

FORMAT FOR H&I PRESENTATIONS

Chairperson

Hello, my name is _____, and I'm an addict. Welcome to H&I's presentation of Narcotics Anonymous. I would like to open with a moment of silence, followed by the Serenity Prayer, for those who care to join. God....

Readings:

Who is an addict?

Why are we here?

What is the Narcotics Anonymous program?

How it works (optional)

Briefly explain that this is a Hospital and Institutions (H&I) meeting. Because access to regular meetings by residents is limited, the Suffolk Area Service, H&I subcommittee is bringing this presentation here. "We of Narcotics Anonymous, are not affiliated with this institution, nor do we have any opinion on its policies."

There is literature and meeting lists, please take them.

There are no Musts in Narcotics Anonymous. There are a few suggestions:

1. When you leave this institution, make a meeting.
2. Make 90 meetings in 90 days.
3. Get a sponsor, someone with one or more years clean time of the same sex, and a working knowledge of the 12 Steps and the 12 Traditions.
4. Stay away from people, places, and things.
5. Try to identify with the speaker's feelings, do not compare stories.
6. Get a Higher Power.

The format of this presentation/meeting is _____. After the speaker has finished, there will be time for any questions. There will be no cross discussion while anyone is sharing. Please hold questions until the end of the meeting.

Introduce your speaker.

Open meetings to questions/sharing. Close the meeting, read the Just for Today (optional), with a moment of silence followed by the Serenity Prayer, for those who care to join..... God...

SUFFOLK AREA OF NARCOTICS ANONYMOUS HOSPITALS & INSTITUTIONS SUBCOMMITTEE ORIENTATION

This information provided to you in this orientation is to help better carry the message of Narcotics Anonymous, to the sick and suffering addicts, and fulfill our primary purpose. We will go through policies, procedures, do's and don'ts, how to do an H&I presentation, qualifications, etc. Please keep in mind that the meeting is not, in the usual sense, a Narcotics Anonymous meeting. It is a presentation of Narcotics Anonymous.

What is the NA message?

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 is freedom. (NA Basic Text, pg. 68, Fifth Tradition)

Remember first and foremost, when introducing ourselves at an H&I presentation, we identify ourselves as an "addict".

NA CLARITY STATEMENT

"We are presented with a dilemma; when NA members identify themselves as "addicts and alcoholics", or talk about living "clean and sober", the clarity of the NA message is blurred. To speak in this manner suggests that there are two diseases, that one drug is somehow separate from the rest, requiring special recognition, Narcotics Anonymous makes no distinction between drugs. Our identification as "addicts" is all-inclusive, which allows us to concentrate on our similarities, not our differences" (Narcotics Anonymous World Service Office).

H&I members must respect our primary purpose. We identify ourselves at H&I presentations simply as "addicts" and share in a way that keeps our message clear. We don't introduce ourselves as "an addict and..." and we don't say "grateful recovering addict". NA members have been unintentionally blurring the NA message by using drug-specific language such as "sobriety", "clean and sober", "dope fiend", etc. We carry our message better when we identify ourselves simply and clearly as "addicts", and use the words "clean", "clean time", and "recovery". These words imply no particular substance. We refer only to our own literature at presentations, thereby avoiding any implied endorsement or affiliation. The NA approach to the disease of addiction must shine through clearly in what we say and do at H&I presentations.

Keep in mind, the addicts in the facility may not be grateful, and they may not know about recovery. We may be their first exposure to NA and they need to identify with us. **FIRST IMPRESSIONS MATTER!**

TRADITIONS IN AN H&I SETTING

When holding an H&I meeting, we uphold the Traditions to the best of our ability. We do not read the Traditions at an H&I meeting, but for your own clarifications and understanding:

The following traditions may **not always** apply:

1. Third Tradition - **“The only requirement for membership is the desire to stop using.”** Clients/inmates may not have a desire to stop using. The individual might have been mandated to the program or sentenced to the jail he/she is in. The only requirement to attend a meeting in a facility is to be a client/inmate of that facility.
2. Fourth Tradition - **“Each group should be autonomous except in matters affecting other groups or NA as a whole.”** An H&I meeting is not autonomous. The Area H&I Subcommittee sets the structures and is the “group conscience” for the meeting. The Area H&I Subcommittee is answerable to the Area Committee, who is answerable to the groups and the addicts who are party to those groups.
3. Seventh Tradition - **“Every NA group ought to be fully self-supporting, declining outside contributions.”** An H&I meeting is not self-supporting. The literature is obtained through the Area Service Committee, who is funded through group donations.

The following traditions **always** apply:

1. Fifth Tradition - **“Each group has but one primary purpose, to carry the message to the addict who still suffers.”** This is the most important tradition to remember. It is the reason we are all here. We carry the message to the still sick and suffering addict in the institution who has no or limited access to outside recovery meetings.
2. Sixth Tradition - **“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.”** We are not affiliated **IN ANY WAY** with the facility we are doing a meeting in. We are representing Narcotics Anonymous.
3. Tenth Tradition - **“NA has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.” WE HAVE NO OPINIONS ON ANYTHING GOING ON IN A FACILITY.** That includes staff, counselors, medications (including methadone), policies, where a client/inmate may be going after they leave the facility. **DO NOT GIVE YOUR OPINION EVEN AFTER THE MEETING.** There are a couple of ways to handle questions regarding medications; please discuss this with the person giving the workshop.
4. Twelfth Tradition - **“Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.”** Your

personal anonymity might need to be broken; some facilities require that you sign in with your first and last name. Certain facilities require, for all chair/co-chair and speakers, that they provide their personal information (name, address, phone number, etc.). Please let your speakers know this in advance. Regarding the client's/inmate's anonymity, do not repeat or attach a name to anything that has gone on during the meeting. If you see someone you know when you go into the facility, do not approach them. They might approach you after the meeting.

IF A FACILITY WANTS AN ADDITIONAL OR NEW MEETING

Presentations are done when a facility thinks they may want a new meeting or an additional meeting. If a staff member approaches you, or if you know someone who works in a facility and they indicate that they would like to have a Narcotics Anonymous meeting in their facility, contact the H&I chair and/or vice chair. He/she will contact Public Information, and H&I and PI will give a presentation to that facility if it is a new facility to H&I.

NEVER DO A PRESENTATION ALONE

If you run an H&I meeting in a facility that has not gone through the Subcommittee, then this is not a sanctioned meeting, and the Subcommittee cannot provide literature and is not responsible for what goes on; we will advise the facility on this.

SUFFOLK AREA H&I SUBCOMMITTEE MEETING & WHO ATTENDS

It is required that the chair and co-chair people attend all Subcommittee meetings. If you cannot attend a Subcommittee meeting, you should call the chair or vice chair. If someone misses two (2) consecutive Subcommittee meetings, the position they hold will be listed as an open commitment and filled by another qualified member if possible. If you are unable to chair your presentation, the first person to call is your co-chair. If your co-chair is unable to fill it, any other Subcommittee member in good standing should and can be called to fill in. It is your responsibility to get another member to cover for you. The Area H&I Subcommittee meeting is to share information with other addicts to solve any problem areas or concerns and to help each other better carry the message. Literature is distributed **AT THE END** of the meeting. Open commitments are filled and learning days are planned.

Remember that the meeting you are chairing is not your meeting. You are a volunteer and a representative of Narcotics Anonymous. You are responsible for your actions. Your actions will reflect on the NA fellowship as a whole.

REQUIREMENTS FOR CHAIRPERSONS AND SPEAKERS

Chairpersons - Six months NA street clean time, a clear NA message, completion of the Suffolk H&I Orientation, and (2) sit-ins (Jail & Detox is 1 year).

Speakers- Six months NA street clean time and clear Narcotics Anonymous message. Any member of NA who is taking a maintenance drug (i.e., suboxone, methadone, Subutex, vivitrol etc.) is not eligible for H&I service, either to chair or speak. It is important to screen all speakers carefully and to advise them that they must have a clear NA message and use NA language. We NEVER have somebody speak who we ourselves have not heard. Do not knowingly bring in a speaker with relatives in the facility.

DO'S & DON'TS

DO'S:

1. Remember that this is a “we” program; do not preach.
2. Remember that an addict is an addict, regardless of age.
3. Make meeting lists available; if meeting lists are limited, find out who is leaving soon and give that person a meeting list.
4. Start and end the meeting on time. If the facility has you start the meeting late, the meeting still needs to end on time.
5. Obey all dress codes. Please exercise common sense and dress appropriately.
6. Keep staff aware of your whereabouts and always follow security regulations.
7. Make sure literature is available and stamped with the proper stamp.
8. Explain that NA recovery is available to any addict, regardless of what drugs he/she used.
9. Explain that we are volunteers coming into the facility and it is how we stay clean.
10. Emphasize the importance of making a meeting the day they get out.
11. Emphasize the importance of a sponsor, a home group, making meetings (90/90), getting phone numbers & staying away from people, places and things.
12. Screen your speakers carefully for a clear NA message & required clean time.
13. Make sure your speakers know our message.
14. Stop your speaker if they are NOT giving a clear NA message.

DON'TS:

1. Don't talk to inmates about what their crimes were.
2. Don't glorify your war story.
3. Don't patronize adolescents and compare bottoms.
4. Don't break another person's anonymity or tell his/her story.
5. Don't debate any issues involving the facility's rules, regulations, policies, staff,

- medications, treatments etc. It is better to focus on the positive qualities of the facility.
6. Don't debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
 7. Don't carry excessive cash or wear flashy jewelry.
 8. Don't wear inappropriate clothing (miniskirts, etc.).
 9. Don't show favoritism to any resident.
 10. Don't take messages, packages, or letters into or out of a facility.
 11. Don't give out any contraband items, such as cigarettes.
 12. Don't give or accept gifts or money.
 13. Don't bring your personal problems into the meeting.
 14. Don't take on sponsees.

**All H&I policies are non-negotiable. If there is a policy that you don't like or don't agree with, show up at the subcommittee; get involved.
This is how we effect change.**

H&I LITERATURE

There are specific pamphlets that are brought into facilities in Suffolk Area. These include Area meeting lists and:

- IP #1: Who, What, How & Why
- IP #5: Another Look
- IP #6: Recovery & Relapse
- IP: #7: Am I an Addict
- IP #8: Just for Today
- IP #11: Sponsorship
- IP #12: Triangle of Self-Obsession
- IP #19: Self Acceptance
- IP #22: Welcome to NA
- IP #23: Staying Clean on the Outside
- Introductory Guide to NA

You may bring your basic text, but do not give it to an inmate/client. Basic Texts may be donated to the facility's library only. Do not take money from inmates/clients to buy a Basic Text. The facility can purchase literature directly from the RSO in the Eastern New York Region (ENYR). Forms can be obtained; please see your Subcommittee Chair.

SUGGESTED TYPES OF MEETINGS

SPEAKER: A speaker will share his/her experience strength and hope.

PANEL: Not used often but can be 2 or 3 people sharing. Leaves little time for open sharing.

STEP: Only recommended for a long-term facility. The first three steps are appropriate.

TEXT OR PAMPHLET: Read part of the book or an IP, share about it for a few Minutes, and then go around the room. This is great when your speaker doesn't show up.

OPENING A MEETING GUIDELINES

1. Hand out the readings; you can purchase readings at the ASC or hand out IP#1: Who, What, How & Why. REMEMBER, this might be a person's first exposure to NA. Try to remember the person's name.
2. There are no clean time requirements for clients/inmates sharing at an NA meeting. Show a lot of enthusiasm; talk to them from your heart and tell them what NA has done for you. REMEMBER THAT YOU ARE REPRESENTING NARCOTICS ANONYMOUS.
3. The readings, WHO, WHY, WHAT & HOW; you might want to split HOW.
4. At the end of the meeting, you might want to read "JUST FOR TODAY".

WHAT NARCOTICS ANONYMOUS DOES NOT DO

There are a lot of misconceptions about Narcotic Anonymous and you get a lot of unusual questions. Remember, we do not keep track of who is in the meeting, we are not under surveillance, we are not a research organization, we are not a religious program, just recovering addicts trying to stay clean one day at a time.

REMEMBER H&I IS THE HARDEST COMMITMENT YOU ARE EVER GOING TO LOVE!!!