</u>
Regional S.C.		180.00
Larry Town Fellowship	15.00	20.00
MID AMERICA CONVENTION	<u>\$ nil</u>	<u>\$ 1,000.00</u>
<u>MID-COAST</u>	<u>\$ 192.48</u>	<u>\$ 564.78</u>
Regional Service Committee	192.48	94.55
Area Service Committee		94.43
C.I.A.S.C.		22.50
Friday Hartford		20.00
Little Egypt Group		100.00
N.A. Unity Fellowship		8.00
T.A.I.		32.82
<u>MOUNTAINER</u>	<u>\$ nil</u>	<u>\$ 15.00</u>
Recovery Group		15.00
<u>NEW ENGLAND</u>	<u>\$ 6.00</u>	<u>\$ 6.00</u>
Regional Service Committee	6.00	

<u>NEW JERSEY</u>	\$ 50.00	\$ 66.00
Ocean City Area		16.00
ASC of So. Jersey	50.00	
<u>NEW YORK</u>	\$ 30.00	\$ 545.00
Western N.Y. State Regional S.C.		250.00
208 Gay Group	30.00	40.00
Nassau Suffloch H&I		225.00
<u>NORTHERN NEVADA</u>	\$ 2,450.00	\$ 3,450.00
Area Service Committee	1,100.00	1,000.00
Sierra Sage R.S.C.	1,350.00	
<u>OHIO</u>	\$ 5.00	\$ 1,033.00
Regional Service Committee		1,000.00
Lake Erie General Service		28.00
ASC, Central Ohio	5.00	
<u>OKLAHOMA</u>	\$ 59.44	\$ 582.98
Regional Service Committee		100.00
Crazy and Clean		20.00
Living Clean Group	3.42	9.00
Midway Group		20.00
Original Group	20.00	20.00
Peace of Mind Group	36.02	26.20
Tahlequah Group		3.00
Crazy and Clean Campout		325.34
<u>OREGON/SOUTHERN IDAHO</u>	\$ nil	\$ 135.00
Regional Service Committee		50.00
Eugene Area Service Committee		50.00
Medford Area Service Committee		10.00
Blue Goose Group		25.00
<u>PHILADELPHIA, GREATER</u>	\$ 246.00	\$ 1,544.00
Regional Service Committee	246.00	498.00
Area Service Committee		800.00
<u>QUEBEC, CANADA</u>	\$ nil	\$ 230.31
Montreal District		
<u>SHOW ME REGION</u>	\$ 643.00	\$ 2,954.00
Regional Service Committee		680.00
Cag Group	128.00	126.00
Fifth Tradition	365.00	
Nitty Gritty		5.00
High on Life Picnic	150.00	1,500.00
<u>TEXAS, BEST LITTLE REGION IN</u>	\$ 7.41	\$ 133.65
Regional Service Committee	7.41	126.24
<u>TEXAS UNITY CONFERENCE</u>	\$ 184.63	\$ 719.70
<u>TRI STATE:</u>	\$ nil	\$ 300.00
Regional Service Committee		300.00
<u>UPPER MID-WEST</u>	\$ 87.44	\$ 112.44
ASC of Warren, MN	87.44	
Thursday A.M. Group		25.00

VIRGINIA, THIRD ANNUAL CONVENTION		\$ 412.00
<u>VOLUNTEER</u>	\$ nil	\$ 75.00
Area Service Committee		50.00
Newborn T.N.		15.00
H.A.L.T.S.		10.00
<u>WASHINGTON/NORTHERN IDAHO</u>	\$ 105.71	\$ 163.50
South Puget Sound Area	5.71	57.79
North Puget Sound A.S.C.	100.00	
<u>WEST VIRGINIA</u>	\$ 50.00	\$ 50.00
Tri Country Group	50.00	
WESTERN STATES UNITY CONVENTION	\$ nil	\$ 2,775.81
*MISC (See note Below)	\$ nil	\$ 151.00
Sunday Breakfast Sobriety		1.00
Beaton Heights Group		30.00
Health Dept. Group		20.00
Tuesday Night Freedom Group		10.00
St. Thomas N.A.		40.00
Last Connection Group		10.00
Hugs not Drugs		5.00
Friday Night Group		35.00
TOTALS	\$ 15,825.07	\$ 66,271.91

*NOTE: These will be transferred into their Regions as soon as I know which Regions they are in. Please remind your Regions, Area and Groups when submitting checks that they designate which Region they are in. Thank you.

EXPENSES:

	<u>This Period</u>	<u>Total Expenses</u>
ADMINISTRATION	<u>\$1,076.62</u>	<u>\$16,189.90</u>
Conference Rooms - L.A.		4,200.00
Conference Rooms - KS July		531.12
Copying and supplies WSC 85 - L.A.		3,970.68
Supplies, coffee - KS July		776.00
Copying-P.A. Oct.	1,076.62	
Travel:		
- K.B.C. - L.A.		399.00
- - KS July		325.50
- Susan C.- KS July		380.00
- George - WSC L.A.		383.00
- KS July		644.00
- England		1,131.98
- LA Aug		449.00
- Leah G. - Boston		447.00
- WSC LA		383.00
- KS July		644.00
- LA Aug		449.00
CONVENTION	<u>\$nil</u>	<u>\$2,000.81</u>
Telephone-1984/85 Expense		461.81
Travel - Bobby B.		96.00
- Stu T. - KS July		238.00
- DC		407.00
- PA Oct		298.00
Advance		500.00
FINANCE	<u><\$535.94></u>	<u>\$1,033.65</u>
Advance		500.00
LESS: Credit from 1984 - 1985 Committee		<111.98>
Check 85/86 Committee	<493.94>	
Telephone, copying etc.		219.57
Travel - Dale A. 1984-85		60.00
- Joe F. - KS July		346.00
- KS Refund	<42.00>	
- Lee M. - KS July		258.00
- PA Oct		298.00
HOSPITALS AND INSTITUTIONS	<u>\$nil</u>	<u>\$1,477.32</u>
Telephone - 1984-1985 Expense		311.32
Advance		500.00
Travel - Randy J. - KS July		178.00
- Bob B. - KS July		340.00
- LA July		148.00
INTERNATIONAL	<u>\$nil</u>	<u>\$2,771.00</u>
Travel - Shane D. - 1984/85		500.00
- KS July		239.00
Mary B. - England		1,323.00
- KS July		209.00
Advance		500.00

LITERATURE	<u>\$<736.82></u>	<u>\$1,965.40</u>
Telephone		62.22
Travel - Suzanne S. - KS July		238.00
- LA Sep		538.00
Maggie O. - KS July		346.00
- KS July Refund	<42.00>	
- LA Sep		538.00
- PA Oct		480.00
Advance	<500.00>	500.00
Balance of 1984/85 Account	<194.82>	
 PUBLIC INFORMATION	 <u>\$nil</u>	 <u>\$4,204.88</u>
Telephone, copying etc.		2,314.88
Travel - Kim J. - NY Apr		358.00
- WCNA-15		298.00
- Workshop Sep		178.00
- Bob H. - KS Jul		238.00
- LA Sep		318.00
Advance		500.00
 POLICY	 <u>\$nil</u>	 <u>\$986.56</u>
Telephone, copying etc. 84/85		182.16
Travel - Bill H. - LA 84/85		304.40
Advance		500.00
 W.S.B. TRUSTEES	 <u>\$ 8,535.36</u>	 <u>\$21,104.14</u>
Travel - Dutch H.- 84/85		32.20
- LA Apr		258.00
- KS Jul		326.00
- LA Aug		469.50
- LA Nov	732.00	
- LA Jan	428.00	
- Bo S. - LA Apr		596.00
- LA Jul		358.00
- LA Aug		390.00
- PA Oct	238.00	
- LA Nov	298.00	
- LA Dec	338.00	
- Jack B. - NY May		398.00
- LA Jul		238.00
- PA Oct		298.00
- Steve B. - Nov 8		160.00
- Feb 85		132.50
- Bob B. - DC May		374.00
- KS Jul		250.00
- PA Oct		298.00
- Tom McC - KS Jul		656.00
- LA Aug		418.00
- LA Oct		418.00
- Quebec Oct		472.66
- PA Oct	627.01	
- LA Nov	438.00	

	- LA Dec	483.01	
- Bob R.	- KS Jul		238.00
	- NY May		398.00
	- PA Oct		298.00
	- Atlanta Dec	358.00	
- Sydney R	- KS Jul		238.00
	- PA Oct		278.00
- John F.	- Feb		406.50
	- LA Apr		641.00
	- KS Jul		245.85
	- LA Aug		494.35
	- Dublin-London		164.00
	- LA Nov	438.00	
	- LA Dec	538.00	
- James D	- KS Jul		770.22
	- LA Aug	311.07	
	- PA Oct	508.04	
	- Dublin Sep	659.45	
	- LA Nov	266.34	
- Sally E	- PA Oct		298.00
	- KS Jul	258.00	
- Mike B.	- LA Apr		602.00
	- NY-TX		196.00
	- KS Jul		258.00
	- PA Oct	196.00	
	- LA Nov	488.00	
	- LA Dec	608.00	
- Jerry S - PA Oct		324.44	
Advance			500.00
TOTAL		\$8,339.22	\$51,733.66

Balance as of October 15, 1985	\$7,052.40
Total Revenue from Oct. 15 - Dec. 31	\$15,825.07
	\$22,877.47
Less Total Expenses from Oct. 15, 1985 to Dec. 31, 1985	\$8,339.22
Balance as of December 31, 1985	\$14,538.25

TO: The Fellowship

FROM: Lee Manchester, Chairperson
WSC Finance Committee

The WSC Finance Committee has only one item for the annual Conference agenda:

**MOVED, that the WSC Finance Committee be dissolved,
effective at the end of the 1986 annual meeting.**

Rather than try to anticipate the questions you might have, I will try to simply restate the position expressed on this proposal in the November 1985 Fellowship Report.

The WSC Finance Committee is asking the Conference to dissolve it because the committee feels the WSC will function more effectively and become better able to serve the Fellowship without it. When most organizations talk about a finance committee, they are referring to a special meeting of department heads chaired by the organization's budget manager. These are the people best capable of seeing the full scope of the organization's plans and the resources necessary to complete those plans. Such a meeting is also the best place for those key workers to consider the future of the organization as a whole so that the working plans and budgets of each separate department may be coordinated with those of all the others into a single unified budget proposal. This unified proposal is then presented to the decision-making body of the organization-- stockholders, members, or membership representatives-- for final review and approval. While some sort of separate watchdog committee may have a certain limited kind of usefulness, more often than not it could serve only to take potshots from the sidelines at the work of those most directly acquainted with the organization's operations. The proper place for the "watchdog function" is in the annual meeting of the organization itself.

These were the primary considerations behind the decision to place this motion before the Conference. If our best work has been to work ourselves out of a job that the Conference may function more effectively in providing the necessary services to the Fellowship, we will be very happy trusted servants indeed. We look forward to hearing your comments on this proposal in the coming months and to discussing it face to face on the floor of the Conference. In the meantime, may a Higher Power guide your steps and give you strength to take them.

TO: The Fellowship

FROM: Bob Bergh, Chairperson
WSC Hospitals and Institutions Committee

Contained in this report is the WSC H&I Committee's efforts during the past year to accomplish the tasks established by the Committee at WSC 85/86. They were to:

- a. Develop a comprehensive set of guidelines for the WSC H&I Committee.
- b. Draft amendments to the now existing guidelines to expand upon the area of H&I funding.
- c. Present a final examination of the I.P. entitled "Hospitals, Institutions and You," which has been out in approval form for the past nine month period of our current WSC year.

The WSC H&I Committee felt early during the past Conference (WSC-85) that, we, as a world level committee, needed comprehensive and workable guidelines. Since it's inception at the World Service Conference, the WSC H&I Committee has never had set guidelines. The committee took note last year that in order to function at a high level of productivity and service, workable guidelines would be needed. An adhoc committee was appointed from within the committee to formulate drafts. Upon accomplishing this, the entire committee membership actively began work on input, expansion and completion. The final draft was completed in Philadelphia during the WSC quarterly held October 19-20, 1985. We, as a committee, feel that the proposed guidelines, as set forth, will strengthen the WSC H&I Committee in several areas. One of the key areas of concern was how to evolve a system of selection which could include fair and adequate membership and participation from throughout the Fellowship. We have incorporated a system of pool selection similar to the one that the P.I. committee used during and following WSC-85.

At the end of the Agenda Report is an Addendum which includes the H & I Committee guidelines. The nomination process that will be used by the H & I Committee is explained in the guidelines. Included also is a copy of the WSC subcommittee's nominee information sheet. If your region uses this form to nominate a member to serve with H & I, that person should be the most experienced and informed H&I person in your region with the time and resources to participate. The RSR should bring this form to the Conference so that each region's nominee can be placed in the pool of nominees from which additional membership for the WSC H&I Committee will be drawn. The balance of the pool which is not drawn will be maintained throughout the WSC year, so that it can be used if the need arises during the year due to any vacancies which may occur.

In this way, we hope to garner the regional level nominees the service experience in H&I that we feel follows along lines which are most responsible to the Fellowship. We will be using these guidelines internally as a committee until such time as the Select Committee completes work on "A Guide to Service in Narcotics Anonymous" and it is approved by the Fellowship. We have forwarded copies of our guidelines to the Select Committee as input for the sections in the 'Guide to Service' which will pertain to WSC Subcommittees.

The following are the proposed amendments to the approved WSC H&I guidelines. These were developed by the Committee and are recommended for approval at WSC 86. They change the Hospital and Institutions Guidelines Section entitled, "H&I and Funding," found on page 12 of the Guidelines.

Action to be taken:

1. Delete 2nd sentence of 2nd paragraph on page 12 which reads: "It is suggested that this fund be administered by the WSO H&I Project Coordinator."

2. Insert this language: "This fund will be administered by the WSO H&I Project Coordinator who shall follow these guidelines:

1. The WSO Coordinator of H&I services may utilize his/her personal discretion on all literature distribution matters which do not exceed \$50.00.
2. Any literature request received in excess of \$50.00 up to \$200.00 will require concurrence and approval by the WSC H&I Committee Chairperson or Vice-Chair if the Chairperson is unavailable. This concurrence may be achieved via the phone for expediency, but it should be followed up with a letter of concurrence on the matter shortly thereafter.
3. All requests for literature in any amounts above \$200.00, will require a letter of approval from the Chairperson of the area or region requesting assistance and approval by the WSC H&I Committee voting members established at the World Service Conference.

The requesting committee or institution will also be required to submit a literature dispersal plan that must be approved by:

- a. The area or regional service committee established in the area or region from which the request originates.
- b. The WSC H&I Committee voting members established at the World Service Conference.

It should be noted that the monies from H&I cans are to only be used to purchase literature for the addicts within hospitals or other institutions. Funds from other types of fundraisers may be spent on other methods of carrying the message to the institutionalized addict."

The remaining final paragraph in the section entitled, "H&I and Funding," (paragraph 3, page 12) will remain unchanged.

It was felt this would not only set forth defined guidelines for the dispersal of the WSC H&I Special Fund, but clearly state what the H&I can monies can or cannot be used for.

Enclosed is a copy of the pamphlet, "Hospitals, Institutions and You." The Hospitals and Institutions Committee will propose, **"that the WSC adopt and approve the pamphlet entitled Hospitals and Institutions and You."** It has been out to the Fellowship for review in approval form for the entire WSC year. We are confident that most of the Fellowship is aware of this I.P.'s existence and the need for it. This I.P. was created with the hope that it would be able to better define to each of us as members of Narcotics Anonymous just what role H&I has in our

service structure and how we as individual members can involve ourselves with carrying out our primary purpose.

Finally, during the past year, the WSC H&I Committee has begun publishing a bi-monthly newsletter entitled "Reaching Out." The sole purpose of this newsletter is to share our experience, strength and hope as recovering addicts in Narcotics Anonymous with those addicts in treatment or correctional settings that often do not have an N.A. meeting (regular or H&I) available to them. It has also been used as a forum for sharing our experiences in carrying the message into hospitals and institutions and how it has been helpful in our personal programs of recovery. At WSC 1985, we were budgeted to produce 2,500 copies every other month on a continuing basis. The success of this newsletter has far exceeded our greatest expectations. We realize that the Conference budget is, to put it mildly, strained to the limit therefore, we are not asking excessive indulgence as far as increased quotas the conference will be responsible for financially.

Action to be taken:

Adopt the following authorization as policy and part of the WSC budget for 1986/87: "increase the conference expenditure from the current publishing level of 2,500 copies to 3,000 copies bi-monthly. Also authorize the World Service Office to publish an additional 3,000 copies of "Reaching Out" bi-monthly. These additional 3,000 copies will be sold at cost by the World Service Office. This would bring the production total up to 6,000 copies bi-monthly.

It is estimated that the cost for those sold by World Service Office will be approximately \$.25 per copy, in lots of 25 issues, and available to area and regional H&I committees throughout the Fellowship. In this way, the additional printing will pay for itself. The requests we have received for copies to various committees has been far beyond the current WSC budget capability.

Attached you will find the WSC H&I Committee Guidelines and the I.P., "Hospitals, Institutions and You."

Again, we as a committee would like to thank the Fellowship for allowing us to serve.

TO: The Fellowship

FROM: Maggie O'Connor, Chairperson
WSC Literature Committee

During the past year the highest priority for the World Literature Committee has been preparing the approval draft of *It Works: How and Why*, our book on the Twelve Steps and Twelve Traditions of Narcotics Anonymous. The review draft of this book went out to the Fellowship in January of 1985 for a nine-month review and input period. In order to gather more input for the book, we taped interviews with long time N.A. members from all around the Fellowship. These N.A. members shared experiences working the Twelve Steps and Traditions of N.A. to supplement the material in the review draft. In March of 1985, the WSO Board of Directors acting on the recommendation of the Literature Committee, hired a professional writer to help us prepare that approval draft. What the professional writer did was take all of our experiences recorded both in the review draft and in the taped interviews and fit them together into a unified and well-written text.

This was the first time that we had ever hired a professional writer to help us in developing a piece of Narcotics Anonymous literature. Through this experience we have gained a lot of valuable knowledge about working with a professional writer. We were ultimately very happy with the work the writer did for us. After the writer was finished, the resulting draft was thoroughly reviewed several times. This was done first by a special committee made up of the Literature Review Committee plus several members of the Board of Trustees, WSC Administrative Committee and the WSO Board of Directors. The draft was later reviewed by the full World Literature Committee. Because the draft that the writer produced was so well written, it was much easier for the Committee to make the minor revisions that they felt were necessary. By integrating all our material into one well organized draft, the professional writer greatly reduced the work of the World Literature Committee and made it possible for the Committee to produce a much better final draft than we could have produced solely by the Committee.

About the time the draft of the Twelve Steps was completed, the professional writer advised us that she was unable to continue with the work for personal reasons. In September we were offered an option to end the contract. Shortly thereafter the contract was ended by mutual agreement. Unfortunately the professional writer had not yet done any work on the Twelve Traditions. Therefore, we decided to send the approval draft of the first portion of the book out to the Fellowship first. We will have the approval draft of the Twelve Steps out to the Fellowship no later than the World Service Conference in 1986. While the Twelve Steps portion of the book is out for approval, we will work on preparing the approval draft of the Twelve Traditions. The World Literature Committee was so pleased with the results of using a professional writer that they decided at their December meeting to make a recommendation that the WSO Board of Directors hire a professional writer to help with the second half of the manuscript. Because the approval draft of the Twelve Traditions still has to be compiled, we are extending the input period for this half of the book. Input on the Traditions will be accepted by the World Literature Committee until April 1, 1986.

During 1985 the World Literature Committee also prepared approval drafts of three other items. Two of these pamphlets, *The Loner* and *Welcome to N.A.* went out to the Fellowship for review and input in January 1985. The World Literature

Committee received input from the Fellowship that was very helpful on both of these pamphlets. The third item, *Handbook for N.A. Literature Committees*, is an updated revision of the previous handbook and will go directly into the approval stage since it is non-recovery material. These three approval drafts will be made available to the Fellowship no later than the World Service Conference '86 in order to allow for a one-year approval period. They will come up for a vote of approval at WSC '87.

The World Service Conference of 1985 approved ten literature projects as priorities for the World Literature Committee in addition to the items already in the review and approval stages. Two of these projects are ready to go out to the Fellowship for a nine-month review period. These are the revised pamphlet *Am I An Addict?* and the revised Fourth Step guide *Working the Fourth Step in Narcotics Anonymous*. Another item being sent out for review this year is a pamphlet which was prepared by the WSC Hospitals and Institutions Committee called *Staying Clean on the Outside*. As specified by the Procedural Guidelines for the World Literature Committee, these review drafts will be sent out to all area and regional literature committees that are registered with the World Literature Committee. Review literature will no longer be sold by the World Service Office. That practice was instituted in the past year as a temporary means of making the review-stage literature as accessible as possible. However, in line with the new Procedural Guidelines and in view of our experience which has shown that the majority of input received comes from area and regional literature committees, it seems in the best interest of the N.A. Fellowship to distribute review-stage literature directly to the area and regional literature committees at no cost. This distribution process will provide support and unity to the literature committees throughout the worldwide Fellowship, and encourage growth and communication among them. All input on these three review drafts must be received by the World Literature Committee no later than October 1, 1986. We also wish to point out that just because the deadline is in October, it doesn't mean you have to wait until that time to send in your input. We strongly encourage area and regional literature committees to begin reviewing the new materials immediately. We will accept input throughout the nine-month review period.

The Literature Committee decided this year to include graphics on the covers of our new pamphlets instead of just the pamphlet title and the N.A. logo. All the above pamphlets going out for the review or the approval stage will include cover illustrations in addition to the pamphlet title and the N.A. logo. At the request of the World Literature Committee, a member of the Fellowship did some excellent illustrations for these pamphlet covers. We feel that these cover illustrations will greatly enhance the appearance of our literature and hopefully will attract more addicts to read the pamphlets. We hope that the Fellowship will send us their comments on the illustrations along with their input on the contents.

The rest of the projects on our prioritized worklist are still in the developmental stage. Because we have so many projects under development in addition to *It Works: How and Why*, the World Literature Committee was hesitant to propose new projects for our priority list. **However, we did decide to propose one item to the list for 1986. This is a pamphlet tentatively entitled *Addicts in the Armed Services*.** The Fellowship has expressed a need for a pamphlet on this subject. We also have a regional literature committee who has volunteered to take on the responsibility of preparing the first draft for the World Literature Committee as a special assignment.

The World Literature Committee and the WSO Board of Directors have taken some preliminary action on the motion passed at WSC '85 directing us to do specific editing on the Basic Text. We received many excellent applications for this job and interviewed several people. However, because we were so busy with *It*

Works: How and Why and other priorities, we have not yet begun the editing process. We do intend to discuss this again at the Conference, at least in a general way, in order to reaffirm that the wishes of the Fellowship are consistent with our understanding.

According to the Procedural Guidelines for the World Literature Committee, six of the registered members of the World Literature Committee are selected by drawing each year at the WSC. Every regional service committee has the opportunity to nominate an N.A. member from their N.A. community for this drawing. For those regions who choose to make nominations for the World Literature Committee, regional service representatives should arrive at the Conference with the name, address, phone number and other pertinent information about the person being nominated. A WSC subcommittee nominee form is included in this packet for your convenience. Although the drawing is limited to only six people, it is desirable that all regions make nominations to the World Literature Committee in order to ensure the widest possible Fellowship representation on the World Literature Committee. Members nominated to serve on the World Literature Committee should be individuals who have the interest and ability necessary for literature work. Their skills and willingness should have been demonstrated in prior service on an area or regional literature committee for a period of at least three years. These individuals should also have a thorough knowledge and understanding of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The nominees for the World Literature Committee should understand in advance that they will be asked to do some traveling, mostly at their own expense. The WSC subcommittees met twice during this past year at quarterly workshops held at different locations around the country. The World Literature Committee also had another meeting in December at the World Service Office. Each member of the World Literature Committee is expected to attend at least two World Literature Committee meetings during the year. We hope that regions that are financially able to will assist members of the World Literature Committee from their region to meet the travel expenses necessary to attend the World Literature Committee meetings. This is an excellent way for regional service committees to show support for the WSC and strengthen their involvement at the world level.

The World Literature Committee would like to thank all those regional literature committees that hosted workshops this year to work on World Literature Committee projects. The World Literature Committee got a great deal of work done because these regional literature committees took on special assignments for us. We are also very grateful to all the area and regional literature committees and the individuals who sent us their input on many of the literature projects now in development. This input gives the World Literature Committee a much broader perspective than it otherwise would have and enables us to produce much better literature for the Fellowship.

The motions which we will introduce at WSC '86 are listed in the Action Item List contained in this packet. Motions 1, 2 and 3 pertain to the approval of three pieces of literature which were distributed at WSC '85 for a one-year approval period. Those items are *A Physician's Viewpoint*, *Self Acceptance*, and the *Handbook for N.A. Newsletters*. Motion 4 refers to adding a topic index to the next and subsequent editions of the Basic Text. This idea came about as a result of our discussions regarding the editing of the Basic Text. The Literature Committee feels that a subject index would enhance our Basic Text. Because the text of the book is already stored in the computer at the World Service Office, it would be a relatively easy task to prepare a subject index. The list of subjects to be included would be selected by the World Literature Committee. Motion 5, which suggests adding one item to the '86-'87 worklist, was already briefly mentioned in this report.

At last year's Conference, a prioritized worklist was approved for the

World Literature Committee. Since most of these projects are still in the early stages of development, we feel that it would be prudent to add only one project for the coming year. There has been a need expressed by the Fellowship for a pamphlet on this topic. Our final motion pertains to the pamphlet *Just for Today*. Except for the title, the I.P. does not contain any material from Chapter Nine of our Basic Text. Therefore the Literature Committee feels that it may be confusing or misleading to include the words "Chapter Nine" on the cover of this I.P. The 6th motion by the Committee is to delete the words "Chapter Nine" from the I.P. *Just for Today*.

TO: The Fellowship

FROM: Kim Johnson, Chairperson
WSC Public Information Committee

The WSC P.I. Committee's motions on items for approval are quite short and to the point.

1. That A Guide to Public Information be approved.
2. That A Guide to Phoneline Service be approved.

GUIDES -

Over the past twenty months, WSC P.I. has worked diligently on the task of completing two handbooks. These are the Guide to Public Information and the Guide to Phoneline Service. They encompass all committee and member input that has been received, reviewed and used in a variety of options which were finalized during committee meetings and compiled into a finished product.

Although the Guide to P.I. has sections that require further input, which will be worked on and completed during the next year, the committee believes that this Guide is a vast improvement over our current P.I. Kit and respectfully requests your approval of it. It is urgently needed by the Fellowship in order for the growing number of P.I. subcommittees around the world to carry a unified message about Narcotics Anonymous.

RSR's should be prepared to cast a yes or no vote on each of the Guides.

ATTENDANCE AT NON-NA EVENTS -

The only other item which WSC P.I. will have on the agenda for voting is a plan for sending representative to non-N.A. seminars of regional, national or international organizations. These seminars would include organizations related to the legal, medical, mental health and social worker fields whose members come in contact with addicts.

Organizations such as these have been requesting information about the Fellowship on a more and more frequent basis. Attending their seminars and conventions is a practical way to respond to requests en mass and will help get information about N.A. to the general public.

3. That the following be adopted as a means of financing attendance at conventions, seminars or other annual meetings of national or international organizations of professionals who come in contact with addicts.
 - A. The one time expense of purchasing a transportable booth and transportation and lodging for a representative of N.A. will be paid by the World Service Office.
 - B. Registration fees and transportation of the booth would be shared equally by WSO and WSC P.I.
 - C. The cost of literature for display and handouts would be shared equally between the WSO, WSC P.I. and the regional service committee within which the event takes place.

Costs for attending include purchasing a transportable booth, registration fees and travel and lodging for one N.A. representative. The WSO has agreed to take on the lion's share of these expenses. The WSC P.I. Committee's budget has been submitted with provision for attending five seminars during the 1986/87 Conference year. The proposed budget reflects the formula above for showing how the expense can be shared equitably by the Fellowship if the motion is adopted.

NOMINEE FORMS -

Nominee forms were first used by WSC P.I. after last year's WSC in an effort to recruit members for the committee who had not only experience and background in P.I., but also the personal time necessary to get the work done. Rather than using only RSR's, whose service commitments are overwhelming to begin with, it was found to be reasonable and practical to ask regions to submit names of members who were willing to serve and have demonstrated the abilities needed to work on a world level P.I. committee.

The structure and procedures for the WSC P.I. Committee, as adopted at last year's conference, state that voting membership will be made up of RSR's and RSR Alternates in attendance at the WSC P.I. Committee meeting during the conference. Additional voting members will be added through random drawings, twice during the year, from nominees submitted by RSC's.

Nominees should be N.A. members who are either serving as P.I. Chairpersons or have experience and expertise in the area of P.I. work.

Regions have the option to select a nominee from your region and complete the enclosed nominee form, to be delivered by your RSR at the World Service Conference or mailed to WSC P.I. Committee, c/o WSO at least two weeks prior to the Conference. The nominee form is included in the addendum at the end of this report.

TO: The Fellowship

FROM: Bobby Bonds, Chairperson
World Service Conference Convention Committee

In the October 1985 meeting in Philadelphia, the World Service Conference Convention Committee dissolved its activities as the administrator and manager of the World Convention of Narcotics Anonymous as defined in the Convention Guidelines. After many days of deliberation with the WSC Administrative Committee, WSC Board of Trustees and the World Service Office, it became apparent that in order to protect the Fellowship from all liabilities that could occur, it was necessary to form an interim corporation, detailed in The World Service Office report. This decision was based on recommendations from all concerned service arms and was passed unanimously by the World Service Conference Convention Committee.

Listed in this section are a number of motions which would bring into concurrence all the operating procedures of the interim World Convention Corporation of Narcotics Anonymous and the World Service Conference Convention Committee.

Since the World Service Conference Convention Committee was formed almost two years ago, it has been a labor of love for all of us. In our final recommendation of dissolving the World Service Conference Convention Committee, we feel a true sense of accomplishment in the execution of our task. It has been two years of continuing love and support from everyone. The World Service Conference Convention Committee extends our gratitude to the Fellowship for allowing us to serve.

In accordance with Conference procedures, the items of business proposed by this committee are being made 90 days in advance of the Conference and contain information on the conceptual changes the matter would affect. At the Conference a two-thirds vote is necessary for approval of any policy changes.

Motion #1 - To replace pages 11 through 13 in the Convention Guidelines, Hotels and Hospitality section with the following:

HOTELS AND HOSPITALITY

Once the task of selecting a convention site is complete, the hotel and hospitality subcommittee can begin planning to host the Fellowship. To assist in this planning, it will be necessary to adopt and implement the procedures, or a reasonable facsimile, as they are outlined in this section. Care should be exercised in the development of this committee to insure that the tasks assigned to it are properly accomplished.

This subcommittee should consist of: a chairman to conduct business meetings, make sure the duties of the committee are carried out, and make progress reports to the WCNA Executive Committee; a co-chairman, whose job will be to act as chairman if necessary; and a secretary to record the minutes of the subcommittee. Additional responsibilities may be added or detracted as either the WCNA Executive Committee or subcommittee may deem necessary.

The work load of any one committee member will probably be determined by the size of the committee itself. There is probably no set formula for determining the size of this subcommittee. What worked for one convention may not work for the next. However, there is a set of objectives that need to be accomplished. Perhaps it will be best to weigh these objectives out and then determine who, on this committee, will be able to perform what tasks.

The first objective is to project an attendance figure to help determine the amount of meeting space which will be needed. The projected figure need not be accurate, though using criteria from previous convention should help the committee to project a reasonable figure from which to work.

Once the committee has become comfortable with the projected attendance figure, they can plan how much meeting space will be needed, how the space can be utilized most effectively and, what would be the lowest possible expense. It would be wise to have alternate plans of action if the actual attendance should be higher or lower than the projected figure of attendance.

Keep in mind the need for unscheduled meeting rooms. These would be used by WSC, WSO, Board of Trustees, or any WSC subcommittee that may wish to meet as well as for use in other business matters.

Secondly, this committee will submit, for approval, any catering proposals such as coffee, banquets, and brunches. Special attention should be given to the wording of any proposal. Beware of open end or additional charges. Inform the hotel, as well as any other contractors who might be involved, that the convention committee is unable to pay for unexpected costs. Make them explain their bargain in detail, exerting yourself to be sure that there won't be any unexpected costs. Also make sure that they don't extend services which might be left unpaid.

Establish an arrangement so that a minimal number of individuals will have the authority to sign for services. Make it clear that the committee will only honor bills with specific signatures. Final approval of any contracts will be the responsibility of the World Convention Corporation of Narcotics Anonymous.

Information regarding transportation into the host site should be included on the convention flyer. Information regarding the location of airport and bus and train stations in relationship to the convention site is necessary for members to know. It helps them to make appropriate arrangements for their arrival.

Finally, this committee should open and operate a hospitality area where the Fellowship can gather and relax and drink coffee as well as obtain local transportation, tourist, dining or other information pertinent to the hosting community.

Keep in mind that the majority of problems arise from poor communication. Good communication between the Hotel and Hospitality subcommittee and all other subcommittees is extremely important. Almost everything that will be done by other committees will hinge on how well Hotel and Hospitality performs and communicates.

Try not to lose sight of the reason your committee is doing all of their work. Stay in tune with the spirit of recovery. As the convention draws near there will be a number of tasks available for newcomers to perform. Try to enlist the help of as many local members as possible.

Conceptual data: The existing language is directed toward having an independent Conference Committee oversee the World Convention. The revised language brings the emphasis in line with the actions to have the World Convention as an activity of a Corporation created by the World Service Conference. Other portions contain a more understandable discussion of material previously approved by the Conference.

Motion #2 - To replace pages 15 through 17 in the Convention Guidelines, Public Information section with the following:

PUBLIC INFORMATION

The Public Information Subcommittee may be considered a two part committee. One part deals with informing the Fellowship about the convention, the other deals with informing the public at large. These two jobs must be handled very differently. It is of the utmost importance that those chosen to serve in the area of Public Information have a thorough knowledge of the Traditions as they apply to anonymity and public relations.

Any area of communication that deals with P.I. for the convention should be assigned to P.I. committee, so the message of N.A. is consistent and not diluted. The World Convention P.I. Subcommittee should work closely with World Service Conference P.I. Committee in addressing any questions that may arise concerning Fellowship and its members. The two committees should also work together to coordinate any contact with the media. In order that your P.I. work remain consistent, it is suggested that the Narcotics Anonymous *Guide to Public Information* be used in all areas of P.I. work.

There should be no reason to promote the convention. It is an event of sharing and fellowship, and needs no "advertisements." It is, however, the duty of the P.I. committee to communicate to all concerned persons and agencies of the coming events and encourage their participation. This is done in a spirit of providing information rather than of promoting N.A. or its activities.

Caution is recommended in general announcements to the press and media concerning the upcoming convention and its participants. The issues of anonymity, non-affiliation, and "attraction rather than promotion" are sensitive, and should be studied carefully before any announcements are released. The P.I. handbook and the WSC P.I. Committee can provide valuable guidance in this area.

Distribution of flyers and personal phone contacts can be done freely within N.A. groups at regular meetings places. But even here, discretion and good taste should prevail, so as not to promote but to attract.

Conceptual data: The revision of this section presents a decreased focus on PI activities of a P.I. subcommittee of the convention committee. The emphasis is on having P.I. activities primarily managed by the region (or world, as appropriate) rather than by the convention. A stronger emphasis on this cooperation is made.

Motion #3 - To replace pages 13 through 15 in the Convention Guidelines, Fundraising (Entertainment) section with the following:

FUNDRAISING AND ENTERTAINMENT

New members not familiar with the Twelve Traditions may be confused by the concept of "fundraising" in Narcotics Anonymous because it is so unlike the kind of fundraising done in other organizations - - even non-profit organizations. We never, under any circumstances, accept any monetary contribution from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we do need to "raise funds", we fundraise from our own membership.

With the adoption of these guidelines, surplus world convention funds flow from one world convention to the next. This procedure (see section 2, part 4) was established by the group conscience of Narcotics Anonymous as a whole, as expressed through our World Service Conference (in 1985).

As a result, world conventions have almost no need for fundraising, but do have to do planning for "entertainment" similar to area and regional conventions.

HISTORICAL PERSPECTIVE:

Early WCNA's were simple celebrations of recovery lacking in sophistication and grandeur. They voluntarily passed on all net proceeds to the next convention site. Those funds were used for start up expenses like flyers, printing and postage. Early world conventions were able to avoid the necessity for fundraising by managing to keep expenses in line with income. Guided by historical data, it was possible to estimate accurately the number of banquets, breakfasts and registrations, which in turn limited not only liability but also the need for fundraising.

The development of a truly worldwide Fellowship brought about changes. Fundraising and merchandising took place on a tremendous scale, draining the hosting regions resources and membership. Excessive promotion - the familiar drive for money, property and prestige - was also quite apparent, sometimes to the detriment of our primary purpose, as well as our relations with the general public.

These guidelines are designed to eliminate the need for excessive fundraising in an effort to make WCNA's more affordable to our members.

PURPOSE OF FUNDRAISING:

We must remember that we have only one need for money in Narcotics Anonymous, and that is to further our primary purpose of carrying the message to the addict who still suffers.

But the experience of many regions and areas is that fundraising for world conventions is extremely important as it generates interest and support from the local Fellowship, in addition to raising money. Our guidelines do not prohibit groups, area or regions from hosting fundraisers on behalf of WCNA. We would, however, caution against placing an unreasonable financial drain on local resources for funds in support of the WCNA, while at the same time welcoming activities which motivate attendance by increasing awareness of how conventions - like meetings - help us as members in our personal recovery.

APPLICATION OF THIS SECTION TO AREA AND REGIONAL CONVENTIONS:

Regardless of the ongoing financing of the World Convention, area and regional conventions will probably continue to have a need for a fundraising and entertainment committee. This subcommittee would plan and carry out activities such as dances and picnics and will need to interface with other subcommittees such as P.I., Arts and Graphics, and the Administrative Subcommittee in order to successfully complete its projects.

This subcommittee also has responsibility for entertainment activities, selecting the bands or disc jockeys to be used at all fundraising and convention dances. They also arrange for all other forms of entertainment which are provided in conjunction with the convention.

We suggest one budget for fundraisers and a separate budget for entertainment activities.

Activities can be held throughout the year; however, we suggest that events be scheduled at least three or four months prior to the date of the convention. Communication about your events is extremely important. A list of planned functions should be prepared and distributed through the area and regional service structure to the groups you serve to spark interest and encourage participation and support. Functions which are successful are well planned and publicized. Poor turn-out and unsuccessful fundraisers can generally be traced back to lack of planning and/or exposure within the local Fellowship.

SELECTING A CHAIRPERSON:

When selecting a chairperson for the fundraising and entertainment subcommittee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

1. A good working knowledge of the Twelve Steps and Twelve Traditions.
2. The willingness to work hard and the ability to motivate others.
3. The ability to deal effectively with people outside the Fellowship.
4. Demonstrated trustworthiness, especially where funds are concerned.

ALL CONVENTIONS:

The N.A. logo - which will be in use on flyers, t-shirts, mugs, etc. is the property of the Fellowship of Narcotics Anonymous. Our World Service Office holds the copyright on our logo and symbol. Special and serious care needs to be maintained in order to assure that the use of the N.A. logo is always in good taste and in keeping with our Twelve Traditions. Any N.A. service board or committee created through our 9th Tradition may use the N.A. logo, as well as any Narcotics Anonymous Group.

Care should be exercised where concept and design of flyers is concerned. This is especially critical, as many of these flyers find their way into hospitals, institutions and other facilities which relate to N.A. Appropriate use of language and graphics is crucial, as these flyers may represent N.A. to the public. Utilize the expertise of the Arts and Graphics subcommittee.

Use of the convention "theme" for fundraising and entertainment events is more likely to excite and increase the local Fellowship's involvement in the upcoming convention.

In conclusion, fundraising events for WCNA's should be held first to generate interest and support for the convention, and second to raise money. All fundraising events held in support of the WCNA should include an explanation as to why money is needed. Finally, all of our events, be they to raise money or simply to provide entertainment for our Fellowship, should always be in good taste, consistent with our spiritual principles, and set a tone which emphasizes caring and sharing the N.A. way.

Conceptual data: The revision consists of a slight narrowing of the framework from which conventions should operate with relationship to fund raising. It suggests that more restraint be utilized in convention planning about fund raising.

Motion #4 - To delete Section Two, Part One, Corporate and Legal Matters on page 29 in the Convention Guidelines and replace with the following:

Corporate and Legal Matters
(Refer to World Convention Corporation Bylaws)

Conceptual data: There is a necessity of having the world convention under the control and framework of a corporation. This was accomplished on a tentative basis. A proposal to make this an ongoing legal basis for world conventions is contained in the WSO Report. Because of this change, it will not be necessary to include a Corporate and Legal Matters section in the Convention Guidelines at this time.

Motion #5 - On page 30, in the Bidding Criteria section, item number 3, delete the existing language and insert the following:

All bids must be submitted by October 1 of each calendar year at the World Service Office, P.O. Box 9999, Van Nuys, CA., 91409, c/o World Convention.

Conceptual data: This change establishes a deadline for the schedule necessary for the review of bids for subsequent world conventions.

Motion #6 - To add to page 30, Bidding Criteria section, Convention Guidelines, the following as paragraph 10:

10. Complete and submit Hotel Search Fact Sheet found in the back of the Convention Guidelines.

Conceptual data: The addition of a hotel fact sheet will help the committee and the fellowship properly evaluate bids on a competitive basis rather than a subjective basis.

Motion #7 - To add Hotel Search Fact Sheet to the Convention Guidelines. (The Hotel Search Fact Sheet is attached.)

Conceptual data: This fact sheet can be used by the Fellowship for evaluation of proposals for regional and world conventions to determine adequacy and compliance with our needs.

HOTEL SEARCH FACT SHEET

Name of Facility: _____ Date: _____

Phone Number: _____ Sales representative: _____

Convention Needs:

1. 2,000-3,000 Attendees / approx. 750-1,000 rooms?
2. Banquet Attendees 1,200-2,000 / Time & Day: Saturday 6:00-10:00 p.m.?
3. Brunch Attendees 800-1,400 / Sunday 6th 11:00 a.m.- 1:30?
4. Dates: Labor Day Weekend.

Pertinent Data From Hotel:

A. General Information

1. Size (# of rooms): _____
2. Conference Space: _____
3. Recreational Facilities: _____

B. Rooms

1. Best Rates:
 - a. Single: _____
 - b. Double: _____
 - c. Triple: _____
 - d. Quad: _____
 - e. Rates guaranteed for one week before to one week after convention? Yes _____ No _____
 - f. Maximum # of persons per room permitted? _____
 - g. Check in & out times - in: _____ out: _____

C. Banquet & Brunch

1. Price per person - Banquet _____ Inclusive (Tax and gratuities)
2. Price per person - Brunch _____ Inclusive (Tax and gratuities)
3. Snack Services _____
4. Coffee Shop Occupancy _____

D. Meeting Room Needs (These rooms should be furnished by Hotel at no additional charge in lieu of rooms booked)

1. Need Space for 24 hour marathon meeting _____
2. Naranon Meeting Space _____
3. Need Space for additional 8 meetings per day
 - a. Thursday Registration/Welcome/Marathon meeting
 - b. Friday Approx. 8 rooms 75-100 persons each? 1 Room 1000-1500
 - c. Saturday Approx. 8 rooms 75-100 persons each? Banquet Room 2000
4. Complementary (no cost) meeting space? Yes _____ No _____
 - a. How many registrations needed? _____
5. Hospitality Suite? Yes _____ No _____
 - a. How many registrations (rooms) needed? _____
6. Dance Space? Yes _____ No _____
 - a. To facilitate how many? _____
 - b. Both Friday & Saturday nights? _____
 - c. Curfew? _____
7. Registration booth/room? Yes _____ No _____
8. Committee offices? Yes _____ No _____

E. Miscellaneous Needs

1. Coffee Needs

- a. 2,000-4,000 gals. Cost: _____
- b. 24 hours a day? Yes _____ No _____
- c. Replenishing/Resupply Commitment:
Yes _____ No _____

2. Pool Hours

- a. Thursday _____ Sunday _____
- b. Whirlpool? Yes _____ No _____

3. Parking

- a. Valet available or required? Yes _____ No _____
- b. Free & adequate space available?
Yes _____ No _____
- c. Parking Costs _____

4. Complementary/Discount Attraction Passes?

Yes _____ No _____

Buses & transportation available to attractions?

Yes _____ No _____

5. Lobby Meeting Privileges?

Yes _____ No _____

F. General Notes/Comments:

Motion #8 - The following is a presentation of the Bidding sites submitted for Fellowship selection. We have reviewed all the proposals in their entirety. All proposed sites have met the criteria identified in the Convention Guidelines. Listed is the bidding city and their letter of need to aid you in considering the World Convention site for WCNA-17 1987. Please choose one of the following and an alternate as the vote may require to be worked through an elimination process.

LETTERS OF NEED

From the Southern California Region:

The Southern California Region respectfully requests that the World Convention be placed here in 1987. We are confident that we have the ability to accommodate that event comfortably, and we believe that our region would benefit greatly from the opportunity to host the Fellowship at WCNA-17. The following paragraphs describe both that ability and that need.

Our region began hosting conventions as far back as WCNA-1 in 1970. After the last World Convention was held in California in 1977 and the WCNA began to be placed in various locations around the Fellowship, Southern California began holding annual regional conventions. Our most recent Southern California Convention drew over 2,000 registrants. Our convention experience is extensive, and many of those experienced members are prepared to involve themselves in WCNA-17. We are quite ready, willing and able.

For years, members of N.A. outside our state have asserted that California does not need the World Convention. Our Fellowship is large and active, our World Services are centered here, we have an abundance of oldtimers, we have hosted past World Conventions--why, they ask, would a region like Southern California need to host a World Convention? We feel that our need is great, and we are grateful for this opportunity to present that need to you.

We would point out that we have not hosted a World Convention since 1977. The closest we have been to a World Convention since that time was the 1980 convention in Kansas, 1,400 miles away. The overwhelming majority of our current members have had no exposure to N.A. outside of our state, and no opportunity to attend a World Convention. It is true that N.A. started in our region, and our World Services are centered here. It is true that we have an abundance of members, including many oldtimers. It is a mistake, however, to assume that our region does not experience the same kinds of developmental problems that our Fellowship experiences everywhere else. We even have some interesting ones of our own, because of our long history.

One major problem we have is that much of our local Fellowship lacks a clear identity as Narcotics Anonymous. Many of our members had several years of clean time before the discussions even began in earnest about our own language of recovery, our own literature, our own world service structure that truly served a worldwide Fellowship. This Fellowship has developed rapidly in the last several years. Those of us who have had the opportunity to become exposed to the Fellowship around the world have kept abreast of the changes as they have developed, and we have adapted. Many of our members who got clean in a mixture of N.A. and other Fellowships are just now getting the picture that as N.A. has matured, certain changes have come along; N.A. is growing up.

One result of this growth has been a "generation gap" of sorts. Some members are trying to change with the times as N.A. grows and develops, and many of our older members, when confronted with the need for change, are feeling rejected or insulted. Many are going to A.A., and many are staying and working through this. In many places around the state, these issues have not even arisen yet. The A.A. language of recovery is used extensively in N.A. meetings, modeled by members who have many years of recovery in N.A., but who have had little exposure to today's Narcotics Anonymous as a whole. For all of us, a blast of solid N.A. recovery as experienced at a World Convention would be great medicine for this. We are actually quite isolated here in California from the rest of the Fellowship. Having you all come and spend some time with us, having you hug those oldtimers and share your gratitude with them, having you model a clear N.A. orientation, these things would do a world of good for Narcotics Anonymous in California.

How would we hope to be of service to the Fellowship as a result of having the World Convention here? We hope to continue to serve the Fellowship by keeping those members involved who have 10, 15, 20 years clean in N.A. We hope to contribute to the bedrock of clear Narcotics Anonymous principles by providing unity across the "generation gap," and involving our oldest, strongest members in the ongoing growth and development of our Fellowship. We share your hope, your prayers and your commitment to a strong, clear, unified Narcotics Anonymous with much love to offer all of its members--newcomer and oldtimer alike.

From the Louisiana Region:

As you know this is the third year our committee has attempted to host the World Convention of Narcotics Anonymous. The purpose being twofold. Foremost and we we feel the most important is the desperate need New Orleans has and second to share with you the willingness and capabilities of the supporters of N.A. in New Orleans and the capabilities of the supporters of N.A. in New Orleans and the Louisiana Region as a whole. We would like to take this time to emphasize on each of these points.

New Orleans has a history of being a "partying town." Put that attitude along side our disease of denial and you can understand why so many addicts are dying here. We are surrounded by an atmosphere conducive to addiction, the socially accepted "party." We would like to erase the myth that recovery is not possible in New Orleans. We do and are recovering in spite of Mardi Gras, Bourbon Street and being brought up in a town where getting high is the way of life. So many of us when we first walked through the doors of N.A. said that same thing, "I didn't know y'all were here." We need to let people know that recovery is possible and that there is hope. Our disease is so consuming, that without hope, we die a painful death. The World Convention could help N.A. here to reach out, so that hope can be seen—not just in one or two addicts, but in thousands!

Quite a few of us have had the pleasurable experience of attending the World Convention. We were electrified by the love and unity that was felt there. We need that unity so that the arms of recovery can wrap around all of the many walks of life we represent. We also need to let this area know N.A. is a legitimate organization. That the "only requirement for membership is the desire to stop using." Two of our greatest concerns is that of losing long term recovery members to another fellowship and more important losing them to relapses. The floundering addicts need to start taking N.A. seriously and we feel that a World Convention could help them to find some perspective in N.A.

New Orleans is an international city, boasting the largest port in the country and also having an international airport; making us easily accessible to South and Central America along with the rest of the World. N.A. in New Orleans is bonded by sincere, recovering addicts who would like to share what we have so freely received from this Fellowship. Working together on such a level has made us strong. We feel the area of New Orleans can support and carry the WCNA in 1987, for the "therapeutic value of one addict helping another is without parallel." In this same way the WCNA can solidify the area and region as a whole.

We would like to thank you for considering our city and region for possible host for the WCNA XVII. We hope we have enlightened you on what we could do for the World as well as what the World Convention could do for our city. With God's Will as our only guide.

From the Washington/North Idaho Region:

Greetings from the Washington Northern Idaho Region!

We are grateful for the opportunity to submit this bid to have the World Convention of Narcotics Anonymous XVII take place in Seattle, Washington. We have presented previous bids while we were still a part of the old Pacific Northwest Region. However, in January 1985, that region split into three, demonstrating the tremendous growth taking place in the Northwest. Presently our region has fourteen areas with over 180 regular weekly meetings and more than 30 hospitals and institutions meetings.

Because we are a newly formed region, hosting the WCNA would help us to gain credibility within the Fellowship. More importantly, it would gain us recognition and credibility in the eyes of an ever-skeptical public, and the attention caused by a world convention would attract the still-suffering addict to Narcotics Anonymous. The new members would increase participation which in turn would create growth for N.A. as a whole. We, as a region, need and are capable of supporting this growth.

We also feel that a World Convention would help to unite the recovering addicts in our region. This unity is a necessity as some addicts with an amount of clean time have, in the past, tended to drift away from our Fellowship to others. Now, those members are returning, our Fellowship is growing, and meetings are coming out of the "dark basements" and are open to more addicts than ever before.

Seattle is situated on the scenic Puget Sound between the beautiful Cascade and Olympic Mountain ranges. The city has a pleasant climate and there is an abundance of fine restaurants, tourist attractions and hotels. The city is serviced by Seattle-Tacoma International Airport, and our brothers and sisters in Hawaii, Alaska, Japan and Australia would find us easily accessible. Fellow addicts in our neighboring regions of British Columbia, Oregon-Southern Idaho, and Northern California are also excited about the possibility of attending a world convention in Seattle. The Pacific Northwest has never had the privilege of hosting a world convention and it will have been over eight years since there has been a World Convention on the West Coast of the USA. Having WCNA-17 in Seattle would certainly open the world convention to addicts who have not previously had the opportunity to attend.

We of the Washington Northern Idaho Region are enthusiastic about conventions and are experienced in hosting them, most notably the Pacific Northwest Convention of Narcotics Anonymous. This convention has been held annually for the past eight years and has been enjoyed by hundreds of recovering addicts. Members experienced from working on retreats and activities are assisting our world bid effort. The Ninth Annual PNWCNA is to be held in Everett, WA in October, 1986 with expected attendance to exceed 1,000. We will be holding our First Annual Washington Idaho Regional Convention of Narcotics Anonymous February 28 through March 2, 1986.

We of the Washington Northern Idaho Region are dedicated to our primary purpose of carrying the message of recovery to addicts who still suffer. For example, at the present Seattle area's 24 hour Hotline handles over 600 calls monthly and has the room to expand. We are very service-oriented, active in World Literature and Public Information Committees, and are very conscious of adherence to the Twelve Traditions. We are proud and grateful to be recovering addicts in the Fellowship of Narcotics Anonymous. As the N.A. Basic Text states so aptly "not only is this life better than the hell we lived, it's better than any life we ever lived." We would be honored to share the gift of recovery with addicts from the entire globe!

May the group conscience of Narcotics Anonymous smile favorably upon our bid to host the World Convention for N.A. in Seattle in 1987!!

End of bid letters.

Motion #9 - To dissolve the World Service Conference Convention Committee at the close of the World Service Conference of 1986.

Conceptual data: The Convention Committee has previously indicated that it believes the creation of a World Convention Corporation for Narcotics Anonymous with the responsibility of managing world conventions for the Fellowship is the appropriate way for future conventions to be conducted. A proposal to accomplish that is contained in the WSO Report. The Convention Committee recommends its adoption. If it is adopted there will be no need for a second world convention agency. Therefore the World Convention Committee recommends that the Committee be dissolved.

TO: The Fellowship

FROM: The Select Committee on Service Structure

When the WSC created the Select Committee to draft a proposed service manual in 1984 it sounded like a relatively simple, straight forward task. The motion to create a Select Committee to write a manual on service came as a result of the rejection of a document that had been proposed as a replacement for the existing publication on the service structure. The rejected proposal was hastily written and did not sufficiently address important issues within the Fellowship.

In each of the previous three years, the Policy Committee had generated similar major change proposals which had also been rejected. There was a growing frustration because changes were necessary but successive attempts had fallen short of the need. There was however from this process a considerable amount of valuable material to work from. All of this was turned over to the Select Committee that was appointed by the WSC Chairperson. A time table was established in the motion creating the committee that, at the time seemed reasonable.

During the first six months of meetings and discussions an awareness came to those involved that the task was larger and more intricate than previously thought. The committee found it necessary to work at a slower pace than the Conference expected. Consequently when the Conference assembled in April 1985 only part of the draft was complete. Missing were three chapters and those which were advanced were only work in progress rather than a draft proposal. Since the publishing of the work in progress additional meetings have resulted in additional progress. There has been very minimal input from the Fellowship on the work published as the "work in progress".

This has been unfortunate because it has failed to provide the Committee with sufficient guidance from the Fellowship on the direction and content of the material. In order to evolve a successful and complete document on service the Committee needs input on the work in progress. Suggestions for additional material that should be included or treated differently will be appreciated.

During the next several months the three chapters that were not ready last Spring will be completed and mailed throughout the Fellowship. Additionally there is the matter of refinements that are needed in those chapters already being circulated as work in progress.

Those who have participated in even part of this assignment have been humbled by the emensity of the task and by the far-reaching impact of the publication. It has caused the members to be very considerate of every idea and nuance suggested from the discussions. Consequently the Committee has moved slowly and gone over and over the material several times. Having set the material aside for a few months and then reviewed it again brought new insight and improvement in the work. The slow progress of the Committee is a reflection of several important aspects of the work that the Fellowship should be aware of.

The significance of this work is so important and will have such a long range impact that taking more than one year to do the work is justified. As a spiritual fellowship, N.A. should and can avoid radical changes in structure or policy. Only those changes that are widely discussed, understood and agreed to by an overwhelming percentage of the Fellowship should be proposed or made. The Select Committee is endeavoring to abide by those concepts. Accordingly every effort is being made to move forward with deliberate speed but only after considerable reflection on every issue.

Rapid progress has been thwarted by another important consideration. In many areas of structure or policy, it has been necessary for WSC committees to evolve the structure or policy from their own experience and expertise rather than the Select Committee to dream up their own concepts. Accordingly the Conference committees have pointed the way they can best operate. But this took time. To take advantage of the Conference committees in this way meant the Select Committee had to wait on the committees as they moved along to comprehensive structure or policy at their own speed.

In a similar manner, the transformation that is occurring within the Fellowship at all levels, has become obvious to the Select Committee and we have needed to learn from the Fellowship rather than to concoct an ivory tower proposal of our own thoughts. Again this required the Select Committee to move slowly, observing, discussing and learning from the Fellowship. Chapter Three was of tremendous significance and the Select Committee elected to use the help of the WSC Policy Committee since they had chosen to work on the same subject. Accordingly the Select Committee had to wait until after the Policy Committee had completed their work. That was done by the end of August 1985 and the Select Committee then proceeded to use their efforts in the work.

Chapter Five has been the most difficult to write. In this chapter is needed a blend of some existing structure and policy along with some changes. This chapter affects the inter-relationships of regions and the World Service Conference and every aspect of regions. It requires the finesse to encompass the positive aspects of things that are working well and advance concepts to introduce constructive solutions for things that don't work well. It is important in the process not to disrupt the successful efforts while introducing improvement where appropriate. Here again the process of more fully digesting what is going well and evaluating that is a difficult task.

The members serving on the Select Committee include some of our most widely versed trusted servants, it has been essential to more fully educate our members in order that our separate limitations and experiences will not prevent full evaluation of procedure, policies and structural methods that work well or don't work well in areas we had not been fully informed of. An essential part of this aspect involved more a widely spread and direct meetings of members of the committee with the Fellowship in places of which they had no knowledge. Overall we believe the process has been successful and will result in the completion of a valuable tool for Fellowship use.

The Committee proposes that input be sent on the existing work in progress and the next three chapters as soon as they are printed. Region and area committees are invited to form committees or use existing committees to study the material. Send the input to the Select Committee at the WSO. The Committee would like to receive all input not later than July 1, 1986. The Committee will hold meetings during the summer to finalize the draft and send it out to the Fellowship for consideration of approval in 1987.

TO: The Fellowship

FROM: Jack Bernstein, Chairperson
 The Board of Trustees

The Board of Trustees has been extremely busy during the past nine months. There have been three regular meetings of the Board and one special meeting. In the course of these meetings, the Board reviewed over one hundred letters from the Fellowship discussing matters of concern at various levels of service.

The Board has been active in support of and assistance to the World Service Conference Subcommittees. One or more Trustees are assigned to each committee and our participation with those committees has been considerable. A Trustee has attended each committee meeting and participated fully as a member and resource.

Additionally our Board members were assigned to Trustee committees established for specific study or action. These committees included one for the revision of the White Booklet, a committee studying open and closed meetings and a committee studying T-shirts and the N.A. Logo.

One of these committees, for the review of the Little White Booklet held numerous meetings to study the Little White Booklet for possible changes. Following these meetings a proposal from the committee was made to the Board as a whole to recommend changes. Those proposed changes were discussed by the full Board and adopted.

The Little White Booklet, with the changes the Board recommends, is included at the end of this report. Our work is attached in two forms. In the first part we have included a summary of the changes proposed along with the reasoning for the change if it is other than just a grammatical change. The second part is the text of the Little White booklet as it is being proposed with all changes inserted.

The change in the Little White Booklet is the only matter of business that the Board of Trustees has for action by the Fellowship at the World Service Conference meeting in 1986.

TO: The Fellowship

FROM: Steve Bice, Chairperson
World Service Office Board of Directors

As each year passes the experience gained from getting work accomplished reveals changes that can or should be made to improve the procedures or policies that affect the WSO and the work we do or assist with.

The N.A. Way Magazine is one example. The WSO was concerned last year that the magazine was not economically self sufficient. At this time last year there were fewer than 1,400 subscribers. To come close to paying for itself it required 3,000 subscribers. Through efforts to familiarize the Fellowship with the magazine and increase subscriptions, posters were made, promotional copies were sent to many throughout the Fellowship and the overall quality of the magazine was improved. This resulted in a substantial increase in subscriptions. The magazine subscriptions are now near the 3,000 mark and the number continues to increase. There is however a plaguing problem.

Last year the WSO proposed some changes in the selection process and number of participants selected for the Review Board. Unfortunately things have not worked out very well. The procedure adopted provided that the Conference would elect three members who would serve on the Board.

Although it may be that the failure by the Review Board members reflects only their personal situations rather than the system, the system does create a specific limitation which should be changed. The Conference has, from the very beginning, always maintained that if a person was going to be elected by the Conference to some position, the person had to be there to be seen, to be able to respond to questions and in effect be evaluated for their suitability for the job.

As a general rule for positions of responsibility this is a good policy, but it does have some limitations which work against the Fellowship interests in certain situations. There are a limited number of people from around the Fellowship who attend the Conference. Since it is a business meeting, usually only those who need to be there because they are part of the business process attend the Conference. These members are usually RSR's, RSR alternates and occasionally other highly active members of some regions. When it comes to electing members to boards and committees most, if not all those present already have two or three service positions. Adding more work on top of these commitments does not seem to be the best course of action. This is especially true if the job calls for special skills or considerable time commitments.

This is the situation regarding the N.A. Way Review process. The N.A. Way is a literary production of the Fellowship. It should benefit from the utilization of the best in N.A. literary skills, and not necessarily limit itself to those who have worked their way through the service structure. Because of the requirement to be at the Conference to get elected we miss the opportunity to utilize members with considerable literary skill.

The WSO proposes to change this situation with this motion: That paragraph 3 on page 61 and paragraph 5 on page 62 of the Temporary Working Guide to the Service Structure be deleted in addition to any other reference in Addendum 2 which makes reference to the deleted paragraphs. That the following paragraph be inserted as paragraph 3. "At the annual meeting of the World Service Conference nominations or volunteers will be accepted for members to serve on the Review Panel of the N.A. Way. Each volunteer or nominee must have not less than five years clean time at the time of nominations, and should have business

experience or educational experience that will assist in the production of a Fellowship Magazine. From the volunteers and nominees not less than seven will be selected to serve. The selection will be based on examples of work produced in actual practice by the members. Volunteers and nominees will be sent material for their participation over a period of months in order to obtain a sufficient exposure of their skills and abilities for the work to be done. A background in English, literature or editing will be important tools. The selection will be upon unanimous agreement by the Chairpersons of the World Service Conference, the Board of Trustees and the World Service Office for a period of service of one year. In order to consistently get the best efforts of our members, they can be assigned for successive terms. More than seven members may be assigned as more are found to be available with time, skills, and ability. Upon the resignation or failure of a member to reasonably participate the member will be dropped from the Review Panel and a new member selected."

This revised procedure will permit the Fellowship to utilize the best skills of our membership whether or not they attend the WSC. By using the procedure recommended any individual interested can submit their name as a candidate or another person or committee can recommend. Every volunteer or nominee will be contacted and an effort will be made to discover their interest, skills, ability and time to do the work. This will include sending some of the work to them for their participation. The results of this tentative participation will be reviewed and from this, a selection will be made for regular assignment as a member of the Review Board.

A similar problem developed in the process authorized at the 1985 World Service Conference for the approval of audio tape recordings for the WSO inventory. A committee of members was elected to serve on the Advisory Board to review the tapes for approval. There was originally a total of twenty one (21) members selected to serve. The WSO initiated the process with all twenty one members.

However through conflicts with their other commitments, all but five have ceased to participate. Each member was sent three tapes to review every other Friday. This fourteen day period to review three one hour tapes did not seem unreasonable. With the Board now down to five members, it cannot function properly. There were principally two faults in the system proposed by WSO last year.

There was no provision for making replacements and the usual criteria for a member's presence at WSC limited the field to draw upon. Accordingly the WSO proposes to change the guidelines in this operational area in order to correct these problems. The WSO proposes to adopt the following procedure:

"At the annual meeting of the World Service Conference nominations or volunteers will be accepted as members to serve on the Audio Tape Advisory Panel. Each volunteer or nominee must have not less than five years clean time at the time of nomination, and should have time available to do the work required. From the volunteers and nominees not less than fifteen will be selected to serve. The selection will be by random drawing and each person will serve for one year. When the drawing is conducted in successive years, those members who are still serving and desire to continue will have their names automatically entered into the drawing. If during the year a member fails to participate they will be replaced by another person drawn from the remaining volunteers and nominees."

This policy will provide a renewable source of willing members who will participate in the review and approval of audio tapes to be included in the inventory of the WSO.

REGARDING PUBLIC INFORMATION-

The WSC P.I. Committee has proposed that a plan be adopted that would make it possible to have N.A. participation at certain non-N.A. activities. The Committee proposal is directed at having an N.A. public information booth at conferences or annual meetings of some non-N.A. organizations whose members work with addicts who may still be using. National or international organizations such as the American Medical Association, American Nurses Association, American Bar Association, etc. whose members treat or have a working contact with addicts who may still be using.

Although specific details about the plan will require further discussion, there are some practical guidelines that will assist in the operation of the plan if authorized. Each year a list will be made of all the organizations at which N.A. may have interest in being represented. From this prospective list, the events will be selected.

The P.I. proposal centers around having a display booth produced and moved from one event to another, or stored when not in use. N.A. literature would be available at the display and N.A. members would "staff" the booth during the course of the event.

The financial requirements for this are explained in the WSC P.I. Report. If it is financially possible, the WSC P.I. Committee budget will include funds for some travel for a WSC P.I. member to be at some of these events. It may be possible, on occasion for a WSO staff member to attend some at the expense of WSO. On those occasions when neither WSC P.I. or WSO staff will be able to attend, providing N.A. members to "staff" the display will be a responsibility of the area or regional P.I. Committee in whose city the event may held. Because the area or region may be expected to provide both manpower and money for each such event, it is anticipated that only one event from the organizations list would be selected from those conducted in an individual region in any one year.

Although the concept is founded on working with Regional Service Committees, this should not necessarily preclude an Area Service Committee from being the participant in place of a region. This would presume the full cooperation of the region P.I. committee is obtained. Under no circumstance would one of these events be scheduled and handled without the consent of the region. Consideration could be given to making the display booth available for use at other events by areas or regions on their own. But because no specifics are known at this time, working out a specific operating system for that cannot be given serious effort until the initial operation proves successful.

The WSO Board of Directors has authorized funds to be set aside for WSO participation pending approval of the policy by WSC to include matching funds in the WSC P.I. budget.

REGARDING HOSPITALS AND INSTITUTIONS-

Included in the WSC H&I agenda items is a proposal to authorize the WSO to produce and sell additional copies of the WSC H&I Newsletter, "Reaching Out." This is published every other month and currently published entirely at the expense of WSC H&I Committee. Evidently it has proven to be a successful tool for area and regional H&I committees. The demand for individual copies exceeds the budget levels that WSC H&I can be allocated by WSC. Consequently, members and regional H&I committees have been making additional photo copies on their own. The WSC H&I Committee nor WSO has any objection to this current practice with this item, nor is there any objections if the practice continues. However, it is cheaper for the additional copies that are needed to be provided by WSO rather than to have them copied locally by members or committees. It may also be more convenient for WSO to make them than members or the H&I committees.

WSO was approached by WSC H&I to consider making and selling more copies than WSC H&I budget can afford. The WSC H&I proposal is contained in their report. The WSO Board of Directors has consented to do so, providing the WSC votes to allow WSO to do so.

The WSO and WSC H&I committee jointly feel the decision has to be made by the Fellowship even though it seems like a simple, straight forward and harmless matter. There are two philosophical matters however, that are involved in the decision.

The WSO sells only "approved" literature and other authorized merchandise items. There are publications WSO sells that are not "approved" literature but have special standing; Reports of the WSC (both the agenda report and the bi-monthly Fellowship report), draft of approval forms of proposed publications and the N.A. Way magazine. There are also items that WSO distributes free; The Newslines and copies of the Board of Trustees reports on issues.

To begin selling "un-approved" literature which is not classified as a WSC Committee report seems to be a departure from currently understood policy limitations.

The second matter affects the price that would be charged for this and it's affects on the generation of money for the overall WSO operational needs. In order for the WSO to perform our primary purpose a "profit" is generated on almost every item in the inventory. There are only a few exceptions. The actual amount of "profit" varies from item to item. Since it is very unlikely that the price of N.A. literature will be revised upward, care must be exercised in budgeting expenses. Accordingly every item produced must "generate it's share" of the overhead expenses to keep WSO operating.

If WSO added the proportionate share of overhead expense to the cost of the H&I Newsletter for those copies produced in excess of the ones produced at WSC expense, they would prove to be more expensive than a member or committee could arrange to be done locally.

The precedent this proposal implies has relevance to the price policy for other literature items. If the price on this item is "at cost" rather than "adjusted to include proportionate overhead" then why not do all literature this way. The simple and correct answer is that WSO would not be able to perform the services it does if this policy was used on more than one or maybe two items. The motivation to make this the exception is that the H&I Newsletter is specifically targeted to members, most of whom are in institutions. For this reason it is reasonable to make this the exception to the "proportional share price policy".

The WSO Board voted to endorse the H&I proposal and recommends its approval by the conference in the form of the following motion: **"To authorize the World Service Office to sell additional copies of the WSC Hospitals and Institutions Newsletter, Reaching Out, according to the policy proposed by the WSC H&I Committee."**

REGARDING CONVENTION COMMITTEE-

As reported in the November Fellowship Report the WSO in conjunction with the WSC Convention Committee, the WSC Administrative Committee and with acknowledgement by the Board of Trustees took action to establish the World Convention Corporation of Narcotics Anonymous. By doing so the Fellowship has been protected from problems arising from conduct of a world convention.

However, the actions described in that report were temporary actions. They were intended to be sufficient to meet the needs until a more permanent solution was adopted by the WSC. The actions taken have been satisfactory and accomplished the needs related to the convention.

It is appropriate for the Conference to either approve the interim actions or take some other course. The WSO proposes the following motions be adopted:

"That the World Convention of Narcotics Anonymous, Inc., (WCNA-14) be acquired as a gift and become a wholly owned subsidiary of the World Service Office for an interim period of time ending on October 18, 1986." Additionally the WSO proposes that the actions taken in pursuit of management of the World Convention be authorized by the following motion: "That the WSC acknowledge and approve actions taken pursuant to the motion above and enclosed in the WSO report (November Fellowship Report) to provide management of WCNA-16 and the World Convention of Narcotics Anonymous."

The WSO Board has been involved in the convention corporation activities and feels strongly that the proposal to continue the convention corporation is a prudent and appropriate course of action. Several separate alternative actions were originally proposed, the alternatives, which provided for either a separate corporation or a subsidiary corporation of WSO, could both adequately serve the needs of the Fellowship. After study and discussion the WSO Board arrived at the conclusion that a separate corporation would be the choice recommended. However, there are several reasons for not having it entirely unrelated to WSO.

Consequently the WSO recommends that option "B" (as stated on pg. 38 of November Fellowship Report, WSO section) be adopted with modification described in the motion below for membership of the Board of directors of the Convention Corporation.

That the existing subsidiary corporation of the World Service Office, Inc., known as the World Convention Corporation for Narcotics Anonymous become the agent for the Fellowship of Narcotics Anonymous for the conduct and management of the World Convention of Narcotics Anonymous and such other activities as the World Service Conference may from time to time direct or authorize. That the corporation cease to be a subsidiary corporation of the World Service Office and that it report directly to the World Service Conference.

The by-laws of the existing World Convention Corporation for Narcotics Anonymous be adopted and utilized as the initial by-laws of the Corporation, that the existing officers and directors continue to serve in their current capacities until the next meeting of the Corporation which shall be the First Annual Meeting of the corporation and shall be held annually on the second Saturday of the month of June at which time such new officers and directors as may be elected at the 1986 meeting of the World Service Conference shall take office.

The members and Directors of the Corporation shall be :

A. The Vice Chairperson of the World Service Conference.
B. The Vice Chairperson of the World Service board of Trustees.
C. The Chairperson of the Board of Directors of the World Service Office and three additional members of the WSO Board of Directors as the WSO Board may select.

D. One member from each of the committees of the three immediately previously held World Conventions as may be selected by that committee, providing that at the time appointed in the by-laws following the conclusion of each successive world convention the member from the world convention which was held first shall step down as a member. The retiring member will be replaced by a member from the most recently completed world convention host committee.

E. Two members from the host committee for the site scheduled for the next world convention.

F. Two members will be elected at the Annual meeting of the World Service Conference. These members shall have not less than five years clean time at the time of their election. They shall serve for one year terms of office as described in the by-laws.

With this motion the World Convention Corporation will be an independent corporation reporting only to the World Service Conference.

The option recommended along with the specific composition of the Board of Directors will give the Fellowship the best combination of business experience and convention experience. Having members of the WSO Board serve on the Convention Corporation Board is a common practice in business and the Fellowship will derive benefit from that arrangement. During the first few years of convention activities the convention corporation may not be fully financially self sustaining. This comes as a result of the unusual circumstances which are related to the convention in London. Another reason is that the convention planning will be more clearly directed to making less profit and therefore reduced prices at conventions. Because of the current financial needs and having started the convention corporation almost without any funds, the corporation will have to have available to it financial resources in excess of its own capacity to generate funds. The logical and reasonable solution is to make WSO funds available when such funds are essential, on a loan basis.

Another reason to have WSO Directors on the Board of the convention corporation is to take advantage of the personal business skills and Fellowship business experience these WSO Directors have learned while serving on the WSO Board.

The proposal for membership on the convention corporation Board will represent a broad base of experience and recovery. The convention Board, after it is in operation for a while, should only find it necessary to meet two or three times a year. Most of the work of managing the corporation can be done by mail or phone. The "host committee" for each convention will be able to do most of the operational aspects of the convention with supervision by phone or an occasional visit from convention corporation directors.

In the rush of last year's Conference a motion was proposed and adopted that instructed the WSO to hire someone to conduct an edit of the Basic Text. In the months following the Conference an announcement was made about this in the Newslines and about fifteen persons responded with letters and samples of their work. Several interviews were conducted but as of this date no one has been selected. It is expected that someone will be selected soon.

ACTION ITEM LIST FOR WSC 86 MEETING

The following is a list of proposed motions which are discussed in the reports from the Boards and Committees. This list may be of assistance in gathering instructions for Regional Service Representatives as they prepare to attend the World Service Conference.

FROM THE ADMINISTRATIVE COMMITTEE:

Yes No

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | That the World Convention of Narcotics Anonymous be held every other year. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | That matters of Conference budget policies development, review, and reporting, be the responsibility of the committee proposed as Chairperson, Vice-Chairperson, and Treasurer of the WSC, as well as the Chairperson of each Conference Standing Committee. That this committee be known as the Joint Administrative Committee and that this Committee be chaired by the WSC Treasurer when sessioned to discuss financial affairs. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | That the offices of Secretary and Assistant Secretary of the World Service Conference be abolished. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | That the N.A. Way be acceptable for use in open and closed meetings, provided that the disclaimer in the front of the publication is read before it is used. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | That we continue to utilize the quarterly meeting concept as stated in the Temporary Working Guide to the Service Structure, with the following amendment: pp. 46,47 after the word by, insert; "the WSC Administrative Committee and presented to the participants at the annual meeting. |

FROM THE WSC FINANCE COMMITTEE:

Yes No

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | To dissolve the WSC Finance Committee as it is currently constituted and replace it with a new WSC Finance Committee chaired by the WSC Treasurer and including the WSC Administrative Committee and the WSC Committee Chairpersons. |
|--------------------------|--------------------------|----|--|

FROM THE WSC HOSPITALS AND INSTITUTIONS COMMITTEE:

Yes No

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | That the change in the H & I guidelines and funding section of the approved <u>H & I Guidelines</u> be approved. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | That the pamphlet <u>Hospitals, Institutions and You</u> be adopted. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | That the proposed policy on publishing additional copies of the H & I Newsletters <u>Reaching Out</u> be approved. |

FROM THE WSC LITERATURE COMMITTEE:

- | <u>Yes</u> | <u>No</u> | | |
|------------|-----------|----|--|
| [] | [] | 1. | That the revised pamphlet, <i>A Physician's Viewpoint</i> be approved. |
| [] | [] | 2. | That the revised pamphlet <i>Self Acceptance</i> be approved. |
| [] | [] | 3. | That the <i>Handbook for N.A. Newsletters</i> be approved. |
| [] | [] | 4. | That a subject index be included in the next edition of our Basic Text, <i>Narcotics Anonymous</i> . |
| [] | [] | 5. | That a pamphlet tentatively entitled <i>Addicts in the Armed Services</i> be added to the bottom of the World Literature Committee '86-'87 prioritized worklist. |
| [] | [] | 6. | To delete the words "Chapter Nine" from I.P. No. 8, <i>Just for Today</i> . |

FROM THE WSC PUBLIC INFORMATION COMMITTEE:

- | <u>Yes</u> | <u>No</u> | | |
|------------|-----------|----|---|
| [] | [] | 1. | That <u>A Guide to Public Information</u> be approved. |
| [] | [] | 2. | That <u>A Guide to Phoneline Service</u> be approved. |
| [] | [] | 3. | That the P.I. policy on participation in non-N.A. international/national organizations be approved. |

FROM THE WSC CONVENTION COMMITTEE:

- | <u>Yes</u> | <u>No</u> | | |
|------------|-----------|----|--|
| [] | [] | 1. | To replace pages 11 through 13 in the Convention Guidelines, Hotels and Hospitality section with the enclosed revision. |
| [] | [] | 2. | To replace pages 15 through 17 in the Convention Guidelines, Public Information section with the enclosed revision. |
| [] | [] | 3. | To replace pages 13 through 15 in the Convention Guidelines, Fundraising (Entertainment) section with the enclosed revision. |
| [] | [] | 4. | To delete section Two, Part One, Corporate and Legal Matters on page 29 of the Convention Guidelines with the enclosed note. |
| [] | [] | 5. | To delete item number 3, page 30 in the Bidding Criteria section and insert the enclosed revision. |
| [] | [] | 6. | To add to page 30 a paragraph 10 in the Bidding Criteria section of the Convention Guidelines. |
| [] | [] | 7. | To add a Hotel Fact Sheet to the Convention Guidelines. |
| [] | [] | 8. | To select the 1987 (WCNA-17) convention site from those submitting bids:
Southern California Region
Louisiana Region
Washington/Northern Idaho Region |

- ☐ ☐ 9. To dissolve the World Service Conference Convention Committee at the close of the World Service Conference of 1986.

FROM THE BOARD OF TRUSTEES:

Yes No

- ☐ ☐ 1. To approve the revised version of the Little White Book.

FROM THE WSO BOARD OF DIRECTORS:

Yes No

- ☐ ☐ 1. To approve changes in the composition and selection process for the N.A. Way Magazine editorial review process.
- ☐ ☐ 2. To approve changes in the composition and selection process for the N.A. Audio Tape review committee.
- ☐ ☐ 3. To authorize the WSO to sell additional copies of the WSC H & I Newsletter, Reaching Out according to the plan enclosed.
- ☐ ☐ 4. That the World Convention of Narcotics Anonymous, Inc. (WCNA-14 corporation) be acquired as a gift and become a wholly owned subsidiary of WSO for an interim period of time ending on October 18, 1986 as provided in the enclosed motion.
- ☐ ☐ 5. That the WSC acknowledge and approve actions taken pursuant to motion #5 in the enclosed WSO report to provide for management of WCNA-16 and the World Convention Corporation of Narcotics Anonymous.
6. To take action to approve one of the following options pertaining to the future of the World Conventions of Narcotics Anonymous. The WSO Board of Directors recommends option "B" with the modifications to the Board of Director membership detailed in the enclosed report.
- ☐ ☐ A. To dissolve the World Convention Corporation of Narcotics Anonymous.
- ☐ ☐ B. To create a new corporation or take over the existing World Convention Corporation of Narcotics Anonymous for the purpose of management of world convention and this corporation shall be an independent corporation reporting only to the World Service Conference.
- ☐ ☐ C. To retain the World Convention Corporation as a subsidiary of the World Service Office and subject to actions or decision of the Board of Directors of the World Service Office.
- ☐ ☐ D. To dissolve the World Convention Corporation of Narcotics Anonymous and place full and complete authority and responsibility for management of world conventions under the World Service Office Board of Directors.

Addendum Report: Action may be proposed on approval of the committee guidelines enclosed.

ADDENDUM REPORT

Until last year none of the Conference Committee had guidelines that were approved by the Conference. Always the Committees operated on informal guidelines based on what little language was included in the Temporary Working Guide to the Service Structure, common sense and individual experience of their members. Since the individual interpretations changed from year to year this provided that basis for much confusion and conflict.

In recent years the Committees, in their growth and maturity began independently to move toward the development of guidelines which would manage major aspects of their work and membership. Last year the Literature Committee became the first to propose comprehensive guidelines and they were adopted by the Conference. The other committees have examined those adopted guidelines and found much they can use for their committees.

As discussed in the Select Committee Report, an effort is being made to avoid proposing changes, if possible, in the Temporary Working Guide to the Service Structure until the draft of the Guide to Service is complete. This is being done to avoid confusion. However several committees have been working on guidelines for their internal operation and desire to use those guidelines on an interim basis until after Guide to Service is done.

Our experience about guidelines has been such that even after a year of discussing how they will work, they always need to be changed after they are adopted. This is normal because of the problems we experience when operating under the guidelines are different that we anticipated when we were writing them. The WSC Committees desire to benefit from this experience process and avoid confusing the Fellowship by proposing one set of guidelines from the committee, a different set from the Select Committee and then following that changes resulting from the first year of operation.

The best method of avoiding this extra work and confusion is to have the committee operate according to the guidelines for the first year, make the changes and then have them proposed through the Select Committee and their own committees simultaneously.

However, if the Fellowship finds this objectional then the guidelines should be adopted at this Conference meeting. Therefore the guidelines are included in this Agenda Report so that they could be adopted by the Conference because they would have met the advance notice qualification requirement. With this in mind, it is recommended that Conference Participants be prepared to vote on them if the adoption issue is raised.

The guidelines provide for a nomination process which involves the regions. Regardless of the adoption of the guidelines or acquiescence to their interim use, Regions are therefore invited to study them and make nominations if they desire.

Information on the requirements for nomination to other committees are contained in guidelines previously published. If there is any question, contact the WSO and copies can be obtained.

WSC H&I COMMITTEE TEMPORARY WORKING GUIDELINES
FOURTH AND FINAL DRAFT, OCTOBER 19, 1985
APPROVED BY WSC H&I COMMITTEE AT QUARTERLY CONFERENCE
HELD IN PHILADELPHIA, PA. OCTOBER 19 - 20, 1985

I. BASIC PURPOSE OF THE COMMITTEE

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

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

II. FUNCTION OF THE COMMITTEE

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

III. THE VOTING MEMBERSHIP

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

- A. WSC H&I Chairperson
- B. WSC H&I Vice-Chairperson
- C. WSB Trustee(s) assigned to WSC H&I Committee

- D. RSR's or Alt RSR's who have selected to serve on the WSC H&I Committee (number to be determined at a later date, approximately 8 or 9).
- E. Balance of Committee will be comprised of the most informed and experienced members who have shown and demonstrated their ability in service to H&I in their regions. These members will be chosen from a pool of qualified individuals who have been selected as representatives from their regions and whose names are brought by the RSR's from that region. These members shall serve a two year commitment to the WSC H&I Committee to assure that continuity of the tasks assigned to the committee members is maintained.
- F. A quorum of one third of the voting participants must be present for any vote to be taken on the work that is being presented to the committee. A voting member can send a proxy vote to be cast when a quorum is met.

IV. QUALIFICATIONS

- A. Members should be among the most well informed, active, educated H&I service workers in the Fellowship.
- B. Minimum clean time for a member of the WSC H&I Committee shall be no less than four years. This amount of clean time is necessary to ensure the commitment made by each committee member to serve for a period of two years.
- C. The member should have at least three years H&I experience on the area or regional H&I committee level.
- D. There is a two year commitment of service to the WSC H&I Committee made by each voting member. Each of the voting participants to the committee can be selected to only one succeeding term (excluding the BOT member assigned to the committee along with the chair and vice-chair elected by the Conference). This commitment is made in the effort to ensure continuity in the committee.
- E. Shall be active in the committee either in person, by mail, or by phone.
- F. Chairperson should be nominated from the current committee.
- G. Vice-chair should be nominated from the current committee.
- H. Shall have demonstrated a working knowledge of the N.A. Twelve Steps and Twelve Traditions, service structure, and the H&I Guidelines.
- I. Shall have the time and ability to make the commitment to serve on the WSC H&I Committee.

- J. Removal from the committee is necessary when any of the following situations arise:

1. Relapse
2. Failure to notify committee of absence, prior to any scheduled meeting.
3. Failure to carry out tasks and responsibilities delegated to each of the committee members.
4. Misappropriation of Fellowship funds.

V. OFFICERS QUALIFICATIONS AND RESPONSIBILITIES

A. Chairperson

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

B. Vice-Chairperson

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

VI. H&I PROJECT COORDINATOR

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

The Project Coordinator has the day-to-day responsibility of handling the administrative needs generated by this committee. He/she will be able to provide the overall assistance needed in matters which concern the central H&I information files maintained at the World Service Office. Their knowledge and experience in working with the WSC H&I Committees past and present provides the kind of continuity essential for H&I activities, especially for transitions during the annual reorganization of the committee.

Submitted in loving service by the
WSC H&I Ad Hoc Committee

WSC Subcommittee Nominee Information Sheet '86

H&I COMMITTEE

Nominee's Name _____ Phone (____) _____

Address _____ City _____ State _____

Region _____ Zip _____

Years of recovery _____ Current N.A. service position(s) _____

Experience related to H&I work (inside and outside the N.A. Fellowship) _____

How many subcommittee meetings will nominee be able to attend during 1986? _____

If unable to attend committee meetings, is nominee willing to participate actively in committee work by mail? Yes _____ No _____

Is the H&I committee in your area or region willing to support and assist with WSC H&I tasks? Yes _____ No _____

LITERATURE COMMITTEE

Nominee's Name _____ Phone (____) _____

Address _____ City _____ State _____

Region _____ Zip _____

Years of recovery _____ Current N.A. service position(s) _____

How many subcommittee meetings will nominee be able to attend during 1986? _____

If unable to attend committee meetings, is nominee willing to participate actively in committee work by mail? Yes _____ No _____

Does nominee have any writing experience or expertise? Explain_____

Is the literature committee in your area or region willing to support and assist with WSC Literature work? Yes_____No_____How? (e.g. financial support to attend quarterly meetings, reviewing new items of literature, compiling first drafts, etc.)_____

PUBLIC INFORMATION COMMITTEE

Nominee's Name_____Phone (____)_____

Address_____City_____State_____

Region_____Zip_____

Years of recovery _____Current N.A. service position(s)_____

How many subcommittee meetings will nominee be able to attend during 1986?_____

If unable to attend committee meetings, is nominee willing to participate actively in committee work by mail? Yes_____No_____

P.I. service experience within N.A. and outside of N.A._____

Explain_____

Is the P.I. committee in your area or region willing to support and assist with WSC P.I. work? Yes_____No_____

INTERNATIONAL COMMITTEE

Nominee's Name_____Phone (____)_____

Address_____City_____State_____

Region_____Zip_____ :

Years of recovery _____ Current N.A. service position(s) _____

How many subcommittee meetings will nominee be able to attend during 1986? _____

If unable to attend committee meetings, is nominee willing to participate actively in committee work by mail? Yes _____ No _____

In what language(s) is nominee fluent? _____

Is there a committee in your area or region willing to support and assist with WSC International Committee work? Yes _____ No _____

POLICY COMMITTEE

Nominee's Name _____ Phone (____) _____
Address _____ City _____ State _____
Region _____ Zip _____

Years of recovery _____ Current N.A. service position(s) _____

How many subcommittee meetings will nominee be able to attend during 1986? _____

What relevant experience or expertise does nominee have to offer in this area of service? _____

If unable to attend committee meetings, is nominee willing to participate actively in committee work by mail? Yes _____ No _____

Is there a committee in your area or region willing to support and assist with WSC Policy Committee work? Yes _____ No _____

For N.A. Way Board or Audio Tape Review Board.

Nominee's Name _____ Phone (____) _____

Address _____ City _____ State _____

Region _____ Zip _____

Years of recovery _____ Current N.A. service position(s) _____

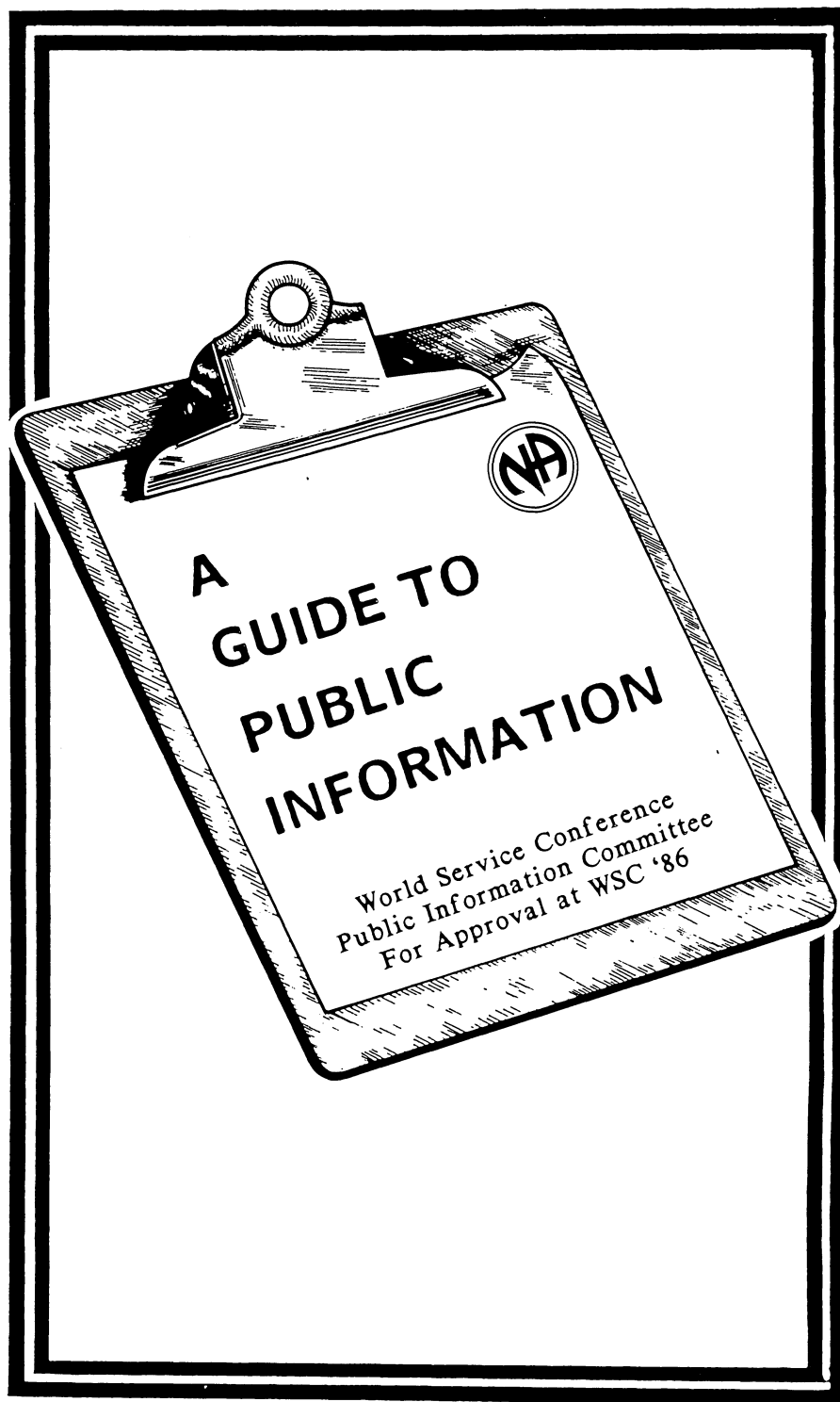
Relevant _____ education _____ or
experience: _____

SUBMITTED BY:

RSR's Name _____ Phone (____) _____

Address _____ City _____ State _____

Region _____ Zip _____



A GUIDE TO PUBLIC INFORMATION

**World Service Conference
Public Information Committee
For Approval at WSC '86**

**World Service Office, Inc., P.O. Box 9999, Van Nuys, CA 91409
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INTRODUCTION

About this Guide

It is essential that all public information efforts of Narcotics Anonymous be well planned, prepared and carried out. The clarity and quality of our public image has a direct bearing on whether or not addicts who need us will be able to find us. For that reason, P.I. efforts must be undertaken with patient, careful planning.

The information in this handbook was developed to help P.I. subcommittees sort through the sometimes complicated issues involved in P.I. work. You are strongly urged to read it carefully and consider each of your P.I. projects in relation to the applicable sections before proceeding. If you do that, you will find that many of the potential difficulties can be avoided, and this important area of N.A. service can be quite fascinating and rewarding.

Throughout the handbook you will find many references to items contained in the appendices. These are samples which may be altered to reflect the needs or circumstances of your individual committees. They are included as a reflection of the collective experience of many P.I. subcommittees throughout the world and provide valuable information which we hope you will find useful.

Revisions and Updates to This Guide

Portions of this guide are incomplete. In particular, Section Four will be included as part of this guide, to be completed at a later date. Additional revisions and updates to other sections will be ongoing projects of the WSC P.I. Committee and sent out for review and approval as they are completed.

Due to the changing nature of public information work, this is an area of service which will need continual updating. We look forward to members' input in order to continue presenting the most comprehensive materials possible for use throughout the Fellowship.

THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. We admitted that we were powerless over our addiction that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people whenever 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 those steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

INTRODUCTION

About this Guide

It is essential that all public information efforts of Narcotics Anonymous be well planned, prepared and carried out. The clarity and quality of our public image has a direct bearing on whether or not addicts who need us will be able to find us. For that reason, P.I. efforts must be undertaken with patient, careful planning.

The information in this handbook was developed to help P.I. subcommittees sort through the sometimes complicated issues involved in P.I. work. You are strongly urged to read it carefully and consider each of your P.I. projects in relation to the applicable sections before proceeding. If you do that, you will find that many of the potential difficulties can be avoided, and this important area of N.A. service can be quite fascinating and rewarding.

Throughout the handbook you will find many references to items contained in the appendices. These are samples which may be altered to reflect the needs or circumstances of your individual committees. They are included as a reflection of the collective experience of many P.I. subcommittees throughout the world and provide valuable information which we hope you will find useful.

Revisions and Updates to This Guide

Portions of this guide are incomplete. In particular, Section Four will be included as part of this guide, to be completed at a later date. Additional revisions and updates to other sections will be ongoing projects of the WSC P.I. Committee and sent out for review and approval as they are completed.

Due to the changing nature of public information work, this is an area of service which will need continual updating. We look forward to members' input in order to continue presenting the most comprehensive materials possible for use throughout the Fellowship.

Section 1 BASIC INFORMATION

1.1 WHAT IS IT? WHO DOES IT? HOW DOES IT GET DONE?

WHAT IS IT?

Public information is informing the public about recovery from addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The purpose of a public information committee is to inform the public that N.A. exists and offer recovery from the disease of addiction.

WHO DOES IT?

Public information work is accomplished through service committees directly responsible to those they serve. These P.I. committees provide community awareness of what N.A. is, as well as how, when, and where we are available.

HOW DOES IT GET DONE?

We get the job done by establishing clear guidelines for our subcommittees, setting goals, prioritizing tasks, adhering to our Twelve Traditions, and a lot of hard work!

1.2 P.I. AT VARIOUS LEVELS OF SERVICE WHAT EVERY MEMBER SHOULD KNOW

THE MEMBER, THE GROUP AND PUBLIC INFORMATION

Area and regional public information subcommittees should adequately inform the Fellowship about P.I. efforts so that any member with 90 or more days clean knows what to do when someone outside N.A. requests information. So here's how an N.A. member should handle requests from outside the Fellowship for speaking engagements, general information, literature, etc.:

- ❖ Call the area P.I. Chair (or someone designated by the group if there is no area P.I. Chair) to handle the request.
- ❖ The group secretary and group service representative (GSR) should always have on hand phone numbers for the area P.I. Chair, area service committee (ASC) Chair, and Vice-Chair. All requests for information from outside the Fellowship should be referred to those trusted servants.

NOTE: In some instances a group may be isolated from an ASC and will do P.I. work in the community. The group should always keep the ASC informed of its activities. Public information work done by groups will usually be limited to posting bulletins, distributing meeting schedule information and getting the word out in the community about the N.A. meeting(s). ASC P.I. subcommittees should do all they can to provide support and encouragement to groups in isolated areas.

Some very basic rules of thumb in P.I. need to be understood by every N.A. member:

- ❖ Never do speaking engagements on your own. Refer them to the appropriate trusted servant (see above).
- ❖ Never do media interviews on your own. Refer requests for interviews to the appropriate trusted servant (see above).
- ❖ Remember that no individual member can ever represent N.A. That's why we have service committees to handle public information.

AREA SERVICE COMMITTEES AND PUBLIC INFORMATION

Very simply, an area service committee is responsible for establishing and supporting a well organized, informed P.I. subcommittee. The P.I. subcommittee, under guidance and direction of the ASC, should establish guidelines and develop a contingency plan to *respond to all requests for information from individuals, agencies or media within the geographical boundaries of the ASC. (See Appendices 1 and 2.)*

Once a request has been received or when plans are being drawn for a P.I. campaign, the following information must be obtained and appropriate action taken:

Will this action (a newspaper interview, a professional seminar, etc.) affect other areas or regions or N.A. as a whole?

No--Then proceed according to your area's contingency plan.

Yes--Then STOP further action until all areas and/or regions involved have been contacted and a joint plan has been developed. (See Appendix 2.)

NOTE: If the action involved national or international agencies or media, proceed as follows:

- ❖ Call the World Service Office and talk with the P.I. Coordinator or the Executive Director.
- ❖ If the office isn't open, call the WSC P.I. Chair or Vice-Chair. (Area/Regional P.I. Chairs should keep these numbers available and up-to-date. Get them from your RSR or the World Service Office).

At the world level, there is a contingency plan involving representatives from all the service arms who jointly determine how to handle each situation. National and international situations most definitely affect other groups and N.A. as a whole.

REGIONAL SERVICE COMMITTEES AND PUBLIC INFORMATION

An RSC is responsible for establishing and supporting a well organized, informed P.I. subcommittee. The P.I. subcommittee, under the guidance and direction of the RSC should establish guidelines and develop a contingency plan (See Appendices 1 and 2) to respond to all requests for information from individuals, agencies or media within the geographical boundaries of the RSC.

In addition, the RSC P.I. subcommittee is responsible for coordinating area P.I. efforts and for cooperating with other regions in joint P.I. efforts. The RSC P.I. subcommittee is the communication link between the areas and the world. This

means that the RSC P.I. subcommittee must provide all information and material developed at a world level to their areas. Regional P.I. learning days or workshops are a good way to improve communication among all levels of P.I. service.

Will this action (a newspaper interview, a professional seminar, etc.) affect other areas or regions or N.A. as a whole?

No--Then proceed according to your region's contingency plan.

Yes--Then STOP further action until all areas and/or regions involved have been contacted and a joint plan has been developed.

NOTE: If the action involved national or international agencies or media, proceed as follows:

- Call the World Service Office and talk with the P.I. Coordinator or the Executive Director.
- If the office isn't open, call the WSC P.I. Chair or Vice-Chair. (Area/Regional P.I. Chair should keep these numbers available and up-to-date. Get them from your RSR or the World Service Office).

At the world level, there is a contingency plan involving representatives from all the service arms who jointly determine how to handle each situation. These national and international situations most definitely affect other groups or N.A. as a whole.

Section 2 START UP AND STRUCTURE

First of all, it is important to understand how public information fits into the N.A. service structure. P.I. subcommittees, like other service activities, must be responsible to those they serve. This can be accomplished effectively if each P.I. committee is a subcommittee of an area or regional service committee. P.I. subcommittees should not be created or operate independently of the group, the area or region they serve. This is an important aspect of the unity of purpose which guides our P.I. efforts. Area or regional guidelines should always include specific language about the formation of the P.I. subcommittee, its officers, its duties and its responsibility to work through the group conscience of the area or regional committee. Area and regional service committees can provide support, guidance and lines of communication throughout the Fellowship.

2.0 HOW TO GET STARTED

Attend a meeting of the local area or regional service committee and find out what, if anything, is being done in the way of public information. The geographic area to be reached will determine whether the P.I. subcommittee is a part of an area or regional service committee. If there is no ASC or RSC, begin research on forming an ASC or RSC, following the guidelines in the *Temporary Working Guide to Our Service Structure*.

It is important that P.I. efforts be carried out within the service structure. Services which are attempted without the support of area or regional committees often end in disarray and rather than carrying a positive message of recovery may result in negative exposure for Narcotics Anonymous.

If there is an active ASC or RSC, but no P.I. subcommittee, get one started. Schedule a meeting and get the word out that you're looking for members who are interested in this kind of service. Encourage representatives from each group or area to attend. This will improve communication and ensure that your committee remains directly responsible to the Fellowship of N.A.

NOTE: There may be times in remote areas, where a group or groups do basic public information before the formal structuring

of an ASC or RSC. The types of P.I. activities carried out by groups are best limited to posting bulletins, distributing meeting information and getting the word out to the community about N.A.

Our experience has shown that good solid recovery and clean time is especially important in this field of service since so much P.I. work involves contact with non-N.A.'s. Although it is helpful to have individuals on the subcommittee who have experience in communications or public relations, it is certainly not essential. A good working knowledge of the Traditions is the single most important asset a member can have. As N.A. members, we need to remember that no individual can ever speak for N.A. as a whole, and that our competence to speak about addiction is limited to our own experience and to the program of recovery in Narcotics Anonymous.

GO SLOW AND EASY! Enthusiasm is one of our greatest assets in Narcotics Anonymous, but we need to remember the importance of being well prepared when we are approaching individuals or organizations outside of N.A.

Public information work, by its very nature, is a frequent source of Tradition violations. Add to that the excitement and enthusiasm of reaching out to the addict who still suffers, and you can begin to see wherein the danger lies. Strict adherence to the Twelve Traditions is vital in order to protect the Fellowship so that it may always be able to provide an atmosphere of recovery for the addict who wants to stop using. As you are working on this project, keep the Traditions in mind. If you have questions, ask, and remember, "when in doubt, don't."

NOTE: Use part of every P.I. subcommittee meeting to read and study the Traditions. Don't hesitate to write to the World Service Board of Trustees if you have questions about possible violations. (For more information on P.I. work and the Twelve Traditions, see Section 2.1).

At your early meetings, clearly define the need in your community or area. Contact your ASR and/or RSR and ask them to be present at the meetings. Set up basic guidelines for the P.I. subcommittee (See Appendix 2). Elect trusted servants to hold positions of responsibility within the

subcommittee. Appendix 3 contains a simple outline which details the start up procedures for a P.I. subcommittee.

COMMUNICATING AND COORDINATING WITH OTHER P.I. SUBCOMMITTEES

Find out what is being done by other P.I. subcommittees in neighboring communities. Avoid duplication of effort and work together. If feasible, hold an all-day workshop on public information work and invite P.I. subcommittees from surrounding areas. It is strongly suggested that areas and regions follow procedural guidelines that describe the coordination of P.I. activities which may overlap geographical boundaries.

An example of guidelines for joint P.I. coordination can be found in Appendix 2.

COMMUNICATING AND COORDINATING WITH NON-P.I. SUBCOMMITTEES

It is also important to consider how P.I. efforts may have an impact on non-P.I. committees within N.A. Usually the first contact made by a person responding to the P.I. effort is through an N.A. phoneline. This fact is frequently ignored by P.I. subcommittees. If a phoneline subcommittee is separate from the P.I. subcommittee, it must be included in planning and implementation of programs that promote public awareness or invite contact with the Fellowship. Similarly, there may be some overlap in the efforts of P.I. and H&I subcommittees. When a P.I. project seems to spill over into the area of H&I, the two subcommittees should cooperate. The ASC or RSC provide ideal settings for such cooperation. Encourage the attendance of P.I. and H&I representatives at your P.I. meetings. (See Appendix 3.)

DO'S AND DON'TS FOR P.I. SERVICE WORK IN GENERAL

These Do's and Don'ts are important and should be studied carefully. In our past experience with public information work, we have found that by practicing the Do's we can best carry the message of N.A. to the public. When the Don'ts are not taken into consideration, our message of recovery may become lost or distorted.

DO

- * Have a working knowledge of the Twelve Traditions.
- * Follow established guidelines.
- * Be consistent. Follow through with your plan of action.
- * Keep updated records of contacts, posted announcements, PSA's, speaker's list and follow up regularly.
- * Remember quality is more important than quantity. Start with one or two projects and do them well before branching out.
- * Make sure that lists of meetings, 12th Step volunteers and speakers are updated regularly.
- * Remember other Twelve Step Fellowships are part of the public we are informing. Practice cooperation, not affiliation.
- * Understand and be responsive to the needs of those we serve.
- * Present a good image of recovery (be on time, dress appropriately, and avoid the use of obscenities, etc.)
- * Work within the service structure to determine the feasibility of projects and to keep the lines of communication open.
- * Make information packets available.
- * Consult with members experienced in P.I. work before contacting the media and/or public.
- * Use discretion when giving out personal phone numbers.
- * Assist the media in screening their features or articles for Tradition violations before publication.

DON'T

- * Don't endorse, finance, or lend the N.A. name to any related facility or outside organization.
- * Don't do the work of another committee, such as H&I.
- * Don't overtax your human power and resources. Burn out on a project before it is completed creates a bad image of N.A. to the community and/or media.
- * Don't overstep media boundaries as far as area/regional geography is concerned. When in doubt, ask!
- * Don't do it by yourself. Remember the First Tradition and that the service structure is there to be used.

2.1 THE TWELVE TRADITIONS
AND PUBLIC INFORMATION

In response to many letters from the Fellowship regarding the Traditions and P.I. service, the World Service Board of Trustees has supplied written answers to a variety of questions. The most common problems are included below in a question/answer form.

The answers, formulated by the Board of Trustees, are not meant to be the final authority, but have proven helpful to many members in gaining a better understanding of the relationship between P.I. and our Twelve Steps and Twelve Traditions.

Q. What is the importance of anonymity?

A. Our Eleventh and Twelfth Traditions talk about anonymity. Tradition Twelve states that "anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities." Tradition Eleven cautions us to maintain our anonymity at the level of press, radio and films.

When an individual member of the Fellowship finds himself or herself in the limelight as a member of Narcotics Anonymous, the result is one individual speaking for Narcotics Anonymous. It also creates an artificial barrier between the particular member and other members of the Fellowship. It taps into the grandiosity that is a part of our individual characters and sets the person up as an expert which, of course, none of us is. Breaking anonymity at the level of press, radio and films is dangerous to the individual's recovery and might be a deterrent to other individuals coming into the program. They may feel that we can't be trusted to maintain their anonymity or that they will be required to discuss their addiction and recovery on a public level.

The Fellowship at all levels—area, regional and world needs to be very careful in selecting individuals to do P.I. work. There are individuals who actively seek media exposure and these individuals are probably the least qualified to do P.I. work. The individuals best qualified are those who value anonymity and are willing to serve out of love for the Fellowship and not out of ego needs.

Q. In writing to radio and television stations, judges, hospitals, detox's, etc., should P.I. chairpersons or committee members use their full names?

A. If there is any reason to believe the letter will be published or find its way on the air, then it is important that last names be avoided. Wherever there is a chance that this may occur, a non-addict should be used to write the letter. Where this is not feasible, the use of the first name and last initial is appropriate. It has been our experience that letters without a full signature often have less credibility in the eyes of the recipient.

Above all else, we need to adhere to our Traditions and maintain anonymity at the level of press, radio and films. Some of our members have had the unfortunate experience of having individuals from the press make promises that their anonymity would be maintained only to later see their names in print.

One member wrote a letter to a school board regarding Narcotics Anonymous and the board turned the letter over to a reporter who was writing an article on drug usage in the school system. These types of experiences have taught us to exercise extreme caution in these matters.

Q. How can we answer the question "Who is the founder of Narcotics Anonymous?"

A. Narcotics Anonymous evolved as the result of a group effort and did not have a single founder. Along the way, a number of individuals played key and important roles. The process through which Narcotics Anonymous grew and developed highlights one of our strengths—the strength of the group. The strength of anonymous people working together.

Q. When is it appropriate to use non-addicts to provide information about Narcotics Anonymous to the media or outside agencies?

A. We believe that non-addicts should always be used to provide information about our Fellowship on national television, radio, magazines, newspapers, etc. With respect to local T.V. stations, we believe it would be helpful for a non-addict to appear but also realize that a non-addict may not always be available for this purpose.

With respect to outside agencies, it may be beneficial to use non-addicts, depending on the agency. For example, in approaching the American Medical Association it might be helpful to have a physician who is a non-addict explain how physicians might utilize Narcotics Anonymous in working with their addict patients. Endeavors which target federal agencies might find it helpful to utilize a non-addict who has knowledge or expertise in the agency being approached.

We believe that we need to avoid the use of blacked-out faces, silhouettes and shadows. Some of these techniques have been used to maintain anonymity. However, these techniques are also used by the media to protect the identity of criminals, informers and other nefarious characters, therefore denoting a very negative image and giving the impression that we have something to hide. That negative image is something we are working very hard to get away from. For this reason, non-addicts who have an understanding of our Fellowship, our Twelve Steps and our Twelve Traditions, are important to us.

Q. We are writing to ask if it is alright for some of our members to take photographs during an N.A. meeting.

A. Photographs taken at an N.A. meeting, regardless of whether it is a regularly scheduled meeting of Narcotics Anonymous or a meeting held at any N.A. function or activity, can be a potential danger to individual members' anonymity.

Taking photographs at banquet dinners, dances and picnics seems to be a common practice throughout the Fellowship. We believe this practice does not constitute a violation of our Traditions provided those individuals whose pictures are taken have no objection and that the photographs are for the enjoyment of the individuals involved and are not ever to be used at the level of press, radio, or films.

Q. May a group choose to announce the time and location of the N.A. meeting in newspapers, radio or T.V. in order to reach still-suffering addicts in the community?

A. A group may announce the time and location of the meeting in newspapers, on radio or T.V. in order to reach still-suffering addicts, but should do so only when

it is absolutely necessary. Whenever possible, phoneline numbers should be used in newspapers, radio and television announcements. We realize that this is not possible in some smaller areas and regions which do not have the resources necessary to maintain a phoneline. These areas and regions can then announce the times and locations of meetings until they are able to maintain phoneline(s).

Q. Is it a violation of any Tradition for members of Narcotics Anonymous public information committees to participate in public health fairs? Would members talking in person about N.A. constitute a breach of anonymity? Can a P.I. committee pay a fee to participate in a health fair?

A. Participation in a public health fair would be an appropriate endeavor for an area, regional or world level P.I. effort. Health fairs provide a good opportunity for the members of our Fellowship to let the community know who we are and what we do. A booth or table is often provided at these functions where we can make literature available and tell people that we exist and can help anyone with a drug problem to recover.

This participation would not be a violation of anonymity. Individuals talking in person about Narcotics Anonymous do so of their own volition and at this level anonymity is a matter of personal choice. We suggest that first names be used and further caution participants that at the level of press, radio and films anonymity needs to be maintained as specified by our Eleventh Tradition and Twelfth Tradition. Photographs should not be allowed under any circumstances.

It would no more be a violation of our Traditions to pay a fee to participate in a health fair than it would be to participate in one. It would, however, be necessary for any funds expended in this fashion to go through an area, regional or world level budgeting process.

Q. When an outside organization or agency requests a public information speaker and offers to pay travel expenses, can the P.I. committee or individual accept such reimbursement?

A. Sometimes these offers come from organizations or agencies who do not understand our program, our

Twelve Steps, or our Twelve Traditions. These organizations and agencies are often accustomed to paying a fee or offering reimbursement for expenses as a matter of course. However, this is not appropriate for Narcotics Anonymous. We are self-supporting through our own contributions and we cannot accept a fee for P.I. work nor a check for expenses incurred. It is important that we explain our Traditions and the reason why it is not appropriate to accept this type of fee or reimbursement.

Members of a P.I. committee can be reimbursed by the P.I. committee for travel expenses. Reimbursement for travel expenses is a very responsible course of action by a P.I. committee and is well within the Seventh Tradition.

Area, regional and world level committees are all responsible to those they serve. This reimbursement must go through the budgetary process which has been set by the area, region or world committee.

Q. Our public information committee is currently using the N.A. logo and the name of our Fellowship, "Narcotics Anonymous" on its stationery. It has been brought to our attention that this may be a violation of our Traditions. Can you clarify this matter for us?

A. There is no Tradition violation in the use of the N.A. logo and the words "Narcotics Anonymous" on any area P.I. committee's stationery. The confusion in your area may stem from a motion passed by the World Service Conference in 1982. The motion stated only the N.A. logo and not the name Narcotics Anonymous was to be used on convention and activity brochures and fliers. This motion does not apply to stationery. Hence the name Narcotics Anonymous may be used on stationery of service boards and committees at an area, regional and world level.

Q. Is it promotion or attraction when a P.I. committee contacts schools, probation officers, county or government offices and treatment centers to let them know about N.A.?

A. Our Eleventh Tradition tells us that our public relations policy is one of attraction rather than promotion. When P.I. committee members go out into the community and inform government agencies and individuals who work

with addicts about who we are and what we do, they are operating well within the level of attraction. We provide information regarding our program and letting those agencies and individuals know we are a Twelve Step program of recovery from the disease of addiction.

Care needs to be exercised to avoid any promises or to make any commitments we cannot keep. When we begin to do this we have crossed the line into promotion.

Q. Are PSA ads on the radio attraction or promotion?

A. Whether PSA's on the radio and television are attraction or promotion depends directly on the content of the material presented in the advertisement. It seems to us that there is a fine line between attraction and promotion. Providing basic information and letting the public know who we are and what we do is another area of attraction. When we go beyond the act of letting the public know who we are and what we do, we get into the area of promotion. When we start making exaggerated promises beyond the scope of recovery from addiction, we have crossed the line into promotion.

All video materials need to be carefully reviewed by the World Service Board of Trustees to ensure that they stay within an informational framework.

Q. What about P.I. endeavors for or at N.A. conventions?

A. P.I. efforts at conventions have often been informal, haphazard and sometimes disastrous. If it is a regional convention, we suggest that the regional public information committee be involved and that the committee provide a specific, formal set up for any public relations effort. A handbook containing convention guidelines, available from the World Service Office, also contains information about P.I. at conventions.

One regional convention held a public information meeting. Beforehand, they sent out letters to the press, radio and television as well as judges, probation officers and doctors informing them of the date, time and place where the meeting was going to be held. It was extremely successful. A world convention should ask the World P.I. Committee to assume responsibility for P.I. efforts at the world convention.

P.I. efforts at conventions need to follow a specific plan and have a P.I. committee fully responsible for them.

Q. *Is it appropriate to convey the message that addiction is a disease in our P.I. effort?*

A. Addiction is a disease. Our literature states that addiction is a disease. Our Basic Text states, "We have a disease: progressive, incurable and fatal." We, as a Fellowship, have had firsthand experience with thousands of addicts. Based on our firsthand experience we believe we have a chronic, progressive and fatal disease which if untreated will result in jails, institutions and death for us. We believe it is absolutely necessary to state these basic facts about addiction in our public information endeavors.

We are in a stage of public understanding of the disease of addiction where Alcoholics Anonymous was with the disease of alcoholism in the late thirties. It was at that time widely held that alcoholism was a moral weakness caused by a lack of character in the alcoholic or, that it was a psychiatric disorder whose treatment consisted of instilling character in the individual by treating the underlying psychiatric disorder whereby the excessive drinking disappeared. Alcoholics Anonymous members were the first to suggest that alcoholism was a disease. As a result of the efforts of members of the A.A. Fellowship, today there is universal acceptance of alcoholism as a disease and the stigma attached to alcoholism has substantially diminished.

There is still an enormous stigma attached to drug addiction and as long as addicts and those individuals working with addicts believe that drug addiction can and should be controlled by the addict, addicts will die trying to find ways and means to develop control. A byproduct of public information committee activities will be the educating of those working with addicts to the fact that addiction is a disease and the addict is powerless over it. We need to accept ourselves as persons who have a disease and we need to inform those who work with us and those who love us of that fact. We can best do this by talking about addiction as a disease in our P.I. efforts.

Q. Should local area or regional P.I. committees produce TV spots?

A. It has been our experience that most regionally produced P.I. video spots have been of a very poor quality. In one incident, a local P.I. committee expended considerable time, energy and money only to find the spots they produced did not meet FCC standards and the local stations refused to use them because of their overall poor quality.

In the past, regional and area level P.I. committees made video spots due to the fact that the world level P.I. committee had not produced videos. Videos have been made by the WSC P.I. Committee and are available from the World Service Office for a nominal price. They are professionally done, have been carefully reviewed by world level trusted servants including the Board of Trustees and are well within the guidelines of the Twelve Traditions.

We recommend that with the availability of these videos area and regional P.I. committees use their time and resources in other more needed areas.

Q. Why is it not advisable for a P.I. committee to do P.I. work separate from an area or regional service committee?

A. When a committee acts on its own or is not a part of a regional or area service committee, it is not accountable to anyone. The P.I. committee is responsible for area, regional or world level P.I. work—these committees have responsibility to the Fellowship.

Any committee acting apart from the greater whole creates a very dangerous situation both for the individuals involved and for the Fellowship. P.I. committees must be formed by the area or region in order to be P.I. committees.

Q. Why is it not advisable for an individual to do P.I. work separate from a P.I. committee?

A. Our First Traditions states, "that our common welfare comes first and that personal recovery depends on N.A. unity." This Tradition teaches us that the "we" comes before the "I." Often, what may seem like a wonderful idea to an individual turns out to have disastrous results. Most of the very serious anonymity breaks

which have occurred over the past several years have resulted from individuals acting on their own, not as the result of public information committee members carrying out projects discussed and decided upon by a public information committee.

When we act on our own we tend to be grandiose, and often operate on self-will. One of the reasons we found our way into Narcotics Anonymous is that we could not do it alone. With respect to public information the "I can't, but we can" still applies. Sometimes when a P.I. committee does not accept our idea or project we want to rush out and do it anyway. We grow in our recovery when we can resist this urge.

Section 3

THE WORK ITSELF

P.I. service work is probably one of the most exciting areas of service in Narcotics Anonymous. Almost every member at one time or another will be in a position to provide information about our program of recovery to addicts and non-addicts. The ways and means of providing this information are so varied that volumes could be written about each type of P.I. activity that has ever been attempted throughout the Fellowship. The following sections of the handbook will highlight the most commonly used P.I. tools and provide details that will strengthen the foundation for each P.I. subcommittee's ongoing project.

An active P.I. subcommittee needs financial support from the Fellowship. The money can come from groups, ASC's, and RSC's. Prior to beginning any P.I. activities, make a realistic evaluation of the expenses involved for various types of P.I. work (mailing fliers, copying, printing, telephone charges, audio and video tape duplicating, etc.). The approach your subcommittee takes may well be determined by the funds available.

3.1 PHONELINES, BULLETINS AND LETTERS

Phonelines, bulletins and letters are probably the most commonly used P.I. tools. These and all other P.I. activities should always be carried out in accordance with our Traditions and in cooperation with the area or regional service committee as suggested in previous sections.

Phonelines are usually handled by a separate subcommittee. A large amount of work and planning is required to establish an efficient phoneline in your area or region. For this reason, phoneline guidelines have been printed in a separate handbook and may be ordered through the World Service Office.

Bulletins are used to inform the still-using addict, and the community at large, of what Narcotics Anonymous offers, how and where to obtain help or additional information, and when and where local meetings are held. Phoneline numbers and/or meeting places (open meetings only) may be listed in bulletins. (See Appendix 5 for various types of bulletins.)

Many local newspapers provide space for community announcements. The bulletins your committee chooses for

posting may also be used in newspapers. Public information work carried out via newspapers and other forms of media is discussed in more detail in a later section.

The following guidelines have been compiled from the experience of P.I. committees throughout the Fellowship. Read them carefully before you begin posting bulletins.

- Divide the area into smaller, geographical areas for which one P.I. committee member, on either a full time or part time basis agrees to be the contact person. This commitment involves determining where to place bulletins, how many will be needed for that person's particular geographical area, and being responsible to see that they are posted.
- Work through your ASC and RSC to be sure the meetings being listed are aware that this activity is going on. They must be ready to handle a possible increase in new member attendance.
- Arrange for printing the bulletins and provide them, along with guidelines for each person who will be posting, to the contact person.
- Determine any follow-up procedures you may need, i.e., mailings of information packets to community members or professionals, possible increase in volunteers to work phonelines and Twelfth Step lists.
- Post five to six bulletins at each location, if possible, so that interested people may take one, if desired. Larger numbers are suggested in some places—it is left to the discretion of the contact person to determine this depending on the size and location of the facility.
- Post bulletins at all public institutions where large numbers of people will see them. Generally, permission is not necessary; however, if in doubt ask, especially if larger numbers of bulletins are to be left.
- Do NOT put bulletins on telephone poles, trees, fence posts, etc., nor leave them in public restrooms. Many communities have ordinances concerning this type of activity, so it is most important to use discretion in distribution as it can affect the reputation of the entire Fellowship.

PLACES FOR DISTRIBUTION

Public institutions

1. Police stations
2. Health clinics
3. Welfare offices
4. Hospitals (both emergency rooms and employee bulletin boards)
5. Courthouses
6. Colleges
7. Junior high and high schools
8. Libraries
9. Post offices

Private businesses

1. Stores (groceries, drug stores, etc.)
2. Civic auditoriums
3. Churches
4. Laundromats
5. Factories
6. Supermarkets

DO

- * Study these guidelines
- * Remember the Twelve Traditions
- * Ask permission when necessary
- * Remember that our public relations policy is based on attraction rather than promotion
- * Remember that, though you are not a representative of N.A., you are being seen as an N.A. member. Conduct yourself accordingly

DON'T

- * Don't go alone to post bulletins—there is less possibility of Tradition violations when two or more members are present
- * Don't act as spokesperson for N.A. as a whole
- * Don't antagonize those whose ideas of addiction differ from those of N.A.
- * Don't take contributions from outside sources

- * Don't refer to any agency or other Fellowship
- * Don't state an opinion or take a stand on any controversial or public issue

3.2 THE USE OF LETTERS IN PUBLIC INFORMATION

Letters can be used as an effective means of introducing Narcotics Anonymous to various segments of the public. The type of letter you use will depend on the group or organization you decide to contact. (See Appendix 6 for a suggested list.)

Some of the types of letters described below are for use in introducing N.A., responding to requests for information and/or speakers, announcing a public information/community meeting and following up or sending thank you letters. (See Appendix 7.)

INTRODUCTORY INFORMATION PACKETS

Information packets are commonly used to mail various N.A. pamphlets (I.P.'s) with a cover letter to individuals or organizations who might come in contact with addicts and be able to direct them to Narcotics Anonymous. These information packets should include a meeting directory for your area or region and the phonenumber, if available.

Information packets should also be available and mailed in response to requests received either through the phonenumber, by mail or during community meetings. The amount of information your committee includes in this type of packet may depend on your financial situation. Decide ahead of time how much money you can afford for purchasing N.A. pamphlets, duplicating meeting lists and letters, and the cost of mailing.

LETTERS TO SPECIFIC INDIVIDUALS OR GROUPS

When your committee decides to target a specific segment within the community, i.e., treatment counselors, doctors, or employee assistance directors, one of the example letters in Appendix 7 should be used and mailed with I.P.'s. Use first class postage and individuals' names whenever possible. Otherwise, your letters may end up in a trash can.

Professionals often do not have time to read every item of mail they receive. If your letter looks like advertising or bulk mail it may never be read.

At this point many P.I. subcommittees also decide to arrange for a community meeting. After an initial letter of introduction has been sent, you may follow up with letters inviting members of the community to a community meeting (See Appendix 7). Always be sure that your choice of letters accurately reflects the type of individual or group you are contacting.

Before beginning a mailing be sure that your ASC or RSC is aware of your activities and that any other subcommittees that may be affected are involved in the activity. You will need support for both manpower and money. Remember that planning a community meeting will require the rental of a meeting space and the purchase of sufficient literature for those attending to take with them.

DO'S AND DON'TS FOR LETTER WRITING

The workers in the field of drug and alcohol treatment, rehabilitation, etc. are overloaded with mail. The biggest enemy that stands in the way of getting the message out is the wastebasket. Here are some suggestions that others have found to help get your mailings read:

- | | |
|-------|---|
| DON'T | Use bulk rates |
| DO | Use first class mail. Most mail is sorted by postage; third class mail is seldom read |
| DON'T | Use generic titles (Dear Health Care Person) |
| DO | Have a point of contact (Dear Mr. Clagari). It takes more time to find out this information, but most people are put off by impersonal headings |
| DON'T | Be sloppy |
| DO | Use standard form and layout (see Appendix 7). No one is going to take you seriously if your letters are a mess |
| DON'T | Use bad copies |

- DO Use typewritten letters if possible. Many times correspondence is sent out on photocopies that are next to illegible. If you can't type, find someone who can (even a paid professional, if the price is affordable)
- DON'T Use slang or "catch" phrases (Just a bunch of hope to die dope fiends who stopped cooking and live one day at a time)
- DO Use the definitions from our literature (N.A. is a Fellowship or group of men and women for whom drugs had become a major problem). If you use terms that mean nothing to the professional, or have different meanings to them your point is lost.
- DON'T Ramble on
- DO Get to the point, try to stay away from "drugalogs." Try to stick to facts like: 1. It Works 2. It's Free 3. It's Available
- DON'T Threaten the professional
- DO Point out that we are not here to take the place of the professional, never make it sound as though we believe we can do the professional's job for him. Point out that we have a common goal, to help the addict who still suffers
- DON'T Mail and forget
- DO Follow up, research has shown a personal contact (phone call, visit, etc.) is much more effective than a simple mailout

3.3 PUBLIC INFORMATION/COMMUNITY MEETINGS

Public information/community meetings may result from your committee's invitation or at the request of an individual or group. The most frequent contact is initially made through the phoneline, which is one important reason for communication between subcommittees. Phoneline volunteers must have contact names and numbers of those members

active in P.I. so that requests can be responded to quickly and efficiently.

WHAT IS A PUBLIC INFORMATION/COMMUNITY MEETING?

The purpose of this type of meeting is to inform the public about our Fellowship. A public information/community meeting (call it what you choose) differs from an open N.A. meeting in that we invite people outside our Fellowship to attend and we structure the meeting to address the particular focus of our guests. This is a "special meeting" rather than a regular N.A. meeting. (See Appendix 8 for community meeting format.)

The focus of a meeting of this type will be in part determined by your choice of the people who will attend. For example, a group might decide to hold a community meeting in the neighborhood and invite clergy, teachers from nearby schools, and/or members of a neighborhood association. An area P.I. committee might plan a city-wide or county meeting to inform the health care professionals and workers in governmental agencies. A regional or state convention can provide an opportunity for a public information meeting separate from the scheduled program and invite media coverage as well as members of the helping professions.

An important point to consider is what time of day and day of the week will best accommodate the people you are trying to reach.

The point is, this is a meeting hosted by Narcotics Anonymous and structured to effectively carry the message to addicts and to people who come in contact with addicts.

LEGWORK FOR SETTING UP A P.I./COMMUNITY MEETING

1. Target the groups or individuals you want to reach.
2. Find a location that is easy to reach, centrally located and if possible, well known.
3. Send out a letter of invitation to these individuals and groups.
4. Follow up by calling organizations/groups to see if they will be sending a representative.

5. If you wish to reach the community at large, have the meeting announced on radio, community calendars, in newspapers, etc.
6. Set up speakers and guest speakers ahead of time.
7. Get refreshments.
8. Make sure speakers understand the time limit.
9. Be sure that all participants understand the need to dress nicely and avoid foul language.
10. Start on time.
11. End on time.
12. Bring N.A. literature and meeting lists.

DO'S AND DON'TS FOR PRESENTATIONS TO GROUPS
AND COMMUNITY MEETINGS

DO

- * Prepare P.I. speakers for P.I. presentations
- * Try to match speakers to their audience to create the best possible identification
- * Stress our common welfare and the importance of unity
- * Stress that there are no leaders—only concerned members
- * Express the spirituality of the program
- * Express our primary purpose—to carry the message of recovery to the addict who still suffers
- * Stress that the only requirement for membership is the desire to stop using
- * Point out that N.A. isn't exclusive to one kind of addict; but to anyone who believes his/her life is unmanageable due to whatever the drug of choice

DON'T

- * Don't do it by yourself
- * Don't take a stand on any controversial/public issue
- * Don't do this for personal gain

- * Don't refer to outside agencies
- * Don't be a spokesperson for N.A. as a whole
- * Don't break your anonymity by eluding to geographical area or profession
- * Don't forget—the spirit of anonymity is the sacrifice of personal ambition
- * Don't argue with those whose views of addiction differ from those of N.A.
- * Don't accept contributions from sources outside N.A.

3.4 WORKING WITH REPORTERS

Contact by reporters can be a wonderful opportunity to carry the message of recovery in Narcotics Anonymous. However, it can also be a major source of Tradition violations and personal ego inflation, which is detrimental not only to the individual member(s) involved but may affect N.A. as a whole.

The following guides can help prevent problems if they are used and discussed with others during committee meetings. Be sure your contingency plan provides names of members available to respond to requests from reporters.

These guidelines may be used in responding to all kinds of reporters, but should be supplemented by the information in Section 3.5 if the contact involves radio or TV.

WHAT DO I DO WHEN A REPORTER CALLS?

1. Don't panic. Reporters will usually call in order to get information for the purpose of creating a positive story about recovery through N.A. Every effort should be exerted to convey a positive, well organized, appropriate response. Every P.I. subcommittee should have a specific plan for such eventualities so that there is no confusion when it does happen.
2. Call the chairperson of the P.I. subcommittee (area or region as appropriate). Depending on the contingency plan of the P.I. subcommittee, an appropriate person will be asked to take responsibility for the matter. If you are the lucky one, the following steps will be helpful.
 - a. Be polite and positive, and find out from the reporter the probable circulation or distribution of

the information that will be obtained, to determine if this is really an area, regional or world level P.I. matter.

- b. Never, unless it absolutely cannot be avoided, talk to a reporter alone. Always have another N.A. member present, preferably another member of the P.I. subcommittee.
- c. Obtain information about the reporter and the paper or station they are from. This information should include; name, address, phone numbers, date of contact, probable date the information will be used, and the different papers or stations that will use the information.
- d. Immediately after the interview, make clear records about the subject discussed, information revealed and other pertinent facts about the interview. A written or verbal report should be given to the subcommittee chairperson immediately after the interview is over.
- e. Be conscious always of our Traditions, particularly about anonymity and N.A. not having any opinion on outside issues.

Following are the most frequently asked questions about how to handle a contact with a reporter from newspapers, magazines, radio and T.V. Every P.I. committee should discuss these questions and develop written policy statements, in considerable detail, about how such contacts should be handled. Every person involved with P.I. should be given a copy of the policy statements immediately upon their participation on the P.I. subcommittee. When the situations occur, each member of the committee and the Fellowship can be assured that the matter will be handled properly.

In some areas the policy statements may be different from those in other areas or regions. Uniformity is not essential, except in the application of our Traditions to protect the Fellowship as a whole and our individual members.

What if the reporter wants to attend a meeting?

What if the reporter wants to bring a camera crew or take pictures as part of the story?

What if the contact person wants a representative to appear on radio or T.V.?

What if the reporter asks about treatment centers or referrals to detoxification programs?

What if the reporter asks questions about people by name?

If the reporter learns from any source about the participation of a "public person" (a professional sports figure, entertainer, etc.) they will go to almost any lengths to get information, even an acknowledgement of the individual's membership in N.A.

Answers to these questions, and additional insight in handling contacts with media representatives, can be found by reading through the Trustee answers on public information questions found in Section 2.1.

SOME INSIGHT ABOUT REPORTERS:

Reporters are people doing a job. They have a responsibility to their editors and papers or stations to produce stories that contain facts, revealing facts if possible, including names and other specific items that they believe are important. They will direct the questioning in ways that they believe will be informative to their audience as a whole. The story, as they envision it in their minds, may not necessarily involve information that you feel is important for them to know about N.A. Your task is to respond to their needs and to our needs by providing positive information that does not cause problems for you or the Fellowship.

Reporters are trained to use every item of information that comes to them, written or orally. If you mention names of people, events or places, they will record that, whether on paper, with their equipment or in their minds, and use it, even if you think they missed it. *If you reveal something to a reporter that should not have been stated, such as an anonymity break, you must immediately-before the next word is spoken-ask that that item of knowledge not be reported.* If you do not immediately make that request, it may be too late. They are not likely to respond favorably to a phone call the next day with the same request.

There is a difference in the objectives of reporters and P.I. subcommittee members. The reporter is responsible for obtaining information for a story that is better if it has specific names, dates, places and phone numbers. They will particularly want to know about the relationship of the members and the Fellowship to drug use generally and about specific levels of drug use for certain drugs. They will want to know the relationship of members to former suppliers and others currently using.

The task of the P.I. subcommittee is to take advantage of opportunities in talking with reporters to provide information about Narcotics Anonymous, NOT to provide information for an expose'. It may take some experience and patience to steer clear of giving answers to such questions as illustrated above, but it is important to do so.

3.5 PUBLIC INFORMATION AND THE MEDIA RADIO AND T.V.

NOTE: This section will be revised to include the following information:

Responding to requests for talk show interviews, including the difference between a request for general info on Narcotics Anonymous and specific info regarding an addict's personal story.

Effective ways of approaching key people at local TV stations.

Availability of radio and TV spots.

Interviews of addicts on film or TV need always be done in cooperation with regional and/or world level P.I. trusted servants.

Include a warning about rushing into this type of P.I. activity and discuss pros and cons of this P.I. tool.

A possible outline entitled "Ask an Addict."

3.6 PUBLIC SERVICE ANNOUNCEMENTS GENERAL INFORMATION AND PLACEMENT

GENERALLY SPEAKING, THERE ARE THREE TYPES OF P.S.A.'S FOR RADIO AND TV.

- 1) Television--10, 20, 30 and 60 second spots supplied to stations on 3/4, 1 or 2 inch video tape.
- 2) Radio--"Canned" cassette or reel 10, 20, 30 and 60 second spots.

- 3) Typewritten spots read by the station's disc jockeys.

SOME GENERAL POINTS TO REMEMBER:

Quality is more important than quantity. Go slowly, be careful and be thorough.

Keep records.

The station is doing you a favor. They are not obligated to run your spot.

Personal contact with the Public Affairs Director is best. If personal contact is not possible, personal letters can also be effective (See Appendix 9).

Be sure that radio and TV tapes are stored in a cool, dry dark area. Heat and water can quickly ruin tapes.

GETTING YOUR P.S.A.'S ON THE AIR:

NOTE: The following suggestions for getting on the air are aimed at most smaller and medium sized stations. Large major city TV and radio stations have individual specifications and criteria for airing.

If the broadcast audience is beyond your area's geographical boundaries, be sure to work with your regional P.I. subcommittee before airing spots. If it is outside of your regional boundaries, the WSC P.I. Subcommittee needs to be informed.

Suggestions:

1. Call the Director of Public Affairs of your local radio or TV station and introduce yourself as a member of Narcotics Anonymous, a non-profit group of recovering addicts helping addicts to stay drug free. Request 15 minutes of his or her time to discuss the possibility of the station's use of our PSA's. Ask them what type and length of PSA's they use i.e., TV tape size, length of spot. For length requirements for radio stations, ask whether they use cassette, reel to reel or written.

2. Remember, the director is probably very busy, so be on time, neatly dressed and don't use profanity. This persons sees you as representing N.A.
3. Explain briefly a little bit about the origin of N.A., its rapid growth and your personal experience, the need for addicts to see/or hear the N.A. message.
4. Provide a copy of *Who, What, How and Why* and *The Group* I.P.'s, along with your name and phone number for future reference.
5. Knowing what the station requires for the spot in advance, the Public Affairs Director will ask to see and/or read the spot or ask you to leave it for station management review.
6. Be sure spots have the name and phone number of a P.I. contact, spot length and title particulars on labels, both on tape and case.
7. If you leave a tape for viewing and/or dubbing onto their system, be sure to get a time and date to pick it up. You will need it for future changes and other stations.
8. If the station elects to use your spot, be sure to follow up and also report the use to your area and the regional P.I. committee.
9. If an invitation to appear on talk shows is offered, inform your area and/or regional P.I. subcommittees.
10. Use spots provided by the world or regional level P.I. committee whenever available.
A 10 second spot has approximately 20 words.
A 20 second spot has approximately 50 words.
A 30 second spot has approximately 75 words.
A 60 second spot has approximately 150 words.
(See Appendices 10 and 11 for scripts of radio and TV P.S.A.'s available from the World Service Office.)
11. Do not handwrite or print. Use typewritten spots only. Use 8-1/2 X 11" white bond paper. Provide only one announcement per page. The copy must be clear and easy to read. Do not fold or staple the paper. Do not

use abbreviations. Use double spaces, and upper and lower case type. The upper left section of 8-1/2 X 11" paper should say "Narcotics Anonymous," with the address. The upper right section shows the individual contact person and phone number. Under the name of the organization, list the start and stop dates or type "run till further notice." Under the start and stop dates, put reading time—20 or 30 seconds, etc. The actual copy should be typed under the reading time.

Section 4 KEEPING THE N.A. FELLOWSHIP INFORMED

NOTE: This section is incomplete. It will be revised to contain some of the following information and more.

P.I. subcommittees, at every level of service, need to keep the Fellowship informed of what is being done in P.I. This can be done through sharing materials from WSC, RSC's and ASC's. This should also be done by holding regular workshops to address the needs and activities of the area or region pertaining to public information.

The affect of the Twelve Traditions on P.I. needs to be discussed here also, especially the issue of attraction rather than promotion and personal anonymity.

Appendix 1

PUBLIC INFORMATION CONTINGENCY PLAN YOUR AREA OR REGION

It is essential that all members of the area/region know what procedures are to be followed when Narcotics Anonymous is contacted by a print or broadcast news entity. This appendix will outline how such contacts are to be managed and should be distributed widely throughout the area/region.

Additional details on why and how a contingency plan should be used can be found in Section 1.2, P.I. at Various Levels of Service.

Any member receiving a request for information from a media contact must immediately call one of the following:

- 1) The area or regional P.I. chairperson or vice-chairperson;
OR,
- 2) The area or regional chairperson and vice-chairperson.

One of the individual(s) listed above should respond to the media contact as soon as possible, preferably within the work day or within an eight hour period.

The following information should be determined:

1. What audience level the exposure is likely to receive. It is important to understand how the information we give and/or contact we provide is going to be used. Is it going to be used in a local, regional or national broadcast or print story? There are circumstances when a story may be used in a national, regional or local area. It is also important at that point, to determine if the coverage will overlap into other areas and regions or if it needs to be handled at a world level. The caller should be politely asked to help us in responding by giving us the range of the intended audience.
2. What is the scheduling and deadline information the individual is working with in the accumulation of information for media use? In the instructions following, a different approach must be followed if there is a 48-hour or less deadline, so politely ask their help. Making our response positive and successful can only be done if we know their schedule deadlines.

Upon gaining the necessary information, the responsible individual must decide whether the media request is to be handled by the area or region. Some requests may need to be coordinated with or forwarded on to world level P.I.

NOTE: It is always advisable to contact the World Service Conference P.I. Committee to discuss any media requests which may result in film crews and/or TV interviews with addicts.

If the determination is made that the area or region will handle the media request, follow up will be made depending on the deadline schedule.

1. AREA OR REGIONAL MEDIA AUDIENCE WITH LESS THAN 48-HOUR LEAD TIME. Contacts involving such short time require immediate action that to some degree necessitates a lack of communication and coordination within the Fellowship among all the trusted servants who might otherwise be involved. One or more of the individuals as listed above should act for that individual service arm, responding with whatever assistance they can provide.
2. AREA OR REGIONAL MEDIA AUDIENCE WITH MORE THAN 48-HOUR LEAD TIME. One of the individuals as listed above should respond by assigning an individual to be part of the team to work with the media contact. The assigned individual(s) should be named by your individual P.I. committee and be the most knowledgeable and experienced members available.
3. For electronic media contacts wherein television or film crews will be involved, more specific guidelines are required that involve adherence to our tradition of personal anonymity.
 - Area or regional P.I. Chair or Vice-Chair.
 - Area or regional Chair or Vice-Chair.
 - Your ASR or RSR.

Those individuals listed above should assign members with the most training and experience in working with the electronic media contacts with the Fellowship.

REMEMBER: It is advisable to contact a WSC P.I. member to discuss requests for interviews with addicts which may involve film crews.

Appendix 2

GUIDELINES

I. Purpose

The purpose of a P.I. subcommittee is to inform the public that N.A. exists. It offers recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

II. Functions/Responsibilities

The basic functions of a P.I. subcommittee are:

- A. To open and maintain lines of communication;
 - a. Between N.A. and the public
 - b. Between the ASC/RSC and WSC/WSO
- B. To respond to all requests for information in a timely and effective manner;
- C. To be sure that those requests are handled at the appropriate level of service (see section 1.2). Remember our Ninth Tradition states, subcommittees are "directly responsible to those they serve."

III. Meetings and Membership

All P.I. subcommittees should meet regularly at a designated time and place that is well publicized, encouraging all members to attend. Members of a P.I. subcommittee should be defined according to one or more of the following suggestions:

- A. Those assigned to head specific projects as needed;
- B. Those willing to help on various projects as needed;
- C. Voting members (defined usually as those representatives chosen by individual groups or areas with experience in P.I.).

Active membership should be further defined to include regular attendance at P.I. meetings. Some subcommittees have

included a regulation that persons can be considered active only after attending two consecutive meetings.

IV. Voting Participants and Procedures

- A. Who is eligible to vote;
- B. What is the required quorum;
- C. Decide upon the members who will be eligible to participate in your subcommittee's group conscience. These might be:
 - 1. Elected officers;
 - 2. Representatives elected and sent by the groups or areas within your area/region.

V. Requirements and Duties of Voting Participants

It is generally accepted that all participants shall have the following:

- A. Personal time and abilities to perform their duties;
- B. Willingness and desire to serve in the position;
- C. Clean time and service experience as stated herein;
- D. Understanding and practical experience of the Twelve Steps and Twelve Traditions of Narcotics Anonymous;
- E. Maintenance of clean time throughout term of office or participation.

Further discussion within the committee will determine the requirements of officers. Officers are usually limited to Chair, Vice-Chair, Secretary and Treasurer. Clean time will vary depending on the age of your area/region. Experience in P.I. or related activities is preferable.

Other details can usually be found by reading through the ASC/RSC guidelines. Samples can also be obtained through the World Service Office or neighboring P.I. subcommittees.

- VI. Task force committees are often established by P.I. subcommittees as the need arises, to work on specific projects such as:
 - A. Speaker lists
 - B. Information packet mailings
 - C. Creation and updating of contact lists
 - D. Material for posters
 - E. Formats for speaker presentations

OVERLAP GUIDELINES FOR COOPERATIVE
EFFORTS IN P.I. _____ AREAS/REGIONS

at overlap areas/regions to the
proper service committee.

- II. Objectives
 - A. Maintain contact with person in each area/region who handles P.I. contingency plan.
 - B. Share information on meetings, volunteer lists, etc.
 - C. Coordinate inter-area/regional P.I. workshops
- III. Membership

Choose one or more from each area/region as voting members.

 - A. P.I. Chair or P.I. Vice-Chair
 - B. ASR/RSR
 - C. Alternate ASR/RSR
 - D. ASC/RSC Chair or Vice-Chair
 - E. Phoneline Chair or Central Office Manager

IV. Meeting Schedules

Suggested quarterly meetings with monthly
correspondence

Appendix 3

H&I/P.I. COOPERATION

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

1. Remember, we all belong to the same Fellowship and our primary purpose is the same no matter which committee we belong to.
2. Communication between the two subcommittees ahead of time (that means planning together how to proceed) will help avoid problems and promote unity.
3. Flexibility (something most of us addicts don't have much practice at) will allow for cooperative efforts that respond to the needs of the institution while staying within our Traditions.
4. *"I can't, but we can"* applies to subcommittee members and subcommittees.
5. Work together. When we don't, we divert ourselves from our primary purpose!

There may be instances where the most effective and productive presentation can only be accomplished by a combined effort of representatives from P.I. and H&I. This, of course, is a perfect application of our Twelve Steps and Twelve Traditions--working together to carry the message of N.A. recovery to the still-suffering addict.

Examples:

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

A hospital treatment center calls for a presentation to their clients--H&I

A call comes requesting information, maybe a meeting, doesn't know--P.I. and H&I

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

1. Generally, a P.I. activity is geared to people outside our Fellowship and includes people who come in contact with addicts and can help addicts to find N.A. The approach with non-addicts differs from the more personal sharing appropriate to talks given to addicts.

Guides for H&I Subcommittees:

1. All H&I committees (WSC, regional, area and local) should remain in frequent contact with their counterparts in P.I.
2. Whenever possible, a liaison should be selected by the committee to attend any P.I. meetings held within their area or region, so that a spirit of absolute cooperation can be fostered which will better enable us to carry out our primary purpose.
3. Whenever an H&I activity is geared to the addict, that means identification "...if they can stay clean, so can I." An H&I meeting is necessary when for some reason, our Traditions cannot be upheld. The most often found examples of this are when:
 - a. There are some restrictions on attendance at meetings.
 - b. The meeting cannot be entirely self supporting.
 - c. There is a need for the facility staff to be present in some form of surveillance.

Guides for P.I. Subcommittees:

1. P.I. subcommittees should always check with the H&I subcommittee before making initial contact with an H&I type facility. These facilities are usually one of the following: hospital, methadone clinic, jail, prison, detox center, or treatment program. This contact with H&I will determine whether H&I services are already being provided and if not, whether H&I is able to provide them if requested.

2. P.I. presentations are simply an information giving activity--who and what N.A. is. We do not give in-service training on addiction or drug abuse.
3. Whenever making a presentation, P.I. members must have the name of an H&I contact to supply to the facility if it becomes apparent that an H&I meeting is requested or required. Don't commit H&I services.

CONCLUSION

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

H&I subcommittees are working diligently to better carry the message of recovery to addicts in hospitals and institutional settings.

Cooperation and flexibility are the keys that will allow H&I subcommittees and P.I. subcommittees at all levels to keep informed on what is being done by other subcommittees in their area or region. If we work together, we can accomplish any task. Unity of purpose is vital to our efforts.

Appendix 4

START UP OUTLINE FOR AREA/REGIONAL P.I. SUBCOMMITTEES

- I. Membership and Meetings
 - A. Contact at least one member from each group/area, preferably P.I. chairs or people with one to five years clean and P.I. experience. (Clean time will vary depending on the age of your area or region.) Get a commitment from them to attend area/regional P.I. meetings and act as liaison for their group/area. Also, ask about their experience in any P.I. activities they have attempted.
 - B. Create your initial mail list from those contacts and set a time and date for your first meeting. It has been beneficial for some regions to hold frequent meetings at first (twice a month) to lay a foundation.
- II. Initial Meeting Agendas
 - A. Guidelines for the P.I. committee are essential, and should be the first item on your agenda until they are completed. This beginning work may take time but it is important to move ahead slowly and thoroughly in order to avoid problems later.
 - B. Contacts and Resources
 1. Compile a list and begin contacting your area's phone line and H&I committee chairpersons, encouraging their participation in the P.I. subcommittee. Phone lines must be operating at peak level once P.I. work starts. H&I must be able to respond to some of those calls and also to facilities where initial P.I. contact results in an H&I need.
 2. Contact should be made with the WSC P.I. Committee, through WSO informing them of your committee's existence and requesting information on P.I. work being done in

neighboring areas/regions and a regional contact when available.

3. Contact neighboring areas/regions to share P.I. experience.
- C. Be sure your subcommittee information contact name(s) and phone number(s) are made available throughout your area/region and be prepared to start your job as a communicator with other areas, regions and the world.
- D. Along with your guidelines, a contingency plan should be created, (See Appendix 2) to ensure that all hotline volunteers as well as P.I. chairs know who is responsible for handling various types of P.I. requests.

III. Ongoing Work

- A. Information kits for speakers must be created and continually updated to assure a regular supply of members available to respond to requests for speakers.
- B. P.I. workshops should be planned and held at regular intervals throughout the year, both at regional and area levels.
- C. In order to accomplish the above, P.I. subcommittees must constantly and consistently share information and conduct training workshops, so that area representatives are up-to-date and knowledgeable about P.I. goals and activities. It is vital to incorporate a good understanding of our Twelve Traditions in all P.I. activities.
- D. Work with your regional convention committee and WSC P.I. Committee in conducting P.I. workshops during conventions. These might include presentations to the media, professional people outside the Fellowship and members. Media contact at a regional level should *always* be coordinated with neighboring regions and WSC P.I.

Appendix 5

SAMPLE BULLETINS, FLYERS, NEWSPAPER ADS

Bulletins should always include your P.I. subcommittee's mailing address. Some subcommittees use the back of flyers or bulletins to list several local meeting locations.

1. If using drugs isn't fun anymore and you've tried to stop but you can't, there is a group of recovering addicts who can help you live life without the use of drugs Narcotics Anonymous. For more information call _____. Meetings are held at _____.
2. If you think you may have a problem with drugs, give yourself a break. There is a way out with the help of other recovering addicts in Narcotics Anonymous. We have been there. Call _____.
3. Narcotics Anonymous is a group of recovering addicts who live without the use of drugs. It costs nothing to be a member. The only requirement for membership is an honest desire to stop using. Call _____ for more information.
4. Drug addiction is a disease. Narcotics Anonymous is a group of recovering addicts who help each other stay clean. There is a way out of having to use through the help of Narcotics Anonymous. Call _____ for more information.
5. As recovering addicts, we have found that it is possible to live without the use of drugs with the help of Narcotics Anonymous. If you are still using and can't stop, we can help. Give yourself a break. Call _____ for more information.
6. If you have found that drugs are causing you problems, there is a solution. Narcotics Anonymous is a program that works if you want to stop using. We can help. Call _____ for more information.
7. If life seems hopeless and you can't stop your drug use, Narcotics Anonymous offers a way out and a new hope

for life without the use of drugs. Give yourself a break;
call _____ for more information.

Appendix 6

GROUPS/ORGANIZATIONS TO CONTACT

The use of letters in P.I. work is discussed in detail in previous sections of the handbook. Refer to those sections before using the list below.

This list is not intended to be all inclusive, but rather to help trigger ideas. Expand or delete as necessary. Each P.I. subcommittee should take the time to make up this type of list for their community.

Remember to work with your H&I committee when contacting any agency that might need an H&I meeting.

Religion

- Members of the clergy
- Church groups--young people's; social, etc.
- Clergy associations
- Theological seminaries

Education

- Teachers
- Teachers associations
- Student teachers
- High schools and grammar schools
(social studies or health classes are usually the best options)
- Colleges--health services
- Seminars on addiction or chemical dependency

Industry

- Unions
- Employee assistance programs
- Personnel directors

Governmental

Organizations

- Clubs (service or social)
- Neighborhood organizations
- Nursing homes and rest homes
- Youth groups
- Fraternal organizations
- Ethnic associations
- Suicide prevention or crisis centers

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Police academies	Medical
Judges	Doctors, dentists, etc.
Probation officers	Medical students
Wardens	Nurses (plus student
Health departments	nurses)
Military	Hospital staffs
Police departments	Clinic staffs

Appendix 7

LETTERS TO GROUPS/ORGANIZATIONS

COVER LETTER FOR INFORMATION PACKETS

Date

Organization/Individual/Etc.
Address

Dear Friends:

This letter is an attempt to bring an awareness of the Fellowship of Narcotics Anonymous to the community. We hope to create an understanding of our Fellowship so that if you feel our program may be of benefit to you, or to the people you service, you will know how to contact us for further information.

Narcotics Anonymous is a non-profit Fellowship of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other to stay clean. This is a program of complete abstinence from all drugs. Our Fellowship is concerned with the disease of addiction and recovery from that disease; the drug (or drugs) of choice is unimportant.

We, in Narcotics Anonymous, would very much like to give more information to the public, in hopes that those who can use us, will be able to find us. Feel free to use our literature, meeting directories, etc. as referral to our program.

If you would like N.A. speakers at your facility, please allow a two to four week notice. Please address your requests to:

Group/Area/Region Name
Address
City, State, Zip

Thank you for your time and we hope that we may be of some service to you, your group or organization.

Sincerely,

P.I. Committee Chairperson
Group/Area/Region of Narcotics Anonymous

SAMPLE LETTER TO PROFESSIONALS
(Use names where possible)

Dear Counselor:

The purpose of this informational packet is to familiarize you with Narcotics Anonymous, also known as N.A. You may have clients with a drug addiction and you may want to suggest they attend Narcotics Anonymous. Possibly together we can help the addict who still suffers.

Narcotics Anonymous is a Fellowship of recovering addicts who meet regularly to help each other stay clean by sharing their experiences, strength and hope.

N.A. is composed of men and women of all ages from all walks of life. We are an anonymous Fellowship so that addicts who seek recovery here may be confident that their anonymity will be protected.

We have enclosed some literature and a current schedule of N.A. meetings. If, after reading this literature, you would like to obtain additional copies, please call or write us and we will make them available to you.

We also operate a phoneline to aid those who want to stop using. Our Fellowship provides much to the addict. It does not, however, provide legal counseling.

N.A. costs the addict nothing. N.A. costs you nothing and is entirely self-supporting and declines outside contributions.

Many addicts have credited professionals such as yourself for directing them to N.A. Thank you for your time and concern.

Sincerely,

P.I. Chairperson

SAMPLE LETTER TO PROFESSIONALS
(Use names where possible)

Dear Educator:

The purpose of this informational packet is to familiarize you with Narcotics Anonymous, also known as N.A. You may have students addicted to drugs and you may want to suggest

they attend Narcotics Anonymous. Possibly together we can help the addict who still suffers.

Narcotics Anonymous is a Fellowship of recovering addicts who meet regularly to help each other stay clean by sharing their experience, strength and hope. N.A. is composed of men and women of all ages from all walks of life. We are an anonymous Fellowship, so that addicts who seek recovery here may be confident that their anonymity will be protected.

We have enclosed some literature and a current schedule of N.A. meetings. If, after reading this literature you would like to obtain additional copies, please call or write us and we will make them available to you.

We also operate a phoneline to aid those who want to stop using. Our Fellowship provides much to the addict. It does not, however, provide educational counseling, lectures on the pharmacology of drugs or related research. We do have speakers who are recovering addicts available to talk to individuals or groups about N.A.

As an educator, we know you will impact many individuals who may be addicted or will need information regarding our Fellowship.

Many addicts have credited professionals such as yourself for directing them to N.A. Thank you for your time and concern.

Sincerely,

P.I. Chairperson

SAMPLE LETTER TO PROFESSIONALS

(Use names where possible)

Dear Doctor:

The purpose of this informational packet is to familiarize you with Narcotics Anonymous, also known as N.A. You may have patients addicted to drugs and you may want to suggest they attend Narcotics Anonymous. Possibly together we can help the addict who still suffers.

Narcotics Anonymous is a Fellowship of recovering addicts who meet regularly to help each other stay clean by sharing their experience, strength and hope.

N.A. is composed of men and women of all ages from all walks of life. We are an anonymous Fellowship so that addicts who seek recovery here may be confident that their anonymity will be protected.

We have enclosed some literature and a current schedule of N.A. meetings. If, after reading this literature, you would like to obtain additional copies, please call or write us and we will make them available to you.

We also operate a phoneline to aid those who want to stop using. Our Fellowship provides much to the addict. It does not, however, provide detoxification, hospitalization, medication, psychiatric or medical diagnosis.

N.A. costs the addict nothing. N.A. costs you nothing and is entirely self-supporting and declines outside contributions.

Many addicts have credited professionals such as yourself for directing them to N.A. Thank you for your time and concern.

Sincerely,

P.I. Chairperson

SAMPLE THANK YOU FOR USE AFTER SPEAKING
OR COMMUNITY MEETINGS

Dear:

On behalf of Narcotics Anonymous, I would like to thank you for allowing us the opportunity to speak at your school/facility/etc. Our presentation seemed to be very well received by the students/patients/etc.

Should other teachers/facilities/etc. be interested in a presentation by N.A., we can be reached at the above address. A message can also be left through our phoneline at _____.

Once again, thank you for your assistance.

Sincerely,

Public Information Chairperson

THANK YOU FOR ATTENDING AND/OR
RESPONSE TO REQUEST

Dear:

On behalf of Narcotics Anonymous, I would like to thank you for the time you took to attend our recent community meeting presentation. Community members/professionals like yourself are often the vehicle through which suffering addicts first hear about N.A. meetings.

In response to your request (during the meeting or on the sign up sheet) we are enclosing additional information about the N.A. Program of recovery which I hope will be helpful to you.

If you or others you know would like further information or presentations, please don't hesitate to contact our committee at the following address.

A message can also be left by calling our phoneline at

In service to the Fellowship,

Public Information Chairperson,
Your Committee's Name and Address

Appendix 8

COMMUNITY MEETING FORMAT

Introduction:

Hello, I'd like to welcome everyone to this public information meeting, sponsored by the _____ group/area/region of Narcotics Anonymous. My name is (first name only), and I'm an addict.

The purpose of this meeting is to inform the community of what we offer in Narcotics Anonymous: recovery from the disease of addiction. Our message is simple: An addict, any addict, with the desire to stop using drugs, can stop using, can lose the desire to use, and can find a new way of life through N.A.

N.A. is a worldwide Fellowship of recovering addicts who help each other stay clean. N.A. was founded in July of 1953. It grew very slowly for the first twenty years, but began to spread quite rapidly in the early 1970's. By the early 80's, that growth was explosive, in part as a result of the publication of our Basic Text, *Narcotics Anonymous*. By January of 1985, there were some 4,000 N.A. groups in 27 countries, with several new groups being added to the list each day. Narcotics Anonymous is growing at an incredible rate today in all 50 states and across Canada, and continues to stabilize in more countries all over the world. Here in _____, N.A. was formed in _____ (year), and has grown to (number) meetings per week. We will discuss the local N.A. Fellowship in more detail later.

We will begin tonight's meeting by reading from some N.A. literature to better acquaint you with our program. A recovering addict will then be called on to share his/her personal experience with addiction and recovery. Next we will give you a detailed description of our local N.A. groups, including meeting lists, contacts, and hotline numbers. We will finish up with a question and answer session. Any opinions you hear tonight are the speaker's, and not necessarily those of N.A. as a whole. The meeting will last until (time). You are invited to stay for coffee after the meeting is over.

(Optional)

As is customary in regular meetings of N.A., we will begin with a moment of silence for the addict who still suffers, followed by the serenity prayer.

READINGS:

I have asked _____ to read "Who is an Addict."
I have asked _____ to read "What is the N.A.
Program."
I have asked _____ to read "How it Works."

Before I call on the first speaker, I would like to say a few words about anonymity. We remain an anonymous Fellowship so that addicts who seek recovery here may be confident that their anonymity will be protected. Many of us eventually come to have nothing to fear from society if it becomes known that we are recovering addicts; still we maintain anonymity as a reminder that it is not our personal identity that is important in N.A. What is important is that we are addicts who have learned to live without drugs. Personal anonymity at the public level remains an important spiritual principle, reinforcing the humility necessary for ongoing recovery. Thank you for respecting that when you leave here tonight.

Our first speaker tonight is (first name only).

(Share your experience, strength and hope)

Our second speaker tonight will share information about our local N.A. groups. (first name)

1. Local history of N.A.--where and when the first group started, when expansion began, how many groups today. (It is sometimes helpful, if applicable, to be candid about the change in atmosphere in the local groups since the "early days." This may address any preconceptions or fears about N.A.).
2. Formation of service committees--describe local H&I efforts, literature outlets, phonenumber arrangements, P.I. efforts, etc.
3. How to make use of N.A.--Describe the steps to take in contacting N.A., and how they may expect you to respond. Tell them about Twelfth Step lists, pass out meeting lists, including phonenumber number, explain sponsorship, and how it is handled locally, explain how

they may get an H&I panel or P.I. speakers to come to their facility, etc.

4. Include other relevant local information, if any.

The floor is now open for questions and answers.

(After Q & A)

The pamphlets and magazines on display are free; the books are for sale. World Service Officer order forms are also free, should you want to order your own literature directly. Thank you for your attention tonight; please stay for coffee and fellowship after the meeting, and feel free to contact N.A. at any time should a need arise.

(Optional) Closing Prayer.

Appendix 9

LETTERS FOR RADIO AND TV

THANK YOU LETTER FOR INTERVIEW

This should be edited to reflect the correct information for your area or region.

XXX News
John Doe
street
city

Dear Mr. Doe,

Thank you for the opportunity to share with you and your viewers the recovery program of Narcotics Anonymous. We appreciate the cooperation and open-mindedness shown to us by the members of your news staff. The radio/television media provides us with an excellent form of communication to the suffering addict who doesn't know where to turn for help. In their most desperate hours, many addicts have heard/seen a public service announcement with an N.A. phoneline number and made the call for help.

We would appreciate a copy of the broadcast in order to keep a record of our committee's work and to communicate successful methods to other areas.

Our Fellowship continues to grow by leaps and bounds every year. Since 1953, when the Fellowship was established in California with only a few addicts, the number of clean, recovering members has increased to hundreds of thousands.

We are always grateful to organizations which are understanding and respectful of the Twelve Traditions of Narcotics Anonymous. If there is any additional help or information you may need, now or in the future, please feel free to contact our committee, either through our phoneline or the address below.

Sincerely,

contact person
committee name
address
phone

LETTER OF INTRODUCTION FOR PSA PLACEMENT

This should be edited to reflect the correct information for your area or region.

Dear Public Service Director: *(Use names wherever possible.)*

We are writing in response to our recent conversation with your station concerning Narcotics Anonymous.

Narcotics Anonymous is a worldwide Fellowship of men and women for whom drugs had become a major problem. We are recovering addicts who hold regularly scheduled meetings to help each other live drug-free lives. We feel that our approach to the problem of addiction is completely realistic, for the therapeutic value of one addict helping another is without parallel. We feel that our way is practical, for one addict can best understand and help another addict.

We are a non-profit organization, self-supporting through our own contributions. Therefore, we charge no dues or fees for our service.

We believe it is of vital importance for our community to be aware of the service we offer. It is our hope that your station will be able to aid us in this task by airing our PSA's. If there are any questions concerning Narcotics Anonymous or our status as a non-profit organization, please do not hesitate to contact us. We can be reached through our phoneline : _____ in the _____ Area.
Ask to speak with the Public Information Contact person.

Thank you for your consideration.

Sincerely,

Public Information Subcommittee
Narcotics Anonymous

(Include a name and phone number)

LETTER OF INTRODUCTION FOR PSA PLACEMENTS

This should be edited to reflect the correct information for your area or region.

Dear _____

Narcotics Anonymous of _____ county is requesting the help of area radio/TV stations in an effort to reach people with a drug problem who want to stop using.

In order to do so, the Area Service Committee of _____ County is operating a phoneline, available to anyone seeking help. This service covers the areas of _____ Counties. The number is _____.

We are trying to let the public know of this service and we have prepared 30 second public service announcements which we would greatly appreciate your airing during your broadcast day.

Narcotics Anonymous is a Fellowship of recovering addicts who meet regularly to help each other stay clean and free from drugs. We offer a means of recovery to others who wish to stop using. We charge no dues or fees. We are not affiliated with any hospitals, drug recovery houses, agencies or institutions.

We will be contacting you in the near future to establish communication with your station so that we may answer any questions you might have. We would appreciate your advising us of air time and frequency of broadcasts as we are endeavoring to maintain records.

Thank you for your attention and cooperation.

Sincerely,

Radio and TV Coordinators

Chairperson: _____

THANK YOU LETTER FOR PSA PLACEMENT

This should be edited to reflect the correct information for your area or region.

Dear _____

The _____ (area) _____ Public Information Subcommittee of Narcotics Anonymous would like to thank you for your cooperation in our effort to carry the message of Narcotics Anonymous by airing the public service announcements we previously sent to you. The response has been positive and extremely valuable.

Being aware that it is not possible for you to air our public service announcements on a continuing basis, we have prepared and enclosed updated versions.

We thank you again for your cooperation and if you have any questions or require additional information, please feel free to contact me at my home or through this committee.

Sincerely yours,

P.I. Subcommittee Chair

THANK YOU LETTER FOR PSA PLACEMENT

This should be edited to reflect the correct information for your area or region.

Jane Doe
Public Announcement Director
XXXX Television Station
P.O. Box _____
Your City, Your State and Zip

Dear Ms. Doe,

The purpose of this letter is to express the gratitude of the _____ (area) _____ Public Information Committee of Narcotics Anonymous for running the N.A. Phoneline video/N.A. TV PSA's.

We feel that it is very important that we bring to your attention the impact this video has on addicts, on families of addicts, and on friends of addicts. It seems that people who suffer from the deadly disease of addiction reach a point of total defeat. They are then ready to admit that they have no control over their drug use and become willing to seek and to accept help. It is crucial that they are aware that there is a Fellowship and a program available to them in which addicts help each other to stay clean.

We are very grateful to your station for the part you play in circulating the promise that recovery is possible by working the Twelve Steps to recovery in N.A. We feel that as a result of your support many people are now aware that they can lead a clean, healthy, and productive life.

Sincerely,

P.I. Subcommittee Chair

Appendix 10

RADIO PSA SCRIPTS

RADIO PSA #1

(WSC- approved; available through WSO)

ORGANIZATION:

Narcotics Anonymous
(.....Area Service Comm.)
0000 Every Street
Anytown, USA 69696
000-0000

CONTACT:

John Doe
Public Service Director
000-0000

READING TIME -- 10 SECONDS

Voice/Over 1

Recovery is what happens in N.A. meetings. It is
possible to stop using drugs.

Voice/Over 2

Call Narcotics Anonymous, we can help.

(Name of Organization) File #0000000000000000

RADIO PSA #2

(WSC-approved; available through WSO)

ORGANIZATION:

Narcotics Anonymous
(.....Area Service Comm.)
0000 Every Street
Anytown, USA 69696
000-0000

CONTACT:

John Doe
Public Service Director
000-0000

READING TIME -- 10 SECONDS

Voice/Over 1

It is possible to stop using drugs.

Voice/Over 2

Call Narcotics Anonymous, we can help.

(Name of Organization) File #00000000000000

RADIO PSA #3

(WSC-approved; available through WSO)

ORGANIZATION:

Narcotics Anonymous
(...Area Service Comm.)
0000 Every Street
Anytown, USA 69696
000-0000

CONTACT:

John Doe
Public Service Director
000-0000

READING TIME -- 20 SECONDS

Voice/Over 1

I was searching for an answer when I reached out and found Narcotics Anonymous.

Voice/Over 2

Surrounded by fellow addicts, I realized I was not alone.

Voice/Over 3

Recovery is what happens at N.A. meetings. It is possible to stop using drugs.

Voice/Over 4

Call Narcotics Anonymous, we can help.

(Name of Organization) File #000000000000000000

RADIO PSA #4

(WSC-approved; available through WSO)

ORGANIZATION:

CONTACT:

Narcotics Anonymous
(....Area Service Comm.)
0000 Every Street
Anytown, USA 69696
000-0000

John Doe
Public Service Director
000-0000

READING TIME -- 20 SECONDS

Voice/Over 1

I admitted I was powerless over my addiction--that my
life had become unmanageable.

I had tried to quit on my own but it never worked.

In Narcotics Anonymous I learned that it is possible to
stop using drugs.

Voice/Over 2

Call Narcotics Anonymous, we can help.

(Name of Organization) File #000000000000000000

RADIO PSA #5

(WSC-approved; available through WSO)

ORGANIZATION:

CONTACT:

Narcotics Anonymous
(...Area Service Comm.)

John Doe
Public Service Director

0000 Every Street
Anytown, USA 69696
000-0000

000-0000

READING TIME -- 30 SECONDS

Voice/Over 1

I was searching for an answer when I reached out and
found Narcotics Anonymous.
I came to my first N.A. meeting in defeat, and didn't
know what to expect.

Voice/Over 2

Surrounded by fellow addicts I realized I was not alone.
I heard them talk about the same feelings I was afraid
to share.

Voice/Over 3

Recovery is what happens at N.A. meetings. It is
possible to stop using drugs.

Voice/Over 4

Call Narcotics Anonymous, we can help.

RADIO PSA #6

(WSC-approved; available through WSO)

ORGANIZATION:

Narcotics Anonymous
(....Area Service Comm.)
0000 Every Street
Anytown, USA 69696
000-0000

CONTACT:

John Doe
Public Service Director
000-0000

READING TIME -- 60 SECONDS

I admitted I was powerless over my addiction--that my life had become unmanageable.

I had tried to quit on my own but it never worked.

I was searching for an answer when I reached out and found Narcotics Anonymous.

I came to my first N.A. meeting in defeat, and didn't know what to expect.

Surrounded by fellow addicts I realized I was not alone: I heard them talk about the same feelings I was afraid to share.

Recovery is what happens in N.A. meetings.

It didn't matter what drug or how much I used. In Narcotics Anonymous I learned that it is possible to stop using drugs.

I don't have to do it alone.

Call Narcotics Anonymous, we can help.

(Name of Organization) File #00000000000

Appendix 11

TV PSA SCRIPTS

TV PSA #1—BASIC TEXT
(WSC-approved; available through WSO)

30 Second PSA

Title: Basic Text

"I was searching for an answer when I reached out and found
Narcotics Anonymous...

...I came to my first N.A. meeting in defeat and didn't know
what to expect...

"Surrounded by fellow addicts I realized...

...that I was not alone; I heard them talk about the same
feelings I was afraid to share...

"Recovery is what happens in our meetings...

"It is possible to stop using drugs"

"Call Narcotics Anonymous...

...We Can Help."

"Check your local phone book or write, P.O. Box 9999, Van
Nuys, California 91409

TV PSA #2—WOMAN AT TABLE
(WSC- approved; available through WSO)

30 Second PSA

Title: Woman at Table

"I admitted I was powerless over my addiction...

...that my life had become unmanageable...

...It didn't matter how much or what drug I used...in Narcotics
Anonymous

"..I learned that it is possible to stop using drugs...

"I don't have to do it alone!"

"Call Narcotics Anonymous...

...We Can Help"

"Check your local phone book or write, P.O. Box 9999, Van
Nuys, California 91409"

TV PSA #3—MAN IN PHONEBOOTH
(WSC-approved; available through WSO)

30 Second PSA

Title: Man in Phonebooth

I remember how scared I was. I was desperate. I know I was
desperate because I wouldn't have called otherwise. I was sick
and I was beginning to do things I'd promised myself I'd
never do. There wasn't anyone left who was glad to see me
anymore. So I took a chance and called Narcotics Anonymous.

You don't have to wait until you're as bad off as I was before you reach out.

Narcotics Anonymous. Call us or write: Box 9999, Van Nuys, California 91409.

TV PSA #4—FIRST MEETING/HALLWAY SCENE
(WSC-approved; available through WSO)

30 Second PSA

Title: First Meeting

When I went to my first meeting I was scared. I didn't know what to expect.

A bunch of drug addicts in a room together, gimme a break.

But it was weird, no matter what anyone said...nobody was surprised. Other people felt the same way.

I'd been running alone for so many years and now...I wasn't. You know what I mean?

It is possible to stop doing drugs. The proof is at the meetings. But you've gotta get there first.

Narcotics Anonymous. Call us or write: Box 9999, Van Nuys, California 91409.

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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

A Guide to Phoneline Service



World Service Conference
Public Information Committee
For Approval At WSC 1986

A GUIDE TO PHONELINE SERVICE

World Service Conference
Public Information Committee
For Approval At WSC 1986

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WE ARE DEDICATED TO THE PROPOSITION THAT

NO ADDICT SEEKING RECOVERY NEED DIE

WITHOUT HAVING A CHANCE

TO FIND A BETTER WAY OF LIFE.

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THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. We admitted that we were powerless over our addiction that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people whenever 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 those steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

WSC PUBLIC INFORMATION COMMITTEE A GUIDE TO PHONELINE SERVICE

PART ONE

SECTION ONE

HOW DO WE BEGIN?

Does Our Area or Region Need a Phoneline?

It is suggested that prior to establishing a phoneline, a thorough investigation should be made of the actual need for such a service. There may be surrounding areas, regions, etc., who have successfully established and maintained a phoneline service and can provide valuable assistance.

A phoneline is handled by a subcommittee of an area or regional service committee. Abide by the group conscience of your area or region. Separate individual opinions from group conscience. Be sure that all groups in the area rather than just a few members really want to establish such a service. What are your needs and what type of service better suits your area or region. Start small, it is easier to expand than to reduce services.

Can Our Area or Region Support a Phoneline?

The following checklist of questions should be used by your area or regional service committee to take a preparedness inventory before you start a phoneline in your community:

1. Have we made a reasonable effort to project what the response will be and to take steps to meet the workload for volunteers?
2. Do we have a contingency plan if our phoneline or Twelfth Step lists get over loaded?
3. Will our phoneline committee receive support from the Fellowship (in both finances and time) to allow us to

take on a potentially large number of calls in a short period of time? Can we handle financially an increase in phonenumber costs, literature costs, etc.? If not, what can we do to help us reach a place where we can afford to move ahead?

4. Are we working in cooperation with P.I. and H&I Committees and our area or regional service committee to insure communication and responsible handling of calls?
5. Is our ASC or RSC well organized and receiving the support from the groups to allow our involvement in the creation of a phonenumber that will work? Are we ready for this or should we have other priorities?
6. Have we checked with surrounding areas and/or regions for their experience, strength and hope in beginning a phonenumber?
7. Have we discussed the above with the RSC to determine what is happening in other areas? Are Public Service Announcements being used in surrounding areas? Will that affect the phonenumber?
8. What support will the phonenumber committee need to do their jobs?
9. Have we talked with WSC P.I. to make sure we have all that's available to help us?

What Do We Need to Start the Phonenumber Committee?

The first thing to do, of course, is to locate and enlist the support of members who have the desire, ability and requirements to carry out the responsibilities of a phonenumber committee.

Who are the members of the committee?

It is strongly suggested that members of the phonenumber committee include representatives from each group and/or area, depending on whether it will be an area or regional phonenumber committee. These individuals and other N.A.

members may be the only volunteers in the beginning. The list of volunteers will expand as the need increases.

The phonline volunteer list should include alternates who can be called upon in the event that a scheduled volunteer cannot complete a shift.

What about a Chairperson?

The position of chairperson must be filled immediately. This may be done either by appointment at the regional or area service level or by election at a phonline committee meeting. The chairperson will be responsible for paying bills, organizing and scheduling volunteers and coordinating communication with answering services. These duties are most efficiently carried out by an N.A. member with long-term clean time. (Depending on the area or region, the time requirement varies from one to five years.) This member should also have a good working knowledge of the Twelve Steps and Traditions of N.A. and the personal time necessary to commit to this position. Many hours are required to organize scheduling for volunteers and answering services.

General Information Checklist

The following is a general information checklist for the beginning work of a phonline committee:

1. Decide what your responsibilities will be as a committee.
2. Determine the type of phonline service best suited to your area or region (see Sections Three and Four).
3. **Determine the cost of a phonline based on type of service.**
4. Obtain an answering service which meets committee guidelines.
5. **Prepare phonline guidelines (see Appendix). Request sample guidelines from nearby ASC/RSC.**
6. Have volunteers serve on rotating basis (see Section Five).
7. **Hold phonline workshops on a regular basis.**

8. Use the buddy system for training new volunteers.
9. Prepare a log that accounts for all calls received during each shift. (see Appendix).
10. Prepare, for the answering service, a list of the N.A. volunteers and the alternates for each shift. (see Appendix).

SECTION TWO

HOTLINES, HELPLINES AND INFOLINES WHAT'S THE DIFFERENCE?

An N.A. phoneline can be termed hotline, helpline, or infoline. The difference between these terms is as follows:

A hotline is described in Webster's dictionary as "a direct telephone line in constant operational readiness so as to facilitate immediate communication." When a phoneline is termed a hotline then a recovering addict must be immediately ready to speak with a still suffering addict. This can be done in an office where a phoneline constantly is being answered by a recovering addict. Or, if an answering service can immediately patch a call from a suffering addict to a recovering addict. If a phoneline is not being answered immediately by a recovering addict then it cannot be called a hotline.

When a phoneline is termed a helpline, it implies that the caller will not be in immediate contact with a N.A. volunteer. Most of the phonelines that N.A. now uses are helplines. An N.A. phoneline tries to help the caller. The callers can leave their numbers and N.A. volunteers call them back. The callers can get locations and times for meetings from a helpline. In addition, an N.A. volunteer can do Twelfth Step work with the helpline.

An infoline can be located at an area or regional service office or an answering service. It also can be an answering machine. An infoline basically is for answering questions about N.A., giving out meeting times and locations, and

responding to any requests for service such as P.I. or H&I. Infolines must be answered by volunteers who are trained in the same way as hotline or helpline volunteers. However, the **volunteers must remember that they are answering an infoline, not a hotline or helpline.** When they are working an infoline, their primary purpose is to give information about N.A. to the caller. Volunteers on an infoline may want to have a Twelfth Step volunteer list in order to refer appropriate calls.

Note: Some communities provide multi-reference crisis hotlines which use N.A. as one of their referrals. However, these community hotlines are not N.A. phonerlines.

In summary, if the phonerline is being answered by an N.A. volunteer, then it is either a hotline, helpline, or infoline. If the phonerline is being answered by an answering service, then it is a helpline or infoline. If it is being answered by an answering machine, then it is a helpline or infoline. If it is being answered by a beeper, then it is a helpline or infoline.

Phonerlines Spread the Word to the Suffering Addict By:

- Giving meeting times and places with brief directions;
- **Having one-on-one conversations with a recovering addict** via the telephone;
- Setting up in-person Twelfth Step calls with the suffering addict;
- Making referrals without endorsement.

What Type of Phonerline Best Suits Our Needs?

The following descriptions, with their pros and cons, may help you decide what type of phonerline will best suit your needs.

Type One — A telephone and number handled by an answering service but owned by Narcotics Anonymous. A

diverter or patch system is used to forward the call to the volunteer.

Pro — There is immediate contact with an N.A. member.

Pro — Obtaining a phonenumber under the name of N.A. is to ensure the same phone number is retained in case of a change of answering service.

Con — There must be a sufficient number of volunteers willing to give up personal time in order to fill each shift.

Type Two — A telephone and number owned by and installed at an answering service office. The answering service operator takes the caller's name and number. The answering service then calls a volunteer from a list provided by the phonenumber committee. It is the responsibility of the volunteer to return the call immediately.

The answering service records each call on a log which includes, if possible, the time, the caller's name, the caller's phone number and the reason for the call. The disposition of the calls should also be indicated with the name and number of the phonenumber volunteer to whom the call was referred. (see Appendix).

Pro — There is someone answering calls 24 hours a day.

Con — There is not initial contact with an N.A. member.

Con — The volunteers pay for their calls to the caller.

Con — Some callers will be reluctant to leave their name and number.

Type Three — An answering machine with a taped message generally located at an N.A. member's home. The message may list a short definition of N.A., meeting information, and a request for the caller's name and number. Some messages also list one or two volunteer phone numbers, and volunteer must check the messages several times daily. Some areas use a longer message—perhaps three minutes—with a more detailed description of N.A., a complete list of meetings, and four or five volunteers' phone numbers. For these, no request is made

for the caller to leave a message. For this type, volunteers need not check in, but instead must be ready to receive calls any time at home. Meetings must also be ready for more newcomers walking in to their first meeting with no prior notice.

Answering machines can be purchased at a variety of locations. In addition, machines can be rented from the phone company. Some machines can answer two different phone lines and also record incoming calls. Some machines can be operated by remote control, so that the phonerline volunteer is able to play back recorded messages at a convenient location.

Pro — This is a good starter phonerline service for smaller areas with few meetings because it requires only one volunteer to handle the machine, and it is inexpensive to operate.

Pro — For the longer tape, volunteers need not alter their schedules to receive calls

Pro — If the tape contains clear, accurate information, most misplaced calls will be weeded out, and most requests for information will be handled without contact with a volunteer.

Con — The type which asks the volunteer to leave a message requires that a few volunteers work longer hours to respond to calls.

Con — Some callers will be reluctant to leave their name and number.

Con — Some callers will feel slighted by a tape rather than a person answering their call for help.

Type Four — A telephone and number owned by Narcotics Anonymous and physically located in an area that can be manned by N.A. volunteers twenty-four hours a day.

This phonerline is suggested for a large city. It is strongly suggested that you have more than one line and more than one extension. This type of phonerline must be manned on a twenty-four hour basis by N.A. volunteers. Some outlying areas may not have the member strength to support this type of service. Avoid covering too large an area. Trying to do so

overburdens your committee and your volunteers. It also discourages the caller who may have to call long distance.

Pro — The reason for obtaining a phone under the *name* of N.A. is to ensure the same phone number is retained in case of change of location.

Con — This type of phonenumber requires a large volunteer staff to cover all shifts.

Type Five — Beeper systems can be utilized through answering services, answering machines and through a variety of other ways. An answering service operator or any other individual who answers the phonenumber can reach the volunteer on duty by beeper. Investigate beeper systems available in your area to discover variety in cost and type.

Pro — The volunteer doesn't have to remain at home while on duty.

Pro — The beeper volunteer provides a good back-up for regular shifts.

Con — There is a delay in initial contact with an N.A. member.

Con — Some callers will be reluctant to leave their name and number.

Type Six — A toll-free statewide number in a central location, either in an answering service office or an N.A. service office. It is answered 24-hours a day by an answering service operator or an N.A. member. The number may be rented or purchased. Set up an appointment with your local phone company for an accurate estimate of cost.

Answering service operators or N.A. members give callers the phone numbers of on-duty N.A. volunteers according to geographical areas. Volunteers names and numbers are given **ONLY** with their permission and when provided by the phonenumber committee. It is much less expensive to give the caller the information than to relay messages and have a volunteer make the return the call.

Pro — There is no cost to the caller.

Pro — One central number covering a larger area is simpler to communicate to the public.

Pro — This type of phonenumber's cost decreases as its usage increases.

Con — The initial set-up cost is more than other types.

Con — This type of phonenumber requires substantial volunteer participation and commitment.

Note: 900 numbers, which are charged to the caller, are pre-recorded, computer answered lines which are not feasible for use within Narcotics Anonymous.

Note on costs: Answering services are very competitive. Investigate a variety of services and make careful comparisons. Find out how they operate and if the service they provide will meet our needs. Request to see the number of incoming and outgoing calls. Be aware that the cheapest service is not always the best. Have a written contract for service and prepare guidelines for the answering service operator. It may be discovered that there may be two monthly bills for answering services; the answering service bill and the phone company bill. It is valuable to obtain an estimate for installation at N.A. locations because this is usually another considerable cost.

Other phonenumber expenses to be considered are basic supplies, phonenumber training packets, and P.I. mailings.

Special Note: There are many community referral agencies that encourage organizations such as N.A. to use their phone number. Use of such a type of service would directly connect and associate Narcotics Anonymous with the referral agency. In the spirit of unity and in keeping with the Twelve Traditions, N.A. must avoid using this type of service. In the spirit of cooperation, however, it is acceptable for the agency to use a Narcotics Anonymous phone number for referral purposes.

SECTION THREE

GENERAL INFORMATION FOR A PHONELINE VOLUNTEER AND A TWELFTH STEP VOLUNTEER

A phonline volunteer is an N.A. member who either directly receives calls or has calls referred by an answering service. The first N.A. member the caller will come in contact with is usually a phonline volunteer. The response and attitude of a volunteer can have a lasting impression on the caller. This is a service position of great responsibility.

phonline volunteers can receive calls from N.A. members, potential newcomers, family and friends of addicts and other people interested in N.A., such as professional people, students and members of the media.

Depending on the type of phonline, certain calls will most likely have to be made at the beginning of a shift. These calls might include calls to the volunteer being relieved, a call to the committee chairperson or a call to the answering service.

As a general guide, it has been found that the phonline volunteers are most successful if they possess certain assets necessary for the performance of their responsibilities. These qualifications include:

1. A minimum six months clean time.
2. A knowledge of the Twelve Steps and Traditions of Narcotics Anonymous.
3. The willingness to serve.
4. The willingness to give of personal time.

If your area or region uses phonline and Twelfth Step volunteers interchangeably, the clean time requirement should be increased to one year. An additional requirement of a Twelfth Step volunteer will be the ability to provide transportation for newcomers. Service Committees may find it helpful to conduct phonline/Twelfth Step workshops periodically.

A Twelfth Step volunteer is an N.A. member whose primary objective is to get the prospective newcomer to an N.A. meeting. A Twelfth Step volunteer is willing to spend

personal time to take callers to meetings and talk at length about recovery in N.A.

What does the phoneline Volunteer and Twelfth Step Volunteer need to know about answering the call?

Upon receiving a call, the first thing to be determined is whether or not the caller is an addict seeking help. At this point, the flowchart in Part Two may be helpful in guiding the volunteer through the call.

Calls from N.A. members are usually simple requests for meeting information. These should be answered quickly. Most members readily understand the need to keep the phonelines open for other calls.

Calls from non-N.A. members, such as students, professionals, or community members, are usually requests for general information about N.A. These also should be handled quickly. The caller can be advised that an informational packet is available. In this case, the volunteer takes the name and address of the caller and refers this information to the person appointed to handle these types of mailings. Non-addicts, who are interested, also can be referred to open meetings.

Calls from persons requesting speakers, interviews, etc. are given a brief description of N.A. The volunteer also explains that these type of request needs to be handled by a member involved with Public Information. The volunteer takes the name and phone number of the caller and passes it along to the appropriate P.I. contact. P. I. members are experienced in handling public relations in keeping with the Twelve Traditions of N.A.

Calls from potential newcomers are, of course, the most important calls received by an N.A. volunteer. The volunteer will give a brief introduction of the N.A. program, explain what the caller can expect at a meeting and that another N.A. member will be contacted who can talk to them at length and take them to a meeting.

Note: Once again, if an area or region is using phoneline and Twelfth Step volunteers interchangeably, the phoneline volunteer may be the person responsible for talking at length with the caller and arranging for transportation to a meeting.

Additional information that a phoneline volunteer may need to refer a Twelfth Step call is listed below. Explain to

the caller that all information is confidential but some information is needed in order to help them.

1. The first name, phone number and address of the caller.
2. The sex of the caller. (Men work with men, women with women.)
3. Has the caller ever been to an N.A. meeting?

The phonenumber volunteer tells the caller that someone will either call them back or be there as soon as possible to pick them up.

The phonenumber volunteer also makes a note of any other pertinent information offered by the caller. It is suggested that the volunteer obtain as much information from the caller in as short time as possible. After hanging up, the volunteer should refer to the Twelfth Step list and call a Twelfth Step volunteer of the same sex and in the same geographical area as the caller. The name, number and basic information regarding the caller should be relayed to the Twelfth Step volunteer. Then the phonenumber volunteer waits for the next call.

A phonenumber volunteer will need to use good judgment regarding these calls. NEVER give out the name, address or phone number of any member of the N.A. Fellowship without permission. Refrain from using last names, places of employment, etc.

How to do a Twelfth Step Call

After the Twelfth Step volunteer is given basic information from the phonenumber volunteer, the Twelfth Step volunteer calls the addict as soon as possible.

Note: The phonenumber volunteer must be told if the Twelfth Step volunteer cannot return the call immediately. The addict seeking help is expecting a return call. The phonenumber volunteer must then call someone else to take the call.

Once an available Twelfth Step volunteer is reached, the Twelfth Step volunteer calls back the addict. If the addict is willing, the Twelfth Step volunteer offers to meet with him in person and/or take him to a meeting. Again, the addict should be willing, and not forced, to see the Twelfth Step volunteer or go to a meeting.

Once the Twelfth Step volunteer arranges to meet with the addict, it is suggested that the Twelfth Step volunteer bring a

current meeting list, an N.A. pamphlet and someone else with him. A good person for a Twelfth Step volunteer to bring along would be either his sponsor or someone with Twelfth Step experience.

Once an addict has been taken to a meeting, a Twelfth Step volunteer can try to arrange transportation for the addict to other meetings.

If the addict is taken into the Twelfth Step volunteer's home, it is suggested that the volunteer make certain that the addict is not holding anything. This is also a good idea to consider when transporting the addict to meetings. The N.A. program has one must that applies to everyone: No drugs or outfits in our possession. This is for the protection of the Fellowship and its groups.

Note: If the addict requires medical attention, see "Handling Crisis Calls."

If the addict begins recovery in a hospital or treatment center, Twelfth Step volunteers and other N.A. members can call regularly to let the addict know that N.A. cares. When the Twelfth Step volunteer visits, it is a good idea to bring along some N.A. literature to leave for the addict, such as the Basic Text.

Difficult problems may present themselves during Twelfth Step work. Support of other N.A. members, such as setting up a buddy system, can be very helpful. Remember, the goal of Twelfth Step work is to get the addict to a meeting.

Do's and Dont's for Phoneline and Twelfth Step Volunteers

DO'S

1. The volunteer is to call the answering service when he goes on or off duty.
2. The volunteer must call the phoneline when he is going to be out and cannot receive calls, or when he is going to be at a different phone number.
3. The alternate volunteer calls after the start of the shift to confirm that the primary volunteer is on duty. (During the shift, an alternate volunteer can be contacted if the primary volunteer's line is busy.)
4. The volunteer should answer the phone, "Narcotics Anonymous, This is (first name) and I am an addict."

5. If returning a call, the volunteer should be certain that the person requesting help is on the line before identifying himself as an addict or mentioning Narcotics Anonymous.
6. The volunteer should find out what the caller needs.
7. The volunteer makes appropriate referrals, when necessary. (see Section Six and Appendix).
8. The volunteer is to keep a log of all the calls he answers.
9. The volunteer is to use the Twelfth Step list.
10. The volunteer keeps calls brief.
11. The volunteer refers the information from his shift to the next volunteer.
12. The volunteer is to contact the phoneline chairperson, if any problems arise. (see Section Six).

DONT'S

1. The volunteer doesn't try to persuade the caller to stop using if the caller doesn't want to.
2. The volunteer doesn't spend too much time with people who are not addicts.
3. The volunteer doesn't try to handle calls that he is not qualified to handle.
4. The volunteer doesn't give out other people's names and/or phone numbers without permission.
5. The volunteer doesn't have personal phone calls while on duty.

Note: It is imperative that a volunteer always remembers to keep calls as brief as possible. Tying up a line for long periods of time prevents other calls from coming in.

SECTION FOUR

HOW TO HANDLE SPECIAL CALLS

Handling Crisis Calls

The N. A. phoneline is strictly for dispensing information about the N.A. Fellowship, meetings and recovery. The volunteer must always remember that he is only a recovering addict sharing his experience, strength and hope. Neither the

volunteer nor the answering service operator is a professional crisis counselor, doctor, or psychologist, etc. and neither has the right to give professional advice. Calls which, in the volunteer's opinion, are beyond the boundaries of Narcotics Anonymous should be quickly and politely diverted to the appropriate services available. Before providing any other referral number, always explain that Narcotics Anonymous does not endorse or recommend any other organizations or institutions and in no way is Narcotics Anonymous affiliated with any emergency services, agencies or programs. We simply provide alternative phone numbers for those callers who need services other than N.A.

After the volunteer has established that the caller is too sick to make a meeting, the volunteer can refer the caller to a general emergency telephone number (such as 911) which is set up for all emergency crisis calls. If this is not possible, other emergency telephone numbers may be used without implying endorsement or recommendation of any specific facility by name. These numbers are usually listed by counties or towns. (see Appendix).

Detox and Rehabs

Callers requesting information about detoxification and/or rehabilitation should be told that the volunteer is not a professional, and not qualified to make specific referrals. The phoneline committee should find out if their town or county has a drug counseling center or similar agency which provides detox or rehab placement. Include their emergency phone number in the phoneline guidelines.

Calls from Friends and Family Members

Although N.A. phonelines are operated for the purpose of allowing addicts the opportunity to discuss their desire to stop using, often calls are received from family members and friends of addicts. If the family member or friend calls N.A., the volunteer must always inquire, "Does the addict want help?" If the answer is no, it is a sad but true fact that there is nothing that N.A. can do for such an addict. The addict must ask for help. This must be explained to the family or friend and they should be advised to make the N.A. phoneline number available to the addict. The friend or family member should be treated with kindness and the utmost patience. They may be referred to a family oriented recovery program. Always explain that Narcotics Anonymous does not endorse or

recommend any other organization or institution and in no way is Narcotics Anonymous affiliated with any emergency service, agencies or programs.

WSC PUBLIC INFORMATION COMMITTEE A GUIDE TO PHONELINE SERVICE

PART TWO

Flowchart for Answering Calls (Dialogue)

IF USING AN ANSWERING SERVICE:

THE ANSWERING SERVICE OPERATOR WILL SAY (PARAPHRASED): *"Hello, I have an N.A. caller on the line." or "I have a message for you."*

THE VOLUNTEER WILL SAY:
"Thank you (name of operator), I'm ready to take the call." or "Thank you, I am ready to take a message."

THE VOLUNTEER WILL EITHER RETURN THE CALL OR GREET THE CALLER.

RETURNING THE CALL:

Be certain the person seeking help is on the line, then say:
"Hi, this is the N.A. phonenumber. My name is (first name) and I am an addict."

GREETING THE CALLER OR RECEIVING DIRECT CALLS - WITHOUT AN ANSWERING SERVICE:

"Hi, this is the N.A. phonenumber. My name is (first name), and I'm an addict."

THE VOLUNTEER WILL THEN ASK:

"How can I help you?"

The volunteer needs to determine the nature of the call right from the beginning.

"Are you calling for yourself or for someone else?"

IF YOU ARE SPEAKING TO:

1) AN ADDICT:

LISTEN AND RESPOND TO THE ADDICT CALLER. A SUFFERING ADDICT WILL PROBABLY INDICATE THAT HE/SHE WANTS FACTS OR WANTS HELP:

WANTS FACTS

(What is N.A.?)
(Where is a meeting tonight?)
(What kind of people go to N.A.?)
(Does N.A. work for everybody?)



WANTS HELP

(I'm sick, depressed)
(I can't stop using)



Turn to:

"Addict Wants Facts"
page # 19



"Addict Wants Help"
page #20

2) A FRIEND OR FAMILY MEMBER:
Turn to page #27

3) AN INQUIRY ABOUT A FELLOWSHIP MATTER:
Turn to page #29

ADDICT WANTS FACTS

ANSWER THE CALLER'S QUESTION. IF YOU SENSE THAT THE ADDICT WANTS MORE, ASK:

"Do you have another question about Narcotics Anonymous?"

AFTER THE CALLER HAS ASKED ALL OF HIS/HER QUESTIONS, AND IF YOU SENSE THAT THE ADDICT WANTS TO CONTINUE THE CONVERSATION, THEN ASK:

"How are you doing?"

THE ADDICT WILL INDICATE THAT HE/SHE IS NOT READY, OR THAT HE/SHE MAY BE READY TO ASK FOR HELP

NOT READY YET

(I'm doing just fine.)

(I don't want to stop just yet)
(I don't have a problem)

RESPONSE

CONCLUDE THE CALL:

"When you are ready, we are here to help you. Our program works, for those who want to stop using. Always remember there is a way out." \END

MAY BE READY

(I'm not feeling so good.)
(I'm hooked)
(Part of me wants to stop and part of me can't.)

ASK:

"What's going on?"

TURN TO
"ADDICT WANTS
HELP" PAGE # 20

ADDICT WANTS HELP

LISTEN, ACKNOWLEDGE THAT YOU HAVE HEARD AND ARE CONCERNED:

"Sounds like you're really hurting. I know the desperation that you must be feeling. Are you considering quitting drugs?"

(NO)

(Yes, or, Not Sure)

CONCLUDE THE CALL

"When you are ready, we are here to help you. For those who have the desire to stop using, our program works." \END

RESPOND EMPATHETICALLY, CARE AND SHARE. BRIEFLY TELL THE ADDICT HOW IT WAS, WHAT HAPPENED AND HOW IT IS FOR YOU TODAY. YOU MAY SUM UP BY SAYING:
"I was once completely strung out and thought that I'd never be able to quit using. But I got clean in N.A. and haven't had to use any drug for ____ (months or years.)"

THEN ASK:

(Do you want to go to a meeting and meet other people in N.A.?)

YES

NO

ACKNOWLEDGE THE ADDICT:

TURN TO "WON'T GO" PAGE # 22

"Well there is a meeting



at _____."

GIVE THE TIME AND LOCATION OF THE MEETING,
AND DIRECTIONS IF NEEDED. THEN ASK THE ADDICT
IF A RIDE IS NEEDED:

"Do you need a ride?"

NO

● YES

CONCLUDE THE CONVERSATION:

● PROCEED TO THE
"12 STEP PROCESS"
PAGE # 25



*"To get the most out of the meeting, try to come a few minutes
early. If you need further help, give us a call again. You've
done the right thing by calling us. I look forward to meeting
you." \END*

ADDICT WON'T GO TO A MEETING

IN RESPONSE TO YOUR QUESTION, ("DO YOU WANT TO GO TO A MEETING?"), THE ADDICT INDICATES HE/SHE DOESN'T WANT TO GO TO A MEETING.

THEN ASK WHY NOT:

"Why not?"

(I'm too sick)
(I don't know)
(My car doesn't work)
(I can't leave my kids)
(I'm afraid), etc.

TURN TO "NEEDS SUPPORT"----PAGE # 23

IF THE ADDICT WANTS TO DETOX --

Provide the phone number for the community agency, county center, or emergency service from your referral list. Read Section Six on Handling Crisis Calls in Part One.

BE SURE THAT YOU DON'T HANG UP UNTIL YOU ARE CONFIDENT THAT YOU HAVE DONE ALL THAT YOU CAN DO FOR THIS SUFFERING ADDICT. \END\

NEEDS SUPPORT

The following section has a change of format from the previous pages. There are seven topic classifications of the addict's questions or statements followed by a suggested response. The addict's questions and statements may sound like NOT READY YET, but remember that the caller already admitted a need for help. Our intention is to help the caller to focus on the solutions rather than the problems which are preventing attendance at N.A. meetings.

ON GUARD (What happens at a meeting?)

RESPOND:

"We're a group of clean addicts who meet regularly to help each other recover. Addicts share about what it was like and what life is like today. Nothing is required of you."

OBSTACLES (My car doesn't work, etc.)

RESPOND:

*"Does this problem have a solution?"
"We have people who will give you a ride."*

CHILDREN (I don't have anyone to take care of my kids.)

RESPOND:

"If you have to, you can bring your kids to an open meeting. Or if your children are school age, you can attend the daytime meetings."

TOO SCARED (I'm afraid)

RESPOND:

"You're not alone. During my first meetings, I was scared, afraid to speak and feeling very self-conscious. We're a friendly bunch."

STILL USING (I can't stay straight to attend a meeting)

RESPOND:

*"If you have the desire to stop using, then you're welcome.
We do ask that you not have any drugs or paraphernalia on
you during the meeting."*

TOO HOPELESS (I'm too crazy; I'm too messed up)

RESPOND:

"I felt that way, too."

**OTHER EXCUSES (I can't leave because...of my work,
family obligations, husband doesn't approve of meetings, etc.)**

**AFTER DISCUSSING THE PRECEDING ISSUES AND
POSSIBLE SOLUTIONS, ASK:**

*"Do you want to go to a meeting or perhaps talk some more with
someone else about N.A.?"*

No: CONCLUDE THE CONVERSATION

Yes, I'll go:

**RESPOND AND PROVIDE THE NECESSARY
INFORMATION ABOUT THE NEXT AVAILABLE
MEETING:**

"Great. There is a meeting at..."

ASK IF THE CALLER NEEDS A RIDE:

"Do you need a ride?"

No: CONCLUDE THE CONVERSATION

*"To get the most out of the meeting, try to come a few minutes
early. If you need further help, give us a call on the hotline."
\\END*

**Yes: TURN TO "THE TWELVE STEP PROCESS," NEXT
PAGE**

**I want to talk with someone else: TURN TO "THE TWELVE
STEP PROCESS," NEXT PAGE**

None of the Above: CONCLUDE THE CALL:

"When you are ready, we are here to help you. For those who want to stop using, our program works. An you can see and hear how it works in our meetings." \END

THE TWELVE STEP PROCESS

TELL THE ADDICT CALLER WHAT THE TWELVE STEP CALL IS ALL ABOUT:

"There are recovering addicts in our N.A. Fellowship who will talk with you and give you a ride to a meeting if you want to go. I have to contact somebody who will then call you back. So give me your name and phone number, and stay by your phone."

GET THE NAME AND PHONE NUMBER AND THEN ASSURE THE ADDICT:

"Someone will call you back as soon as possible. You've done the right thing by calling us."

CALL THE APPROPRIATE TWELFTH STEP VOLUNTEER AND GIVE THAT PERSON THE ADDICT'S NAME, NUMBER AND OTHER PERTINENT INFORMATION.

IF YOU HAVE CALLED ALL THE TWELFTH STEP VOLUNTEERS WHO ARE OF THE SAME GENDER AS THE ADDICT CALLER, AND YOU HAVE NOT FOUND ANY WORKERS AVAILABLE, THEN TURN TO "TWELFTH STEP VOLUNTEERS NOT AVAILABLE" PAGE # 26

TWELFTH STEP VOLUNTEERS NOT AVAILABLE

IMMEDIATELY PHONE THE ANSWERING SERVICE OR YOUR ALTERNATE. INSTRUCT THE OPERATOR TO TAKE MESSAGES FROM ALL INCOMING PHONELINE CALLERS UNTIL FURTHER NOTICE. ASK YOUR ALTERNATE TO TAKE CALLS UNTIL FURTHER NOTICE. THEN IMMEDIATELY CALL THE WAITING ADDICT. EXPLAIN:

"I can't reach anybody right now. Do you want to talk with me some more, or do you want someone to call you in a few hours to talk with you some more?"

I want to talk to you



I'll wait for someone to call

Keep talking until addict wants to stop.



Tell the addict that you will arrange to have someone in N.A. phone back.:

CONCLUDE BY REAFFIRMING THE AVAILABILITY OF THE TWELFTH STEP VOLUNTEER:



"I'll keep trying to reach someone. That person will be calling you as soon as possible. So stay by your phone, I won't forget about you."



"I'll keep trying to reach someone who can call you as soon as possible. Do you want someone to call you?"



No



Yes

● RESPOND:
"I'll be sure to have
someone phone you."

●
CONCLUDE THE CONVERSATION:

*"You did the right thing by calling us. If you need more help,
give us a call on the hotline."*

CALL THE ANSWERING SERVICE OR YOUR
ALTERNATE, TAKE ANY MESSAGES, AND TELL THE
OPERATOR THAT YOU ARE NOW AVAILABLE TO
RECEIVE INCOMING PHONELINE CALLS.

IF AT THE END OF YOUR SHIFT, YOU HAVEN'T
REACHED A TWELFTH STEP VOLUNTEER, NOTIFY THE
NEXT SCHEDULED PHONELINE VOLUNTEER ABOUT
THE NAME AND PHONE NUMBER OF THE ADDICT WHO
STILL EXPECTS A TWELFTH STEP PHONE CALL. IF
YOU CAN'T REACH THE NEXT AVAILABLE PHONELINE
VOLUNTEER, CALL THE CHAIRPERSON. DON'T JUST
GIVE UP TRYING TO HELP A WAITING ADDICT. \END\

FOR THE FRIEND OR FAMILY MEMBER OF AN ADDICT

THE CALLER INDICATES THAT HE/SHE WANTS HELP
FOR SOMEONE ELSE

(My old man (daughter, friend, or whoever) is all messed up)

BE SURE TO DETERMINE WHAT THE CALLER MEANS
SO THAT YOU CAN MAKE THE PROPER REFERRAL:

"What do you mean "all messed up?"

(He is unconscious and
turning blue)
(He is violent right now)
(He is acting crazy)

● (He won't stop
using coke, pot,
etc.)

MEDICAL EMERGENCY

● TURN TO "FRIEND
OR FAMILY
MEMBER.." BELOW

PROVIDE THE NUMBER FOR
MEDICAL EMERGENCIES IN
YOUR REFERRAL LIST.

RESPOND:



"Here is the phone number for this kind of problem...."

MAKE SURE THE CALLER GETS THE NUMBER DOWN.
THEN SAY:

*"When this crisis passes, call us back." Or better yet, give the
addict the phoneline number so that we can tell him about
recovering from drug addiction." \END*

FRIEND OR FAMILY MEMBER WANTS INFORMATION ABOUT THE ADDICT'S PRACTICING BEHAVIOR

The issue of the relationship between N.A. and other recovery Fellowships is emotional and complicated for many people. N.A. can only help the addict. The family member or friend may be referred to a family oriented recovery program. Always explain that Narcotics Anonymous does not endorse or recommend any other organization or institution and in no way is N.A. affiliated with any other programs.

DETERMINE IF THE ADDICT WANTS TO STOP USING:

"Does he want to stop using?"

Yes:

Ask:

"Does he know you're calling?"

Ask:

"Is he there now? Will he talk to me?"

Yes: Turn to page # 20

No: RESPOND AS FOLLOWS:

"Nothing can be done for the addict until he is really willing to stop using. The addict must call for help. It's painful to love a person who is suffering because of drugs. There are programs for loved ones of addicts. I can give you the phone number for one if you would like to have it"

GIVE THE NUMBER FOR THE FAMILY ORIENTED RECOVERY PROGRAM IN YOUR AREA FROM YOUR REFERRAL LIST

"Here's the _____ phone number for _____ county/city 000-0000. Although Narcotics Anonymous does not endorse any other program, I'm giving this number to you as a common courtesy. Give them a call, they can explain their program to you." \END

BE POLITE AND ANSWER QUESTIONS ABOUT N.A., BUT DON'T GET DRAWN INTO USELESS DIALOGUE. IF NECESSARY CONCLUDE THE CALL:

"We at N.A. have this phoneline to help suffering addicts get clean. Now we need to clear this phone line so that addicts can call through to us." \END

FOR A FELLOWSHIP MATTER

IN RESPONSE TO YOUR QUESTION (HOW CAN I HELP YOU?) THE CALLER WANTS:

1. To make a personal contact with someone in N.A.

2. To leave a message for the phoneline chairperson.
3. Information about the Fellowship.
1. IF IT IS A PERSONAL CONTACT TO SOMEONE IN N.A.
(I can't make coffee tonight, will you tell the secretary of the meeting?)
(I'm an old family friend of Pete, can you give me his phone number?)
(Jack will call the phoneline in a couple of hours. Will you tell him to meet me at Sam's after tonight's meeting?)

ANSWER NO:

"No. It is the policy of the phoneline committee that I cannot accept personal messages for someone and I cannot give out the phone number of any person in our Fellowship." \END

2. IF IT IS A MESSAGE FOR THE PHONELINE CHAIRPERSON

ANSWER YES

TAKE THE MESSAGE. AT THE END OF YOUR SHIFT, CALL THE MESSAGE IN TO THE ANSWERING SERVICE OR THE PHONELINE CHAIRPERSON. \END\

3. IF IT IS AN INFORMATIONAL QUESTION ABOUT THE FELLOWSHIP?

(We are having a staff meeting, can someone from N.A. speak to us?)
(Do you know the N.A. phoneline number for Sonoma County?)
(I'm a reporter for the Independent Journal, can I talk to someone in N.A. about the program?)

ANSWER YES

EITHER PROVIDE THE REFERRAL NUMBER (FROM YOUR LIST OF PHONE NUMBERS IN THE HANDBOOK), OR TAKE THE CALLER'S NAME AND NUMBER:

"Yes. Please give me your name and phone number and I will have the proper person in N.A. contact you within a day or two."

BE SURE TO TELL THE PHONELINE CHAIRPERSON
ABOUT THESE REQUESTS FROM CITIZENS SO THAT WE
MAY SERVE THEM COMPETENTLY! \END\

WSC PUBLIC INFORMATION COMMITTEE A GUIDE TO PHONELINE SERVICE

APPENDICIES

APPENDIX I SUGGESTED LIST OF EMERGENCY NUMBERS

1. Drug crisis hotline, _____
 2. Suicide prevention center, _____
 3. Poison control center, _____
 4. Mental health emergencies, _____
 5. Rape crisis center, _____
 6. Abused women/men services, _____
 7. Child abuse lifeline, _____
 8. Runaway hotline. _____
 9. County/State Wide
Emergency # _____
 10. Family Oriented
Recovery Program _____
-

APPENDIX II PHONELINE COMMITTEE GUIDELINES

I. PURPOSE

Our primary purpose is to carry the message of recovery to the addict who still suffers. The best way to make ourselves available to those who need help is to provide a phonenumber service, where someone can call and talk anonymously with a recovering addict.

The phonline committee provides service in accordance with the Twelve Traditions of Narcotics Anonymous.

II. Committee members

A. Chairperson

1. Requirements
2. Duties

B. Phonline Volunteers

1. Number of phonline volunteers
2. Requirements
3. Duties
4. Shifts
5. Alternates

C. Twelfth Step Volunteer

1. Number of Twelfth Step Volunteers
2. Requirements
3. Duties
4. Shifts
5. Alternates

D. Representative to ASC or RSC

III. Meeting Times and Procedures

IV. Voting Procedures

A. What constitutes voting membership

B. Requirements to vote

1. Attendance

[illegible]

EXAMPLE OF SHIFT LOG FOR HOTLINE/HELPLINE CALL

(Example)

Date 09/10/84 Day of Week Monday

<u>Time called</u>	<u>Who called</u>	<u>How was the caller served</u>
5:55	(message from) Joe B.	called him at 6:00. directed to meeting at Marin General
6:15 to 6:30	Mary Blue (loved one)	Referred to a family program
8:45 to 8:55	Betty Aloy	Referred to S.F. N.A. hotline
9:00 to 9:05	Ralph J.	Referred to Dean H. (Twelve step call)
9:40 to 9:50	male name unknown	Read him meeting locations and times for Wednesday
9:50 to 9:55	John Brown (clergy)	Called in to Jaqui O. 9am Tuesday 9/11/84

(If you need more space, use the other side of this page)

Date _____ Day of Week _____

Time called Who called How was the caller served

Date _____ Day of Week _____

Time called Who called How was the caller served

**THE TWELVE TRADITIONS OF NARCOTICS
ANONYMOUS**

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

HOSPITALS, INSTITUTIONS, AND YOU

We know that addiction leads to "jails, institutions and death," and that N.A.'s primary purpose is to carry the message of recovery to the addict who still suffers. It's not surprising, then, that carrying the message into hospitals and institutions is one of our top priorities. N.A. members have consistently supported this belief by forming hospitals and institutions (H&I) committees worldwide. Still, some N.A. members have been reluctant to get involved in H&I work because they have never spent time in an institution or hospital, or because they were afraid they had nothing to offer. This pamphlet is intended to be a brief introduction to Narcotics Anonymous hospitals and institutions work, and to encourage more members to avail themselves of this opportunity to serve.

The stories included in this pamphlet parallel those of thousands of other N.A. members who have been involved in H&I. They illustrate the fact that even though H&I work may at times seem intimidating, and we all sometimes ask, "what do I have to offer," the results consistently turn out to be worth the effort.

One member had been clean in N.A. for three years, but was beginning to feel that something was missing in his recovery. His sponsor, a long-time H&I supporter, suggested that he get involved in an H&I panel in a prison as a way of working his Twelfth Step. He was somewhat reluctant to do that because he had never been in prison; he was afraid he had nothing to share that "those people" could relate to. He was willing to follow the sponsor's example, though, and get involved in H&I in spite of his fears. Not only was he well received by the inmates, who he came to realize were just like himself (only they got caught), he was also revitalized in his recovery. He was still active on the H&I committee two and one half years later, when his job took him out of the area.

A member of Narcotics Anonymous had been in and out of detox centers for years, and had

never heard of N.A. Finally she found herself in a detox in which an N.A. H&I panel was held, and she had her first exposure to the Fellowship. "I had never heard people share that way before!" she said later. "I was expecting the same old message that people had been giving me for years: 'You can't ever use dope again.' Instead, I heard the N.A. message: 'You don't have to use, just for today.' " That simple message provided her first ray of hope. She got involved in N.A. at that moment, and continued to be involved after her release. She spent some months going to meetings and working the steps with her sponsor, and was then asked to sit on that panel as a N.A. speaker. She was grateful for a chance to give back some of what she had received. She has since participated in numerous panels, both as a panel leader and a panel member, and has several years of clean time. "I never say no to an H&I request," she says. "That's the most rewarding part of my recovery."

A third member of our Fellowship was doing time in prison when he first heard of Narcotics Anonymous. Near the end of his stay, he decided to try one of the meetings that had been held there every week. He did not immediately become involved in this Fellowship, but he later stated that he did not realize how much a single exposure to N.A. had affected him—he had learned about the solution. He began using shortly after his release from prison, and soon saw his life going back in the same old direction. In his desperation, he remembered the N.A. institutional meeting, and he sought out an N.A. meeting. That was the beginning of his recovery. Now, over three years later, he is active in H&I work at the group, area and regional levels. He has completed a term as regional H&I chairperson, and regularly takes panels into institutions.

Working with others in an institutional setting, if approached with respect for our steps and traditions, consistently enhances personal recovery. "Hospitals and institutions work has lent a new sense of life and vigor to my recovery," says one experienced member. "I have learned more about the spiritual basis of the Twelfth Step since I

started carrying the message inside institutions than I ever did in all my reading and talking about it before that time. To watch the eyes of someone who is hearing the N.A. message for the first time slowly come to life, to see that person begin to ask questions and get the first glimmer of hope that maybe there is a way out, and to later see that person at a meeting on the outside accepting a chip or keytag—how can I measure the value of these experiences? I only know that they are at the heart of my spiritual awakening today.”

These statements are common among N.A. members who are active in H&I work. Any N.A. member who wants to put the steps into practice, whether or not he or she has spent time in an institution, is encouraged to look into H&I work. Guidelines for H&I committees and meetings are available from the World Service Office. These should be read carefully, because they contain experience that may help anyone involved in H&I work avoid pitfalls others have fallen into. If you are interested, ask your group's GSR for more information on how you can get involved. Be prepared for an adventure.



IP No. 23

NARCOTICS ANONYMOUS

Hospitals Institutions and You

A PHYSICIAN'S VIEWPOINT ON THE N.A. PROGRAM

The subject presented in the book *Narcotics Anonymous* is of lifesaving importance to those afflicted with the disease of addiction. I say this with a background as a clinical associate professor of both medicine and psychiatry with two years of formal training in addiction. As one of a new breed of medical specialists trained in the field of addiction, I have a real sense of satisfaction and regard in being asked to comment on the Program of Narcotics Anonymous, a blueprint of recovery for the addict.

Six years ago, I attended my first meeting of Narcotics Anonymous. I quickly recognized that there was a need being met by this largely young group of addicts.

Since that first meeting, I have cared for many addicts, those suffering from addiction to narcotics, sedatives, stimulants, hallucinogenic drugs and alcohol. It is now apparent that these individuals are not weak-willed, ignorant, lacking guts or willpower, nor are they bad or evil. They are certainly not crazy and most have no primary psychiatric disorder. They do, however, suffer from a disease called addiction. As a specialist with training in both medicine and psychiatry, I have watched and participated in many forms of treatment. It is now an established truth that the self-help group of Narcotics Anonymous is the single most effective tool we have for recovery from the disease of drug addiction.

Through both clinical and laboratory research, more knowledge and information has been acquired in the last seven years than in the last seven thousand years. While it is apparent that many individuals suffering from addiction need hospitalization for detoxification, critical to recovery is the understanding, acceptance, and practice of the Narcotics Anonymous Program. As I have observed N.A. throughout the years, an increasing number of adolescents and adults have achieved total abstinence through regular and long-term attendance at Narcotics Anonymous meetings. Therefore, I now appreciate N.A. and

its value as a recovery program as an integral part of any treatment program.

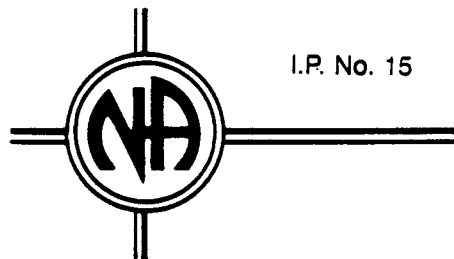
There are many stories of recovery in the N.A. basic text which are similar to those I have witnessed and played a part in. A pattern runs through each of the "miracles of recovery" that are documented in these pages. First, the individuals recognized they were sick and needed help. Then, through the precepts and teachings of Narcotics Anonymous, they recognized the need for a moral inventory and an acknowledgment of their faults and weaknesses in their personality structure. Following was the requirement to make amends to those they had harmed, either psychologically or physically. Then, appreciating that the best way to keep their abstinence and recovery was to "give it away," they embarked on a life of helping others. Invariably, in those who achieved recovery and serenity, this was accompanied by a feeling that they could no longer do this by themselves; that they needed a Power outside themselves. Many called it God as they understood Him; others simply referred to a Power greater than themselves or the group conscience. Some combined these terms. At any rate, they all agreed that they could no longer use mood-changing, mind-altering drugs and that they couldn't get well by themselves.

Current medical and scientific evidence indicates that addiction to any and all drugs is a disease. No longer do addicts have to harbor shame, embarrassment or guilt, nor suffer the ignorant scorn heaped upon them by those in our society unknowledgeable of the disease. By following the steps of the Program of Narcotics Anonymous, attending N.A. meetings and talking with sponsors, the addict can learn to cope with this ignorance and prejudice. It is clearly evident that this destructive ignorance and prejudice can most effectively be handled at N.A. meetings and by the membership of Narcotics Anonymous.

Those of us who are medically trained and work with these addictive diseases are numbed by our impotence in utilizing traditional medical and psychiatric techniques in curing people suffering and

dying from addiction. Likewise, we are both impressed and humbled by witnessing the positive effects on the addicts who attend and follow the Program of Narcotics Anonymous. Just as I used to give the drug inserts from the boxes of antibiotics to my patients, I will give those patients with addiction, the book of Narcotics Anonymous. To each I will give this book and this message, "Read this carefully and repeatedly. It's a simple book, yet profound in its wisdom and examples. It's inexpensive but above all it works. Of all the scientific weapons at my disposal, there is no operation, no medicine, and no machine that is half as effective or with half the promise of recovery that this book possesses. Many of you initially will take this book out of compliance, and as non-believers. But read it, reflect on it, and read it again, for if you practice the Program of Narcotics Anonymous, recovery, serenity, peace, love and a new life await you at the end of its chapters."

— G. Douglas Talbott, M.D., F.A.C.P.



I.P. No. 15

NARCOTICS ANONYMOUS

A PHYSICIAN'S VIEWPOINT ON THE N.A. PROGRAM Revised

**WORLD SERVICE CONFERENCE
LITERATURE COMMITTEE
APPROVAL LITERATURE FOR WSC - 86**

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16155 Wyandotte St.
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THE PROBLEM

The lack of self acceptance is a problem for many recovering addicts. This subtle defect is difficult to identify and often goes unrecognized. Many of us believed that using drugs was our only problem, denying the fact that our lives had become unmanageable. Even after we stop using, this denial can continue to plague us. Many of the problems we experience in ongoing recovery stem from an inability to accept ourselves as we really are. This lack of self acceptance causes us to be uncomfortable with ourselves on a deep level. We may not even realize that this discomfort is the source of our problem, because it is often manifested in other ways. We may find ourselves becoming irritable or judgmental, discontent, depressed or confused. We may find ourselves trying to change environmental factors in an attempt to satisfy the inner gnawing we feel. In situations such as these, our experience has shown that it is best to look inward for the source of our discontent. Very often, we discover that we are harsh critics of ourselves, wallowing in self-loathing and self-rejection.

Before coming to N.A., most of us spent our entire lives in self-rejection. We hated ourselves and tried every way we could to become someone different. We wanted to be anyone but who we were. Unable to accept ourselves, we tried to gain the acceptance of others. We wanted other people to give us the love and acceptance we could not give ourselves. But, our love and friendship were always conditional. We would do anything for anyone just to gain their acceptance and approval, and then would resent those who wouldn't respond the way we wanted them to.

Because we could not accept ourselves, we expected to be rejected by others. We would not allow anyone to get close to us for fear that if they really knew us, they would also hate us. To protect ourselves from vulnerability, we would reject others before they had a chance to reject us.

THE TWELVE STEPS ARE THE SOLUTION

Today, the first step toward self acceptance is acceptance of our addiction. We must accept our disease and all the troubles which it brings us before we can accept ourselves as human beings worthy of recovery.

The next thing we need to help us toward self acceptance is belief in a Power greater than ourselves, who can restore us to sanity. We do not need to believe in any particular person's concept of that Higher Power, but we do need to believe in a concept which works for us. A spiritual understanding of self acceptance is knowing that it is alright to find ourselves in pain, to have made mistakes, and to know that we are not perfect.

The most effective means of achieving self acceptance is through applying the Twelve Steps of recovery. Now that we have come to believe in a Power greater than ourselves, we can depend upon His strength to give us the courage to honestly examine our defects and our assets. Although it is sometimes painful and may not seem to lead to self acceptance, it is necessary to get in touch with our feelings. We wish to build a solid foundation of recovery, and therefore need to examine our actions and motivations and begin changing those things which are unacceptable.

Our defects are part of us and will only be removed when we practice living the N.A. Program. Our assets are gifts from our Higher Power and as we learn to utilize them fully, our self acceptance grows and our lives improve.

Sometimes we slip into the melodrama of wishing we could be what we think we should be. We may feel overpowered by our self-pity and pride, but by renewing our faith in a Higher Power, we are given the hope, courage and strength to grow.

Self acceptance permits balance in our recovery. We no longer have to look for the approval of others because we are satisfied with being ourselves. We are free to gratefully emphasize our assets, to humbly move away from our defects, and to become the best recovering addicts we can be. Accepting ourselves as we are means

that we are all right, that we are not perfect, but we can improve. We remember that we have the disease of addiction, and that it takes a long time to achieve self acceptance on a deep level. No matter how bad our lives have become, we are always accepted in the Fellowship of Narcotics Anonymous.

Accepting ourselves as we are resolves the problem of expecting human perfection. When we accept ourselves, we can accept others into our lives, unconditionally, probably for the first time. Our friendships become deep and we experience the warmth and caring which results from addicts sharing recovery and a new life.

*God, grant me the serenity
to accept the things I cannot change,
the courage to change the things I can,
and the wisdom to know the difference.*



I.P. No. 19

NARCOTICS ANONYMOUS

SELF ACCEPTANCE

WORLD SERVICE CONFERENCE
LITERATURE COMMITTEE
APPROVAL LITERATURE
FOR
WSC - 86

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HANDBOOK FOR NARCOTICS ANONYMOUS NEWSLETTERS

World Service Conference
Literature Committee
Approval Literature
for
WSC-86

THE TWELVE STEPS OF NARCOTICS ANONYMOUS

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

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HANDBOOK FOR NARCOTICS ANONYMOUS NEWSLETTERS



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Literature Committee
Approval Literature
for
WSC-86

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INTRODUCTION

The Newsletter Handbook is designed to provide guidelines for all phases of producing newsletters in the Fellowship of Narcotics Anonymous. Many experienced members and committees contributed input for this handbook. Their collective experience is recorded here to help new newsletters get started and existing newsletters avoid repeating mistakes others have made. Before any N.A. newsletter is produced, these guidelines should be read carefully.

WHAT IS A NEWSLETTER?

Newsletters serve several purposes in Narcotics Anonymous. Most importantly, they build N.A. unity through communication. The information they contain usually falls into one of two categories: N.A. news, or personal experience in recovery from addiction. N.A. news is provided to help unify an area or region, so that in keeping with our First Tradition, personal recovery is made more available. Sharing personal experience lends the flavor of an N.A. meeting to the newsletter. In both cases, our Fifth Tradition must always be the guiding principle: our primary purpose is to carry the message to the addict who still suffers.

"N.A. news" is a phrase which covers a number of possible subject areas. Most newsletters include a section providing information about upcoming events on the area, regional and world levels. Another section may be used for reports about recent service committee meetings. When informational reports are distributed from the world or regional levels, these may be printed or summarized. New meetings and meetings which need support can be listed. See the section of this handbook entitled "Suggested Topics to be Covered" (p.3) for more information.

A section which includes the experience, strength and hope of N.A. members is usually an important part of the newsletter. The sharing in this section is much like the sharing at meetings. It should focus on

recovery, and it should be based in the Narcotics Anonymous Program. See the section entitled "Editing" (p.4) for a more detailed discussion.

HOW TO FORM A NEWSLETTER COMMITTEE

When an area or region has decided to produce a newsletter, a newsletter committee should be formed. To allow for appropriate accountability, this should be a subcommittee of the area or regional service committee. It is usually helpful to schedule a planning session for the newsletter committee to elect officers and decide upon the name and basic design of the newsletter. The vice-chairperson of the area or regional service committee can call the meeting to order and preside over the election of the editor. The editor of the newsletter is also chairperson of the newsletter subcommittee. The person elected then chairs the rest of the meeting and subsequent meetings, and reports regularly to the area or regional service committee.

The remainder of the planning session (or sessions) is spent holding the other elections, naming the newsletter and deciding on its format and content. Other officers elected are the secretary/typist and distribution manager. It should be stressed, though, that many more people than just the three officers should participate in this committee. There's a lot of work to be done.

The name of the newsletter should be chosen with care, and with respect for group conscience. Remember that the name you choose will become a public representation of our Fellowship. It should reflect an attitude of recovery. We urge you to avoid the temptation to compromise a positive public image in favor of a name that may be catchy but is in poor taste. Bringing ideas for the name to the area or regional service committee for a group conscience vote may be a good safeguard.

Perhaps the best way to design the format for the newsletter is to look at several other N.A. newsletters from around the country. Addresses for these may be obtained from the World Service Office at the address on the inside cover of this handbook. To be included on this list, you will want to get a permanent mailing address and send it to the WSO.

Once the committee is formed, and the format and name of the newsletter are chosen, you are ready to hold regular production meetings. These are chaired by the editor and attended by as many members as are willing to help. Experience would suggest that only a few will be reliable over any period of time, so each member will have to be committed to working hard.

SUGGESTED TOPICS TO BE COVERED

The following list of suggested topics was compiled by looking at existing newsletters. It may lend some direction to committees looking for guidance. You will no doubt develop your own style as you gain experience.

Anniversaries	Meetings needing support
Announcements	New meetings
Area N.A. news	Personal recovery stories
Regional N.A. news	Conventions
World N.A. news	N.A. trivia
Letters	Cartoons
Slogans	Committee reports
N.A. literature	Poems
Material from	Workshops
other newsletters	<u>N.A. Way</u> articles

Do not use articles or quotes from non-N.A. sources. Besides creating potential copyright problems, this practice often compromises or violates our Sixth Tradition by implying endorsement or affiliation. Using quotes also opens you up to the possibility of misquoting or plagiarising. The best way to be sure to stay out of these pitfalls entirely is to print only original N.A. material. When you do borrow or quote

from any N.A. source, note that source at the end of the quote.

If the format you have chosen includes a section on experience, strength and hope, each issue should include an open invitation to your readers to submit written essays or poems about personal experiences in recovery. Each item of this nature should be accompanied by a signed copyright release form. See other newsletters and the N.A. Way magazine for examples of these. Once you have settled on wording for your release form, it should be printed in every issue for your readers to tear out and send in with their written material.

EDITING

The Twelve Traditions of N.A. should serve as the basic guidelines for editing your newsletter. We have no opinions on outside issues, we are not affiliated with any other organizations, we remain anonymous in print, we are non-professional—all the principles contained in the traditions must be studied carefully and followed to the letter. You will most likely receive a good deal of input that is not usable or needs to be changed before it is used. The job of the editor is to make those decisions and changes before anything is printed. Group discussions and proofreading sessions help, because this responsibility is then shared by a number of people, and a better group conscience is obtained.

Always edit out any profanity. Whether or not you distribute outside of N.A., your newsletter represents the public image of our Fellowship. This basic courtesy is essential if we are to be viewed as a respectable recovery program.

The language of N.A. recovery should be used. Our steps and traditions are worded to keep the focus of our program on addiction and recovery, not on specific drugs. We are addicts, and our disease is addiction. Alcohol is often arbitrarily separated from other drugs in the speaking and writing of some N.A. members. This practice should not be reinforced in our

printed word. For us, such a distinction is artificial, and contributes to a lack of understanding of our First Step. For those reasons, we make the following edits in the essays we print:

If the writer said:	We print:
Alcohol and drugs	Drugs
Clean and sober	Clean
Alcoholic and addict	Addict
Sober	Clean
Sobriety	Clean time or recovery

These changes are in keeping with the accepted language in all of our Conference-approved literature, and are intended to help us keep the N.A. principles of recovery clearly in focus.

Of course, all grammatical and structural errors, misspellings and faulty information should be corrected. Some newsletter editors are well versed in technical matters, and some are not. The rule of thumb is to do the best with the resources at your disposal. The clearer the newsletter, the better, but perfection is not always possible. The most important concern is that a clear message of N.A. recovery come through that is consistent with the Twelve Traditions and N.A. philosophy.

Some input you receive will be controversial. If the controversy is over an outside issue, of course the article should not be printed. If the controversy is over some issue within N.A., the committee should discuss among itself whether the article should be printed. If solutions are offered, and the tone of the article is positive and helpful, controversy may be healthy. If, however, the writer seems to be using the newsletter to simply vent hostility or as a forum for promoting self-will, such articles may do more harm

than good. A rule of thumb: the newsletter should carry the message, not the disease.

PRODUCTION

General Format

In an earlier section we discussed the content format of the newsletter—i.e. what sections will be included, which content areas to cover, etc. This section focuses on the physical format of the newsletter—i.e. what size paper will be used, number of pages, etc.

One common format for N.A. newsletters is to type two columns of copy on a regular 8-1/2 X 11 (letter size) or 8-1/2 X 14 (legal size) sheet of paper. One sheet can then be used for a newsletter one or two pages long. Two sheets can be stapled together to form a three- or four-page newsletter, three sheets for five or six pages, etc. This format lends itself quite nicely to the kinds of copy machines that most committees have access to.

A second type of format uses 11 X 17 sheets of paper folded in half to form four 8-1/2 X 11 pages per sheet. This format accommodates larger newsletters very well. Cover graphics may be used, and the back page may either be used or left blank, depending upon the amount of input per issue. Many copy machines are set up to copy this size of paper, or to reduce it to smaller sizes.

A third type of format is a magazine style such as the one used for the N.A. Way. This format is recommended only when sufficient funds are available and you expect your newsletter to be 12 pages or longer. Any size paper can be used, folded the same way as the previous example and stapled along the fold. It is wise to start simple and expand as you see how successful your newsletter turns out to be. Some newsletters have failed for lack of interest on the part of the local N.A. community, or lack of ongoing support by trusted servants. Other newsletters started out

simple, and were so well received that they expanded their format as they grew.

Layout

If the pages of the newsletter are 8-1/2 inches wide as in the first and second examples above, all copy should be typed out in two equal columns rather than simply across the page like a letter. This looks better and is easier to read. Pages that are 5-1/2 inches across may be typed either way. A typewriter with a good clear ribbon is necessary for quality reproduction of your copy. A typewriter with a carbon rather than cloth ribbon should be used if possible. Figure out your margins (they can be small when two columns are used) and type out all your copy within that margin setting. Rather than trying to line up two columns on the same page as you type, just type one column per page (this will not hold true if you are using a mimeograph machine—then you will have to type your pages exactly as they will appear in the final form). If you are using typesetting or photocopying, you can cut and paste these columns in their final positions after all the typing is done.

Most newsletters print some kind of graphics along with the copy. Sheets of cut-outs can be bought from most art supply stores to be used as borders and filler. If there is an artist in the local Fellowship, home-made art may add a nice touch.

When all the typing is done and any graphics you wish to use are chosen, you are ready to cut and paste. For this you will need a good pair of scissors or an exacto knife. Exacto knives work best; they can be purchased at any drafting supply store. Take a sheet of paper of the size you have chosen for your format, measure the area on the page that is to be covered with print, and cut your columns to that length. Next, place the columns in the desired locations on the page. A transparent ruler with a grid covering it, also available at a drafting supply store, is a great help in getting your columns to line up straight. One coat of rubber cement will hold the

columns firmly in place without wrinkling. When you are through positioning your copy and graphics in this way, you are ready to print.

Printing

The three most common methods of reproducing a newsletter are mimeograph, photocopy and offset. We'll consider them one at a time.

1. **Mimeograph:** This method requires special equipment both for typing and running off copies. Advantages are that it's cheap (if you have access to the equipment) and requires no cutting and pasting. Disadvantages are that it requires a mimeograph machine, it does not lend itself to graphics or attractive lettering, and mistakes are difficult to correct.

2. **Photocopy:** Most newsletter committees have easy access to a photocopy machine. If you use this type of machine, make sure you find a good, clear one. Also, remember the Seventh Tradition. Any copies you make must be recorded and paid for. Advantages of this system are that it's cheap and readily available, and it can be used to copy originals which have been cut and pasted, including attractive lettering and graphics. A machine with an adjustment for light and dark copies is best, because you may need to adjust it to copy your words and graphics, but not the edges of your cut-outs.

3. **Offset:** This must be done by a print shop. You may take your cut and pasted originals into the shop where they reproduce them on the desired paper, or you may have them typeset your copy in a type style of your choice. That last option is almost always too expensive for our purposes. The advantages of offset are that it's fast, high quality reproduction, and the print shop makes all the copies. The main disadvantage is that it's quite expensive.

Colored paper may be used for the final product, regardless of the print method you have chosen. That may add to the appearance of your newsletter, but one important factor should be considered before that decision is made. If you use darker colored paper, it will be impossible for your readers to make copies of the newsletter later. This may be an advantage if you want to prevent distribution except by subscription, or a disadvantage if you want the newsletter to be copied freely.

DISTRIBUTION

Once your newsletter has been printed and reproduced, it is ready to be distributed. The most important concern about distribution is that it be completed on time. A newsletter loses credibility fast if it is not dependable. The success and support of the newsletter depend on its reputation for prompt, regular distribution.

Distribution by Subscription

For a newsletter to be fully self-supporting, not draining the service committee treasury, a subscription system is most practical. All costs of production and distribution for one year are computed, a realistic number of subscribers is estimated, and the subscription price is computed from there. A subscription list should include name, address, amount paid and date enrolled.

Perhaps when a newsletter is first starting up, the first few issues should be distributed free by the area or regional service committee. This will give the newsletter some initial exposure. A discussion of the subscription price along with subscription blanks can be included in those first few issues to attract initial subscribers.

Distribution by Service Committee

Some newsletters are distributed at no cost to members within the area or region. Some advantages of this system are that there are no large mailing lists to maintain, there is little mailing expense—copies are brought to the regular committee meetings—and distribution is not limited to the number of subscribers. The disadvantage is that the hosting service committee bears the production expense, rather than passing the cost along to the reader. If this system is used, a separate list of addresses outside the area or region should be kept up so that others who want to receive the newsletter may do so.

Whenever you mail your newsletter, be sure that the anonymity of your subscribers is protected. The N.A. name or logo should not be visible on the outside of the package. A plain envelope or a fold and a staple are the common ways to avoid this potential problem.

Good luck! Producing a newsletter is demanding, but rewarding. If you follow the Twelve Traditions, these guidelines, and the example of other successful newsletters, you should be pleased with the outcome. The ever growing number of newsletters within Narcotics Anonymous suggests that they are fulfilling a need. Thank you for your interest in this area of service to N.A.

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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

THE WHITE BOOK
AND
SUGGESTED REVISIONS

EXPLANATION OF THE BOARD OF TRUSTEES' SUGGESTED WHITE BOOK REVISIONS

At the end of this report is a complete print-out of the White Book as it would appear with all of these changes. The places where wording changes are being suggested have been highlighted in bold type.

Current White Book Language

Suggested Changes, and Rationale

❧ Foreword

"...addiction to
narcotics and sedation."

"addiction to drugs."
Our Fellowship is composed of members who used a wide variety of drugs. These terms are too limited. We wish to exclude no addicts.

❧ Who Is an Addict?

"Our whole life and thinking
is centered" to "...was centered"

The two sentences beginning with "Our whole life..." have been changed to the past tense, placing the using in the past tense, but the disease in the present.

❧ What is the N.A. Program?

"...recovered addicts."

"...recovering addicts..."
WSC directive.

"There are no musts in N.A., but
We suggest that you..."

"We suggest that you..."
Delete "There are no musts in N.A." to eliminate this potential rationalization for lack of action from our conference approved literature

Same sentence: "...honest
desire to stop using."

"...desire to stop using." Delete "honest."
Consistency with Tradition Three.

Page 2 paragraph 1
"We have no leaders, no..."

"We have no initiation fees or dues..." The statement "We have no leaders" is in direct conflict with Tradition Two.

Page 2 paragraph 1
"...age, race, color..."

"...age, race, sexual identity"
Race and color are the same, and we wish to add sexual identity to be clear on this, and consistent with our Basic Text.

❧ Why Are We Here?

Bottom of p.2: Change that
paragraph as follows:

"Most of us realized that in our addiction we were slowly committing suicide, but addiction is such a cunning enemy of life that we had lost the power..."
Addiction is singular, and again we

P. 3, the comments about jail, medicine, religion and psychiatry -- change as follows:

de-emphasize the particular drug and emphasize the disease, consistent with our First Step.

Page 3 Paragraph 2:
Replace with the following:

"Many of us ended up in jail, or sought help through medicine, religion or psychiatry. None of these methods was sufficient for us. Our disease always resurfaced or continued to progress until in desperation..."
The old language expressed an opinion on an outside issue, and overstated the point. The new language makes the same point without these problems.

Page 3 paragraph 3:
Entire paragraph.

"After coming to N.A. we realized we were sick people. We suffered from a disease for which there is no known cure. It can, however, be arrested at some point, and recovery is then possible." All of the comparisons made in the old language have problems. Since no comparisons are necessary to make the point, we elected to delete them all.

Delete the paragraph in its entirety, but add the following language to the Foreword on the cover page: "Our Twelve Steps and Twelve Traditions were adapted from those of Alcoholics Anonymous. We are deeply grateful to A.A. for pointing the way for us to a new way of life." This keeps the gratitude statement intact without using A.A.'s success as a measure of our own, and places the statement in a more appropriate place in the booklet.

❖ How It Works

"These are suggested only, but..."

"These are the..."
Again, removing a rationalization for not working the steps.

Step 12

Change the word "those" to "these." This includes Step 12 in the spiritual awakening process.

"Although there are no musts..."

Three of these that are indispensable are Honesty, Open-mindedness and Willingness." Same rationale as previous.

P. 5 "...fix, pill or drink."

"...toke, snort, fix, pill or drink."
After much discussion of a variety of alternatives, we elected to expand the list rather than eliminating it or generalizing it. The problem is that the current language does not accurately reflect the using methods of our membership, but specific mention does make the point more strongly. The language we decided

to use came from the Basic Text.

Page 5, 3rd paragraph:
"...release our addiction all
over again, or create a new one.

"...release our addiction all over again."
We have one disease--addiction.

Last Paragraph: replace in
its entirety with the following:

"Thinking of alcohol as different from
other drugs has caused a great many
addicts to relapse. Although outside of
N.A. alcohol is often viewed separately,
we cannot afford to be confused about
this. Alcohol is a drug. We are people
with the disease of addiction who must
abstain from all drugs in order to
recover."
We believe this language makes the point
much more clearly, and is more consistent
with the N.A. principles of recovery.

❖ What Can I Do?

First Paragraph, last 2 sentences:
Replace with the following:

"If you are in an institution of any kind
and have stopped using for the present,
you can with a clear mind try this way
of life." It may not be realistic to assume
that someone in an institution reading
this has gone through complete
withdrawal. This change is to keep that
from being confusing for them.

❖ Recovery and Relapse

All of the text on P. 8,
replace with the following:

"Many people think that recovery is
simply a matter of not using drugs. They
consider a relapse a sign of complete
failure, and long periods of abstinence a
sign of complete success. We in the
recovery program of Narcotics
Anonymous have found that this
perception is too simplistic. After a
member has had some involvement in our
Fellowship, a relapse may be the jarring
experience that brings about a more
rigorous application of the program. By
the same token we have observed some
members who remain abstinent for long
periods of time whose dishonesty and
self-deceit..."
The current language is confusing and
wordy, and seems to imply that you can
go ahead and use again--at least things
won't be as bad as they used to be. We
are sure that is not the intent of the
chapter, and we have made the intended
points more clearly.

P. 10, lines 5-7: "Emotional
sobriety is in reality our goal..."

"Recovery, as experienced through our
Twelve Steps, is our goal..."
This is more consistent with our
principles of recovery.

"A relapse may provide the charge for the demolition process."

"A relapse, if we survive it, may provide..." Added the phrase to counteract the temptation to view this part of the essay as a justification for a relapse

The Trustees agreed that the chapter "We Do Recover" is a personal story, and one with historical importance for us as a Fellowship. It was therefore agreed to move that chapter to the beginning of the Personal Stories section, and leave it in its original form. "Just for Today," also unchanged, would then follow "Recovery and Relapse." Throughout the Personal Stories, the word "recovered" will be changed to "recovering" in every case, as per the Conference's instructions. To lead into this section, we recommend the following Introduction:

PERSONAL STORIES

Narcotics Anonymous has grown a great deal since 1953. The people who started this Fellowship and for whom we have a deep and lasting affection have taught us much about addiction and recovery. In the following pages we offer you our beginnings. The first section was written in 1965 by one of our earliest members. More recent stories of N.A. members' recovery can be found in our Basic Text.

We are recommending minimal editing to these stories. We tried to retain the historical flavor of the stories, but we also tried to clear up problems with the traditions. The changes proposed below are all either designed to remove mention of specific institutions, or to clarify N.A.'s perception that we suffer from one disease, regardless of "drug of choice." References to alcohol as creating a different disease have been modified or deleted.

ONE THIRD OF MY LIFE

1. "And twice at Ft. Worth" ...delete
2. "This was at TI Federal and" ...delete
3. "Sure I had a craving for narcotics" ...change "narcotics" to "drugs"

I CAN'T DO ANY MORE TIME

1. "...out of an institution for women." deleted reference to specific institution
2. "Drinking alcoholically" ...change to: "drinking abusively"
3. "Would have been carried away with alcohol and drugs" ...change to: "would have gotten carried away with using."
4. "With drugs" ...change to: "with other drugs"
5. "And when I finally reached Camarillo" ...delete
6. "And alcohol again" ...delete
7. "The institution at Corona 3X" ...change to: "another institution three times." (delete all references to specific institutions, say "an institution" where appropriate)
8. "One of the counselors at Corona" ...change to: "one of these counselors"

9. "Over alcohol and" ...delete
10. "In Corona" ...delete
11. "And sober" ...delete
12. "When I left Corona" ...change to: "When I left the institution for the last time."
13. "Or to drink" ...delete
14. "Including alcohol" ...delete
15. "I don't have a problem with drugs or alcohol" ...change to: "I don't have a problem with this drug or that drug."

THE VICIOUS CYCLE

1. "To turn myself into Ft. Worth" ...change to: "to admit myself into an institution."
2. "Various other sedative" ...change to: "Various other drugs."
3. "Including alcohol" ...delete

SOMETHING MEANINGFUL

1. "or drink" ...delete
2. "without drugs, sedative or alcohol" ...change to: "without drugs."

I WAS DIFFERENT

"Addiction was my way of life--" Deleted "and dependency" to avoid confusion with N.A. language and philosophy

FEARFUL MOTHER

1. "And alcohol (another form of drug)" ...delete

FAT ADDICT

1. "periodic alcoholic" ...change to : "binge drinker"
2. "Alcohol" ...delete

GRAMMAR AND PUNCTUATION CHANGES

In addition to the above changes, the Trustees are recommending that the White Book be edited for grammar and punctuation. A small group of WSO staff members and a Trustee made the following recommendations for editing, which were adopted by the Trustees:

FOREWORD: Remove commas from last sentence

SERENITY PRAYER: Commas instead of ellipses; Block style instead of outdent:

God, grant me the serenity
to accept the things I cannot change,
The courage to change the things I can,
And the wisdom to know the difference.

WHO IS AN ADDICT:

Replace comma with dash after "one form or another"
"We lived to use and used to live." Inverted these for clarity
(i.e. avoid confusion with "used to" as in "We used to live
down the street...")

WHAT IS THE N.A. PROGRAM?

Used italics rather than quotes and initial caps for emphasis
(*one* requirement; *they* work)

WHY ARE WE HERE:

Insert comma after "We did many people great harm"

HOW IT WORKS:

Standardized the Steps as follows:
a. comma rather than a dash in Step One
b. capitalize Power in Step Two
c. italicize "as we understood Him" in steps 3 and 11
d. Step 11: no comma in "God *as we understood Him*"
e. Change "those" to "these" in Step 12

[after the steps]
Fix run-on sentence: replace comma with period after "we
can't do it all at once"

Add comma after "We put great emphasis on this"

WHAT CAN I DO?

Add comma after "previous chapter" in first line

TRADITIONS

"Freedom for the group" rather than "Freedom for the groups"
Better parallel with "individual," and reads better out loud

a. Throughout Traditions: "group" will not be capitalized
b. Tradition 4: no comma in "N.A. as a whole"
c. Tradition 8: "service centers" not capitalized
d. Tradition 9: comma rather than a semicolon
e. Tradition 10: semicolon: "issues; hence" Spell out "Narcotics
Anonymous"

RECOVERY AND RELAPSE:

Invert the sentence beginning, "At other times..." for clarity
"At other times that freedom can only be achieved by a grim and obstinate willfulness to hang on to abstinence come hell or high water until a crisis passes."

"An addict who can lose, even for a time, the need or desire to use, and has free choice over impulsive thinking and compulsive action, has reached a turning point that may be the decisive factor in his recovery." Delete "by any means" to shorten up this sentence a little

"...dependence on a Power greater than ourselves and from the giving..." Add "from" for clarity

"Our resistance to change seems built in, and only..." Add comma

WE DO RECOVER:

Add a comma in last line of first paragraph: "drug, or some substitute, to recapture" -- sets the phrase off in commas to break up the sentence

After "Compulsion--" delete "that": "Compulsion--once having started..." -- as it is it is not comfortably parallel with the sentence about obsession.

Add a dash after "jails, institutions or death": This sets that phrase off more correctly (the phrase was introduced by a dash, it should be completed by one too).

"When my addictions..." Change to "When my addiction..." for consistency with the rest of the text. (one disease)

"I found A.A., and": Include that comma

"That this was what was principally needed has proved itself in these passing years." Deleted a comma

"We believed in openly scheduled meetings--no more hiding as other groups had tried." Changed the semicolon to a dash

"...could face his problem in everyday living, just that much faster would he..." Added the comma; changed "of" to "in"

ONE THIRD OF MY LIFE:

"The old hassle is gone. I can lie down, take it easy and be comfortable." Changed the first comma to a period

Changed "thru" to "through" wherever it occurs

Changed "X-mas" to "Christmas"

"Now, I can go through these stores without even a temptation to steal." Changed "and not even" to "without even"

"I feel that I was basically honest from childhood. I stole to keep..." Changed the comma after "childhood" to a period

"to keep my head on my chest, to keep my stomach from grinding": Add the comma

"to keep my nose from running. That nose! It was always running whether I was sick or not." Changed the dash to a period and the comma to an exclamation point

(All numbers below 101 are spelled out rather than printed in their numerical form throughout the text.)

"My story is similar to many others. I hit one nuthouse when I was thirteen--I really don't remember much about it." Changed "other" to "others"; changed the first comma to a period; changed the second comma to a dash

"cleaned up off the pills, and then..." Added the comma

"...haven't had the temptation; I can't say I haven't had some obsession; I can't say I haven't had the passing thought of wanting to use, because I have at times." Replaced the period and comma with semicolons; added comma before "because"

"I gave a lot of them a hard time with the attitudes I used to have." Delete the comma

"Sure, I had a craving for drugs, but at that time I was ready for anything that would get my feet off the ground." Change "narcotics" to "drugs," and invert the sentence for clarity

"...get my feet off the ground (that isn't an airplane) will head me for real trouble. I sincerely believe this. I don't know..." Set the phrase off in parenthesis; replace the comma with a period

"Now I find I have a greater tolerance..." Delete the comma

"Practicing the principles of this program the way I understand them, staying clean a day at a time, sharing experiences with other addicts who are new to the program, these actions have changed my whole outlook on life." Restructured this sentence with commas so that it is a list of clear participials followed by an independent clause rather than several dangling participles.

I CAN'T DO ANY MORE TIME:

"I came to the Fellowship of Narcotics Anonymous as an addict, out of an institution for women." Omitted the reference to a specific institution.

"...so that it hasn't been necessary for me to use any kind of drugs in my daily life." Omitted references to specific drugs

"...because we addicts are so very much alike." Added the word "addicts" for clarity

"I've always seen another side of myself whenever problems and..." Deleted comma

"I have also learned from those who have made mistakes." Moved the word "also"

"...and I realize today that the reason for that was I was sick to begin with." Deleted commas

"Although this is certainly a suicidal path in itself, when I was aware and in a lucid moment, I did realize I was hopelessly addicted." Reorganized the sentence for clarity

"I was in San Francisco, not knowing which way to turn, when I tried suicide and was unsuccessful." Changed subject to "I" to clear up the dangling participle and ambiguous referent for "it"; changed "that" to "when"

"I now think that if it had been possible for me I would have come to this program at that same age as a lot who are here today." Dropped the comma after "me"; restructured syntax to tighten up this sentence; started a new paragraph after this to shorten up that long one

"It wasn't the thought, "I can't use drugs," just, "I can't do any more time." Added quotes

"I'm sure that when I was in the institution they doubted my sincerity in ever wanting to do anything about my problem." Omitted reference to specific institution

"I think one of my counselors, who just naturally loves..." Omitted reference to the specific institution

"I had tried so many other things, so I decided to see if a Power greater than myself could restore my sanity. To the best of my ability I turned my life and my will over to the care of God as I understood Him, and I tried in my daily life to understand God. " Made two sentences out of one, added commas and added the words "other" and "to see if" to clarify that point

"I had read all kinds of metaphysical books. I agreed..." New paragraph, period instead of comma

"It's amazing how after I had gotten just this far, I began to get a little honesty and could see myself as I was."

Rearranged the sentence for clarity

"...could get honest, but I became aware..." Added comma

"...looking outside myself at the addicts around me, by getting to know them and understand them, by being friendly with them." Cleared up parallel construction problems by using commas and repeating "by"

"...where credit is due, and I do believe that my daily attendance at psychotherapy groups with..." Added comma and deleted specific reference to Corona

"Oh! can I make it outside?" Added quotes

"...times institutions took so many years out of my life that I..." deleted commas

"...just normal living, but God has seen fit..." Added comma

"...steady jobs at first, but there was..." Added comma

"In the meantime, I give myself to my job every day, as best I can, and..." Rearranged syntax for clarity

"...I now give my attention to my daily problems..." Change know to now

"...fear, anxiety, resentment and self-pity..." Clear up parallel construction problems--resentment singular, only one "and"

"...every night, and I'm real grateful..." Added comma

"...helped me here was that..." Deleted comma

"dual problem." Added quotes

"I got a lot of help from my sponsor when it seemed that everyone had let me down, both family and friends." Made one sentence out of two, changed "have" to "got" and added "when" for the transition

"...and a way of life. My own..." Replaced comma with period

"...have happened to me. I can't conceive of..." Replaced comma with period

THE VICIOUS CYCLE

"...one thing for another. That was my pattern." Period instead of comma

"...same environment. Again I was using heroin and various other..." Period instead of comma

"...me a shot that made me feel good. I found myself going to him..." Period instead of semicolon

"...insanely afraid and began drinking too. This went on around..." Delete comma; period instead of semicolon

"...drugs that I had been using, but in a distorted personality..." Deleted a comma

"...interests now that mean something, and realize that that was..." Deleted a comma

"...I still find it difficult to face things, but I'm no longer..." Added a comma

"...understand Him, for this way of life." Added a comma

SOMETHING MEANINGFUL

"I know now I am not the great leader or philosopher that I tried to make people believe I was." Combine the first two sentences this way

"...trying what they had to offer to see whether it would succeed..." Delete comma

"It seems that though..." Delete commas

"...ready to change. And although I closed..." Period instead of comma

"Since I have become willing to do something about my life with the N.A. program, life has been fuller and more meaningful." Replaced "life" with "it"; replaced "with more meaning" with "more meaningful" (parallel construction)

"...on a daily basis without drugs." Delete comma

"Although I do not now desire or need drugs, I have to fill the void that's left with something worthwhile." Changed "narcotics" to "drugs"; added "that's"; deleted comma

"...that they go. As long as I follow..." Removed "and" and replaced comma with period

I WAS DIFFERENT

"My story may differ from the others you have heard. I was never arrested or hospitalized." Deleted comma; new sentence after "heard"

"...my way of life--the only way of life..." Replaced semicolon with dash

"...‘good old-fashioned,’ upper-middle-class broken home."
Moved the end quote

"Sometimes I felt all-powerful and sometimes I prayed for the comfort of idiocy--if only I didn't have to think." Dash instead of parentheses

"No one came to save me; I wasn't instantly cured." Semicolon instead of comma

"After I'd been around for about six months, the novelty..."
Added comma

"Somehow I survived that first dose of reality." "that" instead of "those"

"...it's been an uphill fight; I've had to work to stay clean."
Semicolon instead of comma

"...used to spend my time looking for the magic--those people,"
Dash instead of semicolon

"I found a little faith, and from it, freedom." Add commas

FEARFUL MOTHER

"I thought an addict was a person who was using hard drugs, someone who was on the streets or in jail." Added "someone who"; deleted second "was"

"...was different--I got my drugs from a doctor or friends."
Changed first comma to a dash, second to a period; Changed "of" to "or" (assumed typo)

"...I tried to do right--at work, in my marriage and in raising my children." Changed comma to dash; changed "in working" to "at work"; added "my"

"I wanted to be a good mother. I wanted to be a good wife. I wanted to be involved in society yet never felt a part of it."
Changed "Wanting" to "I wanted" to avoid awkward sentence fragments

"...remained hidden in my home--so many things through the years--" Changed periods to dashes to avoid fragment

"I had just become a grandmother..." Changed "have" to "had"

"When I started on the program of N.A., there were a lot of people who suggested just everyday things for me to do, like eating, taking a bath, getting dressed, going for a walk, going to meetings." Added comma after N.A.; changed period to comma and deleted "things" to avoid fragment; added present participles

FAT ADDICT

Deleted the paragraph break after the second sentence

"...I used drugs only for one reason--because I didn't like the way I felt." Dash instead of semicolon

"He was what some people call a periodic user; either he was in a state of..." changed to "He was a binge drinker; either..."

"...mothers. For some reason, I was thought to be a liar." Period instead of comma

"...lower level people, and I never felt.." Added comma

"My family life was confused and painful, but a lot of sound moral values were passed on to me in my upbringing." Added comma and deleted paragraph break

"to stay employed. As a matter of fact" Period instead of "and"

"...not to get hooked, that I could use..." Comma instead of "and"

"I bounced around the country and ended up in penitentiaries and jails." Inverted the sentence for clarity

"Having no place to go, I walked into this..." Deleted "seemingly"

"...no way out. I was completely and..." Period instead of semicolon

"...no fees or dues--that I had already paid my dues via my past life--and that..." Set dependent clause off in dashes

"I have a nice home and family, an executive position, and most of all..." Parallel construction

"I am able to feel good, to feel joyful and blissful, to feel serenity, even when things are not as good as they might be." Parallel construction

"...that if you too are suffering as I once was, you..." Deleted commas and the second "that" .

WHITE BOOK: TRUSTEES' RECOMMENDED CHANGES IN BOLD FOR APPROVAL AT WSC-86

FOREWORD

This booklet is an introduction to the Fellowship of Narcotics Anonymous. It is written for those men and women who, like ourselves, suffer from a seemingly hopeless addiction to drugs. There is no cure for addiction, but recovery is possible by a program of simple spiritual principles. This booklet is not meant to be comprehensive, but it contains the essentials that in our personal and group experience we know to be necessary for recovery.

Our Twelve Steps and Twelve Traditions were adapted from those of Alcoholics Anonymous. We are deeply grateful to the A.A. Fellowship for showing us the way to a new life.

SERENITY PRAYER

God, grant me the serenity
to accept the things I cannot change,
The courage to change the things I can,
And the wisdom to know the difference.

WHO IS AN ADDICT?

Most of us do not have to think twice about this question. **WE KNOW!** **Our whole life and thinking was centered in drugs in one form or another--the getting and using and finding ways and means to get more.** We lived to use and used to live. Very simply, an addict is a man or woman whose life is controlled by drugs. We are people in the grip of a continuing and progressive illness whose ends are always the same: jails, institutions and death.

WHAT IS THE NARCOTICS ANONYMOUS PROGRAM?

N.A. is a nonprofit Fellowship or society of men and women for whom drugs had become a major problem. **We are recovering addicts who meet regularly to help each other stay clean.** This is a program of complete abstinence from all drugs. **There is only one requirement for membership, the desire to stop using.** We suggest that you keep an open mind and give yourself a break. Our program is a

set of principles, written so simply, that we can follow them in our daily lives. The most important thing about them is that *they work*.

There are no strings attached to N.A. We are not affiliated with any other organizations, **we have no initiation fees or dues**, no pledges to sign, no promises to make to anyone. We are not connected with any political, religious or law enforcement groups, and are under no surveillance at any time. Anyone may join us, regardless of **age, race, sexual identity, creed, religion** or lack of religion.

We are not interested in what or how much you used or who your connections were, what you have done in the past, how much or how little you have, but only in what you want to do about your problem and how we can help. The newcomer is the most important person at any meeting, because we can only keep what we have by giving it away. We have learned from our group experience that those who keep coming to our meetings regularly stay clean.

WHY ARE WE HERE?

Before coming to the Fellowship of N.A., we could not manage our own lives. We could not live and enjoy life as other people do. We had to have something different and we thought we had found it in drugs. We placed their use ahead of the welfare of our families, our wives, husbands, and our children. We had to have drugs at all costs. We did many people great harm, but most of all we harmed ourselves. Through our inability to accept personal responsibilities we were actually creating our own problems. We seemed to be incapable of facing life on its own terms.

Most of us realized that in our addiction we were slowly committing suicide, but addiction is such a cunning enemy of life that we had lost the power to do anything about it. Many of us ended up in jail, or sought help through medicine, religion and psychiatry. None of these methods was sufficient for us. Our disease always resurfaced or continued to progress until in desperation, we sought help from each other in Narcotics Anonymous.

After coming to N.A. we realized we were sick people. We suffered from a disease from which there is no known cure. It can, however, be arrested at some point, and recovery is then possible.

HOW IT WORKS

If you want what we have to offer, and are willing to make the effort to get it, then you are ready to take certain steps. **These are the principles that made our recovery possible.**

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.

This sounds like a big order, and we can't do it all at once. We didn't become addicted in one day, so remember--*easy does it*.

There is one thing more than anything else that will defeat us in our recovery; this is an attitude of indifference or intolerance toward spiritual principles. **Three of these that are indispensable are honesty, open-mindedness and willingness.** With these we are well on our way.

We feel that our approach to the problem of addiction is completely realistic, for the therapeutic value of one addict helping another is without parallel. We feel that our way is practical, for one addict can best understand and help another addict. We believe that the sooner we face our problems within our society, in everyday living, just that much faster do we become acceptable, responsible, and productive members of that society.

The only way to keep from returning to active addiction is not to take that first **toke, snort, fix, pill or drink**. If you are like us you know that one is too many and a thousand never enough. We put great emphasis on this, for we know that when we use drugs in any form, or substitute one for another, we release our addiction all over again.

Thinking of alcohol as different from other drugs has caused a great many addicts to relapse. Although outside of N.A. alcohol is often viewed separately, we cannot afford to be confused about this. Alcohol is a drug. We are people with the disease of addiction who must abstain from all drugs in order to recover.



WHAT CAN I DO?

Begin your own program by taking Step One from the previous chapter, "How It Works." When we fully concede to our innermost selves that we are powerless over our addiction, we have taken a big step in our recovery. Many of us have had some reservations at this point, so give yourself a break and be as thorough as possible from the start. Go on to Step Two, and so forth, and as you go on you will come to an understanding of the program for yourself. **If you are in an institution of any kind and have stopped using for the present, you can with a clear mind try this way of life.**

Upon release, continue your daily program and contact a member of N.A. Do this by mail, by phone, or in person. Better yet, come to our meetings. Here you will find answers to some of the things that may be disturbing you now.

If you are not in an institution, the same holds true. Stop using for today. Most of us can do for eight or twelve hours what seems impossible for a longer period of time. If the obsession or compulsion becomes too great, put yourself on a five minute basis of not using. Minutes will grow to hours, and hours to days, so you will break the habit and gain some peace of mind. The real miracle happens when you realize that the need for drugs has in some way been lifted from you. You have stopped using and started to live.

THE TWELVE TRADITIONS OF N.A.

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

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority--a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose--to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

RECOVERY AND RELAPSE

Many people think that recovery is simply a matter of not using drugs. They consider a relapse a sign of complete failure, and long periods of abstinence a sign of complete success. We in the recovery program of Narcotics Anonymous have found that this perception is too simplistic. After a member has had some involvement in our Fellowship, a relapse may be the jarring experience that brings about a more rigorous application of the program. By the same token we have observed some members who remain abstinent for long periods of time whose dishonesty and self-deceit still prevent them from enjoying complete recovery and acceptance within society. Complete and continuous abstinence, however, in close association and identification with others in N.A. groups, is still the best ground for growth.

Although all addicts are basically the same in kind, we do, as individuals, differ in degree of sickness and rate of recovery. There may be times when a relapse lays the groundwork for complete freedom. At other times that freedom can only be achieved by a grim and obstinate willfulness to hang on to abstinence come hell or high water until a crisis passes. An addict who can lose, even for a time, the need or desire to use, and has free choice over impulsive thinking and compulsive action, has reached a turning point that may be the decisive factor in his recovery. The feeling of true independence and freedom hangs here at times in the balance. To step out alone and run our own lives again draws us, yet we seem to know that what we have has come from dependence on a Power greater than ourselves and from the giving and receiving of help from others in acts of empathy. Many times in our recovery the old bugaboos will haunt us. Life may again become meaningless, monotonous and boring. We may tire mentally in repeating our new ideas and tire physically in our new activities, yet we know that

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if we fail to repeat them we will surely take up our old practices. We suspect that if we do not use what we have, we will lose what we have. These times are often the periods of our greatest growth. Our minds and bodies seem tired of it all, yet the dynamic forces of change or true conversion, deep within, may be working to give us the answers that alter our inner motivations and change our lives.

Recovery, as experienced through our Twelve Steps is our goal, not mere physical abstinence. To improve ourselves takes effort, and since there is no way in the world to graft a new idea on a closed mind, an opening must be made somehow. Since we can do this only for ourselves, we need to recognize two of our seemingly inherent enemies, apathy and procrastination. Our resistance to change seems built in, and only a nuclear blast of some kind will bring about any alteration or initiate another course of action. **A relapse, if we survive it, may provide the charge for the demolition process.** A relapse and sometimes subsequent death of someone close to us can do the job of awakening us to the necessity for vigorous personal action.

JUST FOR TODAY

Tell yourself:

JUST FOR TODAY my thoughts will be on my recovery, living and enjoying life without the use of drugs.

JUST FOR TODAY I will have faith in someone in N.A. who believes in me and wants to help me in my recovery.

JUST FOR TODAY I will have a program. I will try to follow it to the best of my ability.

JUST FOR TODAY through N.A. I will try to get a better perspective on my life.

JUST FOR TODAY I will be unafraid, my thoughts will be on my new associations, people who are not using and who have found a new way of life. So long as I follow that way, I have nothing to fear.

PERSONAL STORIES

Narcotics Anonymous has grown a great deal since 1953. The people who started this Fellowship and for whom we have a deep and lasting affection have taught us much about addiction and recovery. In the following pages we offer you our beginnings. The first section was written in 1965 by one of our earliest members. More recent stories of N.A. members' recovery can be found in our Basic Text, Narcotics Anonymous.

WE DO RECOVER

Although "Politics makes strange bedfellows," as the old saying goes, addiction makes us one of a kind. Our personal stories may vary in individual pattern but in the end we all have the same thing in common. This common illness or disorder is addiction. We know well the two things that make up true addiction: obsession and compulsion. Obsession--that fixed idea that takes us back time and time again to our particular drug, or some substitute, to recapture the ease and comfort we once knew.

Compulsion--once having started the process with one fix, one pill, or one drink we cannot stop through our own power of will. Because of our physical sensitivity to drugs, we are completely in the grip of a destructive power greater than ourselves.

When at the end of the road we find that we can no longer function as a human being, either with or without drugs, we all face the same dilemma. What is there left to do? There seems to be this alternative: either go on as best we can to the bitter ends--jails, institutions or death--or find a new way to live. In years gone by, very few addicts ever had this last choice. Those who are addicted today are more fortunate. For the first time in history, a simple way has been proving itself in the lives of many addicts. It is available to us all. This is a simple spiritual--not religious--program, known as Narcotics Anonymous.

When my addiction brought me to the point of complete powerlessness, uselessness and surrender some twenty-six years ago, there was no N.A. I found A.A., and in that Fellowship met addicts who had also found that program to be the answer to their problem. However, we knew that many were still going down the road of disillusion, degradation and death, because they were unable to identify with the alcoholic in A.A. Their identification was at the level of apparent symptoms and not at the deeper level of emotions or feelings, where

empathy becomes a healing therapy for all addicted people. With several other addicts and some members of A.A. who had great faith in us and the program, we formed, in July of 1953, what we now know as Narcotics Anonymous. We felt that now the addict would find from the start as much identification as each needed to convince himself that he could stay clean, by the example of others who had recovered for many years.

That this was what was principally needed has proved itself in these passing years. That wordless language of recognition, belief and faith, which we call empathy, created the atmosphere in which we could feel time, touch reality and recognize spiritual values long lost to many of us. In our program of recovery we are growing in numbers and in strength. Never before have so many clean addicts, of their own choice and in free society, been able to meet where they please, to maintain their recovery in complete creative freedom.

Even addicts said it could not be done the way we had it planned. We believed in openly scheduled meetings--no more hiding as other groups had tried. We believed this differed from all other methods tried before by those who advocated long withdrawal from society. We felt that the sooner the addict could face his problem in everyday living, just that much faster would he become a real productive citizen. We eventually have to stand on our own feet and face life on its own terms, so why not from the start.

Because of this, of course, many relapsed and many were lost completely. However, many stayed and some came back after their setback. The brighter part is the fact that of those who are now our members, many have long terms of complete abstinence and are better able to help the newcomer. Their attitude, based on the spiritual values of our steps and traditions, is the dynamic force that is bringing increase and unity to our program. Now we know that the time has come when that tired old lie, "Once an addict, always an addict," will no longer be tolerated by either society or the addict himself. We do recover.

ONE THIRD OF MY LIFE

Today has been one of those days. It was Friday and Monday all together. Trying to get something done was like trying to make a connection when the heat was on. It was a panic all day, but when I got home and lay down for an hour, it felt good. I can go on a natural nod, because I have nothing up here now but a clear conscience. The old hassle is gone. I can lie down, take it easy and be comfortable. The longer I stay clean, the better it gets for me. It's real groovy to

get up in the morning and not care whether it's foggy or the sun's shining, just so long as I'm clean. No cramps and no sweats now. I remember the times when I'd be afraid to go to sleep, because I had a "git up" there on the dresser; but if I took my "git up" I'd have nothing when I got up and then I'd be sick again.

I never thought I'd feel good being out here with the squares, but now I think sometimes I feel the same things they do. I don't have all those petty little things going through my mind now, like I did when I thought I was hip--so slick. The only one I was being hip and slick with was me. Everybody else could see right through me. I don't have a running nose anymore and no itchiness unless it's an allergy or something. I can go home now at night to clean sheets and blankets, say my little prayers and go to sleep. It's real good for me.

Yesterday was pay-day. I went out and bought myself a few presents--not Christmas shoplifting you know. Now, I can go through these stores without even a temptation to steal. This is my third Christmas on the bricks and I can't think of anything I've stolen since I've been out of the joint. I feel that I was basically honest from childhood. I stole to keep up my habit, to get my stuff, to keep my head on my chest, to keep my stomach from grinding and to keep my nose from running. That nose! It was always running whether I was sick or not.

My story is similar to many others. I hit one nuthouse when I was thirteen--I really don't remember much about it. That was on an O.D. of amphetamines, they thought I was a manic-depressive till I cleaned up off the pills, and then they figured I was just a neurotic.

It progressed though. I started to make the joints. I'm thirty now and there's twelve and a half years gone out of **my life like this**. Man, I sure don't want anymore of it. Since I've been out of the joint about three years I can't say I haven't had the temptation; I can't say I haven't had some obsession; I can't say I haven't had the passing thought of wanting to use, because I have at times. Now, however, it's like the passing thought of "There is a real nice car there. I'd like one like that," and then it's gone, and so is the thought. I notice that the times and the periods are getting farther apart when they happen.

I haven't had a driving obsession to get my head on my chest for over two years now, and this is really something. I now try to turn my will and my life over to the care of God as I understand Him. Sometimes I like to try to play God and run everything but it doesn't work that way. The longer I stay around and stay clean, the groovier it gets. The last time I came out, I was a scared, sniveling little snot, double hip, double slick, still walking that walk and talking that talk.

Now, I go back to the institutions every week I can make it. I went back to my home group a while back and it was greater than my birthday. You know those guys accepted me back and were glad to see me.

I gave a lot of them a hard time with the attitudes I used to have. At that time nothing was any good, everything was rotten, except dope. Sure, I had a craving for drugs, but at that time I was ready for anything that would get my feet off the ground. Now, however, I know that anything that would get my feet off the ground (that isn't an airplane) will head me for real trouble. I sincerely believe this. I don't know if I work the Twelve Steps to the best of my ability or not, but I do know I've been clean about three years by practicing them the best I can.

When things start buggin' me now, I know where most of the trouble lies: me. Now I find I have a greater tolerance for people and a lot more patience all around; this is a big change for me. Practicing the principles of this program the way I understand them, staying clean a day at a time, sharing experiences with other addicts who are new to the program, these things have changed my whole outlook on life. It's a good way to live.

I CAN'T DO ANY MORE TIME

I came to the Fellowship of Narcotics Anonymous as an addict, out of an institution for women. I came the first night I got out and it's been here that I've learned how to live, so that it hasn't been necessary for me to use any kind of drugs in my daily life. It has been here that I've learned a lot about myself, because we addicts are so very much alike. I've always seen another side of myself whenever problems and suggested solutions have been discussed at our meetings. I have learned, from those who are following the program of recovery to the best of their ability, how I can do the same if I am willing to make the effort. I have also learned from those who have made mistakes. I feel bad when I see that some leave this Fellowship to try the old way again, but I know that I don't have to do that if I don't want to. Also it has not been necessary for me to steal or to write any bad checks.

My addiction goes way back. I was drinking abusively, when I first started at sixteen, and I realize today that the reason for that was I was sick to begin with. I had this emotional illness and it was very deep. I don't think that if I hadn't been emotionally ill to begin with, that I would have gotten carried away with using. When it became noticeable that I was using alcohol more and more,

being in the nursing profession, I tried experimenting **with other drugs**. It grew and grew and became a horrible problem.

Although this is certainly a suicidal path in itself, when I was aware and in a lucid moment, I did realize I was hopelessly addicted. I did not know that there was any answer. There really wasn't at that time. I was in San Francisco, not knowing which way to turn, when I tried suicide and was unsuccessful. I was twenty-six years old at that time. I now think that if it had been possible for me I would have come to this program at that same age as a lot who are here today.

My pattern, however, continued. I **had lost not only my self-respect** but the respect and love of my family, my children, and my husband. I had lost my home and my profession. Somehow or other, I hadn't reached the point where I wanted to try this way of life or to try it all the way. I just had to go on and try in my own way. I **tried drugs again and** was finally committed to **another institution three times**. The last time I went there I just felt that I couldn't do any more time. I didn't immediately connect it with my addiction. I just couldn't do any more time. It wasn't the thought, "I can't use drugs," just, "I can't do any more time." I just felt completely hopeless and helpless and I didn't have any answers. All of my emotional and spiritual pride had gone.

I'm sure that when I was in the institution they doubted my sincerity in ever wanting to do anything about my problem. However, I did want to do something about it, and I know that this program doesn't work until we really do want it for ourselves. It's not for people who need it but for people who want it. I finally wanted it so bad I knocked on doors of psychiatrists, psychologists, chaplains and anywhere I could.

I think one of **my counselors, who just naturally** loves all people, gave me a lot of encouragement, for I thoroughly took my first three steps. I admitted I **was powerless over my addiction**, that my life was unmanageable. I had tried so many other things, so I decided to see if a Power greater than myself could restore my sanity. To the best of my ability I turned my life and my will over to the care of God as I understood Him, and I tried in my daily life to understand God.

I had read all kinds of metaphysical books. I agreed with them and thought they were great, but I never took any action on them. I never tried any faith in my daily living. It's amazing how after I had gotten just this far, I began to get a little honesty and could see myself as I was. I doubted that I could get honest, but I became aware of myself by looking outside myself at the addicts around me, by getting to know them and understand them, by being friendly with them.

I would like to give credit where credit is due, and I do believe that my daily attendance at **psychotherapy groups with very understanding** psychologists helped me become aware of myself so that I might do something about my problem; but when I came out, I thought, "Oh! can I make it outside?" So many times institutions took so many years out of my life that I wondered if I could **stay clean and do** ordinary things. I doubted whether I could go ahead with just normal living, but God has seen fit to see that I have been provided for in this last year and a half. I've been able to work regularly, I didn't have steady jobs at first, but there was never any long period in between them.

Although for a time I threw out the idea of going back to my profession, which is nursing, I have since reconsidered this and am now in the process of perhaps returning to full-time nursing. With the help of some very understanding people I have met, the future here looks very bright. In the meantime, I give myself to my job every day, as best I can, and have been doing it successfully, despite the fact that **when I left the institution** for the last time everyone thought I was unemployable.

To me this is a spiritual program and the maintenance and growth of a spiritual experience. Without the kind of help and the therapy of one addict talking to and helping another, I know that it wouldn't have been possible for me. **The obsession to use drugs has been completely removed** from me during this period, and I know that it's only by the grace of God, I now give my attention to my daily problems. It's amazing, having had a pattern of fear, anxiety, resentment and self-pity, how much of this too has been removed. No longer do these sway my life. I ask for help every morning and I count my blessings every night, and I'm real grateful that I don't have to go through the sickness that accompanies **the taking of drugs of any kind.**

I think one of the biggest things that helped me here was that this is a program of complete abstinence. I got over the idea that I had a "dual problem." I **don't have a problem with this drug or that drug, I have a living problem,** and this is all I need to think about today.

I got a lot of help from my sponsor when it seemed that everyone had let me down, both family and friends. I don't know what I would have done had it not been for the doors that she opened in her letters. She shared her experience, her strength and her hope with me, and it was very beneficial. She continues to be my very good friend. Here in N.A. I have found a family, friends, and a way of life. My own family has also been restored to me through working these steps, and

not through directly working on the problem. A lot of wonderful things have happened to me. I can't conceive of anything ever happening that would make me want to forget this way of life.

THE VICIOUS CYCLE

I am Gene and I am an addict. In writing this I hope that I can help other addicts like myself, who are trying to overcome their addiction by substituting one thing for another. That was my pattern. I started drinking, whenever possible, at the age of fourteen. With this I added weed so that I could feel at ease and be comfortable with my surroundings in the social activities in high school.

At seventeen, I started on heroin and quickly became addicted. After using heroin for one and a half years, I decided to **admit myself to an institution**. When they accepted my application, I got scared and joined the Army after kicking at home. I thought that being away from my environment I would be able to solve my problem.

Even here I found myself going AWOL to get more heroin. I was then shipped to Europe and thought that if I just drank, that would be the answer, but again I found nothing but trouble. Upon my release I came back home to the same environment. Again I was using heroin and **various other drugs**. This lasted about two years.

The rat race really began when I tried to clean up--cough syrup, bennies, fixes, etc. By now, I didn't know where one addiction left off and the other started. A year before I came to Narcotics Anonymous I found myself hopelessly addicted to cough syrup, drinking five or six four-ounce bottles a day. I needed help so I went to a doctor; he prescribed dexedrine and would give me a shot that made me feel good. I found myself going to him practically every day.

This continued for about eight months and I was very happy with my new found legal addiction. I was also getting codeine from a different doctor. I now became insanely afraid and began drinking too. This went on around the clock for a month and I ended up in a mental institution. After being released from the hospital, I thought I was free from narcotics and now I could drink socially. I soon found out I could not. It was then that I sought help from N.A.

Here I learned that my real problem did **not lie in the drugs that I had been using**, but in a distorted personality that had developed over the years of my using and even before that. In N.A. I was able to help myself with the help of others in the Fellowship. I find I am making progress in facing reality and I'm growing a

day at a time. I find new interests now that mean something, and realize that that was one of the things which I was looking for in drugs.

Sometimes I still find it difficult to face things, but I'm no longer alone and can always find someone to help me over the rough and confused spots. I have finally found people like myself who understand how I feel. I'm now able to help others to find what I have, if they really want it. I thank God, as I understand Him, for this way of life.

SOMETHING MEANINGFUL

I know now I am not the great leader or philosopher that I tried to make people believe I was. After fifteen years of trying to live this illusion, I now find that I am being accepted for just what I really am. All my life before this, I did things my way. If anyone else ever offered advice or suggestions, I rebuffed them with a closed mind without ever trying what they had to offer to see whether it would succeed or fail. It seems that though my way always failed, I had to use again, until repeated trips to jail began to convince me that something was wrong.

I reached the point of desperately wanting to do something with my life that would be meaningful. I had to try something else that would work. I had found N.A. several years previous to this decision, but then I was not ready to change. And although I closed the door on N.A. on many occasions, I have always been welcomed back every time.

Since I have become willing to do something about my life with the N.A. program, life has been fuller and more meaningful. I could not experience life before on a daily basis without drugs. I needed these just to face each day. I know I have to alter this pattern of thinking and living if I am to stay completely clean. This I am doing through the principles of our program.

Although I do not now desire or need drugs, I have to fill the void that's left with something worthwhile. I have found this in the Fellowship of N.A. I have to stick with the winners and go in the same direction that they go. As long as I follow the steps of the program, I know I can make it, too. Although I don't find the program easy, it is simple enough for a complicated person like me to follow.

I WAS DIFFERENT

My story may differ from the others you have heard. I was never arrested or hospitalized. I did, however, reach the point of utter despair which so many of us have experienced. It is not my track record that shows my addiction but rather my feelings and my life. **Addiction was my way of life--the only way of life I knew for many years.**

Thinking back, I must have taken one look at life and decided I didn't want any part of it. I came from a "good old-fashioned," upper-middle-class broken home. I can't remember a time when I haven't been strung out. As a small child, I found out I could ease the pain with food, and here my drug addiction began.

I became part of the pill mania of the 1950's. Even at this time I found it hard to take medication as directed. I figured that two pills would do twice as much good as one. I remember hoarding pills, stealing from my mother's prescriptions, having a hard time making the pills last until the next refill.

I continued to use in this way throughout my early years. When I was in high school and the drug craze hit, the transition between drugstore dope and street dope was a natural. I had already been using drugs on a daily basis for nearly ten years; these drugs had virtually stopped working. I was plagued with adolescent feelings of inadequacy and inferiority. The only answer I had was that if I took something I either was, felt or acted better.

The story of my street using is pretty normal. I used anything and everything available every day. It didn't matter what I took so long as I got high. Drugs seemed good to me in those years. I was a crusader; I was an observer; I was afraid; and I was alone. Sometimes I felt all-powerful and sometimes I prayed for the comfort of idiocy--if only I didn't have to think. I remember feeling different--not quite human--and I couldn't stand it. I stayed in my natural state...LOADED.

In 1966, I think, I got turned on to heroin. After that, like so many of us, nothing else would do the thing for me. At first I joy-popped occasionally, and then used only on weekends; but a year later I had a habit, and two years later I flunked out of college and started working where my connection worked. I used stuff and dealt, and ran for another year-and-a-half before I got "sick and tired of being sick and tired."

I found myself strung out and no longer able to function as a human being. During this last year of my using, I started looking for help. Nothing worked! Nothing helped!

Somewhere along the line I had gotten the telephone number of a man in N.A. Against my better judgment and without hope, I made what may well be the most important phone call of my life.

No one came to save me; I wasn't instantly cured. The man simply said that if I had a drug problem, I might benefit from the meetings. He gave me the address of a meeting for that night. It was too far to drive, and besides I was kicking. He also gave me the address of another meeting a couple of days later and closer to home. I promised him I'd go and have a look. When the night came, I was deathly afraid of getting busted, and afraid of the dope fiends I would find there. I knew I wasn't like the addict you read about in books or newspapers. Despite these fears I made my first meeting. I was dressed in a three piece black suit, black tie, and eighty-four hours off a two-and-a-half year run. I didn't want you to know what and who I was. I don't think I fooled anybody, I was screaming for help, and everybody knew it. I really don't remember much of that first meeting, but I must have heard something that brought me back. The first feeling I do remember on this program was the gnawing fear that because I'd never been busted or hospitalized for drugs, I might not qualify and might not be accepted.

I used twice during my first two weeks around the program, and finally gave up. I no longer cared whether or not I qualified, I didn't care if I was accepted, I didn't even care what the people thought of me. I was too tired to care.

I don't remember exactly when, but shortly after I gave up, I began to get some hope that this program might work for me. I started to imitate some of the things the winners were doing. I got caught up in N.A. I felt good, it was great to be clean for the first time in years.

After I'd been around for about six months, the novelty of being clean wore off, and I fell off that rosy cloud I'd been riding. It got hard. Somehow I survived that first dose of reality. I think the only things I had going for me then were the desire to stay clean, no matter what; faith that things would work out okay so long as I didn't use; and people who were willing to help when I asked for help. Since then, it's been an uphill fight; I've had to work to stay clean. I've found it necessary to go to many meetings, to work with newcomers, to participate in N.A., to get involved. I've had to work the Twelve Steps the best I could, and I've had to learn to live.

Today, my life is much simpler. I have a job I like, I'm comfortable in my marriage, I have real friends, and I'm active in N.A. This type of life seems to suit me fine. I used to spend my time looking for the magic--those people, places, and things, which would make my life ideal. I no longer have time for magic. I'm too busy learning how to live. It's a long slow process. Sometimes I think I'm going crazy. Sometimes I think "What's the use." Sometimes I back myself into that corner of self-obsession and think there's no way out. Sometimes I think I can't stand life's problems anymore, but then this program provides an answer and the bad times pass.

Most of the time life's pretty good. And sometimes life is great, greater than I can ever remember. I learned to like myself and found friendship. I came to know myself a little bit and found understanding. I found a little faith, and from it, freedom. And I found service and learned that this provides the fulfillment I need for happiness.

FEARFUL MOTHER

I thought an addict was a person who was using hard drugs, someone who was on the streets or in jail. My pattern was different--I got my drugs from a doctor or friends. I knew something was wrong yet I tried to do right--at work, in my marriage and in raising my children. I really tried hard. I would be doing well and then I'd fail. It went on like this and each time it seemed like forever; it seemed like nothing would ever change. I wanted to be a good mother. I wanted to be a good wife. I wanted to be involved in society yet never felt a part of it.

I went through years of telling my children "I'm sorry but this time it will be different." I went from one doctor to another asking for help. I went for counseling feeling everything will be all right now, but the inside was still saying, "What is wrong?" I was changing jobs, changing doctors, changing drugs, trying different books, religions and hair colors. I moved from one area to another, changed friends and moved furniture. I went on vacations and also remained hidden in my home--so many things through the years--constantly feeling, I'm wrong, I'm different, I'm a failure.

When I had my first child I liked it when they knocked me out; I liked the feeling of the drugs they gave me. It was a feeling that whatever is going on around me, I don't know and I don't care, really. Through the years the tranquilizers gave me the feelings that nothing is really that important. Toward

the end, things became so mixed up I was not sure what was and what was not important. I was shaking inside and out. **Drugs would not help.**

I was still trying, but very little. I had quit work and was trying to go back but I couldn't. I would be on the couch afraid of everything. I was 103 pounds and had sores on my lips and in my nose. I had diabetes and shook so that I had a hard time putting a spoon to my mouth. I felt I was out to kill myself and people around me were out to hurt me. Physically and mentally I had a breakdown. I had just become a grandmother and I could not even communicate with a small child. I was almost a vegetable. I wanted to be a part of living but did not know how. Part of me said I'd be better off dead and part of me said there has to be a better way of living.

When I started on the program of N.A., there were a lot of people who suggested just everyday things for me to do, like eating, taking a bath, getting dressed, going for a walk, going to meetings. They told me, "Don't be afraid, we have all gone through this." I went to a lot of meetings through the years. One thing has stuck with me, one thing they said from the beginning, "Betty, you can stop running and you can be whatever you want to be and do whatever you want to do."

Since being on the program I have listened and watched many people and have seen them go through many ups and downs. I have used the teachings I felt were best for me. My work area has had to change and I have been going to school. I have had to relearn all the way back to the grammar school level. It has been slow for me but very rewarding.

I also decided that I need to know me better before I can have a meaningful relationship with a man. I am learning to communicate with my daughters. I am trying many things which I wanted to do for years. I am able to remember many things that I had pushed out of my mind. I have found that Betty is not that big pile of nothing but is someone and something that I never really stopped to look at or listen to. April 1 will be my fifth N.A. birthday. How's that for April Fool's day!

FAT ADDICT

I am an addict. I used at least fifty different types of drugs on an ongoing basis for a period of eighteen years. I didn't know it when I started using, but I used drugs only for one reason--because I didn't like the way I felt. I wanted to

feel better. I spent eighteen years trying to feel different. I couldn't face the everyday realities of life. Being a fat kid, fat all my life, I felt rejected.

I was born in Arizona in 1935 and I moved to California in the early 1940's. My family moved around from state to state and my father was married several times. **He was a binge drinker**; either he was in a state of self-righteousness or a state of complete degradation. This is one of the many reasons we moved so often.

As I moved from school to school, I would relate various experiences that I had and I would talk about my various stepmothers. For some reason, I was thought to be a liar. It seemed the only company that accepted me, no matter where I went, was the so-called lower level people, and I never felt I was a lower level person. It made me feel like I had some self-worth by being able to look down on them.

My family life was confused and painful, but a lot of sound moral values were passed on to me in my upbringing. I always made the attempt to stay employed. As a matter of fact, on most occasions I managed to be self-employed in some type of business. I was even able to maintain some civic status by belonging to fraternal organizations.

I was 5'5" tall, and weighed 282 pounds. I ate compulsively to try and handle my feelings and emotions and to make me feel better. As a matter of fact, this is how I originally got into using heavy drugs. I wanted to lose weight so desperately that I became willing to use heroin. I thought I would be smart enough not to get hooked, that I could use and lose my appetite, feel good and outsmart the game. I bounced around the country and ended up in penitentiaries and jails. This was the beginning of the end; not only was I a compulsive overeater and remained fat, but I was also addicted to the drugs I was using.

Somebody told me about the Fellowship of Narcotics Anonymous when I was in the complete stage of degradation and desperation. Having no place to go, I walked into this Fellowship feeling as low as a person can feel, like there was no way out. I was completely and totally morally bankrupt. I knew nothing about spiritual values. I knew nothing about living. Life ultimately was nothing but pain on a daily basis. **All I knew was to put something in me--food or drugs--or to abuse sex to feel good, which just didn't do it for me anymore.** I just couldn't get enough of anything.

When I came to this program, I found something that I had never experienced before--total acceptance for who and what I was. I was invited to keep coming back to a Fellowship that told me there were no fees or dues--that I

had already paid my dues via my past life--and that if I kept coming back, I would find total freedom and a new way of life.

Today, many years later, I find that I am free from addiction and compulsive overeating, and I have status in the community. I have a nice home and family, an executive position, and most of all I have a personal relationship with my God, which has made all these things possible. I am able to feel good, to feel joyful and blissful, to feel serenity, even when things are not as good as they might be.

There is no question about it, I owe my life to the Narcotics Anonymous Fellowship and God. I can only extend my hope that if you too are suffering as I once was, you will practice the principles of Narcotics Anonymous, and find freedom from pain and a meaningful, prosperous life.