

**SOUTH COAST AREA OF NARCOTICS ANONYMOUS
HOSPITALS AND INSTITUTIONS SUBCOMMITTEE**

GUIDELINES FOR 2010-2011

I. DEFINITIONS AND PURPOSE:

The Hospitals and Institutions Subcommittee of the South Coast Area of Narcotics Anonymous (“SCA H&I”) is a group of recovering addicts who believe “That no addict seeking recovery need ever die...without finding a new way to live.” May we provide the necessary services to these addicts.

This concept should always be our primary concern. This helps ensure that when an addict reaches out for recovery we in Narcotics Anonymous (“NA”) will be there for them the way NA was there for us.

This committee is directly responsible to the Area Service Committee (“ASC”) of the South Coast Area of Narcotics Anonymous (“SCANA”) and meets the last Sunday of each month at 5:00pm.

II. COMMITTEE FUNCTIONS:

- A. To carry the NA message and disperse literature to all facilities we currently serve in the SCANA.
- B. To conduct a monthly business meeting.
- C. To participate in a regional Hospitals and Institutions (“H&I”) workshop and/or Learning Day each year.
- D. To submit (3 mos. prior and 3 mos. projected) quarterly budgets to ASC.
- E. To review SCA H&I Guidelines every two years in March.
- F. To elect officers each July (as per ASC guidelines) (Nominations in June).

III. MEMBERSHIP:

- A. Any member of Narcotics Anonymous may become a member of SCA H&I by attending monthly meetings & identifying as an addict. All members must meet 6 months clean time requirement to be considered for SCA H&I service position. However, interested members with a minimum of 90 days uninterrupted clean time may observe a panel if invited by a panel leader.
- B. Voting members consist of SCA H&I officers and panel leaders only.

IV. VOTING:

- A. For a panel leader to be voted in they must attend two consecutive SCA H&I meetings immediately prior to being voted in. Priority shall be given to any member who meets the criteria. If no qualified members are interested in the position, a vote of confidence may be given at their first meeting and they may be voted in the following month.
- B. Nominations for panel leaders or officers may be submitted by voting members verbally. 51% of voting members must be present to vote on a nomination. However, anyone attending the SCA H&I meeting may participate in the discussion process if a nomination is on the floor.
- C. Motions may be submitted by voting members verbally or in writing using a standard motion form provided by ASC. 51% of voting members must be present to vote on a motion. However, anyone attending the SCA H&I meeting may participate in the discussion process if a motion is on the floor.
- D. Approval of nominations and/or motions will require a 51% majority vote.

V. SCA H&I MEETING AGENDA:

- A. NA PRAYER OF CHOICE
- B. 12 TRADITIONS
- C. 12 CONCEPTS
- D. RECOGNIZE NEW MEMBERS & VISITORS
- E. ROLL CALL
- F. APPROVAL OF MINUTES
- G. PANEL PROBLEMS AND SOLUTIONS
- H. CHAIR REPORT
- I. VICE CHAIR REPORT
- J. SECRETARY REPORT
- K. JAIL/JUVENILE LIASON REPORT
- L. CLEAN SHEETS LIASON REPORT
- M. SPEAKER PHONE LIST COORDINATOR
- N. OLD BUSINESS
- O. NEW BUSINESS
- P. FILL OPEN PANELS
- Q. LITERATURE REPORT
- R. ANNOUNCEMENTS
- S. RECOGNIZE BIRTHDAYS
- T. 3RD STEP PRAYER

VI. TRUSTED SERVANTS:

A service board of trusted servants shall consist of Chair, Vice Chair, Secretary, Alternate Secretary, Literature Coordinator, Alternate Literature Coordinator,

Jail/Juvenile Liaison and Clean Sheets Liaison. Any trusted servant who relapses will automatically be removed from board. Any trusted servant who misses two consecutive SCA H&I meetings will be removed from office, except by group waiver. If the Chair becomes unable to serve, Vice Chair assumes the Chair's duties until ASC approves new Chair.

A. CHAIR REQUIREMENTS

1. Must have two years clean, one year H&I experience, and working knowledge of NA service structure.
2. Must reside in, attend meetings in and have email address at hni@southcoastareana.com.
3. Must have knowledge of twelve steps, twelve traditions and 12 concepts of Narcotics Anonymous.
4. Must read, understand, and comply with the SCA H&I Guidelines.

B. CHAIR DUTIES

1. Conduct and guide the monthly SCA H&I meeting using the agenda above.
2. Bring before the SCA H&I matters that should be acted upon by SCA H&I in the new business section of the agenda.
3. Carry out the policies and orders for SCA H&I as well as that of the ASC.
4. Attend monthly SCA H&I meeting.
5. Attend monthly meeting of the ASC on the last Sunday of each month at 6:30pm and give the SCA H&I report to area.
6. Attend monthly Regional H&I subcommittee meeting at RSO in Monrovia on the 3rd Sunday of each month at 10:30am.
7. Maintain three years of SCA H&I minutes.
8. Collect Speaker Sign-up sheets from GSRs at ASC and forward to the Speaker List Coordinator every month.
9. Provide quarterly budget to ASC (3 mos. prior and 3 mos. projected).
10. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.
11. Willing to train successor to your position.

C. VICE CHAIR REQUIREMENTS

1. Must have two years clean, and one year H&I experience and working knowledge of NA service structure.

2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCA H&I Guidelines.
4. Is willing to serve as Chair the following year.

D. VICE CHAIR DUTIES

1. Act as Chair, if the Chair is unable to attend service function, SCA H&I meeting, ASC meeting, or Regional H&I meeting.
2. Act as the liaison between the Orange County Area of Narcotics Anonymous (“OCANA”) and the SCANA and coordinates with OCANA to help staff any open panels in the OCANA if SCA H&I has the resources available.
3. Help coordinate SCA H&I panels by action as Vice Chair, which duties include:
 - i. Responsible for seeing that the panels are conducted in accordance with the policies of SCA H&I and the rules of the facility.
 - ii. Maintain quarterly contact with all facilities having SCA H&I panels
 - iii. Must be willing to go over SCA H&I Orientation packet with new panel leaders and panel speakers after the SCA H&I meeting each month, or at another pre-arranged time.
4. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.
5. Willing to train successor to your position.

E. SECRETARY REQUIREMENTS

1. Must have six months clean time.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCA H&I Guidelines.
4. Must have access to a computer with internet access.

F. SECRETARY DUTIES

1. Distribute paper copies of the previous month’s minutes at the beginning of the current SCA H&I meeting to all members.
2. Conducts verbal roll call during SCA H&I meeting.
3. Record the minutes of the current SCA H&I meeting.

4. Distribute blank contact list for new members and visitors to sign including name, clean-time, phone #, email, and any special facility clearance they have. Include that information in next month's minutes.
5. Keep updated records of all SCA H&I members' names, phone numbers, and email addresses.
6. Keep a list of the facilities covered by the SCA H&I panels including current contact names, including telephone # and email address.
7. Will distribute Guidelines packets, meeting minutes, and other pertinent information pertaining to SCA H&I via email. Have a minimum of 5 paper copies of current speaker phone lists and Guidelines packets available at SCA H&I meeting for panel leaders and/or panel members without email access.
8. Will email SCA H&I meeting minutes to all SCA H&I members each month prior to the next meeting.
9. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.
10. Willing to train successor to your position.

G. ALTERNATE SECRETARY REQUIREMENTS

1. Must have six months clean.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCA H&I Guidelines.
4. Is willing to serve as Secretary the following year.
5. Must have access to a computer with internet access.

H. ALTERNATE SECRETARY DUTIES

1. Act as Secretary, if Secretary is unable to attend.
2. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.
3. Update the speaker phone list if SCA H&I does not have a Speaker Phone List Coordinator.

I. PANEL LEADER REQUIREMENTS

1. Minimum clean time requirement of one year.

2. Is credited with proper clearance for the facility they cover.
3. Minimum panel commitment length of one year.
4. Must attend two consecutive SCA H&I meetings immediately prior to being voted into service position.
5. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
6. Must be willing to read, understand, and comply with SCA H&I Guidelines.
7. Must use SCA H&I approved panel format for their meeting.
8. Must follow SCA H&I approved orientation packet and new panel leaders must be willing to attend orientation (orientation includes 2 consecutive panels with panel leaders at chosen facility).
9. If the panel leader cannot fulfill their commitment to bring in a panel into the facility and cannot find a substitute panel leader from the same facility, they must inform the Vice Chair of SCA H&I immediately.

J. PANEL LEADER DUTIES

1. Invite panel speakers to the panel and do the necessary footwork to best accommodate the panel.
2. Screen all panel speakers to ensure that they meet facility & SCA H&I requirements.
3. Go through the SCA H&I approved orientation packet with each panel speaker prior to the panel.
4. Communicate to the Vice Chair at any time during the month if a problem should arise at the panel.
5. Communicate to the Vice Chair if unable to present panel or locate another panel leader to cover.
6. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.
7. Obtain literature from SCA H&I meeting for distribution at panel.
8. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.
9. Willing to train successor to your position.

K. LITERATURE COORDINATOR REQUIREMENTS

1. Must have six months clean.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCA H&I Guidelines.

4. Must have access to a computer with internet access.

L. LITERATURE COORDINATOR DUTIES

1. Bring literature to the monthly SCA H&I meetings or arrange for literature to be at monthly meeting for distribution to panel leaders.
2. Provide panel leaders with literature order form at the beginning of SCA H&I meeting.
3. Fill literature orders for panel leaders based on supply.
4. Give brief literature report at SCA H&I meeting.
5. Order literature from SCRNA by email or fax each month for SCA H&I at least one week prior to Regional H&I meeting which meets the 3rd Sunday of each month at SCRNA Regional Office in Monrovia.
6. Make sure that the SCA H&I Chair, Vice Chair, or SCANA Regional Committee Member ("RCM") will be picking up the literature or make other arrangements to ensure literature is delivered to the monthly meeting of SCA H&I.
7. It is suggested to stamp all literature before or, if necessary, during the SCA H&I meeting.
8. Print and bring copies of the OCANA Directories.
9. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.
10. Willing to train successor to your position.

M. ALTERNATE LITERATURE COORDINATOR REQUIREMENTS

1. Must have six months clean.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCA H&I Guidelines.
4. Must have access to a computer with internet access.
5. Is willing to serve as Literature Coordinator the following year.

N. ALTERNATE LITERATURE COORDINATOR DUTIES

1. Assist Literature Coordinator with all duties at SCA H&I meeting each month.
2. Act as Literature Coordinator, if Literature Coordinator is unable to attend.
3. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.

4. Willing to train successor to your position.

O. JAIL/JUVENILE LIAISON REQUIREMENTS

1. Must have three years clean.
2. Recommended to have served at least one year as a SCA H&I jail panel leader.
3. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
4. Must read, understand, and comply with SCA H&I Guidelines.
5. Willing to serve more than one year in position; as per Orange County Sheriff's request to provide stability in the position.

P. JAIL/JUVENILE LIAISON DUTIES

1. Responsible for coordination of jail volunteers with Orange County Sheriff's Department and OCANA jail coordinator. Also, responsible for coordination of volunteers and the Orange County Probation Department.
2. Pick up, disperse and turn in jail approval cards (blue cards).
3. Make sure all blue cards are completed correctly and signed for approval.
4. Mail all blue cards to the Sheriff's Department for approval.
5. Contact individuals who have been approved or not approved and provide information on how to get badge.
6. Work with OCANA liaison to make sure master list of approved jail cleared volunteers is correct and updated.
7. Distribute monthly approved jail cleared list for men and women to jail panel leaders, SCA H&I Chair and Vice Chair via email.
8. Attend jail coordinators meeting as scheduled by the Jail Correctional Program and report to SCA H&I meeting.
9. Give monthly reports (if unable to attend SCA H&I meeting, will provide written report to Chair).
10. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.
11. Willing to train successor to your position.

Q. CLEAN SHEETS LIAISON REQUIREMENTS

1. Must have six months clean.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCA H&I Guidelines.

R. CLEAN SHEETS LIAISON DUTIES

1. Coordinates and acts as liaison between SCA H&I and Clean Sheets Chair to get pertinent H&I related articles and information in each monthly Clean Sheets publication. (All topics are subject to approval by SCA H&I in advance.)
2. Asks for a volunteer to submit an H&I experience to the clean sheets.
3. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.
4. Willing to train successor to your position.

S. SPEAKER PHONE LIST COORDINATOR REQUIREMENTS

1. Must have six months clean.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCA H&I Guidelines.
4. Must have access to a computer with internet access.

T. SPEAKER PHONE LIST COORDINATOR DUTIES

1. Creates and/or maintains an electronic list of the speaker phone lists from the Chair and/or other SCA H&I members listing the speaker's name, phone number, clean date, clearance (if any), email address (if given) and preference of type of panel interested in speaking on (if any).
2. Emails updated speaker phone lists to SCA H&I members.
3. Attend monthly SCA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCA H&I and provide a report that the panel is being covered.
4. Willing to train successor to your position.

V. PANEL SPEAKER REQUIREMENTS:

- A. Must have six months clean time or additional clean time and proper clearance required by the facility.
- B. Must adhere to SCA H&I Orientation Packet as well as the following guidelines:
 1. Must be selected by panel leaders.
 2. Cannot be anonymous as far as the facility is concerned.

3. Must have a clear message of recovery in Narcotics Anonymous.
4. Must dress appropriately.
5. Must not give out phone numbers to any person on the inside.
6. Must do their best not to swear when speaking.
7. Must not endorse facility.
8. Must not comment on the facility's methods of treatment.
9. Must not favor residents.
10. Must not carry messages for residents.
11. Must not carry contraband - cigarettes, knives, guns, etc.
12. Must adhere to any further directions given by the panel leader.

VI. GENERAL GUIDELINES:

- A. All SCA H&I officers, panel leaders, panel speakers, guests, and visitors to SCA H&I meeting must be willing to read, understand, and comply with the SCA H&I Guidelines.
- B. All SCA H&I officers and panel leaders must attend monthly SCA H&I meeting. Two consecutive absences from monthly meeting may be grounds for dismissal from service position.
- C. All SCA H&I officers and panel leaders must be voted in by SCA H&I.
- D. Panel leaders that let their panel assignment "go dark" without making proper attempts to have it covered may be asked to forfeit their service position.
- E. Any member of SCA H&I is automatically disqualified from further SCA 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 SCA H&I shall be defined as complete abstinence from all drugs.
- F. Any member who refuses to abide by the rules and regulations of the facility being served may be relieved of any SCA H&I service position.
- G. All Narcotics Anonymous panels shall be conducted under the auspices of SCA H&I or its delegated leader.
- H. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. 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 SCA H&I to carry the message inside the facility. For the same reason, no SCA 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, SCA H&I members will not make any comments or promises regarding employment, parole, probation or medical problems.
- I. SCA H&I panel members should be responsible for their conduct in any facility and must take responsibility to become informed in advance regarding the regulations of the facility being served.
- J. Clean and conservative clothing is strongly suggested.

K. 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 SCA H&I.

L. You are reminded that SCA H&I exists to share the NA message - our experience, strength and hope. SCA H&I panel members should try to get residents involved with the panel through reading materials as well as through direct sharing when applicable.

M. SCA H&I members should always keep in mind that he-she may be viewed as a representative of NA, and should conduct themselves responsibly.

N. It is not the duty of the Panel Leader to monitor who attends the panel at the facility.

VII. H&I PANELS

The primary purpose of NA H&I is to carry a clear message of recovery to addicts confined in correctional institutions, hospitals and/or recovery houses. This is accomplished through the operation of panels that visit them on a regular basis. These panels are comprised of panel leaders and panel speakers. New panels shall not be opened unless current panels are filled. **(Special clearance panels are excluded) (For specific facility information, please refer to monthly H&I minutes.)**

VIII. FINANCES

SCA H & I has a current operating budget per month from the SCANA ASC which is as follows:

A.	H & I Literature Buy:	\$350.00
B.	H & I Administrative Travel & Expenses:	\$100.00

IX. SCA H&I Orientation Package

SCA H&I has revised and modified the generic "sample panel orientation package" to better suit the distinct needs of the SCANA. The revised document is called the SCA H&I Orientation Packet and should be studied and considered when reviewing these guidelines to avoid and/or reduce redundancy in either document.

SCA H&I Orientation Packet

Initial Orientation

This SCA H&I Orientation packet contains the information needed for Narcotics Anonymous (“NA”) members to become familiar with Hospitals and Institutions (“H&I”) work, so they aren’t rushed into it 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 Hospitals and Institutions Subcommittee of the South Coast Area of Narcotics Anonymous (“SCA H&I”) to give a brief outline of some of the specifics that will be important for you as a panel member and/or panel leader. The SCA 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 areas, as a part of orientation, bring those that are new to SCA H&I to their first SCA H&I panel or two as an observer. This offers the opportunity to just listen at first and see how an SCA H&I panel really works. Also, this helps many to feel more comfortable when they come join the panel.

Personal Commitments-Panel Speakers

Please DO NOT volunteer for a SCA H&I panel if:

1. You are not sure that you want to attend, or
2. You are not sure you will be able to attend the panel.
 - A. 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 else 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 ALLOWED TO INVITE PEOPLE TO THE PANEL.**

SCA H&I Requirements for Panel Speakers

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

1. You have at least 6 months clean.
2. You have a clear NA message of recovery.
3. You are willing to comply with all of the SCA H&I’s and the facility’s requirements.
4. You are willing to carry the message in a responsible way.

The Panel Format

Please use attached, approved meeting formats for your specific facility.

Questions and Answers

It is a good idea to encourage questions concerning what was presented at the panel or other general questions about NA, but here are a few things you should keep in mind.

Please remember that **NA has no opinion on outside issues.** Occasionally during the question and answer period or when talking after the panel, the residents will ask us to give an opinion on outside issues such as:

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 NA Fellowship.

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

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 panels will consist of only men or only women, we feel strongly that only same-sex NA 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 NA. Experience has taught us that we can avoid these problems if we follow this simple guideline.

Adolescents

When adolescents are referred to in this handbook, we are referring to anyone under the age of 18. We need to remember that adolescents are prospective members, and should be treated with respect. When sharing in an H&I panel, 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 NA.**

Due to the governmental statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our interaction with these prospective members. For example, some facilities may require a staff member to be present during panels. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I panel voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the NA Fellowship.

While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggest that the age of the person sharing at an adolescent H&I panel 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. All H&I panels are highly structured and should be geared towards recovery through the

12 Steps of NA. Our experience has shown that we do not need to use a special format when carrying the message to adolescents.

In addition to the Do's and Don'ts found at the end of this package, we feel that the following should be included and paid extra close attention to when addressing adolescents.

ADOLESCENT DO's & DON'Ts

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

DON'Ts	
DON'T	Glorify your past.
DON'T	In panels with adolescents, 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

GENERAL DO's and DON'Ts

DO's	
DO	Make schedules of outside meetings available to residents.
DO	Clarify the facility's rules with anyone you bring in.
DO	Try to get all agreements with the facility in writing
DO	Start and end on time.
DO	Briefly explain what H&I is.
DO	Make it clear that NA is separate and distinct from the facility as well as other fellowships.
DO	Obeys all dress codes.
DO	Keep staff aware of your whereabouts at all times.
DO	Stamp all literature you bring into a facility with local help line number.
DO	Screen all panel members carefully, especially regarding their clean time or other requirements.
DO	Explain the language that we use ("addict", "clean", "recovery") and why we use it. (The 1 st Step of NA and the 6 th Tradition of NA)
DO	Emphasize that NA recovery is available to any addict, regardless of "type" of drug(s) used.
DO	Follow all security regulations at all times.
DO	Emphasize the importance of getting a sponsor and a home group, the

	ongoing nature of recovery, and the importance of attending meetings (suggest 90 meetings in 90 days upon discharge and/or release)
DO	Use the literature recommended for H&I, if we are supplying the literature. Encourage the treatments centers to supply NA literature on their own if at all possible and if so, inform the facility contact person they can purchase literature from ASC, RSO, or WSO www.southcoastareana.com ; www.todayna.org ; www.na.org

DON'Ts	
DON'T	Comment on the methods used by the treatment facility. Not all facilities are 12 Step based nor do their understanding of the Steps necessarily coincide with the understanding gained in NA. We share our experience without reference to the facility's methods or to the resident's comments.
DON'T	Debate the merits of the treatment center's program or other Fellowships'. Remember, we have no opinion on outside issues. (10 th Tradition) 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 is the foundation of our program of recovery.
DON'T	Break another person's anonymity or tell his/her story.
DON'T	Debate issues involving the facility's rules or regulations.
DON'T	Get involved in discussions on outside issues, remember why we are there.
DON'T	While sharing, pay too much focus on what it was like. They already know.
DON'T	Debate which drugs are acceptable. NA is a program of complete abstinence from ALL drugs.
DON'T	Discuss conditions within facility, or opinions about staff members.
DON'T	Carry excessive cash or wear expensive or flashy jewelry.
DON'T	Show favoritism to any resident (s).
DON'T	Give out your or any other person's address or phone number.
DON'T	Carry in any contraband items, such as cell phones, cigarettes, or weapons
DON'T	Give residents money
DON'T	Give or accept gifts.
DON'T	Carry letters or messages in or out of any facility.
DON'T	Knowingly take a member who has friends or family in the facility.
DON'T	Get involved in a discussion about an inmate's guilt or innocence.
DON'T	Rely on "flooding" a facility with literature to carry our message. The most powerful tool for carrying our message is the NA member.
DON'T	Read too many literature selections at the beginning of the panel. Keep it short and simple to keep their attention.
DON'T	Let the panel run too long. (Most treatment center residents spend much of their day in meetings of one sort or another, often in the same room.)
DON'T	Collect any money.
DON'T	Use excessive profanity.

GENERAL RULES

1. It is a felony to bring any drugs or weapons onto the grounds of any institution.
2. It is against the law to give money to an inmate in the Orange County Jail, or Joplin Honor Ranch.
3. It is prohibited to bring money into the Orange County Jail to exchange for articles made by inmates.
4. It is prohibited to accept any articles, including correspondence of any kind, from inmates. No exceptions.
5. It is prohibited to give money to members of a detoxification, rehabilitation, shelter, or any other institution that SCA H&I services.
6. If smoking is permitted at a facility, panel leaders and panel speakers may partake but are prohibited to leave additional cigarettes, lighters, or matches behind.
7. No NA panel regularly conducted under the auspices of SCA H&I shall be held in any institutions, except under the direct supervision of a regularly delegated panel leader or substitute specifically delegated by the panel leader or coordinator.
8. No member will involve himself/herself with any other activity at any institution that this SCA H&I serves, to avoid possible conflict and resulting damage to: a) the inmate or patient on the inside; and b) the working ability and the privilege of this SCA H&I to carry the message inside the institution.
9. No member will interfere with or use any influence in any institutions, courts, or hospitals, nor with any judge, doctor, probation officer or parole officer. Nor will he/she make any comments or promises regarding employment, parole or medical problems. We carry only the message of NA—recovery through spiritual principles.
10. NA case histories, life stories, and/or NA principles or NA general information are to be the main topics of NA panels conducted within all institutions served by SCA H&I. All speakers and panel members must strictly comply with this regulation, confining their talks solely to the NA message of recovery.

Remember at all times that you have a responsibility to the facility, to the residents, and to NA. If you observe and follow the above suggestions, and follow the Twelve Traditions of NA, you will uphold your responsibilities to all three.

SCANA OC JAIL/MUSICK FACILITY FORMAT

INTRO:

Welcome to the H&I panel of Narcotics Anonymous. My name is _____, I am an addict. We will open the meeting with the Serenity Prayer.

H & I stands for hospitals and institutions and we are not affiliated with this facility in any way. This panel is being held here to provide a place for addicts who are unable to access outside meetings. Out of respect for our speaker we ask that you do not converse with each other during the panel. We will provide time at the end for questions you may have concerning outside meetings, sponsorship, the 12-Steps, or other questions related to program of Narcotics Anonymous. We are not able to answer questions you may have about recovery programs, probation status, court appointed programs, or medications. Narcotics Anonymous has no opinion on outside issues. I will pass around the facility attendance sheet for you to print your name and booking number for attendance credit here at the facility. Attendance cards will be signed and returned at the end of the panel.

Narcotics Anonymous is all-inclusive in respect to any mood-changing or mind-altering chemicals including alcohol. What we share in this meeting is our own experience, strength, and hope. This is a spiritual program not a religious one, so please don't let the word GOD offend you.

READINGS:

I have asked someone to read;

**WHO IS AN ADDICT
WHAT IS THE NA PROGRAM
WHY ARE WE HERE
HOW IT WORKS
WHAT CAN I DO (from little white book)**

Introduce your speaker

After Speaker

Narcotics Anonymous is here to help any addict who wants to stop using. Here are some tools that work for us:

**COME TO 90 MEETINGS IN 90 DAYS (and don't use in between!)
READ SOME NA LITERATURE EVERY DAY, OUR MEETING SCHEDULES
AND LITERATURE ARE FREE AND LOCATED HERE ON THE TABLE
GET A SPONSOR (refer to Sponsorship pamphlet)
KEEP COMING BACK!!!**

Does anyone have any questions for our speaker or regarding the program of NA?

Let's thank our speaker for sharing!!!

I've asked someone to read "JUST FOR TODAY"

We will now close with the NA 3rd Step Prayer for those who wish to join.

SCANA H & I TREATMENT FACILITY FORMAT

INTRO:

Welcome to the H&I panel of Narcotics Anonymous. My name is _____, I am an addict. We will open this meeting with the Serenity Prayer for those who wish to join.

H & I stands for hospitals and institutions and we are not affiliated with this facility in any way. This panel is being held here to provide a place for addicts who are unable to access outside meetings. Out of respect for our speaker we ask that you please do not converse with each other during the panel. We will provide time at the end for questions you may have concerning outside meetings, sponsorship, the 12-Steps, or other questions related to program of Narcotics Anonymous. We are not able to answer questions you may have about recovery programs, probation status, court appointed programs, or medications. Narcotics Anonymous has no opinion on outside issues.

Narcotics Anonymous is all-inclusive in respect to any mood-changing or mind-altering chemicals including alcohol. What we share in this meeting is our own experience, strength, and hope. This is a spiritual program not a religious one, so please don't let the word GOD offend you.

READINGS:

I have asked someone to read;

**WHO IS AN ADDICT
WHAT IS THE NA PROGRAM
WHY ARE WE HERE
HOW IT WORKS
WHAT CAN I DO (from little white book)**

Introduce your speaker

After Speaker

Narcotics Anonymous is here to help any addict who wants to stop using and find a new way to live. Here are some tools that work for us:

**COME TO 90 MEETINGS IN 90 DAYS (and don't use in between!)
READ SOME NA LITERATURE EVERY DAY, OUR MEETING SCHEDULES
AND PAMPHLETS ARE FREE AND LOCATED ON THE TABLE
GET A SPONSOR (refer to Sponsorship pamphlet)
KEEP COMING BACK!!!**

Does anyone have any questions for our speakers or regarding the program of NA?

Let's thank our speaker for sharing!!!

I've asked someone to read "JUST FOR TODAY"

We will now close with the NA 3rd Step Prayer for those who wish to join.

SCANA H & I JOPLIN PANEL FORMAT

INTRO:

6:30PM Hello, my name is _____ and I am an addict. Welcome to the Joplin H & I meeting of *Narcotics Anonymous*.

We are members of a subcommittee of Narcotics Anonymous called Hospitals and Institutions. We are not affiliated with this facility in any way. We are a group of recovering addicts who volunteer our time to bring a message of recovery to people who cannot get to outside meetings.

Narcotics Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other so that we may solve our common problem and help each other recover from addiction. Are there any other addicts here besides myself?(Ask for a show of hands). For those of you who do not believe you have a problem with drugs or that drugs did not play a part in landing you here in this facility, there is an information pamphlet on the table called "Am I an Addict", that we suggest you pick up at the end of the meeting. This may help you in identifying your problem. The solution to that problem is Narcotics Anonymous.

This is a spiritual, not religious program, so please don't let the word GOD offend you.

Tonight, I have brought _____ to share their experience with addiction and recovery. After the speaker shares, we will have time for questions.

First, there are readings done at the beginning of all regular NA meetings. We have brought samples from a few of these readings and we appreciate your participation.

Could someone please read?

**WHO IS AN ADDICT
WHAT IS THE NA PROGRAM
WHY ARE WE HERE**

We will now go around the room and introduce ourselves starting on my left.

After Speaker

Narcotics Anonymous is here to help any addict who wants to stop using. Here are some tools that work for us:

**GO TO 90 MEETINGS IN 90 DAYS (and don't use in between!)
READ SOME NA LITERATURE EVERY DAY
FREE LITERATURE AND MEETING SCHEDULES ARE ON THE TABLE
GET A SPONSOR (refer to Sponsorship pamphlet)
MAKE NEW FRIENDS THAT ARE NOT USING AND HAVE FOUND A NEW
WAY TO LIVE
KEEP COMING BACK!!!**

Does anyone have any questions for our speaker or me regarding the program of NA?
Let's thank our guest speaker for sharing!!!

7:25PM Now, let us end the meeting, together, with the Serenity Prayer....