

Important “Do’s” and “Don’ts” for H&I Presentations

“DO’S”

- **DO** Make directories of outside meetings and NA helpline numbers available to potential members so they can find NA upon release.
- **DO** Start and end on time!
- **DO** Clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.
- **DO** Obey the dress code and exercise common sense.
- **DO** Conduct orientation and/or training sessions for all members involved in H&I service.
- **DO** Meet with facility staff on a regular basis to check on how NA is doing in the facility and to hear how we could improve.
- **DO** Ensure that a clear NA message of recovery is carried by all panel members.
- **DO** Clarify the rules to whomever you bring into the facility, or have them attend an orientation if the facility offers one.
- **DO** Emphasize that NA recovery is available to all addicts regardless of drug(s) used.
- **DO** Involve potential members in the meeting, especially in long-term facilities (NA meeting readings, etc).
- **DO** Screen all panel members, speakers, and chairpersons.
- **DO** Attempt to get all agreements with the facility in writing.
- **DO** Adhere to the security regulations at all times.

“DON'TS”

- **DON'T** Conduct an H&I meeting or presentation alone.
- **DON'T** Give any inmate or client within the facility your address or telephone number.
- **DON'T** Break another person’s anonymity.
- **DON'T** Get involved in discussions on outside issues; don’t forget why we are there.
- **DON'T** Discuss facility staff members with inmates.
- **DON'T** Show favoritism to any resident(s).
- **DON'T** Bring an NA member who has friends and/or family in the facility.
- **DON'T** Accept money or gifts from, or give money or gifts to, any inmate.
- **DON'T** Emphasize using days while sharing an NA message of recovery.
- **DON'T** Use excessive profanity.
- **DON'T** Debate any issues involving facility rules, regulations, programs, or other fellowships.
- **DON'T** Discuss conditions within the facility.
- **DON'T** Wear flashy jewelry, and don’t carry excessive cash.
- **DON'T** Take messages or carry letters in or out of the facility.
- **DON'T** Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence.