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## **WSC H&I HANDBOOK DRAFT**

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## **WSC H&I HANDBOOK DRAFT**

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## GENERAL

### INTRODUCTION

This handbook was developed by the World Service Conference H&I Committee and approved by the Fellowship through a worldwide group conscience. Every attempt was made to tap the wealth of H&I experience that exists in our Fellowship, and to use it here to provide the most up-to-date policies, concepts and procedures for providing H&I services. Whether your H&I work is being done at the area, regional or world level, we strongly recommend that you follow the suggestions in this handbook carefully. You may save yourself a lot of time and anguish.

#### I. WHY IS AN H&I MEETING NEEDED?

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

#### II. WHAT CONSTITUTES AN H&I MEETING

- A. In order to form a clear understanding of an H&I meeting, it is important to know where it fits in our service structure. Rather than being an N.A. group, represented at the area service committee by a GSR, an H&I meeting is a service provided by that area service committee through its H&I subcommittee. See the *Temporary Working Guide to Our Service Structure* for more information on the differences between the group and area levels of N.A. service.
- B. An H&I meeting is always held under the auspices of an H&I committee. Any meeting not linked into the service structure in this way is not an H&I meeting.
- C. H&I meetings are held in facilities whose residents are restricted in their access to regular Narcotics Anonymous meetings.
- D. Meetings which are held in a facility, but which are fully self-supporting and free of restrictions, are not H&I meetings.
- E. All H&I meetings are closed to outside participation. N.A. members from the outside should attend the H&I meeting only when invited by the panel chairperson. (language adopted by the WSC in 1987.)

If there is any confusion over whether or not a meeting should be an H&I meeting or a regular meeting, please contact your H&I committee for assistance.

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



The initial approach to start an H&I meeting should be made through an H&I committee--don't ever act alone. Often a facility will approach Narcotics Anonymous and ask to have an H&I meeting brought in. At other times an H&I committee will approach the facility to propose a meeting. In either case, the H&I committee should work in conjunction with the P.I. committee

H&I/P.I. Cooperation  
(taken from Guide To Public Information)

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

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

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

Examples:

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

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

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

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

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



## CONCLUSION

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

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

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

If your committee plans to send out letters to facilities introducing them to N.A. and offering to hold an H&I meeting in their facility, it is advisable to have letterhead stationary printed. All your letters should be on that stationary and should be typewritten, formal letters with examples of N.A. literature enclosed. Keep copies on file of all letters you send. Examples of form letters can be found in Appendix \*\*.

Before you approach the facility to suggest holding an H&I meeting there, the first step is to find out in advance who is the appropriate administrative person to contact. Your initial calls or letters of inquiry should be addressed to that person. If that initial contact is by mail, it should be followed up shortly with a phone call.

If the facility is interested in an H&I meeting, you should schedule an initial interview to make the arrangements. Before the first H&I meeting is held in the facility, thorough discussions should take place between the representatives of Narcotics Anonymous and the representatives of the facility. The final agreements about proper procedures and expectations should be put in writing. See Appendix \*\* for a sample form to use during the initial interview. The completed form will serve as a written agreement between your committee and the facility.

Remember when you show up for that initial interview that you are a representative of Narcotics Anonymous The Fellowship as a whole may be judged by how you carry yourself, so common courtesy is essential. For example, show up on time for the appointment. Dress conservatively and be courteous. Be prepared to make your presentation--bring Narcotics Anonymous literature, think through in advance what points you need to cover, have your checklist in front of you so your presentation is clear. When your material is covered and your contact person wants to finish the interview, do so promptly and politely.

The use of Narcotics Anonymous Conference-Approved literature is an important part of an H&I meeting's effort to carry the message. These initial discussions provide a good setting to determine the proper methods for distributing literature inside the facility. Many facilities will agree to buy Narcotics Anonymous literature on their own. We encourage that. If the facility is unable to do so, the local H&I Committee may be able to assist. For information on the budgeting necessary for this, see page \*\* of this manual.



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

7 An H&I meeting provides the first exposure to recovery in Narcotics  
8 Anonymous for many addicts, so it is imperative that we carry a clear and  
9 consistent message of Narcotics Anonymous recovery, and project a positive  
10 image of our Fellowship. This also applies to how we handle the facility  
11 administration. In order to keep any difficulties to a minimum, take care to  
12 maintain consistent contact between the facility and the committee.

13  
14 **WHO IS BEST SUITED TO CARRY THE NARCOTICS ANONYMOUS MESSAGE**  
15 **IN A HOSPITAL & INSTITUTION MEETING?**  
16

17 In our experience, it is best for members to have three months clean  
18 before attending an H&I meeting, and six months clean before speaking at  
19 one. It is not important whether or not we have been in a similar facility  
20 ourselves. Anyone with a clear and consistent Narcotics Anonymous  
21 message who is willing to share is well suited for H&I work.

22  
23 **IV THINGS TO CONSIDER**  
24

25 **Adolescents**  
26

27 *We need to remember that adolescents are prospective members, and*  
28 *should be treated with respect. One suggestion we may make to*  
29 *administrators of facilities for adolescents is that they make attendance at*  
30 *the H&I meeting voluntary. We have found this reduces distraction,*  
31 *increasing the opportunity for recovery in the Narcotics Anonymous*  
32 *Fellowship.*

33 *While some people maintain that adolescents respond better to people*  
34 *closer to their own age, the bulk of our experience suggests that the age of*  
35 *the person sharing at an adolescent H&I meeting is secondary to their*  
36 *ability to share a strong and clear message of recovery. Adolescents seem to*  
37 *respond more to the message than the messenger.*  
38

39 **ADDITIONAL NEEDS FOR ADDICTS IN HOSPITALS AND INSTITUTIONS**  
40

41 We in this Fellowship have become keenly aware of a large portion of the  
42 population who are unable, because of a disability, to receive the message  
43 that was so freely given to us. In the following section, we suggest ways to  
44 better carry the message to those addicts with such additional needs who  
45 are in hospitals or institutions. We write this in the spirit of our Fifth  
46 Tradition, dedicated to the proposition *"that no addict anywhere need die*  
47 *without a chance to know a better way of life."*  
48

49 **General Preparation:**  
50

- 51 1) Find out what materials are available through the World Service Office  
52 to assist addicts with additional needs. Update your current stockpile  
53 of Narcotics Anonymous materials to include the items for disabled  
54 addicts.



- 2) Investigate the availability of community resources for disabled addicts, and look into services such as sign language interpreters.
- 3) Every effort should be made to contact the state drug and alcohol commission, department of corrections, treatment centers, etc. to inform them of additional needs and of Narcotics Anonymous materials that are available.
- 4) Some H&I committees and areas may have members with additional needs. Your committee should make efforts to allow them to participate in H&I service work.

The H&I committee may provide Braille literature, large-print White Books and tapes in addition to other services outlined in this handbook. While the H&I committee may pay for the literature and other items purchased from our World Service Office, the facility is responsible to provide for other additional needs.

#### *Hearing impaired*

- 1) Speak directly full face, speak slowly and distinctly.
- 2) In the use of sign we encourage members to learn sign as a general aid to our roll.
- 3) A sign language interpreter should be used whenever possible during a panel discussion meeting, at the expense of the facility. The sign interpreter must have clear eye contact between the speaker and the hearing impaired.
- 4) When lip reading is necessary, hearing impaired addicts will need to sit close to the speaker and not have their view obstructed by such obstacles as people, poles, etc.
- 4) Keeping pencil and pad handy during all meetings with hearing impaired persons. This is a simple and easy way to ensure that hearing and non-hearing addicts can communicate with each other.

#### *Visually impaired:*

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

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

#### *Physically Disabled:*

- 1) Inform supervisors in hospitals, of the accessibility of Narcotics Anonymous to physically disabled addicts.
- 2) Most city codes list buildings with access for the physically handicapped. Bathrooms, ramps, and other necessities are considerations when planning H&I meetings.



**WORKING WITH OTHERS: MEN WITH MEN, WOMEN WITH WOMEN**

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your meetings will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember: our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow this simple guideline.

**V. SERVICES OTHER THAN MEETINGS**

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

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

***We do provide:***

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

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

***Serial Publications:*** The N.A. Way, Reaching Out, and local newsletters may be taken into facilities for the residents' use, but since they are not conference-approved, they should not be used during meetings.

***Coordinator:*** Coordinators of meetings in facilities should be connected to a H&I service committee where there is no panel system in place. No individual N.A. members should agree to 'sponsor' a H&I meeting on his/her own. A meeting that is held in a facility, where there is no connection with a H&I service body is not an H&I meeting. If there is a request for N.A. literature then this request should be forwarded to the A.S.C. for action. ( Facilities often use the term sponsor for a member of N.A. who is considered the outside contact. We have used the term coordinator to prevent any possible confusion with personal sponsorship )



**We do not provide:**

*Transportation:* H&I committees do not provide transportation for residents to outside N.A.. meetings.

*Pen Pal/Jail Mail:* This is not a function of the H&I committee.

**VI BUDGETING AND LITERATURE DISTRIBUTION**

A budget needs to be prepared and submitted to the area service committee. Budgets may be prepared yearly, quarterly or monthly according to your local needs. The H&I Chair's report to the ASC should include a monthly statement detailing literature and administrative expenses.

When the time comes to prepare your H&I budget, it is important to get input from members who are familiar with the needs of your committee, i.e. the past H&I Chairperson, and the area or regional treasurer. It is important to take an inventory of your past budget to assist in projecting your upcoming expenses. This will help determine what you will need for a budget.

The H&I committee should receive literature from the area rather than funds for literature. Administrative expenses may be advanced to the committee for budgeted items, with receipts presented later, or the H&I committee may present receipts and be reimbursed for budgeted expenses. Budgets are not perfect, and occasional expenses beyond the budgeted amount may be necessary. Such expenses should be approved by the ASC.

New areas should proceed very slowly in preparing a budget on the amounts of literature needed to effectively carry the message. Small monthly allotments in literature may well suffice. As the area H&I committee expands to the point where more H&I meetings consistently have active panels and more literature is needed, then the area can vote to accept a budget increase. It seems more prudent to go slowly and continue to fill whatever literature needs there are, rather than having an abundance of literature left over from unsound planning practices.

Some basic aspects that you may wish to consider when preparing a budget are:

1. Literature (see literature disbursement and tracking forms in resource section). You should be able to evaluate your monthly literature needs based on past experience. It is advisable to project a little above the monthly average to cover any unusual circumstance.
2. Re-evaluate the disbursement of literature to facilities which allow their clients to go to outside meetings. Also, we need to streamline the types of literature that we take into facilities. We suggest the White Booklet, and I.P. Nos. 6, 7, 8, 11, 13 and 16 for adolescent facilities. Also, make Basic Texts available to be placed in libraries of correctional institutions, one for every two hundred residents.
3. Hospitals, treatment centers, and institutions should be urged to use their budgets and funds to purchase N.A. literature for use by their clients.
4. Administrative costs might include copies of minutes, guidelines or policies, reports on projects from other levels of service or other committees, postage and rent for H&I committee meetings if needed.



You will, of course, find expenses not included on this list and you may also see some here that don't apply to your H&I committee. Remember, sound planning and common sense are the best guides when planning your budget.

After it has been approved by your H&I subcommittee, the budget must be presented to the area or region for adoption. We should be cooperative in order to allow other subcommittees to have workable budgets also. Remember our unity of purpose. We are not in competition with other subcommittees, but rather each committee has its own way of reaching the same goal, to make recovery more available to the addict who still suffers.

The following forms may be used to keep track of the literature taken into all H&I commitments to avoid oversupplying literature to any facility and to effectively plan a budget. The I.P.'s noted on the forms are those suggested by the WSC H&I Committee as being especially well suited for use in H&I meetings. ( language previously adopted by WSC '87) { FORMS LOCATED IN APPENDIX B }

A) Cost Cutting Tips (to be insert ).

## VII INTERNATIONAL CONCERNS

(Further input will be incorporated at a later date)

This Handbook was put together with care and the understanding that it was to be a comprehensive work. There are 50 states in the United States each one different in its laws and regulations governing hospitals and institutions. This becomes a major problem when making decision on a world level. The problem is further complicated when we address H&I Service work in other countries as a worldwide fellowship.

The information in this handbook was developed over a long period of time, and only through years of trial and error have we found what works best. A lot of the material and suggestions will work well in most H&I settings, however individual countries will need to follow the laws and regulations that govern them.

The language used in this handbook was carefully considered. Our hope is that by not using colloquial & slang terms this work can be more easily translated into other languages, and used in countries outside the United States.

## VIII QUESTIONS AND ANSWERS ABOUT H&I

The WSC H&I Committee receives many questions about H&I work from individuals, areas and regions. In this "question and answer" format we will present the committee's response to some of the more commonly asked questions.

**Question One:** Some facilities want their residents to be allowed to continue to attend the H&I meeting at the facility after they are released. How does the H&I committee deal with this when those newly released residents do not meet our requirements for our outside members to come in?



1     **Answer:** In most cases this is not a problem, the H&I panel carries the  
2 message to addicts who are residents/clients of that facility. Regardless of  
3 whether their status is in-patient or out-patient, we carry the same  
4 message. Like any member of the Fellowship, these members should not  
5 be asked to participate on the H&I panel until they are able to meet the  
6 requirements established by the H&I committee. If a member of the  
7 Fellowship goes on a panel to the facility from which they were released, it  
8 is a good idea to make it clear to that member that our role is to carry a  
9 Narcotics Anonymous message of recovery, not to make comments about the  
10 facility or its program.  
11

12     **Question Two:** In our area we have requests from a number of facilities  
13 to come in regularly. We can't keep up with all the requests. How should a  
14 committee decide which facilities to bring the message into first?

15     **Answer:** One important factor is the degree to which the residents are  
16 restricted from outside meetings. Addicts who have full access to regular  
17 N.A. meetings usually do not require H&I services. If they are completely  
18 restricted from outside meeting attendance, they should be high on the  
19 priority list. Another factor is the length of time that a facility has been  
20 waiting for your committee to bring in an H&I meeting. After considering  
21 these and other factors, the decision is up to each H&I committee. A  
22 committee should not make a commitment to start an H&I meeting until  
23 the committee is capable of being responsible to that commitment.  
24

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

29     **Answer:** Yes, these are appropriate facilities. As to whether these  
30 residents can share, a more comprehensive discussion of this and related  
31 issues is provided on page \*\* of this handbook.  
32

33     **Question Four:** We have had problems with facilities that require that  
34 their residents attend our meetings. How should we deal with this?

35     **Answer:** In H&I service work, we carry the Narcotics Anonymous  
36 message of recovery into many different types of facilities that have many  
37 different objectives and methods. We do not try to decide which ones are  
38 proper and which ones are not. We do not, therefore, challenge this practice  
39 on principle. If, on the other hand, there is a specific problem that has  
40 developed in the meeting because some who attend are consistently  
41 disruptive, it may be appropriate to approach the facility about this. When  
42 such a disruption happens during a meeting, it can be handled in an  
43 understanding yet firm manner, asking for order in the meeting and talking  
44 to the individuals after the meeting. In this way we can usually defuse  
45 situations before they escalate. But if it continues to happen regularly, it  
46 should be addressed with the staff.  
47

48     **Question Five:** Should the H&I meetings be listed along with the  
49 regular Narcotics Anonymous meetings in our local meeting directory?

50     **Answer:** No. Participation in H&I meetings is coordinated through the  
51 H&I committee. Your local meeting directory may include a statement  
52 referring interested members to their H&I committee.  
53



1     **Question Six:** We have a situation where individuals take it upon  
2 themselves to start H&I meetings. The H&I committee is concerned  
3 because in the past when there were problems and the meetings were  
4 canceled, the facilities wouldn't have any more involvement with Narcotics  
5 Anonymous at all.

6     **Answer:** A Narcotics Anonymous meeting held in a facility where there  
7 is no direct involvement by the local H&I committee is not considered an  
8 H&I meeting. Such meetings fall under the responsibility of the area or  
9 regional service committee. This may be a sensitive issue, however, for  
10 those involved in the new meeting. Such situations should be handled with  
11 care and with respect for those involved.  
12

13     **Question Seven:** Our H&I committee was asked to prepare a  
14 sponsorship list for a facility so that they could match their residents up  
15 with a sponsor prior to release. Also, we have been asked to arrange for  
16 rides to meetings. Should we do this or not?

17     **Answer:** According to the response from the Fellowship on several  
18 occasions, these are services that H&I committees should not become  
19 involved in. Sponsorship is an aspect of personal recovery, and it is up to  
20 the individual member to select someone that they feel would be a good  
21 sponsor.  
22

23     **Question Eight:** How should we deal with the situation when a facility  
24 requires that an Narcotics Anonymous panel member report any violation of  
25 their regulations that we heard shared in a meeting?

26     **Answer:** Occasionally facilities want us to become involved with them in  
27 ways which are not consistent with our primary purpose. If a facility makes  
28 requests of this nature to us we have the following options. ( **This is input**  
29 **received so far**)  
30

- 31     1) Work with the administration and staff to achieve an understanding of  
32 our principles so that we are not required to make such agreements.
- 33     2) If that is not possible, make it clear that we cannot accept such  
34 responsibilities, and that a staff person must be provided at the  
35 meeting to meet the facility's needs.
- 36     3) If these issues cannot be resolved, we will not be able to provide a  
37 meeting in the facility.  
38  
39

40     **Question Nine:**What if drugs are passed at H&I meetings?  
41

42     **Answer:** Read in the opening statements that "No drugs or  
43 paraphernalia be on any person at this meeting. If you don't respect this  
44 request the meeting may be discontinued." If drugs are passed, pack up  
45 and leave the meeting immediately. Let the staff know simply that the  
46 meeting is over for today and that we will be back again next week. ( *see*  
47 *question eight above for dealing with facilities that require reporting this, or*  
48 *other activities*)  
49

50     **Question Ten:** A facility has asked us to change the format of our H&I  
51 meeting. In this particular case the residents want us to dispense with  
52 some of our usual readings in the beginning of the meeting, and to read a  
53 statement at the end that does not pertain to Narcotics Anonymous How  
54 does H&I stand on this issue?



1     **Answer:** The format of an H&I meeting is up to the H&I Committee,  
2 not the facilities or the residents of the facilities. We are bringing in a  
3 presentation of Narcotics Anonymous, and it is imperative that we carry a  
4 clear message of Narcotics Anonymous. If the facility insists, see options  
5 one and three of question eight.  
6

7     **Question Eleven:** When taking an H&I meeting into facilities for  
8 minors, do we need different procedures?

9     **Answer:** Just as our behavior in an facilities must be respectful of that  
10 facility's policies, we must respect all laws and ordinances as well. Such  
11 restrictions are beyond the control of Narcotics Anonymous. Be sure you are  
12 aware of the rules and regulations of any facility before bringing in an H&I  
13 meeting. It is suggested that when dealing with an adolescent facility, a  
14 staff member be present. This is for the protection of the Narcotics  
15 Anonymous members. It is not our responsibility to see that the residents  
16 follow the rules of the facility. We are there to carry a message of recovery  
17 within the framework of our traditions.  
18

19     **Question Twelve:** Do staff members need to be present during an H&I  
20 meeting?

21     **Answer:** In some cases, we may request that the facility not have staff  
22 present during the H&I meeting; in others we may request that a staff  
23 member be provided. Each case is different, but the presence or absence of  
24 staff members is ultimately up to the facility.  
25

26     **Question Thirteen:** Should recovery keychains/chips be brought into  
27 correctional facilities?

28     **Answer:** Whether or not to distribute these milestone markers should be  
29 left up to the individual H&I committee. If the facility itself will allow it,  
30 this may be a positive gesture in adolescent and long term facilities.  
31

32     **Question Fourteen:** Can a meeting in a correctional facility be  
33 'sponsored' by a member who is incarcerated there?

34     **Answer:** No. This is never appropriate, whether in a hospital or a jail.  
35 Coordinators must be able to attend outside committee meetings. (Long  
36 term prisons in which it is not possible for an H&I committee to bring in  
37 weekly H&I meetings may have an outside liaison help them. Remember  
38 only meetings where H&I members are present are H&I meetings.)



## H&I IN TREATMENT FACILITIES

### INTRODUCTION

Before reading this section, be sure you have read the section entitled "General." That section covers most of the important basics of H&I work. This section expands on those basics as they apply specifically to H&I in a treatment setting.

We have used the word "treatment" to include all facilities which have a goal of helping addicts to live clean and/or as responsible, productive members of society. These facilities will include short-term treatment, long-term treatment, therapeutic communities, rehabs, recovery houses, half and three-quarter houses, detoxification centers, and psychiatric wards.

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

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

### I. PURPOSE

The purpose of an H&I meeting is to carry the message to addicts in hospitals and institutions who do not have full access to regular Narcotics Anonymous meetings. H&I meetings, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. Program.

One of the most important tasks of an H&I committee in clarifying its own purpose is to establish its priorities. Usually, the highest priority is given to facilities which house addicts who cannot attend any regular N.A. meetings. Some treatment facilities fall into this category. Treatment centers which allow some limited access to regular meetings are somewhat lower on the priority list.

These decisions about priorities are not clear cut, particularly when residents are allowed limited access to outside meetings. If we are not making an effort to inform these addicts about Narcotics Anonymous, then we are leaving it up to the facilities to inform them about us, or we are leaving them uninformed. It is important that these residents learn about N.A. from informed members of our Fellowship. H&I meetings have the advantage of the question and answer period, which allows residents to address specific questions and concerns about Narcotics Anonymous with members of Narcotics Anonymous.

Decisions about priorities may become quite difficult. For example, recent graduates of particular facilities may have a strong desire to see "their" facility served. Our decisions about priorities must be made more objectively than that.

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



## II. OUR RELATIONSHIPS WITH FACILITIES

We should make it clear from our earliest contact with the facility staff that we have no opinions on treatment methods or any issues other than recovery from addiction through the application of the program of Narcotics Anonymous (See page \*\* in the Initial Contacts section for more information on this.)

It is important that Narcotics Anonymous and our H&I service efforts remain clearly separate from any facility to which we provide services. Efforts must be made to be sure this is understood by the facility, the residents, and the H&I workers. The principles of N.A. are often quite different from, or even in conflict with, the principles taught by the treatment centers or other Fellowships the residents may be required to attend. This often causes confusion among the residents. Nowhere is this more apparent than in the language used in meetings. Perhaps an initial statement at the H&I meeting regarding our use of language consistent with our literature and explaining our literature in terms of our first step could be helpful.

Those who do H&I service work need to realize the limitations we place on ourselves in order to remain consistent with our Traditions while providing H&I services. If a member who is doing H&I work does not clearly understand that N.A. does not approve or disapprove of any treatment methods, these issues must be addressed directly with that member. Attending learning days (see section beginning on page \*\*) and H&I committee meetings are good ways to inform members who are willing to be of service to H&I. Encourage all those who do H&I work to become familiar with this Handbook, local guidelines and specific facility rules and policies.

If you are involved with an existing H&I meeting where there is not a clear understanding of our relationship to the facility, you may wish to take the following actions to improve understanding (be sure you have read the "General" section of these guidelines thoroughly).

1. Make sure you are familiar with this handbook.
2. If the facility has not assigned a staff member to serve as your contact person, try to get one designated.
3. Make an appointment to see the contact person.
4. Provide the staff contact with a copy of this Handbook and any local guidelines.
5. Ask if there are any issues the facility would like to discuss with, or communicate to, the H&I committee. If you are asked questions that you aren't sure how to answer, don't hesitate to admit that you aren't prepared to answer that right now. Explain that you will take the question back to the committee for discussion and report back.
6. Present issues or questions that the H&I workers feel need to be clarified with the facility. Be open-minded. Often, what seems to be a problem is resolved by improved communication.
7. Our relationship with the facility may need to be re-established each time there is a change in staff contact person, administration, or H&I meeting chairperson.



1 Occasionally, facilities want us to become involved in ways which are  
2 outside our primary purpose. We may become aware of this during an  
3 initial presentation or as a result of changes in existing policies. In spite of  
4 our desire to carry the message of N.A. recovery to the residents, we cannot  
5 negotiate our Traditions. The principles by which we recover become  
6 diluted when a we can not abide by our Traditions. For example, we do not  
7 participate in staff training, nor make presentations to residents about  
8 medical aspects of addiction or the effects of various substances. We do not  
9 monitor and report on residents' behavior. That is the responsibility of the  
10 staff. If issues like these cannot be resolved, we cannot hold a meeting at  
11 the facility. Even in these cases, we try to keep communications open in  
12 case the situation changes. The keys to a satisfactory relationship with a  
13 facility are a thorough knowledge of the application of our Twelve Steps and  
14 Twelve Traditions to H&I work and good communications.  
15

### 16 17 **III. HOW TO START AN H&I MEETING**

18 The initial approach to start an H&I meeting should be done by an area  
19 H&I committee, coordinating efforts with P.I. where applicable. ( See the "  
20 General Section" p\*\* of this handbook for additional information)

21 Sometimes a facility will approach the H&I committee and ask to have a  
22 H&I meeting brought in. Once we are contacted, we set up an  
23 appointment. If we are not able to handle the responsibility of a meeting,  
24 we explain at the appointment that we can not service their request at this  
25 time and will get back to them when we can. We also may provide them  
26 N.A. literature and make them aware of the N.A. Way, Reaching Out,  
27 Approved Tapes and the availability of N.A. literature.

28 Sometimes the H&I committee will approach the facility to propose a  
29 meeting. This can be done with a phone call or through a form letter. In  
30 any case, be sure that this is a team H&I effort. Do not act alone.  
31

- 32 a. A phone call should be made only by a person appointed by the H&I  
33 committee to establish contact with the facility.
- 34 b. When writing a letter, place on letterhead stationary and type in  
35 business form. Keep a copy for the area H&I committee files.
- 36 c. Follow up letters with phone calls.  
37

38 Contact by the H&I committee should only occur if you are prepared to  
39 support the facility with a H&I meeting. Once contact with the appropriate  
40 facility representative has been made, set up an appointment for  
41 presentation. Whether or not a meeting is established, try to get a "contact  
42 person" at the facility.

43 Make the appointment and be there on time. This may be a joint  
44 response from the P.I. and H&I committee members. Dress conservatively  
45 and neatly and be courteous. Remember, you are representing Narcotics  
46 Anonymous. Bring pamphlets and literature with you and discuss our  
47 Twelve Steps and Twelve Traditions, our Handbook, and your local  
48 guidelines.

49 Explain what a H&I meeting is. What N.A. offers: we carry a message of  
50 recovery from the disease of addiction through the Twelve Steps and Twelve  
51 Traditions of Narcotics Anonymous, offering an opportunity to each  
52 individual to improve the quality of their life, both inside the facility and  
53 after release from the facility. N.A. is not a benevolent society. We are  
54 not amateur social or welfare workers. We do not do any counseling or



education of staff or residents. We do not provide jobs, housing, money, etc. or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction. What the facility requires from Narcotics Anonymous: We must adhere to their rules and regulations (i.e., dress code, their do's and don'ts, clean time requirements, if any, etc.) Get specifics about the facility's requirements in writing in possible.(see form in appendix B) If reference letters "sunshine letters" are needed, they are available through the WSO H&I Coordinator.

#### IV. MEETING FORMATS

There are many different types of facilities with different rules and regulations. We will offer here some general guidelines for choosing a format for the meeting, and general outline around which to develop your own format. One thing which is common to all H&I meetings is that they are closed.

As always, when choosing a format for any N.A. meeting, the first thing to consider is the Fifth Tradition, "Each group has but one primary purpose-to carry the message to the addict who still suffers." The format should provide a structure which ensures that the N.A. message of recovery is carried. For this reason, open sharing types of meetings are not used in the H&I setting. They tend to lend themselves to an atmosphere which is inappropriate for an H&I meeting. The best formats are those in which outside members are delivering the message. The best examples are speaker meetings, panel discussions, question-and-answer, literature discussions and topic discussions. Meetings should be limited to one hour.

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.

- a. Introduce yourself and welcome everyone to the meeting.
- b. Have a moment of silence followed by the Serenity Prayer.
- c. Invite all attending their first N.A. meeting to give their first name.
- d. Briefly explain that this is a Hospital and Institutions meeting. Because these residents' access to regular N.A. meetings is limited, the area service committee is bringing this special meeting here.
- e. At this time have residents volunteer to read from Conference-Approved literature. Usually, "Who Is an Addict," "What Is the N.A. Program," "How It Works," "Why Are We Here," or other selections are used.
- f. Depending on the format selected, proceed as follows:"After the speakers have finished there will be time for any questions. There will be no cross-discussion while anyone is sharing. Please hold your questions until the end of the meeting."

#### General Comments



1 If you cannot provide a weekly N.A. meeting, perhaps a panel can be  
2 taken in once a month. Literature and meeting schedules may be supplied,  
3 or the facility can be encouraged to buy N.A. literature for its residents.

4 Make sure the facility is aware of the N.A. Way, Reaching Out, any local  
5 newsletters the speaker tapes approved for sale through the WSO.

6 Try to avoid a return to old attitudes when you walk into a facility.  
7 Many of us found we had a tendency to put on a "tough guy" act or get  
8 "hip, slick and cool" at hospital meetings. We need to remember that ours  
9 is a program of attraction, and our attraction lies in the ways we have  
10 changed. Why would anyone want what we have to offer if we seem to be  
11 just like they are except we're not using?

## 12 **SPECIFIC FORMATS**

13  
14  
15 There are many different meeting formats that may be used; however,  
16 whatever format is chosen it is important that the H&I panel maintain  
17 control in the meeting. Many times the use of extremely liberal meeting  
18 formats will cause the meeting to be unruly and difficult to control.

### 19 **SPEAKER MEETING:**

20 (APPROPRIATE FOR BOTH LONG AND SHORT TERM FACILITIES)

21  
22  
23 In a speaker meeting, one or more N.A. members share their experience,  
24 strength, and hope. That tends to lay out some basic symptoms and  
25 characteristics of the disease, and shows how N.A. has brought about  
26 recovery. A narrative of events accomplishes little, but a sharing of  
27 feelings, self-image, turning points, new awareness, etc. carries a message of  
28 recovery.

- 29  
30 a.) Introduce the speaker(s).  
31 b.) Leave about ten minutes for questions or discussion.  
32 c.) Have designated resident hand out the chips if applicable.  
33 d.) Make any announcements that are pertinent (ie. meeting  
34 directories or literature being available), panel members are  
35 available to talk after the meeting etc.  
36 e.) Close with the prayer of your choice.

### 37 **PANEL PRESENTATION:**

38 (APPROPRIATE FOR BOTH LONG AND SHORT TERM FACILITIES)

39  
40  
41 This is a very similar to a speaker meeting. Rather than all sharing on  
42 the same topic, though, panel members usually each take one aspect of  
43 recovery in N.A. and share on that subject. In that way, topics can be  
44 selected in advance that give information and experience on a variety of  
45 relevant subjects

- 46 a.) Explain how the format works (Each member of the panel shares  
47 on one topic or on separate topics and then there will be time for  
48 questions and discussion.)  
49 b.) Introduce the Panel Members one at a time to make their  
50 presentation (you should have discussed the length in advance so  
51 that the timing works out.)  
52 c.) Leave about ten minutes for questions or discussion.  
53 d.) Have designated resident hand out the chips if applicable.



- e.) Make any announcements that are pertinent (ie. meeting directories or literature being available), panel members are available to talk after the meeting etc.
- f.) Close with the prayer of your choice.

**TOPIC DISCUSSION:**

(APPROPRIATE ONLY IN LONG TERM FACILITIES)

This type of meeting allows for the participation of the residents. This format differs from open participation in that more structure is provided for the discussion. One or two members from the outside should share first to set the tone and direction of the meeting. It is a good idea to keep another experienced member in reserve to call on if the discussion gets away from recovery from addiction. The 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.

Topics should be chosen carefully, with the Twelve Steps and Twelve Traditions in mind. There are a multitude of topics that are pertinent to our personal recovery in N.A. By the same token there are many topics that have nothing to do with recovery. It is important to remember in H&I meetings that we are dealing with addicts who are relatively inexperienced with recovery. When we select the topic for an H&I meeting, their needs should be considered first. The following list is surely not complete, but you will find a number of topics that are appropriate for most H&I meetings. You are not restricted to this list by any means. It is only presented as a resource so that you may get some ideas.

- a.) Introduce the topic and share first to set a recovery orientated tone.
- b.) Call on several residents and then a panel member repeating this process until it is time to give out the chips.
- c.) Have designated residents hand out the chips if applicable.
- d.) Make any announcements that are pertinent ie. meeting directories or literature being available, panel members are available to talk after the meeting etc.
- e.) Close with the prayer of your choice.

**SOME SUGGESTED TOPICS ARE:**

1. Any I.P. or selection from the Basic Text
2. H.O.W. (Honesty, Open-mindedness and Willingness)
3. Surrender
4. Acceptance
5. The Basics (Don't use, meetings, phone numbers, literature, sponsor and the Steps.)
6. H.A.L.T.S. (don't get too: hungry, angry, lonely, tired, or serious)
7. Responsible for your own recovery
8. Freedom from active addiction
9. Identify rather than compare
10. Spiritual not religious program
11. Going to any lengths
12. Transition to the Fellowship from Treatment
13. Tools of the Fellowship



14. Letting go
15. Feelings
16. Learning to trust
17. Giving up old playmates, playgrounds and playthings
18. Living Just For Today
19. The first three steps
20. Denial
21. Reservations
22. Sponsorship

### LITERATURE DISCUSSION:

(APPROPRIATE FOR BOTH LONG AND SHORT TERM FACILITIES)

For a Literature Discussion meeting, parts of the Basic Text or other Conference Approved literature are read and discussed. Passing the literature around and allowing everyone a chance to read can be an easy way to get the residents involved. If you do that, though, be sure to include in the format a statement like, "Feel free to pass the literature along if you'd rather not read." Not everyone is willing or able to read out loud.

- a.) Explain how the format works (Will read through the selected literature stopping periodically to share.)
- b.) Introduce the Panel Members
- c.) Begin the reading of the selected piece of Conference Approved literature. Residents can be involved with the sharing but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.
- d.) Have designated resident hand out the chips if applicable.
- e.) Make any announcements that are pertinent ie. meeting directories or literature being available, panel members are available to talk after the meeting etc.
- f.) Close with the prayer of your choice.

### QUESTIONS AND ANSWERS

The questions and answers format allows the residents to ask questions and hear topics they might feel scared or embarrassed to ask out loud. This format seems to be especially well received at adolescent facilities. The panel leader would ask the residents to write topics or questions that are of concern to them and place them in a basket. After introducing the format the questions would be pulled one at a time and one or two of the panel member would respond to it. If the question has already been adequately addressed the next question would be drawn and so on. The Panel leader must judge weather a topic or question is appropriate to the meeting before it is read out loud. If not, just move on to the next one.

- a. Explain how the format works (Residents write topics or questions they would like discussed and place them in a basket or residents simply ask questions they would like to have discussed.)



- b. Introduce the Panel Members
- c. The topics are drawn out of the basket and fielded by the panel one at a time. Inappropriate topics shouldn't be read out loud.
- d. Have designated resident hand out the chips if applicable.
- e. Make any announcements that are pertinent ie. meeting directories or literature being available, panel members are available to talk after the meeting etc.
- f. Close with the prayer of your choice.

#### STEP STUDY

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

- a.) Explain how the format works (Will read through the selected step stopping periodically to share.)
- b.) Introduce the Panel Members
- c.) Begin the reading of the selected step from Conference Approved literature. Residents can be involved with the sharing but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.
- d.) Have designated resident hand out the chips if applicable.
- e.) Make any announcements that are pertinent ie. meeting directories or literature being available, panel members are available to talk after the meeting etc.
- f.) Close with the prayer of your choice.

#### General hints about conducting H&I meetings:

A question and answer session can be included somewhere toward the end of the meeting regardless of the format you use. When answering questions it is important to remember that N.A. has no opinion on outside issues. Frequently the residents want us to discuss issues that do not pertain to N.A. Some examples are: Do I need to stay in treatment?, What about other Fellowships or recovery programs?, Should I stay on the medication the doctor gives me? and many others. Do not be drawn into these discussions. Don't hesitate to say, "I'm sorry, I have no experience I can share with you on that subject" Even when you do have personal experience on such outside issues, it is important to remain consistent with the Tenth Tradition and not discuss it in this setting. Always remember



1 you can only share your experience, strength and hope about your recovery  
2 in Narcotics Anonymous.

3 We may not have all the answers to their questions, but we can always  
4 convey a feeling of acceptance and interest in the person who asked. That  
5 may do more than the information contained in our answers.

6 The duration of the average resident's stay should be considered when  
7 selecting a meeting format. You may wish to use a different format for  
8 each week of the month. This might be especially beneficial in a long-term  
9 facility. For example: week one, speaker; week two, panel; week three,  
10 panel with time for discussion; week four, step meeting.

11 Another factor to consider is whether or not the residents are medicated.  
12 Our experience has shown the medicated residents cannot effectively  
13 participate in meetings; therefore, speakers or panel formats are better  
14 suited for meetings in facilities which medicate their residents. See page \*\*  
15 for additional information.)

16 See appendix \*\* for a general format for a Narcotics Anonymous H&I  
17 meeting. It may be modified according to local needs or customs. It is  
18 presented here for those seeking some direction. Remember, it is our  
19 responsibility to maintain an atmosphere of recovery.

## 20 21 22 **V. FOLLOW-UP**

- 23 A. Maintain correspondence with the contact person in the facility to keep  
24 communication lines open, and be aware of any developing situations.
- 25 B. Regularly report and discuss progress and problems at area H&I  
26 subcommittee meeting.
- 27 C. Once a meeting is well established as a healthy environment for  
28 recovery, encourage N.A. members within the facility to participate.
- 29 D. Make sure meeting lists and helpline numbers are available to  
30 members upon release from the facility.
- 31 E. Be aware of any changes in contact person or administration, and  
32 make a repeat presentation if necessary.
- 33 F. Keep copies of all relevant correspondence at the area subcommittee  
34 level.
- 35 G. Encourage N.A. members within facilities to write to Reaching Out,  
36 the local newsletter, or the N.A. Way magazine.
- 37 H. Be sure current copies of Reaching Out are brought into the facility.  
38  
39

40 It may become necessary to temporarily shut down an H&I meeting for a  
41 variety of reasons, such as changes in facility policies or lack of adequate  
42 manpower in the local H&I committee. If such a situation should arise, it is  
43 of paramount importance that the H&I committee continue to supply the  
44 facility with meeting schedules as well as any literature as may be deemed  
45 appropriate.

46 In the event that an H&I meeting is shut down due to the negligence or  
47 misconduct of a member of the H&I committee, it is important that an  
48 objective member (preferably the committee chair) take all steps necessary,  
49 within our guidelines, to reconcile the situation and resume the meeting.

50 Above all, we must remember that our primary purpose is to carry the  
51 N.A. message of recovery to addicts who cannot get to us.  
52



## VI. TYPES OF TREATMENT FACILITIES

### Short Term Facilities

#### DETOX CENTERS

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

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

Because of the physical and mental state of these addicts, topics for the meeting should be selected carefully. There is a need for panel members to talk about what it used to be like so that the addicts in the facility can identify. Be sure that the N.A. members you take to meetings are able to talk about their using without glorifying it. In addition to talking about what it used to be like, the panel will wish to discuss what happened when they were in the earliest stages of recovery. Some suggested topics include: denial, Step One, Just for Today, We Do Recover or My first N.A. meeting. It is a good idea for panel members to also speak about what it's like now, but they should remember that these addicts will not be as likely to identify with what our lives are like after living clean for a while.

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

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

#### TWENTY-EIGHT DAY FACILITIES

These facilities may utilize various methods of detoxing residents, once again we are reminded that Narcotics Anonymous has no opinion on methods of detoxification. In these facilities, as in detoxes, it is important to keep in mind that the addicts you are carrying the N.A. message to are in the earliest stage of recovery. It is therefore important that H&I committee refer to the previous section (Detox) for additional information.



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

7 Some Facilities encourage residents to attend regular N.A. meetings  
8 during the latter part of their treatment. The H&I panel may inform  
9 residents about regular meetings, covering such topics as N.A. language,  
10 meeting formats, etc. You may also provide them with meeting lists.

#### 11 12 **OUTPATIENT FACILITIES**

13 When H&I Committees carry our message to addicts who otherwise have  
14 full access to regular Narcotics Anonymous meetings, an unnecessary drain  
15 is placed on already limited H&I resources. Addicts in outpatient treatment  
16 settings generally have full access to regular N.A. meetings. Where that is  
17 the case, H&I meetings are not appropriate. H&I committees may choose  
18 to make meeting schedules available to such facilities and provide them  
19 with order forms for our literature. Also, they may ask P.I. to do  
20 presentations.

#### 21 22 **LONG TERM FACILITIES: RECOVERY HOUSES AND THERAPEUTIC COMMUNITIES**

23  
24 Recovery houses and therapeutic communities which house residents for  
25 longer than twenty-eight days are considered long term facilities. The H&I  
26 services which are provided by the area or region are performed in a variety  
27 of ways.

28 Successful H&I meetings in long term facilities usually use the panel  
29 system. Since N.A. meetings are not therapy groups, and residents in these  
30 facilities often easily fall into their familiar therapy group behavior in an  
31 N.A. meeting, panels often work well to avoid that problem and maintain  
32 an atmosphere appropriate to an N.A. meeting.

33 The panel system may consist of speaker meetings, panel discussions,  
34 topic discussions, Step meetings or Literature Discussion meetings. These  
35 formats will give the residents an idea of recovery from the disease of  
36 addiction by hearing the panel members share their experience, strength  
37 and hope. The fact that these residents know they will be leaving and  
38 eventually be back in society is of importance to the panel chairperson.  
39 With this knowledge the panel chairperson can coordinate meeting formats  
40 to give the residents the best opportunity for experiencing recovery in the  
41 Narcotics Anonymous program when they leave the facility.

42 The H&I panel may inform the residents of N.A. language to better  
43 acclimate the residents to the Narcotics Anonymous program. Meeting lists  
44 may be given to the residents upon their completion of these long-term  
45 programs. Above all else, the most important thing an H&I committee can  
46 give the residents is hope that there is recovery in Narcotics Anonymous.

#### 47 48 **HALFWAY HOUSES OR 3/4 HOUSES**

49  
50 These types of facilities are usually for addicts who are newly released  
51 from jail, hospital or treatment facilities. Some of these places have a  
52 structured program and some don't. We have found that panels, question-  
53 and-answer or topic discussion are the best types of meeting formats for  
54 these facilities. Because the residents usually have a lot of access to outside



1 meetings, these types of facilities should not be considered high priority  
2 places for H&I work. Meetings in these settings should be highly structured  
3 to avoid having the meeting become a therapy group. Within that  
4 structured meeting, you may wish to encourage more participation from the  
5 residents, and suggest that they attend outside meetings where possible.  
6

#### 7 **PSYCHIATRIC HOSPITALS**

8  
9 In psychiatric hospitals we often find addicts who at this time have  
10 emotional and mental problems besides addiction. Most residents are  
11 probably on some sort of medication. As committee members we do not  
12 debate or discuss these other problems. Because of these unique  
13 considerations, we should hold speaker or panel meetings, with a possible  
14 question and answer session after the meetings. We should choose topics  
15 that deal with early stages of recovery. Extra care must be taken to fully  
16 acquaint ourselves with the facility's policies and restrictions. You may  
17 wish to ask that a staff person be present in the meeting. This will provide  
18 H&I members with the maximum protection when working with these types  
19 of facilities.  
20

#### 21 **OUR ROLE WITH FACILITIES THAT PROVIDE MEDICATION TO THEIR** 22 **CLIENTS/RESIDENTS**

23  
24 During the initial planning meetings with the facility we must be very  
25 clear about what N.A. is and what our basic message is. N.A. is a program  
26 of complete abstinence from all drugs. We have no opinions on outside  
27 issues, however, and our approach is non-professional, so we must be very  
28 sure that it is understood that we do not advocate going against a  
29 physician's advice. Neither do we endorse the use of any drug.

30 In facilities which provide medication, residents inevitably ask the  
31 question, "Am I clean if the doctor has me on medication?" When that  
32 question comes up, it is important not to judge. Based on our Eighth and  
33 Tenth Traditions, we are not in a position to discuss the issue. We can only  
34 tell them to keep coming back--they are welcome at N.A. meetings--and to  
35 read the Basic Text. The people on the H&I committee should not tell  
36 people to stop taking their medication. We are not doctors!  
37  
38



CHECKLIST FOR SETTING UP AN H&I MEETING:

Initial Contact:

Facility Contacts Us -

Name of Facility:

Date of Contact:

Type of Facility:

Name of Staff Person:

Name of Member(s) Contacted:

Type of contact(letter,phone,etc):

Date of Response:

Appointment Set? \_\_\_\_\_ Date and Time: \_\_\_\_\_

Other Arrangements:

We Contact Facility:

Name of Facility:

Date of Contact:

Type of Facility:

Name of Staff Person:

Name of Member(s) Contacted:

Type of response(letter,phone,etc):

Date of Response:

Appointment Set? \_\_\_\_\_ Date and  
Time: \_\_\_\_\_

Other Arrangements:



Information to be Exchanged During Presentation:

Information About N.A.

H&I Rules

Literature Taken (List)

Information About Facility

and Policies

Written Rules and Policies

Available?

Dress Code?

Clean Time Requirements?

Clearances needed?

Searches?

Language Restrictions?

Staff member present?

Prayer ok?

Restrict physical contact?

(NA hugs, circle for closing)

Will facility provide

literature? Coffee?

Additional Discussion?

WSC H&I Guidelines Taken?

Local H&I Guidelines Taken?

12 Steps?

12 Traditions?

Description of an H&I

Format to be used?

Requirements for Panel

chair, leaders & members?

Literature Policy?

Additional Information?

Name and position of staff

person(s) at presentation:

Name of contact for meeting:

H&I Committee Members

making Presentation:

Meeting Established?:

If yes, list date, time

and frequency:

Second appointment for

additional discussion?:

Additional information

requested by facility?:

Results of presentation

reported to H&I Committee?

Registered New Meeting with

H&I Coordinator at World

Service Office:



If you are making a presentation without P.I. involvement, you may wish to use the following information.

## **HISTORY AND STATISTICS**

Narcotics Anonymous, as we know it today, originated in Southern California in 1953. Gradually, the Fellowship spread to other areas of the United States and into other countries. N.A. continues to grow rapidly and is busy translating our literature into more languages.

Since the mid 1970's, Narcotics Anonymous has grown dramatically. Group registrations received by the World Service Office through the Autumn of 1987, numbered over 10,000 in 40 countries. In addition, over 2,000 hospitals and institutions meetings of N.A. are held in various facilities for addicts with restricted access to regular N.A. meetings in their community.

THIS SECTION IS IN THE PROCESS OF BEING EXPANDED

## **VII. SPECIAL CONSIDERATIONS**

### **INTERACTION WITH THE STAFF**

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

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

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

**INPUT ON OTHER AREAS OF SPECIAL CONSIDERATIONS WILL BE PLACED HERE WHEN RECEIVED.**



**VIII. DO'S AND DONT'S**

**DO**

- Do: make directories of outside meetings available to residents.
- Do: clarify the facility's rules with anyone you bring in.
- Do: start and end on time!
- Do: briefly explain what H&I is.
- Do: make it clear that N.A. is separate and distinct from the facility as well as other fellowships.
- Do: try to get residents involved, especially those in long-term facilities (literature person, readings, coffee, 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: stamp all literature you bring into a facility with the local helpline number.
- Do: screen all panel members carefully, especially regarding the clean time or other requirements.
- Do: explain the language that we use ("addict", "clean", "recovery") and why we use it (the First Step of N.A.)
- Do: emphasize that in N.A., recovery is available to any addict, regardless of "type" or drug(s) used.
- Do: emphasize the importance of getting to an N.A. meeting the first day out.
- Do: emphasize the importance of getting a sponsor and a home group, and the ongoing nature of recovery, the importance of attending meetings (suggest ninety meetings in ninety days), and the fact that the treatment center has not "cured" them (First Step).
- Do: use the literature recommended for H&I work. If we are supplying the literature. Encourage the treatment centers to supply N.A. literature on their own if at all possible.
- Do: be selective about who you choose to take into H&I meetings. Clean time requirements are very important. People who sit on N.A. panels should be able to share a message of recovery in Narcotics Anonymous.

**DON'T**

- Don't break another person's anonymity or tell his or her story.
- Don't debate any issues involving the facility's rules or regulations.
- Don't discuss conditions within facility, or opinions about staff member.
- Don't debate the merits of the Treatment Center's program or other fellowships. Remember, we have no opinion....The best approach is to focus on the positive and unique qualities of our program. keep your Basic Text handy, and read from it. It carries a lot of weight.
- Don't comment on the methods used by the treatment facility. Not all facilities are Twelve Step based nor do their understandings of the Steps necessarily coincide with the understanding gained in Narcotics Anonymous. We share our experience without reference to the facility's methods or to residents' comments.
- Don't, while sharing, put too much focus on what it was like. They already know.
- Don't debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.



- 1 Don't carry excessive cash or wear expensive or flashy jewelry.
- 2 Don't show favoritism to any residents(s)
- 3 Don't take messages in or out of the facility.
- 4 Don't give out any other person's address or phone number.
- 5 Don't carry in any contraband items, such as cigarettes (if applicable) or
- 6 weapons.
- 7 Don't rely on flooding a Treatment Center with literature to carry our
- 8 message. The most powerful tool for carrying our message is the NA
- 9 member
- 10 Don't read too many literature selections at the beginning of the meeting.
- 11 Keep it short and simple to keep their attention.
- 12 Don't let the meeting run too long. Most Treatment Center residents spend
- 13 much of their day in meetings of one sort or another, often in the same
- 14 room.
- 15 Don't pass the basket.

## 16 **H&I IN CORRECTIONAL FACILITIES AND JAILS**

### 17 **I. PURPOSE:**

18  
19  
20  
21 The purpose of an H&I meeting is to carry the N.A. message of recovery  
22 to addicts who do not have full access to regular Narcotics Anonymous  
23 meetings. H&I meetings, except for those in longer term facilities, are  
24 intended to simply introduce those attending to some of the basics of the  
25 N.A. Program.

### 26 **II. HOW TO START AN H&I MEETING:**

27  
28  
29 The initial approach to start an H&I meeting should be done by an area  
30 H&I committee, coordinating efforts with P.I. where applicable. ( See the "  
31 General Section" p\*\* of this handbook for additional information)

32 . Sometimes a facility will approach the H&I committee and ask to have a  
33 H&I meeting brought in. Once we are contacted, we set up an  
34 appointment. If we are not able to handle the responsibility of a meeting,  
35 we explain at the appointment that we can not service theri request at this  
36 time and will get back to them when we can. We also may provide them  
37 N.A. literature and make them aware of the N.A. Way, Reaching Out,  
38 Approved Tapes and the ability to order N.A. literature.

39 Sometimes the H&I committee will approach the facility to propose a  
40 meeting. This can be done with a phone call or through a form letter. In  
41 any case, be sure that this is a team H&I effort. Do not act alone.

- 42  
43 a. A phone call should be made only by a person appointed by the H&I
- 44 committee to establish conatct with the facility.
- 45 b. When writing a letter, place on letterhead stationary and type in
- 46 business form. Keep a copy for the area H&I committee files.
- 47 c. Follow up letters with phone calls.
- 48

49 Contact by the H&I committee should only occur if you are prepared to  
50 support the facility with a H&I meeting. Once contact with the appropiate  
51 facility representative has been made, set up an appointment for  
52 presentation. Whether or not a meeting is established, try to get a "contact  
53 person" at the facility.



1 Make the appointment and be there on time. This may be a joint  
2 response from the P.I. and H&I committee members. Dress conservatively  
3 and neat and be courteous. Remember, you are representing Narcotics  
4 Anonymous. Bring pamphlets and literature with you and discuss our  
5 Twelve Steps and Twelve Traditions, our Handbook, and our local  
6 guidelines.

7 Explain what a H&I meeting is. What N.A. offers: we carry a message of  
8 recovery from the disease of addiction through the Twelve Steps and Twelve  
9 Traditions of Narcotics Anonymous, offering an opportunity to each  
10 individual to improve the quality of their life, both inside the facility and  
11 after release from the facility.

12 N.A. is not a benevolent society. We are not amateur social or welfare  
13 workers. We do not do any counseling or education of staff or residents.  
14 We do not provide jobs, housing, money, etc. or letters of reference to  
15 judicial systems. The only thing that we have to offer is a message of  
16 recovery from active addiction. What the facility requires from Narcotics  
17 Anonymous: We must adhere to their rules and regulations (i.e., dress code,  
18 their do's and don'ts, clean time requirements, if any, etc.) Get specifics  
19 about the facility's requirements in writing in possible. (see form in appendix  
20 B) If reference letters, "sunshine letters", are needed, they are available  
21 through the WSO H&I Coordinator.  
22

### 23 **III. MEETING FORMATS**

24

25 There are many different types of facilities with different rules and  
26 regulations. We will offer here some general guidelines for choosing a  
27 format for the meeting, and general outline around which to develop your  
28 own format. One thing which is common to all H&I meetings is that they  
29 are closed.

30 As always, when choosing a format for any N.A. meeting, the first thing  
31 to consider is the Fifth Tradition, "Each group has but one primary purpose-  
32 to carry the message to the addict who still suffers." The format should  
33 provide a structure which ensures that the N.A. message of recovery is  
34 carried. For this reason, open sharing types of meetings are not used in the  
35 H&I setting. They tend to lend themselves to an atmosphere which is  
36 inappropriate for an H&I meeting. The best formats are those in which  
37 outside members are delivering the message. The best examples are  
38 speaker meetings, panel discussions, question-and-answer, literature  
39 discussions and topic discussions. Meetings should be limited to one hour.

40 The following is a general format for an N.A. H&I meeting. It may be  
41 modified according to local needs or customs. It is presented here for those  
42 seeking some direction.  
43

- 44 a. Introduce yourself and welcome everyone to the meeting.
- 45
- 46 b. Have a moment of silence followed by the Serenity Prayer.
- 47
- 48 c. Invite all attending their first N.A. meeting to give their first name.
- 49
- 50 d. Briefly explain that this is a Hospital and Institutions H&I meeting.
- 51 Because these residents' access to regular N.A. meetings is limited, the
- 52 area service committee is bringing this special meeting here.
- 53



e. At this time have residents volunteer to read from Conference-Approved literature. Usually, "Who Is an Addict," "What Is the N.A. Program," "How It Works," "Why Are We Here," or other selections are used.

f. Depending on the format selected, proceed as follows:

After the speakers have finished there will be time for any questions. There will be no cross-discussion while anyone is sharing. Please hold your questions until the end of the meeting.

### **General Comments**

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

Make sure the facility is aware of the N.A. Way, Reaching Out, any local newsletters the speaker tapes approved for sale through the WSO.

Try to avoid a return to old attitudes when you walk into a facility. Many of us found we had a tendency to put on a "tough guy" act or get "hip, slick and cool" at H&I meetings. We need to remember that ours is a program of attraction, and our attraction lies in the ways we have changed. Why would anyone want what we have to offer if we seem to be just like they are except we're not using?

### **Speaker Meeting:**

In a speaker meeting, one or more N.A. members share their experience, strength, and hope. That 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 awareness, etc. carries a message of recovery.

### **Panel Discussion:**

This is a very similar to a speaker meeting. Rather than all sharing on the same 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

### **Topic Discussion:**

This type of meeting allows for the participation of the residents. This format differs from open participation in that more structure is provided for the discussion. Topics should be chosen carefully, with the Twelve Steps and Twelve Traditions in mind. Conference-Approved literature can be used to provide topics for discussion. One or two members from the outside should share first to set the tone and direction of the meeting. It is a good idea to keep another experienced member in reserve to call on if the discussion gets away from recovery from addiction. The 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.

### Literature Discussion:

For a Literature Discussion meeting, parts of N.A. Conference Approved literature are read and discussed. Passing the literature around and allowing everyone a chance to read can be an easy way to get the residents involved. If you do that, though, be sure to include in the format a statement like, "Feel free to pass the literature along if you's rather not read." Not everyone is willing or able to read out loud.

### General hints about conducting the meeting:

Regardless of the format you use, a question and answer session can be included somewhere toward the end of the meeting. 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 the residents' questions, but we can always convey our acceptance of and interest in the person who asked. That may do more than the information contained in our answers.

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

See appendix \*\* for a general format for a Narcotics Anonymous H&I meeting. It may be modified according to local needs or customs. It is presented here for those seeking some direction. Remember, it is our responsibility to maintain an atmosphere of recovery.

## IV. FOLLOW UP

If you have followed the proper procedures for establishing your H&I meeting, there is now a clearly established contact person from your committee, and one from the facility. It is important to keep the channels of communication open between the two. Maintain ongoing contact, and be aware of any developing situations. Any problems that may arise should be handled early, before they grow into larger problems. Keep copies of all written correspondence between the committee and the facility. It is important also to be aware of any changes in the facility's contact person or administration, and be ready to make a repeat presentation if necessary. Regular reports and discussions of your meeting should be held with the area H&I subcommittee.

Once a meeting is well established as a healthy environment for recovery, encourage N.A. members within the facility to participate in the meeting (i.e., by naming their meeting, selecting someone to make coffee or set up chairs, someone to act as inside meeting contact, etc.).

Another kind of follow-up to be aware of is follow-up with members who are released. Make sure meeting lists and helpline numbers are available to such members upon release from the facility, and that they understand clearly how to make proper contact with N.A. after their release.

Encourage N.A. members within facilities to make the best use of N.A. serial publications. Be sure they have copies of *Reaching Out*, and where



possible other publications such as local newsletters and the N.A. Way magazine. Encourage them to write letters or articles for these publications.

Making a sincere commitment and following through rigorously once a commitment has been made is the most important aspect of H&I work in correctional facilities. We must not make promises that we cannot keep. Irresponsible or inconsistent behavior with regard to commitments affects N.A. as a whole. A decision to give up a commitment is a serious matter. If such a decision must be made, the H&I Committee should be informed immediately.

## V. DO'S AND DON'TS FOR H&I WORK IN CORRECTION FACILITIES

The World Service Conference H&I committee has compiled this list based upon the experiences of committees around the world that have sent input on H&I service matters. They provide some very helpful guidelines, and should help you avoid some of the common pitfalls.

### DO'S

- Do: make directories of outside meetings available to residents.
- Do: clarify the facility's rules with anyone you bring in.
- Do: start and end on time!
- Do: try to get residents involved especially those in long-term facilities (i.e. literature, coffee, readings, etc.)
- Do: obey all dress codes. Exercise common sense and respect for the facility in what you wear.
- Do: keep the staff aware of your whereabouts at all times.
- Do: follow all security regulations at all times
- Do: stamp all literature you bring into a facility with the local hotline number and regional/area address.
- Do: screen all speakers and chairpeople carefully, especially regarding the clean time requirements of the facility and the H&I Committee.
- Do: contact the facility contact person and let them know they can purchase literature from the RSO and WSO. (Most jails and facility have funds available for this.)
- Do: inform the contact person that we have literature order forms available for their use.
- Do: make sure all speakers carry a clear N.A. message of recovery.
- Do: follow the guidelines in the WSC H&I Handbook.

### DON'TS

- Don't: break another person's anonymity or tell his or her story.
- Don't: get involved in discussion about an inmate's guilt or innocence.
- Don't: debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.
- Don't: discuss conditions within the facilities or opinions about staff members.
- Don't: give or accept gifts.
- Don't: carry excessive cash or expensive or flashy jewelry.
- Don't: show favoritism to any inmate(s).
- Don't: carry letters in or out of the facility.



- 1 **Don't:** carry in any contraband items.
- 2 **Don't:** give out another person's address or phone number.
- 3 **Don't:** give the residents money.
- 4 **Don't:** take a person into an facilityal meeting who is on parole or
- 5 probation unless they specifically get permission from the
- 6 parole/probation officer and the facility.
- 7 **Don't:** take a person with outstanding warrants.
- 8 **Don't:** give anyone your personal address or phone number.
- 9 **Don't:** take a member who has friends or family in the facility.



## INTRODUCTION

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

H&I committees are subcommittees of the area or regional service committee, and as such they are directly accountable to that committee in all matters. Subcommittees are not autonomous; they are established by areas and regions to serve a specific need. Budgets, new guidelines, and reports of the committee's work should be submitted for approval to the appropriate service committee.

Much of the emphasis of this section is on the area H&I committee, since the direct coordination and effort for H&I work is performed at that level. We have presented several different ways of structuring the area H&I committee. Each should be studied carefully to see which best suits the local needs. In an effort to present each model clearly, we have provided a flowchart for each. If you have any questions about them, your regional H&I committee should be able to help you.

After many years of experience with various types of H&I meetings, we recommend the "panel system" as the most effective. The "open access" style meeting, where the facility attempts to conduct an N.A. meeting and invites the N.A. community to participate, is not recognized by Narcotics Anonymous as a valid N.A. meeting. The H&I meeting sponsored or conducted by a particular N.A. group does not allow for the H&I committee to have enough influence over the meeting and defeats the subcommittee system our fellowship utilizes. We then lose the benefit of the full-time consideration of H&I matters that an H&I committee provides. This often gives rise to problems in communication and consistency. Some groups wish to begin H&I meetings before an ASC has been formed. We have provided guidance for this type of situation in this section, but this should be entered into only where no ASC exist, and any commitments you have should be turned over to the H&I committee when it is formed.

There is occasionally some confusion with the terms "panel system" and "panel format." The panel system refers to the general approach to structuring your H&I effort which uses panel presentations. The "panel format" refers to the specific way in which a given panel structures its presentation. A committee using the panel system has a "panel coordinator" who oversees several different H&I commitments to assure everything is all right. Each H&I meeting has a "panel leader," who makes all the necessary arrangements to put on the meeting itself. "Panel members" are those who attend the meeting to share their recovery. A variety of formats that can be used within such a panel system.

H&I committees at the regional level exist primarily to lend assistance to area H&I committees. The regional H&I committee should never find itself in a position of dictating or trying to control the actions of the area H&I committee. Many times, areas will come to the regional H&I committee with questions about H&I work or situations they are not sure how to deal with. This is where the benefits of the regional committee acting as a "pooling place for area H&I committees to share their experiences" pays off.



Also included in this section is material on the WSC H&I committee. If you are interested in finding out more about this committee this should be a valuable resource for you.

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

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

The area H&I committee plays a central role in the overall H&I picture. It initiates, coordinates and conducts all local N.A. hospitals and institutions meetings and activities within the area. This committee is the central hub of H&I planning and organization.

The area H&I committee is a subcommittee of the area service committee (ASC). It meets *regularly*, and its chair reports to and is accountable in all matters to the ASC. The committee is composed of an H&I chairperson, H&I vice-chairperson, H&I secretary, other elected officers, as well as any other members of the Fellowship 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) Prepares H&I policies and guidelines for the H&I committee's and the ASC's approval.
- 3) Serves as a communications link between local H&I meetings and H&I committees at the regional and world levels.
- 4) Elects the people who are to conduct the H&I meetings.
- 5) Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
- 6) In cooperation with PI, makes all initial contact with the facilities.
- 7) Conducts workshops and orientations on relevant topics.
- 8) Is responsible for all H&I orientated services within the area.

### 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 local meetings. The ASC meanwhile takes nominations and then elects a chairperson for the committee.

The first order of business at the organizational meeting is to set a direction for the committee. If the ASC has not already selected a chairperson, the area vice-chair, who is responsible to coordinate the activities of the subcommittees, should preside over the meeting.

It is important for the committee to develop a set of internal working guidelines. Experience shows that this will make each person's responsibilities much clearer, and will make for a much more stable committee. Several samples of guidelines are included as examples. Also guidelines from neighboring areas may provide some useful information. Your regional H&I committee probably has some copies of these available for this purpose.



After you have done this initial set-up work, you will be ready to set your priorities for H&I meetings and start to carry the message. Members of the area may have been doing H&I work before an H&I committee was established, and hopefully you have included them in the committee already. If not, then it would be a good idea to contact them and get them involved.

It is a good idea to start out slow and not to start a large number of H&I meetings at the beginning until the committee starts to take shape and you are able to see just how many members are actually going to follow through and do the H&I work. This number is usually smaller than those who initially indicate a willingness but hopefully over time the number will grow.

### **A typical agenda for an area H&I meeting:**

1. Moment of silence for the still-suffering addict
2. Opening Prayer
3. Read Traditions
4. Take attendance
5. Read and approve the minutes of the previous meeting
6. Report of budget expenditures including literature disbursements
7. H&I Panel Coordinators report
8. H&I Panel Leaders report
9. Old business
10. Elect officers (if appropriate)
11. New business
12. Schedule next committee meeting
13. Close meeting with a prayer

### **RESPONSIBILITIES OF AREA H&I OFFICERS**

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 of committees depends upon the dedication and leadership of good officers.

#### **1. Chairperson:**

- a. Minimum clean time requirement is two years.
- b. Keeps order in the meeting.
- c. Keeps discussion on the topic.
- d. Prepares an agenda for each committee meeting.
- e. Ensures that the traditions are upheld in all matters.
- f. Maintains a link of communication between the H&I committee and the area service committee, including giving a monthly report to the ASC.
- g. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I committee.
- h. Works with the panel coordinator(s) to draft all correspondence to facilities served by the committee.
- i. Maintains access to meeting referral information for the rest of the fellowship so that Panel Leaders can refer those leaving the H&I setting for another area to a meeting or helpline number.



- j. May have other responsibilities, depending on the local H&I guidelines

**2. Vice Chairperson:**

- a. Minimum clean time requirement is one year.
- b. Helps chairperson keep proceedings orderly.
- c. Acts as chairperson in the case of chairperson's absence until confirmed by the ASC.
- d. May have other responsibilities depending on the local H&I guidelines

**3. Secretary**

- a. Minimum clean time requirement is one year.
- b. Takes an accurate set of minutes at each monthly meeting, and distributes them to committee members prior to the next meeting.
- c. Keeps an updated volunteer list of members who would like to go to H&I meetings.
- d. Maintains an ongoing file of all correspondence and minutes.
- e. May have other responsibilities depending on the local H&I guidelines.

There are other responsibilities of the H&I committee that could fall under the job descriptions of the above officers, or could become positions of their own.(see A & B below) How many different positions you have will depend on the number of members you have available to your committee who can serve, and how the committee decides to structure itself. Flowcharts illustrating the basic structures an area may choose are attached.

**A. Literature Coordinator--one year clean time required, and one year term.**

It is the responsibility of the literature coordinator to distribute N.A. Conference-Approved literature and any other items the committee uses in carrying the message, such as copies of *Reaching Out*, the *N.A. Way*, or chips, to the panel leaders. To assure accountability, a complete record of all transactions must be kept, and a report given at the regular committee meetings. This person should always be aware of the amount of literature being distributed so the panel leaders' literature request remain prudent and the committee can fairly distribute the literature without exceeding its budget. Regular audits should be done to ensure that the literature outlays are reasonable and accounted for.

**B. Panel Coordinator--one year clean time required, and one year term.**

It is the panel coordinator's responsibility to see that the meetings are conducted in accordance with the policies of the H&I committee and the rules of the facility. This person acts as the liaison between the H&I subcommittee and a given facility. A panel coordinator's may be responsible for only one facility, several, or all the facilities that the committee is working with. This will depend on the needs and conscience of the H&I



committee. In some areas the responsibilities the panel coordinator falls under the job description of one of the other officers, such as chairperson or vice-chairperson. This would work in a smaller area but as the number of facilities you are dealing with grows you may want to elect one or more Panel Coordinator's to handle the job.

## THE PANEL

Gathering all the people needed to conduct the H&I meeting is the responsibility of the panel leader who puts together several members (a Panel) to go and put on an H&I meeting at the facility. Here is a description of these positions:

### A. Panel Leader -- six months clean time required, six month term.

Panel leaders should be elected by the H&I Subcommittee at it's regular subcommittee meetings. The term should be six (6) months. The panel leader can decide what type of meeting to have by using one of the meeting formats.

It is the panel leader's job to select a chairperson (moderator) to run the meeting each week (can be him/herself). This can be a monthly or weekly appointment, whichever works best. Even if the panel leader picks someone else to be the chairperson he should attend the meeting very regularly and stay aware of what is happening there. The panel leader selects members of the fellowship to be Panel Members usually from the Panel Member list. The panel leader is responsible to insure that the meeting starts and ends on time. Any problems should be reported to the Panel Coordinator and then included in the regular report to the H&I committee.

### B. The Panel Member -- six months clean time, and a willingness to share their experience, strength and hope.

This is the essential element of H&I work, the member who goes to share his or her experience, strength, and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.

Areas should develop some basic requirements for members who are to carry the message in H&I. A good understanding of the fellowship and the policies relevant to this H&I meeting is essential. A packet may be developed that will outline what is expected of panel members (see sample). Orientation of inexperienced members is a good idea. Have a new panel member attend the meeting to just listen and observe the panel the first time or two. This will make them more aware of what their role on the panel will be like.

A clean time requirement is important to ensure it is truly a message of recovery we are carrying and not just the disease. Although some areas will have to be more flexible with clean time, six months continuous abstinence is a good minimum requirement. Some facilities will not have any clean time requirements, but we should still place this standard upon ourselves to ensure consistency of the recovery message. Some



1 facilities will require more clean time than six months, and we  
2 should try to work with them too, if the area has a sufficient  
3 number of members with the clean time who are willing to make  
4 the commitment.

5 **H&I IN NEWER OR SMALLER AREAS**

6 H&I Meetings Where No Area Service Committee  
7 Or H&I Subcommittee Exists  
8 (FLOWCHART EXAPMLE A)  
9

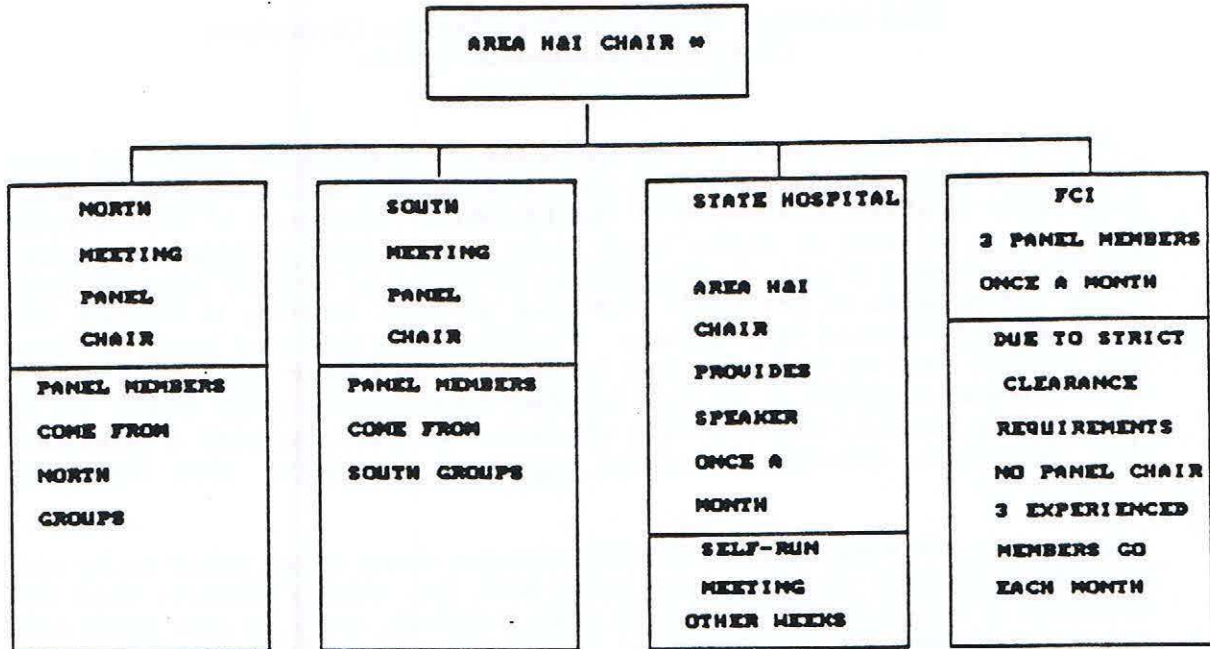
10 As Narcotics Anonymous grows, meetings are starting up more and more  
11 frequently in smaller communities and rural areas. Often because of their  
12 geographic location, or because of the limited development of N.A. service  
13 structure in an area or region (such as in many places outside the United  
14 States), formation of and participation in an ASC and its H&I subcommittee  
15 is not yet possible or practical. Yet once an N.A. meeting is started, the  
16 news seems to spread very quickly. Facilities may seek out local members  
17 and request that an N.A. meeting be brought into their facility. Usually,  
18 these original members in an area are very committed and try to say yes to  
19 all requests, so H&I meetings are started. We have included a flowchart  
20 that illustrates structure in these types of situations. (See flowchart  
21 example A)  
22

23 A word to the wise. These commitments are many times taken on by one  
24 or a few dedicated members who mean well, but usually discover that the  
25 demands of supporting one or more H&I meetings, week in and week out,  
26 can quickly lead to burn-out. It is possible to do H&I work in such  
27 circumstances, but be sure to use some common sense. Here are some tips:  
28

- 29 1. Never take on an H&I commitment alone. In the absence of an area  
30 H&I committee, any H&I work has to be the effort of one or more  
31 groups. Remember, I can't - we can. The H&I "Lone ranger" may end  
32 up doing more harm than good in the long run.  
33
- 34 2. Make sure the group is ready for the responsibility. Don't be afraid to  
35 say "No, we're just not able to support a meeting in your facility at  
36 this time." Don't take on additional commitments until you're ready.  
37
- 38 3. Get other groups involved whenever possible, perhaps alternating  
39 weeks or months. Reach out. There is the possibility that some  
40 member from neighboring areas or the region would be able to come  
41 and lend a hand occasionally.  
42
- 43 4. Use these guidelines. You will find much material in here that will be  
44 helpful in your efforts.  
45
- 46 5. If you find that you have over-committed yourselves, go to the facility  
47 and let them know that you need to put the meeting on hold for  
48 awhile. They will respect you more for letting them know face to face  
49 than if you just stop showing up.  
50
- 51 6. Always keep an awareness that H&I work is done best by area H&I  
52 committees using the panel system. As soon as it is possible to form  
53 an ASC or join an existing one, do so.



**EXAMPLE A**  
NEWER OR SMALLER AREAS



This Flowchart illustrates how some isolated groups may do H&I work. This is not acceptable in areas that have an established H&I committee. It is important to try to work within the service structure where you can. When you can get an H&I committee started you should let this committee take over the commitments that you have going.

Here are some variations:

1. The chairperson is responsible to keep a line of communication open with the facilities, possibly even working with panel leaders on this. The vice-chair is in charge of literature distribution. Any other responsibilities are divided among these two and the secretary.
2. The vice-chair is the panel coordinator, while the secretary is in charge of literature distribution.



**SAMPLE 1 AREA H&I COMMITTEE GUIDELINES**  
(Flowchart Example B)

**1. DEFINITIONS AND PURPOSE:**

The H&I subcommittee of the \_\_\_\_\_ area service committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept: "TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES."

This concept should always be our primary concern. So that when an addict who is housed in a correctional facility, hospital or recovery house reaches out for recovery, Narcotics Anonymous will be there.

This committee is a subcommittee of the \_\_\_\_\_ area service committee and is directly responsible to that committee.

**2. FUNCTIONS OF THE H&I COMMITTEE:**

- a. To carry the message and to disperse literature to all facilities through our H&I panels.
- b. To conduct a monthly business meeting.

**3. OFFICERS:**

A service board of officers shall consist of a chairperson, a vice-chairperson and secretary.

Any committee officer or member who relapses will automatically be removed from the committee. Any committee officer is removed after missing two monthly H&I committee meetings.

In the case of resignation, the vice-chairperson shall automatically assume the position of chairperson until ASC elects a chairperson.

If the vice-chairperson cannot or will not assume the position, the area vice-chairperson will act as H&I chairperson until the ASC fills the position. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the Fellowship is found to serve in the position.

**IV. QUALIFICATIONS AND DUTIES OF OFFICERS:**

A. It is suggested that the chairperson have one year clean time, plus a minimum of six months activity in H&I work. The chairperson will be elected by the ASC at its annual meeting in (month) for a term of one year in accordance with their guidelines. Responsibilities include:

1. Bringing before the general meeting of the committee matters that should be acted upon by the committee.
2. Carrying out policies and orders for the committee.
3. Attending area service committee meetings.
4. Attending regional service committee meetings.



1  
2 B. Vice-chairperson should have at least one year clean time and six  
3 months experience in H&I work. Responsibilities include:  
4

- 5 1. Assumes the responsibilities of the chairperson in the event of the  
6 chair's absence.  
7 2. Helps coordinate H&I meetings by acting as panel coordinator.  
8 3. Insures that all panel leaders have adequate literature for their  
9 meetings by acting as literature distributor.

10  
11 C. Secretary should have at least one year clean time. Responsibilities  
12 include:  
13

- 14 1. To record minutes of all meetings.  
15 2. To copy and distribute those minutes.  
16 3. To keep records of all committee members, including addresses and  
17 telephone numbers.  
18 4. To keep copies of all hospital, institutional and recovery house  
19 guidelines, rules and regulations.  
20

21 D. H&I panel leader should have at least one (1) year clean time and six  
22 (6) months activity in H&I work. Responsibilities include:  
23

- 24 1. To invite Panel Members to the H&I meeting and in general do all the  
25 things necessary to conduct the meeting.  
26 2. Communicates regularly with the Panel Coordinator (vice-chairperson)  
27 informing him/her of any problems with the meeting.  
28 3. Makes a report on the H&I meeting to the H&I committee at each  
29 committee meeting.  
30 4. Obtains any supplies that are running low for the meeting. (i.e.  
31 literature, copies of *Reaching Out*, chips etc.)  
32

33 E. H&I panel members should have at least six months clean time and a  
34 willingness to serve. He or she shall be qualified and assigned by the H&I  
35 committee, and be cleared by the facilities whenever necessary. H&I panel  
36 members are required to:  
37

- 38 1. Be familiar with the H&I meeting format.  
39 2. Be familiar with committee and facilities rules.  
40 3. Be able to share a message of recovery in Narcotics Anonymous.  
41

42 IN ORDER TO QUALIFY FOR ANY OF THE ABOVE OFFICES, H&I  
43 MEMBERS SHALL COME TO THE H&I MEETING AND INFORM THE  
44 COMMITTEE OF THEIR DESIRE TO SERVE.  
45

#### 46 47 GENERAL INFORMATION 48

- 49 1. Any member of the H&I committee is automatically disqualified from  
50 further H&I activity upon relapse, but may again become eligible when he  
51 or she can conform to the requirements in these guidelines. Being clean for  
52 the purposes of this H&I committee shall be defined as freedom from the  
53 use of any drugs, including alcohol, and any other mind-altering chemicals.  
54



1       2. Any member not conforming to these requirements or any other  
2 which might be later added, or who refuse to abide by the rules and  
3 regulations of the facility being served, shall automatically be relieved of  
4 any H&I committee assignments.

5  
6       3. No Narcotics Anonymous meeting regularly conducted under the  
7 auspices of the H&I committee shall be held in any facility except when  
8 directly supervised by the H&I committee or its delegated leader. This  
9 appointment must be acceptable to the facility being served.

10  
11       4. No H&I member will get involved with any other activity at the  
12 facility that this committee serves. This is intended to avoid possible  
13 conflict and the resulting damage to: (a) the inmate or patient inside, or (b)  
14 the working ability and privilege of the committee to carry the message  
15 inside the facility. For these same reasons, no H&I member will interfere  
16 with or use influence in any facility, court, or hospital, nor with any judge,  
17 doctor, probation or parole officer. Further, H&I members will not make  
18 any comments or promises regarding employment, parole, probation or  
19 medical problems. We carry only the message of Narcotics Anonymous:  
20 recovery from addiction *through our spiritual program*.

21  
22       5. Length of time clean required by each facility is to be rigidly upheld  
23 by all H&I panel leaders.

24  
25       6. Excessive use of profanity, or the use of vulgar stories in your  
26 sharing, is strictly prohibited by the authorities of all facilities, and strongly  
27 discouraged by the H&I committee.

28  
29       7. Any member of the H&I committee on parole will only be allowed to  
30 participate in or attend an H&I meeting in any facility being served by the  
31 committee with the express clearance of the authorities of the facility and  
32 possibly the approval of their judicial officer if applicable.

33  
34       8. H&I panel members shall be responsible for their conduct in any  
35 facility, and they shall take responsibility to become informed in advance  
36 regarding the regulations of the facilities being served.

37  
38       9. Printed instructions, which will include the foregoing and which shall  
39 be compiled and edited to fit the specific requirements of each separate  
40 facility, shall be furnished by this committee to all panel members so that  
41 they will have full knowledge of their responsibilities in connection with  
42 their individual commitments.

43  
44       10. Failure to comply with the foregoing regulations shall be sufficient  
45 grounds to be dropped from H&I committee membership.

46  
47       11. You are reminded that the H&I committee exists to share the  
48 Narcotics Anonymous message--our experience, strength and hope. H&I  
49 speakers should try to get residents involved with the N.A. meeting through  
50 reading materials as well as through direct sharing. A personal contact  
51 should be established with any resident upon their release.



**SAMPLE 2 AREA HOSPITALS & INSTITUTIONS  
SUBCOMMITTEE GUIDELINES  
(Flowchart Example B)**

**I. PURPOSE**

The area hospitals and institutions subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have restricted access to regular N.A. meetings. A Hospitals and Institutions meeting may also be held where such a meeting better suits the needs of the addicts within the facility.

The hospitals and institutions subcommittee initiates, coordinates and conducts all H&I meetings in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

**II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS**

**Chairperson**

The H&I chairperson is elected by the area service committee as outlined in (your area's initials) ASCNA Guidelines. The H&I Subcommittee is directly responsible to the ASC through the H&I chairperson.

The H&I chairperson must attend all H&I Subcommittee meetings and ASC meetings. The H&I chairperson is a voting member of the regional H&I committee and should attend all of its meetings. He acts as a link of communication between the subcommittee, the ASC and the regional H&I committee.

He/she also makes sure that a link of communication is maintained between the Subcommittee and the individual facilities. This communication is done by the panel coordinator, but the chair should ensure that it is taking place. The H&I chairperson is responsible to ensure that all panel leaders and panel members comply with the H&I subcommittee and ASC policies, as well as the rules of the individual facilities.

The chairperson is responsible to give a monthly report of all budget expenditures except literature disbursements, which the vice-chair reports.

The chairperson should be aware of all matters that affect H&I in the (area) Area.

**Vice Chairperson**

The H&I vice-chairperson is elected by the area H&I subcommittee. Requirements are one year clean minimum of six months experience doing H&I work and a strong N.A. message of recovery. The vice-chair assumes the duties of the chairperson if the chairperson is unable to serve.

The H&I vice-chair is responsible for providing literature to the panel leader in the following manner: panel leaders are to fill out a literature order form and present it to the H&I vice-chair. The vice-chairperson may approve the request by signing the order. When the panel leader presents the signed form to the literature disbursement person of the ASC, it can then drawn from the area's funds that were budgeted for the H&I subcommittee.

The vice-chair works with the chairperson to maintain the smooth operation of this subcommittee.



1 The vice-chair must attend all H&I subcommittee meetings as well as the  
2 ASC meetings. It is suggested that the vice chair attend regional H&I  
3 committee meetings if possible.

#### 4 5 **Secretary**

6  
7 The H&I subcommittee elects its own secretary. The secretary must have  
8 one year continuous abstinence from all drugs. The position's  
9 responsibilities include keeping an accurate set of minutes of all  
10 subcommittee meetings. These minutes are to be properly typed, approved  
11 by the chairperson, and distributed to all subcommittee members within two  
12 weeks following the subcommittee meeting. The secretary is also  
13 responsible to keep these records:

- 14  
15 1. A file of all correspondence to and from the committee.  
16 2. An ongoing file of all committee minutes and the policies of the various  
17 facilities the committee works with.  
18 3. An updated list of all committee members.  
19 4. An updated list of all members willing and eligible to be panel  
20 members.

#### 21 22 **Panel Coordinator**

23  
24 The coordinator is elected as needed by the H&I subcommittee. The  
25 requirements are one year abstinence from all drugs, a strong N.A. message  
26 of recovery and six months previous involvement in area H&I  
27 subcommittee. The coordinator must attend all regular H&I committee  
28 meetings, and is responsible to maintain a regular and ongoing link of  
29 communication with all of the facilities we take H&I meetings into.

#### 30 31 **Panel Leader**

32  
33 Panel leaders are elected as needed by the H&I subcommittee. There is a  
34 required one year abstinence from all drugs, a strong N.A. message of  
35 recovery and six months previous involvement in area H&I. He or she must  
36 attend all regular H&I subcommittee meetings.

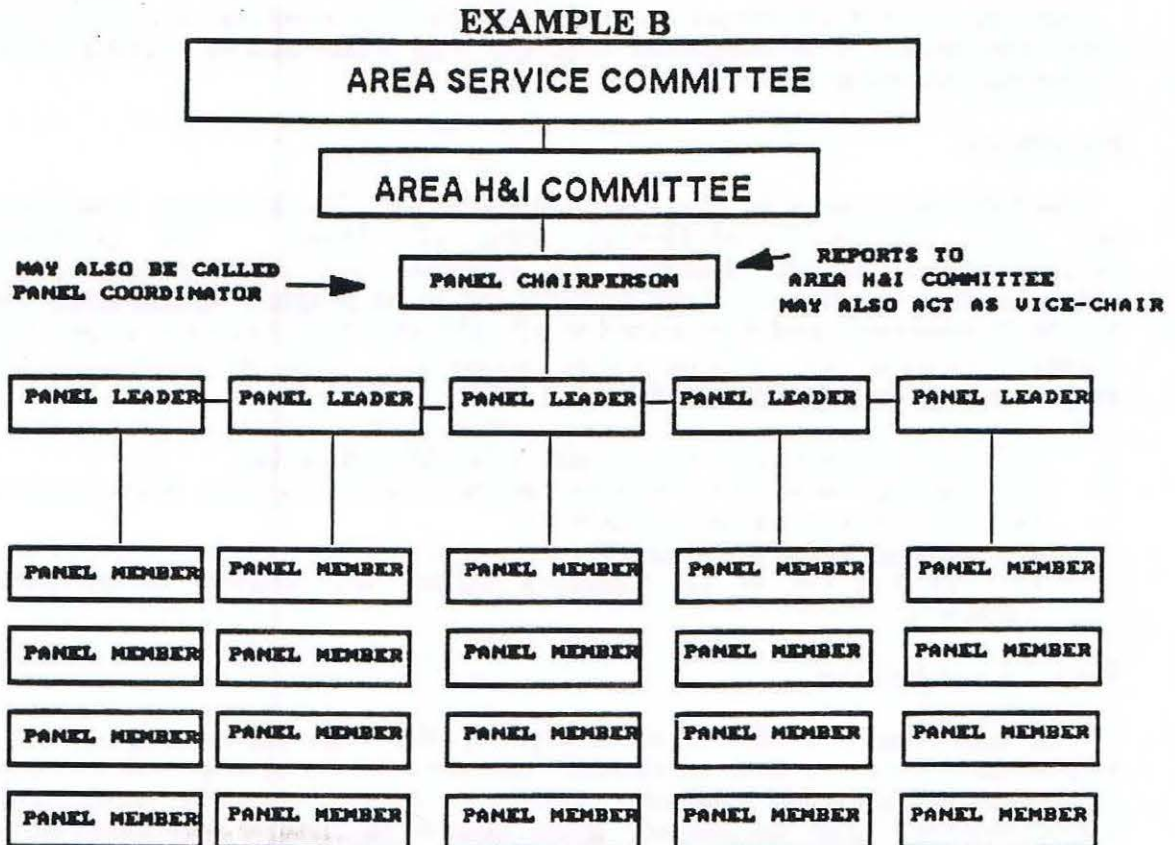
37 The panel leaders are responsible for all aspects of the meeting such as  
38 keeping supplies (chips, literature, etc.) and making sure the meeting begins  
39 and ends on time.

40 They are to maintain a link of communication, keeping the H&I  
41 chairperson aware of any problems that affect the meeting. Panel leaders  
42 should have regular communication with the panel coordinator to ensure  
43 that all is as it should be.

#### 44 45 **The Panel**

46  
47 The panel leader selects a panel from the current H&I volunteer list. The  
48 panel also includes a member who is currently in the H&I panel orientation  
49 process (this member is there to observe and learn only). No panel member  
50 is to have less than six months continuous abstinence from all drugs. The  
51 panel should never consist of less than two, nor have more than five  
52 members. These panel members should be made aware of all their  
53 responsibilities by the panel leader during the orientation stage.





This example is probably characteristic of a medium sized area H&I committee. In this example there is one panel coordinator who will be responsible to regularly communicate with all the facilities, and also with the panel leaders. When the number of facilities you serve increases, it is probably time to elect a second panel coordinator.

You will also need to decide whether it will be the responsibility of the secretary or the chairperson to be literature coordinator.



**SAMPLE 3 AREA H&I COMMITTEE GUIDELINES**  
**(Flowchart Example C)**

**1. DEFINITION AND PURPOSE OF THE COMMITTEE FOR H&I GUIDELINES:**

The \_\_\_\_\_ area H&I committee is a volunteer group of members of Narcotics Anonymous which exists for the purpose of carrying the N.A. recovery message to addicts in hospitals, recovery houses, prisons and related facilities. To be helpful to the residents we are governed by the individual rules of the facility we serve and further impose certain standards on ourselves.

This committee is a subcommittee of the \_\_\_\_\_ ASC, we shall maintain effective liaison and complete accountability to that committee.

Regular business meetings are to be held on the second Sunday (for example) of every month. These meetings will be held at (location chosen by the committee).

**2. FUNCTIONS OF THE COMMITTEE**

- a. Communication and disbursement of all information to and from all panels through their panel leader.
- b. The distribution of Narcotics Anonymous literature to the panel leaders
- c. To conduct a monthly business meeting.
- d. To provide H&I service representative for participation in the regional H&I committee.
- e. To coordinate the development of any new H&I meetings.
- f. The election of panel coordinators to communicate with the facilities and panel leaders to conduct the H&I meetings.

**3. ELECTED OFFICERS:**

The H&I committee's officers shall consist of a chairperson, a vice-chairperson and secretary. All officers are to be elected by a majority vote of the committee at large, except for the chairperson, who is elected by the area service committee.

Eligible voters on the H&I committee include: officers, panel coordinators, panel leaders, panel members and special committee members who have been in attendance at three consecutive committee meetings.

During elections, in the case of more than two nominations for any office, a second run-off ballot shall be taken of the two top names. All officers are elected for a term of one year and will be eligible for reelection for a second term of one year, followed by two years of ineligibility.

Any committee officer, except for the chairperson, may be removed from office by a majority vote of the H&I committee.

In the case of resignation, the vice-chairperson shall automatically assume the position of chairperson until the ASC is able to elect a new chairperson. The vice-chairperson may decline, however, in which case the area vice-chairperson will assume the duties of chairperson until the area is able to elect a new chairperson. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the Fellowship is found to serve in the position.



#### 4. QUALIFICATIONS AND DUTIES OF OFFICERS

*Chairperson:* Requires (check your ASC guidelines) years of uninterrupted clean time, plus a minimum of six months involvement in H&I work.

1. Prepare the monthly committee agenda: bring before the general meeting of the committee matters they should act upon.
2. Carry out policies and orders for the committee.
3. Appoint special committee members when required.
4. Represent the H&I committee at the area level.
5. Attend the regional H&I committee meetings.

*Vice-chairman:* Requires a minimum of one year uninterrupted clean time, and six months involvement with the area H&I committee. The vice-chairman assumes the responsibilities of the chairperson in the event of their absence, and coordinates new panels until a panel coordinator is assigned.

*Secretary:* The requirement of this position includes at least one year uninterrupted clean time.

1. Take minutes of all meetings.
2. Copy and distribute those minutes.
3. Keep record of all committee members, including addresses and telephone numbers.
4. Keep records of all hospital, institutional and recovery house guidelines, rules and regulations.
5. Maintain updated lists of all panel members.

*Panel Coordinator:* Requires one year uninterrupted clean time plus at least six months involvement in the area H&I committee.

1. Instruct panel leader(s) in facilities requirements, regulations and general rules covering H&I meetings.
2. Maintain regular contact with the panel leader(s).
3. Keep an open line of communication with the facility.
4. Call upon the officers and general committee membership for any necessary assistance.

*Panel Leader:* Requires at least six months uninterrupted clean time, experience as a panel member, and a willingness to be of service. Elected by the H&I committee at one of its regular meetings, after being cleared by the facility when necessary.

1. Attend the regular H&I committee meetings.
2. Be familiar with the committee and facility rules.
3. Remind the panel members of both the facility's and the committee's rules.
4. Make sure the supplies are available (literature, chips, etc.) and that the meeting goes as it is scheduled.



**General Information:**

1. Any member of the H&I committee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I committee shall be defined as freedom from the use of any drugs, including alcohol, and any other mind-altering chemicals.

2. Any member not conforming to these requirements or any other which might be later added, or who refuse to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I committee assignments.

3. No Narcotics Anonymous meeting regularly conducted under the auspices of the H&I committee shall be held in any facility except when directly supervised by the H&I committee or its delegated leader. This appointment must be acceptable to the facility being served.

4. No H&I member will get involved with any other activity at the facility that this committee serves. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the committee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, probation or parole officer. Further H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction *through our spiritual program*.

5. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.

6. Excessive use of profanity, or the use of vulgar stories in your sharing, is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I committee.

7. Any member of the H&I committee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the committee with the express clearance of the authorities of the facility, if applicable.

8. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.

9. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this committee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments.

10. Failure to comply with the foregoing regulations shall be sufficient grounds to be dropped from H&I committee membership.

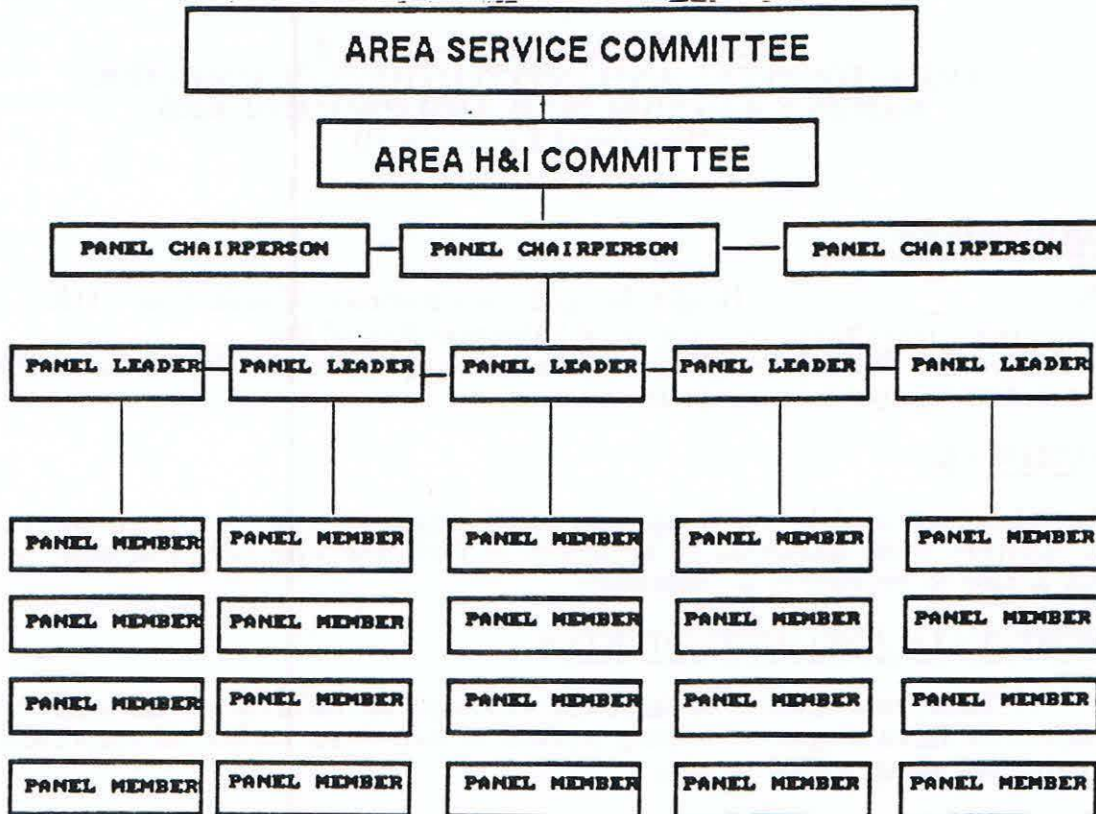


*Committee Structure & Function: page 51*

1        11. You are reminded that the H&I committee exists to share the  
2        Narcotics Anonymous message--our experience, strength and hope. H&I  
3        speakers should try to get residents involved with the N.A. meeting through  
4        reading materials as well as through direct sharing. A personal contact  
5        should be established with any resident upon their release.



## EXAMPLE C



This example shows a H&I committee that has several Panel Chairpersons. This would probably be found in an area that is well organized and has numerous commitments. The responsibility for the Panel Chairpersons is divided based on the panels that each is responsible for. In this example there may not be a Literature Coordinator. The Vice-Chairperson may handle this responsibility.



**NARCOTICS ANONYMOUS  
AREA HOSPITAL AND INSTITUTIONS COMMITTEE  
SAMPLE 4 GUIDELINES AND PROCEDURES  
(Flowchart Example D)**

**DEFINITION:**

The \_\_\_\_\_ Hospitals and Institutions Committee (H&I) of Narcotics Anonymous, is a standing subcommittee of the \_\_\_\_\_ Area Service Committee (ASC). It is made up of volunteer members from Narcotics Anonymous groups in the area.

**PURPOSE:**

The Hospitals and Institutions committee exists to carry the N.A. message of recovery from addiction to residents of facilities who are restricted from full access to regular N.A. meetings.

**HOSPITALS AND INSTITUTIONS:**

These are defined as facilities which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean and/or as responsible, productive members of society.

H&I does not assume responsibility for any meeting in an facility when that meeting is conducted by anyone other than the H&I committee.

**LITERATURE:**

Only Narcotics Anonymous approved literature, WSO approved tapes, Reaching Out, and NA Way magazines may be taken into an facility served by H&I. Literature or any of these other items will be distributed by the literature coordinator as set forth under that job description. Also local N.A. newsletters and meeting schedules may be taken into some facilities. However, only Conference Approved literature should be used in meetings.

**BUSINESS MEETINGS:**

Business meetings shall be held not less than once monthly at a time and place designated by the membership. No business meeting shall last for more than one-and-one-half hours, except by vote to extend this time limit by the members present.

**MEMBERSHIP:**

Any member of Narcotics Anonymous may become a member of H&I by filling out an information sheet and filing this with the H&I vice-chairperson or secretary.

All members are bound to comply with the clean time requirements of six months for H&I service eligibility. Clean time for the purpose of this committee shall be construed as freedom from the use of any mind-altering drugs, including alcohol.



**VOTING:**

Any member having attended previous business meetings within the past year is eligible to vote at business meetings.

**ELECTIONS:**

Election of officers shall be held once each year in (name of month, e.g. June) with the officers elected taking over in (name of following month, e.g. July). This committee elects all positions except chairperson who is elected by the ASC.

**ELECTED OFFICERS:**

Members of H&I committee shall be elected each year to fill the following positions:

(1) Chairperson (by ASC), (2) Vice-chairperson, (3) secretary, (4) Literature distributor (5) Panel coordinator.

In all cases, the term of office is for one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H&I committee at the next business meeting.

Officers may succeed themselves by re-election only one time.

**APPOINTED POSITIONS:**

As necessary, individuals may be appointed by the chairperson in agreement with the vice-chairperson to positions that fulfill a particular need.

**STEERING COMMITTEE:**

The steering committee consists of all elected officers, the immediate past chairperson and all members serving in appointed positions. It is the responsibility of this committee to oversee the operation of H&I. This committee as a whole serves within the spirit of Tradition Two.

This committee shall meet as may be necessary. The timing and place shall be at the discretion of the chairperson. However, any member of H&I may request that the chairperson call a special meeting of the committee.

**H&I PANELS:**

The primary purpose of Narcotics Anonymous H&I--carrying the message to addicts --is accomplished through the operation of panels which visit facilities on a regular basis. These panels are usually made up of: (1) A panel leader, and (2) one to three panel members.



**RECOVERY REQUIREMENTS:**

Any member of Narcotics Anonymous who is registered with H&I, and who wishes to participate in a meeting in an institution, must have sufficient clean time to qualify under the requirements of the committee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the committee.

The following recovery requirements are strongly recommended:

Elected Officer of H&I	1 year
Appointed Position	1 year
Literature Coordinator	1 year
Panel Coordinator	1 year
Panel Leader	1 year
Panel Member	6 months

All elected officers, those serving in appointed positions, and panel leader shall attend the regular monthly business meetings of Narcotics Anonymous H&I.

For a panel leader, three meetings missed in succession shall result in removal from the duty of leading that panel. Any member dropped from assignment may be reinstated by vote of the H&I committee.

In the instance of elected officers and those serving in appointed positions, three consecutive months absence will be considered resignation.

**RESPONSIBILITIES AND DUTIES:**

The responsibilities of each active member Narcotics Anonymous H&I are set forth below:

**Chairperson:**

- a. Coordinates all N.A. H&I activities.
- b. Presides at all regular, special and general meetings.
- c. Handles all public relations contacts involving policy matters and/or interpretations at the public level, that pertain to H&I. This will be done with the direct cooperation of the P.I. subcommittee.
- d. Is responsible for interchange of correspondence at the public level, as well as all correspondence within N.A. H&I which involves policy matters.
- e. make regular reports to the H&I committee on the status of all current or completed projects.
- f. May at any time visit any meeting at any facility served by H&I for a purpose beneficial to H&I, including offering assistance to panel participants.
- g. Shall represent Narcotics Anonymous H&I at the regular meetings of the ASC committee.
- h. Shall attend the regional H&I meetings.



**Vice Chairperson:**

- a. In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assume all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- b. Works closely with the chairperson.
- c. May at any time visit any meeting at any facility served by H&I for any purpose beneficial to H&I, including offering assistance to panels.
- d. Attends the regular meetings of the hospitals and institutions committee.
- e. Works with the panel leaders to assure that volunteers are placed as panel members.

**Secretary:**

- a. Keeps a complete record in the form of minutes of every regular, special and general meeting.
- b. Keeps a complete and up-dated panel member list with the names, addresses, recovery dates and telephone numbers of all current H&I members.
- c. Shall keep a continuing roster of monthly attendance at the business meetings.
- d. Sends notices, or make telephone calls, for special meetings.
- e. Maintains all necessary stationary supplies and prepares correspondence as needed.
- f. Keep a file of all such correspondence.
- g. Shall type and prepare any materials necessary for distribution to members of H&I.
  - Shall attend, the regular meetings of the Hospital and Institution committee.

**Literature Coordinator:**

- Shall fill literature orders from the panel leaders
- Shall keep a continuing record of literature distributed to panel leaders.
- Shall make a report at the regular H&I committee meetings on literature distributed.
- Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I committee budget.
- Shall audit distribution records to an ongoing basis to ensure that request for literature from Panel leaders is prudent and does not put the committee over budget.

**Panel Coordinator:**

- Shall keep in close contact and work with H&I elected officers and the panel leaders for the meetings for which he/she is the coordinator.
- Shall meet with administrators of facilities in the interests of harmony.



- Shall make sure that panels are filled for scheduled meetings for which he/she is the coordinator..
- Shall keep all panel leaders informed of the rules of the facility being served and any rule changes.

**Panel Leader:**

- Shall conduct Narcotics Anonymous meetings in the facility being served according to acceptable procedures.
- Shall inform the Panel Coordinator, well in advance, when unable to conduct a regularly scheduled meeting.
- Shall invite all panel members to the H&I meeting and inform them of all the rules of the facility and the procedures for conducting the meeting.
- Shall be responsible for panel members in the meeting.
- May resign by giving notice to the H&I subcommittee.
- May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

**Panel Member:**

- Shall be at least six (6) months clean.
- Shall serve for one meeting at a time.
- Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
- Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
- Shall always keep in mind that he may be viewed as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
- May resign as a panel member by giving notice to the panel leader

**OTHER REQUIREMENTS:**

Ex-residents of a Correctional Institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I, to enter a County correctional facility.

It shall be the responsibility of the panel leader to insure that all people attending any H&I institutional meeting fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES.

All H&I members carrying the N.A. message through H&I must keep in mind at all times the following General Rules which cover ALL meetings in ALL facilities:

1. It is unacceptable to bring any alcoholic beverages, dangerous drugs, narcotics or weapons onto the grounds of any facility.
2. It is unacceptable to give money to or take money from an



inmate.

3. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. You are not to accept articles made by residents to be sold on the outside.
4. It is unacceptable to give to or to take from an inmate any correspondence of any type while visiting the facility.
5. Guests and visitors should be cautioned against discussing employment, lodging, etc., (either the promise of, "looking for" or the securing of).
8. Obscene or vulgar talk and filthy off-color jokes are deeply frowned upon by the facility and by many of the residents.

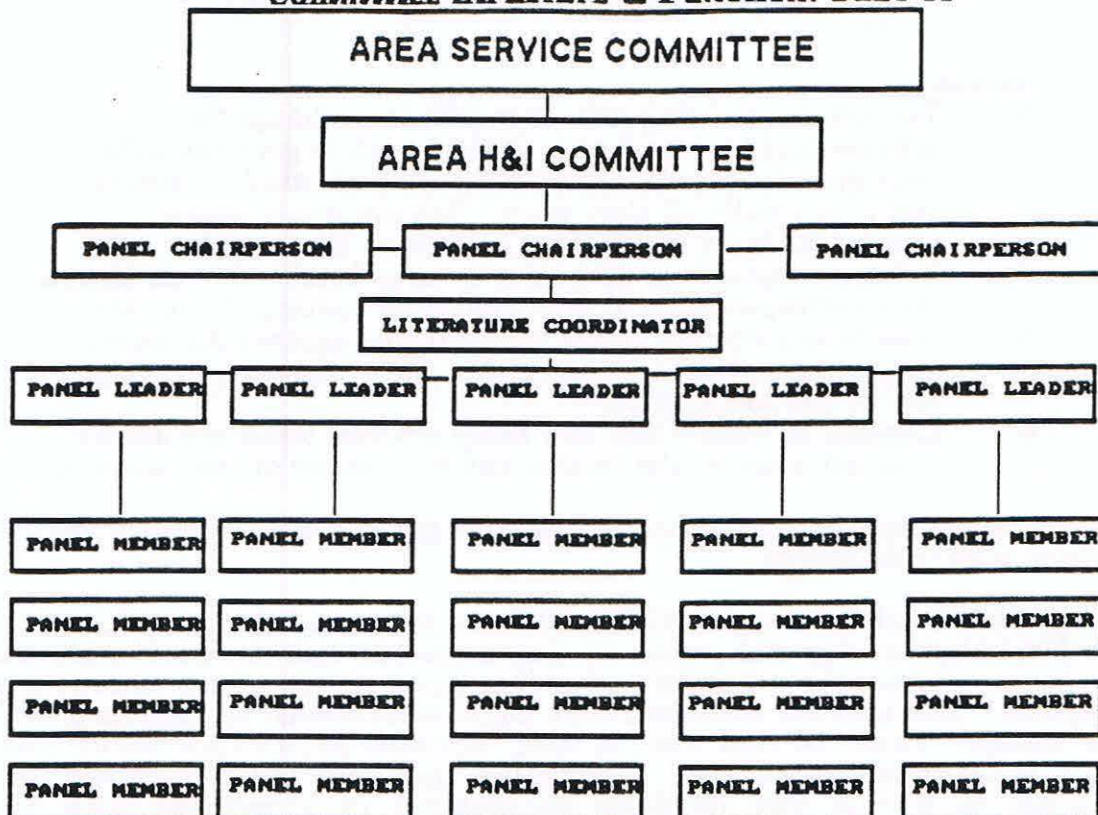
Always remember we are GUESTS of the facility and therefore MUST comply with their wishes.

These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I Membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the Elected Officers of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting with the personnel of the facility in question. This is the responsibility and duty of the Panel Coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself, and with the facilities we serve.

Failure to comply with an facilities regulations could result in the cancellation of the N.A. meeting scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put N.A. in a bad light. Remember....your actions reflect not only on yourself, but on N.A. as a whole. More importantly, adverse performance could well deprive and addict of the help they are seeking from you and other members of N.A. H&I.

**ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING.....**





This structure would probably only be found in larger more established area H&I committees. The job responsibilities are broken down more specifically which is necessary in some areas where the volume of work to do each is so high. Some areas may have other elected positions based on need and consistent support in terms of manpower.

#### EXAMPLE D



**H&I MEETING REGISTRATION FORM**

NAME OF FACILITY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

FACILITY REPRESENTATIVE NAME: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**MEETING INFORMATION:**

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

\_\_\_\_\_ Time: \_\_\_\_\_ am/pm

\_\_\_\_\_ Time: \_\_\_\_\_ am/pm

panel leader: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of Facility (check the most appropriate)

Correctional	_____	Treatment	_____	Hospital	_____
Armed Services	_____	Clinic	_____	Detox	_____

Specific Type of Facility: \_\_\_\_\_

area: \_\_\_\_\_ H&I chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please list all additional information necessary on the back of this form or on another sheet of paper. Please include: Rules, Regulations, Conditions, Procedures and Restrictions that apply. Also we would appreciate any guidelines or policies your H&I committee uses.

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

**WORLD SERVICE OFFICE (ATTN. H&I) P.O. Box 9999 Van Nuys, CA 91409**



Sample Panel Member Orientation Package  
(area)  
H&I committee

**I. ORIENTATION:**

H&I Orientation is a period that allows N.A. members to become familiar with H&I work so they aren't thrust in without any preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons. Don't be put off everyone has something to offer.

This packet has been compiled by the (area) area H&I committee to give a brief outline of some of the specifics that will be important for you as a panel member. The H&I Handbook gives a much more in depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service.

Many area's as a part of Orientation bring those that are new to H&I to their first meeting or two as an observer. This will give you a chance to just listen at first and see how an **H&I Meeting** really works. Also this helps many feel more comfortable when they come in on the panel.

**II. THE MEETING FORMAT:**

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind in all of them.

The format of any particular H&I meeting may vary from meeting to meeting depending on the type of facility that we are servicing. In short term facilities the format will be more focused on the Panel members carrying a message into the residents while at a long term facility we may encourage more participation from the residents. The point is that in H&I we are carrying the message into the facility. At an H&I meeting we are not there to dump our problems but rather to help these addicts become aware of what N.A. is and How it works in other addicts lives. In effect an H&I meeting is an introduction to our fellowship for the addict.

The panel leader should let you know what the format is before the meeting and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats there is an explanation of several of them in the H&I Handbook.

Whatever format is chosen we normally get the residents involved with a question and answer session at some point in the meeting. Also you may be asked to stay after the meeting for a while to talk with the residents if that is allowed.

**III. PERSONAL COMMITMENTS:**

Please **DO NOT** volunteer for an H&I meeting if;

- 1.) You are not sure that you want to attend or;
- 2.) You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make it try to give the panel leader at least 48 hours notice so that he/she can invite someone to fill your spot. **DO NOT** ask someone to take your place or even to come along with you to the



meeting The panel leader is the only one that is allowed to invite people to the meeting.

#### IV. QUESTIONS AND ANSWERS:

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

Please remember that N.A. has no opinion on outside issues. Occasionally during the question and answer period or when talking after the meeting the residents will ask us to give an opinion on outside issues like:

- 1.) Other recovery programs or Fellowships.
- 2.) The facility i.e., "Do I need to stay in treatment?"
- 3.) Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship.

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

#### V. WORKING WITH OTHERS:

##### A. WORKING WITH OTHERS: MEN WITH MEN, WOMEN WITH WOMEN

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your meetings will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember: our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow this simple guideline.

##### B. ADOLESCENTS:

*We need to remember that adolescents are prospective members, and should be treated with respect. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I meeting voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the Narcotics Anonymous Fellowship.*

*While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggests that the age of the person sharing at an adolescent H&I meeting is secondary to their ability to share a strong and clear message of recovery. Adolescents seem to respond more to the message than the messenger.*

#### VI. H&I REQUIREMENTS:

You have been invited to carry the message of recovery through H&I meetings because:

- 1.) You have at least 6 months abstinence from all drugs.
- 2.) You have a strong N.A. message of recovery from addiction.



- 3.) You seem willing to comply with all of the H&I committee's and the facilities requirements.  
4.) You are a responsible and caring person.

**DO'S AND DON'TS FOR H&I PARTICIPATION:**

**DO'S**

- DO** make directories of outside meetings available to residents.  
**DO** clarify the facility's rules with anyone you bring in.  
**DO** start and end on time!  
**DO** briefly explain what H&I is.  
**DO** make it clear that N.A. is a separate and distinct thing from the facility as well as other fellowships.  
**DO** try to get residents involved, especially those in long-term facilities (i.e. literature person, coffee, readings, etc.).  
**DO** obey all dress codes. Exercise common sense and respect for the facility in what you wear.  
**DO** keep staff aware of you whereabouts at all times.  
**DO** stamp all literature you bring into a facility with the local Helpline number.  
**DO** screen all panel members carefully, especially regarding the clean time or other requirements.

**DON'T**

- DON'T** break another person's anonymity or tell his or her story.  
**DON'T** debate any issues involving facility rules or regulations.  
**DON'T** get involved in discussions on outside issues, remember why we are there.  
**DON'T**, while sharing, put too much focus on what it was like. They already know.  
**DON'T** debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.  
**DON'T** discuss conditions within the facility, or opinions about staff members.  
**DON'T** carry excessive cash or wear expensive or flashy jewelry.  
**DON'T** show favoritism to any patient(s).



1  
2 **DON'T** take messages in or out of the facility.  
3

4 **DON'T** give out any other person's address or phone number.  
5

6 **DON'T** carry in any contraband items, such as cigarettes (if applicable) or  
7 weapons.  
8

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



**ASC H&I REPORT FORMS**(PANEL LEADER TO AREA H&I)

**NAME OF H&I MEETING:** \_\_\_\_\_

**NUMBER OF RESIDENTS EACH TIME:** \_\_\_\_\_

**NUMBER OF PANEL MEMBERS EACH TIME:** \_\_\_\_\_

**PANEL LEADER:** \_\_\_\_\_

**CHANGE OF ADDRESS?:** \_\_\_\_\_

**PHONE?:** \_\_\_\_\_

**PANEL COORDINATORS NAME:** \_\_\_\_\_

**LIST TOPICS AND/OR SPEAKERS:** \_\_\_\_\_

**HOW MANY TIMES HAVE YOU BEEN TO THE MEETING:** \_\_\_\_\_

**PROBLEMS OR SITUATIONS:** \_\_\_\_\_

**WHAT CAN ASC H&I DO TO BETTER SERVE YOU:** \_\_\_\_\_

**OTHER IMPORTANT INFORMATION:** \_\_\_\_\_



**RSC H&I REPORT FORMS** (ARE H&I TO REGIONAL H&I)

**NAME OF AREA:** \_\_\_\_\_ **NUMBER OF H&I MEETINGS:** \_\_\_\_\_

**H&I CHAIRPERSON** \_\_\_\_\_

**CHANGE OF ADDRESS?:** \_\_\_\_\_

**PHONE?:** \_\_\_\_\_

**BOUNDARY CHANGES?:** \_\_\_\_\_

**ELECTION OF OFFICERS:** \_\_\_\_\_

**NEW MEETINGS:** \_\_\_\_\_

**CURRENT PROJECTS OR ACTIVITIES:** \_\_\_\_\_

**PROBLEMS OR SITUATIONS:** \_\_\_\_\_

**WHAT CAN ASC H&I DO TO BETTER SERVE YOU** \_\_\_\_\_

**OTHER IMPORTANT INFORMATION:** \_\_\_\_\_

**Please be sure to forward your subcommittee minutes and any new guidelines to the Regional H&I subcommittee.**



### The Regional H&I Committee

A strong and stable regional H&I subcommittee can provide the guidance and direction that area H&I committees need when facing unfamiliar or problematic situations. To be able to do this it is essential to get the area H&I committees involved with the regional H&I committee. Together we can do what alone we can not.

The committee at this level provides some clerical services, serves as a pooling place for area experience, provides a communications link between the world and area levels and may perform **certain support and** outreach services. This committee is a subcommittee of the regional service committee (RSC).

The clerical services mentioned include keeping a list of all appropriate hospitals and institutions in the region and keeping track of which ones are served by which area H&I committee. Also the RSC H&I committee should keep on hand support materials that area H&I committees may utilize in their H&I efforts. **Also some Regional H&I committees may choose to produce a regional H&I newsletter to strengthen the unity and increase the awareness of H&I within the region.** The regional H&I committee may, in cooperation with PI, communicate directly with their facilities to inform them about N.A. and to provide them N.A. literature and/or order forms.

A second important function of the regional H&I committee is to provide a forum for area committees to share experience with one another. This may be done in a variety of ways. A regular learning session may be held just before or after the regular RSC meeting, or at some prearranged time and place that is mutually acceptable for the area H&I committees. It is important to remember that the regional committee helps area committees overcome isolation and learn from each other's experiences.

The Regional committee may be involved in various outreach projects that help carry the message to the addict within the Region. Some examples are: a mobile H&I panel that travels to various facilities over a weekend, and even just sending committee members to isolated areas to help them develop or stabilize their H&I committee. There are of course other ways you may choose to reach out. The point is the Regional committee provides whatever services the areas need.

A fourth 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 and learning days can be developed in part from information obtained from the World H&I Committee.

Many regions help shape H&I in the fellowship by providing input on the items the World H&I committee is working on and sometimes they even sponsor individual projects and hold workshops to do it. 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.

Minutes of your subcommittee meetings and your guidelines should be sent to the WSO attn. H&I. This helps us be aware of what is happening with H&I throughout the fellowship. The WSC H&I Committee serves as a resource and an information and communication link among Regional H&I Committees Worldwide. At this level we make decisions, generate new



1 material for use in H&I work, budget for distribution of the Newsletter  
2 Reaching Out, and send literature to H&I committees in need based on the  
3 information we have about H&I endeavors throughout the Fellowship.  
4 Participation in regularly sending H&I Regional Reports (See attached form)  
5 will ensure your region inclusion in this process and allow us to be more  
6 aware of the needs and concerns regarding H&I in Narcotics Anonymous.

7 Communication flows both ways between the area and world levels  
8 through the regional committee.  
9

10 The typical agenda for a Regional H&I committee meeting is as follows:  
11

- 12 1. Moment of silence for the still-suffering addict.
  - 13 2. **Opening Prayer.**
  - 14 3. Read Traditions.
  - 15 4. Take attendance.
  - 16 5. Read and approve the minutes of the previous meeting.
  - 17 6. Report of budget expenditures including literature disbursements.
  - 18 7. Area H&I committees report.
  - 19 8. Old business.
  - 20 9. Elect officers (if appropriate).
  - 21 10. New business.
  - 22 11. Learning session
  - 23 12. Schedule next committee meeting.
  - 24 13. Announcements.
  - 25 14. Close meeting **with prayer**
- 26  
27  
28  
29



(RSC H&I TO WSC H&I) **REGIONAL H&I REPORT FORM** Date \_\_\_\_\_  
(Please make report 2 times a year)

Name of Region \_\_\_\_\_ Date of Last Report \_\_\_\_\_

Name of H&I chair \_\_\_\_\_ Phone Number( ) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address for committee \_\_\_\_\_

Number of area's in Region? \_\_\_\_\_ Number at last report? \_\_\_\_\_

**Please attach a mailing list for all of your area H&I committees.**

What is your Budget? \_\_\_\_\_ How much is actually spent? \_\_\_\_\_

Other Types of Services H&I is performing? \_\_\_\_\_

\_\_\_\_\_  
(Use additional sheets if necessary)

Any Problems your committee has Addressed? \_\_\_\_\_

\_\_\_\_\_  
(Use additional sheets if necessary)

Special successes since the Last Report? \_\_\_\_\_

\_\_\_\_\_  
(Use additional sheets if necessary)

Any Services or Information WSC H&I can provide to your efforts? \_\_\_\_\_

\_\_\_\_\_  
(Use additional sheets if necessary)

Other Comments? \_\_\_\_\_

\_\_\_\_\_  
(Use additional sheets if necessary)



SAMPLE 1 REGIONAL SERVICE H&I subcommittee GUIDELINES

I. BASIC PURPOSE:

The RSC-H&I subcommittee serve the need of all the areas within the (region) Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the Region and the Fellowship.

II. FUNCTIONS OF THE subcommittee:

A. Is a resource for members, groups, and areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message.

B. Provides a forum or pooling place for area H&I subcommittees to share their experience, strength, and hope.

C. Maintains an updated listing of all appropriate facilities within the region and records which ones are served by which area committees and the type of services that are being performed.

D. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area committee.

E. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.

F. Maintains communication with the WSC H&I committee so that member areas may be informed of it's activities. Communication flows both ways between the area and World level through the Regional committee.

G. Performs any other activities that benefit the H&I efforts in the (region) Region.

III. SUBCOMMITTEE MEMBERSHIP:

Membership on the Regional H&I subcommittee shall consist of the chairperson, vice-chairperson, secretary, chairpersons of area H&I subcommittees or their designated representative as well as any member of the Fellowship who wishes to better carry the message to hospitals and institutions.

IV. AGENDA:

1. Opening Prayer
2. Read 12 Traditions
3. Read Basic Purpose and Functions of the RSC H&I subcommittee
4. Secretary Report (last meetings minutes)
5. Administrative committee report (activities since last meeting)



6. Budget expenditures (including literature disbursements)
7. Area Reports
8. Old Business
9. Elections
10. New Business
11. Review of upcoming committee activities and motions for the RSC
12. Announcements
13. Closing prayer

## V. VOTING

Voting members of the Regional H&I subcommittee shall be the area H&I subcommittee chairperson or the designated representative such as the area H&I vice-chairperson, the ASR or Alt. ASR, the area vice-chairperson or chairperson or an appointed member of the area H&I subcommittee. The RSC H&I vice-chairperson and RSC H&I secretary each have one vote. The RSC H&I chairperson only has a vote in the case of a tie.

## VII. QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS.

### A. CHAIRPERSON:

1. Is elected by the group conscience of the RSC as per it's guidelines.
2. Mediates all meetings of the subcommittee with a general understanding of Parliamentary Procedure.
3. Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice of the H&I subcommittee.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the area H&I subcommittees.
6. Maintains communication with the WSC H&I committee.
7. Prepares a budget with the subcommittee to be submitted for the approval of the RSC for the upcoming year.
8. If necessary may be removed by the RSC as outlined in it's guidelines.

### B. VICE-CHAIRPERSON:

1. Is elected by the H&I subcommittee
2. Must have abstained from all drugs for at least two years.
3. Must have at least one year experience in Regional H&I work and a working knowledge of the 12 Steps and Traditions through application.
4. Must attend all meetings of the subcommittee as well as the RSC.
5. Works with the chairperson to ensure the smooth operation of the H&I subcommittee.
6. Performs the duties of the chairperson in his absence.
7. If necessary may be removed by a 2/3 vote of the subcommittee.



C. SECRETARY:

1. Is elected by the H&I subcommittee.
2. Must have abstained from all drugs for at least one year.
3. Must have at least six months experience in Regional H&I work and a working knowledge of the 12 Steps and Traditions through application.
4. Must have a certain amount of clerical skills.
5. Must keep an accurate set of minutes of all H&I subcommittee meetings and learning sessions (topics discussed). They should be ready for the approval of the chairperson within 14 days for distribution to all subcommittee members.
6. Works with the chairperson to ensure the smooth operation of the H&I subcommittee.
7. If necessary may be removed by a 2/3 vote of the subcommittee.

ADDITIONAL GUIDELINES:

1. Request for donated literature are received by the H&I chairperson who will place an order with the literature disbursement person. The requests will be prioritized based on need by the H&I chairperson.
2. Any other items your committee decides to include now or at a later date may be formatted in this place.



**SAMPLE 2 REGIONAL SERVICE  
H&I COMMITTEE GUIDELINES**

**I. GENERAL PURPOSE:**

Many of us now recovering in N.A. first heard the message of recovery while in a hospital or institution of some kind. We of this service body acknowledge the vital importance of carrying the message in this manner. We recognize our responsibility to support and facilitate the growth of the H&I effort in the \_\_\_\_\_ Region. It is for this purpose that we have created the H&I committee of the Regional Service Conference.

**II. MEMBERSHIP:**

The committee shall consist of administrative officers (chairperson, vice-chairperson and secretary), all area level H&I chairpersons and/or their vic-chairs and all involved members interested in H&I work. The only officer elected by the general session of the region will be the chairperson. The vice-chairperson by elected in committee and assume the position of chairperson by election of the general session of the region at the appropriate time. The vice-chairperson of the RSC is a member of this committee. All committee members may bring motion to the floor. All members may speak to motions. All members may vote on motions.

**III. MEETINGS:**

Meetings will be held on a "regular" and "ad-hoc" basis. Regular "working" meetings will be held every month at a central location and regular "reporting" will be held 90 minutes prior to each RSC meeting at the same location as the RSC. "Ad-hoc" meetings may be called by any administrative committee member to address issues as they arise according to need.

**IV. BUDGET:**

The budget for the operational costs of the RSC/H&I committee will come from the following:

- 1) Budget requests submitted in general session of the RSC at the first of the year, approved by the ASR's and disbursed through the regional treasury. The development of an "Annual Project Agenda" is important in the establishment of the budget.
- 2) Contributions obtained through the 7th Tradition at regular H&I committee meetings may be used for the immediate costs of that meeting; (coffee, rent, etc.)
- 3) Fund-raisers with H&I themes may be conducted by the committee, but all net funds raised must be give directly and unconditionally to the regional treasury.



**V. REMOVAL OF OFFICERS:**

The chairperson may be removed for any reason deemed appropriate by action of the RSC in general session. The committee may remove officers for any reason it deems appropriate by a 2/3's vote, for positions elected within the committee.

**The W.S.C H&I Committee**

The World Service Conference H&I Committee links H&I efforts worldwide and clarifies Fellowship-wide H&I policies. Reports and publications are developed at the world level and workshops are held in various locations to accomplish annual goals, and reports of these are distributed throughout the Fellowship. WSC 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 providing a forum for sharing experience among regions and area via an H&I newsletter.

Members to the World H&I committee are drawn from the most experienced H&I trusted servants in the fellowship. Each Region is asked to nominate members to the pool of the committee. The WSC H&I Committee requirements are at least four years abstinence from all drugs, three years previous H&I experience, the willingness and ability to regularly attend committee meetings, and the time and resources to actively participate on the projects of the committee. A region may nominate any member it deems appropriate to the pool at any time. **A nominee may hold other service positions within the Fellowship and this will not be a conflict with being an H&I member or nominee unless it prevents them from participating with the committee.** Although a Region may have a number of nominees at any particular time only two members from one Region may serve on the committee simultaneously. The guidelines for the committee are included in this section. Also in this section you will find a nomination form. All nominations must be approved by a Regional Service committee.

INSERT UPDATED WSC H&I COMMITTEE WORKING GUIDELINES  
HERE



## H&I LEARNING DAYS AND WORKSHOPS

### LEARNING DAYS

The purpose of an H&I Learning Day is to educate the members of the fellowship about Hospitals and Institutions work. Learning days are one way to prepare the N.A. member to carry the message into a hospitals or institutions. We have learning days so that we may benefit from the collective experience of other N.A. members.

Out greatest single source of experience is the Hospitals and Institutions handbook. It is suggested that each member who does H&I work obtain the handbook and study it. It is an important tool for learning about H&I, and forms the basis for our learning days.

In most areas, the individual N.A. member participates in H&I work through their area H&I sub-committee, as described in detail elsewhere in this handbook. So it is the job of area H&I subcommittees to conduct learning days to educate the members about H&I. By participating, members learn how to properly carry the N.A. message into a hospital or institution. Since there are constantly new issues arising concerning H&I work, Learning Days should take place on a regular basis, and it is suggested that all panel members attend.

### PREPARATION FOR LEARNING DAYS

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

- A) Choose a willing member of the H&I Sub-Committee to coordinate the activities involved in setting up the learning day.
- B) Choose a suitable location.
- C) Coordinate the event with all other Sub-Committees to avoid conflict with other functions.
- D) Communicate with local public information Sub-Committees. H&I learning days should be held in conjunction with P.I. Sub-Committees so that members of both will become better informed about the activities and functions of each.
- E) Inform the Fellowship through announcements at local meetings and through the service structure. Fliers are often beneficial. Committee members should make every effort to attract support.
- F) Prepare an appropriate format.
- G) Assemble a list of volunteers for set-up and clean-up.
- H) Choose experienced members to speak and/or to lead discussions and question & answer sessions.



## **SUGGESTED FORMATS FOR LEARNING DAYS**

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

- A) The function, purpose, and procedures of the Area, Regional, and World Service H&I Committees.
- B) The panel system for Area H&I Sub-Committees.  
(insert copy of text on panel system)
- C) The purpose for an H&I committee.
- D) How to start an H&I meeting, including the presentation to a hospital or institution.
- E) The application of the Twelve Traditions in H&I work.
- F) Generating support and participation among the Fellowship.
  - 1. Sign-up sheets for each on-going commitment should be readily available.
  - 2. Discussion of the rewards of H&I service.
- G) The presentation of an N.A. meeting in a treatment center.
- H) The presentation of an N.A. meeting in a correctional facility.
- I) Do's and Don'ts of H&I work.

In addition to the above, the committee may want to discuss any section of the revised H&I handbook as necessary. Also, individual areas may have particular issues that are affection their area that need to be looked in to. This is particularly true of smaller or newer areas. For information on these, refer to the "General Section" of this Handbook.

## **WORKSHOPS**

Although the terms "Workshop" and "Learning Day" are often used interchangeably, experience from around the Fellowship shows that they do have separate uses and goals.

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

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

If a Workshop is scheduled as a specific event, it may be successfully used to review suggested changes in policy, needs of a specific



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commitment, problems in an on-going commitment, or the need to present items to the World Service Conference agenda.



