



South East Nebraska Area of Narcotics Anonymous

**WELCOMES YOU
TO:**

**HOSPITALS &
INSTITUTIONS
TRAINING DAY**

Български

मराठी

Bahasa Melayu
Kannada
Українській

Eesti

Nederlands

বাংলা

Türkçe

Manipuri

ಕನ್ನಡ

Slovenčina

தமிழ்

中文

Moldoveneasca

English

Suomalainen
Bosanski

नेपाली

A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

עברית

Latviešu
Lietuviškai
Slovak

Français

Íslenska

Português
عربي
日本語
Punjabi

Afrikaans

Anglicized
हिन्दी

hrvatski

Svenska
Polski

فارسی

ਪੰਜਾਬੀ
Brasileiro

Deutsch

Swahili

Bahasa Indonesia

Norsk

Русский

Ελληνικά

Dansk

Español

ภาษาไทย

Magyar

اردو

Filipino

Italiano

Malti

The Twelve Steps of NA

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

The Twelve Traditions of NA

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

Twelve Concepts

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service, published by Alcoholics Anonymous World Services, Inc., and have evolved specific to the needs of Narcotics Anonymous.



Hospitals & Institutions Training

Introduction to H&I

We would like to welcome everyone to this H&I Learning Day. Many members have found Hospitals & Institutions service to be an important part of their personal recovery. Our members who actively participate in H&I service are some of the greatest resources available in the Fellowship. A commitment to H&I service is one of the many ways to get involved with the NA service structure and begin to feel a part of the Fellowship.

We know that addiction leads to “jails, institutions and death” and that NA’s primary purpose is to carry the message of recovery to the addict who still suffers. It is not surprising then, that carrying the message into hospitals and institutions is one of our priorities. NA members have consistently supported this belief by forming Hospitals and Institutions subcommittees around the world. It is through these meetings that 47% of the members of our Fellowship were introduced to this new way of life.

Still, some NA members have been reluctant to become involved in H&I service because they have never spent time in an institution or hospital. With our personal experience we are uniquely qualified to carry our message of recovery, and with the proper preparation, we can do so in H&I.

How Do I Get Involved?

An area H&I Committee is the center for planning and organization and is the best place to start getting involved. The first thing to do is show up at an Area H&I Committee meeting and attend an H&I Training Day. These meetings are where members become familiar with the information and clean time requirements necessary for service in H&I. At these meetings members are selected to carry our message into facilities. Through this process we will gain a basic understanding of H&I service and will be able to decide on our level of involvement.

Why Do I Get Involved?

H&I offers us the opportunity to show our gratitude; to be responsible; and to learn to share the NA message with no strings attached. For those of us involved, H&I service is seen as an effective tool that helps us stay clean and keep coming back.

What Is Our Message?

The message is, that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom.

Why Do We Need To Attend An H&I Training Day?

The purpose of an H&I training day is to educate the members of the fellowship about hospitals and institutions work. Training days are one way to prepare the NA member to carry the message to addicts who do not have full access to regular NA meetings. We have training days so that we may benefit from the collective experience of other NA members.

Our greatest single source of reference 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 training days.

Why Is An H&I Presentation Needed?

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

What Constitutes An H&I Meeting/Presentation?

1. In order to form a clear understanding of an H&I meeting/presentation, it is important to know where it fits in our service structure. Rather than being an NA group, which may be represented at the area service committee by a GSR, an H&I meeting/presentation is a service provided by that area service committee through its H&I subcommittee.
2. An H&I meeting/presentation is always held under the auspices of an H&I subcommittee. Any meeting not linked into the service structure in this way is not an H&I meeting.
3. H&I meetings/presentations are held in facilities where addicts do not have full access to regular Narcotics Anonymous meetings.
4. Meetings which are held in a facility, but which are fully self-supporting and free of restrictions, are not H&I meetings.
5. All H&I meetings/presentations are closed to outside participation. NA members from the outside should attend the H&I meeting only when invited by the panel leader. The only people to attend H&I meetings are the panel leader, panel chair, panel member, and speaker, or anyone approved by the H&I subcommittee to go into that H&I meeting. If there is any confusion over whether or not a meeting should be an H&I meeting/presentation or a regular meeting, please contact your H&I subcommittee for assistance.

Who Is Best Suited To Carry The Narcotics Anonymous Message In A Hospital & Institution Meeting?

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

Many people are at least a little apprehensive about sharing in a prison, treatment facility, or mental health setting. You might feel intimidated or vulnerable. If you have never spent time in one of these institutions, you may feel that you have nothing to offer. We understand that and can offer the reassurance that the only thing that really matters is whether you are willing to carry a message of recovery in NA.

Those of us in active H&I service work find it not only interesting, but also intensely rewarding, and it is a major part of our own personal recovery. Our initial fears have been replaced by gratitude and enthusiasm.

To watch the eyes of someone who is hearing the NA message for the first time slowly come to life, to hear that person begin to ask questions, to see that first glimmer of hope that there is a way out, and to later witness that person receiving a key tag on the outside, these experiences await us all.

What is a clear NA message?

A large majority of the facilities where our H&I subcommittees provide an H&I meeting/presentation have other Twelve Step fellowships providing H&I meetings as well. Clients and/or inmates will hear a variety of recovery messages. Other Twelve Step Fellowships do not need our assistance in carrying their message. References to other fellowships and their literature may lead one to believe that the only way an addict can recover is to attend meetings of all Twelve Step Fellowships. As a fellowship, we need to allow the addicts we come into contact with the opportunity to choose for themselves which one is best suited for them. (Example: Basic Text, clean time, addict)

Any fellowship utilizing twelve step recovery has a set of traditions. The Fellowship of Narcotics Anonymous, as directed by our Fifth Tradition, has but one primary purpose. Our primary purpose is to carry the message to the addict who stills suffers. Unity of purpose keeps our focus in carrying the message. What is the message that we are asked to carry? That an addict, any addict, can stop using drugs, lose the desire to use, find a new way to live, and that the freedom of recovery (today) can be theirs also.

H&I In Treatment Facilities

SHORT-TERM FACILITIES

Detox Centers:

When doing H&I work in detoxification centers, keep in mind that the addicts you are working with are in the earliest stage of recovery. 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. The panel format is suggested for meetings/presentations held in detoxification centers. You may wish to allow time for a brief discussion and/or questions about NA. Do not plan a meeting/presentation which lasts more than one hour. These addicts will often be in withdrawal, 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 NA members you take 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 NA 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. 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.

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 NA message to are in the earliest stage of recovery.

It may be appropriate to change the meeting format weekly, so that the residents are exposed to four different formats during their twenty-eight day stay. Formats recommended include: speaker meetings, topic discussion, questions and answers, and literature/Basic Text discussion. Some topics might include: “the basics,” “the first three steps,” “sponsorship,” “we do recover,” “just for today,” etc.

Some facilities encourage residents to attend regular NA meetings during their treatment. The H&I panel may inform residents about regular meetings, covering such topics as the language used in NA meetings, meeting formats, etc. You may also provide them with meeting lists.

LONG-TERM FACILITIES

Recovery Houses and Therapeutic Communities

Recovery houses and therapeutic communities which house residents for longer than twenty-eight days are considered long-term facilities. The H&I services which are provided by the area or region are performed in a variety of ways. Successful H&I meetings/presentations in long-term facilities usually use the panel system. Since NA meetings are not “therapy groups,” and residents in these facilities often easily fall into their familiar therapy group behavior in an NA meeting, panels often work well to avoid that problem and maintain an atmosphere appropriate to an H&I meeting/ presentation.

The panel system format may consist of speaker presentations, panel presentations, topic discussions, step study, or literature discussions. These formats will give the residents an idea of recovery from the disease of addiction by hearing the panel members share their experience, strength, and hope. The fact that these residents will be leaving and eventually be back in society is of importance to the panel coordinator. With this knowledge the panel coordinator can coordinate meeting/presentation formats to give the residents the best opportunity for experiencing recovery in the Narcotics Anonymous program when they leave the facility.

The H&I panel may inform the residents of the terminology used in NA meetings to better acquaint them with the Narcotics Anonymous program. Meeting lists may be given to the residents upon their release. The most important thing an H&I subcommittee can give the residents is hope that there is recovery in Narcotics Anonymous.

Halfway Houses or 3/4 Houses

These types of facilities are usually for addicts who are newly released from jails, hospitals, or treatment facilities. Some of these places have a structured program and some do not. We have found that panel presentations, question-and-answer, or topic discussion are the best types of meeting/ presentation formats for these facilities. Because the residents usually have free access to outside meetings, these types of facilities should not be considered as having high priority for H&I. Meetings/presentations in these settings should be structured to avoid having the meeting become a therapy group. Within that structured meeting, you may wish to encourage more participation from the residents and suggest that they attend outside meetings where possible.

Our Role with Facilities that Provide Medication to Their Clients/ Residents

During the initial planning meetings with the facility, we must be very clear about what NA is and what our basic message is. NA is a program of complete abstinence from all drugs. We have no opinions on outside issues and our approach is non-professional, so we must be very sure that it is understood that we do not advocate going against a physician’s advice. Neither do we endorse the use of any drug. In facilities which provide medication, residents inevitably ask the question, “Am I clean if the doctor has me on medication?” When that question comes up, it is important not to judge.

Our Eighth Tradition tells us that we are not physicians, psychiatrists, or therapists. We are recovering addicts. The principles underlying the Eighth Tradition are eminently practical ones: Prudence, anonymity, and integrity.

The Tenth Tradition states that, “We have no opinion on outside issues...” Our primary purpose, as a member of H&I, is to share our experience, strength, and hope with addicts in an H&I setting. Aside from that, we have no opinion whatsoever. By refusing to take sides on other issues, we avoid becoming embroiled in controversies that could detract us from our primary purpose. We can only tell them to keep coming back, they are welcomed at meetings, and to read the Basic Text. The people on the H&I panels should not tell residents to stop taking their medication. We are not doctors!

Interaction With The Staff

Our relationship with the staff of the facility is important for the continued success of the H&I meeting/presentation.

At some H&I meetings/presentations, a staff person may be expected to attend. We should make it clear, not only at the initial stage of setting up the meeting, 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 NA. While this person is functioning as an employee of the facility, they wouldn't be able to share about NA without the residents becoming confused about NA's relationship with the facility. This is in keeping with our traditions concerning non-professionalism and non-affiliation (Tradition Eight and Six).

Do's and Don'ts for H&I Work in Treatment Facilities

Treatment Facility Rules

- Do** Attempt to get the treatment facility agreements in writing
- Do** Clarify the rules with whomever you bring into the facility
- Do** Adhere to the security regulations at all times
- Do** Arrive early to set up meeting
- Do** Keep the staff informed of your whereabouts
- Do** Obey the dress code, exercise common sense

Panel Leaders and Members

- Do** Screen all panel members, speakers, and chairpersons
- Do** Adhere to the clean time requirements of the treatment facility and the H&I committee
- Do** Ensure that a clear NA message of recovery is carried by all panel members

Literature

- Do** Make directories of outside meetings available to the residents
- Do** Use the literature recommended for H&I work
- Do** Stamp all literature with the local phonenumber
- Do** Provide facilities with literature order forms and encourage the facility to supply its own NA literature

Treatment Facility Meetings

- Do** Start and end on time
- Do** Explain briefly, during the meeting, what H&I is
- Do** Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships
- Do** Emphasize that NA recovery is available to all addicts, regardless of drug(s) used
- Do** Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA)

Residents Meeting Participation

- Do** Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)
- Do** Emphasize the importance of getting to an NA meeting the first day out of the treatment facility
- Do** Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release

Panel Leaders and Members

- Don't** Bring any contraband items or weapons into the treatment facility
- Don't** Take messages and carry letters in or out of the facility
- Don't** Show favoritism to any resident(s)
- Don't** Bring an NA member who has friends and/or family in the treatment facility
- Don't** Wear flashy jewelry and don't carry excessive cash
- Don't** Use excessive profanity
- Don't** Attend H&I facilities alone.

Facility Guidelines

- Don't** Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff
- Don't** Discuss conditions within the treatment facility
- Don't** Discuss treatment staff members with resident(s)
- Don't** Discuss resident(s) with the treatment facility staff
- Don't** Sponsor resident(s) in the treatment facility that you are attending as an H&I member
- Don't** Accept money or gifts from, or give money or gifts to, any resident

Meeting Guidelines

- Don't** Give anyone within the facility your address or telephone number
- Don't** Provide anyone with another NA member's address or telephone number
- Don't** Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)
- Don't** Break another person's anonymity
- Don't** Emphasize 'using days' while sharing an NA message of recovery

H&I In Correctional Facilities & Jails

Correctional Meeting Formats

There are many different types of facilities with different rules and regulations. One thing which is common to all H&I meetings is that they are closed, unless by invitation of the panel leader or the H&I subcommittee. The format should provide a structure which ensures that the NA message of recovery is carried. For this reason, open sharing types of meetings are not used in the H&I setting.

The best formats are those in which outside members are delivering a message of recovery in NA. The best examples are: speaker presentations, panel presentations, topic discussion, literature discussion, Question and answers and step study. Remember, it is our responsibility to maintain an atmosphere of recovery.

There are many different meeting/presentation formats that may be used; however, whichever format is chosen it is important that the H&I panel maintain control in the meeting. Many times the use of extremely liberal meeting formats will cause the meeting to be unruly and difficult to control.

Speaker Presentation

In a speaker meeting, one or more NA members share their experience, strength, and hope. This tends to lay out some basic symptoms and characteristics of the disease, and to show how NA has brought about recovery. A narrative of events accomplishes little, but a sharing of feelings, self-image, turning points,

Panel Presentation

This is similar to a speaker presentation. Rather than all sharing on the same topic, panel members usually take one aspect of recovery in NA each and share on that subject. In this 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. 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 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 relate to our personal recovery in NA. There are many topics that have nothing to do with recovery. It is important to remember in most H&I meetings 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 not complete, but you will find a number of topics that are appropriate for most H&I meetings/presentations. You are not restricted to this list by any means. It is only presented as a resource so that you may get some ideas.

Some Suggested Topics

1. Any IP 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 our own recovery
8. Freedom from active addiction
9. Identify rather than compare
10. Spiritual, not religious, program
11. Going to any lengths
12. Transition from correctional facilities to the fellowship
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

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.

Questions and Answers

The question and answer format allows residents to write or state questions and topics they might feel frightened or embarrassed about. This format seems to be especially well received at adolescent facilities. The panel leader asks 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 are pulled one at a time and one or two of the panel members respond. If the question has already been adequately addressed the next question would be drawn and so on. The panel leader must judge whether a topic or question is appropriate to the meeting/presentation before it is read out loud. If not, just move on to the next question.

Step Study

A step study meeting may be held in an H&I setting. The Basic Text, *Narcotics Anonymous*, or other conference-approved literature is used to read the step and then the material is discussed. It is important to have members on the panel who have practiced the particular step being studied. This type of meeting/presentation 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.

General Hints About Conducting H&I Meetings/Presentations

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 speakers 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 interest in the person who asked. That may do more than the information contained in our answers.

In a 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 a part of the NA Fellowship.

Short-Term Facilities

The term "short term" is used to refer to facilities in which inmates are held for less than one year. In short-term facilities, formats may be suitable which allow for limited participation by incarcerated addicts. Because these addicts will be held for a period of some months, panel members may wish to share about their experiences in early recovery. We feel it is important to give practical information about the NA program of recovery.

If you choose a format that allows for inmate participation, you may want to alternate sharing by outside members and inmates. This will help keep the discussion on recovery in NA.

Be sure you are familiar with the rules of the facility. You may be asked to meet them upon their release or for personal information so they may contact you. Some members choose, as individuals, to arrange to meet inmates upon release. This is not a service provided by an H&I subcommittee. Our do's and don'ts, and most facility rules, discourage giving out phone numbers. While we may be clear about this difference, it is not reasonable to expect the inmate or facility to understand it, especially since we made the contact with the inmate while participating on an H&I panel. In general, all our actions involving a facility or its inmates will be seen as reflections of Narcotics Anonymous.

The facility may have a staff member in attendance at the meeting, or we may request that a staff member be present. If we maintain communications with administrators and staff, they may become willing to remove the staff person from the meeting after a period of time.

Long-Term Facilities

We consider facilities to which addicts are sentenced for more than one year to be long-term facilities. In these facilities you are more likely to be dealing with addicts who are maintaining their recovery while incarcerated. Increased participation and sharing by residents should be encouraged. That participation may range from having inside members reading from NA literature, to opening up the meeting. In a long-term facility, this H&I meeting

may be the only NA recovery these addicts will experience for years. By allowing them to be more directly involved forms a common bond for them to work the program within and throughout their stay.

Addicts incarcerated in long-term facilities may have started a meeting on their own, separate from the presentation of the H&I subcommittee. If there is no involvement and participation by H&I subcommittee members, it is not an H&I meeting. These meetings are not within the scope of the H&I subcommittee. The responsibility for supplying them with literature or other services falls on the local ASC.

Do's And Don'ts For H&I Work In Correctional Facilities

Do follow the guidance found in the WSC *H&I Handbook*

The World Service Conference H&I Committee has compiled this list based upon the experiences of subcommittees 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.

Correctional Facility Rules

- Do** Attempt to get all agreements in writing
- Do** Clarify the rules with whomever you bring into the facility
- Do** Adhere to the security regulations at all times
- Do** Arrive early to satisfy security requirements
- Do** Keep staff informed of your whereabouts
- Do** Obey the dress code, exercise common sense

Panel Leaders and Members

- Do** Screen all panel members, speakers, and chairperson(s)
- Do** Always clear a member who is on parole/probation with the facility and parole/ probation officer
- Do** Adhere to clean time requirements of the correctional facility and of the H&I committee
- Do** Ensure that a clear NA message of recovery is carried by all panel members
- Do** Choose panel members and speakers according to H&I guidelines

Literature

- Do** Provide NA literature for correctional facility meetings
- Do** Make directories of outside meetings available to the inmates
- Do** Use NA literature recommended for H&I work and stamp all literature with the local phonenumber
- Do** Provide facilities with literature order forms and encourage them to supply their own NA literature

Correctional Facility Meetings

- Do** Start and end on time
- Do** Explain briefly in the meeting format what H&I is
- Do** Clearly state that Narcotics Anonymous is separate from the correctional facility and from other fellowships
- Do** Emphasize that NA recovery is available to all addicts regardless of drug(s) used
- Do** Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA, and the Sixth Tradition of NA)

Inmates Meeting Participation

- Do** Involve inmates with the meeting, especially those in long-term facilities (readings, etc.)
- Do** Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the facility

Panel Leaders and Members

- Don't** Allow a member who has outstanding warrants to participate in a correctional facility meeting
- Don't** Bring any contraband items or weapons into the facility
- Don't** Take messages or carry letters in or out of the correctional facility
- Don't** Show favoritism to any inmates
- Don't** Bring an NA member who has friends and/or family in the correctional facility
- Don't** Wear flashy jewelry and don't carry excessive cash
- Don't** Use excessive profanity
- Don't** Attend H&I facilities alone

Facility Guidelines

- Don't** Debate any issues involving the correctional facility's rules, regulations, programs, and other fellowships with inmates and staff
- Don't** Discuss conditions within the correctional facility
- Don't** Discuss correctional facility staff members with inmate(s)
- Don't** Discuss inmate(s) with correctional facility staff members
- Don't** Sponsor inmate(s) in the correctional facility that you are attending as an H&I member
- Don't** Accept money or gifts from, or give money or gifts to any inmate

Meeting Guidelines

- Don't** Give anyone within the correctional facility your address or telephone number
- Don't** Provide anyone with another NA member's address or telephone number
- Don't** Bring in anyone who is not supposed to be there (newcomers, friends, guests)
- Don't** Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence
- Don't** Break another person's anonymity

Don't Emphasize 'using days' while sharing an NA message of recovery

THINGS TO CONSIDER

Adolescents

Any addict on any H&I panel is qualified to speak at adolescent facilities. Whatever type of facility we are in, regardless of age, race or sexual identity the message is always the same. We carry a message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous. We focus on our similarities, not our differences which are insignificant compared to our purpose. Just as addiction does not discriminate, our members learn to practice the spirituality of anonymity. All addicted persons seeking recovery are welcome in NA.

When adolescents are referred to in this handbook, we are referring to anyone under the legal age of majority in your state or country. We need to remember that adolescents are prospective members, and should be treated with respect. Don't preach to or patronize them. Avoid saying things like "I feel like I am talking to my children." Validate their feelings and emotions. When sharing in an H&I meeting/presentation, we need to remember that to an adolescent, the stress experienced due to peer pressure, or the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In NA, we learn to deal with our feelings and emotions and share with others how we have been able to work through

them by utilizing the Twelve Steps of Narcotics Anonymous. We practice empathy and patience as we share the hope of recovery we have found. We believe that no addict anywhere need die without a chance to learn a better way of life. We should acknowledge their clean time and let them know there is fun in recovery. Share about activities and other positive experiences such as friendships you have formed in the fellowship.

Don't compare your bottom to theirs or use profanity. They may not have been exposed to many behaviors common to our illness, and we do not want to expose them unnecessarily.

Some facilities may require a staff member to be present during meetings. 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. All meetings should be structured toward recovery.

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, clear message of recovery. Adolescents seem to respond more to the message than to the messenger. In addition to the do's and don'ts found on previous pages, we feel that the following should be included.

DO's

- Do** Remember that this is a "we" program. No addict should feel that he/she is being preached to.
- Do** Remember that an addict is an addict, regardless of age.
- Do** Tell them that there is fun in recovery, i.e., social events, fellowship, etc.
- Do** Acknowledge and validate their feelings and emotions.
- Do** Acknowledge and validate their clean time.

DON'TS

- Don't** Glorify your past.
- Don't** Say, "I feel like I'm talking to my kids."
- Don't** Compare your bottom to theirs.
- Don't** Patronize adolescents.
- Don't** Use profanity.

Working with Others: Men with Men, Women with Women

Narcotics Anonymous is a twelve step program which is based on suggestions, one of which is "men work with men, women work with women." This suggestion is the result of countless members experience in both service work and personal recovery. This suggestion is highly recommended in H&I service work, where our contact with future members of our fellowship is forged.

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.

H&I service brings us into contact with future members in the initial stage of their recovery. At times members of an H&I committee may act in ways that detract from our primary purpose. Whether intentionally or unintentionally, we are not only risking the reputation of Narcotics Anonymous as a whole, addicts who need to hear our life saving message may not do so and may die as a result. This may seem dramatic, but past experience has proven it true.

Lack of the same sex addicts to carry the message into facilities is a common problem; however, it can not be used as a justification for not following this guideline. Some members have taken matters into their own hands and have reported doing so without repercussions, but for others the repercussions have been traumatic. If we lose one addict or facility because of this practice, it is one too many. The reputation of Narcotics Anonymous, our members, and the people we serve depend on honoring this principle.

Just as we ask in our regular recovery meetings that men work with men and women work with women, we emphasize this in H&I work for many of the same reasons which range from explicit sexual behaviors or harassment to our perception of the opposite sex clouding our ability to hear the message being shared. People new to our fellowship often find it difficult to focus on recovery. We need not give them more reasons to lose their focus. Just as importantly we, as H&I members, should not place ourselves in situations that may become awkward for us. Even with the best of intentions we are only human and, therefore, fallible. By following this suggestion, we avoid the pitfalls associated with this issue.

SERVICES OTHER THAN MEETINGS

Often H&I subcommittees are requested to provide services other than H&I meetings/ presentations. In responding to such requests it is essential that we are clear about what kinds of services are appropriate for an H&I subcommittee to provide.

We do provide

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

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

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

Coordinator: Coordinators of meetings in facilities should be connected to an H&I service subcommittee where there is no panel system in place. No individual NA member should agree to "sponsor" an H&I meeting on his/her own. A meeting that is held in a facility where there is no connection with an H&I service body is not an H&I meeting/presentation. Facilities often use the term "sponsor" for a member of NA 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 subcommittees do not provide transportation for residents to outside NA meetings. Providing rides could create a liability for the H&I subcommittee and the fellowship, i.e., accidents, escapes, and false accusations.

Pen Pal/Jail Mail: This is not a function of an H&I subcommittee.

NA Sponsors: In NA sponsorship is a personal and private relationship and is not a function of an H&I subcommittee.