

**WORLD SERVICE CONFERENCE  
HOSPITALS AND INSTITUTIONS COMMITTEE  
APPROVAL LITERATURE  
FOR WSC-85**

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## GLOSSARY OF ABBREVIATIONS

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

## INTRODUCTION

A hospitals and institutions (H&I) meeting is a special or introductory meeting held within a facility in which a regular N.A. meeting cannot be held. H&I meetings can be held in jails, prisons, treatment centers, rehabilitation programs, recovery houses, detoxification units, and mental hospitals. A variety of formats may be used, depending upon local norms and the type of facility.

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

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

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

## WHY IS AN H&I MEETING NEEDED

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

To fulfill this responsibility, we have developed a special type of meeting called the H&I meeting. A special type of meeting was necessary because the rules and regulations of many facilities often make it impossible to conduct a regular N.A. meeting within the facility. In a spirit of "cooperation, not affiliation," the H&I meeting effectively brings the badly needed message of recovery to institutionalized addicts without violating N.A. traditions or the institutions rules.

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

### The group:

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

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

An NA group is self-supporting through its own contributions.

### The H&I meeting:

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

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

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

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



## WHERE AND HOW TO START AN H&I MEETING

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

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

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

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

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

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

## CHOOSING AN H&I MEETING FORMAT

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

As always when choosing a format for any N.A. meeting, the first thing to consider is the Fifth Tradition. The format provides the structure that insures that the N.A. message of recovery is carried. For this reason, participation or open sharing types of meetings are not recommended in an H&I setting. They tend to lend themselves to a group therapy type of atmosphere, which is inappropriate for an H&I meeting. The appropriate formats are those in which outside members are delivering the message to the inmates or patients. Common examples are speaker meetings, panel discussions and topic discussions.

In a speaker meeting, one or more N.A. members share their experience, strength and hope, usually on the topic, "what it was like, what happened, and what it is like now." That topic tends to lay out some basic symptoms and characteristics of the disease, and shows how N.A. has brought about recovery. A narrative of events accomplishes little, but a sharing of feelings, self-image, turning points, new awarenesses, etc. carries a message of recovery.

A panel discussion is very similar to a speaker meeting. Rather than all sharing on one topic, though, panel members usually each take one aspect of recovery in N.A. and share on that subject. In that way, topics can be selected in advance that give information and experience on a variety of relevant subjects.

The topic discussion meeting allows for the participation of the inmates/patients. This format differs from open participation in that more structure is provided for the discussion. Topics should be chosen carefully, with the Fifth Tradition in mind, and one or two members from the outside should share first to set the tone and direction of the meeting. It is a good idea to keep another experienced member in reserve to call on if the discussion gets away from recovery from addiction. The meeting leader, or chairperson, should call on speakers one at a time, rather than letting the discussion go spontaneously. This will allow for more control in keeping the meeting recovery oriented.

A question and answer session can be included somewhere toward the end of the meeting, regardless of the format you use. In this way the presenters can fan any sparks of hope or interest that may have ignited during the meeting. We may not have all the answers to their questions, but we can always convey a feeling of acceptance and interest in the person who asked. That

may do more than the information contained in our answers.

The following is a general format for an N.A. H&I meeting. It may be modified according to local needs or customs. It is presented here for those seeking some direction.

\* \* \* \*

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

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

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

1. Speaker meeting:
  - a. Introduce speaker(s).
  - b. After speaker(s) have finished, give out chips or medallians (this is usually most appropriate in long term facilities, i.e a year or longer).
  - c. Open the floor for questions or discussion.
  - d. Close with a prayer of your choice.
2. Panel Presentation:
  - a. Explain how the panel works.
  - b. Introduce panel members one at a time to make their presentations.
  - c. Presentation of chips if appropriate.
  - d. Questions or discussion.
  - e. Close with a prayer of your choice.
3. Topic discussion:
  - a. Introduce the topic and share first to set a recovery oriented tone.
  - b. Call on anyone present to share. You may or may not have them raise hands. Often the quiet one who won't raise a hand will have something valuable to say.
  - c. Present chips if appropriate.
  - d. Questions/answers.
  - e. Close with a prayer of your choice.

If you choose a topic discussion format, choose your topic carefully. Remember the Fifth Tradition. The topic should lend itself to an atmosphere of recovery. Some examples are: (a) Any step; (b) HOW (Honesty, Opendmindedness and Willingness); (c)

Freedom (draw a distinction between inner freedom and the external freedom they have lost); (f) Any other recovery oriented topic of your choice.

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

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

#### The Purpose of the Area H&I Committee

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

The Area H&I committee is a sub-committee of the area service committee (ASC). It meets monthly, independently of the ASC, and its chair reports monthly to the ASC. It is composed of a chairperson, a secretary, a treasurer, and any GSR's or other members who wish to be involved. Here is what the committee does:

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

#### Forming an Area H & I Committee

When an area decides that the time has come to form an H&I committee, it should set a date for an initial meeting. All persons interested in H&I work are invited through an announcement made at all meetings. The ASC meanwhile takes

nominations for the committee chair. The ASC can also hold the election, or the election from among those nominees can be held at the initial organizational meeting.

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

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

1. Moment of silence for the still suffering addict.
2. Serenity Prayer.
3. Read Traditions.
4. Collect monies, take attendance.
5. Elect officers (if appropriate).
6. Read and approve the minutes of the previous meeting.
7. Treasurer's report.
8. H&I representatives report.
9. Old Business.
10. New Business.
11. Schedule next committee meeting.
12. Close meeting with prayer of choice.

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

1. Chairperson:

- a. Keeps order in the meeting.
- b. Keeps discussion on the topic and brief.
- c. Brings a prepared agenda to each committee meeting.
- d. Insures that the Traditions are upheld.
- e. Maintains a link of communication between the H&I committee and the area service committee, including giving a monthly report to the ASC.
- f. Is one of three signers on the committee bank account.
- g. Drafts all correspondence to institutions served by the committee.

2. Treasurer:

- a. Keeps an accurate set of books of all money in and out.
- b. Maintains the H&I checking account. This should be a three signature account, requiring any two to clear the checks.
- c. Reports all financial activity and current balance at monthly committee meetings.
- d. Is one of the signers on the checking account.

### 3. Secretary:

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

### Newer or Smaller Areas

In areas where no ASC exists, all H&I work is usually done at the group level. Such isolated N.A. groups would benefit from opening up lines of communication between themselves and either a nearby area or regional committee, the World H&I committee, or any combination of those. Information about these may be obtained through the World Service Office.

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

### The Regional H&I Committee

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

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

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

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

### **The World H&I Committee**

The World Service Conference H&I Subcommittee links H&I efforts world-wide, 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. World H&I works closely with the World Service Office to assist in the formation of new H&I committees and to help areas and regions overcome isolation by communicating directly with regions and areas, and by providing a forum for sharing experience among regions and areas via an H&I newsletter.

### **H&I and Funding**

There is one difference between funding for H&I work in N.A. and other internal cash flow channels (for a more complete discussion of the flow of funds within N.A., see the Service Manual). Besides the regular basket passed at N.A. meetings, groups are encouraged to have an H&I can. This is done because of the great need for literature within facilities. Money from H&I cans goes directly into H&I work, so we can get literature distributed without draining funds from every other service project.

In addition to the cans, group and area budgets should be planned to support H&I efforts as needed. If our funds are to be used to "carry the message to the addict who still suffers," then few uses of our money will be more consistent with that primary purpose than H&I work.

## GUIDELINES, CAUTIONS, PERSONAL EXPERIENCE

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

### Rotation of Trusted Servants

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

1. Panel Chairperson -- one year clean time required, one year term. Responsibilities: The panel chairperson serves as the primary liason between the institution and N.A. He or she oversees the H&I approach to that facility by attending the meetings, selecting the panel leaders, keeping track of literature made available inside, and generally seeing to it that the meeting is alive and well at all times.

2. Panel Leaders -- six months clean time required, one month term. Responsibilities: The panel leader leads, or chairs the meeting each week. He or she is responsible for starting and ending the meeting on time, and conducting the meeting according to the chosen format.

3. Panel Members -- three months clean time, they serve for only one meeting at a time. These are the people who come in from the outside each week to carry the message. They should have a positive, hopeful attitude about recovery, and a willingness to serve. They can be chosen each week either by the panel leader or the panel chairperson.

### H&I Services Other Than Meetings

Sometimes, for a variety of reasons, it is not feasible for us to bring an H&I meeting into a facility. Maybe the facility is strictly outpatient, maybe a facility will not allow us to hold a meeting, but still wants its clients to have exposure to N.A., or perhaps some other reason exists that prevents us from holding an inside meeting. Are there any other services that an H&I committee can provide? The answer, according to the



experience of several N.A. communities, is yes.

1. Sponsorship: We are using this term here in the same way it is used generally in N.A. See the information pamphlet, "Sponsorship" for more details. Since people in institutions (or recently released) have not had the opportunity to mix with the group and chose a sponsor on their own, many H&I committees have a formal sponsorship program designed to match people who are looking for a sponsor with people willing to be sponsors. First some criteria are set for sponsors, usually one year clean time, working knowledge of the Twelve Steps and Traditions, and a primary involvement in N.A. for their recovery. A list of such people can then be compiled and updated regularly at the area level, by having GSR's ask people at their groups who meet those criteria to sign up. Information on those lists usually includes name, clean date, phone number, age and sex. The lists can then be used by the panel chairpersons as well as staff members of agencies that do not host N.A. meetings.

2. Ride Lists: Oftentimes facilities will release clients for outside meetings, and outpatient facilities will make referrals to regular N.A. meetings. Correctional agencies such as probation offices or juvenile justice centers also send us referrals. The H&I committee can aid in these referrals by compiling ride lists in the same manner described above for sponsorship lists, and supplying them to the various agencies. Ride lists should include name, sex, phone number, part of town in which the person lives, and a list of the meetings the person usually attends. These will need to be updated at least quarterly. Men should be released only to men, and women only to women.

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

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

**Working with others: Men with Men and Women with Women.**

Some facilities house only men or only women. Other facilities, house men and women separately. Whenever this is the

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

The same caution holds true for Twelfth Step work, sponsorship and rides to meetings. In every phase of H&I work, men should work with men and women with women. This helps us keep our primary purpose clearly in focus.

### Adolescents

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

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

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

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

Since adolescents are still in the care and custody of adults, those adults should be respected when we deal with the young people in their charge. For example, we should take the time to talk to the administrators and/or other staff members about our basic approach in the meeting, and to allow them to see that we are sensitive to the issues mentioned here. They will feel more trust and respect for us, which will free us up to do a better job in carrying the message. Parents sometimes also want to meet and talk to us. Positive contact with them may make all the difference in whether they allow the adolescent to attend enough outside meetings upon release. One caution, though, is that parents or staff may sometimes want us to violate the confidence of our young members. They must be told tactfully but firmly that we will not break confidentiality.

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

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

#### Do's and Don'ts For H&I Work

The World H&I committee has compiled this list based upon the experiences of committees around the world who sent input on the matter. They provide some very helpful guidelines, and

should help you avoid pitfalls others have fallen into.

#### Do's

- DO make directories of outside meetings available to residents.
- DO clarify the institution's rules with anyone you bring in.
- DO start and end on time!
- DO try to get residents involved, especially those in long term facilities (i.e. group secretary, literature person, etc.)
- DO obey all dress codes. Exercise common sense and respect for the facility in what you wear.
- DO keep staff aware of your whereabouts at all times.
- DO follow all security regulations at all times.
- DO stamp all literature you bring into an institution with the local hotline number.
- DO screen all panel members carefully, especially regarding the clean time requirements of the facility.

#### Dont's

- DON'T break another person's anonymity or tell his or her story.
- DON'T get involved in discussions about an inmate's guilt or innocence.
- DON'T debate any issues involving institution rules or regulations.
- DON'T debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.
- DON'T discuss conditions within the institution, or opinions about staff members.
- DON'T give or accept gifts.
- DON'T carry excessive cash or wear expensive or flashy jewelery.
- DON'T show favoritism to any inmate(s)/patient(s).

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

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

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

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

# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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## WSC P.I. Subcommittee Report January 6, 1985

Narcotics Anonymous is growing, not only in size but in maturity and spiritual depth. As a member of this Fellowship and a trusted servant, I feel blessed to be a part of what is happening in N.A. During the past nine months, I have witnessed wonderful progress being made at the world service level. On January 5, 1985, the chairs of the World Service Conference' Subcommittees, the WSC Administrative Committee and members of the WSO staff met to share the work that's been done since WSC '84. I want to include in this report the sense of unity I felt at that meeting. Our common welfare comes first. And that is what I have seen manifested, not only on January 5, but throughout the past nine months.

The WSC Public Information Subcommittee has made giant strides in our efforts to create materials for the Fellowship. Although we do not have materials to be submitted to the Fellowship for approval at WSC '85, we can report on completed projects and work-in-progress. At our first workshop held in Boulder in July, we finalized a P.I. Input Questionnaire and the N.A. census forms as well as drafting guidelines for the subcommittee which included "Do's and Don'ts" in P.I. work. The workshop in West Virginia in October provided a forum for discussion on these projects and generated a working draft for a Hotline/Helpline Manual and a Revised P.I. Handbook. In addition, we have been developing procedures and guidelines for the production of PSA videos. I will report on each of these projects separately.

Before discussing the specific materials, I feel it is my responsibility to report to the Fellowship on the functioning of the World P.I. Subcommittee. As many of you already know, the subcommittee system has not proved to be as effective in fact as it seems to be in theory. In order for a loving God to express Himself in our group conscience, the group has to exist. Although there were twenty plus members of the WSC P.I. Subcommittee at WSC '84, only a small number have been actively involved in the work of the Subcommittee since that time. As Chair, I have attempted to keep the members of the Subcommittee informed of tasks that need to be done, and have requested input. I have received no communication from the majority of the Subcommittee members.

As our Fellowship's need for materials and service at the world level increases, the non-functioning of various subcommittees could become an even greater problem. Our Fellowship deserves the very best. The subcommittee system is not providing the quality and involvement of service necessary to meet those growing needs. In the months ahead, we will all be asked to evaluate our service structure and search for new and better ways to fulfill our primary purpose through that service structure. The Select Committee will be giving us their best efforts. I urge our

Fellowship to examine the subcommittee system at the world level and come up with creative approaches to the challenges ahead.

The WSC P.I. Subcommittee has continued work on projects outlined at WSC '84. As reported in the Newsline and in reports to the Fellowship, we are working on or have completed the following tasks:

#### Public Information Input Questionnaire

Design, distribution and analysis of the P.I. Input Questionnaire has been completed. The purpose of this questionnaire is to determine what is being done in public information around the country and what services and materials the WSC P.I. Subcommittee can provide. This questionnaire was sent to all regions and RSR's asking that it be given to regional and area P.I. committees for completion. Twenty-one questionnaires were completed and returned. It is clear from these responses that much P.I. work is being done in the regions and areas. These P.I. committees prioritized the materials they would like to see developed: Information packet to send to professionals in the community; revise the existing P.I. Handbook; professional production of public service announcement video tapes; hotline/helpline manual; do's and don'ts in P.I. service work; use of professional editors to develop written materials. Included in the Input Questionnaire was a request for P.I. materials that are currently being used: posters, hotline guidelines, letters, audio and video tapes. We received enough of these materials to lay the groundwork for drafting the Revised P.I. Handbook and a Hotline/Helpline Manual. Our Subcommittee owes a special thanks to the individuals and committees around the country for their cooperation and willingness to share their experience, strength and hope in P.I. work. For a more detailed report on analysis of the Input Questionnaire, please write to the WSC P.I. Subcommittee.

#### Census

Analysis of the individual and group census forms is underway. The census was designed by members of the Subcommittee and revised at the July workshop in Boulder, CO. With the clarity of hindsight, we can see many things we would do differently if and when another census of our Fellowship is undertaken. As too often happens, we didn't allow enough time for the forms to be distributed to the regions, areas and groups. The forms themselves were confusing and some members took issue with the idea of a census and/or some of the questions. All letters objecting to the census or parts of it were forwarded to the Board of Trustees. Given the difficulties and lack of experience in a project of this dimension, I feel that we did accomplish what we set out to do. The purpose of the census was to provide our Fellowship with information that will help us in knowing more about ourselves and in letting others know more about us. The response from the Fellowship has been overwhelmingly supportive of this effort as shown in the following tallies: A total of 8,381 N.A. members responded to the census. Of these 8,381, we received individual census forms from 2,943. The individual census data is being entered on a computer, and from this data we will be able to gather information such as the average length of clean time of our members (we

do have recovery in N.A.), average age of our members, and how our members first learned about Narcotics Anonymous. Twenty-nine regions and/or states participated in the census, including the United Kingdom, Australia, British Columbia and Kenya!

Compilation and analysis of the census data will continue and a comprehensive report will be available at WSC '85. I want to thank the Fellowship for the support and cooperation in this first effort. I am confident that the results of our analysis will further our efforts to more effectively carry the message to the still-suffering addict.

#### Hotline/Helpline Manual

Workshop participants in West Virginia put together a working draft for a hotline/helpline manual. The resource materials received from around the Fellowship were used extensively in creating this draft. The next steps will involve additional writing and extensive editing to create a manual which will be useful to existing hotline/helpline committees as well as those who are just starting up.

#### Revised Public Information Committee Handbook

A narrative outline for the revised handbook has been written and was revised at the October workshop. This outline is intended to elicit input from the World P.I. Subcommittee and P.I. committees around the country in drafting a comprehensive set of guidelines and "how-to" suggestions for public information service work. The Board of Trustees are working on a question and answer section relating to the Traditions in this area of service. "Do's and Don'ts" for P.I. committees have been drafted as well as a section on community meetings.

The next steps for the Revised P.I. Handbook are to continue drafting sections and edit and revise materials that have already been written.

We are exploring the possibility of using a professional writer/editor in developing the R-P.I. Handbook. Our intention is to have a draft for review by the Fellowship sometime within the next six months.

#### WSC P.I. Subcommittee Guidelines — Working Draft

Guidelines for the working of the World P.I. Subcommittee were drafted at the Boulder workshop. These guidelines are far from complete, but it is a beginning, and this year has been about beginnings of P.I. work at the world level.

#### Public Service Announcements — Videos

At Boulder, a special task force was established to develop PSA videos. The members are: Chair and Vice-Chair of WSC P.I., Trustee liason, Chair of WSC Administrative Committee, Manager of the WSO, and the President



of the Board of Directors of the WSO. In a January 2, 1985 meeting, the special task force discussed all aspects of the production of PSA's to be used by our Fellowship. It was agreed that the themes of the videos would be: one addict helping another addict; addiction is a disease; provide identification for the still-suffering addict. We will work towards producing PSAs that focus on recovery rather than on sensationalism, and on the solution rather than the problem.

The Board of Directors of the World Service Office has agreed to consider proposals for the production of the videos and to provide financing if the proposals are approved. The WSC P.I. Subcommittee, working with the WSO, is sending out requests for proposals to production companies around the country. These proposals will be reviewed and presented to the WSO Board of Directors at their meeting in March, 1985. If a contract is awarded to a production company at that time, the special task force will begin discussions with the company to create and produce PSA videos. If a satisfactory proposal is not received, then more companies will be contacted. We are dedicated to finding the very best combination of experience and talent to produce these public service announcements for our Fellowship. I will report on our progress in the Newsline and at WSC '85.

#### Public Service Announcement Guidelines

P.I. committees around the country have produced PSA videos for local use. Some of these are excellent in content. It has become increasingly apparent, however, that guidelines on the production of materials to be used by the media are needed. The WSC P.I. Subcommittee will be working on creating suggested guidelines.

No doubt it is clear to those of you reading this report that there is much to do in this area of service. As I said, we have made a beginning. At times I have felt discouraged and overwhelmed by the tasks facing us. But I've learned in this program to put one foot in front of the other and take one step at a time. We have made a beginning. There is much to be grateful for. I thank you, the Fellowship, for giving me this opportunity to serve and to grow and to learn.

May God continue to bless us!

Kim Johnson  
WSC 84-85 Public Information Chair

# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street  
Van Nuys, CA 91406  
(818) 785-7884



TO: THE FELLOWSHIP OF NARCOTICS ANONYMOUS

The 1984 World Service Conference established a World Service Conference Convention Committee based on the following motion: "that this Conference establish a WSC-WSCNA subcommittee with the directive to formulate guidelines for WCNA as a standing subcommittee to the WSC - such guidelines to be presented to the fellowship for review during the coming year."

After several meetings and workshops in which careful review of the available input was compiled, the Convention Committee would like to present to the fellowship to review for approval, a Convention Guidelines Handbook at the 1985 World Service Conference.

The Committee recognizes that nothing is etched in stone and that continued change is inevitable, revisions may be made according to procedure of the Conference. However, if these guidelines are approved, they will become effective at the close of the conference, May, 1985.

Section One, page 1 through page 23 is a description of all the committees and their functions for all types of conventions. Since this section is inter-related it will be voted on as one item. One ballot is provided for this section.

Section Two presents a series of options, plans and alternatives that require a fellowship conscience. Remembering that fellowship unity is paramount in the implementation of these guidelines, we feel that a group conscience is mandatory. We would urge you to carefully consider the items and their impact on Narcotics Anonymous, keeping in mind that responsibility, accountability and unity are essential. Section Two, pages 24 through 41 contains a section of corporate and legal, bidding, site selection, geographical divisions, and money flow distribution all pertaining to WCNA. Each of the separate parts of Section Two will be voted on individually.

In as much as the Conference procedures require that all such proposed policies receive a two thirds vote of approval, each separate part must receive a two thirds vote of conference participants. Because of the number of alternatives presented in Section Two it is possible that some optional parts may not receive the required number of votes on the first ballot. In that case it is the request of the Convention Committee that each RSR be given the latitude to exercise their best judgment or given specific instructions of priority alternatives. In this

way as the options receiving the least votes are eliminated in the voting, each region can have their voice counted.

In order to effectuate this voting plan, it is necessary for special procedures to be adopted by the World Service Conference for action on this proposed handbook. Accordingly the following motion is proposed by the Committee:

"That each of the individual parts of Section Two of the Proposed Convention Handbook, be voted on separately. With the balloting on each separate part, the alternative receiving the least number of votes will be eliminated on the next ballot. When the number of alternatives has been narrowed to two, the alternative with the least number of votes will be discarded. A final ballot on the remaining alternative will be held and the alternative will be adopted if two thirds of the voting participants vote in favor of adoption."

If there is any confusion concerning the propose handbook or the procedures for adoption, please contact me through the World Service Office for assistance.

In love and fellowship,

Bobby Bonds, Chairperson  
WSC Convention Committee

**PROPOSED  
CONVENTION GUIDELINES**

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Section One contains general information that describes conventions, the principal activities common to all conventions, how convention committees function, and describes the officers of a committee giving their routine duties and divisions of responsibility. Contained also in this section are details about the normal subcommittees common to most conventions. The details include descriptions of the activities and purpose of the subcommittees and how they work.

ACTION TO BE TAKEN ON SECTION ONE

APPROVE \_\_\_\_\_

DISAPPROVE \_\_\_\_\_

## SECTION ONE

### GENERAL PLANNING

**Purpose:** Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. Because conventions are sponsored by service committees of Narcotics Anonymous, they should always conform to the N.A. principles and reflect of our primary purpose.

#### Planning Committee

Hosting a convention is a tremendous responsibility which requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee which might be made up of representatives from groups sponsoring the convention. If the convention is conducted as an area, regional or world activity, the committee should be organized as a subcommittee of the ASC, RSC or WSC. In areas and regions where annual conventions are held, the committee is oftentimes a standing committee of the ASC or RSC. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

#### Types of Conventions

World Convention  
Coastal/Combined States Convention  
Regional/State Convention  
Area Convention

**WORLD CONVENTION:** The first WCNA was held in La Mirada, California in 1971. The convention has been held annually since that date. Presently, it is a four-day celebration occurring over Labor Day weekend, which generates participation of the entire global N.A. fellowship.

**COASTAL/COMBINED STATES CONVENTION:** Traditionally, these conventions involve several regions or states who combine efforts and resources to celebrate recovery.

REGIONAL/STATE CONVENTION -- Generally initiated at the regional service committee level, a regional/state convention is designed to encourage unity and celebration within a particular region.

AREA CONVENTIONS: These conventions are sponsored by an area service committee and foster unity and celebration of recovery in a specific area. Area conventions are rare because the effort and resources required to stage a convention are often greater than those which are available at the area level.

#### Bid Committee

When bidding for convention sites is appropriate, an ad hoc committee should be formed to prepare a bid. This committee should be aware of the bidding criteria, presentation requirements and formats that are required. At the previous year's convention, the Bid Committee makes a presentation. Once the convention has been awarded or authorized, the next step is organizing a full Convention Committee. The Convention Committee is charged with the responsibility of organizing and carrying out the convention in its entirety and being responsible to those they serve.

#### Convention Committee Meetings

All Convention Committee meetings should take place at a regularly scheduled time and place and follow Robert's Rules of Order.<sup>\*</sup> The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Even at this early stage, it is necessary to elect a chairperson to preside over convention committee meetings and activities. Election of officers should be based upon qualifications and experience. A description of Executive Committee members and duties is presented in these guidelines.

Voting privileges are extended to each member of the Convention committee. Any member who holds an office or participates on a regular basis at the Convention Committee meetings is considered a member. Subcommittee voting privileges are determined by the chairperson of the subcommittee. All subcommittees hold separate meetings prior to Convention Committee meetings. The subcommittee chairpersons submit reports, recommendations and other details about their area of responsibility.

<sup>\*</sup>Robert, S.C. (1970). Robert's Rules of Order Newly Revised. Glenview, ILL: Scott, Foresman and Company.

Convention Committee meetings are scheduled monthly until four months prior to convention, at which time they take place every two weeks. At two months prior to the convention, meetings take place weekly. It is advisable to schedule two or three hours to conduct Convention Committee meeting business.

An agenda or format should be prepared prior to meetings. Many Convention Committees use the agenda shown below:

1. Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions.
2. Read and approve the minutes of the last meeting.
3. Chairperson's report (review progress to date and relay recent information).
4. Treasurer's report (update on expenses and new balance).
5. Subcommittees reports (reports include goals and progress of each committee).
6. Old business carried over from the last meeting.
7. New business to be undertaken before the next meeting.
8. Closing prayer.

#### CONVENTION COMMITTEE

The convention committee is generally made up of members who were involved in the preliminary planning and bidding process. However, membership in the Convention Committee should be open to all members of the Fellowship. The Convention Committee consists of an Executive Committee, subcommittee chairpersons and attending members.

The Executive Committee and subcommittee chair positions are identified as follows:

- A. Executive Committee
  1. Chairperson
  2. Vice-Chairperson
  3. Secretary
  4. Treasurer
- B. Subcommittee Chairpersons
  1. Hotels & Hospitality
  2. Fund-raising (entertainment)
  3. Public Information (institutional)
  4. Registrations
  5. Arts & Graphics
  6. Program
  7. Merchandising

Requirements and qualifications suggested for the Executive Committee and Subcommittee chairpersons of world conventions are as follows: (Adjustments can be made for regional/state conventions on time requirements)



1. Chairperson.....five (5) years clean time  
     Vice-Chairperson..four (4) years clean time  
     Secretary.....two (2) years clean time  
     Treasurer.....five (5) years clean time  
     Subcommittee Chairpersons....two (2) years clean time
2. Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
3. Willingness to give the time and resources necessary.
4. Ability to exercise patience and tolerance.
5. Active participation in Narcotics Anonymous.

### The Executive Committee

The Executive Committee carries out (executes) the will of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees which may need extra help. However, it is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees as well as the convention budget and other matters which affect the convention. The results of these discussions are included in reports at Convention Committee meetings.

As soon as it is possible, the Executive Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period.

The Executive Committee also makes regular reports to the Service Committee sponsoring the convention. For example, the WSC Convention Committee oversees the world conventions and the regional service committee or area service committee would be appropriate for regional or area conventions. Comments and suggestions from the sponsoring service committee are included in the chairperson's report at the beginning of each committee meeting.

**Executive Committee: qualifications and responsibilities.**

**Chairperson:** Five (5) years clean time; demonstrated stability in local community; and administrative abilities.

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee, and provides help when needed.

2. Helps resolve personality conflicts.
3. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
4. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
6. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee Meeting. Subcommittees should be given trust and encouragement to use their own judgment.
7. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
8. Votes only to break a tie.
9. Chairs the Convention Committee meeting as well as the convention.

Vice-Chairperson: Personable and familiar with all committee members, in order to serve as a liaison between the subcommittees and the hosting community.

1. Acts as chairperson if the chairperson is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
3. Works closely with the chairperson to help delegate responsibilities to subcommittee Chairpersons.
4. Makes a report to the hosting Service Committee on the progress of convention planning.

Secretary: Service experience and good typing skills; and service experience to ensure that accurate minutes are distributed to the committee members.

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee function.
3. Maintains a list of names, addresses, and phone numbers of committee members for committee use.
4. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
5. Communicates to the local N.A. Fellowship regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.

Treasurer: Five years clean time; demonstrated stability in the local community; accounting skills; service experience with conventions or other large scale Fellowship activities; and accessibility to other committee members, especially the Registration Committee.

1. Opens a bank account for the Convention Committee. Usually the signatures for the account are any two of four signatures which are the Convention Committee Chairperson, Vice-Chairperson, Secretary and Treasurer. The cards and account information are filled out at the committee meeting.

2. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention which is used for planning fundraising activities. The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fundraisers, and the second from registrations.

3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.

4. Responsible for all monies, including revenues from registration and banquet tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.

5. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the treasurer's report.

6. Each check should require two signatures. Additionally, a complete treasurer's report within three months of the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.

7. Periodic review of all financial records by the corresponding service arm will be made with records being reviewed at time of actual fund distribution in accordance with treasurers financial statement requirements.

#### Helpful Hints for Treasurers

1. Have an accountant check your work.
2. Save all receipts in case you get audited by the IRS.
3. The Convention Committee Treasurer is the only one to handle checks.
4. Determine budgets for subcommittees as early as possible.
5. Maintain a separate account or record of monies received for banquet, brunch and registrations.
6. Utilize the WSC approved financial guidelines whenever possible.

## **Helpful Hints for Budgets**

The importance of making a budget for the Convention Committee and subcommittees needs to be emphasized. At this stage of planning, the committee should list as many financial responsibilities as possible. Each subcommittee does the same. Most of the subcommittees, with the exception of the Fund-Raising Committee and the Hotels and Hospitality Committee, should write a budget and adhere to it fairly closely throughout the planning period.

The Arts & Graphics Committee projects a monetary figure for flyers, programs, banner(s), literature, and other displays and graphics that will be used at the convention. The Program, Public Information and Registrations Committee estimates the cost of mailing, paper, envelopes, and other office supplies needed to carry out their duties. The Fund Raising Committee sets a budget based on the entertainment which will be used at the convention. This committee also sets a new budget each month which includes the expenses of functions the other committees perform on their behalf, such as designing flyers, or mailing. For the sake of expediency, the Fund Raising Committee maintains a petty cash fund to aid in its operations. The Hotels & Hospitality Committee projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the convention. A reasonable projection of participation is a figure between 40 percent and 60 percent above the pre-registrations, depending on the efficiency of Fellowship communications. With regard to banquet tickets, prudence and caution should be used when estimating the number of tickets because this is one important area where a committee can fall into the red.

### **Sub-Committees**

Nominated or appointed from Convention Committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed above. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that the subcommittees have specific service responsibilities to perform.

Subcommittees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement, this is because we are as concerned for the member as service responsibility. It would be a contradiction to the primary purpose of N.A. to allow someone to serve who is unable to stay clean.

Each subcommittee has only one chairperson who then recruits committee members. A list of committees is provided in this manual, although other committees may be established if needed. However, experience has shown that most other responsibilities can be incorporated within the framework provided.

Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion.

Each subcommittee chairperson should be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out.

Sub-committees maintains accurate records of the activities of the committee as well as all correspondences. Financial reports, including needs, expenditures, and receipts are included with each subcommittee report.

The subcommittees of the Convention Committee work together. At the onset, each subcommittee should decide whether or not they will use the services of another committee, or address that particular area of business themselves. Although either way is effective, remember, cooperation and consideration are the keys that will make it work.

### Hotels And Hospitality

The Hospitality Committee Chairperson serves as the convention host, organizing a committee that will greet out-of-town guests, arrange transportation for them when necessary, and attend to any other needs they might have while attending the convention. The Hotels and Hospitality Committee collects and makes available information about bus routes, approximate taxi fares, and availability of limousine or train service to and from the airport.

This subcommittee contacts prospective hotels in order to assemble information which is then used for the purpose of comparison. This leads to the selection of a convention site. There is usually one hotel which stands out from the rest in terms of being easy to work with, good room rates, sufficient banquet rates, etc.

This is one of the areas where incorporating can be useful. If an individual signs contracts, she/he assumes the financial liability for the convention. However, signing as the agent of the convention corporation makes the corporation liable for all

debts. More information is contained in the corporate and legal section.

Beware of open-end charges by hotels which can be made to the Convention Committee without the committee's prior knowledge. Spending sufficient time and asking necessary questions both before and during the convention prevents the hotel from overcharging. Consistent and complete discussions about all aspects of the convention, which could result in unanticipated charges, will prevent them from occurring. Informing the hotel that the committee is unable to easily pay unexpected charges and that you are willing to exert yourself to make sure there aren't unexpected charges, will result in the hotel staff double checking the fees in order to make sure they don't extend services which may be left unpaid. In this way, convention costs can be dramatically reduced.

For example, coffee is a big overcharge item. Try to supply it yourself. If that is not feasible, settle on a fixed amount rather than allowing the hotel to continue refilling pots. Keep a pot in the hospitality room and perhaps one other location. Set up an arrangement wherein only one, or at most two, individuals can order or sign for the coffee and make it clear that the committee will only honor coffee bills with a specified signature. Coffee can be expensive; some hotels charge \$10.00 to \$15.00 per gallon. This pre-planning can successfully impede the possibility of overcharges. Since the negotiations can get a little technical, it is a good idea to use members who have experience working with food and beverages.

A good negotiator, who is willing to ask the hotel these difficult questions, is almost indispensable. Hotels will almost always give a substantial reduction on room rates if they can recoup the revenues on the banquet. If enough rooms are reserved by attending members, hotels will often provide large conference halls for free.

While negotiating prices with hotels, keep in mind that they are competing with other hotels for your business. Try to get as many services as possible for the lowest price. Never assume that the first, second, or third price offer is rock bottom. In early negotiations, make sure that the costs are approved at the committee level. Input from group conscience is the best possible kind of input, and provides a perspective we lack as individuals. As addicts we must remember that we are often tempted by a "deal" and may act unreasonably.

The Hotel and Hospitality Subcommittee works closely with the Program Subcommittee to set up the rooms for meetings and workshops. In other words, the hotel needs an accurate schedule

of events in order to have the rooms ready for those events. A good hotel will usually help with the scheduling because they know what is possible with their floorplan and staff. Frequently, the hotel will also supply registration forms to send out with your flyers. It is always wise to try to book a hotel for a weekend when there is no other Fellowship convention or competing activity taking place.

Another consideration in planning a convention is the need for proper insurance coverage. It is sometimes possible for the hotel to extend coverage through their group plan for a modest sum.

Do not sign anything without being sure of just exactly what you're getting for your money and what the signature commits the convention to. If you are unclear, get an attorney to look over the contracts and explain your liabilities to you. This is very important. Do not let false pride or ego prevent you from seeking advice.

The hospitality aspect of the Hotels and Hospitality Subcommittee is one of the best ways for the average member to get involved with the convention and have a lot of contact with the attending members. Start with getting the incoming out-of-towners who need a ride from the airport. Next, assign members to stay around the registration area and welcome people to the convention and help with miscellaneous duties. Hospitality subcommittee members can wear colored ribbons designating them as people who can answer questions about the convention. The Hospitality Committee members have to be familiar with all activities of the convention so that they can work hand in hand with the hotel staff. However, it is best to limit the number of members who deal with hotels sales and management personnel to a maximum of two. These members can bring any matters which have an impact on the convention to the attention of the Executive Committee. It is a good idea for the Hospitality Subcommittee to meet several times at regular intervals during the convention to exchange notes and take a group conscience on any matters which are unclear.

#### Fund-Raising (entertainment)

To pay for start-up expenses, flyers, printing, postage, etc., a fund-raising Subcommittee is often formed. This committee plans activities such as dances and picnics in order to raise money. The Merchandising Subcommittee, in cooperation with the Fund-Raising Subcommittee, may hold raffles, sell T-shirts, bumper stickers, etc., at their activities. The service structure of N.A. is a holding company which gives all representative service committees the right to use the N.A. logo. Should an abuse of

this right occur, it should be brought to the attention of the local service committee, the WSO, and the World Service Board of Trustees.

Fund-raising within the N.A. Fellowship should always emphasize why the money is needed. Taste and good sense can set a tone which emphasizes caring and sharing in the spirit of N.A. Fund-raising, utilizing the theme of the convention, can set the mood to motivate the Fellowship to its final celebration at the convention.

The Chairperson of the Fund-raising Subcommittee should know the Twelve Traditions well. She/he should be an energetic person who is willing to work hard, and should be totally trustworthy with regard to money. The chairperson should also be able to get members involved with the activities and deal effectively with people outside the Fellowship in setting up dances, etc. It is also important that receipts and proceeds be turned in promptly.

A responsibility specifically for entertainment is usually formed as part of the Fund-raising Subcommittee. The subcommittee members select the band or disc jockey for the fund-raising activities as well as the dances and activities at the convention. Generally, big name bands are not appropriate because of the expense and the possibility of distracting us from our purpose. It should also be noted that any expenses which can be foreseen should be listed in the convention budget.

The entertainment part of the Fund-Raising Subcommittee arranges the dances for the convention and a floor show if one is approved. The chairperson hires the band and other performers, or arranges for taped or recorded music. At some conventions, local N.A.'s provide entertainment by putting on plays about N.A. groups or putting together choral groups and variety shows. The chairperson also arranges sightseeing tours for conventioners when appropriate.

It is usually a wise move to plan activities three or four months in advance of the convention. It is important to prepare a list of functions, including the dates, times, and places in order to ensure success.

After the above steps have been taken, the calendar of events can be forwarded to the P.I. Subcommittee for distribution in the area and/or region. This encourages support and interest in many nearby members. On the other hand, insufficient exposure and communications about fund-raising activities, often result in poor turnouts as well as poor attitudes toward the Convention Committee. Functions which are successful are the ones which are well-planned. Experience has shown that the success of these



activities is often proportionate to the amount of planning and effort expended.

Although entertainment is part of the Fund-Raising Subcommittee, a separate budget for entertainment should be required. With many of the functions set up in advance, it becomes easy to forecast a monthly budget.

When designing flyers, remember that they are released in hospitals and institutions as well as other facilities which relate to N.A. Appropriate use of language and lithography is crucial because these flyers, in a sense, represent N.A. to the public. If it is acceptable to the Fund-raising Subcommittee, the flyers can be designed by the Arts and Graphics Committee.

### Public Information

This committee serves the purpose of informing N.A. members of the convention. This information may include a description of the planned event as well as the dates and location. It is particularly important that members of this committee be familiar with and capable of applying the Twelve Traditions in order to protect personal anonymity.

It is not generally necessary to include the communities at large in public information efforts. However, such announcements can acquaint nonmembers with the existence and nature of Narcotics Anonymous, thereby conveying a message of recovery from addiction. The Public Information Subcommittee Chairperson has the sensitive task of encouraging a large attendance without abandoning the principle of "attraction rather than promotion." Some of the following methods are helpful in keeping publicity efforts within the dignity and spirit of N.A.:

1. Preparation and distribution of the convention program, including speakers, time and location (perhaps including a map of the area, if necessary). The chairperson may use the local N.A. directory to secure mailing addresses, however, individual names should never be used with an N.A. identification on the envelope. It is advisable for the Convention Committee to rent a post office box and use that address on all mailings, with no reference to N.A. on the return address.

2. Regular convention flyers are usually mailed monthly to all groups in the area, with the first mailing beginning about six months prior to the convention date.

The Public Information Subcommittee also communicates with local institutions. This task requires a lot of telephoning and letter writing as well as following up on initial contacts. The Chairperson should have the ability to communicate well with all

types of people. Approximately four months prior to the convention, an initial contact is made with local institutions, informing them of the convention. From that point on, it is beneficial to send a letter approximately once a month until the month of the convention at which time weekly contact is made. A letter can be sent with a form requesting information as to how many addicts from the institution can be expected to attend, any transportation needs, the number who will be staying in the hotel, and any other special needs. This information can then be turned over to the registration committee so that they know how many to expect from each institution. It is suggested that a member from the Public Information Subcommittee stay near the registration desk during the convention to greet patients and hospital staff and make them feel welcome. Assisting institutionalized addicts in attending a convention serves a great purpose because it lets the patients, residents and staff see that there are indeed clean addicts living and recovering in the outside world. The convention provides an opportunity for institutionalized addicts to meet recovering addicts and obtain telephone numbers to use when they are released from the institution.

As mentioned above, working with institutions often involves a lot of letter writing as well as many hours on the telephone. It is "behind the scenes" work but can also be very rewarding when you see a previously institutionalized addict in a regular meetings seeking recovery because he or she was able to attend a celebration of recovery, otherwise known as a convention.

### Registration Committee

The Registration Subcommittee is one of the busiest committees of every convention. Although it's most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning. This advance planning by the committee includes drafting the flyers and forms, which must be done well in advance (at least five or six months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.

The first flyer announcing the convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will have an opportunity to schedule vacations or make other arrangements to attend the convention. This advance flyer can be distributed even if complete registration forms or convention fees have not been set. The flyer can be sent to the World Service Office to be included in the NEWSLINE. The committee should also do a direct mailing to

N.A. members listed on attendance rosters of previous conventions.

When pre-registration and arrival registration information is available, the Registration Subcommittee prepares a finalized flyer. Copies of this flyer, and the registration forms, should also be sent to the WSO for the NEWSLINE inclusion and sent to all members on the mailing lists. The WSO NEWSLINE includes convention flyers and reaches thousands of N.A. around the world, at no cost to the Convention Committee. It is an excellent way of circulating information about the convention.

Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive.

The finalized flyer, with registration forms, should be sent at least four months prior to the convention date and again about forty five days prior to the convention. In this way, members can make plans to attend and those who have forgotten or delayed in registering are reminded. Sometimes convention planning committees generate additional activities which were not scheduled when the original convention schedule was announced. The final mailing, at forty five days prior to the convention, can be used to provide announcement of those changes or new activities.

A clear understanding should be reached between the Registration Subcommittee Chairperson, the full Committee, and the Convention Committee Treasurer on the procedures for handling registrations and money. One person should be assigned the responsibility of picking up registrations from the Committee's post office box or business address at least two or three times a week. Registration form records should be maintained on a weekly basis and all money received transferred to the Convention Committee Treasurer prior to full Convention Committee meetings.

As each registration is received, by mail or a direct sale, a record should be made indicating information about the registree and all money received. If free registrations are given out as part of promotional activities, the committee must keep careful records of what is provided and to whom. When registrations are made at fund-raising activities, numbered cash receipts are used as their conformation to the convention. The Convention Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received at these fund raising activities. All registrations, with numbered cash receipts, are used for preparing confirmations. Each member of the Registration Subcommittee who is authorized to accept registration money should work out of one cash receipt book with three-part carbon copies.

The Registration Subcommittee conducts its activities within the scope of the budget authorized by the full committee. When funds are needed for expenses, they are obtained from the Convention Committee Treasurer. Undeposited cash received by the Registration Subcommittee should not be used for committee

expenses, as it can result in confusion and possible misuse of funds.

The record system developed by the Registration Subcommittee should be simple and clearly understood by all members of the Committee. The records of all registrations and banquet or brunch ticket sales should be updated at least once a week. In this way, the full committee can be apprised of the financial status. This record system can be used to verify the Committee Treasurer's records, and provide an indication of the solvency of the convention.

A duplicate records system should be maintained for all Registration Subcommittee activities. A simple file box containing 3 X 5 cards arranged alphabetically is a simple and effective method. A card is made for each registration. One card contains all the information about each registrant, including all functions for which they have paid, the receipt number and confirmation number which is the same.

As each mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations which are received by the announced cutoff date. The cutoff date for pre-registrations is included on the convention flyer. Following is an example of the simple confirmation which has been used satisfactorily.

```
* * * * *
* YOUR CONFIRMATION NUMBER TO THE CONVENTION IS # _____ *
*
* PLEASE BRING THIS CARD WITH YOU WHEN *
* YOU PICK UP YOUR REGISTRATION PACKET *
* AT THE CONVENTION. *
* * * * *
```

The Registration Subcommittee is responsible for preparing a complete registration packet. The packets include:

- A convention program
- Name tag or badge
- Tickets (banquet, brunch, etc.)
- Sight seeing information
- List of local restaurants (with approximate price ranges), especially those open 24 hours.
- Marathon meeting list
- Souvenir items (N.A. phone books, keytags, etc.)

### Arts and Graphics Subcommittee

The Arts and Graphics Subcommittee is comprised of members who are artistic and energetic. Prior to the convention, this committee is responsible for designing and/or printing a banner, programs, tickets, flyers, convention posters and directional posters. Some conventions also produce coffee cups, T-shirts or other merchandise. The Arts and Graphics Committee will also design these materials.

The Chairperson of the Arts and Graphics Subcommittee develops a budget which includes all printing and other expenses. Once the budget is developed, it should be presented to the Treasurer and to the Convention Committee for approval. The Arts and Graphics Subcommittee should present a variety of designs for each item to the full Convention Committee in order to provide a choice of selections.

### Helpful Suggestions

1. Develop a set of priorities and keep first things first.
2. Encourage members with artistic talents to get involved.
3. Solicit the help of as many members as possible (newcomers).
4. Find a large room in which to work; banner and poster makers need a lot of space.
5. Utilize any and all resources available - members who work in hobby/craft stores, printing offices, copy shops, etc., may be able to provide services or supplies at discount rates.
6. Always present ideas and suggestions to the entire Convention Committee for feedback.
7. Always adhere to the group conscience of the Convention Committee - remembering that our group Ultimate Authority is a loving God expressed through the group conscience.

### Program Subcommittee

Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Program Subcommittee should be given therefore, appropriate attention. The Program Subcommittee plans all the workshops and meetings at the Convention. The members of the Subcommittee select speakers, meeting chairs and others to help with the program. They schedule all events to take place during the convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions. One of the main problems in scheduling is the event of no-shows

(people who don't call when they are unable to attend). The recommended procedure for speakers , chairpersons, readers or anyone else involved in the program is to note somewhere on the program or the registration package that a check-in table will be set up. Include the specific location and times. This way, all program participants can sign in, thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show, the Program Subcommittee should have a pool of members available from which to select replacements.

The basic qualification for participation on the Program of an N.A. convention is membership in N.A. A speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings to sustain their recovery. These qualifications assure an N.A. member gets an NA convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to N.A. These workshops allow attending members to ask questions, and learn about various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

The Program of Nar-anon often holds meetings and workshops during N.A. conventions. This is for the convenience of both Fellowships and is an example of cooperation not affiliation. We remember that Nar-anon members wouldn't be in that Fellowship if it weren't for us, and sometimes the opposite is true. Nar-anon meetings may be listed separately on the N.A. program, or have a program of their own. The Program Subcommittee should be advised of their scheduling requirements as well as any other matters of mutual concern.

Taping the speakers and workshops allows members who are unable to attend all functions, the opportunity of hearing them at home or to share with others. Care should be taken to inform the speakers and/or workshop participants that they are being taped. When contracting with someone to record meetings, it should be

clearly understood that the copyrights to the tapes are held by the convention committee.

Procedures for reimbursing travel expenses vary with different conventions. Whenever funds are available, a speaker's travel expenses are paid thereby assuring attendance and participation. Sometimes a complimentary room is provided to the participant, as a way of deferring travel expenses. Hotels usually give the convention a certain number of complimentary rooms which can be used for this purpose. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Subcommittee with an idea of available funds for securing speakers.

#### Merchandising Subcommittee

The Merchandising Subcommittee Chairperson should be business-minded and have an understanding of the Twelve Traditions, especially with regard to the sale of N.A. related items. The Merchandising Subcommittee Chairperson prepares a budget consisting of items to be sold and expenses incurred. Once the items are agreed upon within the subcommittee, the Merchandising subcommittee Chairperson presents a list of the items to the Convention Committee. The list includes a statement of actual and marketing costs with the time frame for obtaining the items. This subcommittee is responsible for the sale of merchandise at the convention and fund-raising activities. Careful consideration should be made in negotiating the purchase price of these items; customarily three different bids are submitted.

The Merchandising subcommittee is responsible for communicating with the hotels and hospitality Subcommittees to provide for a store at the convention site. Store hours should be established in conjunction with the program and hospitality committees in order to provide harmony with the hotel.

The Merchandising Subcommittee is responsible for purchasing and storing the items in a safe place, and delivering all receipts promptly to the Convention Committee Treasurer along with a list of outstanding inventory items. Following the convention, a final statement of outstanding inventory is given to the Treasurer. This should be provided not later than one week from the closing date of the convention. The information should then be included in the Treasurer's final convention report. The Merchandising Subcommittee Chairperson maintains a set of records for the subcommittee in order to assure accountability for all merchandise and expenditure of funds.

The Merchandising Committee is responsible for obtaining and sale

of approved literature at the convention. Arrangements are made to purchase literature from the World Service Office.

### MISCELLANEOUS QUESTIONS AND ANSWERS

The purpose of this section is to focus on the most significant questions asked by convention committees. Presented are responses developed from the best experience available.

1. What about the member who is unable to pay registration and/or banquet fees. Should they be allowed to attend free?

First, the purpose of registration must be addressed. The registration fee is designed to defer the costs incurred for the facilities and functions of the convention. As outlined in the body of the handbook, these costs will vary and at times be unpredictable. Registration fees are not intended as a charge for meetings. Keep in mind that no convention has indicated they had turned away an addict who was unable to pay. However there are methods in which this can be handled.

The most popular method is to provide a place at the registration desk where an individual with no money can go and a committee representative, responsible for making this type of determination can be found. Members of the committee are then instructed to send people to this area to solve these problems when they occur. However, specific reference to this is not announced or written. Policy on this matter should be developed by the committee as a whole, long before the convention is held. Prior notification from an institution or hospital providing information of the number of their residents who desire to attend who may have an inability to pay would be helpful and should be encouraged by the committee in advance of the convention. In this way the full committee can be part of the development of policy and procedures associated with the handling of these situations. Due to the sensitive nature of the problem it is essential that all members of the committee working in the registration area be informed of the procedures involved and who the convention committee members are who are authorized to discuss and act on these requests.

2. How do we set registration and banquet prices in relationship to the costs?

Registration as discussed in the text of this handbook is intended to explain the major, if not all factors related to costs incurred for convention facilities, functions and activities. The registration price should only be set after a careful examination of budgets and estimated attendance. Once this has been established, committees should consider the



possibility of under budgeting and an incorrect estimation of attendance. If this should occur and registration price was set low, the ramifications may be devastating to the committee and the fellowship.

Careful consideration should be taken to allow for this possibility in establishing the registration price. Keep in mind that extra revenue will go to furthering our primary purpose.

Banquet prices are usually formulated from a fixed amount negotiated with the hotel. The common problem which occurs is that hotels only negotiate on the price for the meals and not the tax and gratuities which accompanies all prices. So careful focus on this is essential in determining the price of the banquet ticket.

Once the price of the meal, tax and gratuities is established, attention should be placed on the possibility of not making the estimated banquet count. Hotels require prior notification of the number of persons attending the banquet. They must prepare the right number of meals and therefore if you are way under the agreement number, the committee must still pay for unused meals. If the committee is fortunate and has a number in excess of the agreed number of meals, the restaurant may be able to accommodate the situation if given enough time. If not, the committee must be careful not to oversell the number of banquet tickets. The situation is made more complex when special diets may be requested or required, as these usually have different prices from the regular meals.

All of these factors should be taken into consideration when establishing the banquet price. Most conventions have found it practical to charge a standard price even if some of the dinners will cost less. In this manner the committee can balance low attendance, unexpected additional meal costs and meet other expenses related to the banquet.

3. Who provides for the basic tasks of convention setup and breakdown. How does security fit into the convention committee scheme of things?

In considering the operations of the conventions, it is important to cover issues of security and functional aspects. This includes crowd control, set up and breakdown tasks, as well as transportation for out of towners. All of these tasks will probably involve every member of the committee and all subcommittees although it may not be considered a separate committee. Most frequently these tasks are managed by the hospitality committee in cooperation with the hotel staff. The needs and resources are identified and planned for in the latter stages of planning for the convention. This is an area of work that many of the newer volunteers can be assigned to.

Security is necessary whenever large functions take place in order to maintain harmony between the hotel and the convention.

Most hotels have rules and in signing contracts it includes agreement to those rules on the part of the convention. Every attempt should be made to maintain this harmony and reduce the negative reflection it may make on NA or for the future of WCNA. However security decisions should remain with the executive committee and the hotel staff.

This function is sometimes referred to in some conventions as the Bulldog Committee, Blood Sweat and Tears Committee and the operations committee.

4. To what extent should the convention be publicized by a public information committee?

A serious danger exists with respect to conventions and inappropriate activity in the area of public information. In the non-NA sphere of activities, conventions are most frequently used as media events. In this way social, service, business and religious organizations encourage public attention to their activities, members, goals and objectives. This is most often done as a means of promoting their organizations, its goals and objectives. NA on the other hand, if we are to live within our Traditions, should avoid this form of public information or promotional activity.

Public information capacity should be available at all conventions as a precaution, should any media discover the convention and desire to report about it. The convention public information efforts should be prepared to convey to interested media members the appropriate ways in which they could correctly report activities of the convention and at the same time not endanger the anonymity of members or allow the media to convey promotion rather than attraction.

Convention public information endeavors should be encouraged with respect to increased participation from hospital treatment programs and institutions, so that their staff, patients and residents might be encouraged to attend and benefit from the convention experience.

Conventions are transitory activities and should not have an impact on the public information plans and programs of the local fellowship in whose community the convention is being held. The tendency to capitalize on the "event" of a convention to promote NA through the local media is inappropriate and a violation of our traditions.

5. What about special interests, to what extent should special meetings or activities be provided?

The spirituality of our fellowship and our message of recovery should not be clouded by differences in characteristics or interests of our members. A strength of the NA recovery program is that the bond of our disease and our desire to overcome it

should not be weakened by efforts to fragmentise the fellowship into special interests. Addicts may not have had the exact same experiences or characteristics when we were using, but we find in the Steps and Traditions a common program for recovery from our common disease. We cannot define the steps and traditions differently for any member or group of members regardless of the characteristics they may otherwise have in common.

In order to assure that conventions are not drawn into public controversy, some activities that are common to the general public may not be possible at our conventions. For instance, special interest organizations will be found in the general public. In order for NA to avoid becoming involved in public controversy relative to our accommodation or non-accommodation of special interest goals, objectives, programs or ideas, it is important that a clear understanding of the Tenth Tradition must be maintained. If a convention is to serve any special interest group, it would have to serve all special interests groups in order not be guilty of discrimination. The point of the tradition is, that there is one message of recovery regardless of how our individuality makes us different from other individuals. Conventions should therefore not have meetings geared specifically to the desires of special interests groups.

This is further reinforced by application of the Fourth Tradition. Conventions, especially the world convention, affects NA as a whole, particularly if covered in the media. Because conventions do affect NA as a whole, they should not demonstrate characteristics inappropriate to a correct application and understanding of the Traditions. Every NA activity, especially conventions, should be conducted and structured so that any and every NA participant will feel comfortable and relate to the message and not have the message masked by superficial characteristics of individuals attending the meeting.

Section Two, Part One contains an explanation of corporate and legal aspects of a convention that could be applied to any convention.

ACTION TO BE TAKEN ON SECTION TWO, PART ONE

APPROVE \_\_\_\_\_

DISAPPROVE \_\_\_\_\_

## SECTION TWO

### PART ONE

#### CORPORATE AND LEGAL

##### Legal Aspects of Conventions

There has been a growing awareness that conventions and other large participation activities of the Fellowship have, of themselves, taken on some of the problems associated with a commercial business venture. Among these problems are proper accounting, appropriate relationships with tax or other governmental agencies, legal standing of the activity with respect to financial and civil liability and the relationship to the responsible supporting fellowship. This section relates some of the experience gained in recent years and provides some suggestions about how these separate problems can be addressed. In addition to the guidance provided in this handbook, specific accounting practices have been developed by the fellowship which are acceptable and reliable. These procedures are only slightly different from those practices and procedures adopted by the Fellowship for general activities within the service structure of N.A. The ideas suggested in this publication are geared more to the specific needs of convention activities, which are supplementary to and in some ways distinct and separate from the actual Fellowship organization. Experience gained through the accomplishment of large conventions and or retreats, has shown that some of the accounting practices have to be different than those used in simpler, routine activities.

For instance, the structure of the N.A. Fellowship, which forms a link from members, to groups, to areas, to region and then to the world level, provides for group conscience control over all funds the treasurers of these service elements receive. But the funds of special activities such as conventions, may be controlled by semi-independent committees or boards. However independent these special activities may be, they have a requirement to report and be responsible to the element of the fellowship that created their activity.

Special activities, such as conventions created by action of an area committee will receive reports from and have authority over the convention or other activity. Special activities created by action of a region committee will similarly receive reports from and have authority over such activities or conventions. At the world level, the World Service Conference would have authority over world activities created or authorized by the World Service Conference.

This means that there is accountability to the sponsoring fellowship. It may mean that under specific circumstances, the sponsoring Fellowship authorizes certain decision-making powers to committees who are responsible for particular or complete aspects of the project. During and after the event committees of every project are responsible to provide an accounting of funds and report them to the respective fellowship.

If an activity is expected to require more rapid authority to expend or commit funds or make other decisions, such authority should always be sought in advance from the appropriate service committee. In this way, rancor, suspicion and fear can be avoided. The approval granted by the Fellowship, (through the group conscience of the hosting service committee), should be specific and provide instructions about how and under which types of circumstances expenditures may be authorized or made. Limits of the authority to expend or encumber funds should be specified. Additionally, provisions should be made concerning schedules for reporting back to the appropriate service committee. Experience has taught us that committees who frequently and accurately report all of their expenditures, generate few problems.

In previous years there was little or no concern about the need for a relationship between N.A. special activities and governmental agencies. However, recently enacted legislation coupled with the dramatic increase in the dollar amounts of some N.A. special activities has created a circumstance not previously experienced. For example, new federal law requires banks to report to the Internal Revenue Service certain banking activities which may include some N.A. special activities. This reporting requirement opens the door to inquiry from the I.R.S. into the activities associated with the banking transactions. Banks are required to report unusually large deposits or withdrawals from accounts over certain amounts normally carried in those accounts. This criteria is frequently met by convention committees at the time of their convention, when they deposit tens of thousands of dollars into an account that previously held less than a thousand or maybe a few hundred dollars.

Although there is nothing improper or illegal about N.A. activities, and the new regulations are not designed to hinder us or prohibit our events, we will find an increasing number of events meeting these special reporting requirements. This will be reflected in sporadic interest and inquiries from federal and or state tax agencies into the purpose for such deposits and withdrawals.

Another circumstance recently led to a better understanding of the relationship of special fellowship activities to governmental agencies. Some states and cities charge special taxes or fees

for events at restaurants, hotels, and special facilities. Most of these governmental agencies have provisions to waive these taxes for non-profit agencies. In a similar instance, many fellowship special event committees desire to take advantage of lower postage rates afforded to non-profit activities as well as waive bank check charges because our activities are "not for profit." Unfortunately, in all of these cases the appropriate local, state or federal agencies do not recognize a Narcotics Anonymous event as meeting the "non-profit" criteria without proof that the activity is a non-profit activity correctly and appropriately registered and authorized by the appropriate governmental agencies.

Obtaining and maintaining the registration and authorized recognition as a non-profit activity by a state agency or the federal government is not an easy task. It requires the completion and filing of a series of reports and forms with attachments that are mandated on a continuing periodic basis. Although the forms are not unacceptably difficult to complete, they require full understanding and consistent completion for as long as the non-profit exemption is desired. The application process takes a number of months and the approval period may not be fully effective for a long time, even several years, after the application is received in final form. Such designation is not therefore something to be pursued for a short-term activity unless the activity is repeated each year.

Many activities therefore find it impractical to seek and obtain tax-exempt status in order to avoid bank charges or local or state special taxes. Never the less, because of the federal banking regulations, it may become routine for special activities which handle large sums of money to apply and obtain tax exempt status in order to fulfill requirements of the federal banking regulations. These regulations, as of January 1985, are not fully effective and the full extent of their impact is not fully known. If the final utilization of these new banking regulations requires it, an addendum to this handbook will be issued providing guidance on how to respond to the regulations if Fellowship special activities are required to provide reports to state or federal agencies.

Another new area of concern has developed as our special activities have grown in size and complexity. When a convention consisted of fifty or one hundred participants, there were relatively few legal or civil liabilities encountered. However, as some conventions or other special activities include thousands of registrants, and the Convention Committee signs legal contracts with hotels or other facility managers, makes agreements with outside companies for tape recordings, production of special merchandise (T-shirts, coffee cups, programs, etc.),

and as a greater number of non-fellowship participants attend these events, the civil and legal liabilities have begun to be recognized.

Some examples of these difficulties are important in order to recognize the problems. A convention that hires a tape-recording company to record speakers, copy and sell the tapes, may find that the agreement gives future reproduction and sales rights of the tapes to the private company. This would effectively preclude sales of these tapes by the Fellowship or the WSO without a complete copyright release. A convention committee that signs a contract with a hotel for a certain number of reserved rooms, and later finds that the number of participants is greatly less than expected, may find the hotel unsympathetic and unwilling to forgo a mutual loss. The committee may face large and unforeseen expenditures for unused rooms or face legal repercussions from the hotel.

Other experiences involve minor damage sustained to the hotel which is attributed to participants of the fellowship event; and nonpayment by fellowship participants for rooms or special services. As may be expected, the hotel may seek to recover these losses from the Convention Committee. Fortunately, the Fellowship has not experienced more substantial damage or difficulties to date, but the potential for excessive difficulty is always present.

There are some practical steps that the committees for large special activities may take to protect the Fellowship and the principal participants. For example, the Fourteenth World Convention Committee formed a non-profit corporation through which the activity was conducted. The committee utilized an attorney, whom they paid, to handle most of the paper work and legal matters. The committee obtained insurance for the event to protect themselves and the Fellowship from loss, injury or damage resulting from the convention. In this manner, if an individual became injured (a participant or even a non-participant accidentally was injured by a participant as in tripping and falling on another person), the committee and the Fellowship had insurance coverage to pay for any losses incurred. The insurance also covered the additional legal expense that would have resulted, and any damage to the hotel property. In this way, the Convention Committee members were protected from possible suit by the hotel.



Section Two, Part Two presents two options for bidding requirement criteria. Select one of the two options.

ACTION TO BE TAKEN ON SECTION TWO, PART TWO

APPROVE \_\_\_\_\_

DISAPPROVE \_\_\_\_\_

## PART TWO

### BIDDING AND SELECTION PROCESS

Bids are prepared in accordance with bidding criteria and presentations are then made. Regardless of which plan is adopted, presentations are most effective when they stress "how, where and why." Given the spiritual nature of the N.A. Program, presenters are urged to avoid side show tactics and emotional displays of a manipulative nature. A good presentation is one that comes from the heart.

#### Bidding Requirements For World Convention Of N.A.

##### Option I

1. Have twenty-five (25) meetings in your region or state registered with the World Service Office.
2. Have three (3) members attending WCNA with a minimum of three (3) years clean time each.
3. Have seven (7) members in total attending WCNA.
4. Has not had a WCNA within the last four (4) years in your region/zone.

Minimum bid requirements from hosting site:

Obtain a letter of approval/support/acknowledgement from:

1. Local Chamber of Commerce and/or city mayor.
2. Local hospitals and institutions where N.A. is held.
3. Areas neighboring your own city/region.
4. Letter from Nar-Anon in your region/state.

Collect the following material:

1. Letter of need
  - A. Why you need it
  - B. Advantages and disadvantages
  - C. Summation
2. N.A. history in your area (summary)
3. Commitment of involvement
  - A. Description of hosting committee
  - B. Clean time and qualifications of members involved
4. Put together packets for several hotels (prices, privileges, accessibility by public transportation, etc.)
5. Letter of support from your own regional service committee.

#### Option II

1. Bid must be from a committee formed by a regional service committee with fifty (50) meetings or more.
2. The region must have had conventions previously and some of those committee members must be on the bid committee.
3. Have seven (7) members attending WCNA with two (2) having five years or more clean time.
4. Has not had a WCNA within the prior four years in the region and or zone.
5. Have a letter of support for the bid from the regional service committee and surrounding regional service committees.
6. Provide a letter giving summary information as to why the region wants the convention and how this region can best serve the fellowship by hosting the convention.
7. Provide a written history of your region and conventions that have taken place within the region.
8. Letter from bid committee explaining the experience with past conventions and qualifications of principal committee members along with information on their clean time.
9. A package from hotels where convention would be held, if bid is accepted. The package must contain figures on room rates, banquet rate, coffee expenditures projected registration rates and other financial information that may be helpful in understanding the bid.

Section Two, Part Three includes five optional plans developed as alternatives for the site selection process for the World Convention of N.A. Only one option can be adopted.

ACTION TO BE TAKEN ON SECTION TWO, PART THREE

PLAN "A" \_\_\_\_\_

PLAN "B" \_\_\_\_\_

PLAN "C" \_\_\_\_\_

PLAN "D" \_\_\_\_\_

PLAN "E" \_\_\_\_\_

## PART THREE

### Selection Plan Options

#### Plan A

A token bid must be made at the previous year's WCNA by a minimum of three members from the hosting region. The members must have an accumulation of ten years clean time. Actual bidding criteria is shown in the section entitled Bidding Criteria. The presentation is made at WCNA. Prior to presentations, all bidding regions must satisfy the bidding criteria as review by the WCNA committee. The order of presentation is selected by drawing names of qualified bidders from a hat. Presentations are made at a bid meeting held during a convenient time, when no other meetings are scheduled. Bid meetings are set at a specific time and place with open attendance by the Fellowship. Each member attending the bid meeting is allotted one vote, providing he/she is present during all presentations. Each presentation is limited to fifteen minutes.

#### Plan B

A token bid is made at the previous years WCNA by a minimum of three members from the hosting region. The three members must have an accumulation of ten years clean time. An advisory board is established consisting of all previous WCNA officers and five members from the current World Service Conference Convention Committee. The advisory board provides technical assistance to the current convention as well as assistance to aid bidding regions with fulfilling requirements of bidding criteria. Ninety (90) days prior to the WCNA an eight member panel is selected by a random drawing out of the hat from the entire existing advisory board. The WSC Convention chairperson is automatically added as the ninth member. Prior to the presentation at the convention, all bids are reviewed and approved or disapproved according to bidding criteria for their validity and ability to host a world convention by the existing nine member panel. All qualified bidding regions then make their presentations at the world convention to the attending fellowship during a specific time and place noted on the program when no other meetings are scheduled. Voting participants are made up of every member in attendance of all presentations.

#### Plan C

A token bid must be made at the previous year's WCNA by a minimum of three members from the hosting region, with an accumulation of ten years clean time. Actual bidding criteria is shown in the

section entitled Bidding Criteria. The presentation is made at WCNA. Prior to presentation, all bidding regions must satisfy bidding criteria as reviewed by an advisory panel.

An advisory panel consisting of a pool of officers from past WCNA Executive Committees and three members from the current WSC Convention Committee, acts as a board to review potential bids for criteria compliance. This panel also provides technical assistance throughout the year to the current WCNA and regions seeking to make bids at future WCNA's. Ninety days prior to each WCNA, eight members from this pool are selected out of a hat to review all bids prior to presentation at the bid meeting. The World Service Conference Convention Chairperson is automatically the ninth member of the Advisory Panel. This procedure for selection of advisory panel members assures the Fellowship that the advisory panel is made up of members who have considerable experience and expertise at the world convention level.

The members of the advisory panel carefully evaluate the viability of all bids submitted. After review and deliberation of each bid, the advisory panel must come to a unanimous vote on their choice for the next WCNA site. The final selection of a site is determined by a bid meeting held at WCNA at the most convenient time, when no other convention meetings are scheduled, thereby allowing all interested members to attend. The bid meeting has a specific time and place and is specified in the convention program. Every member of the Fellowship, who has attended all of the presentations of bids, is entitled to vote on the site selection. On the final tabulation of votes, the voting participants attending the bid meeting carry sixty (60%) percent of the vote. The remaining forty (40%) percent is carried by the unanimous vote from the advisory panel. The final vote of the advisory panel is not announced until after the Fellowship vote has been taken to ensure maximum objectivity.

#### Plan D

Bid presentations are made at the world convention in September for the convention to be held two years later. All bids must meet the minimum bid criteria (see section entitled Bidding Criteria). The bids are presented to an advisory committee composed of seven members from the World Service Conference Convention Committee and two members of the current WCNA Executive Committee. This committee reviews all proposals for adherence to qualifications and compliance with bidding standards, and prepares a list of those bids which meet the standards. A report, containing bid analyses by the advisory committee, is submitted to the World Service Conference for distribution to the N.A. Fellowship prior to the next World Service Conference in accordance with WSC administrative

procedures. Conference participants vote, per conference procedures, to make the final selection. In this manner, the final selection of each convention site is made sixteen months prior to the date of the convention.

#### Plan E

The world convention is an activity of the World Service Conference under the control and direction of the World Service Conference Convention Committee. In January of each year, the Convention Committee recommends several options for world convention locations. However, the site selected in this manner is not utilized until sixteen months after the succeeding World Service Conference. The participants of the Conference vote to select the location for the convention.

The World Service Conference Convention Committee organizes a committee of N.A. members in the city where the convention is to be held in order to manage the routine affairs of the convention. The World Convention Committee maintains all final authority and responsibility for management of the convention. In this manner, the world convention is an activity directly responsible to and controlled by the N.A. Fellowship through the World Service Conference. All income and expenses are controlled by the World Service Conference Convention Committee.

Section Two, Part Four includes five alternatives for distribution of surplus funds generated from the World Convention. Only one alternative can be adopted.

ACTION TO BE TAKEN ON SECTION TWO, PART FOUR

ALTERNATIVE ONE \_\_\_\_\_

ALTERNATIVE TWO \_\_\_\_\_

ALTERNATIVE THREE \_\_\_\_\_

ALTERNATIVE FOUR \_\_\_\_\_

ALTERNATIVE FIVE \_\_\_\_\_



## PART FOUR

### SURPLUS FUNDS DISTRIBUTION

Some conventions show a positive balance at the end when all expenses have been paid. This money is not profit because it is not disbursed to those whose efforts brought it about. Their reward is service and a feeling of usefullness. Excess funds from a convention go directly to the service efforts of reaching addicts seeking recovery. Since most convention do produce a surplus of funds, it has been found necessary to determine in advance, how these funds will be distributed.

#### Distributuion Plan for WCNA

##### Alternative One

After convention expenses are met, the proceeds are distributed in this manner:

1. Five thousand dollars (\$5,000.00) is forwarded to the next world convention committee. If less than five thousand dollars surplus is produced, the entire amount is forwarded to the next world convention committee.
2. If more than five thousand dollars (\$5,000.00) surplus is produced, it is divided according to the following formula:
  - A. Sixty percent (60%) of remaining surplus is forwarded to the World Service Conference Treasurer.
  - B. Forty percent (40%) of remaining surplus is forwarded to the host regional service committee.

##### Alternative Two

After convention expenses are met, the surplus is distributed according to the following formula:

1. Five thousand dollars (\$5,000.00) is forwarded to the next world convention committee. If less than five thousand dollars surplus is produced, the entire amount is forwarded to the next world convention committee.
2. If more than five thousand dollars (\$5,000.00) surplus is produced, it is divided according to the following formula:
  - A. Fifty percent (50%) of remaining surplus is forwarded to the World Service Conference Treasurer.
  - B. Fifty percent (50%) of remaining surplus is forwarded to the host region.

### Alternative Three

After convention expenses are met, the surplus is distributed according to the following:

1. Five thousand dollars (\$5,000.00) is forwarded to the next world convention committee. If less than five thousand dollars surplus is produced, the entire amount is forwarded to the next world convention committee.

2. If more than five thousand dollars (\$5,000.00) surplus is produced, it shall be divided according to the following:

- A. Forty percent (40%) of remaining surplus is forwarded to the World Service Conference Treasurer.

- B. Sixty percent (60%) of remaining surplus is forwarded to the host region.

### Alternative Four

If any surplus funds become apparent after all expenses are paid, fifty percent of the surplus funds are forwarded to the next world convention and the remaining fifty percent is forwarded to the World Service Conference. If the surplus funds from the World Convention are between \$5,000.00 and \$9,999.99, the next World Convention will automatically receive \$5,000.00, with the remainder then forwarded to the World Service Conference. If the surplus funds from the world convention are between .01 cents and \$5,000.00, then all of the surplus funds go directly to the next world convention.

### Alternative Five

If any surplus funds from a World Convention of N.A. become apparent after all expenses have been paid, then all of those funds are held in an escrow account by the Treasurer of the World Service Conference Convention Committee to be dispensed by the World Service Conference Convention Committee to the current awarded World Convention Committee, for the purpose of putting on a world convention.

Section Two, Part Five provides the geographical boundaries for each of the zones within which a World Convention may be held. This allows the convention to rotate into different locations around the world.

ACTION TO BE TAKEN ON SECTION TWO, PART FIVE

APPROVE \_\_\_\_\_

DISAPPROVE \_\_\_\_\_

## PART FIVE

### WCNA CONVENTION GEOGRAPHICS

The world convention will be held in different locations each year according to an optional rotational system described below. Conceivably the convention could be held in each of the nine zones before recurring in any one zone. There is a requirement that the convention not be held in one zone more frequently than every four years. The zones consist of 6 in the continental U.S., 1 in Canada, Australia and 1 in Europe/Asia.

#### ZONE 1 (Northeastern)

Maine, New Hampshire, Vermont, Mass, Conn, Rhode Island, New York, New Jersey, Pennsylvania, Maryland, Washington D.C., West Virginia, Ohio, Indiana, Michigan,

#### ZONE 2 (Southeastern)

Virginia, Kentucky, Tennessee, North Carolina, South Carolina, Mississippi, Alabama, Georgia, Florida, Virgin Islands, Puerto Rico,

#### ZONE 3 (Central Northern)

Illinois, Wisconsin, Minnesota, Iowa, Nebraska, South Dakota, North Dakota,

#### ZONE 4 (Central Southern)

Kansas, Missouri, Arkansas, Oklahoma, Louisiana, Texas,

#### ZONE 5 (Northwestern)

Alaska, Washington, Oregon, Idaho, Montana, Wyoming,

#### ZONE 6 (Southwestern)

Hawaii, California, Nevada, Utah, Colorado, New Mexico, Arizona,

#### ZONE 7

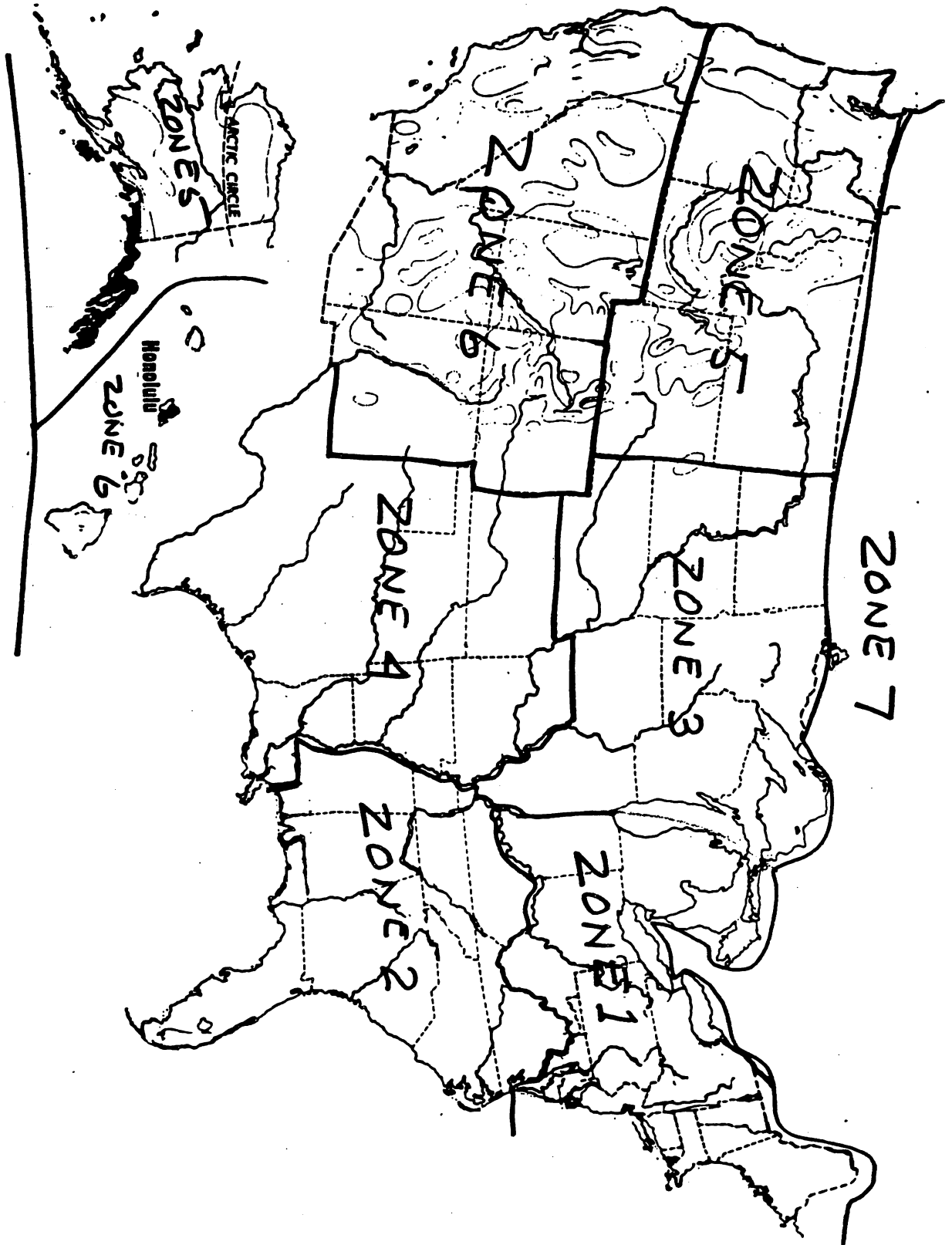
Canada

#### ZONE 8

Eurasia

#### ZONE 9

Australia



# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street  
Van Nuys, CA 91406  
(818) 785-7884



To the Fellowship:

We, the WSC Finance Committee, submit to you the Fellowship our Treasurer's Handbook for approval at the 1985 World Service Conference. Many areas and regions have developed their own financial guidelines and procedures for record keeping. Our handbook is not necessarily intended to replace accepted methods of record keeping for the established groups, areas and regions. This handbook is intended to be an available source of information to those who want to use it. We recommend Fellowship approval for that reason. Much of the information in the proposed handbook was approved as Finance Guidelines at the 1984 World Service Conference. The procedures for accurate record keeping were submitted to the Fellowship in review form last year. Most of the input we received on the procedures requested that we simplify them. This we have done in the approval form. This proposed handbook is a first draft, and if approved will be published as the first edition. Future editions of this material should be developed by future WSC Finance Committees based on the need and the will of the Fellowship.

Dale R. Andrews, Chairman

WSC Finance Committee, 1984-85

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**TREASURER'S HANDBOOK**

**for**

**NARCOTICS ANONYMOUS**

**First Draft**

**1985**

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**World Service Office, Inc.  
16155 Wyandotte Street  
Van Nuys, CA 91406  
(818) 780-3951**

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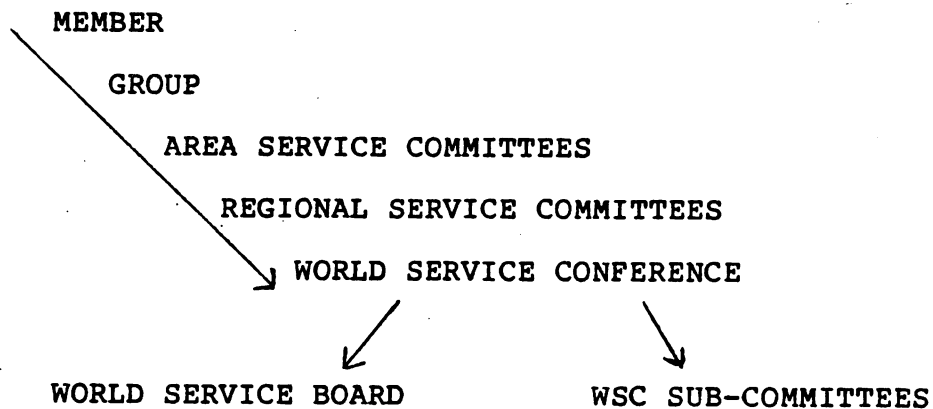


## INTRODUCTION

In today's world, it is impossible to carry the message of Narcotics Anonymous without the availability of sufficient funds. It costs money to print literature and distribute it, to have "hotlines" and other services which connect the newcomer to us, and to staff service centers.

The moment the member's hard-earned money is dropped in the basket at a meeting, our responsibility as trusted servants begins. It is incumbent upon us to do everything possible to see that the money is used wisely cared for judiciously, and that a prudent reserve is kept for the following month's expenses. When that has been accomplished, we suggest that the group forward the balance to the next level of service. In the case of a group, this would mean transferring funds to the area service committee. In the case of an area service committee, this would mean transferring funds to the regional service committee, and in the case of a regional service committee, it would mean transferring funds to the World Service Conference. If you are not part of a area service committee or a regional service committee at this time, it is suggested that you apply the same principle and forward your funds directly to the next level of service, whatever that may be. The following diagram will serve as a guide for the flow of funds throughout our Fellowship.

## FLOW OF FUNDS



These guidelines are intended to serve as an aid to all members of Narcotics Anonymous, particularly those charged with the responsibility of handling funds. If followed as closely as possible, our experience tells us that they will help avoid financial chaos, and lessen the chance of financial disaster. It is our hope that together we have helped our Fellowship achieve a smoother flow of funds, which will, in the long run, maximize our effort to carry the message of recovery to the addict who still suffers.

## GUIDELINES FOR THE MEMBER

As a member of Narcotics Anonymous, your responsibility is to request that a written financial statement be made available by your group's treasurer at every business meeting of the group, and that these meetings be held regularly (it is suggested that a business meeting be held at least once per month).

## GUIDELINES FOR THE GROUP (AND ITS TREASURER)

1. We suggest that your group's treasurer have a minimum of six (6) months continuous abstinence from all drugs. If this is not possible, then we would suggest that your group try to pick a person who is the best qualified, through his/her experience, to be responsible for the funds of your group. When this is done, try not to abandon the treasurer; REMEMBER HE/SHE CANNOT DO IT ALONE.
2. It is a good idea for the group's treasurer, or whoever empties the basket, to have another member count the collection and initial and date a receipt so that there is a check against error.
3. Do not borrow funds from the group. Our experience tells us that those treasurers who make this a practice tend to not return the funds, and many of them leave the Fellowship.
4. It is not a good idea to spend the group's funds for anything without first consulting the group through the regular business meeting.
5. We suggest that you open a bank account, and strongly recommend that you have more than one signature on your bank account. This is to protect your funds and to help your treasurer be accountable to the Fellowship he/she serves. If it is not feasible to have a bank account, we suggest that the treasurer account regularly to another officer (GSR preferably) in order to be accountable to the group members. It is further suggested that your funds be incorporated with your ASC's funds, thus protecting them, while still making them available for your use.
6. Your group should keep a "prudent reserve." This is an amount approximately equal to one month's group expenses, for such things as rent, literature and coffee. REMEMBER OUR FIFTH TRADITION. "Each group has but one primary purpose, to carry the message to the addict who still suffers." Let your funds flow to the next level of service. Do not divert us from our primary purpose by hoarding funds.
7. There should be only one person handling the funds in your group, preferably the treasurer.

IT IS VITAL THAT EVERY TREASURER HAND OVER HIS/HER RECORDS TO HIS/HER SUCCESSOR, IN ORDER TO PRESERVE MUCH-NEEDED CONTINUITY AND HISTORY.

## PROCEDURES FOR ACCURATE RECORD KEEPING—GROUP

Each group with sufficient funds should have its own checking account. If the group chooses not to have a checking account, receipts should be used each time cash is received or paid out. Groups without checking accounts should use money orders for their expenses and donations.

A check register, which may also be used for cash and money orders, should be kept up-to-date at all times. Otherwise, it will become very time consuming. The check register should be reconciled with the bank statement monthly so that a correct balance can be maintained. If the check register is not neat and kept up-to-date, straightening it out will be a very difficult job. When it is kept up-to-date and written neatly, maintaining it will only take a few minutes each month.

### I. Filling in the Group Check Register Form

The following procedure for preparing a check register should be repeated each month.

A. Beginning balance (Line 1): this will be the beginning balance for the first day of the month. Enter the date and go over to the "balance" column and enter the amount of the beginning balance. The ending balance for one month becomes the beginning balance for the following month.

B. Procedure for entering checks: when entering the check, enter the date of the check in the "date" column, the payee and the purpose of the check in the "description and purpose" column, the check number and the amount of the check and the "amount" column. Subtract the amount of the check from the previous balance to arrive at the current balance.

C. Procedure for entering deposits: enter the date of the deposit in the "date" column, state where the money came from under the "description and purpose" column, and enter the amount of the deposit under the "deposit" column. Add the amount of the deposit to the previous balance, and enter the total under "balance."

### II. Procedure for reconciling the Group Check Register Form to the bank statement

This must be done monthly. When the treasurer receives the bank statement, he/she should reconcile it with the check register as soon as possible. Doing this each month will ensure a correct balance for the account, and any mathematical errors will be found. The attached Bank Statement Reconciliation Form provides simple, step-by-step instructions.

### **III. Record keeping without a checking account**

Groups that choose not to use checking accounts may use the same record system and form included in this handbook. The use of money orders for group expenses and donations may be helpful.

### **IV. Group financial reporting**

The group should receive a financial report at least monthly. This responsibility is too often over looked. A written report based upon the Group Financial Report Form included in these guidelines is recommended. Information contained in this report should be taken from the Group Check Register Form.

### Bank Statement Reconciliation Form

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used.

Checking account reconciliation for the month ending: \_\_\_\_\_

- A. Bank statement balance:  
(ending balance on your  
current bank statement) \_\_\_\_\_
- B. Deposits "in transit":  
(Total of all deposits made which have  
**not** yet cleared the bank—those that were  
**not** included on the bank statement:  
a check-mark should be made on the Check  
Register Form by deposits that **have**  
cleared the bank to aid in locating these  
each month) \_\_\_\_\_
- C. Add the answers to steps A and B above \_\_\_\_\_
- D. Checks "outstanding":  
(Total of all checks written which  
have not yet cleared the bank—  
these will be the checks in the  
Check Register Form which do not  
appear on the bank statement; place a  
check-mark by checks that cleared this  
month as in step B above) \_\_\_\_\_
- E. Ending balance:  
(Subtract D from C above—this should  
equal the balance in your register as of  
the date listed above) \_\_\_\_\_

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register Form.
2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.
3. A mathematical error somewhere in steps A through E above.
4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form.

# GROUP CHECK REGISTER FORM

NAME OF GROUP \_\_\_\_\_

CHECK REGISTER

DATES COVERED \_\_\_\_\_

TO \_\_\_\_\_

Prepared By \_\_\_\_\_  
Approved By \_\_\_\_\_

1 2 3 4 5

DATE	DESCRIPTION & PURPOSE	(column) CHECK NO.	AMOUNT	DEPOSIT	BALANCE
------	-----------------------	-----------------------	--------	---------	---------

Line

1	Beginning Balance				
2					
3					
4					
5					
6					
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36					

Bull Green  
8806 (88896)  
8806 (88896)

## GROUP FINANCIAL REPORT FORM

MONTHLY REPORT FOR: \_\_\_\_\_ GROUP.

FOR THE MONTH ENDING: \_\_\_\_\_ YEAR: \_\_\_\_\_

BALANCE FROM LAST MONTH(Beginning Balance): \_\_\_\_\_

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

### INCOME:

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

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

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

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

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

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

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

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

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

\$ \_\_\_\_\_

\$ \_\_\_\_\_

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

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

THIS INFORMATION SHOULD BE AVAILABLE AT GROUP MEETINGS AND SHOULD BE INCLUDED  
WITH YOUR GROUP SERVICE REPRESENTATIVE (G.S.R.) REPORT  
TO THE AREA SERVICE COMMITTEE.

**GUIDELINES FOR THE AREA SERVICE COMMITTEE  
(AND ITS TREASURER)**

1. It is suggested that the ASC treasurer have a minimum of two (2) years continuous abstinence from all drugs.
2. It is suggested that an ASC treasurer issue a receipt to all groups for donations made to the ASC. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the group and ASC.
3. Do not borrow funds from the ASC treasury. Our experience tells us that treasurers and others who make this a practice tend to not return to the Fellowship, nor do they return the funds.
4. It is strongly suggested that no ASC funds be spent without the approval of the GSR's and/or the ASC as a whole.
5. Common sense dictates that ASC funds be placed in a bank account. It is strongly suggested that you have more than one signature on your bank account. It is recommended that the treasurer, ASC chairperson or vice-chairperson or the secretary be the co-signers on the checks. This is to protect ASC funds and to help the treasurer by providing financial records from an outside source (the bank).
6. The ASC treasurer shall make a written financial report of contributions and expenditures at each regularly scheduled meeting of the ASC, as well as an annual report at the end of each calendar year. The treasurer can also be made responsible for bulk purchases of literature for the groups.
7. It is strongly recommended that an ASC keep a prudent reserve equivalent to one month's operating expenses. All funds in excess of the prudent reserve should be forwarded to the next level of service. It is our experience that prudent reserves established for subcommittees have a tendency to stagnate, thus hampering the Fellowship in our primary purpose. Therefore we recommend that subcommittees turn to their ASC's (or RSC's where applicable) for funds.
8. At the ASC level of service, there should be only ONE person handling the funds—the treasurer.
9. An audit of the ASC's financial records should take place at least once a year, or when there is a change in treasurers. All the financial records of the ASC should be audited.

**IT IS VITAL THAT EVERY TREASURER HAND OVER HIS/HER RECORDS TO HIS/HER SUCCESSOR, IN ORDER TO PRESERVE MUCH-NEEDED CONTINUITY AND HISTORY.**



## GUIDELINES FOR THE REGIONAL SERVICE COMMITTEE (AND ITS TREASURER)

The suggested guidelines for a regional service committee are the same as those for an area service committee and its treasurer, with the following exception:

"It is recommended that the RSC treasurer have a minimum of three (3) years of continuous abstinence from all drugs."

IT IS VITAL THAT EVERY TREASURER HAND OVER HIS/HER RECORDS TO HIS/HER SUCCESSOR, IN ORDER TO PRESERVE MUCH-NEEDED CONTINUITY AND HISTORY.

### PROCEDURES FOR ACCURATE RECORD KEEPING—AREA/REGION

Each area/regional service committee should have a checking account. Donations from group's/area's, funds from literature sales, funds from fund-raising events and all other ASC/RSC funds are usually kept in this account. The funds are allocated to the subcommittees of the ASC/RSC and are recorded as outlined below. Excess funds are usually sent to the next level of service (Region or World Service Conference).

#### I. Filling in the check register

The following procedure for preparing a "Check Register" should be repeated each month.

A. Beginning Balance (Line 1) - this will be the beginning balance for the first day of the month. Enter the date and go over to the "Balance" category. On line 1 (columns 14-18) enter the beginning balance for each committee.\* Under the "Total" column, enter the total for all the balances added together. If you do not know the beginning balance for each committee, you should calculate what the current bank balance is. Then the area/region should decide what amount of money should be given to each committee. These amounts, when added together, should equal the current bank balance. The ending balance for the month becomes the beginning balance for the following month.

\*NOTE: If there are more committees than shown on the form, add additional columns in the appropriate categories.

#### B. Procedure for entering checks

1. When entering the check, enter the date of the check in the "date" column, the payee and the purpose of the check in the "description" column, the check number and the amount of the check under the appropriate committee. All check numbers should be accounted for.

2. Add the amount of each check to the "total expenses" under the category "expenditures."

3. Under the "balance" category, subtract the amount of the check from the appropriate committee and the "total" column. When the balances for the committees are added together they equal the "total" balance. This is a double check for mathematical accuracy.

C. Procedure for entering deposits

1. Enter the date of the deposit in the "date" column.

2. Enter the source of the money under "description." For example, from literature sales or contributions from groups, etc.

3. Enter the amount of the deposit under the appropriate committee under the "deposit" category (columns 8-11).

4. For contributions or donations from groups, enter the amount of the deposit made as a whole on the "Check Register." A record of the amounts contributed from each group can be kept on a separate page entitled "Contributions From Groups." On this record a separate column is used for different dates. The amount on the "Check Register" and the total for the date on "Contributions From Groups" should always be equal. In this way, anytime you need to know how much money a particular group has donated, you can make a total column on the "Contributions From Groups" record and add across for each group.

5. On the "Check Register" add the amount of the deposit to the previous figure in the "total deposits" column to arrive at a total deposit figure for the month.

6. Under the "balance" category, the deposit is added to the previous balance for the appropriate committee and to the "total" column (column 18) to arrive at the current balance.

D. Procedure for Transfer of Funds

If a transfer of funds is made between committees, this should be indicated on the "Check Register." These are footnoted with a "T" (for transfer) and checked so they will not be included when balancing the "Check Register." These entries offset each other and do not appear on the bank statement. Again the total for each category and the balances should be brought current.

II. Procedure for Reconciling the Check Register to the Bank Statement

This must be done monthly. When the treasurer receives the bank statement he/she should reconcile it to the check register as soon as

possible. Doing this each month will assure a correct balance for the account, and any mathematical errors will be found. Simple step-by-step instructions for this can be found on the Bank Statement Reconciliation Form earlier in these guidelines.



### CONTRIBUTIONS FROM GROUPS/AREA

**DATES COVERED:**

10

11

125.

[illegible]

**SUGGESTED PROCEDURES FOR AUDITING  
(ASC or RSC Level of Service)**

- A. The ASC administrative committee (chairperson, vice-chairperson, secretary) should determine when an audit is to take place.
- B. It is recommended that no more than 24 hours' notice be given prior to the audit.
- C. Those conducting the audit MUST take physical possession of all records, statements, inventories and petty cash.
- D. The treasurer should be available to the audit committee in order to assist and answer questions, if necessary.
- E. An audit should be seen as a tool that may prevent a minor error from becoming a major one. IT IS NOT INTENDED TO BE AN INQUISITION.
- F. Audits should not be predictable, but should be varied as to time and place.

GUIDELINES FOR THE WORLD SERVICE CONFERENCE  
(AND ITS TREASURER)

1. It is suggested that the World Service Conference treasurer have a minimum of (4) years of continuous abstinence from all drugs.
2. When possible, the treasurer should be bonded for a minimum of \$500,000.00.
3. It is strongly recommended that the WSC treasurer issue a receipt for all donations and document all monies disbursed.
4. It is suggested that each WSC subcommittee submit to the WSC an annual budget of projected expenses for approval by the close of the current WSC. Any expenses which are not conference-approved will not be reimbursed. Should an emergency need for funds arise, approval of a majority of the members of the WSC Administrative Committee will be necessary prior to the disbursement of funds.
5. The WSC treasurer shall make a written, audited, financial report at each regularly scheduled meeting of the WSC, as well as interim reports to be circulated quarterly to the Fellowship through the RSC's.
6. At the WSC level of service, there should be only ONE person handling money, the treasurer. All donations should go to the WSC treasurer "ear-marked" for specific committees. These donations should be made via check or money order ONLY.
7. The auditing procedure at the WSC level of service should follow the same guidelines as at the ASC and RSC levels of service, except that it should be done by an outside auditing firm.

IT IS VITAL THAT EVERY TREASURER HAND OVER HIS/HER RECORDS TO HIS/HER SUCCESSOR, IN ORDER TO PRESERVE MUCH-NEEDED CONTINUITY AND HISTORY.

# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street  
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## TO THE FELLOWSHIP

At the World Service Conference in April 1984 a Committee was established to work on the material that had been proposed by the Policy Committee (83/84) which would have rewritten and replaced the existing Temporary Working Guide to the Service Structure. The Committee has spent considerable effort and time in this work, including the review and synthesis of input from across the Fellowship.

As the work has progressed, it has become more complex and lengthy. The Committee discovered that to produce a single document incorporating the service structure, guidance to service and have the work of quality that will serve the fellowship for a number of years is a difficult task. It would have been relatively simple to do a quick rewrite of the material proposed last year from the Policy Committee. However that would have done an injustice to the fellowship and a dis-service to everyone involved in service.

The Committee has had to move much slower than the Committee would have liked and the work is not yet complete. The Committee has felt however, that it is imperative to have a comprehensive draft that is substantially complete before it is distributed throughout the Fellowship.

The Committee is sorry for the delay, but has found no alternative to quality service. The draft, when complete will be distributed widely for review and input. A workshop will be held after input has been received and a final proposal will probably be made available for consideration at the World Service Conference meeting in 1986.

Yours in loving service to the Fellowship

Robert Rehmar  
Chairperson



# WORLD SERVICE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

16155 Wyandotte Street  
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To the Fellowship of Narcotics Anonymous:

We are quickly approaching another World Service Conference and this is the last opportunity for issues that need resolution at the Conference to go out to the Fellowship. It is also a time of inventory taking and as such it is important to take a look at what has been accomplished, what needs to be accomplished and report in an honest open fashion to the Fellowship.

Over the past two years the World Service Board has changed from being primarily a passive Board to an active involved Board. In this process we have done some things right and have made some mistakes but have hopefully learned from both. The Fellowship has asked the Trustees to assume a more active role in the Fellowship and some Trustees have done this.

The Trustees have continued to write articles on the traditions for the Newslines published by WSO. The Trustees are open to input from the Fellowship and would like to know what issues the membership would like to see addressed in these articles. In addition, material has been put together from our correspondence which contains questions the Trustees have been asked over the past couple of years and Trustee responses to those questions. The material needs work before it can be made available to the Fellowship but it is my hope that this material can be provided to every RSR at the World Service Conference in April. The Trustees continue to seek ways to provide the Fellowship with more information on the traditions and especially in newly developing areas, which usually have enormous enthusiasm and little long term recovery experience on working the steps and traditions.

Our World Service Board of Trustees acquired some valuable first hand experience in working with newer areas and regions this past year. An individual in one region wrote regarding a controversy that was threatening to split the region, fortunately the other function involved also wrote the WSB. Because of the intensity of the feelings expressed it was decided to send a Trustee to that region to assess the situation and see what could be done. The visit proved to be a great success and turned into more of a question and answer session and an exchange of ideas after the problem was addressed. As a result a new region has a better understanding of how the traditions work, how the service structure functions and thus feels much more a part of the Fellowship. The World Service Board of Trustees working with WSO and WSO sent a representative to the Australasian Convention thus

helping to develop within the Fellowship a feeling of a world wide Fellowship rather than a region, area or national Fellowship. A full report of the Australasian Convention experience is included in a later section in this report.

The trustee held three meetings this year and one more is scheuled for early February. Two years ago the meetings were one or two hours in length and held only a few times during the year. Meetings this year have growth to take the better part of two full days. These meetings have been productive as well as lengthy. Copies of the minutes of these meetings have been provided to the RSR's. With respect to the upcoming World Service Conference the Board of Trustees have input in several areas and these can best be broken down by each Sub-committee discussed and then listing the recommendation and the reason for that recommendation.

#### Literature:

The Board of Trustees had several lengthy discussions regarding literature in general at each Trustee meeting. The general conclusion was that at the World Service Conference two years ago a number of pamphlets were approved in a very hasty fashion and that some of the pamphlets are at best inadequate and poorly written. The WSB recommends that the Conference and the World Literature Committee carefully review these and make an evaluation and take steps to rewrite many of them.

In the case of several pamphlets, delayed action should be avoided. For example, the pamphlet Am I an Addict was discussed at length and it was the concensus of the WSB that the pamphlet contained questionable language and should be revised or rewritten. The pamphlet focuses on the specifics of addiction and in particular the use of certain drugs. The WSB believes that the attitudes and feelings that are intregal part of addiction should be addressed instead. There are much better questions contained in the publication Living Clean, so the Trustees acted to bring the issue to the fellowship in this manner;

"The World Service Conference at the April 1985 meeting act to replace the questions contained in Am I an Addict with the thirty five questions from Living Clean." Conference participants should come prepared to act on this matter.

Another problem is found in the Starter Kit. On page 6, item #11 it states, "that usually members join in a circle and close with the Lord's Prayer" at the end of each meeting. The WSB believes it inappropriate for our literature to suggest what type

of prayer to close with and as a result recommends to the Conference the following:

"That item number 11 on page 6 of the Starter Kit be changed to

read, 'Usually members join in a circle and close with a prayer of their choice.'

The Board also discussed at great length the pamphlet For Those We Love and Others. It was the unanimous decision of the WSB that the pamphlet was not suitable Narcotics Anonymous literature and should be deleted from the inventory of approved literature by the following action;

"The WSB recommends to the conference that approval of the pamphlet, For Those We Love and Others be removed and its use in the Fellowship be discontinued."

The WSB suggests that possibly another pamphlet might be prepared by the Fellowship which is written by addicts containing helpful information for handling within the family issues.

The World Service Board of Trustees provided considerable input to the World Literature Committee's work in progress on the Twelve Steps and the Twelve Traditions. Three trustees attended the Literature Committee's workshop on this material in San Diego. The draft of material was then reviewed by members of the WSB. At our December 3, 1984 meeting the work was discussed. It was decided by unanimous vote "to draft a letter to the WSC Literature Committee recommending that procedures be changed regarding this work to allow for outside professional assistance in the development of this material."

Last summer the WSC was once again asked by the World Literature Committee, and by the WSC Administrative Committee to recommend that a minor change be made in the Third Edition of the Basic Text "Narcotics Anonymous." By unanimous vote the Board voted to recommend that the phrase "I urinated on Stalin's tomb be deleted." For many of the Board members this action was reminiscent of the WSB action with respect to Tradition Four and Nine which caused so much controversy two years ago.

The Board after much discussion voted unanimously to ask the Fellowship through the World Service Conference for permission to make minor changes in our Literature. This would be authorized by a change in the Temporary Working Guide to the Service Structure on page 27, by adding the following language to the end of the first sentence of section IX, after the word, "Board: except when two-thirds of the World Service Board of Trustees agree that a Tradition violation has occurred, the Trustees be empowered to collectively exercise their obligations to the Fellowship by attempting to resolve any breach of our Traditions in favor of a clearer, 'understanding and application' of the Traditions."

#### Public Information:

Throughout the year the WSB has engaged in extensive discussions related to Public Information. Two very serious breaks in anonymity occurred this year; one happened as the

result of a film which will be widely distributed throughout the country. N.A. members identified themselves as N.A. members by name and talked about their recovery in Narcotics Anonymous. Many of the Board discussions involved how to avoid this.

The Board decided to recommend to the Fellowship and to the P.I. Committee that "The committee should utilize non-addict trusted servants for any national media or regional media requests for a representative or spokesperson where there is danger of a break in anonymity. The only two individuals currently available for this purpose are Michael Bohan (Trustee) and Bob Stone (WSO Manager).

The Board further believes that with respect to national television, that no local, area or regional P.I. Committee should attempt to make any arrangement for, or send any member to be on any national news program, talk show or any nationally televised show of any type. In order to respond to the needs that will develop over national media exposure, the WSB recommends that the Conference adopt the following motion.

"That individuals participating in any national television program be selected jointly by the World Service Board of Trustees, the WSC P.I. Chairperson and the WSC Administrative Committee Chairperson."

We believe that in this area the potential harm coming from individuals acting on self will or ego is tremendous and the Conference needs to safeguard the Fellowship from the disastrous consequences of such actions.

The World Service Board of Trustees had considerable discussion with respect to Public Information Videos. The WSB reviewed a number of videos that had been made by Regional or local P.I. Committees. The Board was concerned about the overall quality of the Videos and felt that those which emphasized recovery and appropriate use of language rather than the specifics of the disease were preferable. The Board was particularly concerned over the issue of whether or not non-addicts were used in the Videos which showed people. It was not indicated whether these individuals were actors or members of the Fellowship. The Board felt that a policy should be developed which provides indications in such videos that the individuals are not addicts, but actors and perhaps an even better solution would be the adoption of a policy whereby faces never appeared in a video developed for use by the Fellowship. In addition it was proposed to formulate a policy that will provide for trustee participation in the review of video productions or use prior to the final production, as is currently being done. A Committee was established for the purpose of developing overall policy recommendations on video review prior to production.

#### International Committee:

The International Committee has been plagued with a series of problems. Its chairperson has become inactive, and then resigned. In addition receipts have not been received for funds expended. The Trustee liasions of that committee suggests that as a safeguard to the Fellowship should it become advisable to formulate new sub-committees that those sub-committee be established with only a very limited budget and a period of one year be set aside for that new sub-committee to provide the Conference with its guidelines and a list of goals and objectives along with a plan of action for achieving those goals or objectives.

#### Convention Committee:

The World Service Board of Trustees will provide the Fellowship with the Board's opinion with respect to the relationship of conventions to the Fellowship. A Trustee adhoc committee was created to review the proposed convention handbook and the Trustee recommendations will be made prior to the April 1985 World Service Conference.

#### Hospital & Institutions:

The issue of what constitutes an H&I meeting was raised and discussed at the September meeting of the Board. An adhoc committee was appointed to review this area of conflict and report back to the full Board at the February meeting. The Trustee report will be made available to the Fellowship at the earliest possible moment.

The members of the World Service Board of Trustees are looking forward to a very productive conference and wish as this time to thank the Fellowship for allowing us to be of service.

In loving service,

Sally E., Chairperson  
World Service Board of Trustees

# WORLD SERVICE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

16155 Wyandotte Street  
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## TO THE FELLOWSHIP:

After several lengthy discussions between the World Service Office, WSC Chairperson, the WSB Chairperson and individual members of the Board of Trustees it was decided to send a Trustee to the First Australasian Regional Convention of Narcotics Anonymous. The Fellowship had been started twice in Australia and failed each time. The remoteness of this fellowship from the strength of the fellowship in the United States may have always been an important but negative factor. Sending a Trustee was though to be an important investment in this new effort to build NA in Australia. This Convention was to be held in Sydney, Australia from September 28 to October 1, 1984. I was privileged to have been the Trustee to attend.

I arrived in Sydney Wednesday morning at 6:00 am following a 13 hour flight. I had plans to get a hotel, get some sleep and to call some of the contact people whose phone numbers I had. But this was not to be. When I completed the customs inspection two members of the N.A. Fellowship were waiting for me. We went to breakfast, saw some of the local sights, carried on a running conversation about N.A. in Australia and the states and went to a 12:00 pm meeting in Sydney which was attended by approximately 40 recovering addicts. This was followed by a scheduled interview on a radio station talk show which included Public Information about the upcoming convention and Narcotics Anonymous in general. From the radio station we went to the Australian Federal Department of Correctional Services for a meeting at which the N.A. Fellowship was attempting to convince top administrators that Narcotics Anonymous meetings should be introduced into their correctional institutions. And so began one of the most memorable weeks of my recovery.

Australia's Convention was attended by approximately 350 addicts from all over Australia and New Zealand. The enthusiasm was tremendous. The Convention began on Friday with an opening meeting with participants from all over, each one speaking briefly. Saturday contained a full day of workshops: Fellowship, Sexuality, Transition from Rehabilitation, Sponsorship, Live and let live etc. On Sunday morning a spiritual meeting started the day, followed by what the Australian Fellowship termed a public meeting, which was a very innovative P.I. endeavor. Weeks before Doctors, Solicitors, Public Officials, Treatment People and individuals involved in Correctional Services as well as anyone who dealt on a regular basis with addicts had been contacted and invited to this meeting for the purpose of learning something about Narcotics Anonymous. N.A. members had spoken on radio shows inviting those wishing to learn more about "Narcotics

Anonymous, a twelve step program of recovery from drug addiction," to attend this meeting. The public meeting was called "The Living Proof Meeting" and was a great success. A farewell meeting that evening ended the convention, and an N.A. picnic along Australia's Coast was attended by very tired addicts the following day. Many of us slept on and off thus ending the four day celebration of recovery in a relaxing way.

The Fellowship of Australia is extremely tradition conscious. The following is a quote from the history section of a convention bulletin prepared by the Convention Committee. "In Australia attempts had been made for twenty years to establish both Drugs Anonymous and Narcotics Anonymous, but the Twelve Traditions, particularly the third, sixth and seventh were not adhered to, hence there was little success." In 1981 three addicts got together and held the first contemporary meeting of Narcotics Anonymous. Today there are 24 meetings in Sydney, eight in rural New South Wales, two in South Australia, four in Queensland, eight in Victoria, three in Western Australia, three in Ackland and eight in New Zealand. There are 60 meetings a week in this region and the number is growing. One new meeting was started while I was there. Another quote from the convention booklet states "The Traditions are followed without any deviation. Time has reinforced the fact that N.A. does not grow if the traditions are not carried out to the letter." The Australasian Region had tragic first hand experience with results of deviation from the traditions and as a result they have a firm commitment to them today, and they are growing because of that commitment. The Australasian Region is "Living Proof" that the program works and that our Traditions are the umbrella that make it possible for the Fellowship to grow.

The Fellowship has opened an office and is maintaining a system of communications with the fellowship in the United States and throughout the large area that makes up the Australasian Region. They are beginning to experience the need for legal standing with the government and are interested in exchanging experiences with other regions which may be grappling with this question. In addition they publish a monthly Newsletter and would like to exchange Newsletters with other areas and regions which publish them. If your area or region is currently publishing a news letter and you wish to receive one from Australia mail your Newsletter to N.A. today, PO Box 440, Leichhardt, Sydney 2040 Australia and they will send you a copy of theirs.

Many of us think of our Fellowship of N.A. as being our area, our region, our country, however, the fellowship of Narcotics Anonymous is a world wide fellowship which transcends languages, national boundaries, countries and continents. It has its own language, the language of the heart. The Fellowship of Australia opened its homes and hearts to me and loved and cared for me just as the Fellowship of this country has and continues to do. There is no organization in the world where you can go half way around the globe and immediately find the same love and acceptance that you find in your own back yard.

I believe the Australian fellowship benefited from the visit and I

know that I personally gained insight, experience, strength and hope from meeting with them. It is with deepest gratitude to the members of the Australasian Region and the fellowship of Narcotics Anonymous that this report is respectfully submitted.

Yours in service,

Sally E.  
Chairperson WSB





# WORLD SERVICE OFFICE, Inc. NARCOTICS ANONYMOUS

16155 Wyandotte Street  
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January 1985

## REPORT TO THE FELLOWSHIP

The year 1984 was one of unparalleled growth for the World Service Office. We have expanded in every way to provide the services to the Fellowship that are required or asked of us. The growth in the office has been representative of the growth in the Fellowship and in direct response to needs of the Fellowship.

During the past twelve months the office received new group registrations for over 1,500 new meetings. Information on these was published in four World Directory updates along with information on about 200 meetings that closed and information that changed concerning other meetings. This increase of 1,500 new meetings, when including the adjustment for the 200 closed meetings, moved the number of Narcotics Anonymous meetings from 2,200 (in January 1984) to over 3,700 active meetings at the end of December 1984.

The recording of meeting information, correcting existing data, adding new information, responding to requests for general information about N.A., sending starter kits and communicating to new groups became a full time job for one employee. This work had been done by one employee on a part time work assignment.

The financial operation of the office took a quantum jump during the past twelve months. This increase has many causes, including greater efficiency of the office, an expansion of the number of hospitals and treatment centers using our material and simply a greater number of sales to members, groups, areas and regions. Although the 1984 year-end financial statement has not been prepared by the Certified Public Accountant, the preliminary figures reflect an increase in gross income from \$329,000 (reported as the year end figure for 1983) to over \$800,000.

Statistics maintained by the staff reveal that over 55% of all sales were to non-Fellowship purchasers. This is an increase in direct sales outside the Fellowship over the previous year.

This increase in shipping of approved literature necessitated increasing the number of employees in the accounting/shipping department from three to four.

The office expanded the distribution of the NEWSLINE, although there have been continuing scheduling delays (the NEWSLINE is important, but not the highest priority item for the staff to work on). The office now sends over 3,400 copies of

each issue. The volume of information in the NEWSLINE increased substantially when the Conference officers and committee chairpersons began to utilize this as their primary communications tool to reach the Fellowship.

By including much of the WSC information in the NEWSLINE, there has been less disruption in office routine in getting WSC information to the Fellowship than was experienced when the bulky Fellowship Reports were made quarterly. The Fellowship Report which includes this letter is a good example; the total report has consumed over 150 hours of staff time in a two week period, in the typing and changing required to report exactly what the different committees and service arms chose to say.

The office has continued to provide increasing secretarial support to the Conference and Conference committees. Several committees, Public Information, Literature and Hospitals and Institutions, for example, have substantially benefited from this increased staff time availability. Some of the work contained in this Report might not have been accomplished by the deadline, and would not be available for Fellowship consideration, had the WSO staff not been utilized for clerical and administrative support.

This increased assistance to the Conference has resulted in an increase in the number of employees assigned to provide this service.

The Office undertook to fulfill the responsibility assigned at the April 1984 meeting of the Conference for the production of the N.A. Way Magazine. The first issue produced by the WSO was the June publication. It may not have been the best looking issue and it was late, but each subsequent issue improved in quality and scheduling. The billing for the magazine had become entangled in the transitional fears that WSC might not have continued the magazine, so there was considerable work to be done to settle the subscriptions on an individual basis. Billing notices were sent, along with second and third notices in order to accommodate renewals from those interested, and in December a special sales offer was made for new subscriptions. The adjusted total of subscribers as of December 31, 1984 was 1,004 paid readers. And the number of new subscribers continues at a tremendous rate even though the December sales promotion is over.

The WSO did conduct a Fellowship wide search to find an Editor for the magazine as specified in the policy adopted for the magazine at the 1984 WSC. We were fortunate to have found and employed Ron H. from North Dakota for this position. He began serving as Editor while still in North Dakota while he finished the remaining months required by his college work. He recently moved to the Los Angeles area and is doing a terrific job as Editor.

In the course of his service as Editor, he has worked with the Review Panel and Associate Editors as prescribed in the adopted policy. There has however, evolved a difficulty with the specific language of the approved policy and he has recommended

change in the policy in order to improve the magazine quality. The Board of Directors studied his proposal and approved it for submission to the Fellowship for consideration and possible adoption at the Conference when it meets this April. It is attached to this report as addendum #1.

Although the number of subscribers at this time will not generate enough income to pay for the direct magazine expenses (printing, postage and labor), the rate of increase indicates the break-even point may be reached during 1985.

The printing and distribution duties of the office, our primary responsibility, has been fraught with perplexing problems all year. Scheduling the periodic re-orders for the Second Edition of the Text and estimating when the Third Edition would be available were not precisely matched. Having the Third Edition include new stories, which necessitated new type setting, proof reading and review presented more problems. These issues were discussed in the NEWSLINE, and each of the other service arms were consulted in the development of a unanimous resolution to the problems before printing took place. It has been gratifying to experience the unity involved in the production of this Edition of the Text when compared to the difficulties experienced with the First Edition.

The financial outlay for printing of the Third Edition demonstrates the need and result of the increase in gross income mentioned above. The office, as of the date of this report had to expend over \$95,000 in direct payments to the printer to make the Third Edition Texts available.

The office embarked on a project to produce translations of all of the approved literature during the past year. An effort was first made to utilize members of the Fellowship as volunteers from the countries where translations were needed and would be used. This proved to be agonizingly slow and inefficient. Eventually it was decided to find university instructors in the Los Angeles area to prepare the draft translations. Translations were made of the White Booklet and five pamphlets into French, German and Italian, and a start was made on the Portuguese translation. The Spanish translations were expanded, and now include not only the White Booklet and the Number One IP, but other IP's as well. We did not anticipate any problems, so the translations were typeset, readied for printing and notice provided on the order form. Unfortunately a major problem did arise at this point.

Draft copies of these translated materials were sent to Fellowship members in countries where the items would be used. In each case the response was to disagree with some of the words used in the translations to describe or relate the message from the original English version. This, although understandable, was unexpected. The Trustees have been asked to become involved with the translation issue and work with the staff and translators to resolve the disagreements over the use of non-English words to

describe language of approved literature. The distribution of non-English literature has been suspended until the issues are carefully reviewed and all parties satisfied that the approved language is correctly translated.

The translation problem resulted in the development of a proposed policy for non-English language materials which is enclosed for Fellowship approval. This is presented as Addendum #2.

Concerning another inventory item, there has been considerable discussion about the development and use of metal medallions to commemorate clean time. Responding to the motion adopted by the Conference last spring, the office did receive a number of suggested designs. They were reviewed and the most attractive designs are included in Addendum #3 for review. Only one design should be approved by the Fellowship, as having more than one design would substantially increase the inventory cost and complicate the ordering process.

The office initiated a speaker tape review and approval process in the last few months. The process has not, as of this date, resulted in the inclusion of tapes to the inventory, but that is expected in the near future. The Board originally intended to have this policy adopted by the Fellowship at the Conference by including the specific policy language in this report. However, because the policy has not yet proven to be workable or efficient, we decided to wait until next year in order to determine if the policy proposed is actually the most logical and practical solution.

The WSO Board of Directors has operated efficiently during the past year. The meetings are usually four or five hours in length and work from printed agendas. All of the major issues considered and adopted by the Board have been presented to the Board in writing in advance of the meeting. In this way, full understanding and analysis of important matters can be accommodated without rushed action by the Board. There has been some confusion concerning election of members to the Board of Directors. This resulted from the changes in the by-laws since 1982, which have not matched action by the Conference. In reviewing the by-laws, the Board decided to make two changes, only one of which requires action by the Fellowship. That item is explained as Addendum #4 and each voting participant should arrive at the Conference prepared to act on the recommendation.

The Conference had instructed the WSO to prepare a report on financial/legal information for Fellowship needs. That report has been under consideration by the Office Manager and the WSO attorney. Enclosed as Addendum #5 is a letter from the attorney discussing these subjects as well as the concerns raised last year over the use of the tax identification numbers assigned by the IRS to the WSO. A more comprehensive report is now being prepared by WSO which will incorporate some of the information from the attorney. It is anticipated that the report will be

announced in the NEWSLINE, and copies can then be obtained by regions, areas, or groups as they find they have a need for it.

In the reports from the WSC Literature Committee Chairperson and the Board of Trustees are brief notations that it is desirable to utilize talented professionals in the finalization of literature. The WSO has been approached to provide funds for this service and the WSO Board has expressed willingness to do so, providing that the WSC Literature Committee and the Trustees exercise responsibility to manage the work and keep the WSO out of the creative end of such relationships. More about this will be available as actions are taken to accomplish this need.

In another project of similar character, the Public Information Committee has requested the WSO provide funds for the production of public service announcements for use on television. The WSO Board has consented to this also, providing that the WSO responsibility is primarily management of the contractual relations rather than decision making on the content. A special committee has been created to manage this project, as reported by the WSC Public Information Committee Chairperson. As this project moves forward, more information will be made available.

From the pages above, in this report from WSO, it is very clear that the WSO is directly related to supporting the activities of the Conference Committees. This working relationship has developed in positive directions with the Conference Committee providing the direction and decision making and the WSO providing the support or assistance that is requested. The WSO Board has endorsed this relationship as it provides the most reasonable and feasible means of helping the Fellowship carry the message of recovery to the still suffering addict. This relationship has broadened the base of fellowship wide decision making to include trusted servants from every geographical sector of the Fellowship.

It is felt by the WSO Board and staff that the days of conflict between the WSO and other elements of the Fellowship have passed. This working together has produced a feeling of harmony and unity that has made this year the most productive year for the world level trusted servants.

The WSO is looking forward to the Conference with positive anticipation and confidence that carrying the message is the common goal and conflicts will be minimal.

In service to the Fellowship

Robert B. Stone  
Office Manager

## ADDENDUM #1

### N.A. WAY MAGAZINE

It is recommended that a change be made in the language on page 45 of the Temporary Working Guide to the Service Structure, paragraph one, line 6 by deleting the words; "errors in an effort to promote continuity without altering the content, flavor and/or style of the article; editorial changes will not include major reorganization or rewriting."

Insert the following words to replace those deleted; "and structural problems in an effort to promote continuity without altering the content or flavor of the article."

This change is desirable because of the actual need for the authority to make revisions that the existing policy prohibits. The proposed change is consistent with intent of a fellowship magazine containing stories of experience, strength and hope which reflect the actual experiences of addicts, while at the same time is a readable, well written publication.

The change would bring the editorial authorities closer to the realities of how similar publications are managed. To a certain degree the difference are semantic while in some ways the difference are a result of the fact that none of the members involved in the creation of the current language had professional journalistic education or experience. A clearer understanding of how the appropriate words are used, and their common meanings will be helpful.

1. Style: A dictionary definition: "A customary manner of presenting printed material, including usage, punctuation, spelling, typography and arrangement" and "the way in which something is said, done, expressed or performed."

The World Service Office is striving for consistency of style through all its publications and communications. This consistency is in keeping with and in conjunction with the style policies adopted and in use by the WSC Literature Committee. This includes specific rules of punctuation and capitalization as well as preferred usage, such as "clean," "recovery," etc. The editor of the N.A. Way should have the latitude to make such stylistic changes to maintain that consistency.

2. Reorganization and rewriting: Much of the input we receive for the N.A. Way carries a substantive message of recovery, but is not written or organized well enough for that message to come across clearly in one reading. While it is important that the substance of the article not be changed by editing, it is equally important that the substance be clear to the

reader. In order to accomplish that, the Managing Editor should be given the latitude to restructure and rewrite such material, using the author's phrasing wherever possible, and adhering to the author's intent and content. In most cases the editor may communicate with the author by phone or mail to discuss those changes. Given that the magazine should have standards of readability and quality, the alternative to allowing such latitude is to print only articles written by skilled writers. Such arbitrary exclusion of everyone else would prevent a large portion of the Fellowship from participating in the magazine and would be unacceptable. The above language changes are proposed to avoid those limitations.

## ADDENDUM 2

### NON-ENGLISH PRINTING OF LITERATURE AND THE TEXT

WSO has continually been asked about our schedule for translations for all of the literature and especially the Basic Text into a variety of non-English languages. For each of these inquiries, we have responded that a limited translation program is in progress to translate the White Booklet and the pamphlets, but no translations are planned for the Basic Text until the Fellowships using those languages have grown enough to substantially support the costs involved in production of the Text.

If translations of the pamphlets aids in the growth of the Fellowship in those languages, as we suspect it will, then the wait for those Fellowship's to be able to support a substantial costs of the Text will only be a year or two. In anticipation of that growth and the eventual demand (orders with payments) for the Basic Text in non-English languages, it is prudent to develop specific policies relative to the Basic Text in non-English languages that are not applicable to the English language publication.

The following are policy statements that are prudent plans on the part of the Fellowship for translation of N.A. literature.

### BASIC TRANSLATION POLICIES

It shall be the policy of the Fellowship of Narcotics Anonymous that all of the approved literature of the Fellowship be made available to addicts the world over. The message of recovery in Narcotics Anonymous must always be contained in literature approved by the World Service Conference of Narcotics Anonymous acting for the group conscience of the Fellowship and produced by the World Service Office.

The basic literature that describes and explains the program of Narcotics Anonymous shall always be written primarily in the English language. Translations of the basic literature of the Narcotics Anonymous Fellowship shall be made under careful scrutiny of the World Service Office and the Board of Trustees.

In order to carry the message of recovery from addiction through Narcotics Anonymous, a phased translation schedule shall be followed. This schedule shall be adopted for the explicit purpose of carrying the message in the hope that no addict with a desire to stop using need die because the message of recovery was not available in a language of there use.

There shall be no direct or literal translation of the second part (Book 2) of the Basic Test from English to other languages.



#### ADDENDUM #4

##### AMENDMENT TO THE BY-LAWS OF WORLD SERVICE OFFICE

The by-laws of the WSO currently provide for twelve (12) Directors. Four Directors are elected by the World Service Conference directly, and these Directors serve for a one year period. The Conference elects members to be part of a "pool" of potential Directors from which the Board of Directors selects additional Directors. The Board of Directors, selects four Directors to serve three year terms in two different years and selects no Directors from the pool in the third year.

This presents an unbalanced service period for Directors. Because the language provides for three year terms and four are selected in certain years, there is one year in which no new Directors are required from the pool. A much simpler system would be to have the Conference select by direct election only three members to serve for one year. Have the Board select from the "pool" three directors each year to each serve for three years.

In this manner the number of Directors remains the same (12) and the rotation of Directors is easier to follow. The election of Directors from the "pool" then makes more sense.

Although the Conference does not approve the by-laws of the WSO, the Conference does directly elect four Directors and selects members for the "pool." Accordingly, the Fellowship should be asked to concur with the change in the form of the following motion to be presented at the Conference. Additionally there is no language in conference policy to fill vacancies of Directors that are elected directly by WSC.

Moved, that: At each annual meeting of the World Service Conference, the Conference elect three (3) members to serve on the World Service Board of Directors for a period of one year. In the event of a vacancy created by resignation or removal of a Director elected by the Conference, the member who was fourth highest in the number of votes cast will fill the vacancy.

At each annual meeting of the World Service Conference, the Conference selects three (3) or more members to be added to a selection "pool" of potential members of the Board. The Board of Directors selects three members from the "pool" to become members of the Board for three (3) year terms of office. In the event of vacancies from resignation or removal, the Board may select replacement Directors from the "pool."

Law Offices  
**ROBERT D. ROSSO**  
A PROFESSIONAL CORPORATION

December 14, 1984

Robert B. Stone  
World Service Office, Inc.  
16155 Wyandotte Street  
Van Nuys, California 91406

Dear Bob:

This report is prepared as an attachment to the Minutes of the November 3, 1984 meeting of the Board of Directors of World Service Office, Inc. ("WSO"), and is intended to summarize the position I have taken with regard to the IRS matter as presented to the directors at that meeting.

My basic position is that under the facts presented, I see no legal or ethical reason requiring WSO to initiate communication to the Internal Revenue Service for the purpose of "rectifying" the misuse of WSO's Employer Identification Number ("EIN"). Furthermore, I see no useful purpose in asking the IRS for direction on how the fellowship should manage its own financial affairs and report its income. I take these positions for the following reasons:

1. The use of of the E.I.N. by persons other than WSO has not caused the evasion of any state or federal income tax. Accordingly, there is no legal need to contact IRS, nor is there anything that would be accomplished by initiating a dialogue with IRS personnel. My conclusion that inadvertent tax evasion has not occurred is based on two points:

(a) In 100% of the cases of which we have direct knowledge (with one possible exception), the bank accounts for which the E.I.N. was used were non-interest bearing checking accounts. Because of this, no income was generated which would be potentially taxable. You can't have income tax evasion without any income.

(b) Even if any income was generated through these bank accounts and erroneously reported as WSO's, it is very unlikely that any tax would be due thereon. From a profit and loss

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standpoint, WSO has been in essentially a loss position for the past several years. Because of WSO's non-profit status, it has not been necessary to be aggressive from a tax and accounting standpoint. However, assuming that WSO was not non-profit (or that it became subject to tax through a retroactive loss of non-profit status), a reasonably aggressive and entirely supportable position would result in no tax due at all.

Since there has not been an evasion of tax that should have been paid, there is nothing to resolve by communicating with IRS.

2. Even though there is no legal need to contact the IRS, is there still a moral or ethical requirement that would dictate such a communication? This question was posed by the directors, and I feel that the answer is "no". Realizing that the use of the E.I.N. may have been an inadvertent technical violation of some rule or regulation, the key element is intent, or more specifically the absence of intent. According to the information you have provided, the widespread use of the E.I.N. resulted from a good faith mistake by WSO personnel and actions by members of the Fellowship not within the control of WSO. The same ignorance of any potential tax code violation was undoubtedly shared by the various groups of the Fellowship that used the E.I.N. As soon as the mistake was discovered, the improper use was stopped. Thus there has not been a single instance of knowing violation of the law. In light of this, I find nothing in the traditions and policies of the Fellowship that would suggest that any officer or director of WSO, or any other member of the Fellowship, needs to contact the IRS on moral/ethical grounds.

3. It has been suggested that advice should be solicited from the IRS as to how the Fellowship and its various entities should manage and report their financial affairs. My feeling is that a communication to the IRS for this purpose is unnecessary and would prove unfruitful. Although there are procedures for seeking "Technical Advice" from the IRS, they relate only to information concerning specific matters under examination by the IRS, such as an audit of a return, or to the interpretation and application of the tax law to a specific set of facts. I am fairly certain that a generalized request for direction on the manner of tax reporting would not be answered by the IRS.

Moreover, the Service's advice is really not needed for

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this purpose. Between the professional staff of WSO and its tax, financial and legal advisors, any specific questions regarding internal financial organization or tax reporting could be competently answered.

In conclusion, I believe that no legal or ethical reason exists for contacting the IRS about the use of the E.I.N., or for any other matter other than to file the annual reports which are required by law. There is far more to lose through such efforts (if nothing more than the time and effort of WSO's staff and professional fees), and truly nothing to gain. Because of the immediate action of the WSO staff to terminate the misuse of the E.I.N., the subsequent investigation into whether contacting the IRS is necessary, and the basic fact that no tax evasion has occurred, I have no concern for any individual liability (criminal or civil) of WSO's officers and directors. My specific advice is to continue and strengthen the steps taken to insure that misuse of the E.I.N. does not occur again, and then to turn your attention to the ongoing needs and challenges that the Fellowship presents.

  
Robert D. Rosso

RDR:mal

ACTION PAGE FOR WSO PROPOSALS

Addendum #1: Should the existing language in the Temporary Working Guide to the Service Structure, page 45, line 6 be changed by deleting the following language: "errors in an effort to promote continuity without altering the content, flavor and/or style of the article; editorial changes will not include major reorganization or rewriting." and shall the following be inserted in its place: "and structural problems in an effort to promote continuity without altering the content or flavor of the article."

YES \_\_\_\_\_

NO \_\_\_\_\_

Addendum #2: Should the proposed Non-English language printing policies be adopted?

YES \_\_\_\_\_

NO \_\_\_\_\_

Addendum #3:

Should any of the following proposed medallions be adopted by the Fellowship?

YES \_\_\_\_\_

NO \_\_\_\_\_

If yes, which should be adopted?

Option #1 \_\_\_\_\_

Option #2 \_\_\_\_\_

Option #3 \_\_\_\_\_

Option #4 \_\_\_\_\_

Option #5 \_\_\_\_\_

Addendum #4: Should the Conference elect three members directly to the WSO Board each year for one year terms and select members to serve on the "pool" of potential directors for selection as Directors for three to be elected each year for three year terms as proposed by WSO?

YES \_\_\_\_\_

NO \_\_\_\_\_



## NARCOTICS ANONYMOUS OF SOUTHERN NEVADA

p.o. box 26636, las vegas, nv 89126

### REPORT TO THE WORLD FELLOWSHIP

December 31, 1984

Southern Nevada has a small but active fellowship. We have been meeting in a city of 500-thousand steadily for seven years, and before that sporadically for five more. We now have 16 regular weekly meetings and about 150 addicts attending, better than doubling figures of two years ago. 30% of membership is active in service either at the Group or Area level. Commitment to unity, especially in the Home Groups, has grown. An awareness is slowly dawning on some that our Fellowship is the sole 12-Step program for addicts, and that our survival and that of addicts yet to recover depends on NA unity. A significant number of new members are coming from other 12-Step fellowships, either seeking identification with other addicts or unable to stay clean with a substance-based disease concept. We have experienced frequent turnover in membership and in service-- only one member of our ASC has more than three years clean at present-- but that appears to be settling somewhat as we gain in numbers, experience and stability.

The local service structure has drawn much interest in 1984. In January our Groups approved ASC guidelines compiled from minutes and the Temporary Working Guide. They have been helpful when used, but too often go unread or not understood. There has been intense conflict over issues related to divergent concepts of Group Conscience and the Trusted Servant. At one point this year all Area service business was taken to Groups for decision. Time and energy diverted from the Groups' primary purpose; inability of Groups to take informed consciences (2/3's of our membership has less than a year clean, 1/3 less than ninety days); severe impairment of the service committee's ability to fulfill its charter; all quickly brought back support for active trusted servants responsible to those they serve. Oddly enough, what restored perspective was a renewed focus on the identity of the Home Group-- an autonomous, apolitical base of recovery-- and a desire to protect that base from distractions.

Services provided in 1984 include:

- 1) CONVENTIONS-- The 1st Western States Unity Convention was attended by approximately 500 NA members, primarily from CA, NV, and AZ. Plans have begun for the 1st Southern Nevada Convention, tentatively scheduled for late February 1986. WSUC-2 will be held June 21-23, 1985 in Phoenix, AZ.
- 2) H&I-- We have pulled back to one adolescent treatment unit and two prison meetings. For the first time we have an active committee doing this work instead of Lone Rangers. Poor screening at the adolescent unit meeting, coinciding with drug traffic into the unit, led to the staff temporarily closing us out. A closed, screened panel now presents NA recovery there. In addition to H&I Committee outreach, 60% of regular Group meetings are held in treatment facilities. 2/3's of our members' effective first contacts were in such facilities.
- 3) POLICY-- An attempt to form a Policy Committee was not successful. The idea was to remove political discussions from ASC meetings to a cooler place. Too many ASC members feared it would become an elite, closed forum. Instead, GSR's will hold special sessions in following months to form statements on procedure, Group Conscience, and the Trusted Servant.
- 4) NEWSLETTER-- An Area newsletter, The Journey, was published seven times but went by the wayside for lack of participation in the committee. It was good while it lasted.

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- 5) **SPEAKER MEETING**-- Our monthly speaker meeting has been held for over two years now. Guest speakers from outside the Area have stimulated recovery and a broader sense of unity. Those tapes passing the new screening process, from this and WSUC-1, should be available in 1985.
- 6) **ACTIVITIES**-- This committee has held four or five dances, two casino nights, a pot-luck dinner, and two campouts. Area services still depend on Group contributions for almost all operating funds. Special fundraisers will be held for the Arizona Region's WSUC-2 organizing work and for RSR's expenses in April.
- 7) **PUBLIC INFORMATION**-- Print and broadcast PSA's have been maintained well. We are investigating outreach to outlying communities and better, more consistent contacts with professionals and the public. Interviews with anonymous NA members, referring primarily to the White Book, have appeared in newspapers and on radio and TV.
- 8) **SPANISH-LANGUAGE MEETINGS**-- There is small but strong interest. Progress should be seen as soon as literature is available from WSO.
- 9) **WORKSHOPS**-- Our first service workshop was held in early December with light attendance. Future workshops will be held quarterly.
- 10) **HOTLINE, LITERATURE**-- We have continued area literature and 24-hour hotline services.
- 11) **GROUP SUPPORT**-- The ASC has attempted to facilitate support for Groups in need. Free literature has been provided when necessary. Mini-workshops for Group members have been conducted by the RSR on purpose, membership, and structure. Some meetings have folded, but more are now sponsored by stable Home Groups and stronger than ever. A Group Resource Kit, compiled from the WSO Group Starter Kit, the Temporary Working Guide, local ASC Guidelines, and the old WSO Group officer booklets is in the works. It will include a Group Inventory sheet borrowed from Southern California.
- 12) **WSC LITERATURE REVIEW**-- An ad hoc committee has been formed for review of and input to It Works; How and Why, our new Step and Tradition book.

Southern Nevada is one of only two Areas claiming status at WSC-85 as a designated Region. After discussions with representatives of Northern Nevada, Arizona, and Southern California-- the former two of which formally declined requests for merger-- Southern Nevada decided to take its own place in the world fellowship. We are 300 miles from our nearest neighbor, and can practically administer no services in common with any other Area. We have contributed input to the work of Conference Select, Public Information, Finance, Literature, and Convention committees. Input to Policy and H&I committees will be forthcoming. We have visited and maintained regular contact with neighboring Regions. We have donated close to \$1000 to the WSC operating fund. Our RSR and RSR-Alternate are prepared to accept appointments to Conference committees in April. We are growing strongly and steadily. We no longer wish to be isolated from the Fellowship as a whole. We need you, and we need to share with you what we have. We can think of no other practical course for the moment than the one we are following.

If there is any way we can be of service to you or your service board or committee, please do not hesitate to contact us immediately. We remain trusted servants.

In loving service,

  
Lee Manchester, RSR 84-85 -- (702) 737-7357

  
Anita Macias, RSR-Alternate 84-85 -- (702) 382-3550