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Outreach Input

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DRAFT

Procedural Handbook

## **The Twelve Steps of Narcotics Anonymous.**

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

12 Steps	
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## Introduction

Thank you for your interest in Narcotics Anonymous. This booklet has been designed to introduce you to some of the aspects of the program and fellowship of Narcotics Anonymous as well as to provide an aid to beginning and maintaining a Narcotics Anonymous meeting in a long-term facility.

Narcotics Anonymous is a world-wide fellowship of men and women for whom drugs have become a major problem. N.A. is a program of recovery for anyone who has the desire to stop using drugs. We in N.A. know it did not matter what drugs we used or how much. What mattered is what happened when we used. Narcotics Anonymous is a program of complete abstinence from all drugs. By following the program of recovery offered in Narcotics Anonymous, we have found a new way of life and become responsible, productive members of the society in which we live.

The program of Narcotics Anonymous is the Twelve Steps, the Twelve Traditions, and the Twelve Concepts. Spiritual in nature, they are a set of principles written so simply that we can follow them in our daily lives. Our Twelve Steps detail our program for personal recovery. Our Twelve Traditions relate experience that can help N.A. groups maintain their unity. And our Twelve Concepts are guiding principles for our service structure.

Narcotics Anonymous is not related to any other organizations, including other Twelve-Step fellowships, programs, treatment or correctional facilities. We employ no professional counselors or therapists. N.A. is a non-profit fellowship and our membership is free. The only requirement for membership is the desire to stop using; you are a member when you say you are, and membership in Narcotics Anonymous is unconditional.

It is our hope that this booklet will prove to be a simple, easy guide to your efforts in establishing an N.A. meeting in your facility. Section I, *"The Basics of an N.A. Meeting,"* describes membership in N.A., how to set up an N.A. meeting and other information about maintaining your meeting. Section II, *"The Group and Its Trusted Servants,"* is designed for the N.A. meetings that have become established groups. Section III, *"The N.A. Service Structure,"* gives an overview of Narcotics Anonymous lines of communications, and defines the various levels of the

fellowship's service structure. Section IV, "Other Important Information and Resource Section," covers other issues such as questions and suggestions, services N.A. does not provide and many other issues that may be helpful to you.

The appendix includes a glossary of N.A. terminology as well as a brief description of recovery and service-related literature.

We welcome you into Narcotics Anonymous, a worldwide fellowship. We are millions of recovering addicts who have found a vision of hope and a promise of freedom from active addiction. You are not alone. Just for today, you never have to use again.

#### *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.*

(From I.P. #8, Just for Today)

Section I  
"The Basics of an N.A. Meeting"  
Membership in Narcotics Anonymous

Membership in Narcotics Anonymous is a personal decision reached by each individual. The only requirement for membership is the desire to stop using drugs. Anyone may join us regardless of age, race, sexual identity, creed, religion or lack of religion. You are a member of the fellowship when you say you are.

Narcotics Anonymous has no dues or fees. Each recovering addict has paid the price of membership through the pain of active addiction. Our message is that any addict can stop using drugs, lose the desire to use, and find a new way of life. Our message is one of hope and the promise of freedom from active addiction.

Most of us had no idea what to expect living without the use of drugs. It is in N.A. meetings that many of us first heard the message of recovery, found acceptance and support from other members and learned practical information to help us stay clean.

WHAT IS AN N.A. MEETING?

A Narcotics Anonymous meeting is any two or more recovering addicts who meet together for the purpose of recovery from the disease of addiction. All Narcotics Anonymous meetings are bound by the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts of N.A. Our meetings are conducted by addicts, for addicts. N.A. is a personal and spiritual program; therefore, our personal recovery experiences, N.A. principles, and N.A. general information are the topics of our meetings.

The primary purpose of an N.A. meeting is to provide experience, strength and hope for its members and carry the message of recovery to the addict who still suffers. The meeting provides each member with the opportunity to share and to hear the experience of other addicts who are learning to live a better way without the use of drugs. The meeting, in essence, is a vehicle by which our message is carried. It provides a setting in which a newcomer can identify with recovering addicts and can find an atmosphere of recovery.

### GUIDELINES WHEN REQUESTING A MEETING PLACE/TIME

Some ideas to keep in mind when requesting space to hold an N.A. meeting are:

- 1) The meeting place should be accessible to the most number of people as possible. Keep in mind that providing an atmosphere of recovery is desired, such as room size and as few distractions as possible.

**NOTE:** It is not recommended that N.A. group meetings be held in an individual's living quarters.

- 2) Ramps, wide doors, elevators and bathroom facilities may be required for some members who are physically challenged.
- 3) Generally, N.A. meetings are held in the evening after meals; this allows more people to attend.

\* See Resource Section for a sample letter requesting time and meeting space.

### SETTING UP YOUR FIRST N.A. MEETING

Once the meeting space and time have been approved, early arrival will allow time to set up chairs in a circle and set out the N.A. literature. Setting up chairs, setting out literature, and cleaning up after the meeting--these are simple things that N.A. groups do to host their meetings. But if one person had to do them all, these simple things would quickly become overwhelming. By dividing the work, the group ensures that the group as a whole is self-supporting and that the group's burdens don't settle unevenly on the shoulders of just one or two individuals. The spiritual principle of one addict helping another to fulfill our primary purpose is evident in our service to others.

### FORMAT FOR AN N.A. MEETING

Narcotics Anonymous meetings follow a consistent format and often center around a topic of recovery called open discussion meetings. Other N.A. meetings might include a literature discussion, speaker meeting, or the Twelve Steps/Twelve Traditions/Twelve Concepts study. Only Narcotics Anonymous conference-approved literature and tapes are used in N.A. meetings. This is to ensure a clear, consistent and focused message of recovery. Meetings usually last about an hour, and it is important to start and end them on time.



## MEETING FORMAT

Chairperson: *Welcome members to the meeting and introduce yourself.*

"Hello, my name is \_\_\_\_\_, and I am an addict. Welcome to this meeting of the \_\_\_\_\_ Group of Narcotics Anonymous. I'd like to open this meeting with a moment of silence (15 to 20 seconds) for the addict who still suffers, followed by the Serenity Prayer.

"We like to extend a special welcome to newcomers. Is there anyone attending their first N.A. meeting? Would you like to introduce yourself? Is there anyone attending this meeting for the first time?

"For the protection of the members of this group, who you see here and what you hear in this meeting, stays in this meeting.

"For the protection of our group as well as the meeting facility, we ask that no drugs, paraphernalia or weapons be on your person at the meeting.

"It costs you nothing to belong to Narcotics Anonymous. You are a member when you say you are."

Chairperson: *Select people before the meeting to read one or more of the following short pieces. These readings can be found in our Little White Booklet, the Basic Text, I.P. #1 or the group reading cards.*

- a) Who Is An Addict?
- b) What Is The N.A. Program?
- c) Why Are We Here?
- d) How It Works
- e) The Twelve Traditions

Groups use a variety of formats to enhance the atmosphere of recovery in their meetings. Some examples are speaker meetings, open discussion, literature and step study. Please see Pages 5-6 for a description of these types of meetings.

Chairperson: *About ten minutes before the meeting is scheduled to close,*

*announce:* "That's all the time we have. I'd like to thank you for attending." *Begin passing the basket around (if applicable), announcing:* "The basket being passed around is one way of practicing our Seventh Tradition, which says, 'Every N.A. group ought to be fully self-supporting, declining outside contributions.' The money our members

contribute goes to purchase N.A. literature, coffee and helps fulfill our primary purpose of carrying the message to the addict who still suffers."

*If this is an 'open' meeting: "I'd like once again to thank our non-addict guests for the interest they've shown in Narcotics Anonymous. Because of N.A.'s tradition of self-support, this group asks that you not contribute any money when the basket passes your way."*

*\* For more discussion on open and closed N.A. meeting places, please see Page 6.*

Chairperson: *Will make any N.A. related announcements such as next meeting, up and coming N.A. activities, and any other issues pertaining to the group.*

Chairperson: *Makes the following announcement:*

"N.A.'s Eleventh Tradition reads, '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.' We ask everyone attending to respect our members' anonymity by not using anyone's name, or any personal details when describing this meeting to others.

"The spiritual principle of anonymity makes us all equal as members of the group. N.A.'s Twelfth Tradition reads, 'Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.'"

Chairperson: "Again, thank you all for coming. May we all close with a group circle and closing prayer. (Some suggestions for a closing prayer are *The Third Step Prayer* or *The Serenity Prayer*.)

*Serenity Prayer*

*"God, grant us the serenity to accept the things we cannot change, the courage to change the things we can, and wisdom to know the difference."*

*Third Step Prayer*

*"Take my will and my life. Guide me in my recovery. Show me how to live."*

NOTE: Some groups also use *Just for Today* prior to the closing prayer.

Chairperson: N.A. group members share responsibilities such as cleaning up the room afterwards. We try to leave the room better than we found it. This helps protect the atmosphere of recovery and the reputation of Narcotics Anonymous.

If the facility permits, some groups announce a member's clean time anniversary/birthday by the chairperson asking, "Is anyone celebrating his/her clean time anniversary/birthday of one year or more ?" at the first part of the meeting. If so, please see Section IV, N.A. Anniversaries/Birthdays, page 19 for an explanation.

#### DIFFERENT FORMATS FOR N.A. MEETINGS

##### Speaker Meeting

A speaker meeting usually includes the personal sharing of recovery experience, strength and hope by one or two N.A. members who relate how the N.A. program brought about recovery by sharing feelings, self-image, turning points, new awareness and gratitude for a new way of life.

##### Open Discussion Meeting

Topics should be chosen carefully with the Twelve Steps, Twelve Traditions and Twelve Concepts in mind. There is a multitude of topics that relate to our personal recovery in N.A. It is important to remember that recovery from addiction is our purpose for attending meetings and choose topics accordingly. The following list is only a beginning point. Many other recovery-based topics come to mind as the group develops and meets the needs of its members.

1. Any I.P or selection from the Basic Text
2. H.O.W. (honesty, open-mindedness and willingness)
3. Just for Today
4. Acceptance
5. The Basics (Don't use, meetings, phone numbers, literature, sponsor and the Steps)
6. HALTS (Don't get too Hungry, Angry, Lonely, Tired, or Serious)
7. Responsible for our own recovery
8. Freedom from active addiction
9. Identify rather than compare
10. Spiritual not religious program
11. Going to any length to stay clean
12. Transition from the facility to the Fellowship  
(if applicable)
13. Tools of the Fellowship
14. Letting go
15. Feelings
16. Anonymity

## Literature Discussion

For a literature discussion meeting, parts of the Basic Text or other conference-approved literature are read and discussed. This format may include study of the Twelve Steps, Twelve Traditions and the Twelve Concepts. Passing the literature around and allowing everyone a chance to read can be an easy way for everyone to get involved. If you follow that format, be sure to include a statement such as "Feel free to pass the literature along if you'd rather not read." Not everyone is willing or able to read aloud.

Serial Publications: "Reaching Out" and "The N.A. Way" are not conference approved and should not be used during meetings, but may be displayed on the literature table. Writing to these publications is a wonderful way to share recovery experiences, strength and hopes with other members of the fellowship.

## N.A. LITERATURE AND TAPES

Only Narcotics Anonymous conference-approved literature and tapes are used in N.A. meetings. This is to ensure a clear, consistent and focused message of recovery. Please do not copy or duplicate N.A. literature. A literature order form is provided in the Resource Section.

## WHAT IS THE DIFFERENCE BETWEEN A "CLOSED" AND AN "OPEN" MEETING?

"Closed" N.A. meetings are only for drug addicts or those who think they might have a drug problem. Closed meetings provide an atmosphere in which recovering addicts can feel more certain that those attending will be able to identify with them. The chairperson often reads a statement at the beginning of a closed meeting, explaining why the meeting is closed and offering to direct non-addicts who may be attending to an open meeting.

"Open" N.A. meetings are just that--open to anyone who wants to attend. Some groups have open meetings once a month to allow non-addict friends and relatives of N.A. members to celebrate recovery anniversaries/ birthdays with them. It should be made clear during the meeting that N.A. groups do not accept monetary contributions from non-addicts.

## OUR RELATIONSHIP WITH THE FACILITY

Communications with the administration will be an important factor in maintaining a good relationship with the facility. It is important to exchange information with the facility at all stages of planning and on an ongoing basis. Although the staff's designated contact person may be on the administrative level, week-to-week interaction will most likely be with the other staff. A positive relationship with these staff members will make it much easier to deal with any difficulties that may come up. Often a staff member may be expected to attend the meeting. Their role should be as observers. This also applies if the staff member is a member of N.A. This will help ensure that our relationship is one of cooperation and not affiliation.

Our Sixth Tradition states that "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." Our primary purpose is solely to carry the message of recovery to the addict who still suffers.

The principles by which we recover become diluted when we do not uphold the Twelve Traditions. Narcotics Anonymous does not keep attendance records or case histories, nor do we monitor and report on residents' behavior. This is the responsibility of the staff. N.A. does not engage in drug education or provide domestic counseling, or provide letters of referral or recommendations to parole boards, attorneys or court officials. Nor do our members participate on social councils or grievance committees under the name of Narcotics Anonymous. It has been our experience that adherence to the simple principles of Narcotics Anonymous has proved invaluable in avoiding controversy and misunderstanding and has enabled many people to find a simple recovery program that works in their lives.

## SECTION II

### THE GROUP AND ITS TRUSTED SERVANTS

An N.A. group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps, the Twelve Traditions and the Twelve Concepts (has no outside affiliations and receives no outside financial support). To help communications and unity, and to better serve N.A. as a whole, groups should register with the World Service Office of Narcotics Anonymous.

The primary purpose of an N.A. group is to carry the message of recovery to the addict who still suffers. It also provides to all members the chance to express themselves and to hear the recovery experiences of other members who are learning how to live a better life drug free.

Groups hold two basic types of meetings: those which are open to anyone who wishes to attend and closed meetings are for addicts only). Meetings vary widely in format from group to group. Some are participation meetings, some speaker, some topic discussion, and some have a combination of these formats.

Despite the type of format a group uses in its meetings, the function of a group is always the same: to provide a suitable and reliable environment for personal recovery and to promote such recovery.

A group has proven to be the most successful vehicle for Twelfth Step work. After sharing one's personal recovery experience, strength and hope, the most valuable thing a member can do is to bring prospective new members (addicts) to a group meeting. In this way, a group meeting becomes a place where newcomers know they can come for help. Often the first thing that can open the doors of recovery for addicts is the recognition of themselves in others. A group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts, rather than just one or two share their N.A. recovery experience.

The group is the level at which we first find some of the day-to-day business of N.A. being taken care of. There may be literature to buy and distribute, coffee to be provided, a meeting place to be kept clean, a time schedule to follow, announcements to be made and other things to be

done for the maintenance of a group. A group should stay in contact with their ASC/RSC, so it may become informed about resources, get new literature, and find out what is going on throughout the fellowship. It is at a group level that the principle of the trusted servant comes into being: "Our leaders are but trusted servants, they do not govern." The trusted servants of a group are elected by a majority vote of the group conscience. They are a) the secretary, b) the treasurer, and c) the group service representative and GSR-ALT.<sup>1</sup>

There are a couple of things to consider when looking for a trusted servant. One is maturity in recovery and working knowledge of the Twelve Steps. When those new in recovery are elected to a position, they may find themselves deprived of time and energy they need for their early recovery. Group members with a year or two clean are probably already well established in their personal recovery. They are also more likely than new members to be familiar with N.A.'s Twelve Traditions and Twelve Concepts as well as group procedures.

A second thing to consider is consistent participation in the group. Do they attend meetings regularly? Do they take an active part in the group's business meetings? Those who have demonstrated their commitment to the group by showing up every week will probably make better trusted servants than those who only attend less often.

When a vacancy occurs in a group position, the group holds a business meeting to consider how to fill it. In keeping with the principle of electing trusted servants through the group's conscience, most N.A. groups use a simple nomination and election procedure in selecting new trusted servants. Keep in mind that the group's trusted servants are directly responsible to the group.

#### Group Secretary

A secretary is responsible for the day-to-day functions of a group. It is his or her responsibility to assure that the group meeting takes place when and where it is supposed to and ensures that the meeting begins and ends on time. The secretary may select a chairperson for each meeting,

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1. See Section III, The N.A. Service Structure (pages 14-17) for more details on Area Service Committee/Regional Service Committee

makes sure the coffee is ready, arranges for group business meetings, arranges for the celebration of N.A. anniversaries/birthdays, makes sure that the meeting hall is left in proper order, and answers all correspondence. This job is important because the services performed by the secretary help provide an atmosphere of recovery.

### Group Treasurer

A treasurer of an N.A. group is responsible for the funds which come into a group from the collection, and for the handling and distribution of these funds. The money collected in our meetings should be carefully budgeted. There are numerous expenses necessary for running a group. The treasurer distributes money to purchase literature, provide coffee, buy supplies, and cover the cost of any miscellaneous expenses a group may incur. He or she keeps an accurate record of all the group's financial transactions. In order to maintain our fellowship and freedom, monies which come from a group's collections and members' contributions must always be used to further our primary purpose. A group must first support itself.

After paying its bills, any remaining funds should be placed in a group bank account, accumulating a reserve adequate to run a group for one month. After this "prudent reserve" has been established, excess funds should be directed to the area service committee. In cases where there is no access to an ASC, send this balance to your regional service committee (RSC). If no access to an RSC exists, send this balance to the WSC Treasurer, care of the World Service Office (see N.A. service structure). One of the biggest problems we have faced has been the misuse of a group's money. Holding on to excess funds often causes disunity within the group. This abuse severely limits what the N.A. Fellowship can offer to recovering addicts. A treasurer has an important responsibility, and much thought should be given to selecting a member to perform this function (also see the *Treasurer's Handbook*).

As a general guide we have found that the treasurer and secretary are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness and desire to serve;
2. We suggest a minimum of one (1) year continuous abstinence from all drugs;



3. Knowledge of the Twelve Steps and the Twelve Traditions;
4. Active participation in the group they are to serve.

#### Group Service Representative (GSR)

The group service representative is the vital link between the group and the rest of the fellowship.

#### Group Service Representative Alternate

Assists the GSR.

#### Chairperson for the N.A. Meetings

The chairperson should have recovery experience, strength and hope to share from regular attendance at Narcotics Anonymous meetings. This person is responsible for keeping the discussion moving smoothly and following the group format. The chairperson should remember that it is everybody's meeting and not comment after each person shares and discourage other members from doing so.

The person chairing the meeting is responsible for establishing an atmosphere of recovery. In N.A. it does not matter what drugs we used or how much; what matters is what happened to us when we used. Although sharing some problems is necessary for identification, sharing solutions is necessary for recovery. It should always be in the chairperson's mind that we are here for the specific purpose of staying clean and helping other addicts to find recovery from addiction.

Most groups rotate the chairperson every month. This allows other N.A. members of the group a chance to chair the meeting.

Generally, a minimum of three months continuous abstinence from all drugs is suggested for the chairperson.

In some facilities the staff may require that the person chairing the first few meetings be a counselor or social worker. It is recommended that N.A. meetings be chaired by N.A. members as soon as possible. Please see "Our Relationship with the Facility" on page 7 for further information.

## Rotation and Continuity of Trusted Servants

Rotation is the practice many groups have of electing new people to service positions at set intervals rather than having the same person serve in the same position time after time. Rotation offers very definite benefits for the groups who practice it. By providing diversity in leadership, it helps a group to stay fresh and energetic. It provides assurance that no one individual exercises so much influence that the group becomes a mere extension of his or her personality. The practice of rotation also reinforces the N.A. emphasis on service rather than the servant, consistent with our belief in the value of spiritual anonymity--what's important is the job being done, not the particular person doing it.

Occasionally some groups allow their members to serve more than one term of a given position so that the group can take advantage of its trusted servants' experience. When group officers have completed their terms, rotation allows them to step aside for a time or accept responsibilities elsewhere in the N.A. service structure, giving other members the chance to serve the group.

The impact of rotation on the stability of the group is balanced by the continuing presence of its long-term group members. Those who have served in the past as group officers and continue to maintain an active role in the life of the group can provide experience, strength and hope to a growing group's discussions. They can also lend a hand to new officers and temporarily pitch in to relieve overloaded trusted servants.

## CONDUCTING A GROUP BUSINESS MEETING

The purpose of the group business meeting is fairly self-explanatory: to conduct the business of the group in such a way that the group remains effective in carrying the recovery message.

Some of the questions a typical group business meeting addresses are:

- ° Is the group effective in carrying the N.A. message?
- ° Are newcomers being made welcome?
- ° Do solutions for problems at recent meetings need to be sought?
- ° Is the meeting format providing sufficient direction?
- ° Is attendance steady or growing?
- ° Are there good relations between the group and the facility in which the meeting is held?
- ° Are the group's funds being used wisely?
- ° Are literature and coffee supplies holding up?
- ° Is there a service vacancy in the group?
- ° Would a change in the format strengthen the recovery atmosphere?
- ° What can we do to make meetings more accessible to more addicts?
- ° Is our group following the Twelve Traditions and Twelve Concepts of Narcotics Anonymous?

Narcotics Anonymous is a spiritual program. A group's business meeting should be no less spiritual. We need to develop a group conscience during these meetings. Group conscience is the means by which we collectively invite the ongoing guidance of a Higher Power in our service-related decisions. When addicts whose individual conscience has been awakened, in the course of working the steps, come together to consider service-related questions either in their N.A. group or in any service committee meeting, they are prepared to take a part in the development of a group conscience.

We often use the vote as a rough tool for translating that spiritual guidance into clear decisive terms. Often after following thoughtful attentive discussion, no vote is needed, the group consensus becomes perfectly apparent. This is the spiritual premise of our Sixth Concept for

N.A. service. We need to be ever attentive to it in making service-related decisions.

#### SAMPLE GROUP BUSINESS MEETING AGENDA

Most N.A. groups' business meetings run much more smoothly when a meeting agenda has been planned out ahead of time. The following is a suggested sample.

No two groups are the same. Our experience shows that this format can work well for most. This will help the group do those other things it needs to do in an organized manner.

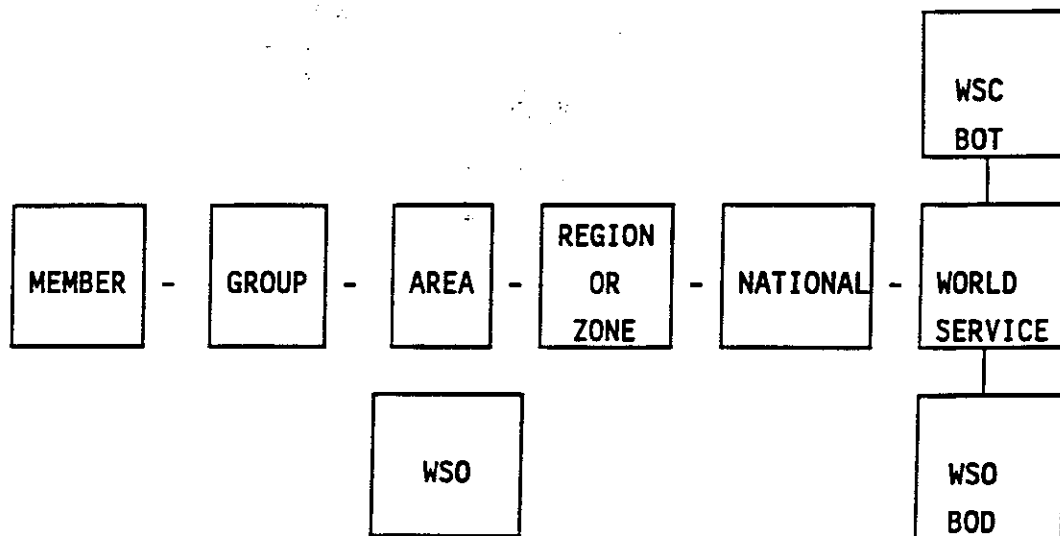
1. Opening prayer
2. Read the Twelve Traditions/Twelve Concepts
3. Minutes from last meeting read
4. Treasurer's report
5. Group Service Representative report
6. Old business
7. New business
8. Elections (if applicable)
9. Announcements
10. Closing prayer

## SECTION III

### THE N.A. SERVICE STRUCTURE

#### "Our Main Lines of Communication"

Once your group has been registered with the World Service Office (form and address on page 30), your group may wish to participate in mailings, questionnaires and the decision-making processes of Narcotics Anonymous. As we are a vast worldwide fellowship, our lines of communication are kept simple and basic with our common welfare as the main link that bonds us together. The following is a diagram that illustrates this process along with a brief descriptions of their various functions.



#### Member

The front line, so to speak, of N.A. service is an individual N.A. member. The services that each of us provides are the most important in N.A. It is a member who carries our message of recovery and works with others. Without an active membership there would be no need for the rest of this service structure. There would be no N.A.

The benefits of membership are clear to us all: a drug-free life, the chance to grow, friendship, and freedom from active addiction. However, membership is not without responsibility. It is the responsibility of all members to maintain their personal recovery. One of the joys of membership in N.A. is being able to share freely our recovery experience,

strength and hope with an addict who still suffers, and work to ensure that what was freely given to us remains available to the newcomer and older members alike.

The gathering together of two or more recovering addicts for the purpose of learning how to live a drug-free life by practicing the principles of N.A. constitutes an N.A. meeting. When such a meeting is held regularly, it can become a group.

Group - Please refer to the discussion on N.A. groups, Section II.

Group Service Representative (GSR) is responsible for the following:

- Serving as a liaison between the group and the area
- Sending reports to the area service committee (ASC) regularly (either in person or by mail)
- Sharing responsibilities with the GSR-Alternate
- Keeping the group accurately registered with the World Service Office
- Consistent participation in group
- Knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of N.A. Service

The most important facet of this position is to be the communicator for the group. The group service representative is the vital link between the group and the rest of the Fellowship. The GSR is the formal line of communication whose purpose it is to represent the group's conscience in matters affecting other groups or N.A. as a whole. This duty requires the representative to provide information to the group about developments in the worldwide N.A. Fellowship and to share with the area any activities, strengths or problems of the group. It is important that the GSR maintain the chain of N.A. communications.

Group Service Representative-Alternate (GSR-Alternate)

The position of GSR-Alternate parallels that of GSR except that it is a two-year commitment with the first year spent in training and the second year as GSR. The GSR-Alternate also acts as GSR in the absence of the GSR.

### Group Service Representative - Area Service Committee Participation

Group service representatives link their groups with the rest of the N.A. service structure. The actual connection may be accomplished in several ways. Some examples are:

1. Your elected GSR may be able to attend the ASC through various means according to facility rules.
2. If actual attendance is not always possible, communications can be accomplished through the mail. This can include group concerns, group activities, and group conscience votes, as well as the group's participation in other areas of the service structure.
3. If members from the outside N.A. Fellowship become regular participants of your meeting, one of these may become, if the group wishes, your GSR and attend the ASC as the group representative.
4. In some cases the ASC may ask to hold the meeting in your facility (if possible).

### Brief Description of an Area

An area is a collection of groups joined together to further the primary purpose of the member groups and N.A. as a whole. This is done by all of the groups working together and taking action according to the conscience of those groups. Many groups are able to accomplish what a single group might find difficult to do on its own.

An area service committee meets regularly and one of its most important functions is to communicate with each group through the minutes of each ASC meeting.

### Brief Description of a Region

A regional service committee (RSC) is a committee made up of the ASRs (see glossary for description) from all the areas within a designated zone. This service committee is designed to provide service to its member areas. An ASC and an RSC are similar in nature and purpose but their respective functions are slightly different. While an ASC serves the specific needs of the groups, an RSC serves the common needs of the areas.

The primary function of an RSC is to unify the areas within its region. Another function is to carry the N.A. message of recovery through an ever widening circle of resources, i.e., individual members make up a group, individual groups make up an area, individual areas make up a

region--working together to fulfill our primary purpose of carrying the message of recovery to the addict who still suffers.

#### National

The National Assembly is a gathering of regions and disassociated groups gathered together to bridge the gap between regional and world services.

#### World Service Conference (WSC)

The purpose of the WSC is to be supportive of the fellowship and to define and take action according to the group conscience of N.A. Each year the WSC addresses the fellowship concerns in the World Service Conference Agenda Report. This gives individual members the opportunity to address specific issues pertaining to the fellowship of Narcotics Anonymous as a whole.

#### World Service Board of Trustees (BOT)

The World Service Board of Trustees' purpose is to serve the fellowship. Frequently the board has been called upon to assist in the resolution of important issues facing the fellowship. The board assists the World Service Conference in defining the priorities and focus of conference committees.

#### World Service Office Board of Directors (BOD)

The twelve directors of the World Service Office are responsible for the direct management of the World Service Office. The Board of Directors is elected by the World Service Conference.

#### World Service Office (WSO)

The purpose of the WSO is to carry out the directives of the World Service Conference in matters that relate to communication and information for the fellowship of N.A., its services, groups, and members. They serve as a clearing house for information and resources vital to the individual member as well as the entire fellowship. The World Service Office also sells N.A. literature.



## SECTION IV

### "OTHER IMPORTANT INFORMATION AND RESOURCE SECTION"

This final section discusses other issues important to your group, such as N.A. anniversaries/birthdays, some questions and suggestions for your group, sample letters and a poster (designed to be photocopied) announcing meeting time and place. Also included here are suggestions for helping to carry the message of recovery to addicts with additional needs, a glossary of N.A. terms, as well as a list of service materials and a group registration form and many other issues.

#### Narcotics Anonymous Anniversaries/Birthdays

N.A. clean time anniversaries (some groups call birthdays) are a yearly celebration of a member's complete abstinence from all drugs. Whether it is called a member's anniversary or birthday, it is a joyful marking of a member's personal recovery and a demonstration that the program of Narcotics Anonymous works. These occasions provide an opportunity for the expression of gratitude, strength and hope that is encouraging to newcomers as well as older members.

Some groups enjoy celebrating the anniversary of their first N.A. meeting. These anniversaries demonstrate the stability of the group, promote unity among members and enable all members to celebrate recovery. For this occasion, some groups choose to hold an open meeting with Narcotics Anonymous speakers and invite others to share in their new way of life drug free.

#### Chips and Key Tags or Records

Commemorative chips and key tags are not appropriate in institutional meetings for a variety of reasons; more importantly, we do not compromise a member's anonymity due to a loss of continuous clean time. This also applies to groups keeping any records of N.A. members' names, clean-time dates or attendance at meetings.

## Sponsorship

A sponsor is another recovering addict in the program of Narcotics Anonymous; someone we can trust to share our life experiences with (both positive and negative) and a person to whom we can go with our recovery problems that may be too personal to share with the group in a meeting. A sponsor is someone who has practiced living the Twelve Steps and is involved in the N.A. program. Primarily, a sponsor is a guide through the Twelve Steps of Recovery. It is strongly recommended that a sponsor have at least one year clean.<sup>2</sup>

Many problems in sponsorship can be avoided by following the simple guideline of "men sponsor men, and women sponsor women." Experience has taught us that this guide avoids potentially serious problems and helps keep the focus on recovery.

In some cases such as location or regulations of the facility, sponsorship is not possible. Regardless of sponsor availability, we continue to be responsible for our recovery by staying clean, working the steps to the best of our ability, attending meetings regularly, and reading N.A. literature. With the guidance of our Higher Power we seek to practice the spiritual principles of recovery in all aspects of our lives. We ask God *as we understand Him*, to enable us to live according to His will for us a day at a time.

2. For more information on sponsorship see I.P. #11 Sponsorship as well as the booklet *Introduction to Narcotics Anonymous*.
- 2A. For those anticipating release from the facility, please see "Staying Clean on the Outside" IP #23

## QUESTIONS AND SUGGESTIONS THAT MAY COME UP IN YOUR GROUP

- Q. *What can we do when someone in the meeting wants to discuss their guilt or innocence or discuss the rules of the facility and the staff?*  
Remind all in attendance that the purpose of an N.A. meeting is to provide an atmosphere for recovery from the disease of addiction and to carry the message of recovery to the addicts who still suffer.

- Q. *What do we do if drugs, paraphernalia or weapons are displayed at the meeting? What is a flight break out?*  
Disband the meeting immediately. Narcotics Anonymous meetings must always be a safe place for members to experience recovery. Inform the staff that the meeting is over for today but that you will be back for the next meeting.

- Q. *What can we do when a member of a different organization wants to speak at our meeting?*  
Thank them for their interest in N.A. but explain that our primary purpose is recovery from drug addiction through the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous. This also applies to any other literature that is not conference approved N.A. literature.

- Q. *What if a staff member is present during a meeting?*  
The presence or absence of a staff member is up to the facility. However, if the meetings are continually disruptive, requesting a staff member to be present might be advisable.

- Q. *What can we do if a facility's policy is a violation of our Traditions?*  
Occasionally problems arise because facilities do not understand our Traditions or the nature and function of N.A. in general. Usually this can be avoided or handled successfully. Facilities cannot "violate" Traditions; they do not have Traditions. The responsibility for upholding our Traditions or unfortunately choosing to participate in situations which compromise them is ours alone. The Twelve Traditions of NA are not negotiable. They are the guidelines that keep our fellowship alive and free.

## QUESTIONS AND SUGGESTIONS THAT MAY COME UP IN YOUR GROUP BUSINESS MEETING

### *Q. How can a group solve its problems?*

One of the best ways a group can solve its various problems that may arise is to remain focused of our primary purpose which is solely to carry the message of recovery to the addict who still suffers. Remaining mindful that practicing the spiritual principles contained in the Twelve Traditions and the Twelve Concepts solves most of any group's problems. In other cases the group may seek suggestions from other groups they may be in contact with or write concerns the group may have to their area service committee seeking experience, strength and hope in solving more difficult problems. It is important to note that other parts of our service structure are not responsible for settling a group's disputes except in matters that affect other NA groups or N.A. as a whole. Please see the Fourth Tradition for further explanations.

### *Q. Do we charge money for the pamphlets we put out on the literature table?*

A group's primary purpose is to carry the message of recovery to the addict who still suffers. As such, the group's funds pay for the pamphlets and they are free. However, more expensive literature such as books may be sold by the group at cost. N.A. is a non-profit fellowship.

### *Q. Since we are in a facility, how can our group participate in other areas of the fellowship?*

Depending upon the rules and regulations of the facility, a group can look for ways to participate in carrying the message of recovery; one of the best ways to do this is to stay in close contact with the area and regional service committees. There may be ways in which your group can participate on area or regional projects, committees, reports, N.A. newsletters, etc. Asking "How may we help?" is the best way to get involved.

## Services Narcotics Anonymous Does Not Provide

- ° N.A. does not provide legal assistance, medical advice, professional counseling or group therapy. We are not related to any other Twelve Step Fellowships, treatment or correctional facilities, or any religious affiliates. *Tradition Six & Tradition Eight*
- ° N.A. does not endorse or lend the N.A. name, registered trademarks or logos to outside enterprises. N.A. literature is protected under international copyright laws. For variation on this issue please see NA Intellectual Property page \_\_\_\_\_. *Tradition Six*
- ° N.A. does not keep attendance records or case histories. *Tradition Twelve*
- ° N.A. members do not participate on social councils or grievance committees on behalf of Narcotics Anonymous. *Tradition Six*
- ° N.A. does not provide drug detoxification or engage in drug education. N.A. does not provide certificates of graduation from drug programs. *Tradition Six*
- ° N.A. does not conduct or participate in medical research or behavioral experiments. *Tradition Ten*
- ° N.A. does not provide housing, food, clothing, money or other social services. *Tradition Five, Tradition Six and Tradition Eleven*
- ° N.A. does not provide vocational counseling or job placement. *Tradition Eight*
- ° N.A. does not provide letters or recommendations to parole boards, attorneys, court officials, physicians, therapists, employers or social service agencies on behalf of N.A. members. *Tradition Six, Tradition Eight & Tradition Eleven*
- ° N.A. does not sanction the public notoriety of a member's name, photograph, personal story or filmed depictions in relation to membership in Narcotics Anonymous. *Tradition Ten, Tradition Eleven and Tradition Twelve*

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3 These are some of the Traditions that apply.

## ADDITIONAL NEEDS FOR DISABLED MEMBERS

### General Preparation

Find out what materials are available through the World Service Office to assist addicts with additional needs. Update your current stockpile of Narcotics Anonymous materials to include the items for addicts with additional needs.

### Hearing Impaired

1. Speak directly full face, speak slowly and distinctly.
2. A sign interpreter must have clear eye contact between the speaker and the hearing impaired.
3. When lip reading is necessary, hearing impaired addicts will need to sit close to the speaker and not have their view obstructed by obstacles such as people, poles, etc.
4. Keep pencil and pad handy during all meetings with hearing impaired persons. This is a simple and easy way to ensure that hearing and non-hearing addicts can communicate with each other. It is important to remember that dramatic facial expressions while speaking are very helpful to members who read lips.

### Visually Impaired

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

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

### Physically Challenged

1. Inform appropriate staff in facilities of the accessibility of Narcotics Anonymous to physically challenged addicts.
2. When carrying the message to the physically challenged, we need to consider accessibility, i.e., bathrooms, ramps, and other necessities. Bathrooms, ramps, and other necessities are considerations when planning meetings.

### Residents on Medications

Narcotics Anonymous is a program of complete abstinence from all drugs. We have no opinion on outside issues and our approach is nonprofessional. Therefore, we must be very sure that it is understood that we do not advocate going against a physician's advice. Neither do we endorse the use of any drug. A resident may ask, "Am I clean if the doctor has me on medication?" When the question comes up, it is important not to judge. Based on our Eighth and Tenth Traditions, we are not in a position to discuss the issue. As N.A. members, we should not tell residents to stop taking their medications; we are not doctors. We can only tell them to keep coming back; they are welcome at meetings and to read N.A. literature. Our Third Tradition allows us to experience humility, compassion and tolerance for all who come to N.A. seeking recovery from addiction to drugs.<sup>4</sup>

4. The N.A. booklet, In Times of Illness addresses important issues on this subject.

SAMPLE LETTER REQUESTING TIME AND PLACE FOR N.A. MEETINGS

Date

Administrator

Name of Facility

P.O. Box 7890

Anywhere, State 23456

To Whom It May Concern:

We are writing to you to request permission to begin a Narcotics Anonymous meeting in our facility. Narcotics Anonymous is a worldwide fellowship for those whose use or desire to use drugs has become a major problem in their lives and they want to do something about it. N.A. is a Twelve-Step program of recovery based on spiritual principles. Anyone may join N.A. regardless of age, race, sexual identity, religion or lack of religion. There are no dues, fees or any other requirements other than to seek recovery from addiction to drugs. N.A. is a non-profit program of recovery that is not connected to any other Twelve-Step fellowship or treatment programs and has no religious affiliations.

We are also requesting that you or a member of the staff allocate a time and a room in which the meeting might be held. Generally, N.A. meetings are held at a time when the most number of addicts can attend.

We believe that by beginning an N.A. meeting in our facility and by following the spiritual program set forth in Narcotics Anonymous, many of us will be able to experience recovery on an ongoing basis. We are available to meet with you at your convenience to discuss these matters and hopefully provide any other information about Narcotics Anonymous you may request.

Thank you for your attention to this letter. We look forward to hearing from you.

Sincerely,

Names:





SAMPLE LETTER TO ASC FROM GROUP INSIDE A FACILITY

Date

We Do Recover Group  
Box 7890  
Anywhere, State 23456

Dear Area Service Committee:

Greetings from the "We Do Recover" Narcotics Anonymous group at name of institution. We have a desire to become a part of your area to better enhance our recovery. The group follows the Twelve Steps, Twelve Traditions, and Twelve Concepts of N.A.

Please contact the undersigned with any assistance you can give us in that regard. We need your help to further help ourselves and look forward to hearing from you.

Sincerely,

We Do Recover Group



DO YOU HAVE A DRUG PROBLEM?  
LOOKING FOR SOME HELP?

**Give yourself a break and give  
Narcotics Anonymous a try!**

**for more information come to  
our meeting....**



**EXPERIENCE  
A BETTER WAY OF LIFE  
THE NA WAY!**

# GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: \_\_\_\_\_

BALANCE FROM LAST MONTH: \$ \_\_\_\_\_

Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_ G.S.R. \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

## WEEKLY REPORTS

Date \_\_\_\_\_ Newcomers \_\_\_\_\_  
 Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_

Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Sub Total	_____		Total Income	_____
Expenses	_____	Debits	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

Date \_\_\_\_\_ Newcomers \_\_\_\_\_  
 Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_

Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Sub Total	_____		Total Income	_____
Expenses	_____	Debits	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

Date \_\_\_\_\_ Newcomers \_\_\_\_\_  
 Leader/Chairperson \_\_\_\_\_ Attendance (Total) \_\_\_\_\_

Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Sub Total	_____		Total Income	_____
Expenses	_____	Debits	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

**THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.**  
 Additional forms available from WSO, Inc.

## WEEKLY REPORTS

Date \_\_\_\_\_

Newcomers \_\_\_\_\_

Leader/Chairperson \_\_\_\_\_

Attendance (Total) \_\_\_\_\_

Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Sub Total	_____		Total Income	_____
Expenses	_____	Debits	Rent	_____
New Balance	_____		Literature	_____
			<del>Refreshments</del>	_____
			Total Expenses	_____

Date \_\_\_\_\_

Newcomers \_\_\_\_\_

Leader/Chairperson \_\_\_\_\_

Attendance (Total) \_\_\_\_\_

Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Sub Total	_____		Total Income	_____
Expenses	_____	Debits	Rent	_____
New Balance	_____		Literature	_____
			<del>Refreshments</del>	_____
			Total Expenses	_____

## MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR G.S.R. REPORT TO THE AREA

BEGINNING BALANCE (Ending Balance from last month) \$ \_\_\_\_\_

### INCOME:

COLLECTION: \$ \_\_\_\_\_

LITERATURE: \$ \_\_\_\_\_

OTHER: \$ \_\_\_\_\_

TOTAL INCOME: + \$ \_\_\_\_\_

### EXPENSES:

RENT: \$ \_\_\_\_\_

SUPPLIES: \$ \_\_\_\_\_

ASC DONATION: \$ \_\_\_\_\_

LITERATURE: \$ \_\_\_\_\_

OTHER: \$ \_\_\_\_\_

TOTAL EXPENSES: \$ \_\_\_\_\_

ENDING BALANCE: \$ \_\_\_\_\_

**NARCOTICS ANONYMOUS**  
**Group Registration Form - Inside a Facility**

Today's Date \_\_\_\_\_  
Name of Facility \_\_\_\_\_  
Address \_\_\_\_\_ Town or City \_\_\_\_\_  
County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Type of Facility \_\_\_\_\_

- ☐ We're a new group; please refer us to an area or region in our state.  
☐ We're a new group; we have already contacted our local fellowship.  
☐ Please update your records with the following changes for our group.

Meeting Day \_\_\_\_\_ Time \_\_\_\_\_ ☐ a.m. ☐ p.m.  
Type of Meeting \_\_\_\_\_ ☐ open ☐ closed  
Date of Group's First Meeting \_\_\_\_\_  
Name of Group \_\_\_\_\_  
Mailing Address for Group \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Average Number of People Attending the Meetings \_\_\_\_\_

Mailing Address of Name \_\_\_\_\_  
main contact person Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Regular Members of Group for Contact Purposes:**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

*If your group has any specific needs, problems or questions,  
please use the back of this form to communicate them. Thank you.*

Please mail this form to:  
**WORLD SERVICE OFFICE**  
P.O. Box 9999  
Van Nuys, CA 91409

## GLOSSARY OF N.A. TERMS

- Addiction - The obsession and compulsion to use drugs
- Area - An area is made up of groups within a designated border
- ASC - Area service committee meets regularly for the express purpose of serving the specific needs of its member groups
- ASR - Area service representative
- ASR Alt - ASR in training helps fulfill needs of the area in the absence of the ASR (alternate to the ASR)
- B.O.D. - Board of Directors of the World Service Office
- B.O.T. - Board of Trustees of Narcotics Anonymous
- Clean - Complete abstinence from all drugs
- Closed Meeting - N.A. meeting for recovering addicts only; closed to non-addicts
- Concepts - The Twelve Concepts of Narcotics Anonymous, guiding principles for the N.A. service structure
- Conference - The World Service Conference of Narcotics Anonymous
- (C.A.R.) - The World Service Conference Agenda Report
- Conference Digest - Published four times a year; summarizes each issue of the Conference report; published by the World Service Office
- Directory - A listing of local Narcotics Anonymous meetings
- Disease of Addiction - A physical, mental, spiritual and progressive disease as a result of addiction to drugs
- Fellowship - All the members of Narcotics Anonymous
- Group - The first line of communication between N.A. members and Narcotics Anonymous as a whole
- G.S.R. - Group service representative
- G.S.R. Alt. - GSR in training; helps fill needs of the group in the absence of the GSR (alternate to GSR)
- H & I - Hospitals and institutions
- I.P. - Information Pamphlet, conference approved pamphlets published by the World Service Office
- J.A.C. - Joint Administrative Committee of the World Service Conference
- Literature - World Service Conference approved publications
- Meeting - Two or more addicts meeting together for the purpose of recovery from addiction to drugs and follow the spiritual principles of N.A.

Meeting List - See directory

Member - Anyone who has the desire to stop using drugs and says they are a member of N.A.

N.A. Way - A monthly magazine published by the World Service Office

N.A. Newslite - Newsletter published three times a year; published by the World Service Office

Open Meeting - An N.A. meeting that is open to anyone who wishes to attend

P.I. - Public information

Phone Line Directory - A list of all known N.A. helplines/hotlines available from the World Service Office

Program - The Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous

Reaching Out - A quarterly newsletter for N.A. members in hospitals and institutions and H & I committees available through the World Service Office

Recovery - Complete and continuous abstinence from all drugs and applying the spiritual principles of N.A. in one's life

Region - Areas throughout a designated border that meet together to better serve the addicts within their member areas and groups

R.S.R. - Regional Service Representative

R.S.R. Alt. - R.S.R. in training; helps fulfill the needs of the region in the absence of the R.S.R. (alternate to the R.S.R.)

Relapse - A return to using drugs after a period of abstinence

Speaker Meeting - An N.A. meeting in which a member of Narcotics Anonymous shares his or her recovery experience, strength and hope

Sponsor - Another member of N.A. who helps guide us through the Twelve Steps of Narcotic Anonymous. Men sponsor men, and women sponsor women is recommended.

Step Study - Or step meeting; a format in which the topic of the meeting is one of the Twelve Steps of Narcotics Anonymous

Steps - The Twelve Steps of Narcotics Anonymous, spiritual program for personal recovery from addiction to drugs

Traditions - The Twelve Traditions of Narcotics Anonymous, spiritual principles that help maintain unity

TWIGS - Temporary Working Guide to Service

W.S.C. - World Service Conference

W.S.O. - World Service Office, P.O. Box 999, Van Nuys, CA 91409-9999

## SOME OTHER RECOVERY-ORIENTED PUBLICATIONS

BASIC TEXT, NARCOTICS ANONYMOUS - Originally published in 1983, this publication is commonly referred to as the Basic Text for recovery from addiction. In its pages, many addicts share their experience, strength and hope about the disease of addiction and their recovery through the N.A. program. It encompasses and expands on the chapters from the N.A. White Booklet and includes an additional chapter, "More Will Be Revealed." The personal stories of many recovering addicts are also included in order to assist new members in finding identification and hope for a better life.

IT WORKS: HOW AND WHY - A compliment to the Basic Text, this publication gives in-depth narrative regarding our Twelve Steps and Twelve Traditions.

Reaching Out - *Reaching Out* is a newsletter that is published by the World Service Conference Hospitals and Institutions Committee of N.A. to meet the needs of institutionalized addicts, as well as H&I subcommittees throughout the fellowship. If you are interested in being placed on the mailing list for this publication or would like to write us about your experience in recovery through Narcotics Anonymous program, the address is *Reaching Out*, c/o World Service Office, P.O. Box 9999, Van Nuys, CA 91409, USA.<sup>5</sup>

The N.A. Way Magazine - The *N.A. Way Magazine* is the fellowship's monthly international journal. Its main section, "Meeting in Print," contains articles about personal recovery written by N.A. members from around the world. In a monthly feature article, a current N.A. event or topic is discussed in detail. "Viewpoint" is an ongoing presentation of various opinions on issues of interest to N.A. members, and the "Home group" cartoon series keeps us laughing at ourselves. To order a subscription, write the World Service Office.

5. Subscriptions are available from the World Service Office.



THE TWELVE CONCEPTS FOR N.A. SERVICE - The Twelve Concepts for N.A. Service are a relatively recent addition to our fellowship's body on guiding principles. The Twelve concepts for N.A. Service described here are intended to be practically applied to our service structure at every level.

## **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 of 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.